SUNY **C**ortland

Guide for
Visiting Students

WELCOME

Guide for Visiting Students

Registrar's Office

Welcome to SUNY Cortland

SUNY Cortland welcomes students from our community and other campuses during *all* of our academic sessions, including our summer sessions and winter sessions.

As a visiting student at SUNY Cortland, you have an opportunity to take innovative and compelling courses in state of the art facilities. In addition, visiting students can take advantage of our unsurpassed Library services, use campus technologies and be part of a supportive community of scholars, colleagues and peers.

The Registrar's Office provides registration support for everyone who is planning to study as a non-matriculated student at SUNY Cortland. Your initial registration and the establishment of your record and your Cortland ID will take place in the Registrar's Office.

Studying as a Non-Degree Visiting Student

Undergraduate visiting students may register for a total of 11.5 credit hours as a visiting student. Qualified high school juniors and seniors are also eligible to enroll in freshman or sophomore-level courses at Cortland as part-time, non-degree students with a letter of recommendation from their school guidance counselor or as part of the "College in the High School" program. SUNY Cortland also welcomes graduate-level students who hold a bachelor's degree (or equivalent) and wish to pursue graduate courses as a visiting student. Graduate level coursework may be pursued on a non-degree basis up to 9 hours. Students who wish to become matriculated students after reaching the undergraduate and graduate credit limits are encouraged to apply formally for admission.

Registering for Classes

Visiting students will use the online registration process or the SUNY Cortland Alternate Registration Request process to admit to the College as a non-degree visiting student, and to register for classes.   This guide will provide you with critical information related to the visiting student status, and will help you complete needed entrance requirements.

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Important General Information and Policies

Non-Degree Visiting Student Status

A non-degree visiting is a student taking courses at SUNY Cortland without being part of a degree program or having been formally admitted to the College. Non-degree visiting students will not be eligible to receive a degree at the College. This status is often officially referred to as non-matriculated status.

Visiting students are considered full participants in enrolled courses while they are in attendance. Non-degree visiting students will be awarded credit in accord with the College Catalog, and will have the courses formally recorded on an Official Transcript. The credits gained through non-degree study can often be used to fulfill requirements at other institutions.

Undergraduate non-degree students may not register for more than a *total* of 11.5 credit hours. Undergraduate students who have earned a total of 11.5 credit hours, must apply through the Admissions Office for matriculated status or discontinue work at Cortland. If accepted, such students will register with other matriculated students in accord with the registration schedule available on the Web.

Students who hold a bachelor's degree and wish to attend graduate courses on a part-time, non-matriculated basis may do so. Non-degree status may be kept prior to matriculation, up to a *total* of 9 credit hours, when acceptance to a degree program must occur, or enrollment will cease. All prerequisites for these courses must be fulfilled before enrolling. Graduate-level students who wish to become matriculated or pursue a degree, will need to apply formally for admission by the time they complete nine credit hours or three courses.

Course Auditing

Course auditors are not considered non-degree visiting students. Credits are not awarded to auditing students, and the course experience cannot be used to fulfill course requirements at Cortland or other schools. Auditors do not pay tuition, but may only enter the course on a space-allowing basis after registration is finalized. Please contact the Registrar's Office if you wish to discuss taking courses as an auditor.

High School Students

Qualified high school juniors and seniors are eligible to enroll in college-level courses at Cortland as part-time, non-degree students with a letter of recommendation from their school. They may be enrolled in freshman or sophomore-level courses upon the approval of their school guidance counselors.

In addition to enrollment on a non-degree basis, students may also become part of one of SUNY Cortland's 'College in the High School' programs. Students are encouraged to contact the Extended Learning Office for more information.

SUNY Card and Identification

All students who register for courses at the College are required to have a SUNY Card. This card will grant you access to several campus services, including library lending and dining services.

Tuition Charges and Payment

Visiting SUNY Cortland students are assessed tuition on a level-based per-credit basis for all courses, as well as any fees associated with the courses and Cortland attendance. The tuition and fee schedule is available on the Student Accounts / Student and College Financial Services web site. (http://www2.cortland.edu/cost-aid/student-accounts-office/)

Registering at Cortland

Online Registration

SUNY Cortland has transitioned to an online registration process to improve service and make the registration process easier for visiting students. Students must first be added as a visiting student, and then receive their SUNY Cortland ID and login credentials before registering for courses and paying tuition.

