July, 2014

Dear New, Readmit and Transfer Students:

The faculty and staff of SUNY College of Agriculture and Technology at Cobleskill welcome you to the Cobleskill community. We are making every effort on your behalf to make certain that you have the assistance necessary to make your transition to SUNY Cobleskill an enjoyable and successful one. This letter reviews materials sent to you in this orientation packet and serves as check list of things you need to complete before your arrival on August 21, 2014.

The Orientation Information Guide to a Successful Beginning, which is enclosed, is a critical part of “need to know” information that is to be used as a resource as you complete pre-arrival and arrival requirements.

This guide provides specific information and/or important materials that you need to review and be aware of. Please take the time to read it in its entirety. Included in this guide is information regarding: the Cobleskill Creed, Information Technology Services-Residence Hall Computing Access, International Students, Emergency Alert System, Safety Tips, Student Property Insurance, Refrigerator Rentals, CobyCash, Academic Services-CASE, Fall Dates, Campus Communication Information, Commuter Student Information, etc.

Listed below are five major items requiring that you read the enclosed materials and take immediate and/or necessary action that will ensure that your transition to college is successful.

1. **Fall 2014 Official College Opening Schedule for All Students**

   **PRE-ARRIVAL AND ARRIVAL INFORMATION AND SCHEDULE**

   The enclosed Fall 2014 Official College Opening Schedule details your expected arrival date, registration periods, orientation programming, social programming and other pertinent information. Please read this schedule at this time and bring it with you when you arrive on Thursday, August 21, 2014.

<table>
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<tr>
<th>ITEMS 2-5 REQUIRE ACTION BY YOU!</th>
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<tr>
<td>2. <strong>Important Policies and Student Conduct Codes (Information to be found on the Web).</strong></td>
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<tr>
<td>Before you’re permitted to access Banner Web, it’s imperative that you are aware of an institutional policy requiring that you affirm that you have read and agree to abide by the Student Conduct Codes. Your affirmation of the conduct codes is a SUNY mandate.</td>
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<td>At this time, before you are able to complete the registration process as outlined in the enclosed Official College Opening Schedule for All Students, you must first complete these four steps. Please do this now!</td>
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<tr>
<td>1. Go to <a href="http://www.cobleskill.edu/conduct">http://www.cobleskill.edu/conduct</a> to read information regarding College policies and other need-to-know information.</td>
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<td>2. Click on the BannerWeb link and Enter Secure Area. You will now need to enter your User ID and PIN numbers (which were mailed to you from the Admissions Office).</td>
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3. Once you have entered your User ID and PIN numbers, you will be prompted to complete the *On The Hill* Student Handbook – Positive Affirmation. You will be able to access your account after you’ve completed this.

4. Lastly, you must answer a three question survey regarding the Student Conduct Codes to complete the affirmation process.
   - If you answer incorrectly, you will need to revisit the Student Conduct Codes to review and answer correctly to be considered complete.

If you do not have internet access, please call 518-255-5215 and a paper version will be sent to you. Let me stress that this is a SUNY mandate and once you have completed these three steps a computer driven program will confirm for the College that you have complied. Your cooperation is appreciated.

3. **Residence Hall Housing Assignment**

   Enclosed is a blue sheet with instructions on how to access your housing assignment which include contact information for your roommate(s), your residence hall, room number and your campus mailing address.

   Please be informed that per the Terms and Conditions of Residence Hall Occupancy the following general term and condition applies: *Residence hall rooms are to be occupied by full-time degree students. All first semester students are obligated to a two-year residency; all transfer students are obligated to one-year residency. All other 2014-2015 academic year students are obligated to a one-year agreement.*

4. **Refrigerator Rental**

   Students interested in renting a refrigerator should wait until you contact your roommate to make sure that you both aren’t ordering one. One per residence hall room is the limit permitted. For more information, see page seven of the *Orientation Information Guide for a Successful Beginning.* (See below regarding residence hall housing assignment.)

5. **Vehicle Registration Process - Register your Vehicle Online Now Avoid Long Lines!**

   **Pay by Credit Card**

   We strongly advise you to avoid long lines and register your vehicle and submit payment through the online process. There is a 24 hour waiting period from the time you make your payment to receiving your decal; we strongly advise you to register your vehicle and submit payment through the online process by August 19, 2014. Go to page four of the *Orientation Information Guide for a Successful Beginning* for more information regarding your vehicle registration and payment options.

   I can’t stress enough that you read the materials within this packet very carefully, follow all directions accordingly and complete the above requirements. If you have any questions, please feel free to call the Student Affairs Office at 518-255-5214.

Again, welcome to SUNY Cobleskill. Enjoy the rest of your summer. We look forward to seeing you on August 21st!

Sincerely,

Steven M. Ackerknecht
Vice President for Student Affairs