

# SPRING 2010 REGISTRATION INFORMATION POLICIES AND PROCEDURES

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## GET YOUR ONEONTA ID# ONLINE

In response to July 2001 legislation in New York State, the College assigned all students an Identification Number unique to Oneonta known as your Oneonta ID#. Although not required, you are strongly encouraged to learn and use your Oneonta ID# when conducting any business with the College.

You can find your Oneonta ID# at:

[www.webservices.oneonta.edu](http://www.webservices.oneonta.edu)

1. Click on "Registrar's Services."
2. Login using social security number and your PIN.
3. Click on "Personal Information."
4. Click on "View Personal Information."

## COLLEGE CALENDAR: SPRING 2010

January 17-19	New Student arrival & orientation
January 20	Classes Begin
February 19	College closes after last evening class
March 1	Classes Resume
April 2	College closes after last evening class
April 12	Classes Resume
May 12	Study Day
May 13-19	Finals Week
May 22	Commencement

## ATTENDANCE DURING THE FIRST WEEK OF CLASS

A student must attend one of the first two class hours in each course as well as the first laboratory (if applicable) or the instructor may declare the student's place in a course vacant, and give it to another student.

## FAILURE TO READ

Failure to read this bulletin does not excuse students from the requirements and regulations described herein. The College reserves the right to cancel any program because of insufficient enrollment or other reasons. Should cancellation be necessary, a student may choose another course or request a full refund.

## ALL STUDENTS PLEASE NOTE

- You must have a printed copy of your schedule before exiting the web registration site or leaving the Registrar's Office to serve as your receipt for registration. Check your schedule for errors, if there are any errors, you must change them immediately. Exiting the Web Site or leaving the Registrar's Office denotes your acceptance of your schedule.
- Students who register after January 19 will be assessed a Late Registration Fee of \$40.00.
- The College reserves the right to cancel any course which does not maintain sufficient enrollment to warrant its offering.

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## REGISTRAR'S OFFICE

Room 130, Netzer Administration Building  
College at Oneonta, Oneonta, New York 13820-4015  
Email: [registrar@oneonta.edu](mailto:registrar@oneonta.edu)  
Telephone: 607-436-2531  
Fax: 607-436-2164

### Office Hours

Monday-Friday, 8:00 am-4:30 pm

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## CONTINUING EDUCATION OFFICE

Room 135, Netzer Administration Building  
College at Oneonta, Oneonta, New York 13820-4015  
Telephone: 607-436-2548  
Fax: 607-436-3084

### Office Hours

Monday-Friday, 8:00 am-4:30 pm

# REGISTRATION SCHEDULE – SPRING 2010

## DEGREE UNDERGRADUATE STUDENTS

### Returning Students

Where: World Wide Web  
When: November 9 8:00am  
through January 18 5:00pm

## NON-DEGREE UNDERGRADUATE STUDENTS

Where: World Wide Web or Continuing Education Office, Netzer 135  
When: January 19, 1–6 pm

## DEGREE GRADUATE STUDENTS

### Registration

Where: World Wide Web -or- Graduate Studies Office, Netzer 135  
When: November 9 8:00am  
through January 19 5:00pm  
(refer to Continuing Education Chart on page 1 for office hours.)

## NON-DEGREE GRADUATE STUDENTS

### Registration

Where: Continuing Education Office, Netzer 135  
When: January 19, 1–6 pm

## ADD/DROP PROCESS

All schedule changes can be done via the World Wide Web or at the Registrar's Office (Netzer 130).

WWW:	January 20 (Wed)	8:00 am
	through January 26 (Tues)	12:00 am
Registrar's Office:	January 20 (Wed)	8:00 am
	through January 26 (Tues)	6:00 pm

*Add/Drop* is the first *five* (5) class days.

Changes to the *Add/Drop* process:

- Signatures will be required for first Mini and first Half Semester courses. Therefore *Add/Drop* will *not* be available on the web for Mini and Half Semester courses.

No signatures will be needed to *Add/Drop* a full semester course unless:

- An administrative *hold* is in place.\*
- A course *prerequisite* has not been met.\*\*
- The course requires department or instructor *approval*.\*\*
- The course is reserved for students in a *designated major*.\*\*
- The course is *closed*.\*\*
- The student has a *time conflict* in his/her schedule.\*\*\*

\* Students with holds must contact the office that placed the hold for information on resolving it.

