



# ADMISSION APPLICATION AND INSTRUCTIONS

Please mail all required application documents to: Onondaga Community College Office of Admission, 4585 West Seneca Turnpike, Syracuse NY 13215.

**STEP 1:**

**Complete an application for admission**

- Complete the attached free Onondaga Community College admission application, OR
- APPLY ONLINE AT [www.sunyocc.edu](http://www.sunyocc.edu) (no fee required)

**STEP 2:**

**Send an official high school transcript to Onondaga Community College**

- An official high school transcript showing proof of graduation from high school. Applicants still in high school should send most recent transcript at time of application and a final transcript upon graduation, OR
- An official GED/TASC certificate and score report (a copy is acceptable)
- Email: [transcriptsubmission@sunyocc.edu](mailto:transcriptsubmission@sunyocc.edu)

**STEP 3:**

**Send official college transcripts (if applicable) to Onondaga Community College**

Mail official transcripts to: OCC Office of Admission, 4585 West Seneca Turnpike, Syracuse, NY 13215.  
Email [transcriptsubmission@sunyocc.edu](mailto:transcriptsubmission@sunyocc.edu).

Send official transcripts of college credits or advanced placement scores earned before admission/matriculation to the Admission Office for inclusion in your admission file.

**STEP 4:**

**Provide Immunization records to Onondaga Community College**

New York State Public Health Law requires all students attending college to provide proof of immunity to measles, mumps and rubella and to be informed of the risks of meningococcal meningitis and given the option of being immunized. If you were born after December 31, 1956, you must provide immunization records to Student Central, Gordon Student Center, FAX (315) 469-9270. If you have questions, please contact Student Central at (315) 498-2000.

**PLEASE NOTE:** Programs in Health Occupations and Performing Arts have additional requirements for acceptance; you are encouraged to check with the Admissions Office or visit the web site at [www.sunyocc.edu](http://www.sunyocc.edu) for details.

Upon receipt of all required application documents, you will receive an admission decision via standard mail. If you have questions about the status of your application, please contact the Admissions Office at (315) 498-2221 or e-mail [recruitment@sunyocc.edu](mailto:recruitment@sunyocc.edu).

**STEP 5:**  
**Once you have been accepted and submitted Immunization records you will:**

- **Take placement testing | [www.sunyocc.edu/testing](http://www.sunyocc.edu/testing)**  
Onondaga Community College uses the ACCUPLACER computerized placement testing program, which includes sentence skills, reading comprehension, and mathematics. Test results help you and your advisor select appropriate courses at Onondaga Community College. Your acceptance letter and packet will provide you with the details. Transfer students will be notified regarding placement test requirements after official transcripts from previous institutions have been received and evaluated.
- **Meet with an advisor**  
Upon completion of your placement testing, you will be notified of available advising sessions and scheduled accordingly.
- **Register for classes**  
After you have met with an advisor, you will be ready to register for classes. You can register online, or in person on the campus.
- **Pay tuition and fees**
- **Attend a *Connect@OCC* session**

**Student Key Contacts**

**Student Self-Service:** WebAccess, [www.students.sunyocc.edu](http://www.students.sunyocc.edu)  
**General Questions:** Student Central, (315) 498-2000, [occinfo@sunyocc.edu](mailto:occinfo@sunyocc.edu)  
**Specific Questions:** Academic Advising, (315) 498-2904, [ConnectOCC@sunyocc.edu](mailto:ConnectOCC@sunyocc.edu)  
Admissions, (315) 498-2221, [recruitment@sunyocc.edu](mailto:recruitment@sunyocc.edu)  
Student Accounts, (315) 498-2367, [studentaccounts@sunyocc.edu](mailto:studentaccounts@sunyocc.edu)  
Collegiate Science + Technology Entry Program (CSTEP), (315) 498-2352  
Counseling, (315) 498-2675  
Educational Opportunity Program (EOP), (315) 498-2428  
Financial Aid, (315) 498-2291, [faoinfo@sunyocc.edu](mailto:faoinfo@sunyocc.edu)  
Immunizations, (315) 498-2000, [immunizations@sunyocc.edu](mailto:immunizations@sunyocc.edu)  
Office of Accessibility Resources (OAR), (315) 498-2245  
Online Learning, (315) 498-2804, [odl@sunyocc.edu](mailto:odl@sunyocc.edu)  
Residence Life, (315) 498-2351, [reslife@sunyocc.edu](mailto:reslife@sunyocc.edu)  
Student Activities, (315) 498-7210  
Testing Services, (315) 498-2000, [testingservices@sunyocc.edu](mailto:testingservices@sunyocc.edu)

