Evening and Online Degree Orientation
Division of Extended Learning
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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.
The Division of Extended Learning oversees SUNY Oswego’s evening and online undergraduate 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 Marano Campus Center
315.312.2270
extlearn@oswego.edu
Mon-Fri 8 AM – 4:30 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 below.

If you are interested in an unofficial transcript evaluation prior to applying, email copies of your transcripts to the email address below with the major you wish to pursue.

229 Sheldon Hall
Oswego, NY 13126
315.312.2250
admiss@oswego.edu
Complete the FAFSA as soon as you apply to SUNY Oswego, preferably 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.

206 Culkin Hall
315.312.2248
finaid@Oswego.edu
Billing and payments are processed by the Student Accounts Office. Once you have registered for courses, they will generate a bill of tuition and fees based on your total credit hours. The fees are pro-rated according to the number of credits taken.

You can access your bill at anytime through myOswego. We will show you how to do this later in the orientation.

408 Culkin Hall
315.312.2225
stuaccts@oswego.edu
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
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

145 Marano Campus Center
315.312.3142
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.

145 Marano Campus Center
315.312.2255
careerservices@oswego.edu
The Center for Experiential Learning offers a variety of experiential learning opportunities to SUNY Oswego undergraduate and graduate students.

Over 1000 students per year participate in our programs through Internships, Co-ops, the Mentor Scholar Program, RISE, and STEM Mentoring.

145 Marano Campus Center
315.312.2151
experience@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.

315.312.4267
asklibrarian@oswego.edu
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.

173 Marano Campus Center
315.312.2571
ols@oswego.edu
An additional tutoring resource for our evening and online degree students is Sharing Technology and Academic Resources (STAR-NY).

This is a consortium of SUNY colleges and universities that has joined together to share resources and expertise to better meet the needs for online tutoring.

STAR-NY can be accessed through your Blackboard account under RESOURCES or at their website.
SUNY Oswego is dedicated to providing guidance, advice, advocacy and outreach services for our veteran and military student population, along with their spouses and dependents, to promote a successful transition to college life.

Military students have a dedicated veteran and military services coordinator and a school certifying official who can help navigate campus policy, procedures and requirements related to those who have served.

151 Marano Campus Center  
315.312.2270  
veterans@oswego.edu
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 Marano Campus Center
315.312.3358
dss@oswego.edu
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.

131 Sheldon Hall
315.312.2587
daycare@oswego.edu
You will find a wealth of information about SUNY Oswego’s programs, policies, and procedures by navigating the webpage.

You will use E-Mail, Blackboard, and myOswego frequently and all can be accessed from the home page.
SUNY Oswego offers a Google e-mail account via LakerApps to all students that should be utilized while enrolled.

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!
Any SUNY Oswego service that requires a login may refer to your username as your Laker NetID.

Your Laker NetID is the first part of your Oswego email address, the name that comes before @oswego.edu.
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.

Your initial myOswego login information is contained in your acceptance letter.
Blackboard Learn is SUNY Oswego's campus supported web-based teaching and learning tool.

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

Blackboard Learn 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.
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, Blackboard, 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.

Your first login will be under the Admissions Applicant & Alumni sign in.
Paying Your Deposit

After logging into myOswego, click on the NEW STUDENT MENU link, then the ADMISSIONS AND HOUSING DEPOSIT PROCESS link and follow the instructions to pay your deposit.
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.
Activate Your E-Mail Account

Once your deposit is processed, you will now be considered an active student. To start the enrollment process, login to myOswego, click on the “New Student Menu” link and follow the instructions to activate your email account.
Complete Your Enrollment Requirements

Move on to the academic and health requirements. Failure to complete the Meningitis Information Survey will prevent registration, so be sure it is done.

While the orientation registration link may be available in the new student menu, Extended Learning students are not required to attend orientation.

Please let your advisor know if you mistakenly registered for an orientation session.
Advisement Preparation

Before you connect with an advisor, you will want to familiarize yourself with how your transfer credits were applied, what program and general education requirements remain, and how to find the courses that meet your unique needs as an evening or online degree student.

