



**Handbook  
for  
Fast Forward Students**

**Revision August 2024**

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# Program Overview

## **Fast Forward Staff**

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## **Introduction & History**

Welcome to SUNY Broome's Fast Forward Program. We are proud of the program we have built, and invite you to take advantage of all the offerings that await you. We have worked extensively with your high school to provide both instructors and students with the opportunity to benefit from college-level coursework through collaboration.

SUNY Broome Community College's concurrent enrollment program originated as an Early Admissions program in 1983, allowing high school students to enjoy college level work on campus. Two years later, the program expanded to offer college courses conducted at local high schools. The program was renamed Fast Forward in 2005, and through measured growth now includes 20+ high schools and thousands of students.

Fast Forward allows high school students to earn college credit while simultaneously completing their high school classes. The Program serves local students, instructors, and schools by increasing access to college learning, supporting excellence in teaching and strengthening high school-college connections. By collaborating with area high schools, SUNY Broome offers college-level courses to qualified high school students and approved for college credit, enabling students to earn both high school and college credit for courses taken through Fast Forward. Experienced high school instructors with the same qualifications as on-campus professors and approved by SUNY Broome Department Chairs teach Fast Forward courses.

- Students experience the academic standards, increased workload and personal responsibility required to be successful in college.
- Students enter college with completed coursework, lessening their time to graduation and saving on tuition.
- High school instructors enjoy ongoing, professional development directly related to the content, pedagogy, and assessment of the college-level courses they teach through Fast Forward.
- Relationships strengthen on curricular, instructional and professional levels between SUNY Broome Community College and high schools.

## **Mission**

The Fast Forward program provides an opportunity for students to earn college credit while still in high school.

## **Middle States Commission on Higher Education (MSCHE)**

SUNY Broome Community College accreditation is through the Middle States Commission on Higher Education (MSCHE) located at 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Accreditation is a process of validation in which colleges and universities undergo an evaluation to ensure the institution follows certain standards. The federal government requires that an institution receive accreditation by a nationally recognized accrediting organization in order for its students to be eligible to receive financial aid.

## **NACEP Accreditation & Quality Standards**

SUNY Broome's Fast Forward program received re-accreditation in 2017 by the National Alliance of Concurrent Enrollment Partnerships (NACEP). This national organization is the only group certifying all concurrent programs in the US. Each program must meet a series of 17 challenging standards addressing five primary goals: rigorous curriculum, qualified faculty, comparable student instruction, assessment/grading, and evaluation by students and high school administration.

*“NACEP works to ensure that college courses taught by high school instructors are as rigorous as courses offered on the sponsoring college campus so students experience a seamless transition to college and instructors benefit from meaningful, ongoing professional development.”*

Having met these standards, Fast Forward has demonstrated that students enrolled in its courses receive the same quality of instruction and facilities as do students at SUNY Broome, are able to transfer those courses to SUNY Broome and other institutions of higher education, and often enter college with significant coursework already completed. Programs need to apply for reaccreditation every seven years.

To learn more, please visit [www.nacep.org](http://www.nacep.org).

***Please see the Appendix for the current NACEP Standards the SUNY Broome Program must adhere by to maintain their accreditation status.***

## **Benefits of the Fast Forward Program**

### **Students:**

By providing students an opportunity to experience rigorous academic content, the workload and the responsibility of college study. Students also enjoy greater flexibility when matriculating to college as many of their concurrent enrollment credits earned allow them time to study abroad, double major or graduate early. Fast Forward students can also get a SUNY Broome ID card that enables them access campus and SUNY libraries.

### **Instructors:**

By providing them professional development and connections with SUNY Broome faculty and collegial resources. Instructors also report that they enjoy teaching highly motivated and talented students. This is also an opportunity to increase professional development opportunities, networking and resume building.

### **Schools:**

By providing college opportunities that keep students in the high school and offering a variety of educational opportunities for their students to learn and grow.

### **SUNY Broome:**

By providing many students with their first direct contact with the College. Fast Forward also enables academic departments to engage in high quality, economically sustainable outreach to high school instructors, schools and students helping to better prepare them for college.

## **Program Evaluations**

Fast Forward conducts yearly program surveys that assist in determining the effectiveness of the program. We send surveys to current students of Fast Forward, but we also will conduct surveys with our instructors, school counselors and principals.

