1. _____ If you are in jeopardy of not graduating due to low grades and or lack of completed community service hours, this needs to become your TOP PRIORITY! See your teachers and counselor for immediate assistance.

2. _____ Complete all steps on the “Winter To-Do” list. Did you forget to apply for TAP? This could get you up to $5600.00 dollars of free grant money!! It takes about 20 minutes to complete on-line. Make sure you have your NYS college of choice listed on your TAP application. Go to www.hesc.ny.gov to complete this app or to update your college choice.

3. _____ Complete your placement testing ASAP if testing is required. Some colleges require it; mainly community colleges and others do not.

4. _____ Finalize your college choice if you have not yet done so. Do more visits if you need to make this important decision. Stop in if I can assist you with this decision. Make sure you have sent in your deposit to your college of choice if you have not already done so. Not every school requires a deposit to hold your spot; especially community colleges. Most schools require this commitment by May 1st. ALWAYS CHECK YOUR DEADLINES!!! May 1st is the national deadline.

5. _____ If you were accepted to several other colleges but do not plan to attend, simply call their Admission’s Office or e-mail them that you do not plan to attend so they can close your admissions file.

6. _____ If you will be commuting to campus, make sure you have reliable transportation as well as a backup plan in case your vehicle breaks down. Check out where the parking lots are on your campus as soon as you can so you are familiar with them.

7. _____ If you will be living on campus, make sure you have completed your room survey, requested a roommate if you have a specific person already in mind and paid your room deposit if one is required.
8. Be aware of any summer orientation sessions that you must register for, attend and pay for (Sometimes there is a fee.) and make sure to make transportation plans for this. Try to pick the earliest summer orientation you can IF you will be selecting courses at that time so that the most classes and best times of classes for you are available.

9. Finalize your summer job plans and make a plan to save part of your summer earnings. This may include updating your resumes and getting references.

10. Create a realistic budget for yourself.

11. If you are taking College Connections classes, make sure you order an official transcript from JCC so that they send an official transcript to your college of choice. Your college credits do NOT magically transfer to college. You must request proof of college coursework through transcript requests. Directions for sending a JCC transcript are listed at the end of this list and are on-line on the JCC Guidance link. NEW PROCESS!!! JCC no longer accepts transcript requests on paper—only on-line.

Here is the link and it is also on our guidance webpage:

www.sunyjcc.edu/alumni/transcripts

There is an $8.50 fee to order an official transcript.

12. If you took an Alfred State College college class, the transcript request form is included in this packet for you. B-R has prepaid your fee for one official ASC transcript for you.

Request Your Transcript Using ASC’s BannerWeb

If you were enrolled in 1974 or later, you may request your transcript using your BannerWeb account (click on Continue, then click on Enter Secure Area). Log into your account, select Student Services and Financial Aid, select Student Record, and then select Request Printed/Official Transcript. Use the look up feature to select the institution you wish to send your transcript to, OR click on Continue to enter the name and address of the recipient yourself. Be sure to select submit when you are done. You may also view the status of your transcript requests. Your transcript will be printed on the next business day if you have requested that it be sent immediately. The Student Records and Financial Services Office will seal and mail the transcript at that time.
Request Your Transcript from the Student Records and Financial Services Office at Alfred State College  
(taken from the ASC website)

If you are unable to request your official transcripts using BannerWeb, you may request your transcript by going to the Student Records and Financial Services Office or you can print and fill out a Transcript Request Form (pdf) to mail to the Student Records and Financial Services Office. In addition, you can mail or fax a signed letter requesting that the Student Records and Financial Services Office send your transcript. We do not accept any phone or e-mail requests due to security considerations. There is NO FEE for this service.

Mail your request to:

Alfred State  
Attention: Student Records and Financial Services Office  
10 Upper College Drive  
Alfred, NY 14802

Our fax number is (607) 587-3287.