Complete The Visiting Student Form	➡	Register Online	➡	Pay Tuition Online	➡	Enjoy your class!
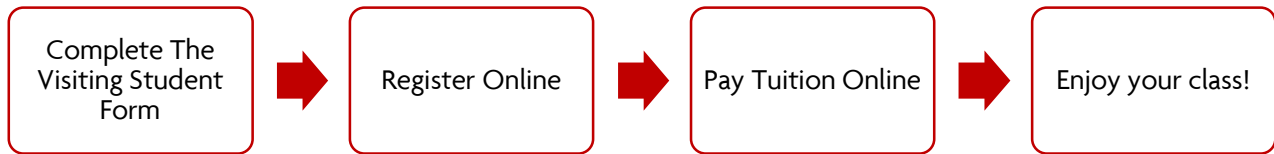
1. **Complete the Visiting Student form**
   All visiting students - including returning visiting students and former degree-seeking students - will complete the Visiting Student Form, which will be used to add you as a non-matriculated student for the upcoming term.

   Details: http://www2.cortland.edu/offices/registrars-office/visiting/visiting-student-registration.dot

2. **Register online using the credentials sent to you.**
   The Registrar's Office will provide you with your initial username and password to gain access to the system. You must login, change your password, and register for classes during the open registration window. You will receive specific registration window details when you complete the Visiting Student Application. You must register before the web registration closing date to register online. After that point, you are required to petition via the Alternate Registration process. When registering online, you will be required to complete the Code of Conduct acknowledgement and sign up for NY-Alert (New York's emergency notification system).

   You should obtain all permissions and fulfill all requirements for course entry (including pre-requisites) before attempting to register. For some courses, non-matriculated students may be asked to provide proof of completion of course prerequisites. Please review the course details or contact the academic department for more information.

3. **Pay your course tuition and fees online.**
   You will be billed electronically and payment will be immediately due. Students who fail to register during the payment timeframe will be deregistered according to College policy.

4. **Complete the health record requirements before the first day of class.**
   All students are required to provide immunization and health information to Student Health Services. Please review the materials on the Student Health Services site.

   Details: http://www2.cortland.edu/offices/student-health-service/student-information/new-students.dot

Registering at Cortland

Start of Term Alternate Registration Process (Paper Registration)

Alternate registration is a process that has been established to allow for registration at Start of Term Registration (the three business days preceding the term).

1. **Find your course(s) using the online course schedule.**
   Find courses using the searchable online schedule. You will need the CRN (course reference number) and the course subject, number and section to register. Please review all course details and requirements carefully.

2. **Obtain permission or receive pre-requisite verification before completing and submitting the form.**

   You should obtain all permissions and fulfill all requirements for course entry (including pre-requisites) before attempting to register. For some courses, non-matriculated students may be asked to provide proof of completion of course prerequisites. Please review the course details or contact the academic department for more information. If you do not have the required permissions or pre-requisites in place, you will not be registered.

3. **Complete the Alternate Registration form.**
   Students must meet all applicable criteria for registration. Please review the course schedule carefully to determine which requirements you must meet.

4. **Provide payment information when submitting the request.**
   If your payment method is invalid or declined, you will not be registered, and will be required to resubmit your request with valid payment. Payment is required at the time of registration. Forms without a payment method will be returned without processing.

5. **The Registrar's Office will contact you via email once registration is complete.**
   We will send you an email confirming your registration, and (if required) we will also include your Cortland ID and system login information. Given that the forms are faxed or mailed, if you do not receive a confirmation, you should follow up with the office to confirm your form was received and processed.

Course Withdrawal

Course withdrawals begin after the add/drop period ends. Students are not permitted to withdraw from classes during the last three weeks of full semester courses. The standard deadline for full-term courses is November 15 in the Fall and April 15 in the Spring. In the event that the deadlines fall on the weekend, the next business day will be used. Due to variable dates, add/drop dates and withdrawal deadlines for summer and winter sessions are be established prior to the term and published on the summer session site and winter session site.

A letter grade of "X" indicates an official withdrawal from a College course without academic penalty. Only if a student withdraws before the deadline date, will the grade of "X" be issued. After the withdrawal deadline has elapsed, either the grade received or an "E" will be recorded on the academic record and included in the GPA. (Grades of "X" are not assigned for courses which are fully dropped during the official College drop/add period.)