\*\* Students with any of these problems must contact the department for authorization to register. Departments may also grant permission "electronically". In this case you may register for the course on the web. If written permission is granted, bring the signed forms to the Registrar's Office.

\*\*\* Students with a time conflict must obtain written permission from the instructor of the course to be missed. The instructor *must* indicate how instructional time missed will be made up. This memo must be presented to the Registrar for final approval.

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## PASS/FAIL OPTION RESTRICTIONS

A student may elect to receive Pass/Fail grading in a course, provided the following conditions are met. Pass/Fail grading must be done at the Registrar's Office (Netzer 130).

1. A student must have successfully completed one full semester's work at Oneonta to be eligible for this option.
2. Except for courses for which a department has designated Pass/Fail grading, a student may elect only one course per academic semester or summer session to a total of four (4) such semester or summer courses for his/her entire college program.
3. Normally, a student may not elect Pass/Fail grading for required courses in his/her major or specialization, minor, courses taken to satisfy a Basic Curriculum or General Education requirement, or for courses designated by a department as not subject to student option.
4. A student may take a Pass/Fail option in a required supporting course that is not listed as part of the major field requirement.
5. A student who has completed his/her major field requirement may take additional hours in his/her major department for Pass/Fail credit.
6. Certain exceptions to the policy apply with regard to Physical Education (PHED) Activity courses. A student may elect Pass/Fail grading in PHED Activity in any semester, even concurrently with another Pass/Fail option course; and may accumulate a maximum total of 4 s.h. in PHED beyond the established maximum total credits for Pass/Fail option toward a degree.
7. The student must request Pass/Fail grading at the Registrar's Office. The final day for changing the request will be the last day of the Add/Drop Period. A student indicating Pass/Fail status may change to a graded basis by indicating this change on a Schedule Adjustment Form. This form must be submitted to the Registrar's Office before two-thirds of the course has been completed. The final date for these changes shall be set by the Registrar. **See Key Dates and Deadlines**, a list of important dates published each semester and distributed to students and faculty.
8. The criterion for "Pass" will be the achievement of the minimum requirements of the course.
9. The "Pass/Fail" will be entered on the student transcript and the hours successfully completed will count as credits for graduation. Hours graded "Pass/Fail" will not be included in the computation of the student's grade point average.

# WHO IS ELIGIBLE TO REGISTER — SPRING 2010

## ADMISSION/STUDENT CLASSIFICATION

### Degree Students

All students must be formally admitted to the College. Those interested in an undergraduate degree must apply through the Admissions Office. Those interested in a graduate degree program must apply through the Graduate Office.

### Non-degree Students

Non-degree students are those who are interested in taking courses for personal or professional enrichment. Non-degree undergraduate students must apply for admission through the Continuing Education Office. Students may not apply for non-degree status if they have previously been a matriculated student at the College at Oneonta. These students must apply for readmission through the Academic Advisement Office.

Non-degree graduate students must apply through the Graduate Office.

### Visiting Students

Visiting students are those undergraduate students in good standing at another accredited college or university who are taking courses at the College at Oneonta. Official transcripts of all previous college work must be submitted to the College's Continuing Education Office.

Visiting students who desire to transfer credit from the College at Oneonta must submit a written request to the Registrar's Office for an official transcript to be sent to their home institution. Students are strongly encouraged to seek written approval from their home institution prior to enrolling in courses at the College at Oneonta.

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## GRADUATE DEGREE STUDENTS

Prior to pre-enrollment, Graduate Students should obtain a registration form at the Graduate Office (Netzer 135).

### Application to File for Graduate Diploma and/or Certificate of Advanced Study

This application must be filed with the Registrar's Office at the beginning of the term (and not before) in which the student has registered to complete the remaining requirements for the master's degree and/or certificate of advanced study (courses, comprehensive exam, thesis, etc.). All master's degree requirements must be completed on or before the end of the last official date of the semester; for August graduates this is the last day of Summer Session II. Application deadlines are: Spring (March 1); Summer (June 15); and Fall (October 1). An application filed after these dates will be processed for the following semester.

