



HARTWICK/SUNY ONEONTA EXCHANGE PROGRAM

Through a cooperative arrangement, full-time students from Hartwick College may enroll in one course per semester at SUNY Oneonta without paying fees. The exchange program is coordinated through the Office of Advising & Registration (OAR) at Hartwick and the Registrar's office at SUNY Oneonta. The following guidelines govern registration:

1. Hartwick students must be matriculated, full time students and be pre-registered for at least 12 Hartwick credits before registering for a SUNY Oneonta course.
2. Hartwick students may take only **one** course—or 3 mini-courses—**per spring or fall term** at SUNY Oneonta through the exchange program. The fee for any additional course(s) is the responsibility of the student.
3. The exchange program is not available in January or during the summer.
4. Hartwick students may not register at SUNY Oneonta for a course available on their own campus, even if that course is not offered in the present semester. (Exceptions may be granted for students whose graduation plans are in jeopardy.)
5. Hartwick students should consult the online SUNY Oneonta schedule of classes for course options.
6. After selecting a course, students must submit a completed application (including an advisor's signature) to the OAR. **Permission of the SUNY Oneonta professor is also required.** The Registrar will forward the application to SUNY Oneonta. Please note that although official registration for the course will not take place until after SUNY Oneonta's add/drop period (the first week of class), students are expected to attend the class from its start.
7. Hartwick students who register for a full-semester course at SUNY Oneonta may drop the course **within the first week** without a fee, in which case the course will not appear on the transcript.
8. After the first week and prior to the 9th week of class, students may withdraw from a course and will earn a grade of 'W'. Course withdrawal forms are available in the OAR (at Hartwick). There is a \$20 fee (payable to Student Accounts at SUNY Oneonta) for dropping a course after the first week.
9. **The grade earned at SUNY Oneonta will be calculated into the Hartwick grade point average and will appear on the Hartwick transcript.**
10. Students must request that Perrella Wellness Center send proof of MMR and Meningitis vaccinations to the SUNY Oneonta Health Center **before the start of the semester.**

Students enrolling in their first course at SUNY Oneonta should contact the SUNY Oneonta HELP desk (on the bottom floor of the library) about setting up an Angel account (similar to BlackBoard).

Please remember that the SUNY Oneonta semester usually begins before the Hartwick semester.

You will be expected to attend all of your classes at SUNY Oneonta even though their breaks/vacations may differ from Hartwick's.

Students must provide their own transportation between the campuses.



Application for Hartwick/SUNY Oneonta Exchange Program

Office of Advising and Registration
4th Floor, Dewar Union
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

Please complete & return to the Office of Advising & Registration as soon as possible.

Name _____ ID # _____ Date _____ Hartwick Box # _____
E-mail address _____ Social Security # _____
Local/cell phone # _____ Date of Birth _____ Major _____ Class year _____

Year/semester of SUNY Oneonta course _____
____ Full semester course
____ Mini-course—Circle session I II III

Course number and title	Instructor	Credits	LAIP or major credit? (HC chair must approve major credit)
_____	_____	_____	_____
_____	_____	_____	_____

Course time & location: _____

1. Mini-course Session Dates:
- I. _____
 - II. _____
 - III. _____

Please keep in mind that the grade(s) earned will appear on your Hartwick transcript.

Have you ever taken a course at SUNY Oneonta? _____ Number of credits registered at HC for Fall _____ Spring _____

Registrar's Office Approval/Date

Advisor's signature/Date