

# SCHEDULE OF EVENTS

January 2018

**Open Registration Week** – [www.sunybroome.edu/spring](http://www.sunybroome.edu/spring)

**January 16<sup>th</sup> – January 19<sup>th</sup>**

**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 16<sup>th</sup> – January 19<sup>th</sup>**

Monday, January 15	CLOSED
Tuesday, January 16	9:00 a.m. - 4:00 p.m.
Wednesday, January 17	9:00 a.m. - 6:00 p.m.
Thursday, January 18	9:00 a.m. - 4:00 p.m.
Friday, January 19	9:00 a.m. - 4:00 p.m.

**Key Locations for Registration Week**

Placement Assessments		AT-014
Broome Transfer Partnership Students		WC-109
Business and Professional Studies Division		BB-132
Health Sciences Division	By Appointment	Department Offices
Health Studies		SS- 210
Liberal Arts Division		SS- 210
STEM Division		Department Offices

**College Readiness Week –**  
**January 22nd – 26th**

**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 22nd – 26th**

Monday, January 22	9:00 a.m. - 5:00 p.m.
Tuesday, January 23	9:00 a.m. - 5:00 p.m.
Wednesday, January 24	9:00 a.m. - 6:00 p.m.
Thursday, January 25	Noon - 5:00 p.m.
Friday, January 26	9:00 a.m. - 5:00 p.m.

**MONDAY, JANUARY 22, 2018**

Bachelor Degree Partnership Programs (Excelsior and SUNY Empire)	Contact Terri Fadden	778-5364 or faddenta@sunybroome.edu
Business and Professional Studies Division	9:00 a.m. - 5:00 p.m.	BB-132
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

## **TUESDAY, JANUARY 23, 2018**

Bachelor Degree Partnership Programs (Excelsior and SUNY Empire)	Contact Terri Fadden	778-5364 or faddenta@sunybroome.edu
Business and Professional Studies Division	9:00 a.m. - 5:00 p.m.	BB-132
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 24, 2018**

Health Sciences Division Meeting	Noon - 1:30 p.m.	BB-110
Bachelor Degree Partnership Programs (Excelsior and SUNY Empire)	Contact Terri Fadden	778-5364 or faddenta@sunybroome.edu
Business and Professional Studies Division	9:00 a.m. - 6:00 p.m.	BB-132
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 25, 2018**

<b>Refreshments</b>	<b>8:00 a.m.</b>	<b>Baldwin Gym</b>
<b>Information Fair</b>	<b>8:30 a.m.</b>	<b>Baldwin Gym</b>
<b>Spring Faculty/Staff Assembly (Kick-off Presentation)</b>	<b>9:30 a.m.</b>	<b>Baldwin Gym</b>
FA Meeting	11:00 a.m. – Noon	TH-101
Science, Technology, Engineering & Mathematics Division Meeting	Noon - 1:00 p.m.	AT-200
<b>Note:</b> No BPS Spring Division Meeting		
Bachelor Degree Partnership Programs (Excelsior and SUNY Empire)	Contact Terri Fadden	778-5364 or faddenta@sunybroome.edu
Business and Professional Studies Division	Noon - 5:00 p.m.	BB-132

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	Noon - 5:00 p.m.	Department Offices

**FRIDAY, JANUARY 26, 2018**

Liberal Arts Division Meeting	8:30 a.m. - 10:30 a.m.	TH-102
Bachelor Degree Partnership Programs (Excelsior and SUNY Empire)	Contact Terri Fadden	778-5364 or faddenta@sunybroome.edu
Business and Professional Studies Division	9:00 a.m. - 5:00 p.m.	BB-132
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

CLASSES BEGIN Monday, January 29  
SCHEDULE ADJUSTMENT

**Bachelor Degree Partnership Programs**      Contact Terri Fadden      778-5364 or  
(Excelsior and SUNY Empire)      faddenta@sunybroome.edu

**Business & Professional Studies Division:**  
MONDAY, JANUARY 29, **THROUGH**      9:00 a.m. - 5:00 p.m.      BB-104  
FRIDAY, FEBRUARY 2

**Health Sciences Division:**  
MONDAY, JANUARY 29, **THROUGH**      9:00 a.m. - 5:00 p.m.      DH-217  
FRIDAY, FEBRUARY 2

**Health Studies**  
**AND**

**Liberal Arts Division:**  
MONDAY, JANUARY 29, **THROUGH**      9:00 a.m. - 6:00 p.m.      SS-210 only  
TUESDAY, JANUARY 30

WEDNESDAY, JANUARY 31 **THROUGH**      9:00 a.m. - 5:00 p.m.      SS-210 only  
FRIDAY, FEBRUARY 2

**Science, Technology, Engineering**  
**& Mathematics Division:**  
MONDAY, JANUARY 29 **THROUGH**      9:00 a.m. - 5:00 p.m.      Department Offices  
FRIDAY, FEBRUARY 2