

CAYUGA ADVANTAGE & DISTANCE LEARNING STUDENT INSTRUCTIONS

Welcome! We are glad that you have decided to become a Cayuga Community College student through the Cayuga Advantage Program at your high school. These instructions should help you through the Registration and Onboarding process.

STUDENT ON-LINE REGISTRATION ADVANTAGE AND DISTANCE LEARNING

Gather these before you start your registration:

- An active email account that belongs to you – not your parent or guardian. We prefer that you not use your high school email address, but a high school email address is acceptable if it is all that you have.
- Your social security number – must be accurate, must be yours!
- Your permanent address and, if you've moved anytime in the last year, your previous address.
- Will you still be under age 16 at the end of June of the current school year? Make sure you can use a printer when you complete your application. Print your registration form at the end of the registration process and get a parent/guardian signature. Return the signed form to your instructor to be forwarded to Cayuga Community College.

Avoid these Common Advantage Application Mistakes:

- Take it slow, read carefully, and don't make spelling mistakes.
- Be sure that you enter the correct county that you reside in. You most likely do NOT live in Fulton, Manhattan, or New York County. You probably live in Cayuga, Onondaga, Oswego, Oneida, Seneca, Madison, or Wayne County.
- If you use a preferred name, be sure to use the legal/ preferred name option on the application.
- Submit your application when all red errors are corrected and when it is complete. Your app is not submitted until you see the "confetti" animation.
- The best practice is to enter all of your courses before you submit the application. If you submit your application but realize you need to add more courses, you'll notice that your profile is locked up for a little while after you submit it. Just log back in later and add a fresh app with the new course(s).

HIGH SCHOOL NAME	REGISTRATION WEBSITE LINK
Altmar-Parish-Williamstown High School	https://www.cayuga-cc.edu/altmarparishwilliamstown/
Auburn High School	https://www.cayuga-cc.edu/auburn/
Cato-Meridian High School	https://www.cayuga-cc.edu/cato-meridian/
Chittenango High School	https://www.cayuga-cc.edu/chittenango/
Dana L. West High School	https://www.cayuga-cc.edu/danawest/
G. Ray Bodley High School	https://www.cayuga-cc.edu/graybodley/
Hannibal High School	https://www.cayuga-cc.edu/hannibal/
John C. Birdlebough High School	https://www.cayuga-cc.edu/birdlebough/
Jordan-Elbridge Central High School	https://www.cayuga-cc.edu/jordan-elbridge/
Lyons Middle-High School	https://www.cayuga-cc.edu/lyons/
Marcellus High School	https://www.cayuga-cc.edu/marcellus/
Mexico High School	https://www.cayuga-cc.edu/mexico/
Moravia Central School	https://www.cayuga-cc.edu/moravia/
Mynderse Academy	https://www.cayuga-cc.edu/mynderse/
North Rose-Wolcott High School	https://www.cayuga-cc.edu/northrose/
North Syracuse High School	https://www.cayuga-cc.edu/northsyracuse/
Oswego High School	https://www.cayuga-cc.edu/oswego/
Paul V. Moore High School	https://www.cayuga-cc.edu/paulvmoore/
Pulaski Junior Senior High	https://www.cayuga-cc.edu/pulaski/
Red Creek Central School	https://www.cayuga-cc.edu/redcreek/
Sandy Creek High School	https://www.cayuga-cc.edu/sandycreek/
Skaneateles Central School	https://www.cayuga-cc.edu/skaneateles/
Sodus Central School	https://www.cayuga-cc.edu/sodus/
Solvay High School	https://www.cayuga-cc.edu/solvay/
Southern Cayuga Central High School	https://www.cayuga-cc.edu/southern-cayuga/
Synergy	https://www.cayuga-cc.edu/synergy/
Tyburn Academy	https://www.cayuga-cc.edu/tyburn/
Union Springs High School	https://www.cayuga-cc.edu/unionsprings/
Weedsport High School	https://www.cayuga-cc.edu/weedsport/

CAYUGA ADVANTAGE & DISTANCE LEARNING (DL) REGISTRATION PORTAL INSTRUCTIONS (may differ slightly in content and image):

When you click on your school’s link above, you’ll be taken to a page that looks like this:

Create Your New Account

Enrollment is available for **High School students** who wish to take courses at Cayuga Community College. This registration portal is for students participating in **Cayuga Advantage**, **OTIS**, **BOCES**, or **Syracuse Virtual High School** partnerships.

