

## **Winter 2019 Important Billing Information**

- Please pay attention to the due date on the bill! You will be deregistered from your course(s) if not settled by the due date on the bill.
- If your bill includes an additional charge called “Tuition – No Residency,” please provide us with a Certificate of Residence from your home county (your permanent home address), explained on the enclosed information. This charge will be subtracted from your bill, once we receive your certificate. The certificate *should* be provided by the due date on the bill, but no later than 30 days after the start of your course(s). For additional information, please refer to <http://www.herkimer.edu/apply/billing/certificate-of-residence>.
- Please be aware of the refund schedule for winter classes, found at <http://www.herkimer.edu/apply/billing/refunds-of-tuition>. A 100% refund is given only in the event that the course is dropped before it begins or in the event of course cancellation. **Since the winter intercession is so short, there are no refunds of tuition and fees once courses begin!**
- If you wish to drop a class, please contact the Registrar’s Office by email at [Registrar@herkimer.edu](mailto:Registrar@herkimer.edu). Be sure to include your full name, and your entire Herkimer assigned College ID Number (it begins with an “H”), list the course or courses you would like to drop, and state that you would like to drop the course or courses.
- You may use our electronic web payment system (MasterCard, Visa, Discover or Web ACH) by going to [www.herkimer.edu/payment](http://www.herkimer.edu/payment).

### **Information for Winter 2019 Internet Academy Students:**

- To access your Internet Academy course, go to the Internet Academy Generals Online Student Center at: <https://www.herkimer.edu/learn/online-learning/go-student-center/>. This page provides a link to courses as well as specific information on how to determine your GO username and password and fully participate in your online course. If you have difficulty logging in, please contact the Internet Academy at: [internetacademy@herkimer.edu](mailto:internetacademy@herkimer.edu). New, first time online students should access as soon as possible and work through the online Open SUNY Student Orientation course (it takes about 4 hours total). The skills covered in the orientation will help you to successfully complete your online course.
- Courses will go live a few days before the session begins and students are encouraged to access the course and view the course information materials at that time. **You are required to access your course and begin participating by the first day of class, which is Wednesday, January 2, 2019.**
- Textbooks may be required for online courses and can be purchased at <https://Herkimer.bncollege.com>. **Please pay close attention to the course and section numbers on your schedule when selecting your textbooks.** More and more of our courses each year are switching to OER (Open Education Resources) which means that the textbook will be provided electronically within the GO course shell. There is a \$20 OER fee charged on each OER course to support OER development and training. You can determine what courses are using OER on our course offerings page here: <https://www.herkimer.edu/learn/online-learning/courses/> and within Student Online Services.). In some cases, a reasonably priced print version or some OER textbooks may be obtained from the college bookstore.
- Important announcements are placed on the GO Login Page on a regular basis (i.e. – last date to drop courses, scheduled web outages, etc).
- If you have any questions about your Internet Academy course, please email [internetacademy@herkimer.edu](mailto:internetacademy@herkimer.edu).