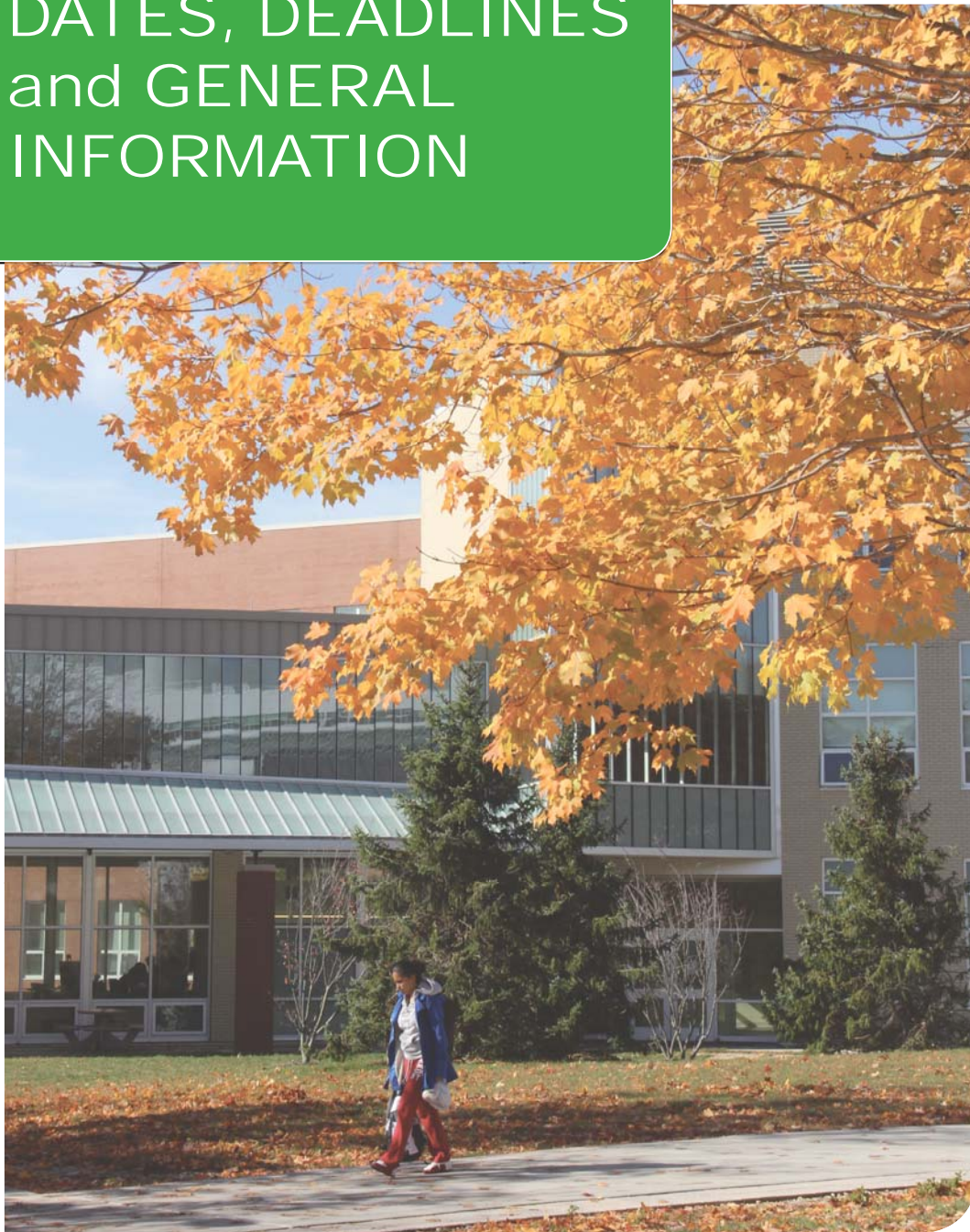


FALL 2019
DATES, DEADLINES
and GENERAL
INFORMATION



For admission and transfer information,
call Enrollment Services at **(516) 876-3073**
or visit us Online: www.oldwestbury.edu



SUNY OLD WESTBURY

FALL 2019 DATES, DEADLINES and GENERAL INFORMATION

Registration Procedures-----	1
Withdrawal Policy -----	2
Refund Schedule-----	2
Bill Payment -----	4
Anticipated Costs-----	5
Identification Card (ID) -----	6
Independent Study-----	6
Curriculum Codes for Student Majors -----	8
College Policy on Academic Standing -----	8
Declaration of Major -----	9
On-line "NE" Courses -----	9
Hybrid "HY" Courses-----	9
Blended "BL" Courses -----	10
FERPA-----	10
Exam Schedules-----	11
Calendar of Important Dates -----	12
Degree Works (Degree Audit)-----	14
Course Selection Form-----	15
Web Registration -----	16
WEB Payment -----	16
Access Grades -----	16
Schedule Worksheets-----	17

FALL 2019 DATES, DEADLINES and GENERAL INFORMATION

FULL TERM: August 26, 2019 – December 20, 2019
PART OF TERM A: August 26, 2019 – October 23, 2019
PART OF TERM B: October 24, 2019– December 20, 2019

PRIORITY REGISTRATION FOR CONTINUING STUDENTS

April 1, 2019 Seniors (at least 88 credits)
April 4, 2019 Juniors (at least 57 credits)
April 8, 2019 Sophomores (at least 32 credits)
April 11, 2019 Freshmen (0 - 32 credits)

Please note: -Second Semester Freshman (freshman admitted spring 2019) require an advising PIN from an academic advisor in the First Year Experience Office (FYE). FYE advising is by appointment.

-Review your academic record using Degree Works.

Instructions are in the back of this booklet.

- Continuing students in good academic standing are encouraged to make an appointment for academic advising. **Please see "Academic Advisement" on page 3 and 4 in this booklet.**

-Continuing students whose current academic standing is probation must seek academic advising.

-At or after your priority date, register on the WEB (CONNECT.OLDWESTBURY.EDU). Instructions are in the back of this booklet. Computers with internet access are available in the Library.

-Students planning to use financial aid must satisfy Financial Aid requirements prior to registration.

BILLS FOR REGISTERED STUDENTS WILL BE AVAILABLE ON LINE AND **PAYMENT IS DUE AT THE OFFICE OF THE BURSAR BY 5PM ON AUGUST 8, 2019.** CREDIT CARD PAYMENTS MUST BE MADE ON LINE AT CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS IN THE BACK OF THIS BOOKLET.

THE FINANCIAL CANCELLATION PROGRAM COMPARES TOTAL BILLING HOURS TO TOTAL PAYMENTS: ADDING A COURSE, FOR WHICH PAYMENT IS NOT MADE WILL RESULT IN THE CANCELLATION OF ALL COURSES.

STUDENTS WHO REGISTER BY AUGUST 8, 2019 VIEW BILLS ONLINE AT CONNECT.OLDWESTBURY.EDU

PAYMENT IS DUE AT THE OFFICE OF THE BURSAR BY 5 PM ON AUGUST 8, 2019

CREDIT CARD PAYMENT MUST BE MADE ONLINE AT CONNECT.OLDWESTBURY.EDU

FOR STUDENTS WHO REGISTER *AFTER* August 8, 2019, PAYMENT IS DUE THE DAY OF REGISTRATION. STUDENTS SHOULD REVIEW ACCOUNTS ONLINE AT CONNECT.OLDWESTBURY.EDU.

CONTINUAL REGISTRATION FOR CONTINUING AND RETURNING STUDENTS

APRIL 12, 2019 – AUGUST 23, 2019

- Continuing students in good academic standing are encouraged to make an appointment for academic advising. **Please see "Academic Advisement" on page 3 and 4 in this booklet.**

-Continuing students whose current academic standing is probation must seek academic advising.

-Registration, add/drop on the WEB (CONNECT.OLDWESTBURY.EDU)

STUDENTS MAY VIEW ACCOUNTS AT CONNECT.OLDWESTBURY.EDU. FOR STUDENTS WHO REGISTER ON OR BEFORE **AUGUST 8, 2019**, BILL PAYMENT IS DUE BY 5PM ON **AUGUST 8, 2019**. FOR STUDENTS WHO REGISTER AFTER **AUGUST 8, 2019**, BILL PAYMENT IS DUE THE DAY OF REGISTRATION. CREDIT CARD PAYMENTS MUST BE MADE ONLINE AT CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS IN THE BACK OF THIS BOOKLET.