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## NON-DEGREE STUDENTS

Prior to pre-enrollment, Non-degree Students should obtain a registration form at the Continuing Education Office (Netzer 135).

Non-degree students, especially those who wish to register full-time, should seek advice from personnel in the Continuing Education Office (436-2548). Advisement is available by appointment.

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## HOW TO ACCESS THE WEB REGISTRATION SITE

1. You must use a computer with access to the World Wide Web.
2. Enter the address of the Oneonta Web Services Site: [webservices.oneonta.edu](http://webservices.oneonta.edu)
3. Click on Registrar's Services.
4. Enter your Social Security Number or Oneonta ID# and PIN in the appropriate areas and click the LOGIN button.

### Important Things to Know

1. When you register for courses, always print your schedule when you are done. Your printed schedule will be your receipt for your registration, so check it carefully to be sure it is correct.
2. To protect your privacy you **must**:
  - A. Click EXIT at the bottom of the Web Services Page.
  - B. In the top left corner of the window click on FILE.
  - C. Choose EXIT.This will close your web browser.

## STUDENTS WHO NEED HELP WITH WEB REGISTRATION

The Registrar's Staff will be available to help in the Registrar's Office or by telephone at 436-2531. The hours of the help line will be:  
Monday–Friday, 8:00 am–4:00 pm

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## IMMUNIZATION REQUIREMENT

All students taking 6 or more credits must meet the following 2 immunization requirements to be eligible to attend SUNY Oneonta. NYS Public Health Law 2165 - proof of immunization against measles, mumps and rubella. Proof of vaccine status consists of two doses of live measles vaccine administered after 12 months of age and after 1/1968; one dose of live mumps vaccine and one dose of live rubella vaccine both administered after 12 months of age. NYS Public Health Law 2167 - provide each student with information about meningococcal disease and prevention strategies and also requires students to provide the Health Center with vaccination date or a record declining the vaccination. The College cannot permit students to attend more than 30 days without complying with these laws.

## CLOSED/SPECIAL AUTHORIZATION

Closed/Special Authorization is required in the following instances:

1. When a course has been designated as "by permission." An "I" (permission of Instructor), an "A" (permission of Advisor), a "D" (permission of Department), a "C" (permission of Continuing Education Office), or an "N" (permission of Dean) will appear in the PR column of the Schedule of Classes next to the courses which require permission.
2. When the student has not met course prerequisites, but the instructor has determined the student's eligibility.

Students must request special authorization from the appropriate departments.

# TUITION AND FEES

## BILLING AND PAYMENT

Semester bills for matriculated undergraduates are mailed to the student's permanent address in early December. Included in the bill are charges for tuition, the comprehensive student fee, room and dining (if applicable) and optional fees. **The bill must be "cleared" by the due date of January 4, 2010** in order to activate registration, dining, housing, and financial aid eligibility. To clear the bill, the student must make appropriate payment and accept the billing Affirmation Statement. This can be done on-line at [www.webservices.oneonta.edu](http://www.webservices.oneonta.edu), via US mail, or in person. Students are required to clear their bill even if financial aid or other credits cover all charges and the amount due is zero. Matriculated undergraduates are billed based on full-time attendance regardless of registration at the time of billing. Part-time students may adjust their bill based on anticipated enrollment. Graduate and non-degree students are billed based on actual registration with a due date of January 20<sup>th</sup>.

### Oneonta Installment Payment Plan

This payment option for those owing more than \$100 is available each semester. One-half of the net balance due is payable by the due date; the remainder is billed at mid-semester. The non-refundable fee of \$22.50 per semester is payable with the first installment. Failure to meet payment deadlines prohibits eligibility in future semesters.

### Comprehensive Student Fee

This fee supports student services, programs, and activities including: intercollegiate athletics, Student Health and Wellness Center, technology services, student activities, and alumni services. Detailed information about optional fee waivers is available at: [www.oneonta.edu/stacct](http://www.oneonta.edu/stacct).

### Administrative Fee, Late Payment Fee and Drop for Non-Payment

Students who clear their bill after the due date will be charged the Administrative Fee or Late Payment Fee of \$30. Course registration, housing assignments and financial aid eligibility will be cancelled for matriculated undergraduates who do not submit their signed bill with appropriate payment by January 11<sup>th</sup>.

