Onondaga Community College

WebAccess Student Guide

January, 2013
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Onondaga Community College’s WebAccess

Introduction

OCC WebAccess is a secured web interface to Onondaga Community College’s administrative database, Colleague, allowing prospective students/guests, current students, faculty, staff and administrators the ability to conduct certain business with the College in an efficient and convenient manner. Access is granted to the appropriate functions based on who you are and what your role is. All that is needed is an internet connection.

Although most options require a User Name, there are functions available that do not require you to login, including:

- Search for Classes/Sections
- What’s my User Name?
- What’s my Password?
- New Student/Create a User Name

Access to the system’s secured functions requires you to log in using your unique User Name and confidential password. OCC WebAccess will automatically log you out after 30 minutes of inactivity.
How to Get There

To access WebAccess:
From the OCC Public Website, www.sunyocc.edu.

Click on the Current Students link:

Click on the WebAccess link:
Option 2: Directly from the Student website, http://students.sunyocc.edu, Click on the WebAccess link.

Getting Started

User Names and Passwords
WebAccess uses the Central Authentication System (CAS). In order to log in to WebAccess, two items are required, both are case sensitive:

- User Name
- Password

The User Name identifies you to the system and assigns appropriate access. Your WebAccess User Name is the same as the User Name you use to sign into the College Network.
Student User Names are made up of the first initial followed by a period, middle initial (if provided) followed by a period and the last name. In some instances, a number may be included if another student has the same name.

Example: John Smith = j.smith (all lower case with no space after the period) John A. Smith = j.a.smith

Your initial password is your seven digit College ID# (student/employee number) – the number begins with a zero followed by six unique digits. This number may be found on your student ID card (Smartcard).

*Additional information on the Central Authentication Service is available on the CAS screen.*

**Security Question**

The *first time* that you login, the Central Authentication Service, CAS, Single Sign-on page will display. You will be prompted to enter in a security question and answer. The security question may only be created once.

This question and answer will be used later if you ever forget your password and need to reset your password.

The best question and answer combinations are simple, memorable, can't be guessed easily, and don't change over time.

The security answer is case and space insensitive. Example: You set your security answer to "NY Giants" initially. Sometime later, you forgot your password and you need to remember the answer to your security question. If you type in "nygiants" or "NY GIANTS", both will work fine.

Please type in a security question and answer, and then click Submit.
First Time Password:

If you did not use the New Student/Create a User Name function of WebAccess to create your Name, your initial password is your seven digit College ID# (student/employee number) – the number begins with a zero followed by six unique digits. This number may be found on your student ID card (Smartcard). For security reasons, you may be prompted to create a security question and reset your initial password.

If you created your Name using the New Student/Create a User Name function of WebAccess, your password will be randomly generated. It will be displayed at the time you create your Name and it will be emailed to you. You may change it during that initial logon. You will be prompted to create the security question (see Security Question). Passwords may be changed at any time via the change password function on the Central Authentication Service page.

If you don’t know your User Name, help is available. To retrieve your User Name, at the WebAccess screen,

- Click on Account Information
- Click on What’s my User Name
- Enter Last Name (not case sensitive) AND Social Security Number with no spaces OR College ID number
- Click
- User Name will then be displayed.
- Click to return to the Main Menu. The back button may return unexpected results.
If unsuccessful in using this option, call the Helpdesk at 315-498-2999.

**Change Password**

The Central Authentication Service (CAS) page will allow you to change or reset your password if you have forgotten your password.

Once you have logged into WebAccess, you have the option of changing your password there as well. Instructions on how to change your password may be found under **User Account, click on the Change Password – How To.** This brings you to the CAS screen as described below.

To change your password, click on “change password” on the login page or on the Current Students Menu.
You will be redirected to the change password page:

![Change Your Password form]

Enter all of the information. In this example, you need to know your old password.

Enter the reCAPTCHA information. The text is not case sensitive. Put a space in between the two words. In this example, you would type “tdayet when,” and click Submit.

If you want another pair of new words, click the refresh icon.

The following page will come up:

![Change Your Password confirmation]

Next, click on the link for Click Here to complete the process.
You will be directed back to the CAS login page.

Enter your User Name and new password, then Click LOGIN.

Password hints:

- Both the User Name and password are case sensitive
- Passwords may be changed at any time via the Central Authentication Service.
- Password must be at least 8 characters and must contain one lowercase letter, one uppercase letter, and one number.
- Passwords should not contain any portion of your name and should be unique.
- Passwords are currently valid for 180 days. You'll be prompted to create a new password after that time.
Forgot Password
If you don’t know your password, or have forgotten it, click Forgot Password? on the login page:

The following page will be displayed.

- Enter the User Name that you use to login to the PC.
- Enter the RECAPTCHA information. In this example, you would type in “which tioupsy” and click SUBMIT.
- If you want another pair of new words, click the refresh icon.
- You will now be asked to type in the answer to your security question:
• Enter the answer to your security question
• Click SUBMIT.

The next web page displayed is the Change Password form.

• Enter a new password
• Press Tab
• Enter the new password again to confirm the new password.
• Click SUBMIT.

If you typed in your new password exactly the same way in the New Password input box and the Confirm New Password input box, the following message will be displayed confirming the password has been changed.
• Click on the link Click here to continue. You will be returned to the CAS Login Page.
• Enter your user name, which is the user name that you login to the PC with.
• Enter your new password.
• Click LOGIN.

You will now be logged into WebAccess.
Menus

The Main Menu is displayed. Access to the menus is based on who you are and what your role is. Each menu has different options.

Main Menu after logging in (notice the different menu bars):

After logging in, you may use the quick links at the bottom to view your Account Information or access the Bookstore for textbook information.

The following options are available under the Future Students Menu (those not yet accepted):
The following options are available under the **Current Students Menu**:

<table>
<thead>
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<th>Current Students - Current Students Menu</th>
<th>Welcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Account</strong></td>
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<td>View My 1098-T Forms</td>
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<td>Bank Information (Not Applicable for Payroll Direct Deposit)</td>
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<td>Registration Results</td>
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<tr>
<td>Register or Drop Sections</td>
<td></td>
</tr>
<tr>
<td>Manage My Waitlist</td>
<td><strong>Community Education Express</strong></td>
</tr>
<tr>
<td></td>
<td>Register and Pay for Community Education Classes</td>
</tr>
</tbody>
</table>

**The following links may display confidential information.**
Navigation

Throughout WebAccess, links are listed both the upper and lower right hand corners to allow you to move through the application by simply clicking on the desired destination. Additional links may also appear on the screen, depending on the menu option.

