

Spring 2010 Course Registration Information, Dates and Deadlines

Spring 2010 Academic Calendar	
January 22, 2010, Friday	Welcome Weekend Begins
January 25, 2010, Monday, 8 AM	Instruction Begins
February 1, 2010, Monday, 5 PM	Add Period Ends
February 12, 2010, Friday, 5 PM	Late Add Period Ends
February 22, 2010, Monday, 5 PM	Full Semester Course Drop Period Ends(2)
March 13, 2010 Saturday, 5 PM	Spring Recess Begins (1) Mid-Term (3rd Quarter Ends)
March 15, 2010 Monday, 4 PM	Student Progress Evaluations Due in Registrar's Office
March 22, 2010, Monday, 8 AM	Instruction Resumes
April 7, 2010, Wednesday, 5 PM – 11 PM	Classes in Session
April 9, 2010, Friday, 5 PM	Deadline to Withdraw without Department Chair Permission
April 23, 2010, Friday, 3 PM	Honors & Awards Ceremony
April 30, 2010, Friday, 5 PM	Withdraw Period Ends
May 8, 2010, Saturday, 5 PM	Regular Course Schedule Ends (3) (4th Quarter Ends)
May 10, 2010, Monday, 8 AM	Final Exam Period Begins
May 15, 2010, Saturday, 5 PM	Final Exam Period Ends (Semester Ends)
May 15, 2010, Saturday	Commencement
May 21, 2010, Friday, 4 PM	Grades Due From Faculty

(1)Classes Suspended.

(2) See the Schedule of Classes for Refund Schedule and Quarter Course Drop Schedule.

(3) According to the College Policy, no examinations may be given during the last week of classes. *(For exceptions see The Brockport Handbook)*

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SUNY Wide Policy -- Accepting the Code of Student Social Conduct

The Chancellor of the State University of New York has determined that each SUNY Campus must require their students to accept the **“Student Social Code of Conduct”**. A “Code of Conduct” hold will be placed on the student’s records preventing them from registering until they go on-line and accept the code. **The student is only required to do this process once.**

To review and accept the code of conduct:

- Go to www.brockport.edu
- Click on **“Web Banner”**
- Enter your **User ID** (SS # or Banner ID#) and **PIN**
- Click on **“Student Services”**
- Click on **“Accept the Student Social Code of Conduct”**

Brockport Policy -- Affirming Enrollment and Accepting Financial Responsibility

The student must *Affirm Enrollment and Accept Financial Responsibility* after they register each semester to reserve their course schedule. Students are not required to submit payment to reserve their course schedule. An enrolled student is defined as one who has registered for courses and accepted all associated charges. The College will refer to this as having ***Affirmed Enrollment and Accepted Financial Responsibility***. Whether you register on-line, in person, by mail or by fax, **ALL** students will need to go on-line and “affirm enrollment and accept financial responsibility” on the Enrollment Agreement screen to reserve their courses each semester.

You must affirm enrollment by January 8, 2010. Courses are only reserved through January 8, 2010. If the student has not Affirmed Enrollment and Accepted Financial Responsibility by checking the enrollment agreement box and clicking on “submit” by January 8, 2010, their courses will be removed. Any student who re-registers after courses are removed because they failed to affirm their enrollment is subject to late fees for each re-registration.

Students who register on January 9, 2010, and after must *Affirm Enrollment and Accept Financial Responsibility* by going on-line and affirming enrollment and accepting financial responsibility by the close of business on the business day following their registration. If they do not, their courses will be removed. If a student re-registers after their courses were removed because they failed to affirm their enrollment, late fees will be assessed for each subsequent re-registration.

To Affirm Enrollment and Accept Financial Responsibility:

- Go to www.brockport.edu
- Click on **“Web Banner”**
- Enter your **User ID** (SS # or Banner ID#) and **PIN**
- Click on **“Student Services”**
- Click on **“Registration”**
- Click on **“Select Term”**
- Click on **“Affirm Enrollment”**
- Click on **“Accept”** button
- Click **“Submit.”** A message – “Please wait while the system is updated” appears. Updating is done immediately and you will not receive an additional message.
- Click **“Exit”** button (top far right)
- Click **“Return to the Online Service Page”** to close your session.

Changing Your Mind: Canceling Enrollment and Declining Financial Responsibility:

After completing your registration and affirming enrollment you may decide that you do not want to be registered and do not want to be financially responsible for the courses. In this case you must drop all courses **before the Spring 2010 Semester begins (before January 25, 2010)**.

MATRICULATED GRADUATE STUDENT REGISTRATION

November 5, 2009 – January 21, 2010

Definition:

Matriculated graduate students are students who have applied to and been accepted by the College for admission into a master's program or certification of advanced study. For more information please contact the Office of Graduate Admissions, (585) 395-5465 or (585) 395-2525.

Obligations

Clear all financial obligations with the College. You will not be permitted to register if you have any holds on your accounts with the college.

Registration Opportunities

Online Registration: See instructions on Pages 6 - 8

Enrollment by Mail: (Graduate students only)

To register by mail, please complete the Graduate Enrollment Form inside this schedule and mail by December 4, 2009 to the Office of Registration and Records at the return address on the back of this schedule of classes. A bill will be mailed to you following successful processing of your registration. If you wish to speed the process, you may include payment or a DISCOVER/VISA/MasterCard number and expiration date.

Enrollment in Person:

In Rakov Center, 2nd Floor, Brockport Campus (Payment is not required at time of registration.) Monday - Friday, November 5 – December 11, 2009 and January 19 – 21, 2010, 8:00 am – 5:00pm, excluding holiday closings. In person registration is also available Monday – Friday, December 14 – 18, 2009 and January 4 – 15, 2010, from 8:00 am – 4:00 pm weekdays, excluding holiday closings.

Important Note

Certain SUNY and college policies affect registration and payment procedures. Please read the information on Page 1 for an explanation of these policies and instruction on how to avoid any possibility of having your courses dropped for non-compliance.

MATRICULATED UNDERGRADUATE REGISTRATION

Eligibility

Registration prior to December 14, 2009, is for matriculated students only. Newly admitted and readmitted students will register later. **Graduate** students taking undergraduate courses: Please consult the *Graduate* student registration schedule above for dates and times of registration.

Before You Register:

1. Clear all financial obligations with the College. You will not be permitted to register if you have any holds on your accounts with the college.
2. Obtain advisor's signature and/or Advisement Key Number (not required for non-matriculated undergraduate students). Matriculated undergraduates must visit their academic advisor to plan their schedule, obtain an "Undergraduate Registration Form" and receive the required signature and/or Advisement Key Number from the

advisor.

3. To determine when you are scheduled to register, you need to know the total number of credits you had completed by the end of Summer 2009 and check the Registration Schedule on page 3. Registration dates and hours are according to total credits completed and the first letters of your last name. You can register during the time period for which you are scheduled or on any business day **after** your regularly scheduled time. You cannot register before your scheduled time.
4. Registration will take place via the Online Registration System. Those who cannot use the Online system can come to the 2nd Floor of the Rakov Center to register.

SECOND DEGREE STUDENTS

Matriculated students who have completed a baccalaureate degree and are taking courses to complete another are designated as second degree students. Matriculated second degree students are considered to be undergraduates and are automatically granted senior status. Students in this category may register with the Seniors. Please see the registration schedule for matriculated undergraduates on Page 3 to determine when you may register.

