

## Steps to applying to take an Online HVCC Course.

1. Student needs to have a Proof of Residency form from their County or Town. This needs to be filled out once per school year.

Spring Semester cannot be completed before **November 18<sup>h</sup>**. THIS APPLIES TO ALL STUDENTS FIRST TAKING A COURSE. If a student has taken a course in the Fall they do not need to submit a proof of Residency again. Student needs to fill out the HVCC Registration form

- a. ONLY SIGNUP FOR THE COURSES YOU ARE TAKING THIS SEMESTER ONLY.
2. Both the Proof of Residency Form (if Needed for the year) and HVCC Registration Form need to be mailed in with a Check for the course. Each course is \$150.00 for a 3 credit course or \$200.00 for a 4 credit course. Most courses are 3 credits
    - a. EVERYTHING GETS MAILED TO HVCC
    - b. THEIR REGISTRATION FORM NEEDS TO HAVE MRS. BARNES'S SIGNATURE ON IT.
  3. If a student has taken an HVCC course in the past their login information does not change.
  4. If this is the first HVCC course the student is taking they should receive a letter with their login information.
  5. To ensure that the student is enrolled in the course contact HVCC at 629-4574, one week after sending in Registration, Payment and Proof of Residency.
  6. These courses fill up fast so course registration should be completed within two –three weeks of open registration.
  7. THESE ARE NOT SCC COURSES THEY ARE HUDSON VALLEY COMMUNITY COLLEGE COURSES, ALL CORISPONDANCE ABOUT SIGNUP AND COURSE INFORMATION OCCUR WITH HVCC.



# College in the High School Program

Failure to pay by the stated deadline will result in NOT receiving college credit for the course(s) listed below. Please consult the Questions & Answers Brochure for appropriate payment deadlines.

Hudson Valley Community College, 80 Vandenburg Avenue, Troy, NY 12180-6096 (518) 629-4574 [www.hvcc.edu](http://www.hvcc.edu)

## Student Record Information (SRI Form)

Social Security Number\* \_\_\_\_\_

Name\* \_\_\_\_\_  
Last First MI

\*HVCC is required by federal law/regulations to collect your social security number (SSN) or correct individual taxpayer identification number (ITIN) to file information returns with the IRS and to furnish a statement to you. In addition, your name on file with the College must match your name as filed with the Social Security Administration. PENALTY: if you fail to furnish your correct SSN or ITIN to the College, you may be subject to a penalty levied by the IRS.

Mailing Address \_\_\_\_\_

(  Check here for change of address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Sex Code\*\* M OR F Date of Birth \_\_\_\_\_

Are you the family member of someone who served in the active United States military Armed Forces? [ ] Yes [ ] No

As required by SUNY System, all students must answer the following two questions:

Have you ever been convicted of a felony? [ ] Yes [ ] No

Have you ever been dismissed from a college or university for disciplinary reasons? [ ] Yes [ ] No

Are you Hispanic/Latino? [ ] No [ ] Yes

If yes, what is your background? (select one) [ ] Central American [ ] Dominican [ ] Mexican [ ] Puerto Rican [ ] South American [ ] Other/Hispanic/Latino

All students, please indicate your race (select one or more)\*\* [ ] American Indian or Alaskan Native [ ] Asian [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander [ ] White [ ] Two or More Races [ ] Unknown

\*\*NOTE: Hudson Valley Community College is required to furnish New York State with gender and ethnic data for every student.

What is your Home High School? \_\_\_\_\_

Expected Date of High School Graduation \_\_\_\_\_

Semester/Year: **Spring 2017 – January 17 to May 12, 2017**

Please list/write the Online Learning course(s) you would like to enroll below:

CRN	Subject Code	Course #	Section #	Course Title	Credits

I hereby give permission to Hudson Valley Community College to send my grades and transcripts to my high school guidance office. 10/25/16

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Counselor/High School Contact \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION FORM FOR CERTIFICATE OF RESIDENCE FOR NEW YORK STATE RESIDENTS Rensselaer County Residents - See Other Side

## THIS IS NOT A CERTIFICATE OF RESIDENCE

Bring **completed application to County Treasurer's Office** and exchange it for a valid Certificate of Residence.

