

WELCOME TO ACADEMIC ADVISEMENT!

Financial Aid and Registration

ACADEMIC ADVISING

Elston Hall, Room 222

academicadvisement@sunysccc.edu | 518-381-1277

Welcome to the Academic Advisement Center at SUNY Schenectady! Quality academic advising is key to your success and your advisor is a valuable resource to help you achieve your academic and career goals. Your relationship with your advisor will be one of your most important relationships in college. www.sunysccc.edu/Current-Students/Academic-Advisement

FINANCIAL AID

Elston Hall, Room 221

fa@sunysccc.edu | 518-381-1468

For complete instructions on the application process, visit www.sunysccc.edu/financialaid

FAFSA (Free Application for Federal Student Aid)

SUNY Schenectady Federal School Code is 006785

- Complete FAFSA online at www.fafsa.ed.gov
- Results available in 3-4 business days
- You will receive an e-mail confirmation from SUNY Schenectady Financial Aid Office upon receipt

Apply for NYS TAP Grant

SUNY Schenectady NYS TAP Code is 2243

- Link to TAP application from FAFSA Confirmation Page
- View your estimated financial aid eligibility and outstanding requirements online at www.sunysccc.edu through Records and Registration

REGISTRAR'S OFFICE

Elston Hall, Room 212

registrar@sunysccc.edu | 518-381-1348

Access Records & Registration at the Registrar's computer kiosk to complete the following:

- Register for your classes
- Confirm attendance and accept classes
- Print a copy of your schedule
- Note the amount of credits you will be taking:
 - 12 credits or more = full time
 - Less than 12 credits = part time
- View your DegreeWorks audit 24 hours after you register to see how your classes apply to your degree program
- Verify your schedule again right before classes start in case of room changes

MANDATORY INFORMATION

Immunizations and Certificate of Residence

IMMUNIZATION RECORDS

Elston Hall, Room 222

immunizations@sunysccc.edu | 518-381-1365

Immunity Against Measles, Mumps and Rubella

New York State Public Health Law requires our students to show proof of these vaccinations: measles, mumps, rubella. In addition, the student must either show proof of a meningitis shot or provide a signature to indicate that they have opted out of the vaccination.

For more detailed information go to the following link:

www.sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations

Immunization form included in folder

CERTIFICATE OF RESIDENCE

Student Business Office

Elston Hall, Room 219

518-381-1346

Certificate of Residence Requirement

This is required to be eligible for in-state tuition

Students registering for credit courses at SUNY Schenectady are required to document their county of residence because counties partially fund students' attendance at community colleges in New York State. In order to qualify for resident tuition, you must have resided in New York State for the past twelve months and are required to provide county residence documentation for the last six months. The Student Business Office is responsible for collecting the Certificate of Residence from students.

For more detailed information please go to the following link:

www.sunysccc.edu/Academics/Register-for-Classes/Certificate-of-Residence

PAYMENTS/PAYMENT PLAN

For more information regarding payment options and the student business office please go to the following link:

www.sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Student-Business-Office

STUDENT RECORDS, SUNY SCHENECTADY E-MAIL AND BLACKBOARD

ACCESS TO STUDENT RECORDS

- Find information such as your DegreeWorks Audit, Advisor Assignment, grades and unofficial transcript.
- This is also where you register for your classes online and confirm your classes every semester.
- Students may login with a Student User Account
 - 1) Start at SUNY Schenectady home page: www.sunysccc.edu and look at the row of buttons under the main image
 - 2) Click RECORDS & REGISTRATION
 - 3) At the “Welcome to SUNY Schenectady login” page, a student with a user account (characters in their email address before the ‘@’) may log in with their account and password.
- Students may also login using their Student ID and PIN
PIN Method
 - 1) Start at SUNY Schenectady home page: www.sunysccc.edu and look at the row of buttons under the main image
 - 2) Click RECORDS & REGISTRATION
 - 3) Click use Current Information, or update
 - 4) For login, USERID = your 9-digit student ID number. It usually begins with 900
 - 5) Enter your LOG-IN PIN to access your student records
 - Note: First time users: your PIN will be birthdate in MMDDYY format. You will be asked to immediately change your PIN. Be sure to keep it in a safe place like your cell phone. PINs are case sensitive.
 - Be sure to set up a security question in case you need to reset your PIN.

SET UP AND ACCESS YOUR SUNY SCHENECTADY CAMPUS E-MAIL

- To Retrieve Login Information. Visit, www.sunysccc.edu, click Records and Registration in the row of buttons under the main image.
- Select User Login and save login information for future use.
- To access your SUNY Schenectady student e-mail, click on Student Email from Records and Registration.
- Stay informed, check your e-mail daily or sync it to your mobile device.

BLACKBOARD

- Access BLACKBOARD using login information.
- BLACKBOARD is an online learning system used to access online course materials, announcements, assignments, due dates, virtual meeting space and is a course message service.
- Used primarily for online and web-enhanced courses.
- Become familiar with BLACKBOARD; more and more instructors are utilizing online learning in some capacity.
- Schenectady HelpDesk
helpdesk@sunysccc.edu | 518-381-1487, option #1

MYSCCC COMMUNITY PORTAL

- The portal is a “one-stop” secured web community for students, faculty, and staff.
- Access Campus e-mail, BLACKBOARD, Financial Aid and Banner Self-Service.
- Log in to the Portal by visiting www.sunysccc.edu and clicking on the MYSCCC Portal Link.

“Easy to Follow Directions included in folder”

FINAL STEPS

ID Card, Parking Tag, Textbooks and Orientation

SUNY SCHENECTADY IDENTIFICATION CARD

College Store
Elston Hall, 109A (upstairs from the cafeteria)

- Bring your new course schedule and government ID card
- Smile for your photo!

SUNY SCHENECTADY PARKING ID

Security Office
Elston Hall, Room 341

- Complete the form, see [www.sunysccc.edu/Portals/1/PDF/Campus Safety/ParkingTagApp-STUDENT.pdf](http://www.sunysccc.edu/Portals/1/PDF/Campus%20Safety/ParkingTagApp-STUDENT.pdf)
- Bring form, SUNY Schenectady ID card, and car registration to the Security Desk at the main entrance of Elston Hall

THE COLLEGE STORE

Elston Hall, Room 109
518-377-1606

- Bring your new course schedule and SUNY Schenectady ID card
- If eligible for financial aid, you may access bookstore credit shortly before the semester starts.
For exact dates review the New Student Checklist included in folder.
- Your bookstore credit can be used to buy additional supplies in the College Store, not just books!
- Online source – www.fsacollegestore.com

NEW STUDENT ORIENTATION

New Student Orientation is designed to assist students as they transition to the academic, social and cultural aspects of attending college.

Link to website for orientation dates and to RSVP: www.sunysccc.edu/Orientation
Phone number: 518-381-1366

Helpful Tips for New Students

Get to know your professors! They are here to help you!

Visit the Student Success Center!

Create a time management plan!

Become familiar with all the campus resources!

Get involved in some clubs!

STAY CONNECTED!!!!