Registration Schedule for Matriculated Undergraduates

Registration dates and hours for matriculated undergraduates are according to the total number of credits completed by the end of Summer 2009 and first letter of last name.

Work in progress this semester does not count toward completed hours.

Seniors: 84 or more credits completed by the end of Summer 2009

Juniors: 54 or more credits completed by the end of Summer 2009

Sophomores: 24 or more credits completed by the end of Summer 2009

Freshmen: 0-23 credits completed by the end of Summer 2009

Time	Mon.	Tues.	Wed.	Thurs.	Fri.
				November 5	November 6
Online Starting at 6am In-person 8:00am-5:00pm				Seniors A – F	Seniors G – M
	November 9	November 10	November 11	November 12	November 13
Online Starting at 6am In-person 8:00am-5:00pm	Seniors N – Z	Juniors A – F	Juniors G – N	Juniors O – Z	Sophomores A – F
	November 16	November 17	November 18	November 19	November 20
Online Starting at 6am In-person 8:00am-5:00pm	Sophomores G – N	Sophomores O – Z	Freshman A – D	Freshman E – K	Freshmen L – Q
	November 23	November 24	November 25	November 26	November 27
Online Starting at 6am In-person 8:00am-5:00pm	Freshmen R – Z		Thanksgiving Break	Thanksgiving Break	Thanksgiving Break

NON-MATRICULATED UNDERGRADUATE REGISTRATION

December 14, 2009 – January 21, 2010

New Non-Matriculated Undergraduate Students

New Non-Matriculated undergraduate students must come in and complete an application in the Office of Undergraduate Admissions prior to registration. Registration begins on December 14, 2009. Monday - Friday, December 14 – 18, 2009 and January 4 – 15, 2010 from 8:00 am – 4:00 pm, excluding holiday closings. In person registration is also available Monday – Friday, January 19 – 21, 2010, from 8:00 am - 5:00 pm weekdays, excluding holiday closings. If you have any questions about the application process, please call the Office of Undergraduate Admissions at (585) 395-2751.

Online Registration

Non-matriculated students may register online beginning December 14, 2009. Please refer to the Online Registration instructions on pages 6-8. **NOTE:** Non-Matriculated students who have only taken courses during the summer or winter term, must complete an application available in the Office of Undergraduate Admissions prior to registering.

ENROLLMENT IN PERSON

December 14, 2009 – January 21, 2010

In Rakov Center, 2nd Floor, Brockport Campus (Payment is not required at time of registration.) Monday - Friday, December 14 – 18, 2009 and January 4 – 15, 2010, from 8:00 am – 4:00 pm, excluding holiday closings. In person registration is also available Monday – Friday, January 19 – 21, 2010, from 8:00 am - 5:00 pm weekdays, excluding holiday closings. **NOTE:** Students who register for the first time after January 8, 2010 must affirm enrollment and accept financial responsibility by going online and checking the Enrollment Agreement Accept Box on the Brockport Web Page. This must be done by the close of business on the business day following their registration. Please read the policy information on page 1 for an explanation of this procedure.

AT THE BROCKPORT CAMPUS FOR NEW AND RETURNING UNREGISTERED NON-MATRICULATED STUDENTS ONLY:

Friday, January 22, 2010, from 3:00 - 4:00 pm.
Academic advisement is available on this day only.

CREDIT LIMITS FOR NON-MATRICULATED STUDENTS

Non-Matriculated undergraduates are limited to a total of nine credits each semester.

NON-MATRICULATED GRADUATE REGISTRATION

December 14, 2009 – January 21, 2010

Definition:

A non-matriculated (non-degree) graduate student is a student who has earned at least a baccalaureate degree but has not been accepted into a master's or certificate of advanced study program at Brockport. For more information contact the Office of Graduate Admissions at gradadmit@brockport.edu or (585) 395-5465.

New Non-Matriculated Graduate Students

New non-matriculated graduate students must apply for non-degree status before they can register, regardless of the level of the course in which they plan to register. Application for non-degree status requires that the applicant complete a brief application, pay a one-time non-refundable \$25 application fee and submit an official transcript in a sealed envelope documenting that the applicant holds a baccalaureate or higher degree from a regionally accredited institution. If a transcript is not available at the time of application, applicants will be given 30 days from the first day of class to provide one.

Applications for non-degree status are available in the Office of Graduate Admissions in Morgan Hall. Application and payment form can be downloaded at: www.brockport.edu/graduate/admissions.html or can also be obtained via mail or fax by calling the Office of Graduate Admissions at (585) 395-5465 or emailing the office at gradadmit@brockport.edu.

Deadline:

The last date the Office of Graduate Admissions will receive and process a non-degree application is:
February 1, 2010.

Online Registration:

Non-matriculated students may register on-line beginning on December 14, 2009. Please refer to the Online Registration instructions on pages 6-8. **NOTE:** Non-Matric students who have only taken courses during the summer or winter term, must apply for non-degree status before registering regardless of the level of course in which they plan to enroll. See the information under New Non-Matriculated Graduate Student for further details.

ENROLLMENT IN PERSON

December 14, 2009 – January 21, 2010

In Rakov Center, 2nd Floor, Brockport Campus (Payment is not required at time of registration.) Monday - Friday, December 14 – 18, 2009 and January 4-15, 2010, from 8:00 am – 4:00 pm, excluding holiday closings. In person registration is also available Monday – Friday, January 19 – 21, 2010, from 8:00 am - 5:00 pm weekdays, excluding holiday closings. **NOTE:** Students who register for the first time after January 8, 2010, must affirm enrollment and accept financial responsibility by going online and checking the Enrollment Agreement Accept Box on the Brockport Web Page. This must be done by the close of business on the business day following their registration. Please read the policy information on page 1 for an explanation of this procedure.

ON-LINE REGISTRATION INSTRUCTIONS

General Information

- The On-line Registration System (Campus Information System) is available on The College at Brockport Web Site at www.brockport.edu.
- To use the Campus Information System, you will need to know your User ID Number (Social Security Number or Brockport ID Number) and your Personal Identification Number (PIN).
- Review the Quick Guide to “The Numbers” below before registering for courses on-line.

“Quick Guide” to the Numbers

PIN Number

- The PIN (Personal Identification Number) is a number the student selects to protect the privacy of their own computer data.
- The **first time** the Campus Information System is used, the student will be asked to enter their birthday (to verify their identity) in the mm/dd/yy format.
 - January 3, 1985 = 010385
- The student will then be directed to create a new PIN:
 - that has 6 characters (alpha numeric only).
 - is not their birthday.
 - is not all zeroes.
- In the future you will always be asked for this PIN number to gain access to the Campus Information System. This will provide security for your records.
- **If you forget your PIN number, enter your User ID and click on “Forgotten/Disabled PIN”.** The security question you entered into the system will appear. Enter the answer to the security question and click on submit. You will then be prompted to create a new six digit pin which will be required for future access. If you are still unable to get into the on-line system, call the Office of Registration and Records at (585) 395-2531 to have your PIN number reset. For your protection, a list of PIN numbers does not exist.