### Dropping Courses

Part-time students and students who fall below full-time status must complete course drops by January 26<sup>th</sup> or tuition liability will be incurred according to the "Tuition Liability Schedule" below.

## COLLEGE CHARGES FOR TUITION AND FEES\*

	New York Resident***	Non-Resident
<b>Full-time Undergraduate**</b> (per semester)		
Tuition	2485.00	6435.00
Fees	<u>601.00</u>	<u>601.00</u>
<b>Full-time Graduate**</b> (per semester)		
Tuition	4185.00	6625.00
Fees	<u>423.00</u>	<u>423.00</u>
<b>Part-Time Undergraduate</b> (per semester hour)		
Tuition	207.00	536.00
Comprehensive Student Fee		
1-6 hours	31.00	31.00
7-8 hours	43.00	43.00
9-11 hours	53.00	53.00
<b>Part-Time Graduate</b> (per semester hour)		
Tuition	349.00	552.00
Comprehensive Student Fee		
1-6 hours	16.00	16.00
7-8 hours	31.00	31.00
9-11 hours	41.00	41.00

\* College charges for tuition and fees are subject to change without notice.

\*\* A student enrolled for 12 or more semester hours.

\*\*\*Resident: To qualify as a NY State resident for tuition purposes, the student must be domiciled in NY State, or have attended a NY State high school for two or more years, received a diploma, and applied for admission to the College within five years, and/or met other qualifications in accordance with guidelines established by the State University of New York.

**Note:** Students having schedule adjustments after add/drop will be assessed a late fee.

## CALCULATING TUITION AND FEES

The appropriate tuition rate is determined by a combination of student status and course level.

- Undergraduate degree candidates will be charged at the undergraduate tuition rate.
- Graduate degree candidates will be charged at the graduate rate.
- Non-degree students will be charged based on the course level as shown below.
  - 100 and 200 level courses - undergraduate
  - 300 level course - undergraduate
  - 400 level course - undergraduate
  - 500 and 600 level courses - graduate

### Special Charges

Late Registration	Late Add/Drop	Administrative Fee	Late Payment	Returned Checks
\$40.00	\$20.00	\$30.00	\$30.00	\$20.00

## WITHDRAWAL POLICY

It is critical that you follow the proper withdrawal procedure should you decide not to attend one or more classes or to discontinue attendance once you have begun. Students who are dropping their entire course load may not use the Schedule Adjustment Form to do so. (See Tuition Liability section below.) Undergraduate degree-seeking students must process a Voluntary Withdrawal form with the Student Development Office (Netzer 119). *Note: Federal law requires that Financial Aid eligibility be recalculated for students who do not complete the semester.*

Continuing education students and graduate students (degree and non-degree) must report their withdrawal to the Office of Continuing Education/Graduate Studies (Netzer 135). You must follow withdrawal procedures if you decide not to attend one or more courses that you have registered for. If not attending at all, notify the Continuing Education Office, **in writing, before the first class session**. You will not be charged under these circumstances, and any monies paid will be refunded. If you are in attendance but later withdraw from any course, obtain a withdrawal form from the Continuing Education Office, have the instructor(s) sign the form, and submit the completed form to the Continuing Education Office. Liability for Tuition and Fees depends on the day of withdrawal, as noted below. Simply not attending classes does not reduce or cancel liability.

## TUITION/FEE LIABILITY

If you complete the withdrawal process before the first day of classes, you will not be liable for any charges, and any monies paid will be refunded. If you withdraw on or after the first day of classes, you will have liability as follows: (i.e. If you have paid, your refund will be reduced. If you have not paid, you owe the college.) On or after the first day of class of any course, you are liable for the College Fee of \$.85 per hour. Tuition liability is calculated based on the following SUNY mandated schedule.

### Tuition Liability Schedule for full semester courses:

January 20 to 26, 2010	0% Tuition Liability
January 27 to February 2, 2010	30% Tuition Liability
February 3 to February 9, 2010	50% Tuition Liability
February 10 to 16, 2010	70% Tuition Liability
February 17 to End of Semester	100% Tuition Liability

**Note:** For full-time students, the week begins on the first day of classes for the semester, and ends seven calendar days thereafter.

