HANDBOOK for STUDENTS
of the
SCHOOL of
LIBERAL ARTS and SCIENCES

August 2011
Table of Contents

Message from the Interim Dean of the School of Liberal Arts and Sciences ........ 3
Academic Advising at SUNY Cobleskill ......................................................... 4
  Initial meeting with your Academic Advisor ........................................... 4
Goals of Academic Advising ................................................................. 5
What Students Should Expect of Advisors in the Advising Process ............. 7
How You and Your Advisor Should Work Together ..................................... 8
Summary of the Advisory Process ............................................................ 9
Suggestions on Course Selection and Scheduling ....................................... 10
Suggestions About the Add/Drop Process and Free Withdrawal Process ........ 11
Important Program Information and Graduation Requirements –
  Where to Look ....................................................................................... 12
  Progress Sheet Sample: Humanities A.A ............................................... 13
  Plagiarism and Cheating ...................................................................... 14
Transfer Agreements for School of Liberal Arts and Sciences Students ........ 15
Transfer Information and SUNY Transfer Guarantee .................................. 15
Steps to a Successful Transfer ................................................................... 15
College Search Web Sites .......................................................................... 25
Graduate School of Memorandum of Understanding for the
  School of Liberal Arts and Sciences Students ............................................. 25
Resources and Referrals .......................................................................... 26
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 the degree requirements of your program. Program requirements are listed in the online catalogue located on the college webpage. This catalogue lists the requirements you must meet to graduate. Program requirements are based on the semester you enroll in your degree program.
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 successfully earn at least 15-18 credit hours each semester to meet graduation requirements in a timely manner.
5. You must be enrolled in at least 12 credits in any one semester to retain full time student status. If you fall below 12 credits, 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.

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.

Susan J. Zimmermann, Ph.D.
Interim 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.
GOALS OF ACADEMIC ADVISING

Academic advising will help students to:

- Clarify life and career goals.
- Develop goal-oriented educational plans.
- Interpret academic requirements and select appropriate courses.
- Access available internal and external resources that enhance their education.
- Identify other experiences that will enhance their life, educational, and cultural goals.
- Develop critical thinking, decision-making, and independent learning skills.
- Evaluate their progress toward degree completion while acknowledging career and life goals.

Students have a large responsibility in the advisement process and should take the initiative in seeking advisement and developing close working relationships.

Students must:

- Establish/maintain contact with advisor.
- Develop GPS Plan toward personal and educational goals.
- Take responsibility in decision making.
- Seek assistance, when needed, from advisor, faculty, resources and services.
- Exercise realistic self appraisal and build independence.

To fulfill your role, you are expected to:

1. Know the name, office location, and office hours of your 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. 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. As required for the FFCS 199 course if you are enrolled in this class.
c. When you are having academic difficulty or have questions about your educational or career plans.
d. At least two weeks prior to the advanced scheduling period to plan your schedule for the following semester.
e. Before a course (after add/drop period).
f. Before changing majors/programs or withdrawing from college.
g. Before taking a course in summer school, winter session, or for study abroad.

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 a telephone number at which you can be reached or send an email or a voicemail message;
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 ADVISORS IN THE ADVISING PROCESS

Faculty Advisors:

- Engage students in the academic advising process.
- Be available and accessible to students.
- Establish and maintain contact with advisees.
- Assist students in developing and updating their career, educational and academic (GPS) plans.
- Guide students with curriculum planning.
- Assist students in understanding the SUNY Cobleskill environment.
- Monitor student progress and intercede when necessary.
- Refer students to appropriate resources.
- Promote student growth and development.
- Maintain and expand their knowledge and skill base related to academic advising.

Master Faculty Advisors:

- Assist faculty colleagues to become more effective advisors.
- Act as liaison between faculty and administrative offices regarding advisement issues.
- Participate in professional development to become advisement specialists.
- Provide professional development to their colleagues.
- Serve as a standing member of the Academic Advisement Council, Advisement Team and the FYE Steering Committee.
- Facilitate advisement services during select times to best meet student needs.
- Assist students who want to change majors within their School.
- Take a lead role in Accepted Student Day and Student Orientation Academic Advising.
- Communicate changes related to academic advisement to appropriate stakeholders.