THE FINANCIAL CANCELLATION PROGRAM COMPARES TOTAL BILLING HOURS TO TOTAL PAYMENTS: ADDING A COURSE, FOR WHICH PAYMENT IS NOT MADE WILL RESULT IN THE CANCELLATION OF ALL COURSES.

REGISTRATION FOR NON-MATRICULTED STUDENTS -"LIFE LONG LEARNERS" AND "NON-DEGREE"-

AUGUST 19, 2019 – AUGUST 23, 2019

-Registration, add/drop on the WEB (CONNECT.OLDWESTBURY.EDU)

STUDENTS MAY VIEW ACCOUNTS AT CONNECT.OLDWESTBURY.EDU. BILL PAYMENT IS DUE THE DAY OF REGISTRATION. CREDIT CARD PAYMENTS MUST BE MADE ONLINE AT CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS IN THE BACK OF THIS BOOKLET. THE FINANCIAL CANCELLATION PROGRAM COMPARES TOTAL BILLING HOURS TO TOTAL PAYMENTS: ADDING A COURSE, FOR WHICH PAYMENT IS NOT MADE WILL RESULT IN THE CANCELLATION OF ALL COURSES.

REGISTRATION FOR FIRST YEAR FRESHMAN AND NEW TRANSFER STUDENTS

-Registration for new **First Semester Freshmen** takes place during New Student Orientation which are held **by appointment** on June 20-21, July 8-9, July 11-12, or July 29-30, 2019

For additional information, please visit www.oldwestbury.edu/life/orientation/freshman

-**New Transfer students** may register on the WEB after they receive an advising PIN from an academic advisor at a Transfer Orientation and Registration Day, which are held **by appointment** on: June 6, June 26, July 18, July 24, August 1 or August 5, 2019

For additional information, please visit <https://www.oldwestbury.edu/life/orientation/transfer>

STUDENTS MAY VIEW ACCOUNTS AT CONNECT.OLDWESTBURY.EDU. FOR STUDENTS WHO REGISTER ON OR BEFORE AUGUST 8, 2019, BILL PAYMENT IS DUE BY 5PM ON AUGUST 8, 2019. FOR STUDENTS WHO REGISTER AFTER AUGUST 8, 2019, BILL PAYMENT IS DUE THE DAY OF REGISTRATION. CREDIT CARD PAYMENTS MUST BE MADE ONLINE AT CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS IN THE BACK OF THIS BOOKLET. THE FINANCIAL CANCELLATION PROGRAM COMPARES TOTAL BILLING HOURS TO TOTAL PAYMENTS: ADDING A COURSE, FOR WHICH PAYMENT IS NOT MADE WILL RESULT IN THE CANCELLATION OF ALL COURSES.

ADD/DROP and LATE REGISTRATION

AUGUST 26, 2019 – SEPTEMBER 1, 2019

Late register/add/drop on the WEB (CONNECT.OLDWESTBURY.EDU)

NOTE: A \$50 Late Registration Fee will be assessed to a student re-registering due to cancellation of courses for non-payment or to a student approved for registration on or after August 26, 2019.

BILLS FOR REGISTRATION MUST BE SATISFIED WITH THE BURSAR ON THE SAME DAY AS ADD/DROP/REGISTRATION. CREDIT CARD PAYMENTS MUST BE MADE ONLINE AT CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS IN THE BACK OF THIS BOOKLET.

WITHDRAWAL POLICY FOR FULL TERM

- * After the end of the Add/Drop period (after September 1) and up to the end of the seventh week of classes, (October 11) students may withdraw from a course by completing an official withdrawal form found at CONNECT.OLDWESTBURY.EDU.
- * After the seventh week of classes, instructor's approval is required to withdraw from courses. Students may request approval by completing an official withdrawal form found at CONNECT.OLDWESTBURY.EDU
- * The deadline to obtain approval and to withdraw from a course is December 6, 2019.
- * If not officially withdrawn from the course by December 6, 2019, a student's name will appear on the Final Grade Roster, and the instructor will assign a grade. A grade of "NC" will be accepted only if prior arrangements have been made with the instructor and a fully executed Credit/No Credit agreement has been electronically filed, before the end of the third week of classes, with the Office of the Registrar.
- * Only students withdrawing officially through the Office of the Registrar will receive a grade of "W". Nonattendance in a course or non-payment of fees does not constitute withdrawal.
- * Perkins loan recipients who withdraw must participate in an Exit Interview in the Office Financial Aid.
- * Stafford loan recipients who withdraw must participate in an Exit Interview in the Office of Financial Aid.

NOTE: \$20 fee will be assessed for each add, drop or withdrawal transaction approved after September 1, 2019.

IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW FROM SCHOOL IF NOT ATTENDING CLASSES.

REFUND SCHEDULE

TO QUALIFY FOR REFUNDS OF TUITION, INTERCOLLEGIATE ATHLETIC FEE, TECHNOLOGY FEE and HEALTH SERVICE FEE STUDENTS MUST OFFICIALLY DROP COURSES DURING THE ADD/DROP PERIOD or WITHDRAW FROM COURSES. REFUND AMOUNTS WILL BE DETERMINED IN ACCORDANCE WITH THE FOLLOWING REFUND SCHEDULE. **THE COLLEGE FEE IS NOT REFUNDABLE.** INQUIRIES ABOUT THE STUDENT GOVERNMENT FEE SHOULD BE REFERRED DIRECTLY TO THE STUDENT GOVERNMENT ASSOCIATION (516) 876-3273. **REFUNDS REQUIRE SIX TO EIGHT WEEKS FOR PROCESSING.**

Non-attendance in any course does not constitute official withdrawal.

FULL TERM:

100% refund- drop Aug 26 – Sep 1
70% refund- withdraw Sep 2 – Sep 8
50% refund- withdraw Sep 9 – Sep 15
30% refund- withdraw Sep 16 – Sep 22

No refund-after Sept. 22, 2019

PART-OF-TERM A:

100% refund- drop Aug 26– Sep 1
35% refund- withdraw Sep 2 – Sep 8
No refund-after Sept. 8, 2019

PART-OF-TERM B:

100% refund- drop Oct 24 – Oct 30
35% refund- withdraw Oct 31 – Nov 6
No refund-after Nov. 6, 2019

REGISTRATION INFORMATION

CLOSED-OUT (FULL) COURSES: To request authorization to enroll in a closed course, a student must request an overtly approval via campus e-mail. If approved, the school or department associated with the course will e-mail the authorization to the Office of the Registrar. Please note: **Under no circumstance will a student be permitted to enroll in a class if the classroom capacity is met.**

ACADEMIC LOAD: A student achieves full-time status with a course load of 12 or more credits. The maximum credit load for Fall or Spring semesters for undergraduate students is 18 credits.

Students wishing to add courses, which will give them an academic load over 18 credits (overload), are required to petition for a course overload with the chair of the department in which the student is majoring. If approved, the chair will e-mail the approved request to the Dean for final approval. The Dean will e-mail the authorization to the Office of the Registrar. The Office of the Registrar will inform all parties via campus e-mail of completion of the overload process.

Note: Mastery of reading and writing skills is required. Students on probation are not eligible to take a course overload under any circumstances.

ACADEMIC STANDING: If you are suspended or dismissed at the close of the Spring or Summer semester, your registration and financial aid for the Fall semester will be voided. If you make an appeal to the Academic Standing Committee, and the appeal is granted, you must re-register in accordance with the reinstatement decision. Your original course selection and financial aid are not guaranteed.

IMMUNIZATION

Immunization requirements must be met prior to registration.

All students must submit appropriate documentation verifying that they are in FULL compliance with the New York State immunization requirements listed below. Students who are NOT in full compliance WILL NOT be allowed to register:

IMMUNIZATION REQUIREMENTS:

MEASLES: Two (2) doses of live measles administered after one year of age and after 1968; OR - Blood test showing immunity.

MUMPS: One dose of live mumps vaccine administered after one year of age and after 1969; OR - Blood test showing immunity.

