Herkimer
THE STATE UNIVERSITY OF NEW YORK

COLLEGE NOW
College Credit for
High School Students

Concurrent Enrollment Principal & Counselor Handbook

Updated 2026

Concurrent Enrollment Principal & Counselor Handbook

Table of Contents

What is a Concurrent Enrollment Course? 3

Instructor Responsibilities 3

Applying to Teach a College Now Course 4

Expectations for Instructors After Approval 5

Textbooks 5

Articulation Agreements 5

Registration Process 6

Course Overload Policy 6

Certificate of Residency 6

Roster Verification 7

Dropping or Withdrawing a Student 7

Changing a Student's Grade 7

Timeline/Deadlines 8

End-of-Course Evaluations 8

Transferring Credits 8

Library and Tutoring Services 9

College Now Office Contacts 10

Appendices

Appendix A ..... **College Now Course Offerings**

Appendix B ..... **Master Course Syllabus (MCS)**

Appendix C ..... **College Now Student Application**

Appendix D ..... **Certificate of Residency (Herkimer County)**

Appendix E ..... **Certificate of Residency (Outside Herkimer County)**

Appendix F ..... **Add/Drop Form**

Appendix G ..... **Change of Grade Form**

What is a Concurrent Enrollment Course?

Concurrent enrollment refers to a course where a student is earning both high school and college credit for class taught by a high school instructor who has been approved by our College Now faculty. Enrollment in a College Now (CN) course generates an official transcript for each student that records grades, withdrawals, etc. Students must be in 10th-12th grade to participate.

Instructor Responsibilities

- College Now classes are college courses and instructors accept the responsibility for maintaining academic integrity and high expectations
- Newly approved College Now instructors will take part in an orientation prior to teaching a CN course at their school
- Instructors agree to keep their course materials, grading policies, and syllabi in alignment with the master course syllabi (MCS) from Herkimer College.

  (Instructors will be notified of any changes to MCS.)
- A current course syllabus must be submitted to the College Now office each semester that the instructor is teaching the course. Please notify the office of any significant changes from the approved syllabus so that the revised syllabus may be reviewed again for approval.
- Course syllabi must be given to the students no later than the end of the first week of the course.
- Instructors will ensure that students register appropriately for the course and monitor their class lists, including completing the **Registration Verification** step when prompted.
- Instructors will submit grades online via MyHerkimer. Instructors agree to follow the College's grading system.

Applying to Teach a College Now Course

I. Identification of Interest From Home District.

The home district of the instructor would need to reach out to the College Now office via email to disclose of a new instructor they would like to add to the program and for what subjects/courses they would be teaching. They would also provide a means of contacting the instructor so that they would receive instructions on completing the process of becoming an approved instructor.

II. Complete Online Application

Go to www.herkimer.edu/about/employment and select **employment opportunities**. Then select the posting: **Adjunct Faculty - College Now Program**. Complete all required steps of the application process. This includes submitting of the actual application through interview exchange accompanied by your resumes, cover letter, transcripts, and 3 letters of recommendation sent to the College Now email collegenow@herkimer.edu.

II. After Credentials are Approved

Once an instructor completes the submission of all required documents and they have been approved by the college the instructor will be provided a Master Course Syllabus (MCS) for the course(s) that they are teaching. They will use this resource to create and submit a syllabus that meets MCS requirements and guidelines set forth by the college. You can find an example in this handbook in **Appendix B.** The instructor will then be created an account through our system Banner so that they will be given full access to Herkimer College online systems.

** All application has to be fully submitted and approved ***BEFORE August 1st*** for the instructor to be eligible to teach for the upcoming academic year**

Expectations for Instructors After Approval

- **Submission of End-of-Term documents including:**

  * ***Grade book clearly showing how the final grade was determined***

  * ***Attendance record***

  * ***Clean copy of the final exam or culminating activity***

  * ***Course syllabus (if not yet submitted)***

- **Professional Development Workshops**
- **Instructor Assessments/ Observations**
- **Roster Verifications**
- **Grade Submission online via Herkimer Generals Online (GO)**

Textbooks

Participating high schools and BOCES will provide textbooks, hardware software, other required course materials, and facilities for all Herkimer College classes.

