GET YOUR ONEONTA ID# ONLINE

In response to 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.

1. You must use a computer with access to the World Wide Web.
2. Log into your myOneonta account using your Oneonta username and password: http://my.oneonta.edu
3. Click on “Web Services.”
4. Click on “Personal and User Account Information.”
5. Click on “View your Oneonta ID.”

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 course because of insufficient enrollment or other reasons. Should cancellation be necessary, a student may choose another course or request a full refund.

COLLEGE CALENDAR: SPRING 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13-15</td>
<td>New Student arrival &amp; orientation</td>
</tr>
<tr>
<td>January 16</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>February 15</td>
<td>College closes after last evening class</td>
</tr>
<tr>
<td>February 25</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>March 22</td>
<td>College closes after last evening class</td>
</tr>
<tr>
<td>April 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>May 8</td>
<td>Follow a Monday Schedule</td>
</tr>
<tr>
<td>May 9–15</td>
<td>Finals Week</td>
</tr>
<tr>
<td>May 18</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

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 15 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.

REGISTRAR’S OFFICE

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

Service Hours
Monday–Friday, 8:00 am–4:00 pm

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 2013

DEGREE UNDERGRADUATE STUDENTS

Returning Students
Where: World Wide Web
When: November 5 8:00 am
through January 2 5:00 pm

DEGREE GRADUATE STUDENTS

Registration
Where: World Wide Web -or- Graduate Studies Office, Netzer 135
When: November 8 8:00 am
through January 18 5:00 pm
(Graduate Studies Office open until 4:30 pm.)

NON-DEGREE UNDERGRADUATE STUDENTS

Returning Students
Where: World Wide Web -or- Continuing Education Office, Netzer 135
When: January 15, 1–6 pm
(Information will be sent to new non-degree undergraduates
concerning specific time for Orientation.)
(Continuing Education Office open until 4:30 pm.)

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 an Add/Drop
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.

ADD/DROP PROCESS

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

WWW: January 16 (Wed) 8:00 am
through January 22 (Tues) midnight
Registrar’s Office: January 16 (Wed) 8:00 am
through January 22 (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.***
• The course is a first mini or first half semester course.

* 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.
WHO IS ELIGIBLE TO REGISTER — SPRING 2013

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, 135 Netzer.

Non-degree Students
Non-degree students are those who are interested in taking courses for personal or professional enrichment. Non-degree 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.

HOW TO ACCESS THE WEB REGISTRATION SITE

1. You must use a computer with access to the World Wide Web.
2. Log into your myOneonta account using your Oneonta username and password: http://my.oneonta.edu
3. Click on the Academics tab.
4. Click on the Course Registration icon.

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

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 available online in early December. Postcard notifications are mailed to the student's permanent address. 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” via the web (my.oneonta.edu) or via mail by the due date of January 2, 2013. To clear your bill you must sign the semester Authorization Statement and submit appropriate payment. This is required for all students, even those whose charges are covered by financial aid or other credits. 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 billing due date of January 16th and will receive a postcard notification.

**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 for 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, transcripts, and alumni services. Detailed information about optional fee waivers is available at: 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 9th. Cancellations for non-degree and graduate students will take place on January 23rd.

**Dropping Courses**

Part-time students and students who fall below full-time status must complete course drops by January 22nd or tuition liability will be incurred according to the “Tuition Liability Schedule” below.

**COLLEGE CHARGES FOR TUITION AND FEES***

<table>
<thead>
<tr>
<th></th>
<th>New York</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time Undergraduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(per semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$2785.00</td>
<td>$7410.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$658.50</td>
<td>$658.50</td>
</tr>
<tr>
<td><strong>Full-time Graduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(per semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$4685.00</td>
<td>$8340.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$461.00</td>
<td>$461.00</td>
</tr>
<tr>
<td><strong>Part-Time Undergraduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(estimated cost per semester hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$390.00</td>
<td>$695.00</td>
</tr>
<tr>
<td>Comprehensive Student Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1–6 hours</td>
<td>$37.00</td>
<td>$37.00</td>
</tr>
<tr>
<td>7–8 hours</td>
<td>$49.00</td>
<td>$49.00</td>
</tr>
<tr>
<td>9–11 hours</td>
<td>$58.00</td>
<td>$58.00</td>
</tr>
<tr>
<td><strong>Part-Time Graduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(estimated cost per semester hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$23.00</td>
<td>$23.00</td>
</tr>
<tr>
<td>Comprehensive Student Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1–6 hours</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>7–8 hours</td>
<td>$44.00</td>
<td>$44.00</td>
</tr>
</tbody>
</table>