RUBELLA (German Measles): One dose of live rubella vaccine administered after one year of age and after 1969; OR - Blood test showing immunity.

MENINGITIS: Either documentation of vaccine within the last ten years or a signed declination form, which can be found on the Student Health WEB site at www.oldwestbury.edu/life/student-health Any questions...please call 516-876-3250 or visit the Student Health WEB site.

DEFINITIONS

Continuing Student:	A student who has continued his/her registration directly from the immediately preceding semester.
Returning Student:	A student who is registering after an interruption of one or more semesters.
New Student:	A student who has been accepted to SUNY Old Westbury but has never before registered.
Lower Division:	0 to 56 credits as shown on the official transcript in the Office of the Registrar.
Upper Division:	57 or more credits actually earned and recorded on the official transcript in the Office of the Registrar, including credits received at Old Westbury and only those transfer credits for which an official college transcript was received and evaluated.
NOTE:	Official transcripts from all colleges previously attended are required to be on file for any student before transfer credit and academic level are certified.
Alternate PIN:	A unique number required for first and second semester freshman and new transfer students to register and add/drop using the WEB. It must be obtained from an academic adviser.

ACADEMIC ADVISEMENT

***Before seeing an academic advisor, review your academic record using Degree Works.** Instructions are in the back of this booklet.*

Category of Student:

Students accepted into the School of Business
Students accepted into the School of Education
School of Arts and Science majors with 57 or more earned credits
School of Arts and Science majors with 56 or fewer earned credits
EOP students with 56 or fewer earned credits
First Semester Freshmen (admitted Fall 2019)
Second Semester Freshmen (admitted Spring 2019)

Advised by:

School of Business
School of Education
School of Arts and Sciences Academic Departments
Academic Advising Center
Educational Opportunity Program
Academic Advisor at New Student Orientation
First Year Experience Office

IMPORTANT:

- Students who are not proficient in English and/or Mathematics and who register on the basis of current placement recommendations may be required to change their program when new placement recommendations are determined.
- Students not declared in a major ("undecided") are not eligible to receive federal financial aid.

NEW STUDENTS

If you are a NEW student who has never before registered at SUNY College at Old Westbury, be sure to note the following:

1. You must have been accepted to the College.

2. All students, regardless of level or program, are required to submit an official transcript from each previous college in order to complete their admission, to verify status and academic level, and to be granted transfer credits. **Transfer students should secure a student copy of transcripts from each previous college attended for academic advising.** Copies will not be provided from the Office of Enrollment Services or from the Transfer Services Office at this institution.
3. Questions and inquiries should be directed to the Enrollment Services Office. (516-876-3073).

"OVER SIXTY" PROGRAM

The Over Sixty Program (Senior Auditor) permits persons 60 years of age and over to observe (audit) courses on a space-available, instructor permission basis without the payment of tuition. Please note: Senior Auditors are responsible for lab fees. Participating observers will not receive academic credit for courses attended. Course observers/auditors with a college ID card are permitted to use the Library and the Clark Center (gym).

How to Enroll in the OSP Program:

- Complete a "Senior Auditor" application with the Office of Enrollment Services (Admissions).
- When the application has been processed, it will be returned to you for instructor approval.
- The course schedule can be viewed on the college web site by clicking on "Academics," "Registrar," "Class Schedule" (<https://www.oldwestbury.edu/academics/registrar/class-schedule>). Then click "Class Schedule" and choose "Spring 2019" from the pull-down menu.
- On the first day of the semester**, request permission of the instructor of the course you would like to audit. If the instructor approves, s/he may sign the application.
- Submit the completed application to the Office of the Registrar, where the course to be audited will be added to your record with the registration status of AU.
- After the course to be audited is recorded, an auditor may request an ID card and purchase a vehicle registration decal. Auditors can purchase a parking decal at the Bursar's Office. The cost is \$10.00 for the first vehicle and \$5.00 for each additional vehicle. Failure to register vehicle/s will result in ticketing and possible towing at the owner's expense.

PAYMENT OF BILLS

FAILURE TO MAKE PAYMENT BY THE DUE DATE WILL RESULT IN THE CANCELLATION OF CLASSES. THE FINANCIAL CANCELLATION PROGRAM COMPARES TOTAL BILLING HOURS TO TOTAL PAYMENTS: ADDING A COURSE, FOR WHICH PAYMENT IS NOT MADE WILL RESULT IN THE CANCELLATION OF ALL COURSES.

1. You will not be permitted to register or secure housing until all outstanding debts to the College are satisfied.
2. Students who register for the Fall 2019 semester on or before August 8, 2019 can view their bills at CONNECT.OLDWESTBURY.EDU. All payments must be received by the Bursar's Office no later than 5PM on August 8, 2019.
3. Students who register for the Fall 2019 semester **after** August 8, 2019, can view their ACCOUNTS at CONNECT.OLDWESTBURY.EDU and **MUST PAY FOR THEIR TUITION AND FEES (and housing/meal plan charges if applicable) THE DAY OF REGISTRATION.** Credit card payments **MUST** be made on line at CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS in the back of this booklet.
4. There is a \$50.00 Late Payment Fee for payments made after the due date.
5. If paying in person, you may do so by cash, check, or money order.
6. If paying on the WEB, you may do so by VISA, Master Card, Discover or e-check. You may also go on a payment plan.
7. There is a \$20 fee for any check returned to the College "unpaid."
8. There is a \$50 Late Registration Fee for anyone re-registering due to cancellation of courses for non-payment or for anyone approved for registration on or after August 26, 2019.
9. Financial aid (if eligible) must be in order by the time you register. Allow for two to three weeks processing after submitting required documents. If financial aid awards do not cover the total charges, you must pay the difference or make arrangements with the Bursar.

IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW FROM SCHOOL IF NOT ATTENDING CLASSES.

Inquiries regarding financial aid status can be made via Banner Student WEB (CONNECT.OLDWESTBURY.EDU) or by calling (516-876-3222/3223). Inquiries regarding the Student Government fee should be directed to the Student Government Office, Student Union, Room 301 or by telephone, (516) 876-3273.

NOTE: BILLS FOR STUDENTS REGISTERED ON OR BEFORE AUGUST 8, 2019 CAN BE VIEWED ONLINE AT CONNECT.OLDWESTBURY.EDU AND PAYMENT IS DUE AT THE BURSAR'S OFFICE BY 5PM ON AUGUST 8, 2019. STUDENTS WHO REGISTER AFTER AUGUST 8, 2019 CAN VIEW THEIR ACCOUNTS AT CONNECT.OLDWESTBURY.EDU. **PAYMENT IS DUE THE DAY OF REGISTRATION.** CREDIT CARD PAYMENT MUST BE MADE ON THE WEB AT CONNECT.OLDWESTBURY.EDU. SEE INSTRUCTIONS IN THE BACK OF THIS BOOKLET.

ADDITIONAL PAYMENT OPTIONS

The College offers a monthly time payment plan. You can enroll in the Time Payment Plan on the WEB at CONNECT.OLDWESTBURY.EDU.

