



# SUNY Oneonta Exchange Program

Office of the Registrar  
101 Bresee Hall  
Hartwick College  
Oneonta, NY 13820  
Tel: 607-431-4460; Fax: 607-431-4260

For office use only:

Received: \_\_\_\_\_

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**Please complete and return this form to the Office of the Registrar as soon as possible.**

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 the Registrar 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 during Winter Session or during the summer.
4. If there is an additional fee associated with any class (i.e. some physical education or art classes), the student is responsible for that fee.
5. 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.
6. Hartwick students should consult the online SUNY Oneonta schedule of classes for course options
7. Students must submit a completed application for the course to the Office of the Registrar. **Permission of the SUNY Oneonta professor is required** either by signature on the application or via email along with the student advisor's signature. The Registrar will forward the application to SUNY Oneonta. Please note that although they will not be officially registered for the course until after SUNY Oneonta's add/drop period (the first five days of class), students are expected to attend the class from its start.
8. **Courses taken at SUNY Oneonta through this program must be dropped by using a SUNY Add/Drop form (available at the Registrar's Office at SUNY Oneonta).**
9. Hartwick students who register for a full-semester course at SUNY Oneonta may drop the course **within SUNY Oneonta's add/drop period** (first five days of class) without a fee, in which case the course will not appear on the transcript.
10. After the first five days and prior to the 9th week of class, students may withdraw from a course and will earn a grade of 'W.' There is a \$20 fee (payable to Student Accounts at SUNY Oneonta) for dropping a course after the first week.
11. **The grade earned at SUNY Oneonta will be calculated into the Hartwick grade point average and will appear on the Hartwick transcript.**
12. 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.**

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

**Students must provide their own transportation between campuses.**

# Hartwick/SUNY Oneonta Exchange Program

\*\*Courses must be added and/or dropped following the deadlines stated on the SUNY Oneonta Key Dates\*\*

## Section 1: Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Class Year: \_\_\_\_\_

Major: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Section 2: Course Information

Course/Title (ex. ACCO-141 Accounting I)	# of Credits	Elective/Curriculum/Major (circle one)	Instructor
		Elective / Curriculum / Major	

Year: \_\_\_\_\_ Term:  Fall  Spring Length:  Full Semester  Mini Course  Session # (1, 2, or 3)

Length:  Full Semester  Mini Course  Session # (1, 2, or 3)

Course Time: \_\_\_\_\_ Course Location: \_\_\_\_\_

Mini Course Session Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Section 3: Signatures for Approval

Have you ever taken a course at SUNY Oneonta (**check one**)?  Yes  No

Number of credits you have registered at Hartwick: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_

\_\_\_\_\_  
Student's Advisor Signature Date

\_\_\_\_\_  
SUNY Oneonta Instructor's Signature Date

\_\_\_\_\_  
Registrar Signature Date