Evening and Online Degree Orientation
Welcome

The purpose of orientation is to inform students on the policies, procedures, offerings and services that relate to you as a new SUNY Oswego student. With Extended Learning students typically juggling school with life’s many responsibilities, this online orientation will serve as your introduction to SUNY Oswego.
Navigation

There is a link directly to the source information contained in all images in the orientation (If you click on the image on the Admissions slide, you will be taken to the Admissions Office’s web page)

Clicking on the SUNY Oswego logo will take you to SUNY Oswego’s web page

These arrows will show you the contents of the prior and following pages
You will be able to find a wealth of information about SUNY Oswego by navigating the web page.

Familiarize yourself with the layout, as we will point out how to access important information from the links on the homepage throughout this orientation.
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Getting Started
The Division of Extended Learning oversees SUNY Oswego’s evening and online degree programs and serves as a liaison for the institution’s non-traditional student population.

As an evening/online degree student, our office will typically be your first point-of-contact when issues arise.

151 Campus Center
(315) 312-2270
extlearn@oswego.edu
Mon-Fri 8 AM – 4:30 PM
WED until 6 PM
Prior to the start of class, the Office of Admissions will handle all inquiries about your application and your transcripts. If you have additional coursework not included with your application, please send it to the Office of Admissions at the address to the left.

If you are interested in coming to visit the campus, they can also set up a guided tour.
Helpful Hints from the Financial Aid Office

• Complete the FAFSA between January 1 and March 1. You can apply after March 1, but you may not be considered for all campus-based programs.
• Apply electronically. Follow this Application Checklist.
• Respond promptly to anything you receive from SUNY Oswego.
• Make sure to include your email address on the FAFSA so we can effectively communicate with you.
• After you apply, log in to myOswego to determine any additional information Oswego needs and to review your awards (If you are a new student, you will be able to use myOswego after you have been accepted for admission to Oswego. Click on "Help" to determine how to get your myOswego PIN).
The Registrar’s Office handles all registration processes and program adjustments. This includes dropping and adding of courses, off-campus study approvals, program deviations, and prerequisite waivers.

Most paperwork requires at least your advisors signature, so be sure to contact them before beginning any of the above processes.

301 Culkin Hall
(315) 312-2136
registra@oswego.edu
Billing and payment goes through the Student Accounts Office. Once you have registered for courses, they will compile a bill of tuition and fees based on your total credit hours. The fees are pro-rated according to the number of credits taken.

408 Culkin Hall
(315) 312-2225
stuaccts@oswego.edu
COMPASS is a comprehensive center for student success designed to assist students in accomplishing four major goals: Discovering Your Vision, Developing Your Skills, Defining Your Future, and Distinguishing Yourself.

COMPASS services include:
- First Year Programs
- Major Exploration
- Transfer Student Services
- Community Services
- Civic Engagement
- Experience-Based Education
- Career Services
The Transfer Services office was created in order to provide transfer students with support during their time at SUNY Oswego.

They are responsible for several programs related to transfer success including Tau Sigma National Academic Honor Society and the Transfer Services website, which contains information on course equivalencies, articulation agreements, transfer student scholarships, and involvement opportunities.
If you ask a student why they are going to college, chances are their answer will center on employment.

The Career Services Office, located in the COMPASS, offers a wide variety of services to put you in the best position possible to gain employment.

These include career planning, resume/cover letter preparation, mock interviews, and job fairs.
An internship can provide insight into your major, allow you to explore other majors, as well as put you a step above the rest when applying for jobs after graduation.

At SUNY Oswego, the Office of Experience-Based Education offers a full range of credit-bearing internship positions to SUNY Oswego undergraduate and graduate students.

145 Campus Center  
(315) 312-2151  
ebe@oswego.edu
Penfield Library features Internet access to information repositories worldwide, an integrated computer catalog, and a cyber café. Over 70 public Internet stations and 50 laptops available for loan provide access to numerous research databases and full-text resources.

The library also maintains services for the distance learner, which can be accessed HERE. Be sure to watch the short video at the top detailing the exact services that are available to you.
Office of Learning Services

The Office of Learning Services houses the college's academic support center. They offer writing and tutoring services for most lower-division courses in mathematics, natural sciences, humanities, business and social sciences.

Services are available to all Oswego students and are designed to support and enhance students' educational experiences. We encourage you to contact them if you are interested in getting tutoring.

P106 Campus Center
(315) 312-3094
ols@oswego.edu
SUNY Oswego offers support to those who have served with a veteran point-of-contact for both financial and academic issues. Our VA Certifying Official can assist you with questions about your benefits or other financial aid options, while our Veteran Services Coordinator can help with your transition to SUNY Oswego.