Advisement Key Number (Matriculated Undergraduates Only)

- The Advisement Key Number is a number provided to each student by his/her advisor.
- A new Advisement Key Number is generated for each student every semester. (Last term’s number is of no value this term.)
- The presentation of this number to the On-line Registration System is proof that the student has had the required meeting with their advisor.
- All matriculated undergraduates are required to meet with their advisors before they are permitted to register for classes.

Permission Key Number

- A Permission Key Number is the electronic signature of the instructor that the instructor or the academic department provides a student in order to enroll in a course that is not otherwise open to the student.
- This number is specific to one particular section of the course and is unique.
- Each number can be used only once.
- Each number can be used only for the section of the course to which it was assigned.
- When you register for a course which requires a permission key number, it’s a two step process. (See Step #8 in the “How to Register On-Line” Section.)
- Permission to enter any course that requires approval is a privilege. Instructors/Academic Departments are not obligated to grant permission to individuals.

Course Reference Number (CRN)

- Each course is associated with a four-digit course reference number (CRN) that is used to identify the course during the registration process.
- The CRN can be found to the far left of the course discipline code (or subject code) and number in the course listings for each department in this printed course schedule and also on the on-line course schedule.
- Here is an example: 2536 ACC 281.01 ----- The CRN is 2536
- When choosing courses prior to registration, be sure to make note of the CRNs as well as the course disciplines and course numbers. You will be using the CRNs to register for your courses.

Registration Errors

- Examples of registration errors: Closed sections, time conflicts, signature required, prerequisites or duplicate section. You cannot override these errors. You will need to try to get permission (a signature or a permission key number) from the proper person (the instructor or the department chair) to override the error.
- If you obtain a permission key number, you can register on-line. It's a two step process (refer to step #8 on the "How to Register On-Line for Courses" Section) or go to the Registration and Records Office in person. The office staff can use this permission key number to register you for the course.
- If you get the proper signature, you will need to bring the permission signature to the Registration and Records Office in person. The office staff will use the permission signature to override the error and register you for the course.

How to Register On-Line for Courses

Note: To register for courses using the on-line system, you will need to know the four-digit Course Reference Number (CRN) for each of the course.

1. Go to www.brockport.edu
2. Click on "**Web Banner**"
3. Enter your **User ID** (SS # or Banner ID#) and **PIN** (See A "Quick Guide" to the Numbers for PIN # Info., page 6)
4. Click on "**Student Services**"
5. Click on "**Registration**" -- *If you have a **hold on your records**, you will receive a message stating that you can't register at this time. You should contact the office that placed the hold on your records.
6. **Do you have a Permission Key Number? If YES, continue with #7. If NO, skip down to #11.** (See a "Quick Guide" to the Numbers for Permission Key # Info., page 6)
7. Click on "**Permission Key Number**"
8. Select **Term**
9. Enter "**CRN # and Permission Key Number**"
10. Click on "**Submit Permission Key**"
11. Click on "**Registration/Add/Drop Classes**" -- ***Matriculated Undergrad. Students Only** will be prompted to enter their Advisement Key Number. (See A "Quick Guide" to the Numbers for Advisement Key # Info., page 6)
12. Select **Term**
13. Add **CRN #s** -- (**You can also search for courses while your register.** Click on the Search for Classes Button, select the appropriate search criteria, click on class search, and check the box in front of the CRN and Click Register or Add to Worksheet.)
14. Click on **Submit Changes**
15. The courses you were **able** to register for will appear and will be listed as "Web Registered" with the date of the transaction. Courses you were **unable** to register for will appear as schedule errors. The reason for the error will be given. (See the section on Registration Errors above for more info.)
16. Click on the "**affirm your enrollment status link**" to affirm your enrollment and reserve your courses. **VERY IMPORTANT STEP!!**
17. Click on the **Exit Link** (top right corner of page)
18. Close your browser to protect your privacy.

How to Add/Drop Courses On-Line

1. Go to **www.brockport.edu**
2. Click on the **“Web Banner”** link
3. Enter your **User ID** and **PIN** (Refer to the Numbers Quick Guide for more info.)
4. Click on **“Student Services”**
5. Click on **“Registration”**
6. **Do you have a Permission Key Number? If YES, continue with #7. If NO, skip down to #11.** (See A “Quick Guide” to the Numbers for Permission Key # Info.)
7. Click on **“Permission Key Number”**
8. Select **Term**
9. Enter **“CRN # and Permission Key Number”**
10. Click on **“Submit Permission Key”**
11. Click on **“Registration/Add/Drop Classes”**

Your current schedule will appear.

To Add:

- Enter the CRN of the course you want to add.
- Click on Submit Changes.

To Drop:

- Select the course you want to drop.
- Click on the drop down box under the Action Heading.
- Select Web Drop.
- Click on Submit Changes.

How to Affirm Enrollment and Accept Financial Responsibility (Reserve your Course Schedule)

1. Go to **www.brockport.edu**
2. Click on the **“Web Banner”** link
3. Enter your **User ID** and **PIN**
4. Click on **“Student Services”**
5. Click on **“Registration”**
6. Click on **“Select Term”**
7. Click on **“Affirm Enrollment”**
8. Click on **“Accept”** button
9. Click **“Submit.”** A message – “Please wait while the system is updated” appears. Updating is done immediately and you will not receive an additional message.

Graduation Candidates

ATTENTION: Students expecting to graduate **must** file a Graduation Data Card by **mid-term of their last semester with the Office of Registration and Records**. If you are expecting to earn a teaching certificate, you must submit a separate application with the Certification Office, 265 Albert Brown Bldg. **NOTE: The final responsibility for meeting all graduation requirements for the baccalaureate degree rests with the student.** The online Academic Policies found at <http://www.brockport.edu/policies/index.php>, the Undergraduate and Graduate Studies Catalogs and the DARS Report for Undergraduates are recommended sources and each student is urged to become familiar with academic procedures, regulations, and degree requirements contained therein.

Transfer Students

ATTENTION: Transfer students are admitted with provisional matriculation pending the receipt and evaluation of the final transcript. **Students must request that final transcripts from each school previously attended be sent to the Office of Admissions by the first day of the semester.**

Satisfactory/Unsatisfactory Option

- Student must have 54 or more completed credits (junior or senior status).
- One course per semester on a Satisfactory/Unsatisfactory basis, for a total of four toward the Baccalaureate Degree.
- S/U courses may not be in the major, minor, certification or professional areas, and may not be taken to fulfill General Education requirements.
- Students who are eligible to take a course on an S/U basis, must register for that option in person in the Office of Registration & Records or notify the office in writing before the end of the Late Add period.

Independent & Directed Studies Undergraduate Eligibility

- Student must have 54 completed credits.
- Completed at least one semester at Brockport and have an overall GPA of at least 2.00.
- Obtain forms from the academic department for the course to be taken.
- Registration form and required outline must be complete with all required information and signatures. The Registrar will not accept forms with missing information.
- Bring forms to the Office of Registration and Records by the registration deadline.
- Check <http://www.brockport.edu/policies/index.php> for policies and the Schedule of Classes for dates and deadlines.

Independent & Directed Studies Graduate Eligibility

- Student must have at least 6 completed graduate credits (Independent Studies **Only**)
- A course outline and bibliography.
- Obtain forms from the academic department for the course to be taken.
- Registration form and required outline must be complete with all required information and signatures. The Registrar will not accept forms with missing information.
- Bring forms to the Office of Registration and Records by the registration deadline.
- Check <http://www.brockport.edu/policies/index.php> for policies and the Schedule of Classes for dates and deadlines.