The next few slides will show you where to find that information.
The receipt of your deposit triggers the official evaluation of your transcripts.

Once evaluated, all of your courses will have a SUNY Oswego equivalency and will be listed in Degree Works, which is accessible through myOswego.
Several factors will determine 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; the maximum number from a four-year institution is 92.

These numbers are based on the Extended Learning programs requiring 122 total credits, with at least 30 being taken at SUNY Oswego and 60 taken from a 4-year school.

For major requirements, a minimum grade of C- is required for transfer credits or from a course taken at SUNY Oswego. For General Education or elective courses, a passing grade is needed.
All degree programs at SUNY Oswego require 42 total earned upper division credit as a graduation requirement. Upper division credits are 300 or 400-level courses taken at a 4-year school.

If you are transferring from a 2-year school and bring in a course that we teach as a 300 or 400-level course, it will not count as upper division credit. The course would still satisfy major or General Education requirements if equivalent.

Extended Learning programs require 24-30 upper division credit hours as part of the major requirements. The remaining credits needed to achieve 42 total will be from upper division elective courses.
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.

Military credit is awarded through the Joint Services Transcript with a maximum of 30 credits. The JST should be sent electronically to us through the JST system.
Degree Works 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 Degree Works until it has been evaluated by Admissions.
You can access your Degree Works degree audit by logging on to myOswego and going to the Degree Works link within the STUDENT RECORDS tab.
DegreeWorks will list the courses as subject and course number. By clicking on an outstanding course requirement, a new window will open with the course description, upcoming offerings, and SUNY equivalencies.

The entire database of course descriptions can be found at catalog.Oswego.edu.
Prior to registering, you can view the courses that are available for a current or upcoming term in COURSE AVAILABILITY.

This can be accessed by going to the myOswego login page (do not login) and clicking on BROWSE CLASSES (COURSE AVAILABILITY) at the bottom left of the page.
Finding Online Courses

To search for online classes only, select the appropriate term and then open ADVANCED SEARCH. Scroll to the campus field, select DISTANCE LEARNING COURSE, and then process your search.

Online courses will have ONLINE as their location and ON as the first two characters of their section.
When you find courses in COURSE AVAILABILITY, you will be able to view the required and optional textbooks for each course by clicking on the CRN.

You can order your books from SUNY Oswego’s bookstore 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.

Main Level of Hewitt Union
315.312.2260
thestore@oswego.edu
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.
Any student in the Evening Business Administration degree program who does not transfer in an math course equivalent to MAT 208 or has not take a college algebra course will need to take the ALEKS math placement exam.

This can be done online at any time through the link in the Undergraduate Course Registration page.
As an evening or online degree program student, you will be advised by an Academic Planning Coordinator from the Division of Extended Learning.

Prior to registering for classes, 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.

151 Marano Campus Center
315.312.2270
extlearn@oswego.edu
After meeting with your advisor, you will be ready to register. Start by logging in to myOswego and clicking on the REGISTRATION tab.

Got to the UNDERGRADUATE STUDENT REGISTRATION link and select the appropriate term.
The recommended way to register is to look up courses in advance through BROWSE CLASSES (COURSE AVAILABILITY). You can then go to REGISTER – ADD/DROP CLASSES to enter the CRN and submit.

You can also register through LOOK-UP CLASSES TO ADD.
Accessing Your Bill

Student Accounts Office will generate a bill once you have registered for courses.

Through myOswego, you can view your charges and make payments by going to the STUDENT ACCOUNT link under the FINANCIAL SERVICES tab.
Checking Your Financial Aid

To access your Financial Aid information, go to the FINANCIAL AID link under the FINANCIAL SERVICES 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 campus students to procure and carry a valid identification card issued by Auxiliary Services.

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

They also have a process for online students to obtain an ID.

504 Culkin Hall
315.312.2588
dining@oswego.edu
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 go to: oswego.edu/parking

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

315.312.3227
Hours: 7:30 AM – 4:20 PM
Good Luck!

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!