The Grade of "X" is considered attempted but not completed for the purpose of calculating Satisfactory Academic Progress (SAP) for Financial Aid Eligibility. The policies regarding SAP for State and Federal Financial Aid are detailed in the SUNY Cortland College Catalog. The most common financial aid impact from course withdrawal in a single semester is a loss of NYS TAP eligibility for the following semester. However, a pattern of withdrawal and/or failure across more than one semester may result in the loss of ALL future aid eligibility, including student loans. It is strongly recommended that you consult with your Financial Aid Counselor if the course withdrawal will reduce your total completed credit hours for the current semester to less than twelve.

Students must download the Course Withdrawal form and obtain signatures from the course instructor, the academic advisor, and the associate dean. Students are also advised to consult the Financial Aid Office if they have questions or concerns about the impact a withdrawal will have on aid. Completed withdrawal forms must be provided to the Registrar's Office before the withdrawal deadline elapses.

Registering at Cortland

Using myRedDragon to Register Online

1. Enter your username and password on the login page. If you do not have a password, or you are unable to access the portal, contact The Help Center at 607-753-2500 or via THC@cortland.edu.

   Sign in with netid@cortland.edu and your password.

   | someone@example.com |
   | Password |

   Sign in

   👤 Forgot username/password?
   📝 New to campus?
   ❓ I need help!

   For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

2. After you sign in, Select the "Student" tab and navigate to the Registrar Channel (on the left side of the screen).

   Cortland SUNY
   myRedDragon   Home   Tech Help   Library   **Student**   C

   Registrar

   Cortland eLearning System

3. Select "Register or Drop & Add Courses" to begin registration.

4. Enter the CRN for each of your course selections in the "Add Classes Worksheet" area on the registration worksheet.

   Add Classes Worksheet

   CRNs

   Submit Changes   Class Search   Reset

5. The CRN may be found on the searchable public schedule of classes. You may use any combination of attributes to search for courses using the public schedule (course prefix, course number, department etc...).

Search by academic department: All departments

Search by course prefix: All subject codes

Search by course number:
- if you know the course number you may enter it, or you may leave this field blank.

6. Select "Submit Changes" after you have entered the CRN. Courses you have successfully registered for, and any errors that prevent a successful registration, will be displayed under the "Current Schedule" heading. Try to resolve your registration errors if possible. You may need to contact an academic department to seek permission to enter a course.

Current Schedule

Status	Action	C
Registered on Jul 22, 2011	None	9
Web Registered on Aug 24, 2011	None	9

Additional Search Tools

1. In addition to directly entering the CRN, you may also search for courses within myRedDragon by selecting "Class Search" at the bottom of the registration worksheet. You may use any combination of attributes and search fields to search for courses via the search screen (see below).

Class Search

|	
Subject:	All / Adolescence Education / African American Studies / American Sign Language
Course Number:	
Title:	
Schedule Type:	All / Activity / Co-Operative Education / Directed Study
Instructional Method:	
Credit Range:	hours to hours

Registering at Cortland

2. The search results page will let you select the course you would like to add to your schedule. If the course is open for registration, a checkbox will be available (see below). If the course is closed or unavailable you will see a "C" (closed) note, as opposed to a checkbox.

Sections Found

Arabic

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
☐	96113	ARA	101	001	C	3.000	Beginning Arabic I
☐	96114	ARA	201	001	C	3.000	Intermediate Arabic I

3. When you are complete, you may click "Register" to process course registration.
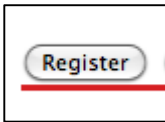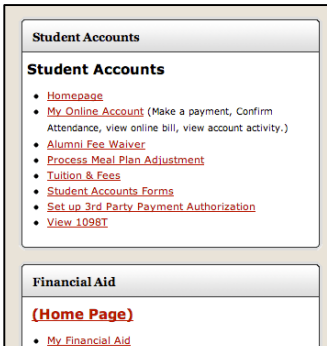
Register