When using WebAccess, do not click on SUBMIT more than once on a screen as it may log you out.

As a security precaution, WebAccess will automatically log you out after 30 minutes of inactivity.

From any screen, click the Main Menu or Current Students Menu option to exit the screen without updating. The back button may return unexpected results.

Miscellaneous Information

If not connected to a printer, you are still able to save information from the screens:

- Right click anywhere on the page
- Select all from the pop up box
- Hit CTRL (Control) and C to copy the data
- Go to Word or Notepad (where ever you want to save the information)
- Hit CTRL and V to paste
- Save as usual
Address and Phone Number Change Request

The Address and Phone Number change request allows the address, phone number and/or personal E-mail address to be changed. The current address is initially displayed.

To change:
- Enter the new address information, new phone number and/or personal email address
  - Phone number requires identification of the Type: Home, Cell or Work
- Enter the effective start to indicate when the new information becomes effective
  - MM/DD/YY format
  - If no date is entered, it is assumed the change should take effect immediately.
- Click
- Updates will be processed
- Return to the Menu

NY Alert is an emergency notification system. In the event of a campus emergency, Campus Safety and Security can send out a message via email and/or cell phone to all students. To receive any notification, your contact information must be current in the system.

To participate in the Alert system, enter a Y. If you do not wish to receive any notification, you may opt out by entering a N.

Click the Main Menu or Student Menu option to exit without updating.
Financial Information

The Financial Information Section (total charges, payments, refunds), will provide information on your account, in summary or by term; will allow you to make a payment or enroll in the Nelnet Payment Plan. This option does NOT provide information on financial aid.

View Account and Make Payments

The View Account and Make a Payment option allows you to view charges and details. You can toggle between the Make a Payment tab and the Account Activity tab.

Based on your computer’s settings, this option may open in a new window. When you have completed your activity, click on the “X” on the tab to return to the Main Menu.

Make a Payment will allow you to make a partial or full payment on your account.

Account Activity will display, by selected term, the amount of tuition charges, fees and any anticipated financial aid.

To begin:
Click on the View Account and Make Payments option from the Student Menu/Financial Information.

Click on “Make a Payment” to make a payment OR “Account Activity” to view details of charges.
**Account Activity:**
When you click on Account Activity, a new window will open with the details presented collapsed. To Expand (or collapse) the information, click on the Expand All, or the .

Select the Term to view from the drop down box.
Make a Payment:
To make a payment,

- **Select** the Item for payment. You will not be able to enter a dollar amount to pay until the box is checked.
- **Enter the Amount to Pay** (the amount you are paying) The amount entered will automatically populate the Total Payment box at the top.
- **Select** the payment method – Visa, Master Card or Discover Card
- **Click** Proceed to Payment

A summary of your payment will then display.

- Verify the item to be paid, the amount and the payment method
- Click on “Pay Now”
Now enter your Credit Card Payment information:

- Enter your credit card number, Expiration Date and CSC number
- The Billing Address information will be populated based on the information the College has on record. It can NOT be changed here.
- Click on Pay Now to process payment

Once Payment has processed, you will receive a confirmation screen and an email.

To return to the WebAccess menu, click on the “X” on the tab
Sample Confirmation Screen:

Sample Email from Bursar1@sunyocc.edu:
View My 1098-T Forms

This option will allow you to view and/or print the 1098-T form. From the Financial Information menu:

- Select View My 1098-T Forms
- Click on the form to display

The form is displayed and may be printed using your browser’s print feature.
Bank Information (Not Applicable for Payroll Direct Deposit)

To have any refunds due you deposited directly to your checking or savings, select the Bank Information option. You will need to provide your bank routing and bank account numbers.

The routing number and bank account number are located at the bottom edge of your check. Routing numbers are always 9 digits long. Bank account numbers may be up to 17 digits long. Examples may be found in the link “How do I find…” at the top of the page.

Select Bank Information from the Financial Information menu
Enter the bank routing number
Enter the bank account number
Select the account type: C for Checking or S for Savings
Select how you wish to receive payment confirmation: P for Paper or E for E-Mail
Enter the effective date
Confirm the E-Mail Address to be used. The email address cannot be changed from here. Go to the Address and phone number change request option under the User Account menu to change the email address.
Read the terms and conditions
Click “I agree”
Click Submit
Terms and Conditions

I hereby certify that the above information is correct and I authorize Onondaga Community College, Onondaga Community College Association, Onondaga Community College Housing Development Corporation and Onondaga Enterprises, Incorporated to make direct deposits of refunds, payments or reimbursements to my personal bank account at the financial institution which I named above.

I further agree to the following conditions:

1. This authorization remains in effect until I log into Web Access and delete my bank information or submit a change to my bank information. Furthermore, Onondaga Community College, Onondaga Community College Association, Onondaga Community College Housing Development Corporation and Onondaga Enterprises, Incorporated reserves the right to cancel the agreement at any time due to incorrect bank information submitted.

2. The College reserves the right to recall or adjust any deposits improperly created and deposited to my account.

3. I authorize the financial institution to honor any recall/adjustment request made by Onondaga Community College, Onondaga Community College Association, Onondaga Community College Housing Development Corporation and Onondaga Enterprises, Incorporated.

I further authorize the financial institution to withdraw monies available in any of my accounts at the institution in the event there are insufficient funds available to cover the deposit error at the time of the recall/adjustment.

4. I agree to not hold Onondaga Community College, Onondaga Community College Association, Onondaga Community College Housing Development Corporation and Onondaga Enterprises, Incorporated responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my financial institution or due to an error on the part of my financial institution in depositing funds to my account.
Nelnet Payment Plan
The College offers a Payment Plan which allows you to pay the semester's tuition and fees over a four-month period. By clicking on the Nelnet Payment Plan, you will be redirected to the Nelnet web page for enrollment. Further information on the Payment Plan may be found on the College’s website under Admission, Paying for College
Financial Aid

View Financial Aid status by Year/ by Term

The Financial Aid menu provides the ability to view your Financial Aid information by year or by term.

- Select the Award Year or Term to review

Financial aid status by year

* = Required

Select the Award Year you wish to review:

- Year 2012
- Year 2011
- Year 2010

Click **SUBMIT** to view your Financial Aid for that year.

