

## Information for New Students

**Welcome to The College of Saint Rose! It is important for you to understand your responsibilities as a student at The College of Saint Rose, so we've highlighted some of the most vital information you'll need as you get started here. Please note: We strongly recommend that you review College policies, found on our website at [www.strose.edu](http://www.strose.edu) and in your College catalog.**

**Registrar's Office Information:** Be aware of deadlines, as well as your responsibilities. *Semester Quick Facts* are located on our website under *Registrar*, then *Registration*, and *Course Schedule and Descriptions*.

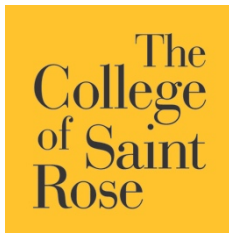
- ✓ All holds must be resolved in order to register for classes prior to the end of the Add/Drop period.
- ✓ The Add/Drop period ends after the first week of classes. You cannot add or drop a class from your schedule after this deadline.
- ✓ You cannot attend a class if you are not officially registered for the class.
- ✓ After the Add/Drop deadline expires, you must withdraw from a class if you wish to stop attending. Your registration status and full tuition liability for the course will still be applicable if you do not initiate the withdrawal process. Withdrawal forms can be found online and in the Registrar's office, and must be submitted in writing to the Registrar's Office. Withdrawals cannot be processed online.
- ✓ Undergraduate students are considered to be full-time when registered between 12 to 18 credits. Any additional credits will be considered an overload. Graduate students are considered full-time when registered for 9 or more credits.
- ✓ For questions: Registrar's Office, 4<sup>th</sup> Floor Saint Joseph's Hall, 518.458.5464; [registrar@strose.edu](mailto:registrar@strose.edu)

**Access your student account, Saint Rose email and Canvas account:** Information on ITS Resources is available at [its.strose.edu](http://its.strose.edu).

- ✓ Log in to your student account to check your registration, academic and/or financial status. All of your student records are maintained under your student account/id number.
- ✓ Use Your Saint Rose email account. Many campus offices will communicate with you through your Saint Rose email, so make sure you check it frequently.
- ✓ Access Canvas for course management and online learning, and for college-wide announcements.
- ✓ For questions: ITS Help Desk, ext. H-E-L-P (4357) on campus, or 518.454.2190 from off campus.

**Tuition and Payment:** For need-to-know student account information, visit our *Payment Resource Center* at [strose.edu/paymentresourcecenter](http://strose.edu/paymentresourcecenter).

- ✓ Your account balance for fall is due in early August, and for spring, in early January – after this time, payment in full is due when you register. Check your student invoice for specific payment dates.
- ✓ Log into your student account frequently to check your student account balance, and check your Saint Rose email for E-bill notifications. We are an E-bill only school!
- ✓ You can set up an authorized user, and this person will also receive E-bill notices. Visit our *Payment Resource Center* for setup instructions.
- ✓ Although you may be completing Financial Aid requirements, or waiting to hear about your financial aid eligibility and/or your aid to be processed, you are still responsible for timely payment of your account balance, in order to avoid late fees of \$85.00 per month.
- ✓ Make sure your account has been paid – nonpayment can result in delaying your registration for next semester.
- ✓ For questions: Bursar's Office, 3<sup>rd</sup> Floor of Saint Joseph Hall, 518.458.5464; [bursar@strose.edu](mailto:bursar@strose.edu)



**Pick up your Student ID Card:** This multifunction card will be used as a building access card, library card and print card, and can be used on a prepaid basis at our campus store or at any of our dining facilities.

- ✓ Obtain your ID card at the Golden Knights Card Office located on the 3<sup>rd</sup> Floor of Saint Joseph Hall, within the Student Solution Center.
- ✓ Pick up information about using your card on campus.
- ✓ For questions: 518.337.4694; [idcardoffice@strose.edu](mailto:idcardoffice@strose.edu)

**Student Health Services:** For information on required health forms and immunizations please go to [www.strose.edu](http://www.strose.edu), and select *Offices and Resources*, then *Health Services*.

- ✓ Students who are registered for 6 or more credits are charged a health service fee, and have access to services provided through the Office of Health Services during the fall and spring semesters.
- ✓ For questions: Health Services Office, 190 Partridge St., 518.454.5244; [healthservices@strose.edu](mailto:healthservices@strose.edu)

**Financial Aid Information:** If you will be using financial aid to help cover your account balance, please be aware of the following information:

- ✓ Your FAFSA must be received by the Financial Aid Office before aid can be awarded. File online at [www.fafsa.gov](http://www.fafsa.gov). The College of Saint Rose school code is 002705.
- ✓ Full-time (NYS resident) undergraduate students should complete a TAP application at [www.hesc.org](http://www.hesc.org). Our school code is 0140. Use this website to make a school code change.
- ✓ If you wish to borrow funds through the Federal Direct Loan Program:
  - You must be registered for a minimum of 6 credits.
  - You must accept the loan amount, up to the amount offered on your financial aid award letter.
  - Go to [www.studentloans.gov](http://www.studentloans.gov) to complete a Master Promissory Note (MPN).
  - First-time borrowers must also complete Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov).
- ✓ If your FAFSA is selected for verification, all requested documents must be submitted to the Financial Aid Office before funds will pay to your account.
- ✓ A final high school transcript is required from new undergraduate students before aid/loans will pay.
- ✓ If you receive financial aid, you should check with the Financial Aid Office before withdrawing from one or more courses. Your financial aid is earned in direct proportion to the number of days attended during the academic term. This withdrawal could cause the college to return financial aid funds, leaving you with a balance owed. This could also lead to loss of financial aid in a future academic term.
- ✓ For questions: Financial Aid Office, 3<sup>rd</sup> Floor of Saint Joseph Hall, 518.458.5464; [finaid@strose.edu](mailto:finaid@strose.edu)

**Residence Life:** If you are living on campus, be aware of semester deadlines.

- ✓ Changes in meal plans may only be made through the first week of classes.
- ✓ For questions: Residence Life Office, 204 Partridge St., 518.454.5295; [reslife@strose.edu](mailto:reslife@strose.edu)

**Student Checklist:** Check your status on several key requirements, ensuring a successful start to the semester.

- ✓ Go to <https://bannerweb.strose.edu>.
- ✓ Select *Login to Secure Area* and enter your ID and PIN and click on *Login*.
- ✓ Select *Student Checklist*.
- ✓ Office contact information is listed under each requirement area.