## **Partner Roles**

Fast Forward is organized under Academic Affairs of SUNY Broome and is a partnership that expands across all four divisions (STEM, Business & Professional Studies, Liberal Arts, and Health Sciences). Following is a summary of key players and their major roles. Fast Forward relies on all partners to perform critically important work to contribute to its success.

**High Schools** provide the classroom space, lab equipment, and technology for SUNY Broome courses taught in the high school. They also ensure adherence to student entrance requirements via student advising and scheduling. High Schools also sign a yearly Memorandum of Agreements.

**Fast Forward Instructors/High School Instructors** provide classroom instruction in adherence to SUNY Broome departmental expectations and course learning outcomes. Fast Forward Instructors also cooperate with the Fast Forward Office for administrative business such as attendance and final grade submission. In addition, new instructors attend orientation in August, and all instructors attend the Fast Forward Professional Development each year.

**SUNY Broome Academic Departments** make decisions on prospective instructor applications, provide orientation to new instructors, provide professional development to all instructors, conduct classroom visits to ensure quality, and assess the course and its contents for equivalency.

**Fast Forward Students** admitted to the College as non-matriculated students and register for transcript college credit. Students must adhere to course withdrawal policies, grading and attendance policies and all other rights and responsibilities of SUNY Broome students. Students are encouraged to obtain a college ID card and complete course evaluations at the end of each term.

**Fast Forward Staff** handles all administrative and policy matters, partner relationships, web and print communication, program evaluation, orientation and professional development event planning, instructor application and review process, course management and student registration and residency, and NACEP compliance.

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

The Fast Forward Program has a dedicated webpage that Fast Forward Instructors, High School Officials and students can reference any time. Please take the time to review the webpage and its contents. This handbook along with the Fast Forward Instructor application, video tutorials, FAQs and access links to the Library Databases and My College are available, along with much, much more. We want to make the Fast Forward experience a positive and reinforcing program that meets the needs and wants of our high school, college and student partners.

## **Registration**

### **Registering for your Fast Forward Course(s)**

Students new to Fast Forward and returning students will complete a Fast Forward Student online application, and then the Fast Forward office completes their registration.

All students sitting in the SUNY Broome Fast Forward classroom must register for the course through the online process. Students have the option to audit the course if they do not wish to receive transferable college credit, but will still participate in the college-level coursework and assignments.

We encourage students to share the Fast Forward information with their families. Once Fast Forward Instructors submit their attendance for the course, this confirms to the Fast Forward Office that those students will continue in the course and complete the coursework. The Fast Forward Office then sends a letter to the families highlighting additional information about Fast Forward and student expectations.

Students will also receive a SUNY Broome Course Withdrawal Policy. If students need to drop or withdrawal from the course, they must notify their school counselor, instructor and the Fast Forward Office by the strict deadlines. A Certificate of Residency is included and all students of community colleges are required to complete this form, unless they are not a resident of New York State (i.e. Exchange Students or Pennsylvania residents).

We encourage Fast Forward Instructors to review and read the information provided to students. Taking college courses is a responsibility that should not take lightly. Whether a grade of “A”, “C” “W” or “F”, it will follow them through their academic careers and they must understand the implications whether positive or negative.

Fast Forward Instructors may conduct registration on their own in their classes or may request Fast Forward staff to assist in the classroom, in which you should notify the Fast Forward Office in a timely manner to schedule a date; students must have access to a laptop or PC.

## **Audit Policy**

Students who wish to take a SUNY Broome Fast Forward course but earn no college credit may audit the course by indicating to their school counselor and instructor, who must contact the Fast Forward Office within the first two weeks that the course has begun. After that period, we cannot adjust the students to take the course as an audit. Students should understand that they would participate at the college coursework level, but earn no transferable college credit. An “AU” will be marked on their SUNY Broome transcript.

## **Tuition**

Students are able to take SUNY Broome Fast Forward courses at no cost to them.

## **Certificate of Residency**

Students must complete a Certificate of Residency indicating that they have been a legal resident of the State of New York for one year and of a county for six months.

International students, Pennsylvania residents and any students who reside out of New York State do NOT need to complete this form and will not affect Fast Forward registration.

The Certificate of Residency is good for one year. Students, who submitted the Certificate of Residency in the fall, do not need to submit another in spring. Only those students new to Fast Forward in the spring will submit a residency form.