If you mail or fax your request, the following information is required:

1. Name (include maiden name if married)  
2. Social security number  
3. Mailing address and phone number where you can be reached in case we have any questions in processing your request  
4. Years you attended Alfred State  
5. Address or the fax number where your transcript is to be sent  
6. Your written signature

Be aware that faxed transcripts are generally considered "unofficial". Usually it takes about 2 - 3 working days for your request to be processed. Please allow two weeks to process your requests during registration and final grade periods.

If you want final grades for the semester you are currently enrolled in to be included, you must note to have the transcript sent at the end of the semester. Requests for FINAL transcripts can be made any time prior to the end of the current semester.

Remember: The Student Records and Financial Services Office will not send transcripts without the student's signature each time one is requested. Also, the Student Records and Financial Services Office cannot release copies of a student's transcripts from other institutions. Students must request these directly from the schools they have attended. You may obtain/print unofficial copies of your transcript from BannerWeb.

Note: If you have any financial obligations with Alfred State or you have not returned all equipment or supplies borrowed from the College, such as library books, athletic equipment, etc., your transcripts will be held until these obligations have been cleared.
13. If you took an AP exam, make sure you know where your AP packet with your ID number is in case you need to send your score to a college in the future from the College Board.

14. If you took any CLEP exams and scored high enough to earn credit, you must order a CLEP transcript and have it send to your college of choice. This form is listed at the end of this packet and is linked to the CLEP Guidance webpage for you. LIST ALL CLEP TESTS ON ONE REQUEST SO THAT YOU PAY ONLY ONE $20.00 FEE, NOT $20.00 /CLEP SCORE.

Sending CLEP Transcripts to Your Colleges or Employer
(taken from the College Board CLEP website)

All CLEP exam registrations come with a free score send, which must be used when you register. However, if you don't select a score recipient institution during registration or you wish to send your scores to additional institutions, you can request official CLEP transcripts for exams via My Account through a secure online checkout process. These additional score reports can be ordered for a fee of $20 per score recipient.

There are three ways to request a transcript in My Account:

- Click on "Request a Transcript" in the dropdown menu under My CLEP Account.
- Click on My Account Overview, and you will see a link called "Request a Transcript."
- Click on My CLEP Exam Scores, and scroll to the bottom of the page under Order Transcripts. Click on the “Transcript Request” link.

This cumulative transcript covers all the CLEP exams you've taken and the scores you earned in the last 20 years. Acceptable forms of payment for transcript orders are debit or credit card ONLY.

You will receive a confirmation email once your transcript request is received. Transcript creation and delivery takes 10–14 business days, and an institution receiving your transcript may take additional time to process your scores once it receives them.
Important Notes About CLEP Transcripts:

- If you want to send transcripts to multiple institutions, you must complete a transcript request for each institution. There is a $20 fee for each transcript ordered.
- Transcript orders are nonrefundable and cannot be canceled or changed.
- If your institution still has not received your scores 15 business days from when you placed your transcript order, you can contact CLEP Services at 1-800-257-9558 to resend your scores for free. Note: A transcript resend will have the exact same information as the original transcript request. If you change information from an original transcript request, you will be charged a $20 fee.

15. Make sure all financial aid documents and requirements are complete. This may include reading your college loan entrance counseling information on-line, submitting tax or other financial documents for the FAFSA and/or TAP for verification, signing promissory notes to pay back your student loans (done on-line inside your college account typically) and/or searching for private/alternative/gap loans. **IT IS CRUCIAL THAT YOU COMPLETE YOUR FINANCIAL AID PROPERLY!!! ONLY BORROW WHAT YOU NEED-NO MORE!!!! If you are selected for “verification” you must send in documents to prove that your FAFSA is correct.**

16. **Set up your college web accounts** if you have not already done so. Angel, Blackboard and Banner web are three of the most common college student information systems.

17. **Order new copies if you do not have a birth certificate and/or social security card on file.** Contact the township that the hospital you were born in to order a birth certificate. There is a social security office in Olean. Note: It can take up to six weeks to receive a new social security card.