The details are displayed:

Financial Aid by Year

Your Financial Aid Award Information For Year: 2011

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAP-NY Tuition Assistance</td>
<td>$3,502.00</td>
<td>Multiple</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$5,550.00</td>
<td>Accepted</td>
</tr>
<tr>
<td>Fed Direct Loan Subsidized 1</td>
<td>$3,500.00</td>
<td>Estimated</td>
</tr>
<tr>
<td>Fed Direct Loan Unsubsidized 1</td>
<td>$2,000.00</td>
<td>Estimated</td>
</tr>
<tr>
<td>Fed Direct Parent Loan 1</td>
<td>$2,022.00</td>
<td>Estimated</td>
</tr>
</tbody>
</table>

Total Estimated Funds Available: $17,774.00

[OK]
Financial aid status by term

* Required

Select the Award Period you wish to review:
- 2010FA Fall 2010
- 2011SP Spring 2011
- 2011FA Fall 2011
- 2012SP Spring 2012
- 2011SU Summer 2011 All Sessions
- 2011SU1 Summer 2011-First 5WK Session
- 2011SU2 Summer 2011-2nd 6WK Session
- 2011SU3 Summer 2011 10WK Session
- 2010SU Summer 2010 All Sessions
- 2010SU1 Summer 2011-First 5WK Session
- 2010SU2 Summer 2011-2nd 6WK Session
- 2010SU3 Summer 2010 10WK Session

Financial Aid by Term

Your Financial Aid Award Information For: Fall 2011

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAP/NY Tuition Assist Program</td>
<td>$1,551.00</td>
<td>Accepted</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$2,775.00</td>
<td>Accepted</td>
</tr>
<tr>
<td>Fed Direct Loan Subsidized 1</td>
<td>$1,750.00</td>
<td>Estimated</td>
</tr>
<tr>
<td>Fed Direct Loan Unsubsidized 1</td>
<td>$1,000.00</td>
<td>Estimated</td>
</tr>
<tr>
<td>Fed Direct Parent Loan 1</td>
<td>$1,411.00</td>
<td>Estimated</td>
</tr>
</tbody>
</table>

Total Estimated Funds: $8,687.00

Click OK to return to the Menu.
Communication

My Documents

My Documents provides a listing of any documents the College expects to receive or has received from you or has waived. For example, students might look here to see if the College has received the Parent(s) Tax Return they sent for Financial Aid processing.

Documentation: Identifies the document.
Status: Tells if the document has been received, waived or is incomplete (missing something).
Status Date: Date the document has been received, was waived or requested.
Due Date: Date the document is needed by.
Requesting Office: Identifies the College office requiring the form.
Registration

Search for Sections
Use this option if you would like to search for sections. This menu option will not allow you to place any sections in your “shopping cart” or register for any sections/classes. This menu option is intended for searching only.

Register for Sections
The Register for Sections function will allow you to use any of the three registration options available:

- **Search and register for sections/classes**  This menu option allows you to add sections to your shopping cart.
- **Express registration**  This menu option allows you to bypass the search for sections and enter the exact subject, course number, and section (or synonym) of the sections you wish to add to your shopping cart and then register. (Example: MATH*100*01 or Synonym 42765).
- **Register for previously selected sections/classes**  (that were placed in your shopping cart for later action)  This menu option will also all you to drop current sections/classes.

We strongly encourage students to use the registration options to add classes to their shopping cart after meeting with their advisor prior to the opening of registration! This will position students to quickly submit/complete their registrations for their previously selected sections when registration does open.

Note: Classes can be added to your shopping cart as soon as they are viewable on WebAccess, even before registration opens. When registration first opens, the system is typically taxed with significant increases in web transactions.

By placing desired sections in your shopping cart ahead of time, when registration does open for the term, you can use the Register for previously selected sections menu option to complete your class registrations faster (and you will not have to be searching for sections during peak periods when system performance is not at its best).
To search or register for sections:

- Select **Register for Sections** from the Current Students Menu
- WebAccess will check to see if there are any restrictions on your account that may prevent you from registering. If any are found, the type of restriction and a contact will be displayed. You must resolve any holds/restrictions in order to proceed with registration.

**Example of restrictions:**

**Register for Sections**

<table>
<thead>
<tr>
<th>016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. M</td>
</tr>
</tbody>
</table>

You cannot register for classes because the following restrictions have been placed on your account:

- Please call the Library at (315) 498-2334 about unreturned materials
- Call the Bursars Office at 315-498-2367 regarding your balance or fees owed
- You have an active block, please contact Student Central at 498-2000

[OK]

**No restrictions:**

**Register for Sections**

<table>
<thead>
<tr>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms.</td>
</tr>
</tbody>
</table>

No restrictions, hit OK to continue.

[OK]

- If no restriction is found, click [OK] to continue
At the “Agree to Pay Screen”, click “Yes, I agree” to continue.

You will be brought to the Register for Sections screen.
To register for a course, select the option you wish by clicking on the title. At the Search/Register for Sections screen, enter a minimum of:

- Term OR Start/End Dates (if used, both start and end dates must be entered, MM/DD/YY format) AND
- At least two other search criteria such as Academic Level (UG Undergraduate or CE Community Education) and Location (Main Campus, North Site, etc.).

It is recommended that the Academic Level be one of the search criteria.

Specific searches may be performed to find sections that:
- Meet at or before a certain time (Sections meeting ….) Meet on a specific day
- Meet at a specific location
- Contain a keyword (field is not case sensitive)
- Are taught by a specific instructor

Specifying too narrow search criteria may result in no sections being found. Specifying too wide of a search may result in an error message when you get to the next Section Selection Results screen:

Too many results have been found – only the first 200 can be displayed. You can check the Narrow my search box and click Submit to reduce the list of sections displayed.
- Click **Submit** after entering your search criteria
The Section Selection Results screen will display your search results. The results may be sorted by:

- TERM Term, Section Name
- FACULTY Faculty, Term, Sect Name
- LOCATION Location, Term, Section
- NAME Section Name, Term

If needed, you can narrow your search results by checking the box and specifying additional search criteria.

Results include:
- Term identification
- Status (is the section open or closed/full)
- Section Name & Title
- Location
- Date, Days, Time & Room Information
- Faculty
- Number of available seats, section capacity and number of students on waitlist
- Number of credits
- Comments – including prerequisite or co-requisite information.
You may view details of the section/class by clicking on the section name:

You may find you have other classes/sections present if you added some to your Shopping Cart previously, but never took action (to register or remove from the list) on them. You may take action on these as well.
This screen will also display any current registrations to allow you to take action (drop) on those classes/sections at the same time you are taking action on items in your shopping cart if needed.

If you are not ready to register now (i.e. Registration is not open yet), you may leave items in your shopping cart for future action.

When you are ready to register:
• Choose Register in the Action for ALL Shopping Cart Sections to proceed with registration for all sections/classes listed

OR
• Register for items in your Shopping Cart individually using the Register option in the Action drop down box for the section(s)/class(es) you are ready to register for.