Your Certificate of Residence must be issued by the county you have resided in for the previous six months. If you have moved within the last six months, you must obtain certificates from the counties in which you resided. Certificates must total six months of residency.

**Submit Your Certificate of Residence, with bill and payment, to the Hudson Valley Community College Cashier's Office.**

Social Security # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### APPLICATION for CERTIFICATE OF RESIDENCE

PURSUANT TO SECTION 6305 OF THE EDUCATION LAW IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE\*

STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_ does hereby swear (or affirm) that he resides \_\_\_\_\_  
in the (City) (Village) (Town) of \_\_\_\_\_, County of \_\_\_\_\_ State of New York;  
that he now is, or has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this affidavit  
(or affirmation) and application\*\* a resident of the County of \_\_\_\_\_ and that he/she has lived at the following  
places during the year immediately prior to the date of this affidavit (or affirmation) and application.

ADDRESSES

DATES


Applicant further states that he/she has plans to enroll in **Hudson Valley Community College** and that this affidavit (or affirmation) and application is made for the purpose of securing from the chief Fiscal Officer of the County of \_\_\_\_\_ a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

\_\_\_\_\_  
*Signature of Applicant*

Sworn to (or affirmed) before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*Notary Public or Commissioner of Deeds*

This space for use of Chief Fiscal Officer of County  
Certificate issued ( )    Certificate not issued ( )  
Date \_\_\_\_\_ By \_\_\_\_\_

\*Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in section 2.00 of the local finance law" shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county...Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be for a period of one year from the date of issuance." Education Law, Section 6301, paragraph 4, defines: "Resident...A person who has resided in the state for a period of at least one year and in the county, city, town intermediate school district or school district, as the case may be, for a period of at least six months., both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence."

\*\* In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges of the counties of residences shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

## College in the High School

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- [Participating Schools and Current Course Offerings](#)
- [Online Courses](#)
- [Registration Calendars](#)
- [Certificate of Residence](#)
- [Quick Reference Guide for Teachers](#)
- [Scholarship Opportunities](#)
- [Summer Courses](#)
- [How to Register & Other FAQs](#)
- [The Viking Challenge](#)

## Online Courses

The College in the High School program at Hudson Valley Community College now offers online courses for students going into their junior or senior year and attending any New York State high school. Enrollment in these courses is limited to high school students.

### Spring 2017 Online Offerings\*

CRN	SUBJ	CRSE #	SEC #	COURSE TITLE	CREDITS	PREREQUISITE	INSTRUCTOR
35931	ACTG	110	315	<u>Financial Accounting</u>	4	None	Sean Kerwin
35860	ARTS	100	315	<u>Survey of Art History I</u>	3	None	Mark Petersen
35861	BADM	110	315	<u>Legal &amp; Ethical Env of Bus I</u>	3	None	Karen Holmes
36438	BADM	111	315	<u>Legal &amp; Ethical Env of Bus II</u>	3	BADM 110	Karen Holmes
36813	BIOL	128	315	<u>Sports Nutrition</u>	3	None	Christine Jenkins
36589	CISS	100	315	<u>Intro to Computing &amp; Information Sciences</u>	4	None	James Looby
37382	ENGL	115	616	<u>Library Skills for Research (Sprint)</u>	1	None	Mary Ellen Bolton
36902	ENGL	115	416	<u>Library Skills for Research (Early Sprint)</u>	1	None	Mary Ellen Bolton
36903	ENGL	115	615	<u>Library Skills for Research (Sprint)</u>	1	None	Mary Ellen Bolton
37381	ENGL	115	415	<u>Library Skills for Research (Early Sprint)</u>	1	None	Mary Ellen Bolton
37549	ENGL	117	615	<u>Mastering Essentials of Grammar and Punctuation (Sprint)</u>	1	None	Jan Geyer
35864	ENGL	120	315	<u>Communications</u>	3	None	Sara Tedesco
36904	ENGL	154	315	<u>Creative Writing: Non Fiction - <b>NEW!</b></u>	3	None	Jaime Barrett