18. **Complete scholarship applications** as many are due by May 1st. Watch deadlines and be “neat and complete”!

*****Graduation rehearsal is mandatory and will be held in the Auditorium at 1PM on Thursday, June 27th**********

19. **IF YOU WIN SCHOLARSHIPS, I EXPECT ALL OF YOU TO HAND WRITE OUT A THANK YOU CARD TO THE PERSON OR ORGANIZATION/CONTACT WHO WAS GENEROUS ENOUGH TO GIVE YOU SCHOLARSHIP MONEY. IMPORTANT!!!! Save the packet that you get at graduation as it has the exact contact info that you need to send your thank you card to.** Something as simple as writing:
Dear ______,

My name is ______ and I am the winner of the ______scholarship. I wanted to write you a brief note to thank you and your organization for your generosity in sponsoring this scholarship. Your support means a great deal as my college expenses are significant. I plan to attend ____________college to study ______________. Thank you again for your financial support.

Sincerely, _____________________

Any scholarship accounts overseen by BRCS now require that the thank you not be submitted in an unsealed envelope to the Business Office to pick up your scholarship check. These directions are given to you at graduation. DO NOT LOSE THE ENVELOPE WITH THE DIRECTIONS!!

√ 20. ______ Keep track of your immunizations that are also given to you at graduation, as you will need a copy of those for future education and career endeavors.

√ 21. ______ Follow any other items on your college checklist form your college of choice and mark them off on the checklist as you complete them. DO NOT HESITATE TO CONTACT THE COLLEGE DIRECTLY IF YOU ARE EXPERIENCING DIFFICULTY COMPLETING YOUR TASKS. Alternatively, stop in and I am glad to try to help id I have time to!

****Reminder that graduate caps need to remain undecorated for the graduation ceremony.****

22. ______ Here are some websites where you can buy college books to price shop at so that you pay the lowest prices you can to save some money: (either by buying new, used, renting or buying E-Books for tablets) Chegg.com, Amazon, textbooks.com, half.com through E Bay, ecampus, Valore Books, Rakuten and Barnes and Noble. There are many other sites!!!! Shop for books as early as possible to hunt for the best prices and selection and sometimes it is best wait until class begins to make sure you truly need to purchase the book or not.

BEWARE!!!! Buying books from the campus bookstore can result in higher prices there. However, also check in case they offer a bundle “deal” if you order all of your books from them at once.

23. ______ File for the draft when you as males turn 18 years old at www.sss.gov.

24. ______ If headed straight to work, make sure you have your portfolio with resume, letters of recommendations and samples of work all updated.

25. ______ If headed to the military, make sure you have finalized everything with your recruiter.

STOP INTO THE GUIDANCE OFFICE IF YOU EVER NEED ASSISTANCE!
NYS EXCELSIOR SCHOLARSHIP INFO

At this time, NYS has not yet set the window to apply for the Excelsior scholarship. THEREFORE, your best bet is to go to THIS WEBSITE:


ALTERNATIVELY, GOOGLE THE LINK AS "HESC EXCELSIOR" AND TO CLICK ON THE EMAIL LINK TO BE NOTIFIED WHEN THE APPLICATION WINDOW OPENS.

(THE FOLLOWING INFO IS TAKEN FROM THE HESC WEBSITE DIRECTLY.)

The Excelsior Scholarship, in combination with other student financial aid programs, allows students to attend a SUNY or CUNY college tuition-free.

Eligibility

An applicant must:

- be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- be a U.S. citizen or eligible non-citizen;
- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of $110,000 or less;
- be pursuing an undergraduate degree at a SUNY or CUNY college, including community colleges and the statutory colleges at Cornell University and Alfred University;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year (successively), applicable toward his or her degree program;
- if attended college prior to the 2018-19 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Excelsior Scholarship;
- be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by a NYS award that you have previously received; and
- execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

Catching Up on Credits
A student who is not on track to complete an Associate's degree in two consecutive years or Bachelor's degree in four consecutive years (which requires completion of the equivalent of 30 credits each academic year) can catch up on missing credits to become eligible for an Excelsior Scholarship. If you successfully earn additional credits during a term or academic year and get back on track to completing your degree on time, you will be eligible to receive an Excelsior Scholarship for the remainder of your undergraduate degree program.

