

*HANDBOOK for STUDENTS*

*of the*

*SCHOOL of*

*LIBERAL ARTS and SCIENCES*

August 2009

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## **From the Dean of the School of Liberal Arts and Sciences**

To help you succeed in your work toward a degree, we have developed this packet of information regarding the academic advising process at SUNY Cobleskill. It includes suggestions on how to create your schedule and to understand what you must do in order to graduate. We want you to achieve your educational goals and your academic advisor is available to help you. But you must understand that you have the main responsibility for understanding your program of study and setting your schedule.

There are several major points that you must know to be successful:

1. You must know who your advisor is, where his/her office is, and what his/her office hours are. The office hours are posted on the door.
2. You should learn what the degree requirements of your program are. These are listed in the online catalogue located on the college webpage; keep a copy of this catalogue when you entered because those are the requirements you must meet, even if the program changes before you graduate.
3. You should also learn who the chair of your department is and where the School Office is (Wheeler Hall 217). We are all here to help you.
4. You must earn 60 to 66 credits to graduate; this means that you should carry between 15-18 credits a semester if you plan to earn your associate's degree within two years.
5. If you drop below 12 credits in any one semester, you will be considered to be a part-time student and will be subject to removal from residence halls. Dropping below twelve hours may also affect your financial aid, so please take the time to get all of the information you need before dropping courses.

What may not have occurred to you is that if you attended public schools, we have collaborated on your education since you began in kindergarten. The citizens of New York pay taxes so that students can go through high school free, and so you can attend college fairly inexpensively—your tuition covers less than half of your educational costs. So we are truly all in this venture together. Our obligation is to afford you the chance to succeed. Your obligation is to make the most of that chance. When this contract works correctly, we all benefit, and you have made the public's investment in you worthwhile.

So please read this booklet, read the catalogue, go to class, study, take your obligations seriously, and save some time for making friends and having fun. When you need help, go to your teacher, your advisor, your department chair, or to me. Good luck and I look forward to shaking your hand as you cross the stage at graduation.

*Thomas J. Hickey, J.D., Ph.D.*  
Dean

## ACADEMIC ADVISING AT SUNY COBLESKILL

Academic advisement is an essential and critical part of SUNY Cobleskill's commitment to the education of each student. Although a good advising program calls for a well-organized record keeping system, academic advising goes beyond the clerical functions of scheduling classes and filling out forms. Advising is not just a paper process. It is a student-centered process which:

1. assists students in exploring and clarifying their educational and career goals and;
2. assists students in developing educational plans to achieve these goals.

Your academic advisor is a faculty member from your chosen field or area of chosen field or area of concentration. The advisor is the coordinator of your educational experience and can provide invaluable assistance in helping you attain your goals.

**However, your advisor does not have total responsibility for the advising process. Students have a significant role in advisement and have the ultimate responsibility for their educational progress and success.**

The purpose of this handbook is to help identify and clarify the responsibilities of students and advisors in the advising process, as well as to provide some suggestions to students to help develop a close working relationship with their advisor. An advising program can be only as good as each student and advisor is willing to make it.

## **SOME STUDENT RESPONSIBILITIES IN THE ADVISING PROCESS**

Students have a large responsibility in the advisement process and should take the initiative in seeking advisement and developing close working relationships with their advisors. In order to do this effectively, you are expected to:

1. Learn the name, office location, and office hours of your academic advisor.
2. Become familiar with program and graduation requirements. It is ultimately the student's responsibility to know these requirements and monitor his or her progress towards fulfilling them.
3. Meet with your advisor at least twice during each semester, once in the beginning of the semester and again during advanced scheduling for the following semester.
4. Schedule appointments early in the advisement period prior to advanced scheduling, and be prepared for the meeting (you should have a copy of a proposed class schedule, have an idea of the courses you plan to take, and be able to discuss your interests and goals with your advisor).
5. Promptly keep appointments. If you find this impossible due to an unexpected emergency, you should call your advisor to reschedule.
6. Seek assistance with decisions to be made rather than expecting your advisor to make them for you.
7. Consult with your advisor concerning changes in your approved schedule (during add/drop, after being closed out of a class, etc.)
8. Consult with your advisor when you are in academic difficulty.
9. Consult with your advisor before changing majors or withdrawing from college.
10. Follow through with appropriate action after the advising session.

*(Source: North Park College)*

## **WHEN AND HOW TO CONTACT YOUR ADVISOR – SOME HELPFUL SUGGESTIONS**

1. Know the name, office location, and office hours of your advisor.
2. Contacting your advisor for help and advice is your responsibility. Advisors want to help, but they cannot “read your mind” or “chase” you in order to help you.
3. Necessary contact times with your advisor include the following:
  - a. The beginning of each semester to review your schedule and to make necessary changes during the add/drop period; generally the first week of classes. You can make adjustments to your course schedule online by following the instructions found on student sharepoint. Closed courses will require the instructor’s signature on an add/drop form which must be returned to the Registrar’s Office for processing.
  - b. When you are having academic difficulty or have questions about your educational or career plans.
  - c. At least two weeks prior to the advanced scheduling period to plan your schedule for the following semester.
  - d. Before dropping a course (after add/drop period).
  - e. Before changing majors/programs or withdrawing from college.
  - f. Before taking a course in summer school.
4. Avoid dropping in without an appointment. Whenever possible, call your advisor to schedule a meeting time.
5. If you should drop in (without an appointment), and your advisor is not in his/her office, you have options other than complaining that, “I can never find my advisor.” These options include:
  - a. Leave a note describing your problem and at telephone number at which you can be reached;
  - b. Come back during a scheduled office hour;
  - c. Contact your advisor before or after one of his/her scheduled classes.
6. Don’t wait until the last minute to start looking for your advisor for his/her signature on a form or for help.
7. Take advantage of the help/assistance that your advisor can provide. Contact your advisor before your problem “gets out of hand.” If your advisor is not able to help or answer your question, he/she will refer you to the appropriate person or office.