You may also choose to:
  Remove Items from your Shopping Cart individually or Remove all at the same time using the Action for ALL Shopping Cart Sections or the individual Action drop down boxes.

  Drop a section/class as well while you are processing items in your Shopping Cart. Simply checking the Drop box to the left of the section/class you want to drop.

If you are acting on more than one class/section, be sure to choose the appropriate option under the If one of my choices is not available drop down box that best fits your situation.

To view your schedule, click the My Schedule link at the bottom of the screen.

Click Main Menu or Student Menu option to exit without updating. The back button may return unexpected results.
Express Registration

After meeting with your advisor and completing a Curriculum Outline or electronic Educational Plan, you will know what courses you need to take and they may have helped you determine what sections of those courses to take. If so, you may use the Curriculum Outline and the Express Registration function to register.

Use this option if you know the exact synonym, subject, course number, and section number you wish to add to your Shopping Cart and then register for these courses.

- Select Express Registration

You’ll be brought to the Express Registration screen.
- Enter the Synonym number
- Select the Subject from the drop down list
- Enter the Course Number
- Enter the Section Number
- Select the Term from the drop down list
- Click [SUBMIT]
The result will look the same as if you had gone through Search and Register option (you will be brought to the Register or Drop Sections Screen/shopping cart). The only difference is you did not have to search through the list of sections.

Placing a section in your shopping cart does NOT hold a spot in the class. It does NOT mean you are registered. You must choose to take Register action on items in your Shopping Cart to complete your registration.

You may also drop any current registrations from your schedule by checking the Drop boxes prior to clicking [SUBMIT].

Click the Main Menu or Student Menu option to exit without updating.
Register for previously selected sections
If you have already placed sections/classes in your shopping cart and would like to now register, use this function.

- Select Register for previously selected sections
  You can choose Register in the Action for ALL Shopping Cart Sections option to proceed with registration for all classes/sections listed

OR

You can register for items in your Shopping Cart individually using the Register option in the Action drop down box for the section(s)/class(es) you are ready to register for.

You may also choose to:

- **Remove Items** from your Shopping Cart individually
- **Remove all** at the same time using the Action for ALL Shopping Cart Sections or the individual Action drop down boxes.
- **Drop a section/class** as well while you are processing items in your Shopping Cart by checking the Drop box to the left of the class/section you want to drop.

If you are acting on more than one section/class, be sure to choose the appropriate option under the If one of my choices is not available drop down box that best fits your situation

Click the Main Menu or Student Menu option to exit without updating. The back button may return unexpected results.

OR

Click **SUBMIT** to take Action on items in your Shopping Cart.
Section Closed?
If the section you wish to register for is “closed”, meaning there are no available seats for the section; you may add your name to the waitlist for that class. Keep in mind not all sections have a waitlist.

SEE “MANAGE MY WAITLIST” FOR ADDITIONAL INFORMATION

In the Action box:
• Select the Add to Waitlist action
• Click SUBMIT

You will be brought to the Registration Results screen when you complete your registration

Registration Results
Once you have registered for one or more sections, you may view your results through Registration Results. The Registration Results screen will be displayed when you complete a Registration. No action may be performed through this function.

To view registration results from Current Students Menu,
• Select Registration Results
• View results

The first screen that is returned provides a great deal of information – sources of information, your account balance and how to make a payment.
Registration Results

Thank you for registering for courses at Onondaga Community College. Your registration and/or schedule assessment has been processed.

Below you will find important information regarding payment options, student email and waiting list. The details of your registered sections & schedule follow at the bottom of this page.

**STUDENT INFORMATION:**

- Student Email: All registered Onondaga students are required to check their OCC email. The college utilizes this method of communication for many important informational items and updates.
- Waiting List: Notification of registration availability is sent via OCC email. You must check your OCC email daily if you are on a waiting list. For more waiting list information, click here.
- Contact Information: Please check WebAccess to verify your address and/or phone number or if you have moved recently, to change your address and/or phone number.

**QUESTIONS?** Contact Student Central at (315) 490-2000.

**PAYMENT INFORMATION:**

Payment is full and due no later than the Friday before the semester begins.

- Your account balance is $0.00

The following links guide you through your payment options:

- Account Summary for Term
- Make a Payment by Credit Card (Visa, MasterCard, or Discover)
- Enroll now in the E-Cashier payment plan
- Apply for Financial Aid if you have not already done so.
- Fill a certificate of residence if you are not an Onondaga County resident but live in the state of New York. You must file the certificate once a year to be eligible for in-state tuition rates.

For payment questions or to make a payment in person, visit the Business Office, Room 0114 in the Gordon Student Center; hours are Monday through Friday, 8:30 am – 4:30 pm. For payment questions, call the Business Office at (315) 490-2087.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Summer 2012</td>
<td>Registered</td>
<td></td>
<td>HIS-103-031</td>
<td>North Site</td>
<td>2:00 PM, OCC North, Room 112</td>
<td>To Be Announced</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: There are links at the bottom of the registration results screen to allow you quick access to

- Account Summary
- Pay on your Account
- Search/Register for additional Sections
- Your schedule
- Bookstore Book Search Link
- Apply for Financial Aid

Click on the desired link to transfer to that screen.
Registration Confirmation:

After registration or drops are processed, you will receive a confirmation email:

Any questions related to the registration process should be directed to Student Central at (315)498-2000.
Drop Sections

Once you have registered for a section, it may be dropped via the DROP action. Keep in mind that dropping a section may result in loss of financial aid or other potential issues. See the note at the top of the WebAccess page.

To drop a section:
- Select Drop Sections
- Select Action RM Remove at Action for Shopping Cart to drop all sections
  OR
  Select Action RM Remove at the individual line to drop an individual section
- Click

Click the Main Menu or Student Menu option to exit without updating. The back button may return unexpected results.

Once the transaction has processed, you will receive an email confirmation, just as you did when you registered.
Manage My Waitlist

WaitListing allows you to electronically “wait in line” for space in a course/section. You will not have to depend on chance to get into a section when a space becomes available.

Additional information regarding WaitListing may be found on the Student Website, http://students.sunyocc.edu/, > Student Central > Register for Classes > WaitListing.

During the registration period, you may place yourself on the waitlist for specific classes which are filled. Once on the waitlist, you will be notified, via OCC email, if vacancies occur. You will have two days to register for the class once you receive the email.

BEFORE you can place yourself on the waitlist, you MUST:
- Have the defined prerequisite for the course
- Have an account in good standing (no past due balances, holds on account)

When searching for sections, the number of students already waitlisted, if any, for the section will be displayed.

