

# Herkimer

THE STATE UNIVERSITY OF NEW YORK

COLLEGE NOW

College Credit for  
High School Students

# Concurrent Enrollment Instructor Handbook

**Updated 2026**

# Concurrent Enrollment Instructor Handbook

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## **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..

### **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.
- ◆ Instructors will be asked to submit End-of-Term Documents at the end of the course.

# Student Eligibility Requirements

- ◆ Students requesting College Now credit must be in 10th-12th grade.

## 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 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](http://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](mailto: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**

→ **These documents will be sent to the College Now email at the end of each course taught. These documents need to include:**

- \* 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)

## **Creating Your Syllabus**

Your course syllabus should be modeled after our Master Course Syllabus (MCS) an example is located in **Appendix B** in this handbook. An exact example of each course you will be teaching will be provided to you as a guide. There you will also find the master key to inputting your information into the syllabus and which information you can and cannot change. Instructors are required to submit their customized course syllabi at the beginning of the semester that they are teaching the College Now course. *(If teaching a full year course please submit course syllabus at the start of the course in the fall.)*

## **Learning and “Seat Time” Expectations**

Students will be expected to receive 40 hours total for each subject. This time should consist of seat time/instruction in the classroom and any additional projects outside the classroom for the subjects. Example: Say you give 30 hours throughout the term of in classroom instructor then assigned an assignment that should take the student a period of 10 hours to complete. The assignment can be stretched throughout the term and doesn't need to be due all at once, it just needs to be something that should take the student 10 hours of working time to complete.

## Textbooks

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

## Grading System

When inputting grades online via GO add how the course grades will be assigned under “GRADE DETERMINANTS”. (Note that the % given on the pdf guide is only an example!!!) Change the “Grading Scale” to the scale you will use. (Note that the grading scale provided on the MCS is only an example. It is not the “College Scale” though the MCS might refer to it as the “College Scale”.)

### **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**

### Other Grade Notations:

**AW** : Administrative Withdrawal

**I** : Incomplete

**WM** : Medical Withdrawal

**W** : Withdrawn

**Z** : Given to students who officially register for a course but who never attended. This grade is equivalent to an “F”

**All grades earned will be included on the student’s Herkimer College Transcript**

## **Registration Process**

- Our registration process through the Herkimer 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 that they are requesting into their application.
  - **Students will be asked to know certain information during this registration process 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. This is the piece that makes it free for the students 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.
- There will be a limit of **11 credits per student per term**, no overload credits will be granted.

## **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 looks like for Herkimer County Residence is located in **Appendix D**. An example for all other county Residence is located 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 their 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 student's 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](http://www.herkimer.edu/transcripts)
2. Find the link under that says :[click here to place an order through Parchment.](#) under the official transcripts section.

*Students may check their grades and print unofficial transcripts, for free, at any time through their MyHerkimer accounts ( Student Online Services)*

## **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/academics/library/](http://www.herkimer.edu/academics/library/).

## **College Now Office Contacts**

**Phone: (315) 866-0300 ext. 8273**

**Email: [collegenow@herkimer.edu](mailto: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

**HU212**– Music Appreciation

## 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

**SC161**– Physical Geology

## 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

# Course Syllabus CS (1<sup>st</sup> 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 (1<sup>st</sup> 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) but do not click on it!!
  - 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 (1<sup>st</sup> Day Handout).

### 3. Follow the blue/red/back/green color scheme on the pdf guide...

- a. Complete the upper part...

e.g.

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

DIVISION:	Business, Health, Science & Technology
COURSE TITLE:	General Chemistry I
COURSE NUMBER:	SC153
CREDITS:	4 Credits (3,1)
DATE:	Revised, Spring 2023
GRADE TYPE:	Letter Grade
GENERAL EDUCATION:	Natural Science, Critical Thinking Core Comp.
PREPARED/REVIEWED BY:	Georgia 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
	<i>Per individual instructor’s syllabus</i>

**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 (1<sup>st</sup> Day Handout)**



**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

**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](http://www.herkimer.edu/catalog)



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](http://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](tel: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.



## 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.

**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) 464-4375**

Appendix C



**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.*

# 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:

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:



# 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.

<b>NAME (Please Print)</b> _____						
Last	First	MI				
<b>COLLEGE ID #</b>	H _ _ _ _ _					
<b>Term</b>	<b>Year</b>	<b>Curriculum (Major)</b>				
<b>COURSES TO BE DROPPED</b>						
CRN#	Course/Section #	Course Title	Credits	Office Comments		
<b>COURSES TO BE ADDED</b> Check Student Online Services on website for open sections.						
CRN #	Course / Section #	Course Title	Credits	AD Approval (If Required)		
				Intis	Action	Date
<b>Advisor Name (Print)</b> _____						
<b>Advisor Signature (Required)</b> _____ <b>Date</b> _____						
Advisor Comment _____						
<i>I understand that this change may affect my academic standing, the time required to graduate and/or financial aid.</i>						
<b>Student's Signature</b> _____ <b>Date</b> _____						
Comments _____ _____				From _____ to _____ Credits Registrar's Office _____ Date _____ Bursar's Office _____ Date _____		

**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: \_\_\_\_\_