4. Courses you have successfully registered for, and any errors that prevent a successful registration, will be displayed. Carefully check your registration for accuracy.
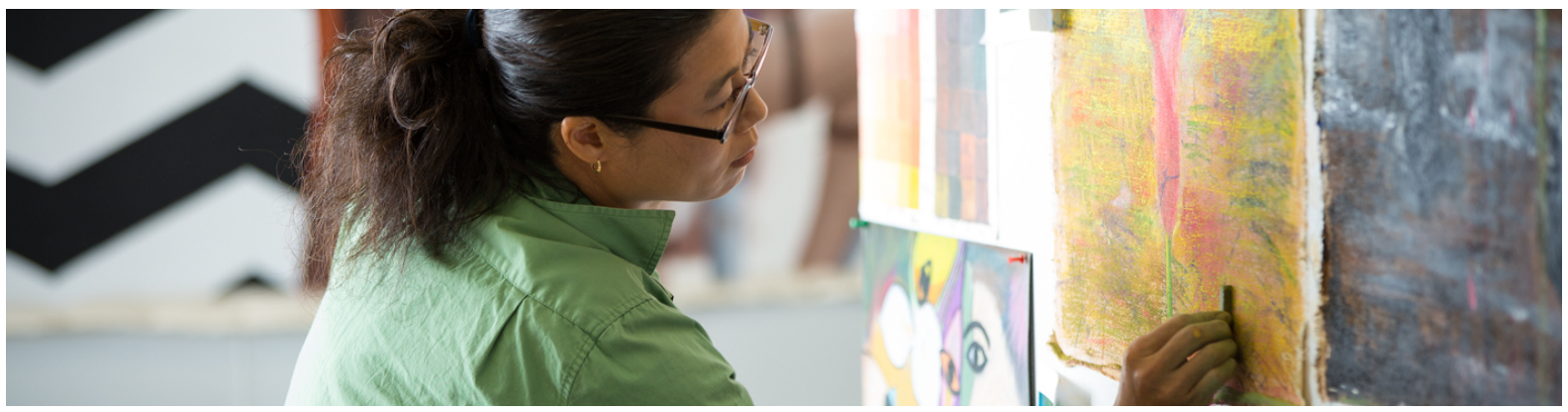
Paying Your Bill Online

Payment is due at the time of registration. Students must remit payment within 72 hours, or they will be removed from the course.

1. Return to the myRedDragon "Student" tab, and select "My Online Account."

   Student Accounts

   Student Accounts
   - Homepage
   - My Online Account (Make a payment, Confirm Attendance, view online bill, view account activity.)
   - Alumni Fee Waiver
   - Process Meal Plan Adjustment
   - Tuition & Fees
   - Student Accounts Forms
   - Set up 3rd Party Payment Authorization
   - View 1098T

   Financial Aid

   (Home Page)
   - My Financial Aid

2. Select the term you are submitting payment for.

   Select Term

   Select a Term: Spring Term 2017

3. Review your account summary and select "Accept/Pay or Decline." As changes are made to your account throughout the semester they will appear here in real time.

Charges & Adjustments	
Alumni Assoc Fees	15.00
Activity Fees	110.00
Room Charges	3,910.00
Semester Tuition	3,235.00
Transportation Fee	77.00
Athletic Fee	196.00
College Fee	12.50
Student Life Center Fee	47.50
Technology Fee	197.50
Meal Plan	2,190.00
Health Fee	158.00
A/R Transcript Fee	5.00
Charges:	**$10,153.50**
Refunds Issued	
Plus: Refunds:	**$0.00**
Payments, Financial Aid Received	
Deposit Payment - Housing	150.00
Deposit Payment - Tuition	50.00
Less: Payments Received:	**$200.00**
Anticipated Financial Aid	
Less: Anticipated Financial Aid:	**$0.00**
Current Balance Due From You:	**$9,953.50**

   Payment/Acceptance Options
   In order to accept financial responsibility or decline your attendance you must do **one** of the following:

   - Print (from Quikpay), sign and return the acceptance/remittance portion of your bill with either full payment or payment plan amount/minimum amound due (check payments
   - -OR- you may Accept/Pay or Decline on-line

Paying Your Bill Online

4. Review the information on the "Accept Charges" page. Click "Accept Charges" and click continue.

5. On the resulting page, select "Pay Now in Full." The QuikPay portal will load after you click.

6. Select "Make Payment" on the left-hand navigation menu.

7. Enter the amount to be paid on the payment detail page, and select the payment method. Click "Continue" to provide payment.