Articulation Agreements and Course Scheduling

The principal and Superintendent will receive an Articulation Agreement describing our College Now partnership. These agreements are renewed each year before the start of the fall semester. Each spring the counselors will be asked to provide the College Now office with a list of approved courses and instructors they want to offer for the following academic year. **This list is rested to be presented to the College Now office by the last Friday in May.** At this time is when counselors should start to present any new instructors that they would like to add to the program for approval.

Registration Process

- Our registration process through the Herkimer College College Now program follows a model of a full year registration. Our team travels to each of the schools within the program during an agreed upon date for registration of the students. During this visit students will be asked to input all applicable full time, fall , ***AND*** spring courses into their application.
- Students will be asked to know certain information during this registration period such as:

1. Herkimer ID # (H#) Students who have already taken a CN course will have one of these numbers. New students will receive one after applying.
2. Full Address (House #, Street Name, Town/City/ Village, Zip, County)
3. Personal Phone Number
4. What CN courses they should be registering for

- Also during these registration visits students will be instructed and lead by someone from our Student Accounts team to complete their Certificate of Residency. to take these credits through Herkimer College. A student must apply for a certificate no sooner than 60 days prior to the start of classes and **no later than 30 days after** the college's first day of classes.

Certificate of Residency

All students whether they reside within or outside of Herkimer County will be requested to complete a Certificate of Residency Form (COR). An example of what the Certificate of Residency form for Herkimer County residence is in Appendix D. For all students outside of Herkimer County they will use the form like in Appendix E.

Roster Verification

Once all student's applications have been processed and registered through the college the school counselors will be sent roster via email that they must have the instructors review as part of they duties that include " Roster Verification". Each Instructor must review their class lists to ensure that any and all credit-seeking student appears on the correct rosters. If any changes need to be made please contact the College Now via email office right away to rectify the mistake.

Dropping or Withdrawing Students from a Course

- If a student decides after registering for a course that they no longer want to earn Herkimer College credit, they MUST contact their guidance office, complete a Drop/ Add form, and ensure that the Herkimer College: College Now office receives their form by the deadline.
- If they only drop the College Now course from their high school schedule without completing this process, they will remain on the Herkimer College roster and will earn a grade at the end of the course — even if that grade is an "F".
- Prior to registering, understand the potential future financial aid impact via SAP, which now is applied to College Now students. A student is considered to be making academic progress if they maintain a GPA of 2.0 or higher. A student's academic status is determined by the students cumulative GPA and/or the number of credit hours earned compared to the number of hours attempted.

Changing a Student's Grade

If an error should occur while grading the instructor must complete a **Change of Grade Form (Appendix F)** to make a change to the student's academic record. Instructors must provide the student's name, semester in which the course was offered, Course name and section, The grade the student was previously given and the grade that it is to be changed to and lastly the reason for the change and instructor signature. Upon completion the form should be sent back to the College Now office via email.

Timelines/Deadlines

Each semester instructors will be provided with deadlines to add/drop/withdraw from classes, when grades are due, etc. The current academic year's " Timeline for Concurrent Enrollment" can also be found on the College Now web page on Herkimer.edu. The instructor will also be provided a schedule of deadlines for themselves for things such as grades, end-of-term documents, etc..

End-of-Course Evaluations

Instructors can expect to receive an evaluations at the end of each course term to ensure all expectations put forth by Herkimer College are being met. Those results will then be relayed to the instructor's district principal upon completion.

Transferring Concurrent Enrollment Credits

Every college and university has its own policies when it comes to transferring credits. The credits that students earn while participating in the College Now program are, of course, accepted at Herkimer College. Credits are also accepted throughout the SUNY system, though there may be some variability depending on the program chosen by the student. The credits are also generally accepted within the public university systems in other states. Credit is evaluated on a course-by-course basis. Transferability generally depends on the grade earned, how the course fits within a student's degree program, and whether the college has a similar course. **Generally a minimum grade of C is needed for credit to be transferable to other colleges.** In order to transfer credit, an official transcript must be submitted to the student's college that they will be attending in accordance with their policies. Students may order an official transcript online, in writing (email) or in person.

How to request an official transcript:

1. **Visit www.herkimer.edu/transcripts**
2. **Find the link under that says : Click here to place an order through Parchment under the official transcripts section.**

Library & Tutoring Services

All College Now student have access to all the same online and in person services as our traditional students.