## **WHAT STUDENTS SHOULD EXPECT OF ACADEMIC ADVISORS IN THE ADVISING PROCESS**

The advisor should:

1. Maintain a complete, up-to-date, accurate file on each advisee.
2. Create an atmosphere of openness, caring, and concern where meaningful communication and exchange of information with the advisee exist.
3. Keep up to date regarding the changes in academic requirements and academic policies and procedures.
4. Have a thorough understanding of the curriculum, academic requirements, course options, and course sequences.
5. Meet with new advisees prior to beginning of classes and be available during the entire registration period.
6. Provide students with accurate information on academic policies, procedures, options, and requirements.
7. Assess student's interests and abilities.
8. Assist the student in identifying career goals that are consistent with student's interest and abilities.
9. Meet with the student during advanced scheduling period—assist the student in long-range planning/choosing program of courses to achieve the student's educational objectives.
10. Monitor each student's academic progress to ensure early detection of problems.
11. Assist students who are encountering problems in their course work—discuss possible solutions.
12. Be familiar with and provide referrals when appropriate to other support services on campus.
13. Help students to make decisions and to learn to accept the responsibility for their actions and decisions.

Ultimately, however, you are responsible for meeting program requirements, not your advisor.

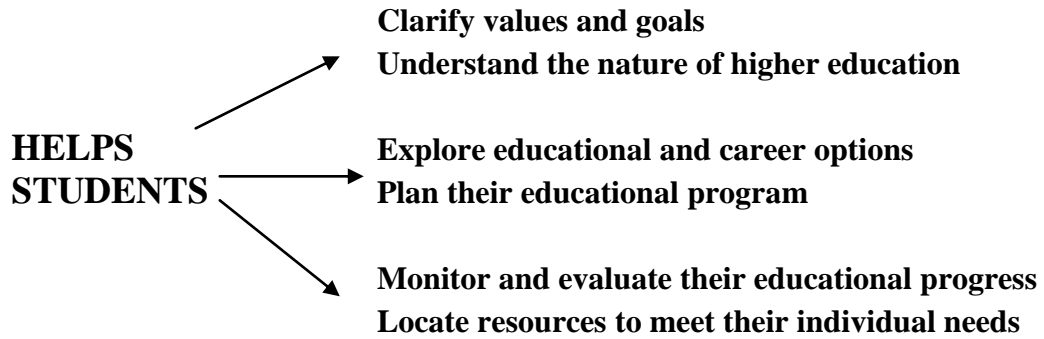
## HOW YOU AND YOUR ADVISOR SHOULD WORK TOGETHER

When you were admitted to SUNY Cobleskill, you were assigned to an academic advisor for educational guidance and advising. The following suggestions are offered to you to help enhance your experiences with your advisor:

1. You should . . . . . Contact and keep in touch with your advisor.  
Your advisor should . . Post office hours.
2. You should . . . . . Make and keep appointments or call if it is  
necessary to change or cancel an  
appointment.  
Your advisor should . . Keep appointments or call if it is necessary  
to change or cancel an appointment.
3. You should . . . . . Come with specific questions in mind.  
When scheduling courses, you should have  
the catalog.  
Your advisor should . . Provide accurate and specific information.
4. You should . . . . . Come with necessary materials (pencils,  
schedule of courses, college catalog, etc.)  
Your advisor should . . Have appropriate resource materials  
available.
5. You should . . . . . Ask about other sources of information  
when appropriate.  
Your advisor should . . Suggest other sources of information.
6. You should . . . . . Be open and honest concerning course work,  
study habits, academic progress, etc.  
Your advisor should . . Listen to you and suggest ways to help you  
succeed.
7. You should . . . . . Build a schedule free of conflicts in time.  
Your advisor should . . Check your schedule for appropriate  
selection of courses.
8. You should . . . . . Make decisions concerning careers, choice  
of majors, and selection of courses.  
Your advisor should . . Suggest options concerning careers, choice  
of majors, and selection of courses.

## SUMMARY OF ADVISING PROCESS

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<b>RESPONSIBILITIES</b>	
<b>ADVISORS</b>	<b>STUDENTS</b>
<b>REACH OUT AND BE AVAILABLE</b>	<b>SEEK OUT ADVISOR</b>
<b>BE OPEN AND HONEST</b>	<b>BE OPEN AND HONEST</b>
<b>ASSIST STUDENTS WITH</b>	<b>PROVIDE INFORMATION ABOUT</b>
<i>Exploration of career and life goals</i>	<i>Educational background</i>
<i>Add/drop period</i>	<i>Academic strengths/weaknesses</i>
<i>Program change and course selection</i>	<i>Values</i>
<i>Mid-semester warnings</i>	<i>Interests</i>
<i>Academic review</i>	<i>Career and educational goals</i>
<i>Referrals</i>	<i>Extracurricular activities</i>
<b>PROVIDE INFORMATION ABOUT</b>	<b>SEEK OUT ADVISOR FOR ASSISTANCE WITH</b>
<i>College policies/academic regulations</i>	<i>Exploration of life goals</i>
<i>Alternative modes of instruction</i>	<i>Exploration of career goals</i>
<i>Programs</i>	<i>Course selection</i>
<i>Courses</i>	<i>Add/drop period</i>
<i>Career options and opportunities</i>	<i>Program change</i>
<i>Transfer options and opportunities</i>	<i>Mid-semester warnings</i>
<i>Support services and resources</i>	<i>Academic review</i>
<i>Developmental services</i>	<i>Referrals</i>
<i>Graduation requirements</i>	
<b>MAINTAIN STUDENT ACADEMIC RECORDS</b>	<b>KEEP ADVISOR INFORMED OF PROGRESS AND CHANGES IN CURRENT SCHEDULE</b>

