



SPRING 2020 CHECKLIST
Classes start on Monday, January 27, 2020

SUBMIT AN EARLY COLLEGE APPLICATION

Submit the completed application and high school transcript to the Outreach Dept., located in the Wales Administration Building, room 211 and contact Andrea L. Roma, Chair of Outreach with questions (607)778-5619 or romaal@sunybroome.edu.

IMMUNIZATION RECORDS – SUBMIT PRIOR TO THE START DATE

If you take 6 or more credits, submit your immunization record to Student Health Services, Science Building, room 102. Contact the office at (607)778-5181 with questions or by fax (607)778-5530.

RESIDENCY FORM

You must submit a residency form if you live in a New York State County. You can submit this form up to 60 days prior to the start of classes (originals only). Your tuition bill will reflect double tuition charges until then. Submit your form to Student Accounts, Student Services Building, room 113. Visit www.sunybroome.edu/residency for information and instructions.

MY COLLEGE USERNAME & PASSWORD

Once you are registered you will have access to your account. Go to www.sunybroome.edu and click on “MYCOLLEGE” in the upper right corner. Click on Username/Password Look-Up under the login window. Input your information, click submit to view your My College and SUNY Broome Google email login information.

TUITION PAYMENT – DUE JANUARY 8, 2020

SUNY Broome no longer issues paper bills. Review and pay your bill online through your My College Account by selecting “My Account”, “Student” tab, “Student Account”, “View Transactions Since Last Statement” option. A payment plan may also be available. Contact Student Accounts at (607)778-5230 or visit the office in the Student Services Building, room 113.

REFUND SCHEDULE:	Tuition Refund	REFUND SCHEDULE:	Tuition Refund
Prior to Day 1	100%	Day 11 - Day 15	25%
Day 1 - Day 5	75%	After Day 15	0%
Day 6 - Day 10	50%		

VIEW YOUR COURSE SCHEDULE

Log into your My College Account, click on “My Account” on the left side menu, click on “Student” tab top left, click on “Registration” in the options listing, and then click “Student Concise Schedule”. Select the term you are attending, hit submit to view and print your schedule.

TEXTBOOKS

Purchase your books early to receive the best options available. The Bookstore is located in the Student Center or call (607)724-0696. Students can order online or rent using the online website www.sunybroomeshop.com.

VEHICLE REGISTRATION & RAVE ALERT – OBTAIN ONCE TUITION IS PAID

Registration is online through your My College Account. Follow the online directions to pick up your decal in the Public Safety Building. Sign up for NYS Alert for information on SUNY Broome’s closings and cancellations.

SUNY BROOME STUDENT ID

Visit the Public Safety Building to receive a student ID. Students must register for classes before they can get an ID card. Students **MUST** provide photo ID for verification.

DROP/ADD/WITHDRAW DEADLINE

You must meet with your Early College advisor before adding/dropping or withdrawing from your course(s). Not attending classes does not consider an official drop. Contact Andrea Roma at (607)778-5619, romaal@sunybroome.edu.