Opportunity Programs

If you are in an opportunity program, the Excelsior Scholarship program allows five years to complete your degree on time (which requires completion of the equivalent of 24 credits each academic year).

Five-Year Undergraduate Programs

If you are in an undergraduate program of study normally requiring five years, the Excelsior Scholarship program allows five years to complete your degree on time (which requires completion of the equivalent of 30 credits each academic year).

Students with Disabilities under the Americans with Disabilities Act of 1990

To be eligible for an Excelsior Scholarship, students with qualified disabilities under the Americans With Disabilities Act who attend less than full time must register with their college office for students with disabilities.

If you are a student with a disability under the Americans with Disabilities Act, the Excelsior Scholarship program requires that you be continuously enrolled and complete the number of credits you attempted each semester to fulfill the requirement for on-time degree completion. If you have not earned credits for all courses attempted, you can catch up on missing credits if you successfully earn additional credits during a Summer and/or Winter session(s) and get back on track for credits that were not previously completed.

Students with disabilities determined to be ineligible who can demonstrate good cause for completing fewer credits than attempted and/or a break in attendance may appeal the decision by completing and submitting the Excelsior Scholarship Program Appeal Form to Excelsior.Appeals@hesc.ny.gov.

For more information, visit NYS Student Financial Aid Programs and Students with Disabilities.

Appeals

Students whose current income or prior year adjusted gross income is $110,000 or below due to the disability, divorce or separation of a parent, spouse or the student or the death of a parent or spouse may appeal their disqualification by completing the Income Appeal Form and submitting it to Income.Appeals@hesc.ny.gov.

Students who are determined to be ineligible for failure to meet the annual credit or continuous enrollment requirements and who can demonstrate good cause may appeal the decision by completing and submitting the Excelsior Scholarship Program Appeal Form to Excelsior.Appeals@hesc.ny.gov.

Award Amount*
A recipient of an Excelsior Scholarship may receive up to $5,500.

To determine the award amount, the 2016-17 resident tuition rate charged by SUNY ($6,470) or CUNY ($6,330) will be reduced by the amount of certain other student financial aid awards which an applicant has or will receive for the academic year, including a NYS Tuition Assistance Program (TAP) award and/or federal Pell grant. The Excelsior Scholarship will cover any remaining tuition liability up to $5,500; and a tuition credit will cover any remaining tuition expenses not covered by the Excelsior Scholarship.

*Note: Any award payment received may have tax implications. Any questions regarding this should be directed to a tax professional, the Internal Revenue Service, or the NYS Department of Taxation and Finance.

Duration

A recipient of an Excelsior Scholarship is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an associate’s degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years, in a program leading to a bachelor’s degree.

Payment

To receive award payments after the initial application year, an Excelsior Scholarship recipient must annually complete the Free Application for Federal Student Aid (FAFSA) and the NYS Student Aid Payment Application each year.

How to Apply

The application deadline for the Excelsior Scholarship Program Spring 2019 term has passed.

Submit your email if you would like to be notified when the 2019-20 Excelsior Scholarship application becomes available.

Please contact the Scholarship Unit at scholarships@hesc.ny.gov or 888-697-4372.

***Be very cautious and careful completing the Excelsior application when it comes out. Errors may disqualify you for this award. ***
Course ID's and Numbers

Courses are often represented by two different values:

- Course Number
- Course ID

A course number is a three-digit value made by a department to represent a particular course within their department. Ex. ENG 1510

In a catalog, courses are represented by their course number. For example, MATH 122 could be a course offered by the Mathematics department.