8. Complete the payment method detail form and select "Continue".

9. Review the information you provided, and select "Confirm." If any information is incorrect or incomplete, select "Edit" to change your entries.

10. You will receive a confirmation on the final page. Click the printer icon to print the page, and retain it for your records.

Getting Started With Campus Technology

SUNY Cortland uses a host of technologies to help students, faculty and staff teach, learn and communicate. All students, including visiting students, will access to excellent tools and services that enhance learning. The following tools, services and resources are some of the essential tools used by students. This is not an exhaustive list however. We encourage you to explore all of Cortland's tools by selecting the "Tech Help" tab within myRedDragon.

The Help Center

The SUNY Cortland Help Center is a single point of technology and library support for all students, faculty and staff. Physically located on the first floor in the Memorial Library, this comprehensive support unit provides assistance during regular library hours. Hours are posted in MyRedDragon under the Tech Help tab.

More Information: http://www2.cortland.edu/offices/information-resources/get-help.dot

SUNY Cortland NETID

The SUNY Cortland NETID consists of your username (login name) and password. Your NETID will grant access to essential campus technologies including myRedDragon, Blackboard, networking, parking services, account services, Banner Self Service and more. Your NETID access can be easily maintained and secured using Cortland's password management tools.

More Information: http://www2.cortland.edu/offices/information-resources/categories/accounts-and-passwords/

Network Connectivity

SUNY Cortland offers access to our campus services whether you are on campus or learning remotely. When you're on campus, you will have access to an extensive wireless network. Using your Cortland ID and password, you can authenticate to our secure Wi-Fi network wherever you are on campus. For off campus visiting students, we also offer VPN connections so you can securely connect to campus resources.

myRedDragon

SUNY Cortland's myRedDragon is an online portal which pulls together vital information and resources for all faculty, staff and students. Students will use myRedDragon to register, pay bills, access course materials, manage accounts, review important announcements, access the College Calendar and review their schedules. In addition, myRedDragon serves as a central hub that provides single-sign-on access to a host of campus services and technologies.

More Information: http://myreddragon.cortland.edu

Blackboard eLearning

SUNY Cortland utilizes the Blackboard learning management system (eLearning). Instructors will utilize the eLearning system to facilitate web-based courses, and enhance face-to-face courses by offering like class notes, announcements and reminders, access to an online grade book, online class discussions, and more. Visiting students will have access to Blackboard from the "Student" tab in myRedDragon.

More Information: http://cortland.libguides.com/bbl/BB_Stu
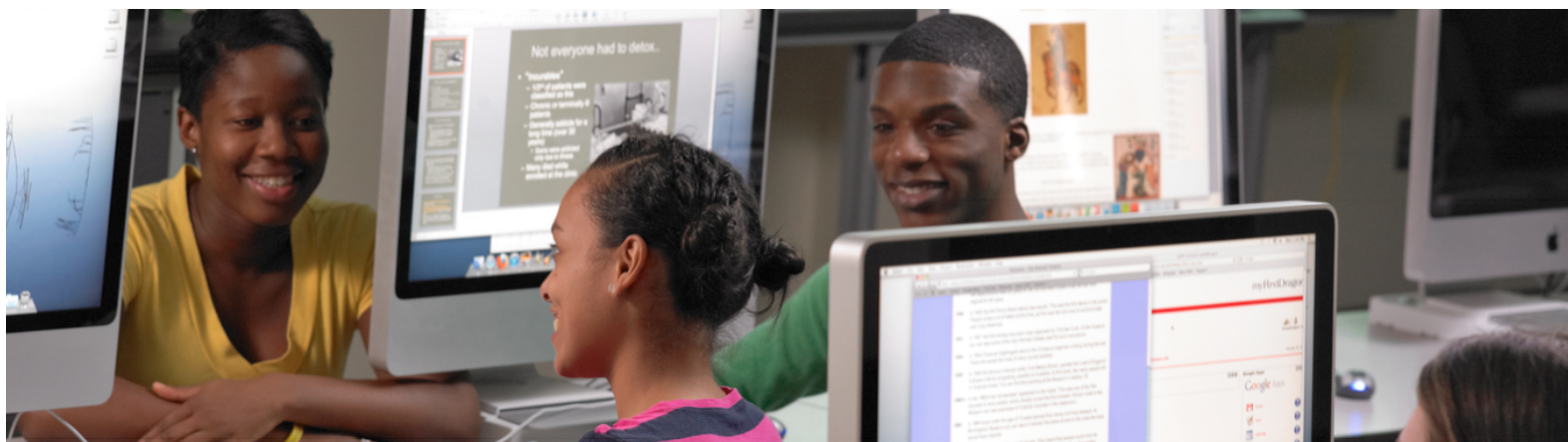
Getting Started With Campus Technology