ANTICIPATED COSTS FOR THE FALL 2019 SEMESTER as of FEBRUARY 2019 *

Full Time:	IN-STATE	OUT-OF-STATE	Part Time In-State:			
Tuition	\$3435.00	\$8325.00	3 credits	4 credits	5 credits	
Student Government Fee	87.50	87.50	\$858.00	\$1144.00	\$1430.00	
College Fee	12.50	12.50	Student 51.00	51.00	51.00	
			Government Fee			
Intercollegiate Athletic Fee	174.00	174.00	College Fee 2.55	3.40	4.25	
Health Service Fee	120.00	120.00	Intercollegiate 87.00	87.00	87.00	
			Athletic Fee			
Technology Fee	182.50	182.50	Health Service Fee 30.00	40.00	50.00	
Transportation Fee	<u>60.00</u>	<u>60.00</u>	Transportation 30.00	30.00	25.00	
			Fee			
Total for Commuter's	\$4071.50	\$8961.50	Technology Fee <u>45.60</u>	<u>60.80</u>	<u>76.00</u>	
			\$1104.15	\$1416.20	\$1728.25	
Residents			6 credits	7 credits	8 credits	
<i>Add:</i>			Tuition \$1716.00	\$2002.00	\$2288.00	
Room	3830.00	3830.00	Student 51.00	51.00	51.00	
			Government Fee			
Damage Deposits	75.00	75.00	College Fee 5.10	5.95	6.80	
Key Deposits	35.00	35.00	Intercollegiate			
Meal Plan	<u>1935.00</u>	<u>1935.00</u>	Athletic Fee 87.00	87.00	87.00	
Total for Resident's	\$9946.50	\$14,836.50	Health Service Fee 60.00	70.00	80.00	
			Transportation 30.00	30.00	30.00	
			Fee			
			Technology Fee <u>91.20</u>	<u>106.40</u>	<u>121.60</u>	
			\$2040.30	\$2352.35	\$2664.40	
International Students: A mandatory health insurance fee of \$1414.80 will be charged to all international students and to Old Westbury students studying abroad.			9 credits	10 credits	11 credits	
Part-time foreign and out-of-state tuition is \$694.00 per credit.			Tuition \$2574.00	\$2860.00	\$3146.00	
Please be advised that a \$30 lab fee will be applied to each Biology and Chemistry lab. A \$25 lab fee will be applied to each Visual Arts lab. The specific course will be noted on the Banner WEB schedule of courses.			Student 51.00	51.00	51.00	
			Government Fee			
			College Fee 7.65	8.50	9.35	
			Intercollegiate 87.00	87.00	87.00	
			Athletic Fee			
			Health Service Fee 90.00	100.00	110.00	
			Transportation 30.00	30.00	30.00	
			Fee			
			Technology Fee <u>136.80</u>	<u>152.00</u>	<u>167.20</u>	
			\$2976.45	\$3288.50	\$3600.55	

*PLEASE NOTE: ALL CHARGES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

OUTSIDE AGENCIES

Students receiving aid from an outside agency (e.g., V.A, V.E.S.I.D., scholarship) or from non-grade based employer tuition reimbursement plans, must submit a letter from the sponsoring agency stating sponsorship and the amount of coverage when they come to pay the bill.

FINANCIAL AID

The following may be applied or credited toward your bill:

- Accepted Financial Aid (Pell, Perkins, SEOG, EOP) may be applied against all charges.
- The actual TAP award may be applied against tuition.
- Student loan checks may be applied against all charges. Students must maintain at least half-time enrollment. The check may be reduced by the amount of an origination fee and an insurance fee.

Deferred aid is considered payment against charges and, if sufficient, may hold courses, which might otherwise be cancelled for non-payment.

- If you do not plan to attend classes, you must drop courses during the add/drop period OR after the add/drop period formally withdraw using the official withdrawal form found at connect.oldwestbury.edu. Withdrawals may affect financial aid.

- Continuing and returning students must meet academic progress and pursuit standards to be eligible for financial aid.
- All students must declare a major prior to completing 42 credits in order to be eligible for state financial aid. Students not declared a major, regardless of credits earned, are not eligible to receive federal financial aid.
- In accordance with federal regulations, courses taken must be required for degree completion to be considered for financial aid.

RESIDENTIAL LIFE

In order to live on campus students must:

- Be registered for Fall 2019 classes (Full-Time status of 12 credits or more).
- Submit the online housing application
- Pay the \$50 deposit on-line or in person at the Bursar.

Please note that the Housing License Agreement is contractually binding for BOTH Fall and Spring academic semesters. If you have housing in the Fall semester, you do not need to resubmit a second deposit for the Spring semester.

Information regarding how to apply is available on our webpage <https://www.oldwestbury.edu/life/residential/apply>

Continuing students must also maintain a minimum cumulative 2.0 G.P.A. from SUNY Old Westbury.

Room Selection for the following Fall for continuing students occurs during the Spring semester.

SUNY Old Westbury does not guarantee residence hall placement. A waiting list for rooms is expected.

The Residential Life office is located in Campus Center K-100, and can be reached via telephone at 516-877-3210.

SPECIAL ITEMS

IDENTIFICATION CARD (ID)

The ID card is the official college identification and must be carried at all times. Students are entitled to one free ID card during their first semester only. Any student failing to obtain an ID card during his/her first semester will be required to pay a charge of \$10 for the card after the first semester. Any student who has lost an ID card or is returning to Old Westbury and no longer has an ID card must contact the University Police Department in person or by telephone (516-876-3333) in order to have the \$10 charge entered into the system. Payment must then be made at the Bursar's Office (Student Service Center). Students should return to the University Police Department ID room, located on the first floor of Campus Center, with a paid receipt to obtain a new I.D. card. Each card issued bears an expiration date by which it must be revalidated by the University Police Department. The University Police Department is located next to the Student Union. ID cards may be obtained weekdays in the Campus Center ID office. Hours vary and are posted at the office. Revalidation of ID cards may be done at this location as well.

VEHICLE REGISTRATION

All students who park on campus are required to register their vehicles. Students can purchase a parking permit through the on line Parking Permit System at CONNECT.ODWESTBURY.EDU. The cost is \$10.00 for the first vehicle and \$5.00 for each additional vehicle. All students who fail to register their vehicle/s will be subject to ticketing and may be subject to towing at the owner's expense.

VETERANS

Veterans may register for Fall 2019 courses at CONNECT.OLDWESTBURY.EDU beginning March 4, 2019.

Veterans requiring certification will be certified by the Veterans Affairs Coordinator in Office of the Registrar. The start date of the certification process depends on the veteran's chapter.

INDEPENDENT STUDY

To apply for Independent Study, the student must complete a contract with a faculty mentor. The form is available at the faculty home page at connect.oldwestbury.edu. Upon submission by the faculty mentor, the form will be electronically forwarded for the approval of the department chair and appropriate Dean. The contract must be approved and the student officially registered for the independent study before the end of the ADD/DROP period.

Please note that under College policy, students must meet the following criteria to be eligible for Independent Study: have earned 30 or more credits; have satisfied mastery in reading and writing skills; be in good academic standing; and have a prior record that indicates capability to do independent work. Students are limited to enrolling in a maximum of two independent studies during any one semester and may apply no more than 16 independent study credits toward the 120 credit minimum required for graduation.

GENERAL INFORMATION

1. SCHEDULE CHANGES:

Changes in the Class Schedule are made by the Registrar. For changes in class, times or rooms, access CONNECT.OLDWESTBURY.EDU (student information). Course offerings are subject to change. When it is not possible to offer additional sections of a course, the absolute limit will be determined by classroom size. A course may be dropped if fewer than twenty students enroll. Students may then select an alternative.

2. PERIODS:

<u>Period</u>	<u>Regular Clock Time</u>	<u>Military Time</u>
1	8:00 a.m.-9:30 a.m.	8:00 -9:30
2	9:40 a.m.-11:10 a.m.	9:40 -11:10
3	11:20 a.m.-12:50 p.m.	11:20 -12:50
4	1:00 p.m.-2:30 p.m.	13:00 -14:30
Common Hour	2:31 p.m.-3:49 p.m.	14:31 -15:49
5	3:50 p.m.-5:20 p.m.	15:50 -17:20
6	5:30 p.m.-7:00 p.m.	17:30 -19:00
7	7:10 p.m.-8:40 p.m.	19:10 -20:40
8	8:50 p.m.-10:20 p.m.	20:50 -22:20

3. SCHEDULE:

The letters for the seven days of the week are: M, T, W, R, F, S, and U.

4. COURSE CODES:

The course coding system consists of a department letter indicator, a numerical indicator, and a section indicator as follows: Department indicators (consists of the initials that identify the department offering the course):

AS American Studies	LI Liberal Studies
BS Biological Sciences	MA Mathematics
BU School of Business	MD Music and Dance
CL Community Learning	ML Modern Languages
CP Chemistry and Physics	PE Politics, Economics and Law
CR Criminology	PH Public Health
CS Computer Science	PS Professional Studies
ED School of Education	PY Psychology
EL English	SY Sociology
FY First-Year Experience	VA Visual Arts
HI History and Philosophy	WS Women's Studies
IR Industrial and Labor Relations	

Numerical Indicator (consists of a four-digit number that provides information about the course): The first digit represents the level of instruction: 1=Introductory-general, 2=Introductory-major; 3=Intermediate-major; 4=Advanced-major; 5=Senior level. The following three digits represent the specific course. Example- (the digits or letters after the dash indicate the section.) AS2060-001 means a course in American Studies on the introductory level; 060 stands for the specific course; 001 indicates this is section one of the course.