ADVISOR \_\_\_\_\_ LOCATION \_\_\_\_\_

*(Adapted from Bunker Hill Community College)*

## SUGGESTIONS ON COURSE SELECTION AND SCHEDULING

You will develop your spring semester schedule in consultation with your academic advisor in November. Notification will be posted to student sharepoint for advanced scheduling from the Registrar's Office in late October. The following are a few hints that we hope will help you in making advanced scheduling a smooth, effective process.

1. Contact your advisor early (at least three weeks prior to advanced scheduling) to make arrangement for a meeting to discuss your proposed schedule. Be sure to schedule enough time to be able to discuss all your questions/problems. Be sure to allow enough lead time before advanced scheduling in case a second meeting is necessary.
2. Carefully read all information posted on student sharepoint that you will receive from the Registrar's Office. Review the course requirements for your major in the college catalog.
3. Read the course descriptions in the college catalog and develop a list of courses that you want to take. Be sure to check if there are any prerequisites and to make a list of alternative courses for electives. If you have questions, make a list so that you can ask your advisor during the scheduled meeting.
4. Using the master schedule (a listing of times and sections of all courses), develop a proposed schedule. You may want to develop at least one alternative schedule in addition to your first preference.
5. Review your schedule carefully to insure that you have not scheduled any conflicts. Be sure that sections for your alternative courses fit into your proposed schedule.
6. Meet with your advisor to discuss your proposed schedule. Schedule a second meeting if necessary.
7. Complete the advanced scheduling form that you will obtain from your advisor. Check to be sure there are no time conflicts, that all your CRN code numbers are correct, and that you have indicated alternative courses where appropriate.
8. Make sure that your advisor signs the form.
9. Bring your completed advanced scheduling form and your student ID to the Registrar's Office in Knapp Hall or you can registrar online (instructions to register online will be given to you by your advisor at the time of your scheduled meeting).

## **SUGGESTIONS ABOUT THE ADD/DROP PROCESS AND FREE WITHDRAWAL PROCESS**

1. You can add or drop a course during the add/drop period, generally the first week of classes. The first step is to discuss the changes with your advisor. You can add/drop online. Closed courses will require the instructor's signature on an add/drop form which must be returned to the Registrar's Office for processing.
2. You bring the completed add/drop form to the Registrar's office in Knapp Hall. If there are seats available in the section of the course you want to add, you will be added to the section. You **DO NOT NEED** the instructor's signature. A new schedule will be printed for you. If you complete the Add/Drop process online, you can print a new schedule.
3. If the sections of the course are filled, you will need to locate the instructor for that section of the course and obtain the signature of the instructor on the add/drop form. Bring the completed form with the advisors and instructors signature to the Registrar's office.
4. If all sections of the course you want are filled and no instructor is able to sign you into the course (there just isn't any room), you need to meet with your advisor and discuss other alternatives.
5. You must earn 60 to 66 credits in order to graduate. This means that you should carry between 15-18 credits a semester if you plan to obtain your associate's degree in two years.
6. You cannot add a course after the add/drop period. However, you can withdraw from a course up until the 10<sup>th</sup> week. This is known as the free withdrawal period. The instructor's and advisor's signature are **BOTH** required on the course withdrawal form. You will receive a grade of W.
7. Be Careful! If you drop below 12 credits in any one semester, you will be considered part-time and will be subject to removal from the residence hall. Dropping below 12 credits may also affect your financial aid. Therefore, it is very important to take the time to get all the information you need before dropping courses.
8. You must have extenuating circumstances in order to drop a course after the free withdrawal period. Failing a course is **NOT** an extenuating circumstance. Medical problems are the most prevalent circumstance.
9. The only way you can obtain a grade of WP (withdrawn passing) or a WF (withdrawn failing) is if you withdraw from college.

## **IMPORTANT PROGRAM INFORMATION AND GRADUATION REQUIREMENTS – WHERE TO LOOK**

1. The online College Catalog is the most important academic resource. The catalog contains all vital program information and graduation requirements. It also includes all academic policies and course descriptions.
2. All academic forms such as Add/Drop Form, Course Withdrawal, and Change of Status are available in the Liberal Arts and Sciences School Office, Wheeler Hall, room 217.
3. The Trustees of SUNY have mandated that students must successfully complete a three credit course in 7 of 10 areas in order to graduate with an Associate Degree. A listing of the 10 areas and courses within each area is located under Academic Information of the College Catalog.
4. Progress Sheets for your program area are available in the LAS School Office, as well as, from your advisor. A sample Progress Sheet (for Humanities A.A.) is on the following page.

## Progress Sheet: Humanities A.A.

Student Name \_\_\_\_\_

Students are responsible for meeting degree requirements; they should consult their catalogues and their advisors regularly. In order to graduate with an Associate in Arts, students must earn 66 credits, complete seven of the ten Trustees' General Education Requirements, meet the requirements listed below and achieve at least a 2.0 GPA.