- If a student wishes to request tutoring services for any of their classes that they are taking through the College Now program, they must first disclose to their counselor they would like to take advantage of the services. The counselor would then provide the student with this link: **https://forms.office.com/r/pxgydra6eZ ,** which will lead the student to a form to inquire about tutoring. This form is sent straight to our Academic Support Center and reviewed by one of our tutoring specialist. They will then reach out to the student via Herkimer.edu email to set an appointment for the student with one of our tutors for their requested subject.
- Students wishing to use the library services may do so in person and online by visiting the Library building on campus or through **www.herkimer.edu/Library.**

College Now Office Contacts

Phone: (315) 866-0300 ext. 8273

Email: collegenow@herkimer.edu

Website:
https://www.herkimer.edu/academics/college-in-high-school/college-now-program/

Please visit the website for additional resources and program information.

Feel free to contact us at any time— We are here and ready to help!

Herkimer College – College Now Course Offerings

Business:

BU104– Financial Accounting

BU112-Business Communications

BU121– Business Law I

Criminal Justice:

CJ120– Intro Criminal Justice

CJ125-Intro to Law Enforcement

CJ126– Issues in Law Enforcement

CJ151– Intro Corrections

English:

EN111– College Writing

EN112– College Literature

EN214-Writing Workshop I

EN225– Public Speaking

EN228– Interpersonal Communications

EN231– Introduction to Poetry

EN241– Introduction to Drama Study

EN251– Modern American Novel

Foreign Language:

FL101– Spanish I

FL102– Spanish II

Internet Software:

IS140– Networking Essentials

IS208– Microcomputer Hardware

Mathematics:

MA124– Contemporary Mathematics

MA127– Mathematical Statistics I

MA141– Precalculus Math

MA245– Calculus I

MA246-Calculus II

Humanities:

HU100– Sign Language I

HU101– Sign Language II

HU113-Drawing I

HU114– Painting I

HU129– Introduction to Ceramics

HU146-Introduction to Graphics & Design

HU148– Digital Photography

HU159– Applied Media Aesthetics

HU161-Introduction to Film

Science:

SC116– Conservation and the Environment

SC117– Nutrition

SC118– Funds of Anatomy and Physiology

SC125– Funds of General Organic Biochemistry

SC133– Physics I

SC141– Funds Of Biology I

SC147– The Science of Cooking

Social Sciences:

SS112– History of Early Western Civilizations

SS121– American History to 1865

SS122– American History Since 1865

SS130-History of Early World Civilizations

SS132-History of Modern World Civilizations

SS141– American Government

SS151– Intro Psychology

SS161– Introductory Sociology

SS165– Introduction to Mass Media

SS185-Introduction to Macroeconomics

Appendix A

Course Syllabus CS (1st Day Handout) from Common Course Syllabus CCS – F24

"College in Prison" Course Syllabus – Contact Dr. Robin Reiker for specific instructions about a course syllabus being used in courses that are being taught in prisons.

"Internet Academy" courses – A course syllabus should be provided in Generals Online for every online course. In addition, certain information from the Course Syllabus should be included in the "Course Information" area in online courses. Contact the Internet Academy for help with the Course Information area in Generals Online.

Video Tutorial Link: https://youtu.be/-vLeEBH1Pdw

Quick Steps to create a Course Syllabus (1st Day Handout) from the CCS

1. **Open up the color-coded guide …**

   In MS TEAMS, choose the Academic Assessment Team> Assessment Handbook> "Files"> Instructions and Tutorials> **"Course Syllabus CS – GUIDE - 1st Day Handout from Common Course Syllabus CCS - S24.pdf"**

   Note the following Color Scheme for the CS pdf guide…

   - **Content in Blue should be updated to instructor but must be included in your syllabus.**
   - **Content in Red may be tailored to the individual instructor.**
   - **Content in Black must remain the same as it is written.**
   - **Content in green should be identical to what is written in the Common Course Syllabus.**

2. **Download the CCS from MS Teams for your specific course…**

   In MS TEAMS, choose the Academic Assessment Team> Assessment Basics> "Files"> Common Course Syllabi> **Common Course Syllabi>**

   a. **Choose the folder for your course area (e.g. SC for Science)**
   b. **Find your course number (e.g. SC153) <u>but do not click on it</u>!!**
      i. **To the right of it, click on the three dots "…" and then click on "Download" in the dropdown menu [The file will download in your Download Folder on your computer]**
      ii. **Open that downloaded file of the CCS in WORD so you can edit it to create your Course Syllabus (1st Day Handout).**

3. **Follow the blue/red/back/green color scheme on the pdf guide…**
   a. Complete the upper part…

Appendix D

HERKIMER COUNTY COMMUNITY COLLEGE
Course Syllabus
Course Title
Course Number and Section – Credits - Semester
Optional GO Title

e.g.