For specific Certificate of Residency instructions, refer to the back of the residency form. For additional information and a list of Counties and their Certificate of Residency instructions visit <http://www2.sunybroome.edu/financialaid/residency/> .

A video tutorial is available at [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff) under the “Faculty” section.

## **Drop/Withdrawal Course Policy**

SUNY Broome has a strict drop/withdrawal course policy that Fast Forward must adhere. If a student needs to drop from the Fast Forward course, they must notify their school counselor and Fast Forward Instructor, who must then complete an Add/Drop Form and scan/email to the Fast Forward Office.

Students and Fast Forward Instructors MUST BE AWARE of drop/withdrawal deadlines so that their grade is not negatively affected. The drop deadlines and policies are located on the website, on the Fast Forward magnet provided to all instructors and on the Course Withdrawal Policy hand out.

**Please remember that dropping the course at the high school is only half of the process. SUNY Broome must have the drop form or email request on file to drop/withdrawal students from the course. SUNY Broome’s student database does not work in conjunction with the high school student database. SUNY Broome will not conduct or allow retro-withdrawals or retro-drops. The Fast Forward will conduct a proper drop/withdrawal based on the date of notification.**

## **Taking a Fast Forward Course**

### **What to Expect**

When you register for a Fast Forward course, you are walking into a SUNY Broome classroom! Your instructor has been credentialed by SUNY Broome and will be using the same pedagogy and assessment methods as on-campus faculty. You, as the student, will be learning the same curriculum and be expected to achieve the same learning outcomes. Expect a faster pace, greater personal responsibility, increased academic rigor, and higher standards than you would in a high school course. This level of quality instruction and standards are what will prepare you for



attending college courses on campus.

## **Eligibility and Requirements**

To be eligible for the Fast Forward program, students must the pre-requisite requirements as laid out in the SUNY Broome Course Catalog for each course into which they want to enroll. A strong performance is defined as a grade average of 85 or better. The Course Offerings list, which can be found on the website, also the pre-requisites that must be adhered to for each course.

## **Course Syllabus**

The Course Syllabus contains critical information such as the course description, contact information for your instructor, dates and deadlines, learning outcomes and attendance and grading policies.

Keep your Fast Forward syllabi so that you have a record of your course if you plan to transfer your credits to another college, having this documentation may help you secure successful transfer. If you ever need a copy of syllabus, you can contact the Fast Forward office at [fastforward@sunybroome.edu](mailto:fastforward@sunybroome.edu).

## **Attendance**

Attendance plays a large role in your success, and often time, determining your final grade. In many cases, the learning that occurs during regular class meetings cannot be “made up”. Please see your syllabus for your instructor’s specific attendance policy, as this will vary by course and instructor.

## **Grading Policy**

Fast Forward students are graded the same as our on-campus students. Your high school instructor will convert your high school number grade to a letter grade, A-F. The grade you receive in this course will be recorded on your official SUNY Broome transcript and becomes part of your permanent academic record.

If you are registered with an AUDIT, this will appear as an “AU” on your SUNY Broome transcript and will not be transferrable credit.

## **Academic Dishonesty and Plagiarism**

The SUNY Broome Fast Forward program conforms to the same on-campus policy, as follows:

### **[SUNY Broome Academic Honesty Procedure](#)**

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic careers. Students share the responsibility for maintaining academic honesty.

Students are expected to:

- Refrain from acts of academic dishonesty
- Refuse to aid or abet any form of academic dishonesty
- Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- Encourage other students to adhere to the standards of academic honesty

## **Family Education Rights & Privacy Act**

**<https://studentprivacy.ed.gov>**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student.

***HOWEVER***, in a situation where a student enrolls in both a high school and a postsecondary institution, the two schools may exchange information on that student. The parents/guardians still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

If a parent/guardian contacts SUNY Broome Community College for information regarding their student's Fast Forward course(s) or any other information pertaining to their record, the College administrative offices are happy to assist, but may be limited with the information that can be shared.

## **Course Evaluations**

At the conclusion of each semester, students can participate in a course evaluation and the feedback is sent to Fast Forward Instructors. The Fast Forward Office will email the course evaluations via Google Form and invite students to participate. The student will fill out one course evaluation per course. The evaluation feedback is useful and required for our NACEP accreditation standards.

# SUNY Broome Transcript

## **How to View your Transcript**

To view your transcript go to your My College Account ([mycollege.sunybroome.edu](http://mycollege.sunybroome.edu)). Sign on using your user name and password. Once you are in MyCollege click the Student tab on top and select Student Records.