LAS Requirements (34-39 credits)	Sem.1	Sem. 2	Sem. 3	Sem. 4	Transfer
ENGL 101 Composition and one other ENGL (not ENGL 099)					
Humanities (6 credits) 2 different prefixes					
MATH 111 or higher					
PHED (1 credit)					
Natural Sciences (6-8 credits)					
Social Sciences (12 credits)					
CORE Electives (13-18 credits)					
General Electives (13 credits)					

Trustees' General Education Requirement Checklist (All LAS students must complete coursework in seven of the ten areas. Check your catalogue for a complete listing of courses in each area.

Trustees' Requirements	Semester Completed
<b>American History</b>	
<b>Arts</b>	
<b>Communication</b>	
<b>Foreign Language*</b>	
<b>Humanities</b>	
<b>Mathematics</b>	
<b>Science</b>	
<b>Social Science</b>	
<b>Western Civilization</b>	
<b>World Cultures</b>	

\*The General Education Foreign Language requirement can be met by scoring 85 or higher on the third year Regents' exam.

## **Plagiarism and Cheating**

Plagiarism, or any type of cheating, will not be condoned. Both involve presenting others' work as your own, whether it be through copying a test, bringing in notes for an exam, or handing in papers either written by others or copied from sources, written or spoken, which are not acknowledged in the text.

### **Definition of Plagiarism**

Plagiarism is the use of someone else's ideas or words and passing them off as one's own. The word comes from the Latin *plagiarius*, meaning kidnapping. In an academic context, plagiarism is intellectual thievery. It is unethical and intolerable. This means that even if only three or four words in succession are taken from another text, they must be placed within quotation marks and properly documented. It also means that if the source is paraphrased, i.e. the ideas are rewritten, the original source must be given credit. Using another student's paper is plagiarism. Allowing another student to hand in a paper you wrote is condoning plagiarism and will be dealt with in the same manner as plagiarism and cheating.

### **Penalties and Process**

1. Liberal Arts and Sciences Faculty will report all instances of plagiarism and other forms of cheating, along with any evidence, to the Dean of Liberal Arts and Sciences. This evidence will be placed in the student's file.
2. The faculty member has the option of imposing a number of penalties, including failing the student for the course and/or recommending the student be dismissed from the college. The faculty member may also require that the student see the Dean.
3. Should the Dean discover that a student has cheated and/or plagiarized more than once, he/she will send the student's name to the appropriate School Dean (should the student not be an LAS major) and to the Academic Review Board with the recommendation that the student be dismissed from the college.

# Transfer Agreements

## For School of Liberal Arts and Sciences Students

(As of June 2007)

**SUNY Cobleskill has articulation agreements with many colleges for students receiving their associate degrees. These agreements include the course work required, the minimum grade point average, application deadlines, and degrees required to guarantee transfer. The Career Development Center and faculty advisors can assist students planning to transfer for their baccalaureate degrees.**

- SUNY University at Albany - Transfer Agreement and Joint Admissions – Art, Biology, Chemistry, Economics, English, Foreign Languages (Spanish & French), History, Mathematics, Psychology, Sociology, Social Welfare. Early Assurance Program with College of Optometry
- Castleton State College- Practice in Physical Education
- Clarkson University – Aeronautical, Chemical, Civil, Computer, Electrical and Mechanical Engineering
- Cornell University – College of Agriculture and Life Sciences – Biological & Environmental Engineering\*, Animal Science\*, Applied Economics & Management (for specializations in Agriculture, Food Industry Management and Environmental Resource Economics\*), Atmospheric Sciences\*, Biological Sciences, Biology & Society, Biometry & Statistics, Crop & Soil Science\*, Education (Agricultural)\*, Entomology\*, Environmental Sciences\*, Food Science\*, Landscape Architecture, Natural Resources, Plant Sciences\*, Rural Sociology\*, Special Programs\*. *\*Denotes programs eligible for guaranteed transfer.* Medical School Early Assurance Program with Upstate Medical University-College of Medicine
- SUNY Cortland – Physical Education, Recreation
- SUNY Empire State – All majors
- SUNY College of Environmental Science & Forestry at Syracuse - Chemistry, Construction Management and Wood Products Engineering, Forest Ecosystems, Environmental and Forest Biology, Environmental Resources and Forest Engineering, Environmental Studies, Forest Resource Management, Forest Technology (1+1), Landscape Architecture and Paper Science Engineering
- Hartwick – Any AA or AS Degree
- Houghton – Any AA or AS Degree
- SUNY Institute of Technology at Utica/Rome – Applied Math, General Studies, Psychology, Sociology, Professional & Technical Communication, Computer Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology
- SUNY New Paltz – Liberal Arts majors

- SUNY Oneonta – Adolescent Education Biology, Biology, Biology with Ecology & Field Biology track, Biology with Human Biology track, Chemistry, Environmental Science with a Biology Track, Music Industry, Political Science, Psychology, and Sociology, and Sociology Pre-Professional
- SUNY College of Optometry (Through SUNY Albany) – Optometry School Early Assurance Program
- SUNY Oswego – Graphic Design (BFA) and all parallel programs with AA/AS degrees
- Paul Smith's College – Natural Resources, Biology
- SUNY Plattsburgh – Criminal Justice, Elementary Education – Grades 1-6/Social Studies, and Elementary Education – Grades 1-6/English
- Russell Sage – Therapeutic Studies and Health Science leading to a Masters in Occupational Therapy
- Sage College of Albany- Physical Education
- Siena College – Medical School Early Assurance Program w/Upstate Medical College and Rural Health Scholars transfer program
- College of St. Rose – Biology, and Biology/Cytotechnology, Childhood Education (1<sup>st</sup>-6<sup>th</sup> Grade), Early Childhood (Birth-2<sup>nd</sup> Grade), Early Childhood/Special Education
- Unity College – Environmental Studies, Environmental Biology, Environmental Sciences, Social Sciences and Outdoor Education
- SUNY Upstate Medical University – Cardiovascular Perfusion, Cytotechnology, Medical Imaging Sciences, Medical Technology, Physical Therapy, Radiation Therapy, and Respiratory Care. Medical School Early Assurance Program with Cornell or Siena
- Utica College – Psychology-Child Life, Early Childhood Education (Birth-2<sup>nd</sup> Grade), Health Studies with continuation to Masters in Occupational Therapy