Repeating Courses

- Students may repeat any course in which they have earned any grade other than an "I" (Incomplete).
- **The grade received the last time the course is taken counts toward graduation and the grade point average. DUPLICATE CREDIT CANNOT BE EARNED** and repeating a course for which a student received a passing grade can affect their financial aid.
- Students may **repeat a course only at Brockport**, and it **must be the identical course**, not simply an equivalent.
- See <http://www.brockport.edu/policies/index.php> for details.

Add/Drop Procedures

Schedule Adjustments

Students may adjust their schedules online any day after they have registered until January 21, 2010. They may also adjust their schedules in person through January 21, 2010, (any business day, excluding holidays) in the Registrar's Office after they have registered. Students may also adjust their schedules after classes begin on January 25, 2010; however, instructor's permission (signature or permission key number) is required to add any course at that time. These procedures apply to section changes as well as course changes.

First Semester Freshmen

All first semester freshmen must have the signed approval from their advisor (GEP 100 or 120 instructor) before they can adjust their schedule. Adjustments for first semester freshmen must be done in person in the Registrar's Office in the Rakov Center.

Part Time Students

Students that are adding and dropping courses during or after the second week of classes will be assessed tuition and fee liability for both the courses which have been dropped as well as any new courses that have been added. The percentage of tuition and fees assessed for the courses dropped is shown in the section "Refunds". Examples of tuition calculations are available on the Office of Student Accounts Web Page at www.brockport.edu

ADD PERIOD – One week long January 25 – February 1

Once the semester has begun (January 25) only the instructors know the seat capacity of a course. For that reason, **ALL** adds are by permission of the instructor (either Permission Key Number or signature) even if the course still shows open seats and even for second quarter courses (those that run from mid-term to the end of the semester).

Students may add to an **existing full-time or part-time schedule** through this period **without a fee**. Adds may be processed:

- **Online** with a Permission Key Number (see instructions on Page 2).
- **In person** at the Office of Registration and Records with the instructor's signature (or Permission Key Number).
- **By fax** – Include name, Banner ID or Social Security Number, daytime phone number, course CRN, discipline code, course number, section number, and Permission Key Number. **Fax to:** (585) 395-5392.

*Faxes without valid permission will not be processed. Students should call the Office of Registration and Records, (585) 395-2531, to be sure the fax was received.

LATE ADD PERIOD – February 2 -12
Deadline: February 12 - \$20 Late Add Fee

Students may still add a course to an existing full-time schedule during this period, however, a **\$20 late add fee will be charged**. Students may late add the course by:

- **Online with a Permission Key Number** (see instructions for Permission Key Number on Page 8).
- **In person at the Office of Registration and Records** with an Instructor’s signature (or Permission Key Number).
- **By fax** – Include name, Banner ID or Social Security Number, daytime phone number, course CRN, discipline code, course number, section number, and Permission Key Number. **Fax to:** (585) 395-5392

Faxes without a valid Permission Key Number will not be processed. Students should call the Office of Registration and Records, (585)395-2531, to be sure the fax was received. Adds processed after February 1, 2010 will be charged a \$20 late add fee.

DROP PERIOD – Through February 22, 2010

In general, permission is not required to drop a course with the exception of the following courses which require the signature of the program director (see below) to drop:

Drops may be processed:

- **Online** using the Online Registration System
- **In person** at the Office of Registration and Records
- **By mail or fax** – Cross out the course to be dropped on your enrollment form and write your initials next to it. If you don’t have an enrollment form, request the drop in writing with name, ID number, the course you wish to drop and daytime phone number.

Mail to: Office of Registration and Records, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2966.

Fax to: (595) 395-5392 – Include a cover sheet if dropping by fax. Call the office at (585) 395-2531 to be sure the fax was received.

Drops and any appropriate refunds will be **processed as of the postmark date on the envelope and faxes, as of the date and time received**. Refer to the “Refunds” section of the Schedule of Classes for refund information.

Drops are processed according to the following deadlines:

- First quarter courses** – Monday, February 8
- Full semester courses** – Monday, February 22
- Second quarter courses** – Monday, April 5

*** COURSES WITH SPECIAL ADD/DROP PROCEDURES***

ENL 101, 102, 112 – Ms. Grinnan, 101A Hartwell, x5234
MTH 110, 112 – Dr. Barbosu, 212 Brown Bldg., x5675
GEP 100, 120 – Dr. Fox, 618 Allen Bldg., x2504

The **Business Dept.** has its own arrangements for adds to BUS and ECN courses. Contact the Business Dept. at x2623.

Developmental courses for EOP students require the signature of Ms. Sophea So, G-28, Ground Floor, Rakov.

Exceptional Talent students who are taking developmental courses require the signature of Ms. Mary Ann Gigilo, B-10 Cooper Hall.

S/U REGISTRATION (Satisfactory/Unsatisfactory)
Deadline: February 12 at 5:00 pm

The S/U registration option cannot be done online. Students wishing to register for a course or change the credit type for a course already registered to the satisfactory/unsatisfactory (S/U) option may do so at the Office of Registration and Records by February 12, 2010. Please check “Your Right to Know” for details regarding the S/U policy.

WITHDRAWAL PERIOD – February 23 – April 30, at 5:00 pm - \$20 Fee

The College defines a Withdrawal as a Late Drop and a fee is assessed for withdrawing from courses. The table below summarizes the policy and deadlines for withdrawing from full semester courses. Deadlines for quarter courses and courses meeting for less than the full semester are similarly proportionate and available from the Registrar’s Office.

TIME PERIOD	PROCEDURE
1st Phase - Week 5 through 10 February 23 – April 9 Deadline: April 9, Friday	Student submits withdrawal form to Registrar’s Office. No departmental permission needed for most courses.* \$20 withdrawal fee charged. Course remains on permanent transcript with “W” in grade column.
2nd Phase --Week 11 through Friday before the final week of classes April 12 – April 30 Deadline: April 30, Friday	Demonstration of “extraordinary circumstances” required** Student submits withdrawal form with department chairperson’s signature (permission) to Registrar’s Office. \$20 withdrawal fee charged. Course remains on permanent transcript with “W” in grade column.
After Friday before the final week of classes (after April 30)	No withdrawals approved.** Course remains on permanent transcript with grade as submitted by instructor

*Advisor approval for schedule changes needed for first-semester freshmen. The written permission of the program director or department chairperson is also needed for anyone to drop the following courses: Any MSC course, ENL 101, 102, 112, MTH 110, 112, GEP 100, 120. ** Please see the Revised Withdrawal Policy found at <http://www.brockport.edu/registrar/faq/withdrawing.html> for additional information on reasons for which a student can expect permission for late withdrawal to be granted and for appeal procedures.

IMPORTANT INFORMATION ABOUT LATE FEES

The State University of New York is an enrollment-driven institution. That means that colleges such as this are funded by the state according to the number of students enrolled and the number of credits they take. This census information, on which funding is based, is calculated very early in the semester. This is why it is imperative that students register or add by the deadline. Various late fees are required by SUNY in order to discourage registration or adding (or dropping) after the deadline. It is extremely important that all transactions be completed on time so that the College can receive the appropriate level of state funding and therefore provide appropriate academic and support services to the students.