HERKIMER COUNTY COMMUNITY COLLEGE
Course Syllabus
General Chemistry I
SC153 01,02 – 4.0 Credits – Fall 2024

b. **Delete the following part of the CCS**

DIVISION:	Business, Health, Science & Technology
COURSE TITLE:	General Chemistry I
COURSE NUMBER:	SC153
CREDITS:	4 Credits (3,3)
DATE:	Revised, Spring 2023
GRADE TYPE:	Letter Grade
GENERAL EDUCATION:	Natural Science, Critical Thinking Core Comp.
PREPARED/REVIEWED BY:	George Smith

c. **Add the following required information:**

Instructor Name
Office Location
Office Hours:
Phone:
Email:
Additional Contact Information (optional)

d. **Leave "COURSE DESCRIPTION" and "COURSE OBJECTIVES" unchanged.**

e. **Enter the TEXT you plan to use. (Be sure to delete any notes that might be on the CCS. (e.g. ~~(or Per individual instructor's syllabus)~~))**

f. **Leave "STUDENT LEARNING OUTCOMES", "SUNY GENERAL EDUCATION OUTCOMES" and "MAJOR DIVISIONS OF SUBJECT MATTER" just as it is in the CCS.**

g. **Delete the following under "GRADE DETERMINANTS"...**

Each instructor will determine the relative importance of the evaluation strategies used in accordance with their pedagogical preferences and course assessment results, as well as the specific grading scale used to determine course grades. Student achievement will be evaluated using a variety of direct and indirect measures, including project-specific rubrics.

Assignment /Activity	Percent of Grade
Per individual instructor's syllabus	

h. **Add how the course grades will be assigned under "GRADE DETERMINANTS". (Note that the % given on the pdf guide is only an example!!!)**

i. **Change the "Grading Scale" to the scale you will use. (Note that the grading scale provided on the CCS is only an example. It is not the "College Scale" though the CCS might refer to it as the "College Scale".)**

   i. **Make sure you delete instructions like "~~(as determined by the instructor, or use the College scale below, if appropriate)~~".**

j. **Leave "COURSE ASSESSMENT" as it appears in the CCS.**

   i. **You** "can add in specific assignments to connect with SLO" **under the required "COURSE ASSESSMENT" statement.**

k. **Leave "Alternate Course Delivery Statement" as it appears in the CCS.**

   i. You can add additional information " **under the required "Alternate Course Delivery Statement" statement.**

l. **Leave everything under "COLLEGE POLICIES" the same as the CCS except for...**

   i. **Under the required "Attendance" statement,** ">> additional instructor specific classroom policies can be added" **.**

4. Save the file and use it for your Course Syllabus (1st Day Handout)

Appendix B

Herkimer
THE STATE UNIVERSITY OF NEW YORK

HERKIMER COUNTY COMMUNITY COLLEGE

Course Syllabus
Course Title
Course Number and Section – Credits - Semester
Optional GO Title

Instructor Name
Office Location
Office Hours:
Phone:
Email:
Additional Contact Information (optional)

COURSE DESCRIPTION

Use content from Common Course Syllabus

COURSE OBJECTIVES

Use content from Common Course Syllabus

COURSE TEXT

Use content from Common Course Syllabus or update as needed.
Book Title and ISBN

STUDENT LEARNING OUTCOMES

Use content from Common Course Syllabus

SUNY GENERAL EDUCATION OUTCOMES

Use content from Common Course Syllabus

MAJOR DIVISIONS OF SUBJECT MATTER

Use content from Common Course Syllabus

GRADE DETERMINANTS

Your final grade in this course will be determined by the following:

- 35% tailor to your course
- 15% tailor to your course
- 15% tailor to your course
- 20% tailor to your course
- 15% tailor to your course

This class would normally meet 2 hours for lecture and 2 hours for lab. You should expect to spend that amount of time doing your work on-line.