# TRANSFER INFORMATION

Information regarding potential transfer colleges and articulation agreements are available in the Career Development Center located in Knapp Hall 223. This office coordinates campus-wide transfer activities and provides a variety of college resources such as college catalogs, transfer information guides, and a computer-based college search service. The Career Development Center organizes college recruiter visits, a fall College Information Day program, and Spring Transfer Day.

Advisors can play a vital role in the transfer process, but it is up to the student to be responsible for their own transfer success. Each transfer institution has different required courses. Therefore, it is important to select potential transfer colleges early to make advisement more effective. Early research, at the Career Development Center and during transfer programs on campus, will prove to be invaluable when students select courses that will meet their associate degree and their transfer requirements. Smart course selection and good grades are key to assuring a smooth transfer.

## Step 1. Identify a CAREER

You need to identify a career field before you decide on your major and choice of college for transfer. This does not mean the exact job, but a career field that truly interests you.

Identifying a career field is often an ongoing process, but developing a clear sense of this is important for academic success. You need to know your interests, academic ability, values and skills, as well as the future job outlook before selecting a career.

The **Career Development Center** offers several services to help you identify a career:

- Individual Career Counseling – By appointment, using FOCUS-2
- Career Exploration Web Sites  
<http://www.nycareerzone.org/> - NYS Department of Labor  
<http://online.onetcenter.org/find/> - US Department of Labor
- Career Planning Classroom Seminars
- Career Resource Library

For assistance with the “Identify a CAREER” step, stop by the Career Development Center in Knapp Hall 223 or contact 518-255-5624 for an appointment.

## **Step 2. Select Potential COLLEGES**

Selecting a four-year college that “fits” your academic needs, personal interests and affordability should be your goal.

Keep the following questions in mind when evaluating four-year colleges as potential transfer schools:

- Academic programs and majors – **Does the college offer an academic program or major you wish to pursue? What is their reputation in your area of interest?**
- Geographic location – **Do you want to go far away from home or stay within driving distance? Do you want to relocate to the west or south? In-state or out-of-state?**
- Campus Size and Setting – **What kind of campus interests you; large university, small college, urban, suburban or rural setting?**
- Affordability – **Is cost a consideration? SUNY or private? Are financial aid and/or scholarships a possibility? Will your career goals require graduate school? Therefore, is it in your best interest to be a little conservative with the cost of your four-year degree?**
- Academic Competitiveness – **What are the academic expectations? Will you be able to successfully complete the academic courses and maintain the GPA (grade point average) requirements for admission?**
- Transferability – **How many of your SUNY Cobleskill credits will be accepted? Will you be able to graduate in a reasonable amount of time after you transfer? Is the program parallel to your present major?**
- **Personal Interests** – **Does the college have a particular sport, musical organization, or extra-curricular activity in which you may have the opportunity to participate? Is the college located near an area of interest – mountains for skiing, oceans for surfing, etc.? Does your sibling or friend attend or is one of your parents an alumnus?**
- **Campus Life** – **Does the campus life match your needs such as residence hall lifestyles, organizations, student services, bus and dining services?**

**Each of these factors is important, but some are more important to some students than others. Prioritize them according to your needs and interests. Evaluate your top priority colleges first. This will help eliminate inappropriate college choices. It is helpful to start with a list of between five to seven potential schools.**

**The Career Development Center provides assistance to students researching potential transfer institutions. Numerous resources and services are available including:**

**“College Information Day” – Monday, October 19, 2009 in Bouck Hall Ballroom 11:30 a.m. – 1:30 p.m. Representatives from 90 colleges are available to answer your transfer questions.**

**Next Step: Continuing My Education “College Fair” – Tuesday, March 9, 2010 from 11:30 a.m. – 1:30 p.m. Bouck Hall Ballroom. Transfer and grad school admissions counselors from approximately 30 popular transfer colleges will be in attendance.**

- **Individual Transfer Counseling Sessions.**
- **A list of SUNY Cobleskill Articulation Agreements with 4-year colleges and universities is on our Website with copies of the actual agreements containing academic requirements available in the Career Development Center. See Addendum starting on page 11 for abbreviated list by academic school.**
- **College & University Reference Library**
- **On-campus Visits by College Representatives**
- **Websites with directories of majors:**

**For SUNY institutions:**

**[http://www.suny.edu/Student/search\\_programs/currfd\\_oas\\_main.cfm](http://www.suny.edu/Student/search_programs/currfd_oas_main.cfm)**

**For New York State private colleges:**

**<http://www.nycolleges.org/programs.php>**

### **Step 3. Prepare ACADEMICALLY**

**After selecting five to seven potential transfer colleges, research each college’s transfer entrance requirements. Contact the admissions offices or speak with college representatives at the “College Information Day” or at the Next Step: Continuing My Education “College Fair” for their requirements. Based on this information and with faculty advisement, enroll in required courses and maintain the recommended GPA.**

**Each college and university has its own set of entrance requirements, but many are similar between institutions. The following are some tips to keep in mind when preparing academically for a successful transfer:**

- **Carry a full load (16-18 credits per semester) while at SUNY Cobleskill.**
- **Complete your Associate degree. Universities often look more favorably upon transfer students having earned an associate degree; they tend to accept students having slightly lower GPAs with an associate degree than without one. Many will waive some requirements (sometimes as many as 12 credits of Gen. Ed. courses) for students with an associate degree. Transfer scholarships are generally only available to students who have their two-year degree.**
- **Check Articulation Agreements. See if SUNY Cobleskill has an agreement with the colleges in which you might be interested. If so, the agreements will**

often list the courses you are required to complete prior to transfer. Meet with the Transfer Counselor in the Career Development Center or your academic advisor for these course requirements.