For registration purposes, courses also have section numbers attached to them. Section numbers distinguish between multiple offerings of the same course within a term. For example, MATH 122 -02 could be a class offered by the Mathematics department in a particular term and MATH 122 -03 could be another class offered that same term.
Course numbers also indicate the level of a course.

- 100 and 200 numbered courses are considered lower division courses
- 300 and 400 numbered courses are considered upper division courses
- 500 and 600 numbered courses are considered graduate level courses

Course IDs are quite different than course numbers.

A course ID is a four-digit number used to represent a course that can be enrolled in within the registration system for a given term.

- Attempted credits or hours (Hrs. Att.): The credit value of courses registered for or attempted.
- Completed credits or hours (Hrs. Capt.): The credit value of courses successfully completed or earned.
- Grade Points: the grade point value for each grade multiplied by the credit hours of the course.
- GPA: the grade point average for one semester; this is equal to the grade points divided by the attempted credit hours in the courses in which a grade of A, B, C, D, F or WF is received (including “plus” or “minus” grades—for example, A; B+).

Example: Semester Grade Point Average (GPA)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>X</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>A</td>
<td>4.000</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>D</td>
<td>1.000</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>MAT 101</td>
<td>C</td>
<td>2.000</td>
<td>X</td>
<td>1</td>
</tr>
<tr>
<td>MAT 115</td>
<td>B</td>
<td>3.000</td>
<td>X</td>
<td>1</td>
</tr>
<tr>
<td>HIS 113</td>
<td>B</td>
<td>3.000</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>PHL 101</td>
<td>F</td>
<td>0.000</td>
<td>X</td>
<td>3</td>
</tr>
</tbody>
</table>

In the example above, the student registered for, or attempted, 15 credit hours of courses. Since the student received a failing grade of F in PHL 101 (a 3-credit course), he/she successfully completed, or earned, only 12 of the 15 credits attempted. However, the F does count in calculating the grade point average (GPA). Therefore, the divisor equals 15.

The example shows the calculation of the grade points for each course and the total (30.000) for the semester. The student’s grade point average, or GPA, is calculated by dividing the total points (30.000) by the divisor (15). As a result, this student’s semester GPA equals 2.000.

The student’s transcript displays this information for each semester, as well as a cumulative total, which is arrived at by calculating all the semesters together. The cumulative grade point average is the total of all grade points for every course on the transcript divided by the total divisor.
### Academic Transcript Request form

**PLEASE CHECK ONE BOX ONLY:**

- [ ] Send Now
- [ ] Send at End of Current Semester
- [ ] Send After Degree Posted

**Official**  
Number of Copies (Limit 2 per request)

*(Students may obtain/print unofficial copies of their transcripts on Banner Web. Go to http://web.alfredstate.edu/banweb/)*

### Please PRINT:

- **Social Security Number**
- **Phone**
- **Dates of Attendance:**
- **Last Name**
- **Maiden Name**
- **First Name**
- **MI**
- **Street Address**
- **City**
- **State**
- **Zip**

I hereby grant permission to the Registrar of Alfred State College to release any information relating to my academic record at Alfred State College to the recipient named below.

- **Student Signature**
- **Date**

Please PRINT: *(Please document any special instructions on the back of this form prior to mailing.)*

- **Recipient Name**
- **Street Address**
- **City**
- **State**
- **Zip**

This completed and *signed* form may be faxed to the Registrar’s Office/Enrollment Services at 607-587-3287, or it may be mailed to: Alfred State College, Registrar’s Office/Enrollment Services, 10 Upper College Drive, Alfred, NY 14802. Requests are usually filled within 2-3 business days; however, please allow up to 2 weeks during peak times.