## ADDITIONAL INFORMATION

### PARKING

All vehicles parked on campus must be registered with University Police and require a parking decal. In order to park on campus between the hours of 8:00am and 5:00pm, Monday through Friday, a vehicle must have a College Parking Permit. The cost of this permit is \$50.00 for one semester, \$90.00 for a full year. Parking Permit applications may be obtained at the University Police Office. Payment of registration and parking fees can be made at the University Police Office.

Commuting adult students attending classes during the day, **must register their vehicle and pay for parking.** Vehicles must be registered by the first day of classes for the Spring 2010 semester (January 20, 2010). Note: There is no charge for parking on campus for commuting students attending classes after 5:00 pm.

Visitors' passes may be obtained at any time in the University Police Office, or during office hours at the Netzer Administration Building's reception desk.

The College reserves the authority to remove by towing, at the owner's expense, any motor vehicle which is not registered, or which is parked in violation of campus parking regulations. Vehicles illegally parked in areas designated as Tow-Away Zones and Handicapped Spaces will be towed. All towing is to an off-campus facility.

If there are any questions concerning parking regulations, please call University Police at 436-3550. The University Police Office is located in Alumni Hall and is open 24 hours each day. A copy of the College at Oneonta parking regulations is available from University Police at any time.

### CHILDREN'S CENTER

Will you be looking for a day care program for your child? The Children's Center, a full day, full year day care program for infants, toddlers, and preschool children will be operating at the Bugbee School, just off campus. Children of students, faculty, and employees of the College at Oneonta will be given priority for enrolling their children in this program. Fees will be charged based on a sliding scale.

If you are interested in enrolling your child, write for information and an application to:

Director, Children's Center  
Bugbee School, State Street  
Oneonta, New York 13820

### ATTENTION NON-TRADITIONAL ADULT STUDENTS

#### Adult Student Organization

In the spring of 1994, a group of non-traditional students (defined as those 25 years of age and older) formed an **Adult Student Organization** for the purpose of promoting services for adult learners, academic and social networking, assisting new adult students through mentoring services, and providing special programs and activities of mutual interest. For more information on programs and activities, contact (436-2819).

### MAIL

If you reside off-campus, it is important that you keep your address information current by advising the Registrar's Office in writing of any changes. Many important notices are sent to your **local** address. Certain items such as billing are typically sent to your **permanent** address.

### AFFIRMATIVE ACTION POLICY STATEMENT

The State University of New York College at Oneonta continues a full commitment to the policy of affirmative action and equal opportunity. It is the policy of our college to provide equal employment and educational opportunity for all qualified people without regard to race, sex, religion, age, national origin, disability, sexual orientation, or status as a veteran.

Anyone who believes that there has been a violation of any of these policies has the right, and is encouraged, to discuss his/her complaint with the appropriate College official. The designated office for official complaints is:

Dr. Cecilia Zapata  
133 Netzer Administration Building  
Oneonta, New York 13820-4015  
(607) 436-2830

### STUDENT HEALTH CENTER

Student Health Center services are available to students currently enrolled if a completed Health Report is on file.

- A. Transfer students: It is the responsibility of the student to obtain a copy of the health report from previous school.
- B. Graduate students: If a graduate of the College at Oneonta and he/she has been off-campus for more than one semester, he/she will need a new Health Report.
- C. All students must present proof of measles, mumps, and rubella immunization if born after January 1, 1957.

#### Clinic Hours – Appointment Required

Monday–Thursday	8:00 am–7:00 pm
Friday	8:00 am–4:00 pm
Weekends	Closed

Students will be required to schedule an appointment before being seen at the Health Center. Emergencies will be seen at once. Walk-ins will be seen as soon as possible. The Health Center is located in the round building across from Hulbert Hall. The telephone number is 436-3573.

# GRADING SYSTEM

## COURSE REPEAT POLICY:

### • UNDERGRADUATE STUDENTS

For a course initially taken prior to Fall 1994, and subsequently repeated, the transcript will reflect both courses and grades; both grades will be calculated in the grade point average.

For a course initially taken in the Fall of 1994 or thereafter and subsequently repeated, the transcript will reflect both courses and grades; only the higher grade will be calculated in the grade point average.