- Complete between 7 to 10 SUNY Board of Trustees General Education Requirements, if you are planning to transfer to a SUNY institution. Most SUNY colleges require the completion of 10 general education areas (totaling 30 credits) prior to receiving a bachelor's degree. These can be transferred from SUNY Cobleskill. See the Web-based SUNY Cobleskill catalog for the courses that complete these 10 areas of general education requirements.
- For AAS degree candidates, it is important to complete additional Liberal Arts and Science courses above your degree requirements.
- Do not enroll in a class that you are not academically prepared for even though you need it to transfer. Take the prerequisites first. It might take longer, but Transfer Admissions Counselors do not like seeing F's on transcripts.
- Be prepared to take summer classes, if necessary, to complete transfer admission requirements. Completing a class in the summer helps lighten your semester load, especially if you take a course that is difficult for you. Prior to enrolling in the summer class, see your academic advisor and complete a "Change of Status Form" to have the course pre-approved for transfer credit.
- If you are planning to become a teacher, take additional course work in your liberal arts area of concentration such as English, Social Studies, Math, Science or etc. See the 4-year college's catalog for their Education-Liberal Arts concentrations. Select these courses after consultation with the Transfer Counselor from the four-year school.

The Career Development Center will provide you with assistance in researching academic transfer requirements by providing:

- Copies of Transfer Articulation Agreements
- Names and the Phone Numbers of College and University Transfer Admissions Counselors
- Transfer Brochures from Colleges
- Web-based and Paper Copies of University Catalogs
- University Transfer Open House Information

**\*\*CAMPUS VISIT\*\***

*Between Steps 2 and 4 is an excellent time to visit potential transfer colleges. This visit should be an "Official Visit," which means that it is held during a Transfer Open*

*House or an appointment with an admissions transfer counselor and faculty member. Summer is often a good time to complete this important task; you can obtain academic information and advisement as to the classes you need to complete at SUNY Cobleskill before transferring. The more often you visit a campus, the better prepared you will become to transfer.*

## SUNY Transfer Guarantee

**An opportunity to continue full-time study at a four-year State University college is *guaranteed* to all New York residents who transfer directly from SUNY Cobleskill with an AA or an AS degree. To be eligible, the students must:**

- 1. File their application with the Application Services Center by March 1 for fall admission or October 1 for spring admission.**
- 2. Provide all colleges applied to with their official SUNY Cobleskill transcript by March 15 for fall or October 15 for spring.**

**Complete all required supplemental application materials by April 15 for fall admission or November 15 for spring admission.**

### Step 4. Complete APPLICATION Process

With the college visit and completion of Steps 2 and 3, your number of potential colleges should have decreased to a list of three to five. This is a workable number when it comes to the application process. If you have done an excellent job in the process to date, and are quite sure of your acceptance, the number may be as low as two to three.

Now that much of your research is complete, it is time to formally apply to your colleges and universities of choice. Before this can be achieved, you must be aware of the application deadlines and obtain the Applications for Admission.

- Deadlines are extremely important and often difficult for students to meet when they are attending classes, involved in campus organizations and holding down part-time jobs. There are often several deadlines pertaining to one college's application for admission such as Part 1 and Part 2, Essays and Letters of Recommendation, Scholarship and Financial Aid Forms, Transcripts and Deposit. One reason to limit your number of potential colleges would be so that you can stay on top of these deadlines.
- Applications for Admission can be obtained by directly contacting the Office of Admissions at your colleges of choice.

Applying on-line is becoming more popular among transfer students. Students are encouraged to visit their potential university web page to see if they offer this service. Students wanting to apply on-line to SUNY colleges can do so at

[www.suny.edu/student](http://www.suny.edu/student). Please contact the Career Development Center for additional information and guidance.

## SUBMIT APPLICATION

- Complete the Application – Complete all parts of the application that pertain to transfer students.
  - Enclose your resume with your application. The Career Development Center provides assistance in resume writing and critiquing.
  - Should you be required to submit an essay, get some assistance. Stop by the Writing Center within the Center for Academic Support & Excellence (CASE) in Van Wagenen Library or have an English professor review your essay. Always have your essay reviewed by someone with a critical eye.
- Include the Application Fee – Most colleges require an application fee prior to processing the application. This fee may range from \$25 – \$50.

*“SUNY Application Fee Waiver for Transfer Students”*

*SUNY waives the \$40 Application Fee for up to 4 SUNY colleges for Cobleskill associate degree graduates applying to 4-year SUNY institutions by completing the “Transfer Fee Waiver” on the SUNY application.*

- Letters of Recommendation – Colleges generally require at least one letter of recommendation. Faculty recommendations should come from a faculty member who knows you and your abilities and agrees to serve as a positive reference. Select someone that knows you well, and give them plenty of notice before it is due so they can do a quality job. Employers are also good references.