Memorial Library

SUNY Cortland's Memorial Library is an always evolving learning space that gives students access to information, technology, research assistance and study spaces.

- You can find one of over of more than 400,000 volumes of books, journals and media owned by Memorial Library using the library catalog.

- You can find a wealth of information, from articles to reference books, online in the database listing on the library tab in MyRedDragon.

- Your teachers and faculty may place copies of the assigned readings and projects on reserve and make them available through the library. These reserved items can be online or in hard copy.

- You can use laptops throughout the library and connect to our wireless network. Don't have a laptop? We have laptops you can check out for part of the day to use in the library.

- You will find fully equipped computer labs on the first and second floors of the library. The Bookmark café lab is never scheduled for classes and is available to students and faculty during all the hours we are open. The PC Lab, MAC Lab, and the IRA are scheduled for classes; the schedules are posted daily. When classes are not scheduled, these labs are available for open use by students, faculty and staff.

- Access to the SUNY Cortland wireless network is available throughout the library on all floors.

- There are three multimedia studios with specialized software and equipment to help you create your videos, podcasts and multimedia projects. Assistance is also available by asking at The Help Center. The larger room has a presentation Smartboard so you can practice your presentations. You can sign out a key to these studios at The Help Center.

> More Information: http://www2.cortland.edu/library/

Help and Resources

SUNY Cortland has a host of campus services and resources available to you as a visiting student. The list below represents only some of the essential services commonly used by our visiting students. To find other campus offices or services, visit our directory at http://www2.cortland.edu/offices.

Registrar's Office

The Registrar's Office is responsible for registering and admitting visiting students. You may contact the Registrar's Office whenever you need assistance or have questions related to enrollment at the College. Contact the office by sending an email to registrar@cortland.edu, calling 607-753-4702 or stopping by 223 Miller.

▌ More Information: http://www2.cortland.edu/offices/registrars-office/

College Catalogs and Policies

You can review the complete College catalog and campus policies online at any time. These resources are helpful when learning about campus procedures, or exploring degree programs at Cortland.

▌ More Information: http://catalog.cortland.edu

Student Accounts

The Student Accounts Office coordinates billing, posting payments made on student accounts, managing monthly payment plans, and coordinating payments with third-party sponsors. Contact the office by sending an email to bursar@cortland.edu, calling 607-753-5592 or stopping by 323 Miller.

▌ More Information: http://www2.cortland.edu/cost-aid/student-accounts-office/

College Store

Textbooks and supplies are available at the College Store in Neubig Hall. Call the store at 607-753-4621 for more information.

▌ More Information: http://bookstore.cortlandasc.com/

Dining Services

SUNY Cortland has a host of dining options throughout campus, even during Summer and Winter Sessions. The Hilltop dining facility is generally open Monday through Friday from 11 a.m. to 1:30 p.m. in summer and winter, with all services operating during standard terms. Students may make purchases using cash or Connections. For more information about dining on campus, call ASC at 607-753-4627.

SUNY ID Card

Students who do not have SUNY Cortland I.D. cards may obtain them at the ASC Office, Neubig Hall, for a $10 fee. If you already have a Fall/Spring ID card, it may be used during Winter and Summer Sessions as well. The ASC Office is open Monday to Friday, 8 a.m. to 4:30 p.m.

▌ More Information: https://www.cortlandasc.com/id-card

Parking Services

All students who are parking on campus are required to register their vehicle(s) and obtain a parking permit. Permits for the 2016-2017 academic year are valid for the Winter and Summer Sessions in addition to standard terms. Permits may be purchased online through the Parking Department located in Van Hoesen Hall, Room 38-B. Please call 607-753-4123 for applicable fees, or if you have questions concerning parking.