## **How to Request your Transcript**

Go to your My College Account: [mycollege.sunybroome.edu](http://mycollege.sunybroome.edu)

- Log in to your My College Account
- Click on “Student” Tab
- Click on “Transcripts”
- Or go to: <http://www2.sunybroome.edu/registrar/transcripts/>

Transcript requests are processed by the Registrar’s Office. Transcript requests can be completed online on the [Registrar’s Office Website](#).

## **Transfer Credit**

Fast Forward students and alum who gain admission to a college or university need to submit official SUNY Broome transcripts.

Typically, students who have earned at least a grade of a “C” or better 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 choice of schools to discuss any concurrent enrollment classes that you are interested in, prior to taking the course(s).

Fast Forward students have been successful at a number of types of credit recognition – direct transfer toward your major, elective credits, exemption from a course, or being eligible for placement into an upper-level course.

If you apply to SUNY Broome your credits are automatically transferred.

Beyond the transcripts, students should also:

- Save the course syllabus and course work
- If a college questions the transferability of a course, it is often helpful for the student to provide these materials to show college-level equivalency
- Indicate on the college application that they have taken college coursework

# Student Resources

## My College Account

The MyCollege Portal is SUNY Broome's central access point to a number of important college systems as well as where you can access your class schedule, grades, campus announcements and more.

### Steps to access your MyCollege Account:

1. Visit the MyCollege Portal at [mycollege.sunybroome.edu](http://mycollege.sunybroome.edu).
2. Select the Link Entitled:  
*First Time MyCollege Users: Start Here*  
Then, follow the steps to set up your password.  
NOTE: The information you will need is listed above!
3. Log into the MyCollege portal for the first time and complete the Multi Factor Authentication (MFA) onboarding process.  
NOTE: The 1st time you login to the MyCollege portal, you will be asked for your password a 2nd time. At this point, you will need to choose methods to verify that you are the true account owner (i.e.: cell phone, personal email, and security questions).  
**Do not skip this step.** [Please review these instructions](#) for further assistance.

## Tutoring Services

**You are not alone!** Drop in, one-on-one individual tutoring and online tutoring is available to help you succeed! Call the Learning Assistance Department Tutoring Area at (607)778-5333 or stop by, second floor of the Library room 215 for more information.

Website: <http://www2.sunybroome.edu/lad/tutoring/>

Tutors guide students in becoming active learners and provide strategies and skills important for course success. **Success is within reach! All students are welcome to take advantage of this FREE support.**

## Parking Permit

If you are planning a trip to the SUNY Broome campus and driving, remember to obtain a parking permit from the lobby attendant upon your arrival. They are located in the Wales Administration Building lobby. The permit needs to be displayed by hanging from your rearview mirror. Parking lots are monitored 24/7 by Campus Officers and you will receive a ticket if proper parking permits are not displayed.

## **SUNY Broome Email Account**

Fast Forward students receive a SUNY Broome email account.

- SUNY Broome uses Gmail
- Your Gmail username is username@acad.sunybroome.edu
- Chrome Browser is recommended
- 

### **Follow these steps to setup your SUNY Broome Gmail Account**

1. Visit the MyCollege portal at [mycollege.sunybroome.edu](http://mycollege.sunybroome.edu)
2. Select the link titled [Username/Email Pwd Lookup](#)
3. Then, follow the steps to retrieve your Gmail password
4. Visit [gmail.com](http://gmail.com), input your username and password to access your email

For a list of **Frequently Asked Questions for Gmail:**

<https://www2.sunybroome.edu/its/google-apps-faq/>

## **SUNY Broome Student Handbook**

SUNY Broome compiles a complete student handbook for its students. Please visit <https://www1.sunybroome.edu/about/current-students//>, and scroll to the bottom under “Campus Policies & Student Conduct” click on the “Student Handbook” link in the menu for a complete viewing of the SUNY Broome Student Handbook.

## **SUNY Broome ID Cards**

SUNY Broome ID Card will enable access to campus and much more! Students can receive an ID card once they register for a Fast Forward course and must bring photo ID for verification. Students have until the end of their Fast Forward course to receive their ID card. If they request an ID card once their Fast Forward course concludes and is not registering for a Fast Forward course in the subsequent semester, they cannot receive an ID card.