## FINANCIAL AID:

Do not wait to be accepted to Onondaga Community College to begin the financial aid process. Apply early! You can begin filing the Free Application for Federal Student Aid (FAFSA) as early as January 1 each year. By filing early you will be able to take advantage of many benefits including scholarships, a bookstore line of credit and a financial aid advance or tuition deferral. If you have questions, call our Financial Aid office at (315) 498-2291 or email us at [faoinfo@sunyocc.edu](mailto:faoinfo@sunyocc.edu)

- STEP 1 - COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**  
Complete the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our college code is 002875.
- STEP 2 - COMPLETE THE ONLINE TAP APPLICATION**  
If you are a New York state resident, you will be linked from the online FAFSA to the New York TAP application. You can also access the TAP application online at [www.tapweb.org](http://www.tapweb.org). Our TAP code is 2185.
- STEP 3 - COMPLETE THE ADMISSION PROCESS**  
If you have not yet been accepted to Onondaga, complete the admissions application process.
- STEP 4 - WATCH FOR YOUR STUDENT AID REPORT (SAR) AND FINANCIAL AID AWARD LETTER**  
If you provided an e-mail address on your FAFSA, your SAR will be sent electronically within five days. Without an e-mail address, a paper SAR will be mailed to you. Review the results for accuracy and make any corrections to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Your application will be reviewed by Financial Aid. If necessary, you may be required to submit additional documents. Once the review is complete, you will receive a Financial Aid Award Letter indicating your student financial awards.

## QUESTIONS?

Call the Financial Aid office at (315) 498-2291 or e-mail us at [faoinfo@sunyocc.edu](mailto:faoinfo@sunyocc.edu).

# ADMISSION APPLICATION

## Semester you plan to start college

- January (spring) / Year: \_\_\_\_\_  
 Summer / Year: \_\_\_\_\_  
 August (fall) / Year: \_\_\_\_\_



A College of the State University of New York

Complete all requested information, sign and mail to:  
**Onondaga Community College,**  
Admissions Office, 4585 West Seneca Turnpike,  
Syracuse, NY 13215-4585.  
Applicants must request official academic records to be sent to the address above.  
Questions? Call (315) 498-2221 or e-mail at [recruitment@sunyocc.edu](mailto:recruitment@sunyocc.edu).

## U.S. Social Security Number

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Legal First \_\_\_\_\_ Legal Middle \_\_\_\_\_

Former Name/Birth Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**Have you resided in New York state as a permanent resident for the 12 months immediately preceding this application?**  Yes  No

If yes, county of permanent residence \_\_\_\_\_

If resided in New York state less than 12 months, please provide previous mailing address:

**Birth Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender (Optional response)**  Male  Female  
month/day/year

**You plan to study**  full time (12 credits or more)  part time (11 credits or less)

**Are you a**  first-time college student?  transfer student from another college?

**Please answer the following based on the parent or parents who you primarily live with.**

Did your father complete a Bachelor's degree (4 year degree)?  Yes  No

Did your mother complete a Bachelor's degree (4 year degree)?  Yes  No

**Please describe your race/ethnic origin (Optional response.** *For research, scholarships, special programs, & local, state and federal reports. Not used for admission decisions.*)

- Hispanic of any race **OR** (check all that apply)  Asian  Black or African American  Native American or Alaska Native  
 Native Hawaiian/other Pacific Islander  White

**Check one of the following to identify yourself**

U.S. Citizen  Permanent U.S. Resident: **Include a photocopy of your Green Card with your application**

Non-U.S. citizen/non-U.S. permanent resident: **Required - Please complete forms for international applicants at [www.sunyocc.edu](http://www.sunyocc.edu)**