▌ More Information: http://www2.cortland.edu/offices/university-police-department/parking

Documents, Calendars and Materials

The materials in this section are included for your reference and planning.

Official 2017-2018 College Calendar

SUNY Cortland

Fall Semester 2017

Official Term Dates: August 28 to December 15

President's Opening Address and Faculty Meetings	Thursday, Aug. 24
New Student Orientation and Registration	Friday, Aug. 25
Academic Convocation	Sunday, Aug. 27
Classes Begin	Monday, Aug. 28
Labor Day (No Classes in Session)	Monday, Sep. 4
October Open House	Monday, Oct. 9
First-Quarter Classes end	Friday, Oct. 13
Fall Break Begins (8 a.m.)	Monday, Oct. 16
Classes Resume (8 a.m.)	Wednesday, Oct. 18
Second-Quarter Classes Begin	Wednesday, Oct. 18
November Open House	Monday, Nov. 13
Thanksgiving Break Begins (8 a.m.)	Wednesday, Nov. 22
Classes Resume (8 a.m.)	Monday, Nov. 27
Last Day for In-Class Examinations*	Friday, Dec. 1
Classes End	Friday, Dec. 8
Study Days	Saturday, Dec. 9 and Sunday, Dec. 10
Final Examination Period	Monday, Dec. 11 to Friday, Dec. 15

Spring Semester 2018

Official Term Dates: January 22 to May 11

President's State of the College Address and Faculty Meetings	Thursday, Jan. 18
New Student Orientation and Registration	Friday, Jan. 19
Classes Begin	Monday, Jan. 22
Third-Quarter Classes End	Friday, Mar. 9
Spring Break	Monday, Mar. 12 to Friday, Mar. 16
Classes Resume (8 a.m.)	Monday, Mar. 19
Fourth Quarter Classes Begin	Monday, Mar. 19
Spring Open House	Saturday, Apr. 7
Honors Convocation	Saturday, Apr. 21
Last Day for In-Class Examinations*	Friday, Apr. 27
Classes End	Friday, May 4
Study Days	Saturday, May 5 and Sunday, May 6
Final Examination Period	Monday, May 7 to Friday, May 11
Graduate Commencement	Friday, May 11
Undergraduate Commencement	Saturday, May 12

Semester start dates are guided by Labor Day and Martin Luther King, Jr. Day respectively. Please review the Summer and Winter Session website for Summer and Winter term dates.

***Final Exam Policy:** No examinations or quizzes may be given the five class days preceding the final exam period without the approval of the dean.

Religious Holidays: No examinations or quizzes may be given during periods designated for observance of religious holidays. Observances of Jewish holidays begin at 4pm the day before the holiday and end at 7pm the day of the holiday. Good Friday observance begins at noon and ends at 3pm. Please refer to the holiday schedule for details and dates.

Campus Buildings and Parking Lots

SUNY Cortland

KEY

⬛♿ = Accessible Parking
B = Bus Stop
▨ = Parking

Bldg. Name	Bldg. No.
Alger Hall	31
Bishop Hall	29
Bowers Hall	15
Broadway House	38
Brockway Hall	3
Casey Tower	37
Chemical Mgmt. Facility	47
Cheney Hall	2
Clark Hall	26
Commissary/Receiving	46
Corey Union	23
Cornish Hall	20
DeGroat Hall	4
Dowd Fine Arts Center	10
Dragon Hall	36
Education Building	21
Fitzgerald Hall	25
Glass Tower Hall	27
Grounds Service Building	45
Hayes Hall	34
Heating Plant	14
Hendrick Hall	35
Higgins Hall	33
Interfaith Center	6
Leadership House	19
Lusk Field House	41
Main Street SUNY Cortland	1

Bldg. Name	Bldg. No.
McDonald Building	8
Memorial Library	18
Miller Building	12
Moffett Center	11
Neubig Hall	24
Newmark Pavilion	17
O'Heron Newman Hall	9
Old Main	13
Park Center	43
Parks Alumni House	7
President's Residence	5
Professional Studies Building	42
Randall Hall	30
Service Group	48
Shea Hall	28
Smith Tower	37
Sperry Center	16
Stadium Complex	44
Student Life Center	40
Van Hoesen Hall	22
West Campus Apts.	49
Whitaker Hall	39
Winchell Hall	32