How to Avoid Late Fees

1. Register and pay your bill by the payment due date as stated on your billing statement. Payment due date means payment **must be received** in the Office of Student Accounts, **not post marked** by the due date. Payment can be made with cash, check, money order, Visa, Discover Card, MasterCard or E Check.
2. Carefully adhere to add and drop deadlines. Add and drop deadlines are published in the Schedule of Classes. It is important for you to refer to the deadlines as published to avoid penalties, including tuition liability and/or late fees.
3. Late fees and deadlines are listed below. Late fees will be assessed on a monthly basis.

Late Fees

Late Registration Fee	\$40	When registering for the first time – January 25 – February 1 This includes students whose schedules were removed due to not having affirmed their enrollment by the affirming deadline and their schedules were not rebuilt before January 25.
Late Registration Fee PLUS Late Add Fee	\$60	When registering for the first time – February 2 – 12 This includes students whose schedules were removed due to not having affirmed their enrollment by the affirming deadline and their schedules were not rebuilt before January 25.
Late Add Fee	\$20	When adding a course after the first week of classes– February 2 – 12
Withdrawal Fee	\$20	When withdrawing from a course after the drop period is over for full semester courses – February 23 – April 30
Late Payment Fee/ Administrative Late Fee	\$30	When student bills have not been paid on or before the payment due date, a \$30 per month late payment fee will be assessed. Payment due date means payment must be received in the Office of Student Accounts, not post marked by the due date.

REFUNDS

Tuition will be refunded according to the following schedule if your account is paid in full. Refund percentages refer to the total amounts charged, not the amount you have paid.

Class nonattendance does not excuse financial obligation; the student is responsible for full payment of their course schedule whether or not they attend class.

SPRING 2010 FULL SEMESTER COURSE REFUND SCHEDULE:

- 100% for courses dropped through February 1, 2010
 - 70% for courses dropped February 2 – 8, 2010
 - 50% for courses dropped February 9 – 15, 2010
 - 30% for courses dropped February 16 – 22, 2010
- No refund for courses dropped after February 22, 2010

The Online Registration System, mail or fax should be used for drops done on Saturdays or Sundays. See information under “Drops” for more detail.

NOTE: Quarter courses and courses meeting for less than the full semester have individual refund schedules which are different from the refund schedule listed above. Please contact Registration and Records if refund schedule information for such courses is needed.

Some fees are not refundable once the semester begins. **Tuition refunds will be made only when the student's account is paid in full.** For authorized drops from courses, tuition will be refunded according to the refund schedule. Examples of refund calculations are available on the Office of Student Accounts Web Page at www.brockport.edu.

PAYMENT INFORMATION

NOTE: Reserve your Spring course schedule.

The College’s definition of an enrolled student is one who has registered for courses and affirmed enrollment and accepted financial responsibility. Please refer to the SUNY and College policies on Page 1 for instructions on how to reserve your courses.

BILLING

Payment Procedures

Billing statements are produced on a monthly basis for any student with an outstanding balance of \$5.00 or more.

Billing statements are mailed via U.S. mail to the address you provide. If you do not provide a specific billing address, your bill will be mailed to your permanent address of record. The College at Brockport students may access their most recent billing activity, including total amount due and payment options, at any time by visiting <http://www.brockport.edu/bursar/bill-pay-refund/index.htm> and following the links provided. We recommend that you discuss your on-line payment capabilities with any individual who will be remitting payment on your behalf. You will be issued a log-on and PIN exclusive to your account. Parents or other third parties may remit payment on-line using the invoice number listed on your billing statement. We encourage you to

review your on-line student account on a regular basis to ensure compliance with The College at Brockport payment policies and deadlines, and to share that information with your parents if appropriate. New charges (e.g., parking fines, library fines, etc.) may be assessed at any time during the semester, and it is the student's responsibility to remit payment according to the payment deadline listed on the billing statement. Failure to do so may result in a \$30 per month administrative late payment fee. If your billing address changes, you must update your record immediately via the "Online Services" link located at www.brockport.edu to ensure receipt of the monthly billing statement and other important student account-related information. If you fail to update your address, and as a result, do not receive a billing statement, you will remain liable for compliance with all payment deadlines and penalties, including late fees and collection proceedings.

The College offers several payment methods to assist you. For your convenience, we recommend using the on-line web payment option to pay via electronic check or credit card (access "Online Services" at www.brockport.edu). Please note that there is **no charge** for electronic payment options. Electronic checks may be accessed through your non-investment checking account (only). If you prefer to mail payment via personal or certified check, please make the check payable to The College at Brockport and mail to The College at Brockport, Attn: Office of Student Accounts, 350 New Campus Drive, Brockport, NY 14420. Always include your Brockport (Banner) ID number on any payment or other correspondence, as well as the term for which you are remitting payment. Visit our website for a complete listing of payment options.

Part Time Students

Students that are adding and dropping courses during or after the second week of classes will be assessed tuition and fee liability for both the courses which have been dropped as well as any new courses that have been added. The percentage of tuition and fees assessed for the courses dropped is shown in the section "Refunds". Examples of tuition liability calculations are available on the Office of Student Accounts Web page at www.brockport.edu.

MANDATORY HEALTH INSURANCE

The College at Brockport requires all full time undergraduate and graduate students (12 or more credits) to have health insurance. The annual cost for the College at Brockport Student Health Insurance Plan for the 2009-2010 policy year is \$1265.00; spring term only enrollees will be assessed a charge in the amount of \$773.00. Students with existing, comparable personal insurance may be eligible to waive out of the College plan. If you have insurance with comparable coverage and wish to waive the mandatory student health insurance plan, you **must complete the waiver process** on line by accessing www.aetnastudenthealth.com. Students who have not completed a waiver on or before **February 22, 2010**, will be charged for the plan on their student bill. For more information, visit <http://www.brockport.edu/healthctr/insurance.html>.

COURSE RELATED FEES

Some courses, by their nature, have additional fees associated with them. Course related fees are not refundable if the course is dropped on or after the first day of the term unless otherwise

noted. Examples of Course Related Fees include:

Art Fees – These fees cover the cost of materials consumed in the preparation of art work during the courses where the student retains the finished artwork.

Clinical Insurance Fee – The fee covers the cost of insurance for students involved in clinical affiliations associated with course being taken. Examples of clinical affiliations include, but are not limited to, practicums in health sciences, recreation and leisure studies, social work, nursing, and psychology.

Communication (CMC) Broadcast Fees – These fees cover the cost of required audio and videotapes used during laboratory course work.

Laboratory Breakage Deposit – A refundable deposit is required for students taking certain chemistry courses where laboratory glassware is assigned to students.

PAYMENT DEADLINE

Payment should be received by our office on or before the first day of class. Failure to make acceptable payment arrangements or failure to appropriately defer payment based on authorized Brockport Financial Aid, prior to the first day of class may result in the assessment of \$30 *per month* administrative/late payment fee, the denial of transcript release, diploma release, and/or future course enrollment privileges. If you make a schedule adjustment or incur other charges after the initial billing period, you should verify your new account balance via the "Online Services" link located at www.brockport.edu and inform the responsible billing party of the change. Fees associated with schedule adjustments made after the first day of class must be paid in a timely manner to avoid the assessment of a late payment fee. Remember to update your billing address via the "Online Services" link located at www.brockport.edu as needed to ensure timely receipt of important billing information. Remember, the student holds sole responsibility for ensuring payment of his/her account and complying with all payment deadlines/policies regardless of who remits payment.

