

# **A Guide to Spring 2022 Enrollment**

**September 24<sup>th</sup>, 2021**

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## What is a “Course Modality”?

Course modality indicates the manner in which classroom instruction is delivered for each class section during the semester, involving instructors’ pedagogy with students in lectures, discussions and lab activities. Instruction mode does not refer to outside of class requirements such as: homework, reading, studying, writing assignments or exams.

<b>Modality</b>	<b>Definition</b>
<b>Traditional</b> Face-to-Face	Course delivered in person, all required meetings occur on campus or off campus facility
<b>Blended</b> (Hybrid)	Part of the course is in-person(face-to-face), part of the course is online (virtual)
<b>Blended</b> (Hybrid) with Online Proctoring	Part of the course is in-person (face-to-face), part of the course is online (virtual) with Online Proctoring (exams)
<b>Asynchronous</b> (Fully Online)	Course is delivered online, students turn in their assignments on scheduled due dates
<b>Asynchronous</b> (Fully Online) with Online Proctoring	Course is delivered online, students turn in their assignments on scheduled due dates with Online Proctoring (exams)
<b>Synchronous</b> Remote	Course is delivered online, live on scheduled day(s) and time(s)
<b>Synchronous</b> Remote with Online Proctoring	Course is delivered online, live on scheduled day(s) and time(s) with Online Proctoring (exams)
<b>Hyflex</b>	Course is delivered in three modalities: face-to-face, online asynchronous and online synchronous. Students may choose to attend each class via the method of their choice
<b>Hyflex</b> with Online Proctoring	Course is delivered in three modalities: face-to-face, online asynchronous and online synchronous. Students may choose to attend each class via the method of their choice with Online Proctoring (exams)

For additional information regarding classroom modalities and examples of Banner coding, see [Course Modalities](#).

**Enrollment:**

- The average class size is between 12-20 students per class. This allows for much more interaction and constructive discussion between faculty and students.
- All courses, regardless of course modality, have enrollment caps. Specific enrollment restrictions may be enforced at the discretion of faculty, chair or department.
- The College has specific policies on permissible maximum credit hours per semester for Fall/Spring and Summer/Winter.

**Registration Dates:**

Term	Date
Winter	Monday November 1 <sup>st</sup> , 2021
Spring – Continuing Students	Monday November 1 <sup>st</sup> , 2021
Spring – New Students	Thursday November 4 <sup>th</sup> , 2021

**Tips for Successful Course Enrollment:**

- Course offerings are subject to change. A section may be dropped due to low enrollments or per department request. Plan to have back-up courses in case you need to change your schedule;
- Plan your schedule with no course time conflicts. Time conflicts will display an error during your registration;
- Plan your semester in advance using your Degree Works audit and the [courses](#) that are available for the upcoming semester. Review your proposed plan with your academic advisor;
- Review your audit report and plan your courses before meeting with an advisor;
- If you are registering for classes yourself on the Student Banner, write down the CRN for each class and required lab. Multiple entries may give you an error or prevent you from registration;
- A limited number of classes have online wait lists. If waitlist is an option, you will see it in the column WL Cap (Waitlist Capacity). This is an option for Health Sciences students;
- If you have a hold on your account, please contact the [Students Account](#) office;
- If you have issues with registration, please contact the [Registrar's Office](#).

### **Refund Policy:**

When a student voluntarily withdraw from the College after classes have begun, a college refund policy will apply based on the term of course and the date the class was dropped from a student's schedule. For additional information regarding [refund policy](#) contact the Student's Account Office.

### **Academic Dates:**

Important academic dates are posted on the Registrar's webpage, please click the [link](#) to view academic calendar, course withdrawal dates, and attendance and grades dates.

### **Support Services:**

[Academic Advising](#): help students select courses, explore majors and develop a degree plan for educational and personal goals.

[Financial Aid](#): administers federal and state funds, grants, loans and scholarships to students' educational expenses.

[Registrar](#): maintains students' academic records, course registration, transcript control, graduation certification and processing degrees/diplomas.

[Students Accounts](#): responsible for billing and collection of tuition, fees and verifying residency status for billing purposes.

### **Resources:**

[Library](#): provides assistance with research, interlibrary loan, course reserves, etc.

[Learning Assistance Department](#): provides academic services, math lab, testing, tutoring, writing center, etc.

[Public Safety](#): provides campus safety and security, student IDs, parking pass, etc.

[Career & Transfer Services](#): assists career exploration and transfer planning etc.

### **SUNY Safety Measures:**

Per State University of New York (SUNY) [mandate](#) and pursuit of the Centers for Disease Control and Prevention (CDC) [guidelines](#), the College will require COVID-19 vaccinations for all students returning to the campus. With mandatory student vaccination and the availability of a vaccine for most adults, the College hopes to operate in its regular capacity for the Spring 2022 semester. The College is considering the health and safety of all students, faculty and staff and prevent the spread of COVID-19 within the community. The College will implement the guidelines provided by SUNY and preventative health and safety measurements suggested by the County Health Department for the safety of the community.

For additional information, please contact the [Student Health Services](#).

### **Students' Registration Responsibility:**

SUNY Broome supports all members of the learning community by creating access to inclusive and diverse educational experiences. Therefore, it offers a variety of courses in smaller class size. Students are encouraged to register for courses soon after registration opens so they can enroll in the best available time slots per students' need.

By enrolling in my classes, Fall/Spring semester or Summer/Winter terms, I understand and acknowledge the following:

- I am expected to participate in each course in the format in which the course is offered;
- It is my responsibility to make course enrollment changes (e.g. drop, withdraw, adjust credits, or change of grading basis, if available) if I do not think I can participate fully in a course in the format in which it is offered;
- I understand that not meeting a successful academic record, I may be put on academic probation and/or dismissal from the college;
- I understand that I must take responsibility for my academic progress, meet program and graduation requirements;
- I understand that if I have a hold on my account (financial, academic or any unmet obligation), the College reserve the right to withhold my registration, academic transcript and diploma until that hold has been cleared with the appropriate department.

Finally, I understand and acknowledge the College's tuition [refund policy](#). In case of withdrawal from my course(s) or an academic semester, I will notify in writing, both the Registrar Office and the Financial Aid office to be withdrawn from my courses.

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