Visit the Public Safety (PS) Building on campus to receive your ID card.



**NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS  
NATIONAL STANDARDS FOR QUALITY  
CONCURRENT ENROLLMENT PROGRAM (CEP)**

Adopted May 2017

**DEFINITION:**

NACEP defines concurrent enrollment program (CEP) as college credit-bearing courses taught to the high school students by college-approved high school teachers.

<b>PARTNERSHIP STANDARDS</b>	
<b>P1 - PARTNERSHIP 1</b>	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
<b>P2 - PARTNERSHIP 2</b>	The concurrent enrollment program has ongoing collaboration with secondary school partners.

<b>FACULTY STANDARDS</b>	
<b>F1 - FACULTY 1</b>	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
<b>F2 - FACULTY 2</b>	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
<b>F3 - FACULTY 3</b>	Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
<b>F4 - FACULTY 4</b>	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

<b>ASSESSMENT STANDARD</b>	
<b>A1 - ASSESSMENT 1</b>	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

## CURRICULUM STANDARDS

<b>C1 - CURRICULUM 1</b>	Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
<b>C2 - CURRICULUM 2</b>	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
<b>C3 - CURRICULUM 3</b>	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

## STUDENT STANDARDS

<b>S1 - STUDENT 1</b>	Registration and transcription policies and practices for concurrent enrollment students are consistent with those on campus.
<b>S2 - STUDENT 2</b>	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
<b>S3 - STUDENT 3</b>	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
<b>S4 - STUDENT 4</b>	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

## EVALUATION STANDARDS

<b>E1 - EVALUATION 1</b>	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
<b>E2 - EVALUATION 2</b>	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.



**SUNY Broome Fast Forward Withdraw Course Policy**

There are important dates to consider if students are withdrawing from their Fast Forward course(s).

Failure to withdraw properly from a course will result in the student receiving the grade he/she earned in the course.

Students who no longer attend class, withdraw from high school or move out of the district need to withdraw from the Fast Forward course.

Withdrawing from a course may affect a student’s future Satisfactory Academic Progress at SUNY Broome Community College.

***Contact the school counselor and teacher. They must contact the SUNY Broome Fast Forward Office; we are the only official who can withdraw a student from a Fast Forward course. Contact us immediately if a student needs to withdraw.***

Refer to webpage for more information: <http://www2.sunybroome.edu/ffec/how-to-drop-a-course/>

Academic Year 2024-2025			
Fast Forward Term	Course Dates	Drop with “W” Grade	Drop with “F” Grade
Fall 2024	9/16/2024 – 1/24/2025	10/11/2024 – 12/19/2025	12/20/2024 – 1/24/2025
Spring 2025	1/27/2025 – 6/13/2025	3/10/2025 – 5/18/2025	5/19/2025 – 6/13/2025
Full Year	9/16/2024 – 6/13/2025	10/11/2024 – 3/24/2025	3/25/2025 – 6/13/2025

For complete information, Handbook, FAQ’s and more visit [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff)







Please press down firmly while you PRINT.

Date: \_\_\_\_\_

Semester:

- Fall 20\_\_
- Winter 20\_\_
- Spring 20\_\_
- Summer 20\_\_

**If you are a matriculated student you should check your degree program requirements. Failure to comply may result in the loss of your financial aid and/or TAP benefits.**

Schedule change requested for:

\_\_\_\_\_

*Last Name*

*First Name*

*Curriculum*

*SUNY Broome ID #*

CRN#	ADD the following courses:	CRN#	DROP the following courses:

**Explanation:**

\_\_\_\_\_ An explanation is required after the term begins

**Please read and sign the following statement:** All of the information given above is true and correct. I agree to pay promptly all charges owed to the College, and take responsibility for any collection costs incurred in the collection of this debt. If I decide to change my education plans, I will notify the SUNY Broome Office of the Registrar in writing. I realize that non-attendance in class will not relieve me of my financial responsibility. To the best of my knowledge, I have met all the prerequisites for enrollment in the courses above. I agree to abide by all College rules and regulations.