***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. (www.suny.edu/student/paying_residence)

**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.

1. Undergraduate degree candidates will be charged at the undergraduate tuition rate.
2. Graduate degree candidates will be charged at the graduate rate.
3. Non-degree students will be charged based on the course level as shown below.

<table>
<thead>
<tr>
<th>Level of Course</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 to 499</td>
<td>$232.00</td>
<td>$618.00</td>
</tr>
<tr>
<td>500 to 699</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WITDRAWAL 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).

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. Undergraduate degree-seeking students must process a Voluntary Withdrawal form with the Student Development Office. Liability for Tuition and Fees depends on the day of withdrawal, as noted below.

**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 (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 $8.85 per hour. Tuition and fee liability is calculated based on the SUNY mandated schedule at the end of this section.

**Federal Financial Aid Eligibility**

Federal financial aid is based on the percentage of time the student is in attendance. Eligibility will be calculated as of the day of withdrawal and any unearned portion will be returned to the aid program. The student will be billed for any aid disbursed to the College that is not earned. This calculation will occur whether a student officially withdraws or simply stops attending classes. Please consult the Financial Aid Office for further information.
Tuition Liability Schedule for full semester courses:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Liability Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16 to 22, 2013</td>
<td>0% Tuition Liability</td>
</tr>
<tr>
<td>January 23 to 29, 2013</td>
<td>30% Tuition Liability</td>
</tr>
<tr>
<td>January 30 to February 5, 2013</td>
<td>50% Tuition Liability</td>
</tr>
<tr>
<td>February 6 to 12, 2013</td>
<td>70% Tuition Liability</td>
</tr>
<tr>
<td>February 13 to End of Semester</td>
<td>100% Tuition Liability</td>
</tr>
</tbody>
</table>

Note: For full-time students, the week begins on the first day of classes for the semester, and ends seven calendar days thereafter. For less than full-time students, the week begins on the day of your first class meeting, and ends seven calendar days thereafter. To withdraw without incurring interest charges and other fees, students have until the second class meeting. Please note any unpaid debts to the College may incur interest charges and other fees.

ADDITIONAL INFORMATION

PARKING

All campus parking and traffic regulations are in effect 24 hours every day. Every member of the campus community parking a vehicle (this includes motorcycles) in College lots and consistent with the current applicable bargaining agreements must purchase a parking decal. Every member of the campus community parking a vehicle in College lots must pay a registration fee.

Annual parking fee is $100.00. Sales tax is included. When purchased separately by semesters, Fall semester is $60.00 and Spring semester is $45.00. There is a $5.00 savings for annual payment. Spring semester only is $65.00.

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:

   Andrew D. Stammel
   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):**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.34</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.34</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.34</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>E</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**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 e-mail notification 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 by the instructor 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**

<table>
<thead>
<tr>
<th>Language</th>
<th>Language</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Italian</td>
<td>Russian</td>
</tr>
<tr>
<td>Brazilian Portuguese</td>
<td>Japanese</td>
<td>Swahili</td>
</tr>
<tr>
<td>Chinese (Mandarin)</td>
<td>Korean</td>
<td>Swedish</td>
</tr>
<tr>
<td>Gaelic</td>
<td>Norwegian</td>
<td>Vietnamese</td>
</tr>
<tr>
<td>Greek (Modern)</td>
<td>Polish</td>
<td>Portuguese</td>
</tr>
</tbody>
</table>

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).
PAYMENT DEADLINE JANUARY 2, 2013
Students who have not returned their tuition bill with appropriate payment by January 2, 2013 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.
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
T = Tuesday
W = Wednesday
Th = Thursday
F = Friday
S = Saturday
Su = Sunday
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 = Nature
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.