**Country of citizenship** \_\_\_\_\_

If dual citizen, indicate the citizenship and passport you will use to enter the United States \_\_\_\_\_

**City and country of birth** \_\_\_\_\_

**Are you currently in the United States on a U.S. visa?**  Yes  No

If yes, type of visa \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Is English your first language?**  Yes  No **If no, what is your first language?** \_\_\_\_\_

**Are you a U.S. veteran?**  Yes  No

**If yes, do you plan to seek V.A. Education Benefits?**  Yes  No

**What are your educational goals?** (please select one)

- Transfer after earning a degree/certificate  Enroll in coursework to learn new, or update job skills (not seeking degree/certificate)  
 Transfer without earning a degree/certificate  Enroll in coursework for personal enrichment (not seeking degree/certificate)  
 Earn a degree/certificate with plans for employment  Uncertain of educational goal at this time

**I am interested in the following** (check all that apply)

Playing an intercollegiate sport (check all that apply)

- |  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> Men's Baseball      | <input type="checkbox"/> Men's Golf     | <input type="checkbox"/> Men's Tennis        | <input type="checkbox"/> Women's Cross Country | <input type="checkbox"/> Women's Softball      |
| <input type="checkbox"/> Men's Basketball    | <input type="checkbox"/> Men's Lacrosse | <input type="checkbox"/> Men's Track & Field | <input type="checkbox"/> Women's Golf          | <input type="checkbox"/> Women's Tennis        |
| <input type="checkbox"/> Men's Cross Country | <input type="checkbox"/> Men's Soccer   | <input type="checkbox"/> Women's Basketball  | <input type="checkbox"/> Women's Lacrosse      | <input type="checkbox"/> Women's Track & Field |
|  |   |  | <input type="checkbox"/> Women's Soccer        | <input type="checkbox"/> Women's Volleyball    |

**I am interested in the following (Optional response. Check all that apply)**

- Honors Concentration
- Educational Opportunity Program (EOP) - *candidates must meet academic and financial requirements and complete the EOP application.*
- Collegiate Science and Technology Entry Program (CSTEP) - *candidates must meet residency, ethnicity or financial and degree program requirements.*
- Disability Services - *For further assistance, please contact the Office of Accessibility Resources (OAR) at (315) 498-2245.*

**ALL APPLICANTS MUST ANSWER THE FOLLOWING: Have you ever been:**

convicted of a felony?	<input type="checkbox"/> yes	<input type="checkbox"/> no
dismissed from a college for disciplinary reasons?	<input type="checkbox"/> yes	<input type="checkbox"/> no
dismissed from a college for academic reasons?	<input type="checkbox"/> yes	<input type="checkbox"/> no

**HIGH SCHOOL EDUCATION**

Name of high school (please use the school's formal name) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

- Current high school student / Expected date of graduation (mo./yr.): \_\_\_\_\_  High school graduate / Date of graduation (mo./yr.): \_\_\_\_\_
- Home-schooled student  Have or will receive an IEP (Individualized Education Plan) diploma  GED recipient  Withdrew from high school

**Did you earn college credit while still in high school?**  Yes  No

**If yes, how?**  AP  IB  Onondaga Community College  CLEP  Other: \_\_\_\_\_

**Were you enrolled in a pre-college program?** (check all that apply)  On Point for College  Liberty Partnership Program  Gear Up  AVID