By creating an account, your registration form progress will automatically be saved, allowing you to exit out of the registration process any time. You can return to this registration form and continue working on it later. You will also use this account for any future course registrations. To track your registration progress we will password.

Create an Account

First Name (required)
Last Name (required)
Middle Name (optional)
Email (required)
Your Email Account (required)
Create Your Email Password (required)
Confirm Your Email Password (required)

CREATE MY ACCOUNT

[Cancel and Return to Start Page](#)

For help with the registration process, contact **Cayuga Advantage** by calling 315-294-8029 or email advantage@ccc.cc.edu during weekday hours from 8:00 am to 4:30 pm EST. Summer hours are from 9:00 am to 4:00 pm EST.

AUBURN
111 Fulton Street
Auburn, NY 13021
(315) 293-1742

FULTON
11 East Main Street
Fulton, NY 13150
(315) 294-1447

OTIS/BOCES
2000 West 10th Street
Cayuga County
New Amsterdam, NY
(315) 294-1447

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- Enter your **LEGAL** name and your personal email address. We prefer that you not use your high school email address (sometimes high school email accounts block emails from CCC), but a high school email address is acceptable if it is all that you have. Create a password that you will remember.
- Once you click **CREATE MY ACCOUNT**, your next screen should be:

Registration Dashboard

Chad T. Testguy

Thank you for your interest in our academic programs.
You can save your progress any time and return to **MY DASHBOARD**.

For help with the registration process, contact **Cayuga Advantage** by calling 315-294-8029 or email advantage@ccc.cc.edu during weekday hours from 8:00 am to 4:30 pm EST. Summer hours are from 9:00 am to 4:00 pm EST.

Start New Registration Form

We are currently accepting registrations for Spring 2025.

[Get started by clicking on this link](#)

[Learn more about our registration process](#)

AUBURN
111 Fulton Street
Auburn, NY 13021
(315) 293-1742

FULTON
11 East Main Street
Fulton, NY 13150
(315) 294-1447

OTIS/BOCES
2000 West 10th Street
Cayuga County
New Amsterdam, NY
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If you click “**CREATE MY ACCOUNT**” and get a screen that has a “**Semester No Longer Available**” error message or something similar (see below), just click the red “**Delete**” button to get to the correct screen labeled “**Registration Dashboard**”

Registration Dashboard

Chad T. Testguy

Thank you for your interest in our academic programs.
You can save your progress any time and return to **MY DASHBOARD**.

For help with the registration process, contact **Cayuga Advantage** by calling 315-294-8029 or email advantage@ccc.cc.edu during weekday hours from 8:00 am to 4:30 pm EST. Summer hours are from 9:00 am to 4:00 pm EST.

Edit Current Registration Form:

Open Registration Forms

[Semester No Longer Available](#)

FALL 2024 [Enroll Now](#)

App ID: 1023210

Created: 11-03-2025
Updated: 11-03-2025

[DELETE](#)

You can edit **BEFORE** your registration form is one time up until the deadline of each term.

YOU STILL HAVE A FORM TO SUBMIT TO COMPLETE REGISTRATION.
If your registration form is ready to submit, you will see a **“REVIEW & SUBMIT FORM”** button above.

AUBURN
111 Fulton Street
Auburn, NY 13021
(315) 293-1742

FULTON
11 East Main Street
Fulton, NY 13150
(315) 294-1447

OTIS/BOCES
2000 West 10th Street
Cayuga County
New Amsterdam, NY
(315) 294-1447

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Go ahead and click the blue “START NEW COURSE REGISTRATION FORM and choose the current semester in the pop up box to get to the screen below.

- Once you have made it to this screen, you can click “Save” in the bottom left corner, log out, and return to your work by logging in later.