\_\_\_\_\_ *Authorized Signature*

**An Add/Drop fee may be charged after term begins.**

**REGISTRAR OFFICE USE ONLY**

\_\_\_\_\_ *Student Signature*



## **Certificate of Residency (COR) Instructions**

- ALL students must submit a Certificate of Residency (COR) form each fall only
- Only students that are NEW to Fast Forward in the Spring, need to complete a COR
- Certificates are due September 20 for fall and full year courses and February 7 for spring classes
- Access the Certificate of Residency online at: <https://www.sunybroome.edu/web/www/residency>
- See back of Certificate of Residency form for detailed instructions
- ALL shaded boxes must be completed legibly and in pen
  - Broome County Only – SUNY Broome ID (B00#####) is needed
  - All Other Counties – must enter their Social Security Number on the SS# sections of the COR\*\*
- Check for accuracy before sending in your COR

### **Instructions:**

#### **Broome County:**

Fill out the form (all shaded areas), sign and date it, mail in to FF office or SUNY Broome Student Accounts office (can be emailed to [fastforward@sunybroome.edu](mailto:fastforward@sunybroome.edu) if no SS# on it)

#### **Other Counties (Tioga, Delaware, Chenango, etc.):**

- Fill out the form (all shaded areas) and student must sign the form in the presence of a Notary Public\*\*, who will also sign/ date WITH PROOF that he/she has been a resident of the state for ONE YEAR and in the county for SIX MONTHS prior to the start of the semester
  - Acceptable proof of residency: driver's license, bank statement, copy of student guardian's addressed income tax returns listing student as a dependent, etc.
- Submit form to county office
- The county will send back an Affidavit of Residency, which must then be sent to SUNY Broome Student Accounts

#### **Out of State Students & Foreign Exchange Students:**

*This form is NOT required of students residing out of NYS, students in a foreign exchange program or are new residents to New York State and/or county.*

***\*\*Please note, there has been a change in policy where counties are no longer allowed to require a notary signature and social security number, but not all counties have adjusted their policies yet.***



BCC Initial: \_\_\_\_\_

Cty Code: \_\_\_\_\_

COMPLETE ALL SHADED AREAS  
DIRECTIONS ON REVERSE  
THIS FORM REQUIRES YOUR PHYSICAL ADDRESS  
DO NOT USE A POST OFFICE BOX NUMBER

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCY**

Pursuant to Sections 6301 and 6305 of the New York State Education Law

SUNY Broome ID # \_\_\_\_\_  
Semester \_\_\_\_\_ Year \_\_\_\_\_

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_  
(County where you physically reside)

I, \_\_\_\_\_ do hereby swear (or affirm) that I reside at  
(Print your full name)  
\_\_\_\_\_, in the City/Village/Town of \_\_\_\_\_, County  
(Street Address, do not use a PO Box)  
of \_\_\_\_\_, 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 \_\_\_\_\_

Students 25 years of age and older may omit parent information- enter the physical address do not use your Post Office Box

Parent's Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Street-do not use a PO Box) (City) (Zip)

(enter your physical address do not use your Post Office Box)

Student's Permanent Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Street- do not use a PO Box) (City) (Zip)

If less than one year at the above address, list your addresses (include dates of residence) for the PAST YEAR:

Street- (do not use a PO Box)      City      Zip      From:      To:

Did you graduate from a New York State High School or receive a GED from New York State?     Yes     No  
If yes, please provide High School Name, Location and Dates Attended  
School Name: \_\_\_\_\_ City/Town: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Graduation or GED Date: \_\_\_\_\_

Citizenship:  United States Citizen     Other Visa Type \_\_\_\_\_ Resident Alien# \_\_\_\_\_

I further state that I plan to enroll in Broome Community College and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Office of the County of \_\_\_\_\_ a certificate of residence pursuant to the requirements of Article 126 of the Education Law (County- where you physically reside)

**FOR USE BY YOUR COUNTY'S CHIEF FISCAL OFFICER**

**YOUR SIGNATURE**

(SIGNATURE) \_\_\_\_\_ (DATE) \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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". 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.

## INSTRUCTIONS FOR COMPLIANCE WITH THE CERTIFICATE OF RESIDENCY REQUIREMENT

Per New York State Education Law, all students enrolled at BCC who intend to benefit from tuition rates for New York State Residents **MUST SUBMIT** a Residency Affidavit **OR** a Certificate of Residency. Other documentation may demonstrate you are a resident but the Certificate of Residency is **the only document** that will permit you to benefit from in state tuition rates.