To waitlist after you have selected your sections, at the Register and Drop Sections screen:
- Attempt to register for the course
- Click SUBMIT
- If the class is full/closed, go back and choose “Add to Waitlist” in the Action column
Once you have been waitlisted, a confirmation will appear in Manage My Waitlist:

Once a seat opens, you will receive an email:
Checking Your Waitlist Status:

Check your OCC email daily! When a seat becomes available in a class with a waitlist, the first/next person on the waitlist is notified via Onondaga email. Once a student is given Permission to Register, he/she will have TWO DAYS to visit WebAccess and register for the class via Manage My Waitlist. If the student fails to check the email or fails to register within the two day time period, the permission will expire and the student will not be able to register. The next student “in line” will be given the opportunity to register for that open seat.

From the Web Access Main Menu:
- Select Manage My Waitlist
- Check the status of any classes that you are waitlisted on.
- If you have been given Permission to Register, the waitlist status will indicate you have been given permission

A Waitlist Status of
- **Active** means you are still waiting for Permission to Register.
- **Permission to Register** means a seat has become available and you may now register for the section.

![Manage My Waitlist](image)

The Rank/Waitlist at the far right indicates where you are on the waitlist. In this example, there is one student on the waitlist for this section.

Once you have been waitlisted for a section, it will also show on your Schedule:
Registering for a Waitlist Class once Permission is Granted

Once you have been given permission via email or by viewing Manage My Waitlist:

- Locate the Action drop-down box for the class(es) for which you’ve been given permission.

- Click on the dropdown box and select the status to Register.

- Click SUBMIT
You are now registered for the section:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Summer Session 2012</td>
<td>Registered for this section</td>
<td>HIS-104-101 (69840) Hist West Civ II</td>
<td>Main Campus</td>
<td>06/04/2012-07/05/2012 Lecture Monday, Tuesday, Wednesday, Thursday 10:30AM - 12:30PM, Room to be Announced</td>
</tr>
</tbody>
</table>

Here are all of the sections for which you are currently registered:

<table>
<thead>
<tr>
<th>Term</th>
<th>Pass/ Fail/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Summer Session 2012</td>
<td></td>
<td>HIS-104-101 (69840) Hist West Civ II</td>
<td>Main Campus</td>
<td>06/04/2012-07/05/2012 Lecture Monday, Tuesday, Wednesday, Thursday 10:30AM - 12:30PM, Room to be Announced</td>
</tr>
</tbody>
</table>
Academic Planning

Application for Graduation
If you have met program requirements, you may apply for Graduation. If you are unsure if you are able to apply, please see your advisor before applying.

Before submitting your Application for Graduation, review the information on the link at the top of the page.

Additional information can be found on the Student Website, http://students.sunyocc.edu/, > Student Central > Grad Central.
Verify:
• The program listed is correct
• Your diploma mailing address and email address. Keep in mind that diplomas are mailed approximately 6 weeks after graduation. Make any necessary corrections
• The anticipated graduation term.
• Click

*** If any of these items are incorrect, please contact Student Central. Once submitted, you will receive a confirmation in WebAccess:

---

Confirmation Form

Your application for graduation has been received. Commencement is truly a celebration of the future. The hard work and effort you have demonstrated in order to secure your degree shows a commitment that will serve you well as you continue to achieve your goals. The Commencement ceremony will be held on Saturday, May 19, 2012. Commencement information packets will be available for pick up at the end of March at Student Central. All graduation candidates will receive a postcard notifying them of when these packets are available. All graduates will receive a postcard notifying them of when diplomas are available at Student Central to be picked up. Typically, diplomas are ready within 7-8 weeks after grades are posted and all degree requirements have been certified as complete. If you have questions regarding graduation, please contact the Certification and Records office at (315) 498-2586.
Academic Profile

Grades and Grade Point Average by Term
From here, you may view your FINAL grades for any term. Grades are NOT mailed.

To view your grades:
• Select Grades or Grade Point Average by Term
• Click on the desired Term

Grades

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Term</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2012 U</td>
<td>Fall 2012 Session</td>
<td>06/14/12</td>
<td>09/14/12</td>
</tr>
<tr>
<td></td>
<td>2012SU1</td>
<td>1st Summer 2012</td>
<td>06/14/12</td>
<td>08/07/12</td>
</tr>
<tr>
<td></td>
<td>2012SU2</td>
<td>Summer 2012 Reporting Term</td>
<td>06/14/12</td>
<td>08/07/12</td>
</tr>
<tr>
<td></td>
<td>2012SP</td>
<td>Spring 2012 Undergraduate</td>
<td>01/20/12</td>
<td>05/13/12</td>
</tr>
<tr>
<td></td>
<td>2011PA</td>
<td>Fall 2011 Undergraduate</td>
<td>09/22/11</td>
<td>12/22/11</td>
</tr>
<tr>
<td></td>
<td>2011SU1</td>
<td>Fall Summer Session 2011</td>
<td>06/16/11</td>
<td>08/12/11</td>
</tr>
<tr>
<td></td>
<td>2011BU1</td>
<td>Summer 2011 Reporting Term</td>
<td>06/20/11</td>
<td>08/12/11</td>
</tr>
<tr>
<td></td>
<td>2010SP</td>
<td>Spring 2011 Undergraduate</td>
<td>01/24/11</td>
<td>05/06/11</td>
</tr>
<tr>
<td></td>
<td>2010FA</td>
<td>Fall 2010 Undergraduate</td>
<td>08/18/10</td>
<td>12/13/10</td>
</tr>
<tr>
<td></td>
<td>2010SU1</td>
<td>Fall Summer Session 2010</td>
<td>06/17/10</td>
<td>08/13/10</td>
</tr>
<tr>
<td></td>
<td>2010BU1</td>
<td>Summer 2010 Reporting Term</td>
<td>06/18/10</td>
<td>08/13/10</td>
</tr>
<tr>
<td></td>
<td>CEESU1</td>
<td>Community Ed Summer 2009</td>
<td>06/16/09</td>
<td>08/31/09</td>
</tr>
</tbody>
</table>

• Click [SUBMIT] to view:
Grade Point Average by Term will display sections taken for that term with your GPA. In addition to selecting the term, select the Academic Level:

Select Academic Level

- S All Graded Semesters
- R Graded & Not Graded Semesters
- S All Graded Semesters

Grade Point Average by Term

Term
Fall 2011 Undergraduate

<table>
<thead>
<tr>
<th>Course/Section and Title</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-213-001 Children's Lit</td>
<td>A-</td>
<td>3.00</td>
</tr>
<tr>
<td>HIS-125-001 Amer Soc Hist</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>ITA-101-002 Dentalian I</td>
<td>A</td>
<td>3.00</td>
</tr>
<tr>
<td>BIO-172-005 Anatomy &amp; Physio I</td>
<td>C</td>
<td>4.00</td>
</tr>
<tr>
<td>PEL-100-101 Lifetime Phys Wellness</td>
<td>A-</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Unofficial Transcript & HTML Unofficial Transcript

To view your Unofficial transcript:

- Select Unofficial Transcript or HTML Unofficial Transcript
- Select the transcript type:
  - S – All graded semesters OR
  - R – Graded & Not Graded semesters
- Click [SUBMIT]

Transcript is displayed

Note: You must request Official transcripts via the “Official transcript request” on the Student Menu. There is a charge for the Official transcript.