CAYUGA

Registration Form FOR SPRING 2025

Chad T. Testguy

Application: 02/21/25

RETURN TO LOGIN

PERSONAL

ADDRESS

HIGH SCHOOL

CITY/STATE

COURSE

FINAL REVIEW

Legal Name (the name on your Social Security card, official documents or passport)

First Name: Chad

Middle Name: Test

Last Name: Testguy

Suffix:

Do you have academic records under another name? If yes, provide name below:

Other names under which you will be submitting supporting documents, such as a maiden name:

Do you have a Chosen First Name, different from your legal first name, that you would like the College to use?

Yes

No

Please note that this name will be used for all official communications whenever possible, including email, phone and physical mailings. A chosen first name will not be reflected on official college documents or a student's official academic record, financial aid, or transcript.

U.S. Social Security Number

U.S. Social Security Number:

REQUIRED: 999-99-9999 format (U.S. citizens only)

Be aware that a U.S. Social Security Number is required for all students, including Exchange students, who will have the SSN field blank.

Date of Birth

Month:

Day:

Year:

Based on the above information, we calculate your age to be: The minimum age to apply is 18.

Contact Information

Email Address:

email@example.com

REQUIRED: email address

If you need to change this email address, see Update Personal Information under [On-Campus](#).

Home Phone Number:

REQUIRED (if no mobile phone)

Mobile Phone Number:

REQUIRED (if no mobile phone)

Preferred Method of Contact:

Email Address

Home Phone

Mobile Phone

Legal Sex and Preferred Gender

Legal Sex:

Male

Female

or another legal sex

If you would like the opportunity, we invite you to share more about your gender identity below.

Preferred Gender Identity:

Male

Female

Non-Binary

Preferred Gender Pronoun:

He, Him, His, Himself

Example: He is studying. I studied with him. The book is his.

She, Her, Hers, Herself

Example: She is studying. I studied with her. The book is hers.

They, Them, Themself

Example: They are studying. I studied with them. The book is theirs.

Parents or Guardians (if under 19)

Parent or Guardian 1 Information

If you are under the age of 19, a parent or guardian contact information is required.

In this address located in the United States or an international address?

United States

International

First Name:

Last Name:

Apartment Number:

Street Address:

City:

State:

Zip Code:

Home Phone Number:

Email Address:

By submitting your address, it will help us send course and application details.

Additional Parent or Guardian 2 Information (optional)

In this address located in the United States or an international address?

United States

International

First Name:

Last Name:

Apartment Number:

Street Address:

City:

State:

Zip Code:

Home Phone Number:

Email Address:

By submitting your address, it will help us send course and application details.

Save

Next

CAYUGA

ALBANY

137 Capitol Street

Albany, NY 12202

(518) 255-1742

PUERTO RICO

111 Street One Drive

Rio Piedra, PR 00981

(787) 322-4142

Site Map

[Campus Security Report](#)

[Student Store](#)

[College Store](#)

[Title Insurance](#)

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in

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- Be sure that you use your LEGAL name with no nicknames or shortened version of your name in the top boxes. You can click “Yes” for “Do you have a Chosen First Name...” if you have a preferred name that you would like us to use. This will open up a new box in this section for you to type your Chosen/ Preferred First Name.
- If you don’t know your Social Security number (SS#) at the time that you are working on your application, you CAN move forward and do the rest of the information in your app (remember to use the “Save” button bottom left corner), but you won’t be able to submit the app. You can login later, enter your SS#, and submit your app.
- If you are a Foreign Exchange Student, a child of a migrant worker, or someone who does not HAVE a United States SS#, DO NOT complete an online registration. Ask your instructor or counselor to help you print and complete:

[FORM: Fall or All Year Course Registration/](#) [FORM: Spring Advantage Registration](#)

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When you click the blue “Next” button, your next screen will look like this:

Registration Form FOR SPRING 2025

Chad T. Testguy

RETURN TO LOGIN

PERSONAL

ADMITTED

NEW RESIDENCE

UTTERCOMB

COURSED

FINAL REVIEW

Primary Address

In this Primary address located in the United States or an International address?

United States

International

Please enter a **PRIMARY** street address – PO Boxes will **NOT** be accepted.

Apartment Number:

Street Address:

City:

State:

Zip Code:

County:

PO Boxes are not allowed.

Optional if PO Box is entered above.

City:

State:

Zip Code:

County:

When did you **START** living at this address?