Certifying Official
206 Culkin Hall
(315) 312-2231

Veteran Services Coordinator
151 Campus Center
(315) 312-2270
Disability Support Services

The Disability Support Services office is dedicated to meeting the needs of students with special needs. The office provides support services, the availability of adaptive technologies, and other assistance required to meet the mission of helping all students succeed. Contact them directly for assistance.

155 Campus Center
(315) 312-3358
dss@oswego.edu
Counseling Services Center

The resources of the Counseling Services Center (CSC) are offered free of charge to registered SUNY Oswego students. The Counseling Center staff offer individual and group counseling, as well as couples counseling when deemed appropriate after an initial consultation.

The benefits of counseling may include an increased ability to cope with friends, family, relationship issues, and academic pressures. You may also gain a better understanding of yourself, which will ultimately assist you in your personal development.

113 Mary Walker Health Center
(315) 312-4416
The Children's Center of Oswego, Inc. is a NAEYC-accredited child-care center on campus that serves children between the ages of 18 months and 5 years. Fees are on a sliding scale based on household income and there is often a waiting list. For more information, contact the center at (315) 312-2587
Email Account

SUNY Oswego offers a Google e-mail account via LakerAPPS to all its students who may use this account while taking courses plus one year after leaving the campus.

It is imperative that all students regularly check their SUNY Oswego email, as it is the main form of communication between faculty, staff and students!

To access your email account, hover over POPULAR LINKS next to the search box on SUNY Oswego’s webpage. We will show you how to activate your account at the end of this orientation.
The ANGEL Learning Management System is SUNY Oswego's campus supported web-based teaching and learning tool.

At SUNY Oswego, ANGEL is used by faculty to web enhance classroom-based courses with online activities, as well as teaching hybrid and fully online courses.

ANGEL provides faculty with an easy-to-use interface for generating online materials and provides students with a consistent environment for interacting with online course materials regardless of the mode of instruction.
**myOswego**

myOswego is a self service web page that provides SUNY Oswego students with a secured login to manage and view their own transactions, such as registration, financial aid information, making payments, applying for graduation, grading, and much more.

To access myOswego, hover over POPULAR LINKS, which is next to the search box on SUNY Oswego’s homepage.

Your acceptance letter contains your myOswego login information.
Any service that requires a login using your SUNY Oswego email username and password is referred to as your Laker NetID. Your email username and Laker NetID is the first part of your Oswego email address, the name that comes before @oswego.edu.
Campus Technology Services (CTS) operates the Technology Support Center (aka the Help Desk) to assist students with any technical issues.

If you experience problems with your Laker NetID, email, ANGEL, or campus Wi-Fi, contact the Help Desk for assistance.

26 Lanigan Hall
(315) 312-3456
help@oswego.edu
Once you receive your acceptance letter to SUNY Oswego, you will need to indicate your intent to enroll by paying a deposit. This can be done through myOswego.

Remember, your myOswego login information was contained in your acceptance letter.
Paying Your Deposit

After logging into myOswego, click on the ADMISSION OFFICE DEPOSIT PROCESS link and follow the instructions to pay your deposit.
Student Holds

Upon paying your deposit, all new students at SUNY Oswego have 2 holds placed on their account that restrict registration until they are resolved. One is for completion of health questionnaires. You will be able to complete this process after activating your SUNY Oswego email account.

The second is an advisor hold that will be lifted once you speak to an Extended Learning advisor to discuss your course selection for the upcoming semester. We will now show you the steps to take to remove both holds.
1. Activate Your Email Account

After logging into myOswego, click on the “New Student Menu” link...

...and then “Step One”. Follow the instructions to activate your email account.
2. Complete Your Health Requirements

Move on to **STEP TWO**...

...and fill out all items in this section. You will not be able to register if incomplete!
3. Speak to an Academic Advisor

As an evening or online degree program student, you will be primarily advised by an Academic Planning Coordinator from the Division of Extended Learning.

Prior to registering for classes your first semester, you must contact them to review your program requirements and discuss potential courses to take in order to have your new student hold removed.

To set up an appointment, please call Extended Learning during office hours. If you cannot make it in to the office, phone appointments can also be set up.

(315) 312-2270
extlearn@oswego.edu
Mon-Fri 8 AM – 4:30 PM
6 PM on Wednesdays
Before You Register

With your holds resolved, you will now be able to register.

Before you actually do that, you will want to familiarize yourself with how your transfer credits were applied and what program and general education requirements remain.