Section indicators may be numbers, such as 001, letters, such as NE or a combination, such as NE1. The numbers indicate the number of sections of a particular course. The letters indicate a specific type of course. Letters codes currently in use are:

B Bilingual Education course	HY Hybrid course
BL Blended course	L Lab
CL or C Community Learning course	NE Internet course
FY or F First Year course	S Special Education course
H Honor's College course	W Writing intensive course

5. CLASS LEVELS:

Please note the distinction among these phrases:

UPPER DIVISION	refers to Level 3000, 4000 and 5000 courses
LOWER DIVISION	refers to Level 1000 and 2000 courses
COURSES ABOVE THE INTRODUCTORY AND SURVEY LEVEL	refers to Level 3000, 4000, and 5000 courses

6. ABBREVIATIONS:

RCTL Recital Hall Campus Center
J100 Maguire Theater, Campus Center

TBA To be announced or arranged
V Variable

L Library, Campus Center.
ARR To be arranged

7. **E, F, G, H, I, J, K, and L** before a room number in the schedule means the room is in one of the wings in Campus Center.
S before a room number in the schedule indicates the room is in the Natural Science Building.
U before a room number in the schedule indicates the room is in the Student Union Building.
 A room number without a preceding letter indicates the room is in the New Academic Building.

8. CURRICULUM CODES FOR STUDENT MAJORS:

(Titles are those registered for the degree with the State Education Department)

Curriculum	Degree	Registered Degree Title	Department (see #4)	Curriculum	Degree	Registered Degree Title	Department (see #4)
U0280	B.S.	Business Administration	BU	U0323	B.A.	English	EL
U0281	B.S.	Accounting	BU	U0329	B.A.	History	HI
U0282	B.S.	Finance	BU	U1065	B.A.	Philosophy and Religion	HI
U0285	B.S.	Marketing	BU	U0125	B.A.	Adolescence Education: Social Studies	HI/ED
U0304	B.A.	American Studies	AS	U0824	B.A.	Spanish Language & Hispanic Lit. & Culture	ML
U1072	B.A.	Media and Communications	AS	U0124	B.A.	Adolescence Education (7-12)-Spanish	ML/ED
U0313	B.A., B.S.	Biological Sciences	BS	U2522	B.A.	Liberal Studies	Interdisciplinary
U0127	B.A., B.S.	Adolescence Education (7-12)-Biology	BS/ED	U0286	B.S.	Computer & Information Science	CS/MA
U0723	B.S.	Health & Society	PH	U0334	B.S.	Mathematics	CS/MA
U0316	B.A., B.S.	Chemistry	CP	U0858	B.S.	Management Information Systems	CS/MA
U0128	B.A., B.S.	Adolescence Education (7-12)-Chemistry	CP/ED	U0126	B.S.	Adolescence Education (7-12) Mathematics	CS/MA/ED
U0387	B.S.	Biochemistry	CP	U0393	B.A.	Politics, Economics, & Law	PE
U1557	B.S.	Childhood Education (1-6)	ED	U0283	B.A, B.S.	Industrial & Labor Relations	PE
U1576	B.S.	Childhood Education: Bilingual (1-6)	ED	U0200	B.P.S.	Professional Studies	PS
U1560	B.S.	Special Education and Childhood Education (1-6)	ED	U2523	B.S.	General Studies	PS
U0113	B.S.	Special Education with Bilingual Extension	ED	U0347	B.A., B.S.	Psychology	PY
U0107	B.S.	Middle Childhood Education: Mathematics	ED	U0352	B.A., B.S.	Sociology	SY
U0109	B.S.	Middle Childhood Education: Spanish	ED	U0810	B.S.	Criminology	SY
U1592	B.S.	Middle Childhood Education: Biology	ED	U0373	B.A., BFA	Visual Arts	VA
U1593	B.S.	Middle Childhood Education: Chemistry	ED	U1727	B.S.	Visual Arts/Electronic Media	VA

9. CREDIT/NO CREDIT OPTION:

If you wish to take a course on a credit/no credit basis, you must complete the "Request for Credit/No Credit" form, which may be found at connect.oldwestbury.edu. At the Student home page select the Registration button to find the Forms box. The deadline for submission and approval is the end of third week of classes: Sep 13, 2019. If this procedure is not followed, a grade of credit or no credit will not be allowed at final grading. If this application is submitted by the date specified, the course must be graded as credit/no credit. A request for a letter grade (A-F) will not be accepted. A grade of CR/NC has no effect on the grade point average.

10. COLLEGE POLICY ON ACADEMIC STANDING:

On the recommendation of the college faculty, the following policy on academic standing is in effect. From the Spring 1992 semester onward, good academic standing will be determined by this policy.

* Academic Standing Policy

All students are expected to maintain good academic standing at the College. Academic standing is determined by the student's semester and cumulative grade point averages (the student's overall academic performance while attending the College at Old Westbury).

* Minimum Grade-Point Average (GPA) Requirements

Students must maintain minimum semester and cumulative grade point averages of at least 2.00 to remain in good academic standing. Students who fail to obtain a minimum semester grade point average of 2.00 in any particular semester will be placed on academic probation, which is a warning that their good academic standing is in jeopardy. Students who are on probation twice in succession and have attempted at least 32 credits are subject to suspension or dismissal (described below) at the point at which their cumulative GPA falls below 2.00.

Probation: Minimum Semester GPA less than 2.00 or Minimum Cumulative GPA less than 2.00

Criteria for Academic Probation, Suspension, Dismissal

- * Academic Probation applies automatically to students who fail for the first time to meet minimum GPA requirements in a given semester. The student is placed on probation for the subsequent semester. The student must meet all semester and cumulative minimum GPA requirements in order to be taken off probation. A student on probation is ineligible to participate on College committees or intercollegiate athletics. Academic probation, including any accompanying constraints upon a student's activities, is intended as a support measure designed to encourage students to focus on their studies in order that they satisfy academic standards.
- * Academic Suspension applies only to students who have attempted a minimum of 32 credits. Students are automatically suspended from the College if already on probation and they fail to meet the minimum semester **and** cumulative GPA requirements. The suspended student may not re-register until one semester has elapsed. Financial Aid, however, is not guaranteed.
- * Academic Dismissal applies automatically to those students who were previously suspended, have returned, and again fail to meet the minimum semester **and** cumulative GPA requirements. These students may not apply for reentrance until two semesters have elapsed from the semester of their last registration at the College.

It should be noted that individual degree programs may require a higher GPA for courses in the major (see section on each academic department included in the catalog). Students are advised to consult with their advisers regarding specific department requirements.

11. DECLARATION OF MAJOR:

- *Effective Spring 2003: Upon completion of 42 credits (including transfer credit), undeclared majors will be prohibited from registering until officially declaring a major. Please note: The School of Business and School of Education require separate admission. Self-declaring in a major housed in the School of Business or the School of Education will not satisfy official declaration.
- * Failure to officially declare a major before reaching junior status will result in the loss of state aid.
- * Students may declare a major by either noting the major on the admission's application or submitting a Declaration/Change of Major form found at connect.oldwestbury.edu.
- * Approval is required to declare a major in the School of Business or the School of Education.
- *Students not declared a major ("undecided") are not eligible to receive federal financial aid.

12. REPEATED COURSES:

If a student repeats a course, which may not be repeated for credit more than once, only the latest grade will be used in calculating the grade point average (GPA). The excluded course credits will not be included in earned credits. However, all courses and corresponding grades will remain on the transcript.

For purposes of state aid, courses not deemed necessary to repeat according to department policy (as stated in the college catalog) will not satisfy full time status requirements.

13. ONLINE "NE" COURSES:

Courses with the SEC designation "NE" in the schedule of classes are offered via the internet. Students participate in these courses by accessing the course's Blackboard website at times of their own choosing periodically each week. Students must register normally for the course, a process that begins for students who have never attended Old Westbury in the Office of Enrollment Services. For enrollment, a non-matriculated student may contact enroll@oldwestbury.edu or call (516) 876 - 3073. To take a NET course, students need the use of an internet-capable computer, an internet connection, and an email address (student computing center computers and college email accounts may be used).

