



**SUMMER 2021 CHECKLIST**  
**Refer to your course schedule for start date**

**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](mailto: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](http://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](http://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 FIRST WEEK IN MAY**

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

<b>REFUND SCHEDULE: Officially drop a course by the day listed (see below):</b>	<b>Tuition Refund</b>
<b>Prior to Day 1 of term I, II, III, Full</b>	<b>100%</b>
<b>Day 1 - Day 5 of term I, II, III, Full</b>	<b>25%</b>
<b>After Day 5 of term I, II, III, Full</b>	<b>0%</b>

**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](http://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](mailto:romaal@sunybroome.edu).