

## WELCOME TO THE SUNY BROOME FAST FORWARD PROGRAM!

The SUNY Broome Fast Forward Program makes it possible for you to take college-level courses at your high school while earning college credit that can transfer to many colleges and universities. The program offers courses in the high school, during the school day, by approved high school teachers, in cooperation with college faculty. Fast Forward offers courses during the fall or spring semesters or during the course of the full academic year (one course taught from September to June). The fall semester begins in September and the spring semester begins in February.

This informational guide will be imperative to review. Use the space provided above to write down your SUNY Broome ID# & password and keep safe and convenient so you can reference the information.

### HOW DO I REGISTER?

- Complete the Fast Forward registration online. Your teacher will guide you through the process. Be sure to follow instructions carefully and write down information. Only register for courses your high school has given you permission. Eligibility requirements for each course are strictly enforced. Instructions are available at [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff).
- You are required to complete the yellow Certificate of Residency form. Depending on the county in which you live, there are different instructions, detailed on the back of the form. See further instructions in the Certificate of Residency section on the back of this guide.

### ACCREDITATION

- The SUNY Broome Fast Forward Program has accreditation with the National Alliance of Concurrent Enrollment Partnerships (NACEP). SUNY Broome is one of the few U.S. colleges to have attained this prestigious designation and meets the highest quality of standards.

### WHAT ARE THE BENEFITS?

- Every SUNY Broome Fast Forward student has all the privileges and responsibilities of a part-time student at SUNY Broome. You can obtain a SUNY Broome ID card which will give you access to the libraries at SUNY Broome Community College and Binghamton University, to SUNY Broome sporting events, as well as discounts at local stores. Taking certain courses may also give you a head start on general course requirements when you enroll in college after high school.
- You receive a SUNY Broome ID number (B#) and access to your My College Account, which is SUNY Broome's student portal. You can check your schedule, order transcripts and learn about campus

events. You also receive a Student Email Account through Gmail. Refer to the "Log in to your My College Account" section for your email and password look-up.

### LOG INTO YOUR MY COLLEGE ACCOUNT

- Click on the Username and Password Lookup and input your information to get your My College login and SUNY Broome Google email login information. You will need your B# for this process. Your Fast Forward teacher can provide it, but you will also receive an email with this information. Please use a personal email on the application, not your school email to ensure you get your login credentials email. Consult with your Fast Forward teacher if you have issues.

### WHAT IS THE COST?

- The SUNY Broome Fast Forward course credits are available at no cost to students. Depending on the course, there may be additional costs for textbooks and materials, which is a determination by the high school. It is still critical to submit your Certificate of Residency.

### HOW MANY CREDITS CAN I TAKE?

- You may take advantage of any Fast Forward courses your school counselor deem appropriate. There are pre-requisites to college courses you will need to meet in order to enroll. Keep in mind that it is more about the courses you take, not the number of credits you earn that determines transfer credit into the degree program and major you are intending to enroll.

**My high school does not offer a course I want to take, what are my options?**

- High schools offer different Fast Forward courses. If you would like

to take a course that is not in your Fast Forward course offerings, please visit [www.sunybroome.edu/ec](http://www.sunybroome.edu/ec) to learn about our Early College Program. Students in this program come onto to campus or online to take a course and are responsible for tuition and fees.

### How do I withdraw from the course(s)?

- Refer to the Fast Forward Course Withdraw Policy on the back of this guide.

### Where can I access information about the program?

- Visit the Fast Forward website at [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff) to access your My College Account, Student Handbook, registration instructions, withdraw information, SUNY Broome Email, student and tutoring services, library databases and so much more!

### WHAT IS A TRANSCRIPT?

- A transcript is a record of your grades. An official college transcript generates once you enroll in a Fast Forward course. The transcript will indicate course grade(s) that you earned for each semester you register. If you enroll at SUNY Broome after high school, your Fast Forward course grades will contribute to your GPA. If you enroll at a different college, credit(s) may transfer, but your grades and GPA will not.

### CAN I TRANSFER MY FAST FORWARD CREDITS?

- Typically, students who have earned at least a grade of "C" have successfully transferred credit to a number of schools. Although most colleges and universities do accept these credits, it is in your own best interest to contact your schools of choice to discuss your options.

## COURSE WITHDRAW POLICY

- There are important dates to consider if you are withdrawing. Failure to withdraw from a course will result in receiving the grade earned in the course. Students, who no longer attend class, quit school or move out of the district need to withdraw from the Fast Forward course. Withdrawing from a course may affect future Satisfactory Academic Progress at SUNY Broome Community College.
- Contact the school counselor and teacher. They must contact the SUNY Broome Fast Forward Office to process the withdrawal.
- You cannot drop your Fast Forward course online.

