

TO: The SUNY Broome Community
DATE: January 13, 2020
FROM: Dr. Kevin E. Drumm
SUBJECT: Spring Faculty/Staff Assembly

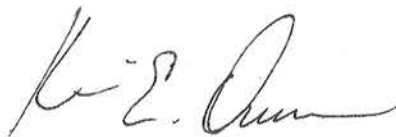
Hard to believe that my 10th year with you is fast coming to an end. I hope the winter break provided you an opportunity for some rest and also some fun time with your family and friends.

As I hope you do, I look forward to our Faculty/Staff Assembly scheduled for **Thursday, January 23**. We have few occasions to gather as nearly an entire academic community, so when we do it is always an important occasion.

This bi-annual tradition will also give me an opportunity to personally thank all of you who create the excellent educational experiences for which SUNY Broome is so widely known. In 2020, we need to set ourselves apart in distinct ways from many other community colleges and I will share some information on this context when we meet.

The day will begin with a continental breakfast at **8:00 a.m. in the Baldwin Gym** followed by an Information Fair at 8:30 a.m. The Spring Semester Kick-Off Presentation will begin at 9:15 a.m.

Again, I look forward to seeing you on January 23rd and best wishes in advance for a successful Spring 2020 Semester.



Dr. Kevin E. Drumm, President

SCHEDULE OF EVENTS

January 2020

Open Registration Week – www.sunybroome.edu/spring
January 13th – January 17th

What takes place during Open Registration Week?

Students can complete the following:

- Apply for Admission
- Sit for the Placement Assessment
- Submit High School or College Transcripts
- Be Academically Advised
- Register for Classes
- Apply for Financial Aid
- Pay Bill/Establish Payment Plan
- Submit Residency Form
- Submit Health Records
- Obtain Student I.D. and Parking Pass
- Purchase Textbooks

If you are working with a student who cannot complete one of the following steps, please send them to the Admissions Office in Wales 102.

Open Registration Week Hours of Operation

January 13th – January 17th

Monday, January 13 th	9:00 a.m. - 4:00 p.m.
Tuesday, January 14 th	9:00 a.m. - 4:00 p.m.
Wednesday, January 15 th	9:00 a.m. - 6:00 p.m.
Thursday, January 16 th	9:00 a.m. - 4:00 p.m.
Friday, August 17 th	9:00 a.m. - 4:00 p.m.

Key Locations for Registration Week

Placement Assessments		AT-014
Broome Transfer Partnership Students		WC-204
Business and Professional Studies Division		BB-104
Health Sciences Division	By Appointment	Department Offices
Health Studies		SS- 210
Liberal Arts Division		SS- 210
STEM Division		Department Offices

College Readiness Week –
January 21st – January 24th

What takes place during College Readiness Week?
Students can complete the following:

- Attend an “On Demand Orientation”
- Make Schedule Adjustments
- Add Classes
- Drop Classes
- Apply for/Confirm Financial Aid
- Pay Bill/Establish Payment Plan
- Submit Residency Form
- Submit Health Records
- Obtain Student I.D. and Parking Pass
- Purchase Textbooks
- Become Familiar with Campus
- Connect with Campus Resources (LAD, EOP, SSS, etc)
- Late Enrollment Support

If you are working with a student who cannot complete one of the following steps, please send them to the Admissions Office in Wales 102.

College Readiness Week Hours of Operation
January 21st – January 24th

Monday, January 20 th	CLOSED
Tuesday, January 21 st	9:00 a.m. - 5:00 p.m
Wednesday, January 22 nd	9:00 a.m. - 6:00 p.m
Thursday, January 23 rd	12:00 p.m. - 5:00 p.m
Friday, January 24 th	9:00 a.m. - 5:00 p.m

TUESDAY, JANUARY 21, 2020

Health Sciences Division Meeting	11:00 a.m. - 1:00 p.m.	DH-201
Bachelor Degree Partnership Programs	Contact Val Carnegie	778-5364/WC-204
Business and Professional Studies Division	9:00 a.m. - 5:00 p.m.	BB-104
Health Sciences Division	By Appointment	Department Offices
Health Studies	9:00 a.m. - 5:00 p.m.	SS- 210
Liberal Arts Division	9:00 a.m. - 5:00 p.m.	SS- 210
Liberal Arts and Sciences (LAAS)	By Appointment	778-5114
STEM Division	9:00 a.m. - 5:00 p.m.	Department Offices

WEDNESDAY, JANUARY 22, 2020

Bachelor Degree Partnership Programs	Contact Val Carnegie	778-5364/WC-204
Business and Professional Studies Division	9:00 a.m. - 6:00 p.m.	BB-104
Health Sciences Division	By Appointment	Department Offices
Health Studies	9:00 a.m. - 6:00 p.m.	SS- 210
Liberal Arts Division	9:00 a.m. - 6:00 p.m.	SS- 210
Liberal Arts and Sciences (LAAS)	By Appointment	778-5114
STEM Division	9:00 a.m. - 6:00 p.m.	Department Offices

THURSDAY, JANUARY 23, 2020

Refreshments	8:00 a.m.	Student Dining Hall
Fall Faculty/Staff Assembly	9:15 a.m.	Student Dining Hall
FA Meeting	11:00 a.m. – 1:00 p.m.	TH-102
STEM Division Meeting	Noon - 1:30 p.m.	AT-200
BPS Spring Division Meeting	Noon – 1:30 p.m.	BB-224
Health Sciences Division Meeting	1:00 – 3:00 p.m.	TH-101
Bachelor Degree Partnership Programs	Contact Val Carnegie	778-5364/WC-204
Business and Professional Studies Division	1:30 p.m. - 5:00 p.m.	BB-104
Health Sciences Division	By Appointment	Department Offices
Health Studies	Noon - 5:00 p.m.	SS- 210
Liberal Arts Division	Noon - 5:00 p.m.	SS- 210
Liberal Arts and Sciences (LAAS)	By Appointment	778-5114
STEM Division	1:30 p.m. - 5:00 p.m.	Department Offices

FRIDAY, JANUARY 24, 2020

Liberal Arts Division Meeting	8:30 a.m. - 10:30 a.m.	TH-102
Bachelor Degree Partnership Programs	Contact Val Carnegie	778-5364/WC-204
Business and Professional Studies Division	9:00 a.m. - 5:00 p.m.	BB-104
Health Sciences Division	By Appointment	Department Offices
Health Studies	9:00 a.m. - 5:00 p.m.	SS- 210
Liberal Arts Division	9:00 a.m. - 5:00 p.m.	SS- 210
Liberal Arts and Sciences (LAAS)	By Appointment	778-5114
STEM Division	9:00 a.m. - 5:00 p.m.	Department Offices