In either situation, students may earn credit for repeated courses only one time.

### • GRADUATE STUDENTS

Students must repeat *required* courses for which they earn an unacceptable grade. *Required* courses may be repeated only once. *Elective* courses may not be repeated. In those cases where students receive financial aid, the repeated course can be counted for financial aid purposes only if the student earned an unacceptable ("C-" or below) the first time the course was taken. For a repeated course, the transcript and retention GPA will reflect both courses and grades.

## TRADITIONAL GRADES (THOSE AFFECTING GRADE POINT AVERAGE):

A = 4.00	B+ = 3.34	C+ = 2.34	D+ = 1.34	E = 0.00
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
	B- = 2.67	C- = 1.67	D- = 0.67	

## NON-TRADITIONAL GRADES (THOSE NOT AFFECTING GRADE POINT AVERAGE):

**NR - Grade not reported:** This notation will appear in the grade column of academic records and grade reports for courses in which the instructor has not yet submitted a grade. NR notations will be replaced at the time instructor submits an academic grade. A revised grade point average will be calculated, and an updated grade report will be sent to student.

**I - Incomplete:** A temporary grade assigned by the instructor, with the student's consent, whenever, in the instructor's judgment, an illness or some other unavoidable circumstance has prevented the student from completing course requirements. Incompletes must be completed and final grades assigned by mid-semester of the following semester or they will be converted to failures. *See Key Dates for Deadline.* Extension of the deadline may be granted by an instructor by notifying the Registrar's Office. *Students must not re-enroll* in a course during a subsequent semester in order to complete coursework for courses in which they received an incomplete.

**PEN - Pending:** A temporary grade assigned by the instructor when in his/her judgment course work has been satisfactory but there is some inadequacy in speech or writing which needs to be remedied. Students in any course may be assigned a PEN grade if their writing is sub-standard. It is the student's responsibility to satisfactorily complete COMP 100 or work in the Writing Center until his/her work is rated satisfactory by the Director of the Writing Center. Students with PEN grades will not be cleared for graduation.

**W - Withdraw:** Grade assigned by the Registrar's Office for courses dropped by the student after the fifth class day of the semester and up to the "Last Day to Drop With a 'W'", whether or not the student attended the class. "W" grades may not be assigned by instructors.

**WI - Involuntary Withdrawal:** Grade assigned by the Registrar's Office when a student is dropped from a class for poor attendance prior to the mid-semester withdrawal date.

**P/P\* - Pass:** Course in which letter grades (A-E) are not assigned. Instructor will determine minimum requirements necessary for a student to earn a Pass. P\* indicates student *opted* Pass/Fail grading. Credit will be awarded for P/P\* grades, but will not affect grade point average.

**F/F\* - Fail:** Course in which letter grades (A-E) are not assigned. Assigned by instructor when minimum requirements have not been met. F\* indicates student *opted* Pass/Fail grading. No credit will be awarded for F/F\* grades and grade point average will not be affected.

**CH - Course successfully challenged:** CH will be assigned and credits will be awarded at the end of the semester in which student successfully challenges a course. CH grades do not affect the grade point average. CH credit is not considered when determining full-time status of a student.

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## SELF-INSTRUCTIONAL LANGUAGE PROGRAMS

A self-instructional program (independent foreign language study) is offered in the following languages. The availability of each of the following courses is dependent upon the availability of a qualified native speaker of the language willing to act as native informant (practice tutor). Course numbers SILP 101, 102, 103, 104. **LA**

Arabic	Italian	Russian
Brazilian Portuguese	Japanese	Swahili
Chinese (Mandarin)	Korean	Swedish
Gaelic	Norwegian	Vietnamese
Greek (Modern)	Polish	
Hindi	Portuguese	

The time slots for the languages are worked out between native-speaking practice tutors and the students studying the various languages. These schedules are set up at a special meeting held at the beginning of the semester.

For further information regarding this meeting or this program, contact the Foreign Language Department (Schumacher 300).