### DEPENDENT STUDENTS:

A student who is a dependent of a person who lives outside of New York State is a resident of the other state for Community College Tuition purposes regardless of where the student resides. Residents of another state are required to pay out of state rates (double the Resident Tuition Rate) **except in limited cases as noted under "OTHER" below.**

### BROOME COUNTY RESIDENTS:

If you have been a legal resident of New York State for the past year AND a resident of Broome County for the last six months, fill out the RESIDENCY AFFIDAVIT, sign it and submit it to the Student Accounts Office. **Residing in Broome County solely to attend school** (relocating from your parent's home or a prior address) **does not** constitute legal residency. Documentation may be requested for verification.

### OTHER NEW YORK STATE RESIDENTS:

**(Non-resident charges will apply if a residency certificate is not submitted).**

If you have been a legal resident of New York State for the past year and a resident of a county or counties other than Broome, follow these instructions:

1. Fill out the Residency Affidavit(s)
2. Bring the Affidavit to your County Treasurer(s). **DO NOT** return the Affidavit(s) to BCC.
3. The Treasurer(s) will keep the Affidavit(s) and issue a Certificate of Residency to you.
4. Submit the certificate(s) to the Student Accounts Office.

### NON-NEW YORK STATE RESIDENTS:

Out of State Tuition Rates (double the tuition for NYS residents who submit a residency certificate) are charged to all students who have not been legal, permanent residents of New York State for the past year. This includes:

1. International Students holding an F1 Visa.
2. Temporary Residents (short term job assignments or living here while attending college for example).
3. Any person who is in the US on a Visa.

**OTHER:** You may be eligible for resident tuition regardless of your permanent domicile if, **within the last five years you: received a GED from New York State OR graduated from a New York State high school that you attended for at least 2 years.** Please note that a Certificate of Residence issued by your home county will still be required as explained above.

<p><b>MAIL AFFIDAVIT OR CERTIFICATE TO:</b>                  Broome Community College                  Student Accounts Office                  PO Box 1017                  Binghamton NY 13902</p>	<p><b>FOR CLARIFICATION OR QUESTIONS PLEASE CONTACT:</b>                  Student Accounts Office                  Student Services Building Room 113                  607-778-5230</p>
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Contact information is listed below for counties where most students who are non-Broome County residents reside.

If your county is not listed refer to your county's website or telephone directory for the Treasurer or Chief County Fiscal Officer.

**CHENANGO COUNTY**  
 Treasurer, County Office Building  
 5 Court Street  
 Norwich NY 13815  
 607-337-1421

**CORTLAND COUNTY**  
 Treasurer, County Office Building  
 60 Central Ave  
 Cortland NY 13045  
 607-753-5070

**DELAWARE COUNTY**  
 County Treasurer  
 Delhi NY 13753  
 607-832-5070

**MONROE COUNTY**  
 Monroe County Real Property Tax Svc  
 39 West Main Street  
 Rochester NY 14614  
 585-753-1125

**OTSEGO COUNTY**  
 County Treasurer  
 197 Main Street  
 Cooperstown NY 13326  
 607-547-4235

**TIOGA COUNTY**  
 County Treasurer  
 56 Main St  
 Owego NY 13827  
 607-687-8670

**TOMPKINS COUNTY**  
 County Treasurer  
 125 East Court St  
 Ithaca NY 14850  
 607-274-5545

Additional Information and forms are available at <https://www.sunybroome.edu/residency>



## BUILDING KEY

- AT** Applied Technology
- B** Bookstore
- BB** Business Building
- BC** B.C. Center (Daycare)
- C** CAM Connector
- CAM** Calice Advanced Manufacturing Center
- CS** Campus Services
- DH** Decker Health Science Center
- IC** Ice Center
- LI** Library/Learning Resources Center
- NSC** Natural Science Center
- PS** Public Safety
- SB** Science Building
- SC** Student Center
- SS** Student Services
- SV** Student Village
- TH** Paul F. Titchener Hall
- WC** Darwin R. Wales Center

## PARKING

- STUDENT PARKING (LOTS 1-8)**
- STAFF PARKING (LOTS 12-19)**
- M MOTORCYCLE PARKING**
- V VISITOR PARKING**

## POINTS OF INTEREST

- BUS STOP**
- ELECTRIC VEHICLE CHARGING SATATION**
- GAZEBO**
- DR. BATTISTI PERGOLA**
- BOOKSTORE**
- OUTDOOR FITNESS COURT**
- PAVILION**

# SUNY BROOME