Do not wait until the last day to complete your work as this work may take longer than you anticipate.

- Add in any additional instructor policies that may impact grade such as how late assignments will be treated.

IE/MAC 2023

Appendix B

Herkimer
THE STATE UNIVERSITY OF NEW YORK

Grading Scale:

- 98-100% A+
- 93-97 A
- 90-92% A-
- 88-89% B+
- 83-87% B
- 80-82% B-
- 78-79% C+
- 73-77% C
- 70-72% C-
- 68-69% D+
- 63-67% D
- 60-62% D-
- 59% or less F

COURSE ASSESSMENT

Each instructor is committed to modifying and improving the course learning activities based upon the feedback provided by the course learning outcomes assessment process. Student achievement will be assessed and reported out for SLOs at the following levels: 78-100%, 70 – 77%, 1 – 69%, 0 (assessment not taken or earned zero). Minimum expected achievement of student learning outcomes is 70%; desired level is 78 – 100%.

>> can add in specific assignments to connect with SLO

Alternate Course Delivery Statement

In order to ensure academic continuity, this course may utilize different pedagogical tools such as online or real time remote classes to meet course learning outcomes, provide support for students, and maximize learning during identified continuity events (i.e., pandemic events, facilities shutdown, storms, etc.).

>> can add additional information.

COLLEGE POLICIES

Academic Honesty Policy

Academic honesty is foundational to a successful quality educational experience. The maintenance of academic integrity is the responsibility of both faculty and students. Current and prospective students are expected to adhere to the values of intellectual and academic honesty and integrity. Academic dishonesty is a violation of the Student Code of Conduct. Any charge of academic dishonesty shall be substantiated by the preponderance of the evidence.

For a complete description of the wide range of behaviors that are considered academic dishonesty, the procedures to resolve such matters, and information about a student's right to appeal, visit Herkimer's webpage at the link below.
www.herkimer.edu/catalog

IE/MAC 2023

Appendix B

Herkimer
THE STATE UNIVERSITY OF NEW YORK

Additional guidance about Herkimer's expectations and provisions for helping students to achieve success is available in the Academic Regulations and Student Conduct section of the College's Policies, Procedures and Services page at the following link: www.herkimer.edu/catalog

Attendance
To maintain high quality academic work, regular attendance at class is necessary. Absence from class is considered a serious matter and never excuses a student from class work. After reviewing the student's justification, the instructor may give the student the opportunity to make up the work missed; however, this decision is at the instructor's discretion. A college-wide attendance policy empowers a faculty member to administratively withdraw a student who has missed 20% of the class meetings in a course.

>> additional instructor specific classroom policies can be added

Student Accessibility Services
Voluntary self-identification of a documented disability will allow the college to help prepare appropriate support services to facilitate learning for special needs students. Medical or other professional diagnostic reports are required to insure appropriateness of accommodations. A student who requires an accommodation should contact the Coordinator of Accessibility Services by calling 315-866-0300, ext. 8773.

Counseling Center
Personal counseling is available on campus. It is free and confidential. You can make an appointment to meet with a counselor by calling 315-574-4034 or make an appointment in person by going to CA 130.

Anyone on campus with a Mental Health Emergency should contact Campus Safety by calling 911.

---------Color Key ----------

Content in Blue should be updated to instructor but must be included in your syllabus.

Content in Red may be tailored to the individual instructor.

Content in Black must remain the same as it is written.

Content in green should be identical to what is written in the Common Course Syllabus.

**** The format can be changed to the instructor's preference.**

Appendix D

Herkimer

College Now 2024-2025

Please complete the College Now application if you are interested in taking taking courses through the College Now program with Herkimer College.

*Indicates required field.

Please select from the following:

- ◯ This is my first College Now course(s).
- ◯ I have taken College Now courses before.

First Name*

please enter your legal name

Last Name*

Preferred First Name

enter if different from above

Address*

Country

United States

Street

City

State

Select State

Postal Code

School Email Address*

please enter your high school email

Phone*

Personal Email Address

High School Attending*

Expected High School Graduation Year*

What is your career goal? (This will help us provide courses that are beneficial and align with your goals!)