Some colleges have a required form to complete for letters of recommendation (such as Cornell and St. Rose), but most do not. Provide the faculty member with a resume containing all of your college activities and your career goals. Also provide them, in writing, the date the letter is due, and a stamped pre-addressed envelope for their use.

**Bring your completed application to the Career Development Center to be reviewed and copied. We will make a copy for your folder and for our files. We will then mail it out for you.**

- Official Transcripts must be mailed from SUNY Cobleskill, any other colleges you have attended and possibly from your former high school.

- The Registrar's Office, **Knapp Hall 101**, provides academic transcripts for courses that you have completed at SUNY Cobleskill. Written requests are required and Transcript Request forms are available online at <http://www.cobleskill.edu/registrar/> or in the Registrar's Office. Complete a form for each college you wish to have transcripts mailed. Be sure to complete the form accurately using the transfer college's Admissions Office address. You may wish to send your transcript to the attention of an admissions counselor with whom you have been working.

**There is a \$5.00 fee for each transcript requested (the first transcript request is free) from SUNY Cobleskill, payable at the Office of Student Accounts, Knapp Hall 118. Once the transcript fee has been paid, take the form back to the Registrar's Office to be processed.**

*NOTE: If you have a "hold" on your account, the transcript request will not be processed until it has been taken care of.*

- **Contact the Registrar's Offices at any previous colleges (including summer school) that you have attended. Most will require the transcript request in writing, as well as a fee.**
- **If required by your transfer college, contact your high school and request that a final official transcript be mailed to the appropriate college Office of Admissions address.**
- **Colleges often require that an official AP (Advanced Placement) transcript be sent directly from the testing service.**

**BE ORGANIZED** - Create a folder for each school to which you have applied. Place a copy of your entire application in your folder for later reference. The Career Development Center will copy your application for you. Keep all of your correspondence from that college and the Transfer Worksheet (bright yellow sheet) in folder. Use a separate Worksheet for each college to which you have applied. Refer to the Worksheets often.

**The application process does not stop when the application is in the mail. You will begin receiving additional requests from the colleges to which you have applied. These may include Part 2 of the application, requests for mid-term grades (forms are available in the Career Development Center) or final semester grades.**

Treat these requests with importance and return the information as quickly as possible. **Put the letters in your folder and copy the requested information before mailing it. Keep your worksheet up-to-date.**

**TIP**

**This would be an excellent time to make an appointment to meet with an admissions counselor. They will have your application and documents on file, and now is your opportunity to make a great impression. Interviews can have a positive influence for a borderline candidate.**

## DEADLINES

**Always check to see when information is required. Late paperwork can result in a withdrawal of your application for admission. Check for a “Housing Deadline” and a “Financial Aid Deadline.” These deadlines may be prior to the receipt of an acceptance, therefore you may need to apply prior to acceptance.**

## APPLYING FOR FINANCIAL AID

### TIP

Do not wait until you have been accepted to begin applying for financial aid. Your acceptance letter will probably arrive after the financial aid deadline. Complete all financial aid forms as early as possible.

\* \* \* \* \*

**Most financial aid applications can be done on-line. Documentation, signatures and copies of income tax statements will need to be mailed. For reference purposes, copy any forms mailed to financial aid offices and mark the date it was mailed.**

\* \* \* \* \*

**Research each college for their financial aid requirements. Contact each Financial Aid Office for all information needed by a transfer student applying for financial aid. Other resources to check would be the college catalog and Web page.**

- **Complete your** Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1<sup>st</sup> for fall and spring admission. **This can be done on-line. Keep your PIN number where you can find it the next time you need to make changes or corrections to the form.**
- **Private colleges may also require the Profile Form in addition to the FAFSA. There is a cost associated with this financial aid form. Contact the college or university to see which forms are needed, and how to receive the appropriate applications.**
- **A Financial Aid Transcript may be requested by a 4-year college. If so, this must be done at The Office of Financial Aid in Knapp Hall 118B, whether you have received aid or not. It provides your financial aid history.**

- **Ask the college if they have their own financial aid forms and scholarship forms that must be completed, if you wish to receive aid. Colleges generally request copies of your income tax returns and those of your parents.**

## DENIALS

**In the event that you are not accepted to your first choice college and are willing to work to be accepted, contact the Admissions Office and ask what options are available such as summer school, probationary status, or change of major. Bring your letter to the Career Development Center for assistance.**

## ACCEPTANCES

**Read letters of acceptance carefully to be sure that you have been accepted into your desired major and semester. Check for the deposit deadline and any other requests and deadlines.**

### Step 5. Make the Final COLLEGE DECISION

**Now it is time for YOU to decide to which college you want to transfer. Before making that final decision, you should have the following information from the transfer college:**

- **A “letter of acceptance,” including your desired major and semester.**
- **A written evaluation of credits to be accepted from courses completed at SUNY Cobleskill and any other colleges you have attended.**
- **A statement with the number of hours and the specific requirements needed to complete your intended Bachelor degree.**
- **A commitment or at least an estimate regarding your financial aid package.**

**Never accept an offer of admission without first visiting the campus. Visit before the deposit deadline.**

**If your financial aid award is not acceptable at your first choice college, contact that college’s Office of Admissions and explain to a counselor that you will not be able to attend due to the financial aid package awarded. Sometimes they can help.**

**Notify, in writing, the other colleges to which you have applied, that you will not be attending their institution. You may want to give the reason, but it is not necessary.**

### Step 6. FOLLOW-UP

**The decision might be over, but the transfer process is not. Take time to complete the process, so your transition will be as smooth as possible.**