Foundations for College Success (FFCS) Instructors:

- Introduce the advisement system and explain the connection between college success and academic advisement to freshmen.
- Emphasize the importance of communication between students and their faculty advisors.
- Facilitate the development of the students’ GPS Plan including their Career Plan, Educational Plan and their SUNY Cobleskill Academic Plan.
- Direct students to appropriate advisement resources.
- Teach students common higher education language with an emphasis on advisement terminology at SUNY Cobleskill.
- Instruct students to utilize campus information technologies associated with communication and advisement such as SharePoint, Angel, Banner Web and FOCUS.
- Communicate the importance of the student’s role in advisement.
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

A     Clarify values and goals
D     Understand the nature of higher education
V     HELPS   Explore educational and career options
I     STUDENTS  Plan their educational program
S     IN     Monitor and evaluate their educational progress
G     G     Locate resources to meet their individual needs

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ADVISORS</th>
<th>STUDENTS</th>
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<tbody>
<tr>
<td>REACH OUT AND BE AVAILABLE</td>
<td>SEEK OUT ADVISOR</td>
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<tr>
<td>BE OPEN AND HONEST</td>
<td>BE OPEN AND HONEST</td>
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<tr>
<td>ASSIST STUDENTS WITH</td>
<td>PROVIDE INFORMATION ABOUT</td>
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<tr>
<td>Exploration of career and life goals</td>
<td>Educational background</td>
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<tr>
<td>Add/drop period</td>
<td>Academic strengths/weaknesses</td>
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<td>Program change and course selection</td>
<td>Values</td>
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<td>Mid-semester warnings</td>
<td>Interests</td>
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<tr>
<td>Academic review</td>
<td>Career and educational goals</td>
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<tr>
<td>Referrals</td>
<td>Extracurricular activities</td>
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<tr>
<td>PROVIDE INFORMATION ABOUT</td>
<td>SEEK OUT ADVISOR FOR ASSISTANCE WITH</td>
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<tr>
<td>College policies/academic regulations</td>
<td>Exploration of life goals</td>
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<tr>
<td>Alternative modes of instruction</td>
<td>Exploration of career goals</td>
</tr>
<tr>
<td>Programs</td>
<td>Course selection</td>
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<tr>
<td>Courses</td>
<td>Add/drop period</td>
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<tr>
<td>Career options and opportunities</td>
<td>Program change</td>
</tr>
<tr>
<td>Transfer options and opportunities</td>
<td>Mid-semester warnings</td>
</tr>
<tr>
<td>Support services and resources</td>
<td>Academic review</td>
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<tr>
<td>Developmental services</td>
<td>Referrals</td>
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<tr>
<td>Graduation requirements</td>
<td></td>
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<tr>
<td>MAINTAIN STUDENT ACADEMIC RECORDS</td>
<td>KEEP ADVISOR INFORMED OF PROGRESS AND CHANGES IN CURRENT SCHEDULE</td>
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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 two-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).
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 should carry between 15-18 credits a semester if you plan to obtain your degree in a timely manner. Know your program requirements.

6. You cannot add a course after the add/drop period. However, you can withdraw from a course up until the 10th 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 the required number of courses within their program in order to graduate with an Associate or Bachelor’s Degree. A listing of the 10 areas and courses within each area is located under Academic Information of the College Catalog. You may also right click to open the following hyperlink:

   http://www.cobleskill.edu/registrar/Gen%20Ed.asp

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.

5. Graduation Application Process – Click onto the word document below to submit your application for graduation:

   Graduation Application 2011.doc
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 60 credits, complete seven of the ten Trustees’ General Education Requirements, meet the requirements listed below and achieve at least a 2.0 GPA.

<table>
<thead>
<tr>
<th>LAS Requirements (34-36 credits)</th>
<th>Sem.1</th>
<th>Sem. 2</th>
<th>Sem. 3</th>
<th>Sem. 4</th>
<th>Transfer</th>
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<tbody>
<tr>
<td>ENGL 101 Composition and one other ENGL (not ENGL 099)</td>
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| Humanities (6 credits)  
2 different prefixes | | | | | |
| MATH 111 or higher | | | | | |
| PHED (1 credit) | | | | | |
| Natural Sciences (6-8 credits) | | | | | |
| Social Sciences (12 credits) | | | | | |
| CORE Electives (19 credits) | | | | | |
| General Electives (7 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.

<table>
<thead>
<tr>
<th>Trustees’ Requirements</th>
<th>Semester Completed</th>
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<tbody>
<tr>
<td>American History</td>
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<tr>
<td>Arts</td>
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<tr>
<td>Communication</td>
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<tr>
<td>Foreign Language*</td>
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<tr>
<td>Humanities</td>
<td></td>
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<tr>
<td>Mathematics</td>
<td></td>
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<tr>
<td>Science</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>Western Civilization</td>
<td></td>
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<tr>
<td>World Cultures</td>
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*The General Education Foreign Language requirement can be met by scoring 85 or higher on the third year Regents’ exam.