I understand that withholding information requested on this application, including giving false information, may result in denial of admissions or dismissal. I have read this application and certify that the information I have provided is correct and complete.*

☐ Yes

If you'd like us to register you, please indicate the courses you are interested in. Your Guidance Office will provide you with list of CRN numbers.

Appendix C

Fall courses:

CRN No. _____ Course *(ex: MA 124-OP)* _____

CRN No. _____ Course *(ex: MA 124-OP)* _____

CRN No. _____ Course *(ex: MA 124-OP)* _____

Spring courses:

CRN No. _____ Course *(ex: MA 124-OP)* _____

CRN No. _____ Course *(ex: MA 124-OP)* _____

CRN No. _____ Course *(ex: MA 124-OP)* _____

Additional Courses

☐ I wish to request additional courses, but I understand overloads are an exception and not the norm. Please indicate the course(s) you wish to add. Your request will be reviewed and a decision will be emailed to your school email.

By submitting this form, I consent to receiving calls, texts, and/or emails from Herkimer County Community College.

Herkimer College
100 Reservoir Road
Herkimer, NY 13350

Phone: (315) 866-0300
Toll-Free in NY: (844) 464-437

Appendix C

Herkimer
THE STATE UNIVERSITY OF NEW YORK

Herkimer College Student Accounts Office | 100 Reservoir Road | Herkimer, NY 13350
Tel: (315) 574-4018 | Fax: (315) 866-5497 | Email: bursar@herkimer.edu

AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Sections 6301 & 6305 of the Education Law

Instructions: 1. Complete boxes A-E
2. Return the completed form to Herkimer College Student Accounts Office

PLEASE NOTE: Herkimer County residents need only present this affidavit to the Student Accounts Office. They do not need to present this form to the Herkimer County Chief Fiscal Officer.

IMPORTANT! PLEASE PRINT LEGIBLY IN INK

A

Full Name _____ Student ID#: H_____

Phone Number: _____ NYS County of Residence _____

Semester: _____ Year: _____

B

I, (Full Name) _____ do hereby swear (or affirm) that I reside at (street address) _____, in the (City) (Village) (Town) of _____, County of _____, State of New York; that I now am and have for a period of one year prior to the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a resident of the County of _____.

C

Resided at above address since _____
(Month / Year)

If less than one year at the above address, list your addresses for the PAST YEAR:

Address	Dates (From – To)
_____	_____
_____	_____

D

Citizenship: ☐ United States Citizen ☐ Other VISA Type: _____

Resident Alien Number: _____

I further state that I plan to enroll in Herkimer County Community College and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

E

_____
(Your Signature) (Date)

Certificates must be submitted to the college within the first 30 days of the semester.
Certificates cannot be dated more than 60 days prior to the start of the semester.

Appendix D

Application for Community College Resident Tuition Rate—Certificate of Residence

New York State residents are entitled to be charged the lower Resident rate of tuition when attending a community college even if it is outside of your home county, subject to certain requirements under the New York State Education law. To qualify, you must obtain a certificate of residence issued by your home county. If you do not file this form with _____ County by thirty (30) days after the start of classes, you will be charged out-of-state (non-resident) tuition. You must obtain the certificate of residence no more than sixty (60) days prior to registering for the semester/term in which you are utilizing the certificate. A certificate of residence is valid for one (1) year from the date of issuance and will be valid for every term that commences within that one year. You must obtain another certificate of residence after it expires (e.g. each year) through this same process.

This form may be submitted online, in person, or through the mail to your home county treasurer's office. Once you obtain the certificate of residence from your home county, you must promptly send the certificate of residence to your community college. This form does **not** have to be notarized, and you are **not** required to provide a social security number or social security card to receive the certificate of residence. If you are denied a certificate of residence because of not giving a social security number, due to not notarizing the application, or for another reason that you believe to be in error, please appeal using the instructions below.