- Pay deposit **to the transfer college you have selected** prior to the deposit deadline. **Check to see if there is a fully refundable date.**
- **Request an OFFICIAL FINAL TRANSCRIPT be mailed at the completion of the semester at SUNY Cobleskill. Submit a “Transcript Request Form,” which is available in the Registrar’s Office in Knapp Hall 101, prior to leaving campus.**
- **Complete and return any “Housing Information” required to the transfer college.**
- **Request a Health Transcript be mailed from the Wellness Center at SUNY Cobleskill. Complete any health forms and schedule a physical examination with your physician, if required by the transfer college.**
- **Contact the Financial Aid Office regarding any questions pertaining to your financial aid award.**

If you did not complete the requirements for your degree at SUNY Cobleskill, it may not be too late. While you are attending your transfer college, you can be simultaneously completing your requirements for your SUNY Cobleskill degree. Have a transcript mailed from your transfer college after you complete the necessary coursework to Office of the Registrar, SUNY Cobleskill, Cobleskill, NY 12043. Contact the Registrar’s Office for a graduation analysis, if you are unsure of what credits or courses you lack toward your degree.

**TIP**

SUNY Cobleskill’s Career Development Center is also available for employment assistance and services to all of our graduates. For more information, browse our Web page at: <http://www.cobleskill.edu/cdc>

### TRANSFER PROGRAM DATES FOR 2009 – 2010

Program	Date	Time	Location
<b>College Information Day</b>	<b>Monday, October 19</b>	<b>11:30 a.m. – 1:30 p.m.</b>	<b>Bouck Hall Ballroom</b>
<b>Next Step: Continuing My Education “College Fair”</b>	<b>Tuesday, March 9</b>	<b>11:30 a.m. – 1:30 p.m.</b>	<b>Bouck Hall Ballroom</b>

## COLLEGE SEARCH WEB SITES

More and more students request website information to assist with their college search. These sites provide various types of information including majors, applications and financial aid.

Here are some sites that offer assistance. Remember, not all colleges and universities subscribe to these sites so be prepared to do some of your own research:

- **Princeton Review:** <http://www.review.com>
- **Universities.com:** <http://www.universities.com>
- **CollegeNet:** <http://www.collegenet.com>
- **Go College:** <http://www.gocollege.com>
- **Private NYS College Directory of Programs:**  
<http://www.nycolleges.org/programs.php>
- **SUNY Directory of Programs:**  
[http://www.suny.edu/student/search\\_programs/currfd\\_oas\\_main.cfm](http://www.suny.edu/student/search_programs/currfd_oas_main.cfm)

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### Graduate School Memorandum's of Understanding For School of Liberal Arts and Sciences Students

(As of June 2007)

SUNY Cortland – Master of Science in Teaching, Childhood Education

SUNY Plattsburgh – Master of Science for Teachers in Childhood Education

Utica College – Master of Science in Childhood Education

## RESOURCES AND REFERRALS

SERVICE	CONTACT	PHONE	LOCATION
Academic Advising Advisee Assignments Advising Materials	School Office Registrar's Office	5413 5522	Wheeler 217 Knapp 101
Add/Drop (Schedule Adjustment)	Registrar's Office	5522	Knapp 101
Adult Student Services Commuters (off-campus students)	Student Life Center	5300	Bouck Hall
Career Information	Career Planning	5624	Career Dev. Ctr., Knapp 223
College Catalogs	Transfer Assistance	5624	Career Dev. Ctr., Knapp 223
College Admission and Re-Admission	Admissions Office Registrar's Office	5525 5522	Knapp Lobby Knapp 101
Counseling (Personal Issues/Concerns)	Counseling Center	5211	Beard Health Center
Developmental Courses	Registrar's Office Center for Academic Support and Excellence	5522 5271	Knapp 101 Library
EOP Program	EOP Office	5836	Bouck 116
Financial Aid Information	Director of Financial Aid	5623	Knapp 118
Grade Change	Registrar's Office	5522	Knapp 101
Health Information	Health Center	5225	Beard Health Center
Learning Disabilities	Center for Academic Support and Excellence	5282	Library
Leave/Withdrawal from College	Registrar's Office	5522	Knapp 101
Permanent Records	Registrar's Office	5522	Knapp 101
Career Development Services	Employment Opportunities	5624	Career Dev. Ctr., Knapp 223
Placement Test Results/Information	Center for Academic Support and Excellence	5271	Library
Program/Curriculum Change	Registrar's Office School Office	5522	Knapp 101
Registration Information	Registrar's Office	5522	Knapp 101
Resume Writing	Center for Academic Support and Excellence	5271	Library
Scheduling (Advanced)	Registrar's Office	5522	Knapp 101
Special Advising Programs	VP for Academic Affairs	5523	Knapp 205
Study Hints/Course Difficulties	Center for Academic Support and Excellence	5271	Library

## RESOURCES AND REFERRALS (continued)

<b>SERVICE</b>	<b>CONTACT</b>	<b>PHONE</b>	<b>LOCATION</b>
Substance Abuse	Alcohol Counselor	5211	Beard Health Center
Test Anxiety	Center for Academic Support and Excellence	5271	Library
Transcripts	Registrar's Office	5522	Knapp 101
Transfer Information/Counseling/ Literature	Transfer Assistance	5624	Career Dev. Ctr., Knapp 223
Transfer-in Credit Evaluation	Registrar's Office	5522	Knapp 101
Tutoring	Center for Academic Support and Excellence	5271	Library
Withdrawal from Course/College	Registrar's Office	5221	Knapp 101