For general information about NE classes contact Professor Bever at bevere@oldwestbury.edu. For specific information regarding a particular NE class, contact the professor who is teaching it. If you have trouble logging in to Blackboard, follow the directions at support.oldwestbury.edu. If you have trouble navigating or working in the course, contact the Open SUNY Helpdesk at 1-800-875-6269.

14. HYBRID "HY" COURSES:

Courses with the SEC designation "HY" in the schedule of classes are "hybrid" courses that are taught half in the classroom and half via the internet. Students attend class on campus one class period each week, and then do additional coursework online as directed in the course syllabus, which will be distributed during the first class meeting. Students register normally for hybrid courses, and can use either their own internet-capable computer and internet connection or the computers in the Student Computing Center.

For general information about HY classes contact Professor Bever at bevere@oldwestbury.edu. For specific information regarding a particular HY class, contact the professor who is teaching it. If you have trouble logging in to Blackboard, follow the directions at support.oldwestbury.edu. If you have trouble navigating or working in Blackboard, contact the Open SUNY Helpdesk at 1-800-875-6269.

15. BLENDED "BL" COURSES:

Courses with the SEC designation "BL" in the schedule of classes are "blended" courses that are taught partly in the classroom and partly via the internet, with an irregular schedule. Students attend some classes on campus and do additional coursework online as directed in the course syllabus, which will be distributed during the first class meeting. Students register normally for blended courses, and can use either their own internet-capable computer and internet connection or the computers in the Student Computing Center.

For general information about BL classes contact Professor Bever at bevere@oldwestbury.edu. For specific information regarding a particular BL class, contact the professor who is teaching it. If you have trouble logging in to Blackboard, follow the directions at support.oldwestbury.edu. If you have trouble navigating or working in Blackboard, contact the Open SUNY Helpdesk at 1-800-875-6269.

16. FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974):

Access to Student Records

The College's policy follows the spirit and letter of all federal and state laws concerning access to student records.

Within certain statutory limitations, students, upon reasonable notice, may review their "education records" containing information directly related to themselves. Students will be afforded an opportunity to challenge the accuracy of factual information in their records.

In the event a student challenges a record, the student will be offered a hearing by a College official who has no personal involvement in the matter challenged and shall receive a decision in writing within a reasonable time (not more than 45 days) after the conclusion of the hearing. Should the student fail to appear at the hearing or request an adjourned hearing date prior to the date set for the hearing, a decision shall be issued on the facts available.

Students wishing to inspect their records shall direct their requests to the office concerned with those records.

Student information, other than directory information, will not be released to a third party without the express, authenticated consent of the student via a FERPA release form to the Office of the Registrar.

- The College will cooperate with all legal authorities in every way appropriate, in accordance with all federal and state laws.

The office receiving a request for such cooperation shall immediately seek approval for the release of the requested information from the Records Access Officer.

- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff or a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials); a person serving on the Board of Trustees; SUNY System Administration employees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Although the following are part of the educational record, students do not have access to:

- Letters or statements of recommendation submitted in confidence for school records prior to January 1, 1975, provided these records are not used by the school for other than the original intended purpose.
- Financial records of the parents of the students or any information directly related to the parents' financial status.

Problems or issues concerning access to students' records should be directed to the Registrar, Campus Center, Room I-102.

The Family Educational Rights and Privacy Act is available for review on the WEB at

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

¹ "Directory information" includes information relating to a student's name, address, e-mail address, date and place of birth, major field of study, dates of attendance, honors designation and earned degrees. The parent of a dependent student or an eligible student who wishes to restrict access to "directory information" with respect to that student must inform the Office of the Registrar in writing, within 15 days after the start of each semester.

FULL TERM MID-TERM EXAM SCHEDULE – FALL 2019 –

Monday, October 21, 2019 – Saturday, October 26, 2019

Mid-term grades are mandatory, but midterm exams are not.

The days assigned for midterm exams are only suggested dates. If a faculty member does not give a mid-term exam, class must be held. If a faculty member does give a mid-term exam, class must be held on the non-exam day in midterm week.

Classes, which regularly meet on Mondays and Wednesdays:

Periods 1, 3, 5, 7 should schedule exams for Monday, 10/21/2019

Periods 2, 4, 6, 8 should schedule exams for Wednesday, 10/23/2019

Classes, which regularly meet on Tuesdays and Thursdays:

Periods 1, 3, 5, 7 should schedule exams for Tuesday, 10/22/2019

Periods 2, 4, 6, 8 should schedule exams for Thursday 10/24/2019

Period	Start Time
1	8:00 AM
2	9:40 AM
3	11:20 AM
4	1:00 PM
5	3:50 PM
6	5:30 PM
7	7:10 PM
8	8:50 PM

Classes which meet only once a week will have exams scheduled on regular meeting days and times between **October 21, 2019** and **October 26, 2019**. Exams will be scheduled for the regular rooms and times.

Mid-term grades are due in the Office of the Registrar via CONNECT.OLDWESTBURY.EDU no later than **October 30, 2019**.

FULL TERM FINAL EXAM SCHEDULE — FALL 2019 —

Saturday, December 14, 2019 – Friday, December 20, 2019

Classes, which regularly meet on Mondays and Wednesdays:

Periods 1, 3, 5, 7 should schedule exams for Monday, 12/16/2019

Periods 2, 4, 6, 8 should schedule exams for Wednesday, 12/18/2019

Classes, which regularly meet on Tuesdays and Thursdays:

Periods 1, 3, 5, 7 should schedule exams for Tuesday, 12/17/2019

Periods 2, 4, 6, 8 should schedule exams for Thursday 12/19/2019

Period	Start Time
1	8:00 AM
2	9:40 AM
3	11:20 AM
4	1:00 PM
5	3:50 PM
6	5:30 PM
7	7:10 PM
8	8:50 PM

Classes which meet only once a week will have exams scheduled on regular meeting days and times between **December 14, 2019** and **December 20, 2019**. Exams will be scheduled for the regular rooms and times.

Final grades are due in the Office of the Registrar via CONNECT.OLDWESTBURY.EDU 48 hours after the final examination is scheduled. Grades are available for student viewing on-line after all grades are received and processed.

IMPORTANT DATES FOR FALL 2019

Mar. 4- May 10	By Appointment	Academic Advising for Fall 2019 by appointment in department offices
		Fall 2019 Early Registration on WEB CONNECT.OLDWESTBURY.EDU :
Apr. 1	Mon.	Seniors
Apr. 4	Thurs.	Juniors
Apr. 8	Mon.	Sophomores
Apr. 11	Thurs.	Freshmen
Apr. 12 – Aug. 23		Continual Fall 2019 registration on WEB CONNECT.OLDWESTBURY.EDU
Apr. 15	Mon.	FAFSA deadline for 2019/2020
May 3	Fri.	Deadline to submit loan application for Spring 2019 Deadline to submit financial aid documents for Fall 2019
June 6	Thurs.	New Transfer Student Orientation, by appointment
June 7	Fri.	Deadline to submit loan application for Fall 2019
June 20,21	Thurs. – Fri.	New Student Summer Orientation 1, Honor’s Program, by appointment
June 26	Wed.	New Transfer Student Orientation, by appointment
July 8, 9	Mon. – Tues.	New Student Summer Orientation 2, EOP and CSTEP, by appointment
July 11, 12	Thurs. – Fri.	New Student Summer Orientation 3, by appointment
July 18	Thurs.	New Transfer Student Orientation , by appointment
July 24	Wed.	New Transfer Student Orientation , by appointment
July 29, 30	Mon. – Tues.	New Student Summer Orientation 4, by appointment
Aug 1	Thurs.	New Transfer Student Orientation , by appointment
Aug 5	Mon.	New Transfer Student Orientation , by appointment
Aug. 8	Thurs.	Bill payment due date for Fall 2019
Aug 24	Sat. 10 am – 10pm	Residence halls open for new students.
Aug. 25	Sun. 10 am	Residence Halls open for continuing students.
Aug. 26	Mon.	Fall 2019 Classes begin Fall 2019 College Work Study Placement for registered students
Aug 26 - Sep. 1	Mon. – Sun.	Add/Drop, Late Registration (\$50 fee) on WEB CONNECT.OLDWESTBURY.EDU
Sept. 2	Mon.	Labor Day-no classes; offices closed
Sept. 13	Fri.	Last day to submit Credit/No Credit Application to Registrar
Oct. 1	Tues.	Students may start the FAFSA for 2020/2021