# CAMPUS DIRECTORY

## [ON-LINE CAMPUS DIRECTORY SEARCH]

Academic Advisement	ADMN 100	436-3390	Foreign Lang & Litr	SCHU 300	436-3409
Admissions	ALUM	436-2524	Geography	MLIB 317	436-3459
Affirmative Action	ADMN 133	436-2830	Graduate Office	ADMN 135	436-2523
Africana & Latino	FITZ 335	436-3449	Health Center	HEAL	436-3573
Alumni Affairs	ALUM 128	436-2526	History	ADMN 225	436-3326
Anthropology	FITZ 330D	436-3345	Human Ecology	HECO 100	436-2705
Art	FACR 222	436-3717	Hunt Union	HCUN	436-2410
Biology	SCII 112	436-3703	International Ed	SCHU 111	436-3369
Campus Information	HCUN	436-3730	Management, Marketing & Info Systems	ADMN 324	436-3151
Career Development	ADMN 110	436-2534	Mail Room	ADMN B9	436-3349
Center for Academic Development and Enrichment	ALUM 225	436-3010	Math/Computer Sci/Statistics	FITZ 228	436-3708
Chemistry	PSCI 120	436-3193	Milne Library	MLIB	436-3032
College Store	HCUN	436-2140	Music	FACR 115	436-3415
Textbook Department	HCUN	436-3329	Philosophy	FITZ 325	436-2456
Communication Arts	HIRC B7	436-3411	Physical Education	PHED 200	436-3595
Continuing Ed	ADMN 135	436-2548	Physics & Astronomy	PSCI 120	436-3192
Cooperstown Prog	COOP	547-2586	Political Science	FITZ 418	436-3512
Counseling Center	HEAL	436-3368	Psychology	FITZ 127	436-3223
Counselor Ed	FITZ 211	436-3554	Registrar	ADMN 130	436-2531
Division of Econ & Business	ADMN 226	436-3458	Residential Community Life	WILS 106	436-2514
Earth Sciences	SCII 209	436-3707	Secondary Education	FITZ 211	436-3075
Econ, Finance & Accounting	ADMN 226	436-3151	Sociology	FITZ 418	436-3512
Education	FITZ 205	436-3176	Student Accounts	ADMN 239	436-3389
Education Field Exp	FITZ 211	436-2538	Student Association	HCUN	436-2440
Eled & Reading Dept	FITZ 205	436-3176	Student Development	ADMN 119	436-2513
Ed Psych	FITZ 211	436-3554	Summer Session	ADMN 135	436-2522
English	ADMN 322	436-3446	Telecommunications	ADMIN 236	436-2499
Environmental Sciences	SCII 112	436-3899	Theatre Department	FACR 106A	436-3456
EOP Administration	ADMN 332B	436-2407	Theater Box Office	FACR 105	436-3100
EOP Advisory Center	ALUM 115	436-2496	Transcripts	ADMN 130	436-2531
Financial Aid	ADMN 123	436-2532	University Police	ALUM	436-3550
First Year Experience	WILS 101	436-2255	Women's Studies	MLIB 315	436-2014

### BUILDING DIRECTORY

ADMN	Netzer Administration Building
AFH	Alumni Field House
ALUM	Alumni Hall
FACR	Fine Arts Center
FITZ	Fitzelle Hall
HEAL	Counseling, Health and Wellness Center
HCUN	Hunt College Union (RDTH - Red Dragon Theater)
HECO	Human Ecology Building

HIRC	Hodgdon Instructional Resource Center
LEEH	Lee Hall
MLIB	Milne Library
PHED	Chase Physical Education Building
PSCI	Physical Science Building
SCHU	Schumacher Hall
SCII	Science Building 1
WILS	Wilsbach Hall

### PAYMENT DEADLINE JANUARY 4, 2010

Students who have not returned their tuition bill with appropriate payment by January 4, 2010 will be subject to cancellation of registration, housing, and financial aid.

### ADMINISTRATIVE HOLDS

A variety of College offices have the authority to place holds on student records. These holds impact on the ability of a student to pre-enroll, register or to receive official transcripts. **ALL HOLDS MUST BE CLEARED PRIOR TO ATTEMPTING TO REGISTER**

### CANCELLATION OF CLASSES

In the event of inclement weather, announcements concerning the cancellation of all classes will be made via local media and the college website, [www.oneonta.edu](http://www.oneonta.edu).