TUITION WAIVERS

Critic Teacher Waivers

Critic teacher waivers, also referred to as B-143 waivers, may be submitted for waiver of tuition for periods of enrollment beginning with the next academic term immediately following the semester in which the service/supervising was rendered. There is no limit on the number of critic teacher waivers that a student may remit for each semester, but the amount of waivers submitted cannot exceed the total amount of tuition assessed on the student bill. Excess critic teacher waiver funds will not be refunded to the student, but will be returned to the Commissioner of Taxation and Finance to fund future critic teacher waivers. These waivers are transferable to employees of the same school district and must be approved by the authorized chief administrative officer of the school district.

Graduate Tuition Waivers

Recipients of Graduate Assistant, Graduate Opportunity and Underrepresented Graduate Minority Fellowship tuition waivers must apply for and receive a valid TAP award even if an award is denied. Failure to comply with the TAP requirement by the mid-point of the semester will result in the graduate tuition waiver being voided, which will result in the student becoming liable for payment of tuition.

Supervisor of Social Work Waivers

Supervisor of social work waivers, also known as A-143 waivers, have an effective remittance date beginning with the next academic period immediately following the academic period in which the service was rendered. Tuition charges may be waived up to a maximum of eight (8) semester credits per term at Brockport. These waivers are not transferable.

UUP Waivers

The United University Professionals union contract and SUNY guidelines stipulate usage of the UUP tuition waiver on **a space available basis**. To ensure student access to courses at Brockport, individuals intending to use a UUP tuition waiver for payment may not register for the course until after the end of the add period designated for that course. Students (UUP employees) who pre-register for a course in which they intend to use a UUP space available waiver will become liable for the full cost of tuition for that course. This policy is enforced at Brockport and is applicable to all UUP employees regardless of the employing campus. UUP

Tuition Waivers are limited to one per semester per employee.

TUITION RATES FOR NON-MATRICULATED GRADUATE STUDENTS

Non-matriculated graduate students are charged tuition according to the level (undergraduate or graduate) of the courses which they are taking. However, at 12 credit hours, the minimum amount which may be charged is the full-time undergraduate rate. Students taking 12 or more credit hours must be charged according to the combination of the undergraduate and graduate rates for the courses they are taking. The minimum charge would be the full time undergraduate rate and the maximum charge would be the full-time graduate rate.

Provisional teacher certification students pay according to matriculation status.

Permanent teacher certification students pay the graduate student rate regardless of the level of the course(s) taken.

Charges

NOTE: Charges are likely to change.

Each student must pay tuition and fees consistent with the total registered credit hours taken. For matriculated students, twelve credit hours is considered full time. ***Charges are subject to change without notice.*** The following link will direct you to the Office of Student Accounts “Student Charges Menu” <http://www.brockport.edu/bursar/bill-pay-refund/studentcharges.htm>

MAPS

On Campus

<http://www.brockport.edu/about/maps/suny.html>

Off Campus

<http://www.brockport.edu/metrocenter/parking.html>

BUILDING CODES

Off Campus Locations:

On Campus

ALLEN*	Allen Admin. Bldg.
COOPER*	Cooper Hall
DAILEY*	Dailey Hall
DRAKE*	Drake Mem. Library
EDWARD*	Edwards Hall
HARTWL*	Hartwell Hall
HOLMES*	Holmes Hall
LENNON*	Lennon Hall
SMITH*	Smith Hall
LATHRP	Lathrop Hall
TOWER*	Tower Fine Arts Bldg.
TUTTLN*	Tuttle North
TUTTLS*	Tuttle South

BOCES 1* (also FAIRPT BOCES)	Monroe #1 BOCES Foreman Center 41 O'Connor Rd., Fairport
BOCES 2● (also SPNCP BOCES)	Monroe #2 BOCES Educational Service Center 3599 Big Ridge Rd., Spencerport
BOCES GST	Greater Southern Tier BOCES Coopers Plains Education Center 9579 Vocational Dr., Painted Post
BOCES LEROY●	Genesee Valley BOCES Leroy Campus 80 Munson St., Leroy
CUBA-RUSHFORD CENTRAL SCHOOL	Cuba-Rushford Central School 5476 Route 305 N Cuba, NY 14727-9208
GCC BATAV*	Genesee Community College One College Rd., Batavia
MAHANY WELDING	Mahany Welding Supply Co., Inc 115 Fedex Way, Rochester
MONROE DVCEN●	Monroe Developmental Center Finger Lakes DDSO 620 Westfall Rd., Rochester
ROCH COMMUNITY TV	Rochester Community TV 21 Gorham St., Rochester
SUNY LRNNET	SUNY Learning Network Web-based instruction completely on- line. For more info: http://www.brockport.edu/sln
SUNY METRO*	The College at Brockport MetroCenter 55 St. Paul Street, Rochester
VISUAL WKSHOP*	Visual Studies Workshop 31 Prince St., Rochester

*Accessible, elevator

●Accessible, no elevator

**For site specific information or directions, please call Kandie Gay at
(585) 395-5726.**

General Education Requirements

Note:

There are several General Education Programs currently in effect at Brockport. Please pay close attention to your DARS report to determine which one applies to you.

How to Print a DARS Report:

1. Go to www.brockport.edu
2. Click on **“Web Banner”**
3. Enter your **User ID** (SS# or Brockport ID) and **PIN** (If this is your first time logging on the system, use your birthday in MMDDYY format. If you forget your PIN, select “Forgot PIN?” and you will be asked the security question you entered earlier.)
4. Click on **“Login”**
5. CLICK ON **“STUDENT SERVICES”**
6. CLICK ON **“STUDENT RECORDS”**
7. CLICK ON **“DARS AUDIT”**
8. CLICK ON **“RUN AUDIT”**
9. CLICK ON **“VIEW SUBMITTED AUDITS”**
10. SELECT THE MOST RECENTLY GENERATED AUDIT, **DATE APPEARS IN LEFT COLUMN**
11. CLICK ON **“VIEW A PRINTER FRIENDLY REPORT”**
12. PRINT THE **“AUDIT”**

Note:

The General Education Program at Brockport has changed. There are several programs currently in effect. Please pay close attention to your DARS report to determine which one applies to you.

General Education Requirements For New Freshmen Entering in Fall 2009 or Later and New Transfer Students with fewer than 24 credits

NOTE: Freshman students should make every effort to complete the Western Civilization course and the American History course in their first year at Brockport.