Oct. 1	By Appointment	Academic advising begins by appointment in department offices for Spring 2020 registration.
Oct. 1	Tues.	Applications for graduation (Office of the Registrar) due from candidates expecting to complete requirements by December 2019
Oct. 9	Wed.	Last day to withdraw from Fall 2019 part-of-term "A"
Oct. 11	Fri.	Suggested deadline to file for Spring 2020 Financial Aid-Spring 2020 admits.
Oct. 11	Fri.	Last day to withdraw from class without instructor approval (for full term)
Oct. 14	Mon.	Columbus Day-no classes; offices closed
Oct. 22 – Oct. 27	Mon. – Sat.	Mid-term week
Oct. 23	Wed.	Fall 2019 part-of-term "A" ends.
Oct. 24	Thurs.	Fall 2018 part-of-term "B" begins
Oct. 30	Wed.	Mid-term grades due
		Spring 2020 Early Registration on the WEB (CONNECT.OLDWESTBURY.EDU):
Nov. 4	Mon.	Seniors
Nov. 7	Thurs.	Juniors
Nov. 11	Mon.	Sophomores
Nov. 14	Thurs.	Freshmen
Nov. 5	Tues.	Election Day-classes in session; offices minimally staffed.
Nov. 15 – Jan. 17	Fri. - Fri.	Continual Spring 2020 registration on the WEB (CONNECT.OLDWESTBURY.EDU)
Nov. 28– Dec.1	Thurs. - Sun.	Thanksgiving Recess-no classes-offices closed
Dec. 6	Fri.	Deadline to submit loan applications for Fall 2019. Deadline to submit financial aid documents for Spring 2020.
Dec. 6	Fri.	Last day to withdraw from Fall 2019 full term and part of term "B" classes.
Dec. 11	Wed.	Make Up /Study Day for M/W (If M/W classes are cancelled for any reason, they will be made up on this day. Otherwise, students should utilize this day as a study day.)
Dec. 12	Thurs.	Make Up /Study Day for T/R (If T/R classes are cancelled for any reason, they will be made up on this day. Otherwise, students should utilize this day as a study day.)
Dec. 14 -20	Sat. – Fri.	Examinations Week Grades are available for student viewing on-line after all grades are received and processed.
Dec. 20	Fri.	Fall 2019 semester ends after last examination Residence Halls close 10 pm.

Degree Evaluation/Audit

Please review your degree evaluation often to track your degree progress and bring a copy of the report to your academic advising sessions.

- Login to [CONNECT.OLDWESTBURY.EDU](https://connect.oldwestbury.edu)
- Select the Degree Audit (DGW) icon
- Select Old Westbury

Questions regarding Degree Works may be directed to the Degree Audit Manager in the Office of the Registrar.

COURSE SELECTION FORM

NAME: _____

TERM: _____

STUDENT ID NUMBER: _____

PIN (PERSONAL IDENTIFICATION NUMBER): _____

Until you change it, your initial PIN is your 6-digit birth date in MMDDYY format.

REGISTRATION IDENTIFICATION NUMBER: _____

(For first time freshman and transfer: This number **must** be obtained from your academic adviser.)

CRN	COURSE TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please verify your registration by carefully reviewing your schedule on the Old Westbury website (CONNECT.OLDWESTBURY.EDU). You may add and/or drop courses prior to and including the last day of the first week of classes.

Please see the Dates, Deadlines and General Information for the term specific deadline date. Under no circumstances can courses be added or dropped after this date.

SEE THE NEXT PAGE FOR INSTRUCTIONS TO REGISTER.

INSTRUCTIONS FOR WEB REGISTRATION

1. Meet with your academic adviser to select courses from the Schedule of Classes.
Select alternate courses, in case your initial choices are full. On the Course Selection Form (see previous page), write the course registration number (CRN) associated with each course.
2. Access CONNECT.OLDWESTBURY.EDU
3. Select REGISTRATION
4. Select ADD/DROP CLASSES
5. Select the term
6. Follow instructions to add or drop courses.

INSTRUCTIONS FOR WEB PAYMENT AND ENROLLING IN A TIME PAYMENT PLAN

1. Access CONNECT.OLDWESTBURY.EDU
2. Select FINANCES
3. Select E-Bill in the MANAGE MY ACCOUNT block
4. Follow instructions to make a payment by credit card or electronic check, or to enroll in the Time Payment Plan.

INSTRUCTIONS TO ACCESS GRADES

1. Access CONNECT.OLDWESTBURY.EDU
2. Select ACADEMICS
3. Select MY GRADES
4. Grades are available for viewing on-line after all grades are received and processed, usually 5 to 10 days after the grades are due.

CLASS SCHEDULE WORKSHEET

Name _____ Program _____ Date _____

<u>Period/Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
1. 8:00 A.M.- 9:30 A.M.							
2. 9:40 A.M.- 11:10 A.M.							
3. 11:20 A.M.- 12:50 P.M.							
4. 1:00 P.M.- 2:30 P.M.							
5. 3:50 P.M.- 5:20 P.M.							
6. 5:30 P.M.- 7:00 P.M.							
7. 7:10 P.M.- 8:40 P.M.							
8. 8:50 P.M.- 10:20 P.M.							

CLASS SCHEDULE WORKSHEET

Name _____ Program _____ Date _____

<u>Period/Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
1. 8:00 A.M.- 9:30 A.M.							
2. 9:40 A.M.- 11:10 A.M.							
3. 11:20 A.M.- 12:50 P.M.							
4. 1:00 P.M.- 2:30 P.M.							
5. 3:50 P.M.- 5:20 P.M.							
6. 5:30 P.M.- 7:00 P.M.							
7. 7:10 P.M.- 8:40 P.M.							
8. 8:50 P.M.- 10:20 P.M.							

STATE UNIVERSITY OF NEW YORK COLLEGE AT OLD WESTBURY

Directions to the Campus

BY CAR: GPS coordinate of main entrance (Apple Road N): 40.799726, -73.549537

The College at Old Westbury is located immediately north of the Long Island Expressway (495) in the village of Old Westbury, Long Island, approximately 30 miles east of New York City.

The main entrance to the college is located on the west side of Rte. 107 approximately one-half mile north of Jericho Turnpike (Rte. 25).

From the South Shore of Nassau County, take either Meadowbrook Parkway or the Wantagh State Parkway to Northern State Parkway eastbound. Exit Northern State Parkway at Exit 35 North (Broadway/Rte. 107). Proceed north to campus entrance on Rte. 107.

From the North Shore of Nassau County, take either Northern State Parkway or the L. I. E. (495) eastbound to Rte. 107 (Northern State Exit 35N; L. I. E. Exit 41N) and proceed north to campus entrance on Rte. 107.

From the South Shore of Suffolk County, take the most convenient north-south road to the L. I. E. (495) westbound. Exit at Exit 41N (Broadway/Rte. 107) and proceed north to main campus entrance.

From the North Shore of Suffolk County, take L. I. Expressway (495) westbound and proceed as indicated above for the South Shore of Suffolk County.