## CERTIFICATE OF RESIDENCY INSTRUCTIONS

- All students must submit a Certificate of Residency each fall
- Students new to Fast Forward in the spring submit then
- Due September 20 for fall and February 7 for spring
- See back of Certificate of Residency for instructions
- All shaded boxes must be completed legibly and in pen
- Check for accuracy before sending in your form
- Submit to the Fast Forward Office before the deadline
- Visit [www.sunybroome.edu/residency](http://www.sunybroome.edu/residency) for additional information

## BROOME COUNTY RESIDENTS:

- Fill out the form
- Sign and date

## OTHER COUNTY RESIDENTS (TIOGA, DELAWARE, CHENANGO, ETC.):

- Contact the County Treasurer for instructions
- The county will issue an Affidavit of Residency Certificate

## OUT OF STATE STUDENTS & FOREIGN EXCHANGE STUDENTS:

- The form is NOT required of students residing out of NYS or foreign exchange program

## ACADEMIC YEAR 2024-2025

| FAST FORWARD TERM | COURSE DATES    | DROP WITH "W" GRADE | DROP WITH "F" GRADE |
|-------------------|-----------------|---------------------|---------------------|
| FALL 2024         | 9/16/24-1/24/25 | 10/11/24-12/19/24   | 12/20/24-1/24/25    |
| SPRING 2025       | 1/27/25-6/13/25 | 3/10/25-5/18/25     | 5/19/25-6/13/25     |
| FULL YEAR         | 9/16/24-6/13/25 | 10/11/24-3/24/25    | 3/25/25-6/13/25     |

## CONTACT US:

SUNY Broome Outreach Department Fast Forward Program


SUNY Broome Community College, Wales Administration Building, Room 108A

P.O. Box 1017 Binghamton NY 13902

Phone: (607) 778-5648

Email: [fastforward@sunybroome.edu](mailto:fastforward@sunybroome.edu)

[www.sunybroome.edu/ff](http://www.sunybroome.edu/ff)

|  |   |
|--|---|
|    | <b>BROOME COUNTY RESIDENCY AFFIDAVIT/AFFIRMATION</b><br><small>Pursuant to Sections 6301 and 6305 of the New York State Education Law</small> |
| <small>* STUDENTS MUST COMPLETE ALL AREAS * INSTRUCTIONS ON REVERSE<br/>* YOUR PHYSICAL ADDRESS IS REQUIRED</small>  |   |
| Social Security # <u>123-45-6789</u><br>Semester <u>FALL</u> Year <u>2019</u>  | STATE OF NEW YORK, COUNTY OF<br><b>BROOME</b><br><small>(Home county where you permanently reside)</small>                                    |
| I, <u>John Smith</u> do hereby swear (or affirm) that I permanently reside at<br><small>(Print your full name)</small><br><u>123 Main Rd., City, NY 12345</u> in the City/Village/Town of <u>City</u><br><small>(Street Address - do not use a PO Box) (City) (Zip)</small>  |   |
| County of Broome, State of New York: that I now am and have for a period of one year prior to the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a resident of the County of Broome.  |   |
| Parent's Address: <u>123 Main Rd., City, NY 12345</u> From: <u>2/01/03</u> To: <u>Current</u><br><small>(Street - do not use a PO Box) (City) (Zip)</small>  |   |
| Student's Permanent Address: <u>123 Main Rd., City, NY 12345</u> From: <u>2/01/03</u> To: <u>Current</u><br><small>(Street - do not use a PO Box) (City) (Zip)</small>   |   |
| If less than one year at the above address, list your addresses (include dates of residence) for the PAST YEAR:<br>_____ From: <u>   </u> / <u>   </u> / <u>   </u> To: <u>   </u> / <u>   </u> / <u>   </u><br><small>(Street - do not use a PO Box) (City) (Zip)</small>   |   |
| Did you graduate from a New York State High School or receive a GED from New York State? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, please provide High School Name, Location and Dates Attended<br>School Name: _____ City/Town: _____<br>From: <u>   </u> / <u>   </u> / <u>   </u> To: <u>   </u> / <u>   </u> / <u>   </u> Graduation or GED Date: _____   |   |
| Citizenship: <input checked="" type="checkbox"/> United States Citizen <input type="checkbox"/> Other Visa Type _____ Resident Alien# _____  |   |
| I further state that I plan to enroll in Broome Community College and that this affidavit (or affirmation) is made for the sole purpose of affirming Broome County residency pursuant to the requirements of the Education Law.  |   |
| AFFIRMATION OF MY PERMANENT BROOME COUNTY RESIDENCY<br><u>John Smith</u> <u>2/2/2019</u><br>YOUR SIGNATURE IS REQUIRED DATE  |   |
| <small>Education Law, Section 6301, paragraph 4, defines: Resident: A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district, school district or community college region, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this article, his or her application for a certificate of residence.<br/>                 Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in section 2.00 of the local finance law, shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance."</small> |   |
| BCC Initial: _____ Cty Code: <u>007</u>  |   |