10/2010
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 *plagiarus*, 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 August 2011)

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 Student Success Center and faculty advisors can assist students planning to transfer for their baccalaureate degrees. Please refer to the following link for a complete list of articulation agreements:

http://www.cobleskill.edu/ssc/Transfer_Articulation_List.asp

TRANSFER INFORMATION

Information regarding potential transfer colleges and articulation agreements are available in the Student Success 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 Student Success Center organizes college recruiter visits, a fall College Information Day program, and a spring “Oh! The Places I can Go!” a mini transfer, grad school and study abroad fair.

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 Student Success 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 Student Success 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 Student Success Center in Knapp Hall 223 or contact 518-255-5624 for an appointment.

**Step 2. Select Potential COLLEGES**

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

Keep the following questions in mind when evaluating potential 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 Student Success Center provides assistance to students researching potential transfer institutions. Numerous resources and services are available including:

“College Information Day” – will be held in October 17th, 2011 in Bouck Hall Ballroom. Representatives from 90 colleges are available to answer your transfer questions. Please refer to www.Cobleskill.edu/ssc for more information.

“Oh! The Places You Can Go!” – will be held in March 1st 2012 in Champlin Hall. Transfer and grad school admissions counselors from approximately 30 popular transfer colleges will be in attendance. Please refer to www.Cobleskill.edu/ssc for the date and time.

- Individual Transfer Counseling Sessions.
- 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:
- Websites with directories of majors:

For SUNY institutions:
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 three to five potential transfer colleges, research each college’s transfer entrance requirements. Contact the admissions offices or speak with college representatives at the fall “College Information Day” or at the spring “Oh! The Places I Can Go!” mini 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 (15-17 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 Student Success 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 30 general education credits (from 7 of the 10 GER categories) 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 and/or intersession classes,** 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 Student Success Center will provide you with assistance in researching academic transfer requirements by providing:

- Copies of or website information for 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
**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.

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**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.

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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** are generally online and can be found by visiting the
potential university’s Admissions web page. Applying on-line is encouraged for
transfer students. Students wanting to apply online to SUNY colleges can do so at
[www.suny.edu/student](http://www.suny.edu/student). If an email address is required on the application use one
that you check regularly and make sure it is appropriate for an admissions
counselor to see. Also include your cell phone number and have an appropriate
answering message. Please contact the Student Success Center for additional
information and guidance.

**SUBMIT APPLICATION**

- **Complete the Application** – **Complete all parts of the application that pertain to**
  transfer students.
  
  - You may attach or mail your resume to the Office of Admissions (if allowed)
  with your application. The Student Success Center provides assistance in
  resume writing and critiquing.
  
  - Should you be required to submit an essay, get 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 $50 – $100. See waiver
  information.

  "**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 may 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.
Should you receive follow-up information from the college and need clarification, contact the Student Success Center for assistance. Bring any additional information required by the college.

- **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/](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.

    **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 and college courses while still in high school) that you have attended.

  - 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.

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**BE ORGANIZED** - Create a folder (electronic or hard copy) for each school to which you have applied. Place a copy of your entire application in your folder for later reference. The Student Success 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 transmitted. 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 Student Success 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.

Bring any requests to the Student Success Center for clarification if needed.
TIP
This would be an excellent time to make an appointment to meet with a transfer 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. Not all universities will allow interviews but do offer information sessions where you can ask questions following the presentations.

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 1st 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 Student Success 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 on-line or 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 Student Success 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

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Information Day</td>
<td>Monday, October 17</td>
<td>11:30 a.m. – 1:30 p.m.</td>
<td>Bouck Hall Ballroom</td>
</tr>
<tr>
<td>“Oh! The Places I Can Go!” mini college fair</td>
<td>Thursday, March 1</td>
<td>11:30 a.m. – 1:30 p.m.</td>
<td>Champlin Hall</td>
</tr>
</tbody>
</table>
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.

The Student Success Center recommends the following websites if you are trying to find schools with a specific major in New York State:

- For SUNY Colleges and Universities: [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](http://www.nycolleges.org/programs.php)

Here are some additional 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](http://www.review.com)

- Universities.com: [http://www.universities.com](http://www.universities.com)

- CollegeNet: [http://www.collegenet.com](http://www.collegenet.com)

- Go College: [http://www.gocollege.com](http://www.gocollege.com)

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

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