Students can utilize the following checklist to ensure that they are submitting all appropriate documentation to their county treasurer's office:

- ☐ This application form
- ☐ Proof of residency in New York State and their home county (see "Directions for Students")

STUDENT'S INFORMATION

LEGAL NAME:

PREFERRED NAME (if different than legal name):

DATE OF BIRTH (mm/dd/yyyy): **SUNY I.D. NUMBER (if known):**

E-MAIL ADDRESS:

PHONE NUMBER:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

How long have you lived at the above address? **Years** **Months**

COMMUNITY COLLEGE (Name of NYS Community College where you are enrolled/registering for classes):

CITY, VILLAGE, OR TOWN of residence:

Appendix E

HAVE YOU LIVED IN NEW YORK STATE FOR OVER A YEAR? ☐ **YES** ☐ **NO**

HAVE YOU LIVED IN _____ **COUNTY FOR MORE THAN SIX MONTHS?** ☐ **YES** ☐ **NO**

(IF NO, I HAVE LIVED IN _____ **(enter county name) COUNTY FOR** _____ **(number of months) MONTHS).**

If you have lived in more than one county in the past six months, please provide a certificate of residence application to each New York State County that you have lived in within the last six months in order to obtain partial certificates of residence from each of those counties.

Please list any previous addresses if you resided at the above address for less than one year:

1.

_____

How Long? _____ **Years** _____ **Months**

2.

_____

How Long? _____ **Years** _____ **Months**

NAME OF HIGH SCHOOL (if in New York):

_____

YEAR OF HIGH SCHOOL GRADUATION: _____

I confirm that I have either (1) already registered for classes for the term in which I seek this certificate of residence, or (2) intend to register for classes within the next 60 days. ☐ **YES**

Please note that it is important that you register for classes no later than 60 days after this certification is obtained. Failure to register within 60 days of obtaining the certificate of residence will result in the certificate not being valid for the requested term.

I _____ hereby affirm that I have been a resident of _____ County for the last six months or I have resided in _____ County for a period of _____ months within the last six months. I state that I have been a resident of New York State for the past year and plan to enroll in a New York State Community College and that this affidavit is made for the purpose of securing a Certificate of Residence from _____ County pursuant to the requirements of Article 126 of the Education Law. I further affirm that I am eligible to receive a Certificate of Residence under New York law (see eligibility criteria at https://www.suny.edu/smarttrack/residency/cc/).

SIGNATURE: _____ **DATE:** _____

Appendix E

HERKIMER
COUNTY | COMMUNITY | COLLEGE

DROP/ADD FORM

INSTRUCTIONS:

1. If you are changing your curriculum (major), do not use this form. Contact the Advisement Center in CA 130.
2. To drop or add a course, complete the sections below.
3. Sign the form, have it approved by your academic advisor, and return to the Registrar's Office in CA 264.
4. Refer to the current Student Handbook/Academic Planner for more details.

NAME (Please Print) _____
Last First MI

COLLEGE ID # H __ __ __ __ __ __ __ __ __

Term	**Year**	**Curriculum** (Major)

COURSES TO BE DROPPED

CRN#	Course/Section #	Course Title	Credits	Office Comments

COURSES TO BE ADDED

Check Student Online Services on website for open sections.

CRN #	Course / Section #	Course Title	Credits	AD Approval (If Required) Intls	Action	Date

Advisor Name (Print) _____

Advisor Signature (Required) _____ Date _____

Advisor Comment _____

I understand that this change may affect my academic standing, the time required to graduate and/or financial aid.

Student's Signature _____ Date _____

Comments _____
_____

From _____ to _____ Credits

Registrar's Office _____ Date _____

Bursar's Office _____ Date _____

Revised 11/2009 Reg

Appendix F

CHANGE OF GRADE FORM

Please be sure all sections below are completed and submit this form to your Division Dean for approval. If approved, the Division Dean will submit to the Registrar's Office for grade change to be processed.

STUDENT LAST NAME: _____ FIRST NAME: _____

COLLEGE ID #: _____

COURSE/SECTION #: _____ CRN #: _____ SEMESTER/YEAR: _____

COURSE TITLE: _____

PREVIOUS GRADE: _____ NEW GRADE: _____

IF PREVIOUS GRADE WAS "I", INDICATE THE REASON FOR THE INCOMPLETE:

_____

_____

REASON FOR CHANGE:

_____

_____

_____

INSTRUCTOR'S NAME (PLEASE PRINT): _____

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

____ APPROVED ____ DISAPPROVED

DIVISION DEAN'S SIGNATURE: _____ DATE: _____

Registrar's Process Complete: _____

Initials/Date

Notes: _____

Revised Aug 2022/REG

Appendix G