STEP  Upward Bound/Talent Search  Say Yes to Education  Other: \_\_\_\_\_

**PREVIOUS COLLEGES AND UNIVERSITIES**

Name	City, State	Dates attended
_____	_____	_____
_____	_____	_____

**I am applying for the following certificate or degree program (CHECK ONLY ONE)**

- |  |   |  |
|--|---|--|
| <p><b>CERTIFICATES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advanced Manufacturing-Machining Certificate</li> <li><input type="checkbox"/> Early Child Care °</li> <li><input type="checkbox"/> Fire Protection Technology</li> <li><input type="checkbox"/> Human Services</li> <li><input type="checkbox"/> Law Enforcement*</li> <li><input type="checkbox"/> Professional Cooking</li> <li><input type="checkbox"/> Surgical Technology*</li> <li><input type="checkbox"/> Web Technology</li> </ul> | <p><b>DEGREES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting A.A.S.</li> <li><input type="checkbox"/> Alcohol and Substance Abuse Counseling A.A.S.</li> <li><input type="checkbox"/> American Sign Language A.S.</li> <li><input type="checkbox"/> Apprenticeship Training: Building Trades A.A.S.*</li> <li><input type="checkbox"/> Apprenticeship Training: Electrical A.A.S.*</li> <li><input type="checkbox"/> Architectural Technology A.A.S.</li> <li><input type="checkbox"/> Art A.A.S.</li> <li><input type="checkbox"/> Automotive Technology A.O.S.</li> <li><input type="checkbox"/> Business Administration A.S. (transfer) °</li> <li><input type="checkbox"/> Business Technology A.A.S. (career)</li> <li><input type="checkbox"/> Communication Studies A.A.</li> <li><input type="checkbox"/> Computer Forensics A.S.</li> <li><input type="checkbox"/> Computer Information Systems A.A.S.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Science A.S.</li> <li><input type="checkbox"/> Criminal Justice A.S. °</li> <li><input type="checkbox"/> Early Childhood A.A.S.</li> <li><input type="checkbox"/> Electrical Engineering Technology A.A.S.</li> <li><input type="checkbox"/> Electronic Media Communications A.A.S.</li> <li><input type="checkbox"/> Emergency Management A.A.S.</li> <li><input type="checkbox"/> Engineering Science A.S.</li> <li><input type="checkbox"/> Environmental Technology A.A.S.</li> <li><input type="checkbox"/> Fire Protection Technology A.A.S.</li> <li><input type="checkbox"/> Health Information Technology / Medical Records A.A.S.</li> <li><input type="checkbox"/> Hospitality Management A.A.S.</li> <li><input type="checkbox"/> Human Services A.S. °</li> <li><input type="checkbox"/> Interior Design A.A.S.</li> </ul> <p><b>Liberal Arts &amp; Sciences:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adolescence Education (Teacher Education Transfer) A.A. °</li> <li><input type="checkbox"/> Childhood Education (Teacher Education Transfer) A.A.</li> <li><input type="checkbox"/> General Studies A.A. °</li> <li><input type="checkbox"/> Humanities and Social Sciences A.A. °</li> <li><input type="checkbox"/> Mathematics and Science A.S.</li> <li><input type="checkbox"/> Mechanical Technology A.A.S.</li> <li><input type="checkbox"/> Music A.S.*</li> <li><input type="checkbox"/> Nuclear Technology A.A.S.</li> <li><input type="checkbox"/> Nursing A.A.S.*</li> <li><input type="checkbox"/> Photography A.S.</li> <li><input type="checkbox"/> Physical Therapist Assistant A.A.S.*</li> <li><input type="checkbox"/> Physical Education/Exercise Science A.S.</li> </ul> |
|--|---|--|

\* Special admission criteria. Please contact us or go to sunyocc.edu for details.

° Online degree options

**Notice of Non-Discrimination**

The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, national origin, age, disability, predisposing genetic characteristics or carrier status, military service or veteran status, marital status or any other characteristic protected by law. The College complies with all applicable equal employment opportunity and non-discrimination laws. The complete policy can be found in the College's centralized policy manual under I1: Equal Employment Opportunity (EEO) Policy.

Questions regarding this notice and requests for accommodation should be directed to: Anastasia Urtz, Vice President of College-Affiliated Enterprises & Civil Rights Compliance Officer  
 Onondaga Community College, Whitney Applied Technology Center, Room 207B, 4585 W. Seneca Turnpike, Syracuse, NY 13215  
 urtza@sunyocc.edu • (315) 498-2692

**I certify that the information I have provided on this application is complete and accurate. I understand this application cannot be processed if it has not been completed, and that any deliberate falsification or omission of data could result in denial of admission or dismissal from the College.** (Sign below)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Onondaga Community College is a unit of the State University of New York. The information on this admission application will be used by Onondaga Community College to evaluate your request for admission. Failure to provide the requested information could prevent your application from being processed. The authority to request this information is found in section 355(2)(i) of the Educational Law.