Unofficial Transcript:

Click [OK] to return to the Student menu. The back button may return unexpected results.

The HTML Unofficial Transcript presents the same information in an HTML format.
Program Evaluation

Program Evaluation (often referred to as Degree Audit) is a tool you can use in planning your academic program. It shows both completed courses and courses still needed in order to graduate from that program. The evaluation applies your completed coursework to your active degree program and will also allow you to see how your coursework applies to any other Onondaga program using the “what-if” function.

Selecting the “What if” function evaluates requirements if you should change academic programs. The “What if” evaluation does not indicate if you meet the entry criteria for that program, nor does it include information on waivers or substitutions.

To access Program Evaluation:
• Select Program Evaluation under the Academic Profile
• Select the Active program (the program you are currently enrolled in) to be evaluated or select a program in the “What if I changed my program of study?”
• Click to continue

Your program evaluation will be displayed and may be printed by selecting “File”, then “Print” from your browser in the upper left corner.
Details follow…….
Onondaga Community College
Academic Evaluation
Report Date: 08/03/12

Student:
Program: Physical Education and Exercise Science Studies (EXR AS)
Catalog: 2012F
Anticipated Completion Date: 
E-Mail Address: @clasnet.sunyocc.edu

This audit is for evaluation purposes only, it does not certify graduation. Please see your advisor or visit Graduation Central for specific information.

PROGRAM GPA: 2.982
ADVISOR:

Program Summary: (In Progress)

<table>
<thead>
<tr>
<th>Required</th>
<th>Current Earned</th>
<th>Current Remaining</th>
<th>Anticipated Additional</th>
<th>Anticipated Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Credits:</td>
<td>32.00</td>
<td>51.00</td>
<td>0.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Institutional GPA:</td>
<td>2.00</td>
<td>3.137**</td>
<td>Met*</td>
<td></td>
</tr>
<tr>
<td>Overall Credits:</td>
<td>63.00</td>
<td>64.00</td>
<td>0.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Overall GPA:</td>
<td>2.000</td>
<td>3.137**</td>
<td>Met*</td>
<td></td>
</tr>
</tbody>
</table>

(*) Anticipates completion of in-progress and registered and planned courses
(**) GPA does not include credits with pending repeats

Program Requirements:

1: Standard ENG-103 and ENG-104 Requirement (Complete)

ENG-103 and ENG-104 are required. Educational Assessment (English Placement) results may require that a student successfully complete ENG-099 prior to beginning the ENG-103/104 sequence.

Credits Earned: 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-103</td>
<td>Fresh/Comp. I</td>
<td>Fresh/Comp. I</td>
<td>12/20/09</td>
<td>TR</td>
<td>3</td>
<td>*TE</td>
</tr>
<tr>
<td>ENG-104</td>
<td>Fresh/Comp. II</td>
<td>Fresh/Comp. II</td>
<td>05/20/10</td>
<td>TR</td>
<td>3</td>
<td>*TE</td>
</tr>
</tbody>
</table>

Take COM-102

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-102</td>
<td>Public Speaking</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3: Required Psychology Course (Pending completion of unfinished activity)

Complete required course as listed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-103</td>
<td>General Psychology</td>
<td>Required</td>
<td>2012FA</td>
<td>3</td>
<td></td>
<td>*PR</td>
</tr>
</tbody>
</table>
### 4: History Requirement for EXR.AS (Not started)

Credits Earned: 0  
Complete both subrequirements:

**A: Western Civilization (Not started)**

Take either HIS-103 or HIS-104.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B: American History (Not started)**

One history course from the following must be completed: HIS-105, HIS-106 or HIS-107.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5: Liberal Arts Electives (6 Credit Hours) (Complete)

Six credits of Liberal Arts courses must be completed. Any ANT, ART, COM, CIN, CSC, ECO, GEN, HIS, MUS, PHI, POS, PSY, or SOC course can be applied to this category. Language, Literature, Non-Technical Math or Physical Sciences, and Biological Sciences are also applicable.

Credits Earned: 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ANT-201</td>
<td>Anthro of Mar &amp; Fam</td>
<td>2010FA</td>
<td>A-</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>GEO-106</td>
<td>Environ Geology</td>
<td>2010FA</td>
<td>B+</td>
<td>3</td>
</tr>
</tbody>
</table>

(See note **"1"** for related courses)

### 6: Mathematics Requirement (Complete)

Take three (3) credits of math from MAT-112 or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MAT-113</td>
<td>Contemporary Math</td>
<td>2012SP</td>
<td>C+</td>
<td>3</td>
</tr>
</tbody>
</table>

### 7: Anatomy and Physiology Sequence (Pending completion of unfinished activity)

BIO-171 and BIO-172 are required.

Credits Earned: 8

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BIO-171</td>
<td>Anatomy &amp; Physio I</td>
<td>2012FA</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>BIO-172</td>
<td>Anatomy &amp; Physio II</td>
<td>2011FA</td>
<td>C</td>
<td>4</td>
</tr>
</tbody>
</table>

(See note **"2"** for related courses)

### 8: Arts Requirement for EXR.AS (Complete)

Three credits are required from subjects ART, MUS or PHO. ENG-206, ENG-207 or ENG-208 are also acceptable.