35933	ENTR	110	315	<u>Introduction to Entrepreneurship</u>	3	None	Johanna Mather
36990	FREN	100	315	<u>French Language &amp; Culture I</u>	3	None	Malu Benton
36991	ITAL	100	315	<u>Italian Language &amp; Culture I</u>	3	None	Maku Benton
35866	LATN	100	315	<u>Latin Language &amp; Culture I</u>	3	None	Lou Chicatelli
37393	LATN	101	315	<u>Latin Language &amp; Culture II</u>	3	LATN 100	Lou Chicatelli
36322	MATH	190	315	<u>Calculus II (NEW)</u>	4	None	Mary Beth Hampshire
35932	MKTG	120	315	<u>Principles of Marketing</u>	3	None	Karen Marbot
35859	PSYC	100	315	<u>General Psychology</u>	3	Hatter	Erin
36905	RUSN	100	315	<u>Russian Language &amp; Culture I</u>	3	Anthony	Natasha Anthony
36510	RUSN	101	315	<u>Russian Language &amp; Culture II</u>	3	RUSN 100	Natasha Anthony
35939	SOCL	100	315	<u>Sociology</u>	3	None	Dan Polak
35872	SPAN	100	315	<u>Spanish Language &amp; Culture I</u>	3	None	Ana Almonte
36989	SPAN	101	315	<u>Spanish Language &amp; Culture II</u>	3	SPAN 100	Ana Almonte
36497	SPAN	101	315	<u>Spanish Language &amp; Culture II</u>	3	SPAN 100	Ana Almonte
37397	SPAN	200	315	<u>Spanish Language &amp; Culture III</u>	3	SPAN 101	Valerie Sleight

*\*Subject to change*

#### **Advantages of College in the High School online courses:**

- Online courses do not affect students' academic schedules. Students work on computers on their own schedule, logging in for the required number of sessions per week (varies by course).
- Students who entered their junior or senior year in spring 2017 at any New York State high school are eligible to participate.

- Courses are taught by Hudson Valley Community College faculty.

**Requirements for College in the High School online courses:**

- These courses are taught entirely online. Students must have access to a computer with an internet connection that meets the minimum system and browser requirements. Courses are managed in MyHudsonValley Portal/Blackboard. To test your system for compatibility, go to [www.hvcc.edu/check](http://www.hvcc.edu/check) and click on Check System & Browser Requirements.
- You must be able to utilize the Hudson Valley Community College WebMail system. (Your username and password will be sent to you at your home address after you are scheduled into the course. Read more in [Accessing Student Computer Systems](#)).
- You must be able to budget your time and priorities. Online learning courses are NOT self-paced. They follow the semester calendar for registration, mid-terms, finals, etc. Homework and other assignments, tests and quizzes are due on a regular basis. Attendance and participation are measured by how often you log into the course and by completion of required learning activities, assignments, quizzes and tests. You can access the course at your convenience to complete your coursework each week following your class syllabus.
- Instructional methods will depend on the course, but for most courses, all tests and finals as well as all assignments will be done online. Students will be expected to log on frequently and interact with their fellow students and the instructor.

**Spring 2017 online courses begin Tuesday, Jan. 17 and end on Friday, May 12, 2017.**

([Spring 2017 Registration Calendar](#))

This semester we are offering ENGL 115 Library Skills for Research and ENGL 117 Mastering Essentials of Grammar & Punctuation on separate dates from the other online courses. These courses are only one credit and run for eight weeks instead of fifteen (Early Sprint: Jan. 17 - March 10, 2017; Sprint: March 13 - May 12, 2017).

**Registration: Nov. 16, 2016 - Jan. 23, 2107**

**Download Registration Form**

Registration materials also are available through your guidance office, or you may request them by calling (518) 629-8164. The completed registration form must be signed by a school official.

- Tuition is \$50 per credit hour and [scholarships](#) are available to students who qualify for the Federal Free and Reduced Price Lunch Program.
- Students will need to purchase textbooks. (*Textbook Information TBA*)
- For more information about our online courses, please contact Hudson Valley's Office of School Programs at (518) 629-8164.

**All students must present proof of county residency.**

- **Certificates for Spring must be dated no earlier than Nov. 18, 2016.**

Certificates of Residence are valid only if issued within 60 days prior to the start of classes.

- Rensselaer County students should fill out the form, sign it and submit it with the registration form.
- Students outside of Rensselaer County must fill out an application form, have it notarized, and submit it to their county clerk who will issue the official residency certificate.