BY TRAIN:

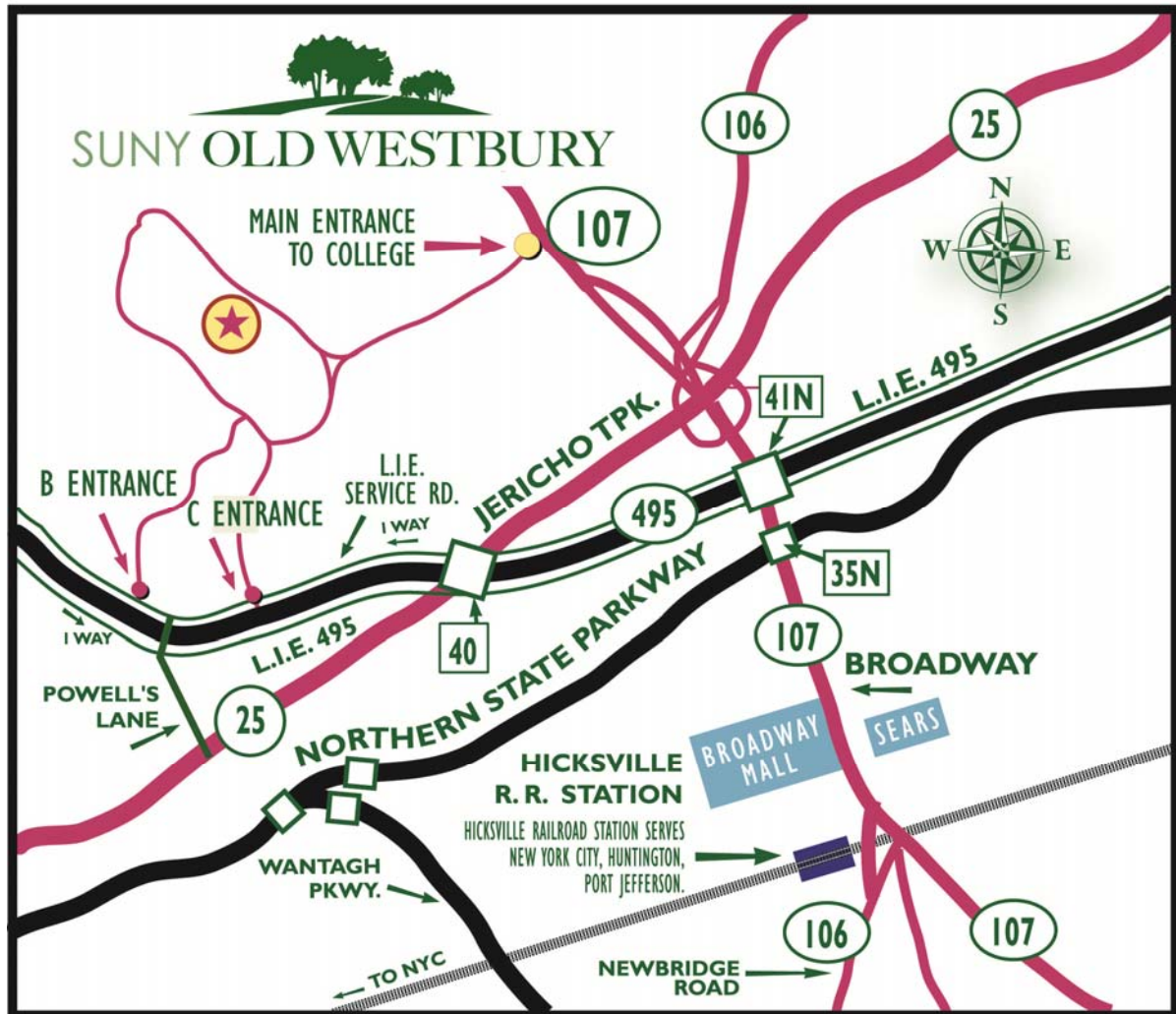
The Long Island Railroad stops at the Hicksville station. Train schedule and route information are available from the LIRR, (516) 822-LIRR. Bus service is available to and from the Hicksville station Monday through Friday. Bus schedule information may be obtained from the NICE Information Center, (516) 336-6600. Taxi service is also available at the station.

BY BUS:

The College is accessible by bus via NICE route N-20, which travels between Main Street, Flushing, and the Hicksville railroad station along Northern Boulevard and Route 107. The bus connects with other NICE buses at various connecting points along Northern Boulevard and elsewhere. Call the NICE Information Center, (516) 336-6600, for schedule and additional route information. Bus fares are subject to change without notice. A college shuttle bus meets NICE buses at the main gate during the school year and registration periods, at certain hours. The shuttle bus schedule may be found at the college WEB site www.oldwestbury.edu under the Student Life tab.

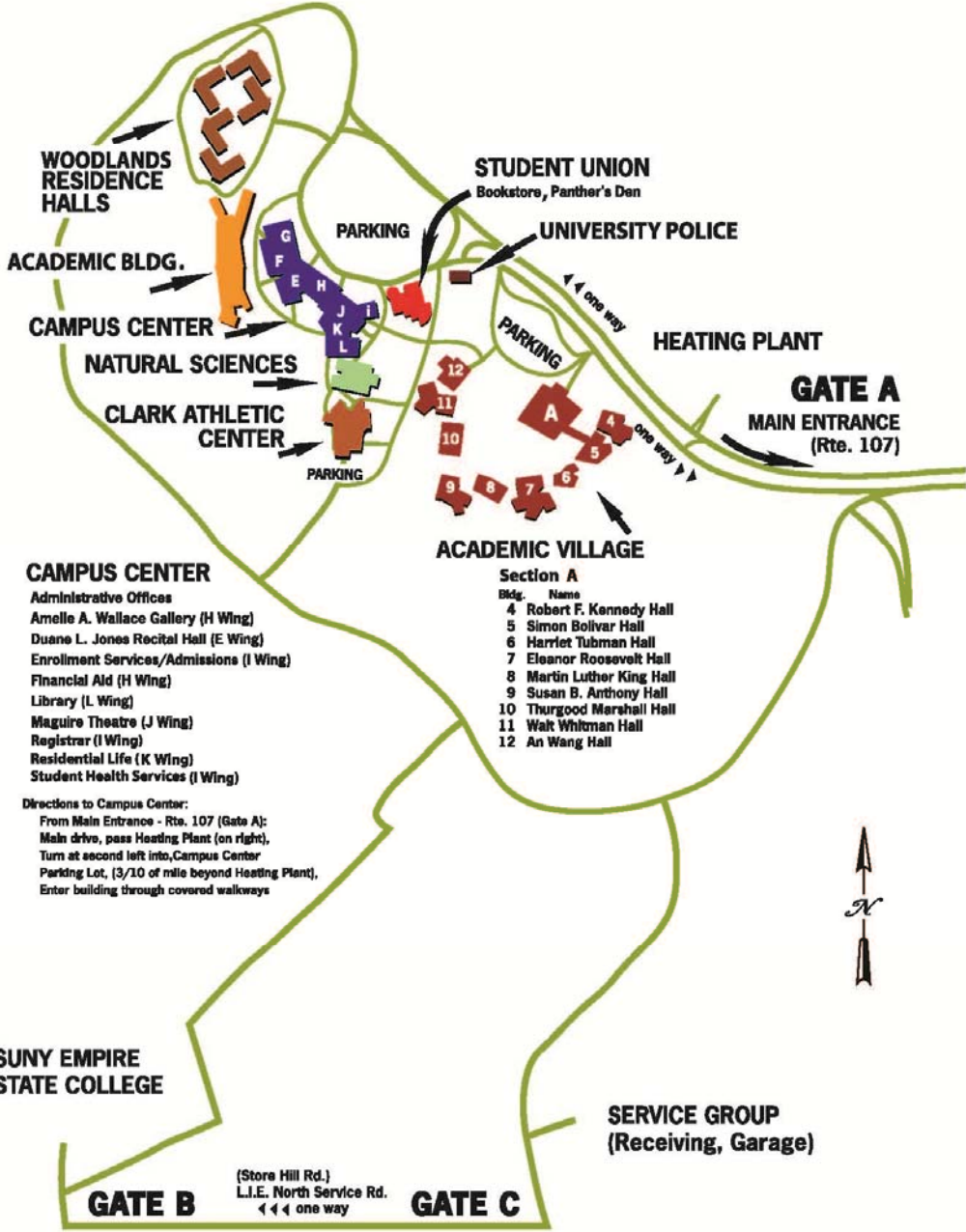
For additional information, please contact the Office of Enrollment Services at (516) 876-3073 or e-mail ENROLL@oldwestbury.edu

Other College offices may be reached through the central switchboard, (516) 876-3000, (TDD-876-3083) or via e-mail addresses, which may be found on the college WEB site www.oldwestbury.edu





SUNY OLD WESTBURY



AA7203(2-15)