College policy protects the rights of privacy and access regarding your educational records as articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA). Information that can be released without your signature is “directory information.” That is your name, address, telephone number, date and place of birth, electronic e-mail address, major field of study, enrollment status, participation in official recognized activities and sports, weight and height of member of athletic teams, degrees, honors and awards received and dates of attendance. If you do not want “directory information” released to unauthorized persons, you must notify the Registrar’s Office in writing.
College-Level Examination Program®
Transcript Request Form

Use this form to request a transcript if you did not indicate a score recipient institution at the time of testing or if you need to send your scores to more than one score recipient. Indicate which exam(s) you want to appear on your transcript. Please note that CLEP® keeps scores on file for 20 years. Once your request form has been received, please allow two business days for processing and a week to 10 days for mailing.

★ Note: Military personnel (in active duty or retired) should call 877-471-9860 (toll free) or 651-603-3012 to request a military transcript, or visit http://clep.collegeboard.org/military to download a transcript request form. There is a fee of $30 for each military transcript.

PLEASE PROVIDE ALL THE INFORMATION REQUESTED ON THIS FORM. PLEASE PRINT.

Name at the time of testing (last name, first name, middle initial)

Current name, if different from above (last name, first name, middle initial)

Address: number, street and apartment

City State/Province ZIP Country

Daytime telephone number (include area code) Email address

Date of birth (month/day/year)

☐ American Government
☐ American Literature
☐ Analyzing and Interpreting Literature
☐ Biology
☐ Calculus
☐ Chemistry
☐ College Algebra
☐ College Composition
☐ College Composition Modular
☐ College Mathematics
☐ English Literature
☐ Financial Accounting
☐ French Language
☐ German Language
☐ History of the United States I: Early Colonization to 1877
☐ History of the United States II: 1865 to the Present
☐ Human Growth and Development
☐ Humanities
☐ Information Systems and Computer Applications
☐ Introduction to Educational Psychology
☐ Introductory Business Law
☐ Introductory Psychology
☐ Introductory Sociology
☐ Natural Sciences
☐ Pre-calculus
☐ Principles of Macroeconomics
☐ Principles of Management
☐ Principles of Marketing
☐ Principles of Microeconomics
☐ Social Sciences and History
☐ Spanish Language
☐ Western Civilization I: Ancient Near East to 1800
☐ Western Civilization II: 1800 to the Present
☐ Other

☐ Send only exam scores of 50 or above (for computer-based exams).
☐ Send all scores.

CLEP TRANSCRIPT RECIPIENT

Name of institution

College code # (Visit www.collegeboard.org/clep to look up college codes.)

Person at the institution to whom transcript should be sent (if known)

Address of institution where CLEP transcript should be sent

PAYMENT INFORMATION

There is a fee of $20 for each transcript

☐ Check or money order (payable to College-Level Examination Program)

☐ Visa, MasterCard, American Express, Discover, JCB

☐ Debit card (Visa or MasterCard)

Credit or debit card number: Expiration Date:

I authorize CLEP to release my scores to the institution designated above.

Signature Date

If you are paying by credit or debit card, you may fax this form to 610-628-3726. If you are paying by check or money order, mail to: CLEP-Transcript Services, P.O. Box 6600, Princeton, NJ 08541-6600.
"STAND AND BE RECOGNIZED"

Each year, we ask seniors who have won a scholarship from their college or who will be entering the Armed Forces to stand and be recognized at graduation for their accomplishments and plans. However, you must return this form to us or we will not make the announcement pertaining to you. We also post your plans in the main lobby for others to see.

So, if you have won a scholarship from your college or any external scholarships we are not aware of or if you will be entering the military or know where you will be working, please complete this form and return it to the Guidance Office today or ASAP.

Student __________________________________________

Military Branch ______________________________________

OR

College Attending ____________________________________

Major ______________________________________________

OR

Future employer if known ______________________________

Scholarship(s) and amount(s):

______________________________________________________________________

______________________________________________________________________

Please check with your parents on any merit or external scholarships and take a second copy of this form if you need to update us on any late scholarships you receive so that your scholarship amounts are accurate at graduation. We want to recognize you for the awards and scholarships you have earned.