# HOW TO INTERPRET THE SCHEDULE OF CLASSES

Pay special attention to the notes following any courses in which you are interested.

**CRN:** This number uniquely identifies each section of each course and is required for registering, adding, and dropping courses.

**CATALOG NUMBER:** This consists of subject abbreviation and course number denoting level. Subjects are arranged alpha-numerically within academic department. Refer to the Index of Course Offerings for abbreviation translations.

## **COURSE NUMBER VALUES:**

001 – 099 = non-credit courses

100 – 199 = lower level, introductory, survey, preparatory, and basic undergraduate courses without prerequisites.

200 – 499 = upper level, intermediate undergraduate courses with at least 3 s.h. of prerequisites.

500 – 699 = graduate level courses only.

**SE:** This reflects the section number assigned to differentiate multiple offerings of the same course.

## **SECTION NUMBER VALUES:**

01 – 20 = day sections

81 – 89 = evening sections

90 – 99 = require enrollment via the department offering the course (i.e. Independent Study).

WW = taught on the World Wide Web

SS = scholars section

**PR:** Notations in this column indicate course restrictions/prerequisites. Students must satisfy requirements before registering.

## **VALUES:**

\* = specific course prerequisite(s). Refer to the College Catalog for course descriptions before registering for any course.

A = permission of Advisor

C = permission of Continuing Education Office

D = permission of Department Chair

I = permission of Instructor

M = open to majors only or permission of Instructor

N = permission of Dean

To register for courses where permission is required (A,C,D,I,N), students must first obtain a signed Add/Drop Form from the appropriate faculty member.

**COURSE TITLE:** This may reflect an abbreviated title. Full titles may be found in the College Catalog.

**CR:** This column reflects the semester hours earned upon successful completion of the course. (Exception: COMP 090, COMP 095, MATH 001, MATH 002, and PROF 095 count toward full-time enrollment, but do not count in earned hours upon completion of the course.) Where no credit is offered, the course is a required lab for the course listed above it. For variable credit courses (i.e. 1-6), students must select the number of credits desired at the time of registration for the course.

**GRD:** Notations in this column indicate mandatory grading for the course.

**P/F:** Pass/Fail only.

**A-E:** Letter graded only.

## **GRADE VALUES:**

A-E = grades of A-E will be assigned

P/F = grades of P/F will be assigned

Courses without notations may be selected by students for Pass/Fail grading. If Pass/Fail grading is not opted, the grading mode is A-E. See Pass/Fail Option Restrictions.

**PT:** Notations in this column indicate courses of less than full semester length.

## **SESSION VALUES:**

1M = 1st Mini                      1H = 1st Half

2M = 2nd Mini                    2H = 2nd Half

3M = 3rd Mini

## **DAY VALUES:**

M = Monday                      F = Friday

T = Tuesday                     S = Saturday

W = Wednesday                Su = Sunday

Th = Thursday                 ARR = To Be Arranged -

Check with Department

## **TIME:**

ARR = To Be Arranged - Check with Department

**ROOMS:** This column contains buildings and room numbers. Refer to the Buildings Abbreviations for translations. ARR indicates the location is to be arranged. Check with the department/instructor.

**MAX SEATS:** This column lists the number of seats the course was set up to accommodate (MAX).

**PROPOSED INSTRUCTOR:** This column lists the faculty member assigned to the course at the time of publication. The college reserves the right to make changes in assignment without prior notice.

**COURSE ATTRIBUTES:** These attributes apply to undergraduate degree requirements.

## **General Education 2**

NL2 = Science Course with a Lab

N2 = Nature

M2 = Mathematics

S2 = Social and Human Behavior

AH2 = Human Value and Expression

AA2 = Human Value and Expression

HA2 = American History

HW2 = Western Civilization

HO2 = Other World Civilization

FL2 = Foreign Language

BC2 = Basic Communication

WS2 = Writing Skills

OS2 = Oral Communication Skills

## **Other**

LA = Liberal Arts

PACT = Physical Education Activity

The Advisement Office will publish a list of courses which may fulfill General Education 2. These lists are merely a guide. Students must check the Attribute Column in the Schedule of Classes for appropriate Attributes. Questions concerning this policy should be directed to the Academic Advisement Office, Netzer 100.