Requirement	How to Fulfill	Comments
Academic Planning Seminar	GEP 100	Required for all students entering with fewer than 24 credits
--- General Education Knowledge Area Courses ---		
College Mathematics	MTH 112 or Higher	
Natural Science	N* or L* course L* course	Two courses required, different disciplines, at least one with laboratory
Social Science	S* course	One course required; from discipline other than HST
American History	V* course	One course required, either HST 211 or HST 212
Western Civilization	G* Course	One course required
Other World Civilizations	O* course	One course required
Humanities	H course	One course required, from discipline different from that of the Western Civilization course taken
Arts	F* or P* course P* course	Two courses required, different disciplines, at least one with performance
Foreign Language	112 level course in a foreign language or waiver	AP or CLEP credit, or placement in language course higher than 112 based on high school achievement
Written Communication	ENL 112	Minimum grade of "C"
Oral Communication	Y** course	
--- Remaining General Education Course Requirements ---		
Contemporary Issues	I* course	One course required, taken in junior or senior year.
Perspectives on Women	W* course	One course required, often taken after the first semester
Diversity	D* course	One course required
--- Competency Examination Requirements ---		
Computer Literacy	Computer Skills Exam or GEP150	One course required. "S" grade on Computer Skills examination also satisfies requirement

* A course carrying multiple codes will satisfy several requirements, excluding Humanities courses.

**The Oral Communication Requirement can not be met by courses offered via the SUNY Learning Network or any other distance learning method.

**General Education Requirements
For Transfer and Readmitted Students
Entering in Fall 2009 or Later with more than 24 credits.**

Requirement	How to Fulfill*	Comments
Academic Planning Seminar	Waived	
--- General Education Knowledge Area Courses ---		
College Mathematics	MTH 112 or higher	Excluding MTH313
Natural Science	N* or L* course	One course required
Social Science	S* course	One course required
American History	V* course	One course required
Western Civilization	G* Course	One course required
Other World Civilizations	O* course	One course required
Humanities	H course	Cannot meet other General Education Knowledge Area
Arts	F* or P* course	One courses required
Foreign Language	111 level course in a foreign language or waiver	One course required; waiver by 85 on 3 rd year foreign language Regents Exam, AP or CLEP credit, or placement in language course higher than 111 based on high school achievement
Written Communication	ENL 112	Minimum grade of "C"
Oral Communication	Y** course	
--- Remaining General Education Course Requirements ---		
Contemporary Issues	I* course	One course required, taken in junior or senior year.
Perspectives on Women	W* course	One course required, often taken after the first semester
Diversity	D* course	One course required
--- Competency Examination Requirements ---		
Computer Literacy	Computer Skills Exam or GEP150	One course required. "S" grade on Computer Skills examination also satisfies requirement

* A course carrying multiple codes will satisfy several requirements, excluding Humanities courses.

**The Oral Communication Requirement can not be met by courses offered via the SUNY Learning Network or any other distance learning method.

**General Education Requirements
For New Freshmen and Transfer Students
(with fewer than 24 credits)
Entering in Fall 2006 through Spring 2009**

NOTE: Freshman students should make every effort to complete the Western Civilization course and the American History course in their first year at Brockport.

Requirement	How to Fulfill	Comments
Academic Planning Seminar	GEP 100	Required for all students entering with fewer than 24 credits
--- General Education Knowledge Area Courses ---		
College Mathematics	MTH 112	
Natural Science	N or L course L course	Two courses required, different disciplines, at least one with laboratory
Social Science	S course	One course required; from discipline other than HST
American History	V course	One course required
Western Civilization	G Course	One course required
Other World Civilizations	O course	One course required
Humanities	H course	One course required, from discipline different from that of the Western Civilization course taken
Arts	F or P course P course	Two courses required, different disciplines, at least one with performance
Foreign Language	112 level course in a foreign language or waiver	AP or CLEP credit, or placement in language course higher than 112 based on high school achievement
Basic Communication	ENL 112	Minimum "C" required
--- Remaining General Education Course Requirements ---		
Contemporary Issues	I course	One course required, taken in junior or senior year.
Perspectives on Women	W* course	One course required, often taken after the first semester
Diversity	D* course	One course required
--- Competency Examination Requirements ---		
Computer Literacy	Computer Skills Exam or GEP150	One course required. "S" on Computer Skills examination also satisfies requirement

*Any course carrying the code will meet the requirement. A course carrying multiple codes will satisfy several requirements.

**General Education Requirements
For Transfer and Readmitted Students
(with 24 or more credits)
Entering in Fall 2006 through Spring 2009**

Requirement	How to Fulfill	Comments
Academic Planning Seminar	Waived	
--- General Education Knowledge Area Courses ---		
College Mathematics	MTH 112	
Natural Science	N or L course	One course required
Social Science	S course	One course required; from discipline other than HST
American History	V course	One course required
Western Civilization	G Course	One course required
Other World Civilizations	O course	One course required
Humanities	H course	One course required, from discipline different from that of the Western Civilization course taken
Arts	F or P course	One course required
Foreign Language	111 level course in a foreign language or waiver	One course required; waiver by 85 on 3 rd year foreign language Regents Exam, AP or CLEP credit, or placement in language course higher than 111 based on high school achievement
Basic Communication	ENL 112	Minimum "C" required
--- Remaining General Education Course Requirements ---		
Contemporary Issues	I	One course required, taken in junior or senior year.
Perspectives on Women	W* course	One course required, often taken after the first semester
Diversity	D* course	One course required
--- Competency Examination Requirements ---		
Computer Literacy	Computer Skills Exam or GEP150	One course required. "S" on Computer Skills examination also satisfies requirement

*Any course carrying the code will meet the requirement. A course carrying multiple codes will satisfy several requirements.

**General Education Requirements
For Freshmen and Transfer Students
(with fewer than 24 credits)
Entering Between Fall 2003 and Spring 2006**

NOTE: Freshman students should make every effort to complete the Western Civilization course and the American History course in their first year at Brockport.

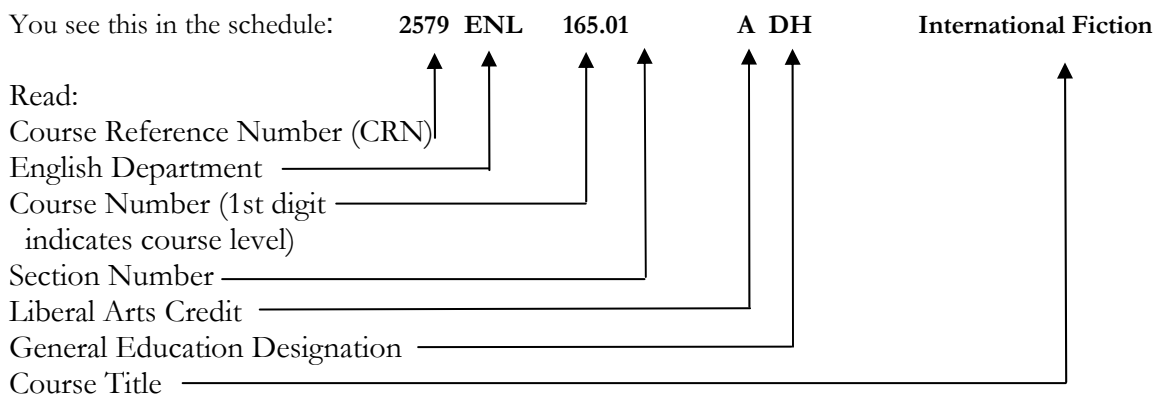
Requirement	How to Fulfill	Comments
Academic Planning Seminar	GEP 100	Required for all students entering with fewer than 24 credits
--- General Education Knowledge Area Courses ---		
College Mathematics	MTH 112	
Natural Science	N or L course L course	Two courses required, different disciplines, at least one with laboratory
Social Science	S course	One course required; from discipline other than HST
American History	V course	One course required
Western Civilization	G Course	One course required
Other World Civilizations	O course	One course required
Humanities	H course	One course required, from discipline different from that of the Western Civilization course taken
Arts	F or P course P course	Two courses required, different disciplines, at least one with performance
Foreign Language	111 level course in a foreign language or waiver	One course required; waiver by 85 on 3 rd year foreign language Regents Exam, AP or CLEP credit, or placement in language course higher than 111 based on high school achievement
Basic Communication	ENL 112	Minimum "C" required
--- Remaining General Education Course Requirements ---		
Contemporary Issues	I	One course required, taken in junior or senior year.
Perspectives on Women	W* course	One course required, often taken after the first semester
Diversity	D* course	One course required
--- Competency Examination Requirements ---		
Computer Literacy	Computer Skills Exam or GEP150	One course required. "S" on Computer Skills examination also satisfies requirement

*Any course carrying the code will meet the requirement. A course carrying multiple codes will satisfy several requirements.