Credits Earned: 3

**Group 1 (Complete)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ART-105</td>
<td>History of Art I</td>
<td>2010FA</td>
<td>A</td>
<td>3</td>
</tr>
</tbody>
</table>

### 9: Language Requirement for EXR.AS (Complete)


<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SPA-204</td>
<td>Spanish Literature: An Intro</td>
<td>2010FA</td>
<td>B+</td>
<td>3</td>
</tr>
</tbody>
</table>
### 10: General Electives (3) (Complete)

Three credits of any course may be used to fulfill this elective requirement. Electives should be chosen in consultation with the advisor. As many as three credits of PEH may be applied to general elective credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-207</td>
<td>Adolescent Psychology</td>
<td>2011SP</td>
<td>B</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

(See note "**3**" for related courses)

### 11: Core Requirements for EXR.AS (In progress)

Credits Earned: 4

Complete all 4 subrequirements:

#### A: HFA Courses (Not started)

Take courses as listed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFA-203</td>
<td>Resp to Emergencies</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HFA-204</td>
<td>Cardiopulmonary Resc</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B: REC Courses (Not started)

Take courses as listed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC-102</td>
<td>Activity Planning I</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC-201</td>
<td>Team</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### C: EXR Courses (In progress)

Take courses as listed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED-101</td>
<td>Intro PE &amp; Kines</td>
<td></td>
<td>2012FA</td>
<td></td>
<td>3</td>
<td>*PR</td>
</tr>
<tr>
<td>EXR-200</td>
<td>Fund Exer Science</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### D: PEH/REC courses (In progress)

Take courses as listed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEH-100</td>
<td>Lifetime Phys Wellness</td>
<td></td>
<td>2011FA</td>
<td>A</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PEH-163</td>
<td>Bas Weight Train for L</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 12: Health Requirement (Complete)

HFA-207 Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA-207</td>
<td>Personal Health</td>
<td></td>
<td>2011SP</td>
<td>A</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
Further instructions/information can be found on the Student Website, http://students.sunyocc.edu/, > Student Central > Grad Central.

Questions regarding the content of the program evaluation and your academic status should be referred to your Advisor. The Program Evaluation is not your official academic record. The transcript is the official record of completed work and can be obtained from Student Central (a fee is charged for Official transcripts. Unofficial transcripts are free.).

Scroll to the bottom using the scroll bar or the Page Down button on your keyboard. Click [OK] to return to the Student menu. The back button may return unexpected results.
**Test Summary**

The results of any placement tests may be viewed here.

- Select Test Summary
- View results

---

**Test Summary**

The links at the bottom of the screen for Exemptions/Placement Guide and AP/CLEP/IB Placement Credit will provide further information on what the scores may mean to you.
**Official transcript request**

The transcript is the official record of completed work. There is a charge for each copy.

**Note:** Cost of a transcript is subject to change without notice.

To obtain an official transcript:
- Select Official transcript request
- Enter the Recipient information. Required fields are indicated with an asterisk (*)
- Click **Submit**

Official Transcript Request:
You will now pay for the transcript:

**Pay on My Account**

- Enter the amount of your payment
- Select the credit card type – Visa, Master Card or Discover Card
- Click **SUBMIT**

**Processing My Credit Card Payment**

Click Continue to enter your credit card information at our secure payment website.

- Confirm the payment is correct
- Click **CONTINUE** to proceed to Pay Pal.
Enter your credit card number, Expiration Date and CSC number
The Billing Address information will be populated based on the information the College has on record. It can NOT be changed here.

Click on **Pay Now** to process payment
If any information is incorrect, you can cancel the payment by clicking on **Cancel Transaction**.

Once the payment has processed, an email will be sent to the email address displayed on the payment screen.
Transcript Request Status
If a request for an Official Transcript has been submitted, you may check the status of that request:
• Select Transcript Request Status
• Check Date Produced, allow for mailing time to reach the recipient.

Enrollment Verification request
If you require verification of your enrollment at Onondaga Community College, you may request an enrollment verification.
• Select Enrollment verification request
• Complete the information, required fields are identified by an asterisk (*).
• Click SUBMIT

A confirmation form will be displayed.
Enrollment Verification request status

You may check the status of this request at any time through this function:

- Select Enrollment verification request status
- Check Date Produced, allow for mailing time to reach the recipient.

My Educational Plan

My Educational Plan is used for planning a student’s entire educational plan, not just course work that may still need to be completed. Students may view or print their educational plans, but cannot create or modify an educational plan.

Select an academic program and the format option from the drop-down list box you want when viewing the educational plan.

The two format options are:

- Full Plan - includes courses, special services, educational goal, comments, and test scores
- Planned Courses Only - includes courses, special services, comments, and educational goal

The Planned Courses Only format is recommended if you are going to print the educational plan.
Once you have determined the academic program and format, click Submit to continue.
The following information is displayed for the program selected:

- Name
- Address
- Attend start date
- Extended Opportunity Program & Services (EOPS) term with eligibility.
- Academic program with catalog
- Educational goal
- Course names with planned term
- Special services
- Comments
- Admission, placement, and other test scores

The information displayed cannot be modified. If you want additional information, select one of the following choices from the Next Action drop-down list:

- EVAL - Evaluate Program
- SCHED - View Student Schedule
- TEST - View Student Test Summary
- TRAN - View Student Transcript

When you are finished, click Submit to exit from the form. If you click Submit without choosing a Next Action, you will simply receive a message that says your process is complete.

Next Actions:

For details on any of the above actions, please reference the appropriate section of this manual.
My class Schedule

To view your schedule
- Select My class schedule
- Select the term to view
- Click [SUBMIT]

Schedule

Term: 2012SP - Spring 2012 Undergraduate

Total Registered Credits: 12.00

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Credits</th>
<th>CEUs</th>
<th>Pass Aud</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 113:008</td>
<td>New</td>
<td>01/24/2012-05/10/2012 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Mawhinney Hall, Room 189</td>
<td>3.00</td>
<td></td>
<td></td>
<td>01/23/12</td>
</tr>
<tr>
<td>CHE 151:001</td>
<td>New</td>
<td>01/23/2012-05/11/2012 Lecture Monday, Wednesday, Friday 06:00AM - 08:50AM, Ferrante Hall, Room 345</td>
<td>3.00</td>
<td></td>
<td></td>
<td>01/23/12</td>
</tr>
<tr>
<td>ASL 102:002</td>
<td>New</td>
<td>01/23/2012-05/10/2012 Lecture Monday, Wednesday 03:05PM - 04:20PM, Mawhinney Hall, Room 104</td>
<td>3.00</td>
<td></td>
<td></td>
<td>01/23/12</td>
</tr>
<tr>
<td>HIS 102:001</td>
<td>New</td>
<td>01/24/2012-05/10/2012 Lecture Tuesday, Thursday 03:30PM - 04:45PM, Mawhinney Hall, Room 350</td>
<td>3.00</td>
<td></td>
<td></td>
<td>01/23/12</td>
</tr>
</tbody>
</table>

Click [OK] to return to the Students menu. The back button may return unexpected results.
**My Profile**

Your student profile displays both personal and academic information. Updates can NOT be made here. To view your profile:

- Click My Profile
- The profile is displayed

---

**My profile**

Recent address changes made via the web may not be displayed until verified by the institution.

### Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Di</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>Di</td>
</tr>
<tr>
<td>Address</td>
<td>Syracuse, NY 13219</td>
</tr>
</tbody>
</table>

### Phone Number

- 315. Home Phone
- 315. Cell Phone

### E-mail Address

@clasnet.sunyocc.edu

### Emergency Contact Name

None Specified

---

### Academic Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor Name</td>
<td>None Specified</td>
</tr>
<tr>
<td>Advisor Name</td>
<td>Mr. Michael, Curriculum Advisor</td>
</tr>
<tr>
<td>Academic Program</td>
<td>Community Education</td>
</tr>
<tr>
<td>Academic Level</td>
<td>Community Education</td>
</tr>
<tr>
<td>Degree</td>
<td>AA</td>
</tr>
<tr>
<td>Anticipated Completion Date</td>
<td>05/12</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>Humanities</td>
</tr>
<tr>
<td>Major</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Minor</td>
<td></td>
</tr>
<tr>
<td>CCD</td>
<td></td>
</tr>
<tr>
<td>Specialization</td>
<td></td>
</tr>
</tbody>
</table>

### Foreign Language Information

None available

---

Click **OK** to return to the Student Menu. The back button may return unexpected results.
Community Education

Register and Pay for Community Education Classes

WebAccess also provides the ability to search, register and pay for Community Education (non-credit) courses. Credit card payment is required when registering for Community Education or non-degree classes via the web. Registration is NOT complete until payment has processed.

From the Student menu:

- Select Search, Register and Pay for Community Education Classes.

- Enter a **minimum** of: 1 or 2 fields to search for available classes.
  Only those classes the meet ALL of your criteria will be displayed.

- Click **Submit** after entering your search criteria
Classes that meet ALL your criteria are now displayed for your selection.

### Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

* = Required

<table>
<thead>
<tr>
<th>Price</th>
<th>Course Name and Title</th>
<th>Meeting Information</th>
<th>Start Date</th>
<th>End Date</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
<th>Location</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.50</td>
<td>DRV CE-001-012 (76570) Defensive Driving</td>
<td>05/05/2012-05/05/2012 Lecture Saturday 9:00AM - 3:00PM, Whitney Applied Technology Ctr. Room 216</td>
<td>05/05/12</td>
<td>05/05/12</td>
<td>R. Piron</td>
<td>0.00</td>
<td></td>
<td>Main Campus</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Due 40.50

Choose one of the following:

- Select a payment method to complete registration (check out)

Payment Type

**Submit**

- Select the section(s)/classes(s) you wish to register for by checking the appropriate Select box(s) on the far left.
- Click **Submit**

Additional registration information will be asked for:

- Select the information from the drop down arrows.
- Click **Submit**

### Additional Registration Info

All entries on this form are optional.

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Reason For Taking</th>
<th>How You Learned of This Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRV CE-001-012 (76570) Defensive Driving</td>
<td>PERSONAL - Personal Interest</td>
<td>WEB - I found it on the web</td>
</tr>
</tbody>
</table>

**Submit**
You will now Pay for the classes you just selected. The total amount due is displayed.

From here,
- Select the action:
  - Register now or
  - Search for more classes or
  - Recalculate total amount
- Select the Payment type – Visa, Master Card or Discover Card
- Click [SUBMIT]

### Pay for Classes

NOTE: Your credit card will be charged if you select “Register now (check out).”

Before you register, you can remove a class from this list by checking the “Remove” box on the right and selecting “Recalculate total amount.”

* = Required

<table>
<thead>
<tr>
<th>Price</th>
<th>Course Name and Title</th>
<th>Meeting Information</th>
<th>Start Date</th>
<th>End Date</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
<th>Location</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.50</td>
<td>DRV/CE: 001-012 (70570) Defensive Driving</td>
<td>05/05/2012-05/05/2012 Lecture Saturday 09:00AM - 03:30PM, Whitney Applied Technology Ctr. Room 216</td>
<td>05/05/12</td>
<td>05/05/12</td>
<td>R. Pron</td>
<td>0.00</td>
<td>Main Campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Due 40.50

Choose one of the following *

Select a payment method to complete registration (check out)

Payment Type

[Submit]

### Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount $75.00
Convenience Fee $0.00
Total Payment Amount $75.00

- Confirm the payment is correct
- Click [CONTINUE] to proceed to Pay Pal.
- Enter your credit card number, Expiration Date and CSC number
- The Billing Address information will be populated based on the information the College has on record. It can NOT be changed here.
- Click on to process payment
You will receive a confirmation screen and an email:

Sample Confirmation Screen:

Class/Payment Acknowledgement
Thank you for using WebAdvisor.
Please print this page to keep for your records. Contact our Continuing Education Office if you need further assistance.

Receipt No 000444665

date/time 02/09/2012 15:23:49
Merchant Ombuds Community College
4505 West Service Tmpk
Syracuse NY 13215-4868

Payment 01

You have successfully registered for the following classes:

<table>
<thead>
<tr>
<th>Price</th>
<th>Course Name and Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75.00</td>
<td>ASL-CE-001-001 (71542) Baby Signs</td>
<td>03/01/2013</td>
<td>04/11/2013</td>
<td>To be Announced</td>
<td>0.00</td>
<td>Main Campus</td>
<td></td>
</tr>
</tbody>
</table>

Your account has been charged $75.00 and reflects only the successful registrations listed above. COMMUNITY EDUCATION NON-CREDIT REFUND POLICIES & PAYMENT INFORMATION: Please review OCC policy details at http://www.onondaga.cc.edu/community.aspx#. If you have any questions concerning how a tuition refund will impact your account, please feel free to contact the Onondaga Community College Business Office at 315-498-2367. Your credit card transaction number is V2AA16H16A2E.

Payment Method: Visa
Authorization Code: V2AA16H16A2E
Payment for courses: 75.00

Unsuccessful requests, if any, are listed below:

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Location</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>No unsuccessful requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OK

Sample email confirmation:

Class/Payment Acknowledgement
Thank you for using WebAdvisor.

Receipt No 000444665

date/time 02/09/2012 15:23:49
Merchant Ombuds Community College
4505 West Service Tmpk
Syracuse NY 13215-4868

Payment 01 Sally Smith

You have successfully registered for the following classes:

<table>
<thead>
<tr>
<th>Price</th>
<th>Course Name and Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Faculty</th>
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Authorization Code: V2AA16H16A2E
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<th>Location</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>No unsuccessful requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>