The next few slides will show you where to find that information.
Another important process triggered by the receipt of your deposit is the evaluation of your transcripts.

Once evaluated, all of your courses will have a SUNY Oswego equivalency and will be listed in DegreeWorks, which is accessible through myOswego.
Transfer and Military Credit

Several factors will affect transfer of credit including where the coursework was completed, the grades received and the intended major at Oswego. The maximum number of credits that can be applied from a two-year college is 62 to 67; the maximum number from a four-year institution is 92 to 97. These numbers are based on SUNY Oswego programs requiring 122-127 total credits, with at least 30 being taken at SUNY Oswego and 60 taken from a 4-year school.

Oswego will accept College-Level Examination Placement (CLEP), Advanced Placement, IB and Military credit. To receive credit for AP, IB and CLEP, a student must provide an official transcript. Necessary scores can be found here or by contacting the Office of Admissions. Military credit should also be transcripted and sent to the Office of Admissions for review.
DegreeWorks contains the requirements for both your specific degree program and the General education program, the courses you have taken to meet these requirements, and the remaining coursework needed to fulfill your degree obligations.

*Keep in mind that your transfer coursework will not appear on DegreeWorks until it has been evaluated by the Office of Admissions!*
Familiarize yourself with DegreeWorks by logging on to myOswego and following these steps:

→ Click on Student Records Tab
→ Click on DegreeWorks
→ Click on Connect to DegreeWorks
→ Reenter your login info
DegreeWorks will list the courses as department and course number. To find the description of each course, please refer to the college catalog. It can be found online HERE.
Course Availability

Prior to registering, you will want to see what courses are available for a current or upcoming term. This can be done by hovering over POPULAR LINKS, clicking on myOswego, and clicking on COURSE AVAILABILITY.

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To see descriptions and prerequisites, click on the course number.
Required Books

By clicking on the CRN number, you will be able to see the required and optional textbooks for each course.

You can order your books from SUNY Oswego here and either pick them up on-campus or have them shipped to your home. They also have a textbook rental service available for select titles.
Finding Online Courses

To search for online classes only, select **DISTANCE LEARNING COURSE** as the campus location on the search page.

Online courses will have **SLNWEB** as their location and **ON** or **EN** as their section.

Any student can register for **ON** sections of online courses, but **EN** sections are reserved exclusively for Extended Learning students.
Registration PIN Numbers

Certain groups of students will be required to enter a PIN number to register. Additionally, all students will need a PIN number to register during their first semester as a Junior-status student. You will receive your PIN number when you meet with your advisor.
When you are ready to register, log in to myOswego and click on the Registration tab.

Then click on the Undergraduate Student Registration link.
Registration

If you know the Course Registration Number (CRN) of the course you want to register for, click the REGISTER – ADD/DROP CLASSES link, enter the CRN, and submit.

If you do not, click on LOOK-UP CLASSES TO ADD.
Enter the term and search for open classes that you want to register for. To search for online classes only, select *DISTANCE LEARNING COURSE* as the campus location. The ATTRIBUTE TYPE allows you to select General Education requirements, which will show you what courses are being offered that meet a specific category. To register, check the box next to the course you want and hit submit.
Accessing Your Account

As mentioned earlier, the Student Accounts Office will generate a bill once you have registered for courses.

Through myOswego, you can view your charges and make payments by credit card or check by going to the STUDENT ACCOUNTS tab and clicking on the ACCOUNT SUMMARY link.
Checking Your Financial Aid

To access your Financial Aid information, login to myOswego and click on the FINANCIAL AID tab. This will give you access to your awards, forms you need to complete, estimated SUNY Oswego costs and your semester bill.
SUNY Oswego requires all students to procure and carry a valid identification card issued by Auxiliary Services.

There is no charge for the student's first card, but you must have a valid form of picture identification with you to receive your ID.

504 Culkin Hall
(315) 312-2588
dining@oswego.edu
Campus Map

CLICK ON MAP FOR A PRINTABLE VERSION
Campus Parking

The Parking Office is located on Rte 104 near the main entrance to the campus

(315) 312-3227
Hours: 7:30 AM - 4:20 PM

Campus parking is restricted to those with a SUNY Oswego parking permit. You may obtain a permit by stopping at the Parking Office during office hours. Once you have a Laker NetID, you may also access your parking account via the web.

For more information or to find a parking map, click on the picture to go to the Parking Office’s website.
With the information obtained from this orientation, you now have the knowledge necessary to start a successful and rewarding experience at SUNY Oswego.

Once you have familiarized yourself with the policies and processes, jump in and get started!