HOW TO READ A COURSE LISTING

The course code begins with the four-digit Course Reference Number (CRN). This is followed by three letters that indicate the academic discipline and then a three-digit course number expressing the course level. This number is followed by a decimal point and two-digit section number (a .6_ indicates an off-campus course). Next is an upper-case suffix letter A or B, indicating whether the course awards liberal arts or professional credit, followed by one or more letters designating General Education credit.

For example:



Course Level Numbers

0 - 99	Non-credit course
100 - 199	Lower division undergraduate credit course, no prerequisites
200 - 299	Lower division undergraduate credit course, may have prerequisites
300 - 499	Upper division undergraduate credit course, normally requires at least junior standing
500 - 599	Introductory-level graduate courses.
600 - 699	All graduate programs require that at least half of the credit hours be at this level or above.
700 - 799	Open only to graduate students matriculated in the department's degree program
800 - 899	Post-Master's courses leading to a Certificate of Advanced Study

Suffix Letters

A = Liberal Arts Credit
B = Professional Credit

General Education Designation (Undergraduate courses only)

F = Fine Arts	G = Western Civilization
P = Fine Arts with Performance	D = Diversity
H = Humanities	I = Contemporary Issues
V = American History	N = Natural Sciences
O = Other World Civilizations	S = Social Sciences
L = Natural Science with Lab	W = Perspectives on Women
	Y = Oral Communication

Special Messages - appear in left margin next to some course listings:

*Asterisks denote classes that start at 4:00 pm or later.

S = Reserved for Special Program

D = Written departmental approval necessary

H = Honors Students Only

M = Matriculated students only

= Majors Only

First Quarter Courses will be noted by a number 1 immediately preceding the course title.

Second Quarter Courses will be noted by a number 2 immediately preceding the course title.

Course Day- The codes for the days of the week are as follows:

M =Monday

T =Tuesday

W =Wednesday

R =Thursday

F =Friday

S =Saturday

U =Sunday

Final Exam Schedule - SPRING 2010

1. All courses, including late afternoon and evening courses, must follow the examination schedule below.
2. To use this schedule:
 - Check to see whether your class is listed on the schedule for multiple section courses. If it is, your final is at the time and place designated on that schedule.
 - Otherwise, find the meeting time for your class in one of the cells in the schedule below. The time of the exam is shown in the left column and the day in the column heading. For instance, 1:15 P.M. MWF classes will have their exams from 1:30 P.M. to 3:30 P.M. on Wednesday, May 12.
 - Unless you have been scheduled for a multiple section exam, your final will be in the regularly assigned room for the course.

EXAM TIME	MONDAY 5/10	TUESDAY 5/11	WEDNESDAY 5/12	THURSDAY 5/13	FRIDAY 5/14	SATURDAY 5/15
8:00 A.M. TO 10:00 A.M.	BLOCK A	8:00 A.M. TR CLASSES	8:15 A.M. MWF CLASSES	BLOCK D	12:00 P.M. MWF CLASSES	Saturday Classes at normal meeting time
10:30 A.M. TO 12:30 P.M.	9:30 A.M. MWF CLASSES	11:30 A.M. TR CLASSES	BLOCK C	9:45 A.M. TR CLASSES	2:30 P.M. MWF CLASSES	
1:30 P.M. TO 3:30 P.M.	10:45 A.M. MWF CLASSES	BLOCK B	1:15 P.M. MWF CLASSES	1:15 P.M. TR CLASSES	BLOCK E	
4:30 P.M. TO 6:30 P.M.	MWF; M; MW CLASSES STARTING BETWEEN 3:30 P.M. & 4:45 P.M.	T; TR CLASSES STARTING BETWEEN 3:00 P.M. & 4:15 P.M.	W CLASSES STARTING BETWEEN 3:30 P.M. & 4:45 P.M.	TR CLASSES STARTING AT 4:30 P.M. & R CLASSES STARTING BETWEEN 3:00 P.M. & 4:00 P.M.		
7:30 P.M. TO 9:30 P.M.	M; MW CLASSES STARTING 5:00 P.M. TO 6:00 P.M.	T; TR CLASSES STARTING 4:45 P.M. TO 6:00 P.M.	W CLASSES STARTING @ 6:00 P.M. OR MW CLASSES STARTING @ 7:15 P.M.	R CLASSES STARTING @ 6:00 P.M. OR TR CLASSES STARTING @ 7:15 P.M.		

FOR MORE UP TO DATE INFORMATION REGARDING MULTIPLE SECTION EXAMS REFER TO FINAL EXAM SCHEDULE ON REGISTRATION AND RECORDS HOME PAGE WWW.BROCKPORT.EDU See Quick Links

Online Services Currently available in Banner for Students

Personal Information

- Change PIN
- Change Security Question
- Update Address(es) and Phone(s)
- Update E-mail Address(es)
- Directory Profile
- Get Your Banner System ID
- SUNY Brockport Net ID Information and Password Reset
- Emergency Alert Contact Information (NY-Alert)

Student Services

- Insurance Waiver Deadline
- Official Bmail Communications
- Accept the Student Social Code of Conduct
- Admissions
- Registration
 - Select Term
 - Accept the Student Social Code of Conduct
 - Affirm Enrollment
 - Permission Key Number
 - Registration/Add/Drop Classes
 - Order Your Books Online
 - Look-up Classes to Add
 - Student Schedule by Day & Time
 - Student Detail Schedule
 - Registration Fee Assessment
 - Check Your Registration Status
 - Enrollment Verification
- Student Records
 - View Holds
 - DARS Audit
 - Academic Transcript
 - Midterm Grades
 - Final Grades
 - View Student Information
 - Account Summary
 - Select Tax Year
 - Tax Notification
 - Review Disbursements
 - Insurance Waiver Deadline
 - Immunization Records
 - Meningitis Check

Financial Aid

- Financial Aid Authorization
- My Award Information
- My Overall Status of Financial Aid
- My Eligibility
- Student Requirements
- Academic Progress
- Account Summary by Term
- Award By Aid Year
- Accept Award Offer by Aid Year
- Award Payment Schedule
- Award History
- Loan Application History
- E-Mail the College at Brockport Financial Aid Office
- General Financial Aid
- Download Financial Aid Forms (Adobe Acrobat Reader)
- Dependent Verification Worksheet
- Independent Verification Worksheet
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