Starting Month:

Starting Year:

How long have you resided in your current COUNTRY ?

How long have you resided in **NEW YORK STATE** ?

MAILING ADDRESS

In this Mailing address located in the United States or an International address?

United States

International

Please enter a **MAILING** street address. PO Boxes CAN be used.

Apartment Number:

PO Box:

Street Address:

City:

State:

Zip Code:

County:

Optional if PO Box is entered above.

City:

State:

Zip Code:

County:

When did you **START** living at this address?

Starting Month:

Starting Year:

How long have you resided in your current COUNTRY ?

How long have you resided in **NEW YORK STATE** ?

Previous Address

If you have **not** lived at your **PRIMARY RESIDENCE** for over 6 months, a **PREVIOUS ADDRESS** is required.

In this Previous address located in the United States or an International address?

United States

International

Please enter a **PREVIOUS** street address. PO Boxes CAN be used.

Apartment Number:

PO Box:

Street Address:

City:

State:

Zip Code:

County:

Optional if PO Box is entered above.

City:

State:

Zip Code:

County:

When did you **START** living at this address?

Starting Month:

Starting Year:

When did you **END** living at this address?

Ending Month:

Ending Year:

Back

Next

- You do NOT need to put anything in the bottom box if you have been at your Primary Residence for over 6 months.
- CHECK YOUR COUNTY. You most likely do not live in New York (Manhattan) or Fulton County. You most likely live in Cayuga, Oswego, Onondaga, Seneca, Madison, Oneida or Wayne County. Check with your teacher if you aren't sure.

When you click “Next”, the High School screen will look like this:

Registration Form FOR SPRING 2025

Chad T. Testguy

RETURN TO LOGIN

PERSONAL

ADMITTED

NEW RESIDENCE

UTTERCOMB

COURSED

FINAL REVIEW

Current High School

High School Name:

High School City:

High School State:

High School CEEB Code:

Auburn High School

Auburn

NY

220240

My anticipated high school graduation date:

Graduation Month:

Graduation Year:

Back

Next

AUBURN

160 North Street

Auburn, NY 13021

(315) 252-7760

FULTON

11 Elm Street

Fulton, NY 13069

(315) 254-4148

SIO LEE

2000 Seneca College

Seneca College

Seneca College

2000 Seneca College

Facebook

Twitter

Instagram

Design Community

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IMPORTANT NOTE FOR SYNERGY & CITI BOCES HIGH SCHOOL STUDENTS (NOT CITI BOCES CTE STUDENTS):

The Citizenship page will look like this:

- If you are not a US Citizen, you probably do not have a SS#. If this is the case, stop working on your application and ask your instructor or counselor to help you print and complete:

- When you click next from the Citizenship page, you'll go to the "Courses" page, where you can select the courses you would like to register for. It will look like this:

Under the Heading “Step 1: Add Your Courses”, you may see one, two, or three boxes that may say:

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(Instead of “Cayuga Onondaga” the last one may say “CiTi BOCES”)

- Depending on what your school offers and what your instructor/ counselor would like you to take, you can choose from one or more of these menus. Each box houses different courses.
- Click the green “+ADD” button for courses you would like to add to your schedule. Only add courses that you have been told to add by your instructor or counselor. If there are more than one section of the course you would like, be sure to choose the one that has the correct time of day/ course period/ mod/ bell/ and the correct instructor.
- You can save your application at this point and log back in later to add more classes before you submit the whole thing.

Click “Next” to go to Final Review.

This Test Application shows multiple errors:

Registration Form for Spring 2025

Chad T. Testguy

RETURN TO DASHBOARD

PERSONALADDRESSHIGH SCHOOLCITIZENSHIPCOURSESFINAL REVIEW

FINAL REVIEW

Review how your name will appear on the application:
Based on the information you are providing, this is how your name will appear on our application:

Jay Testguy
Legal Name: Chad Test Testguy
Legal Sex: Not Provided
Preferred Gender: Non-Binary
Preferred Pronoun: They, Them, Theirs, Themself

If this information appears incorrect, you can [edit your preferred chosen name](#) or [edit your preferred gender and pronouns](#).

PLEASE REVIEW THE FOLLOWING PAGES:
Each page must be reviewed first and any potential errors fixed before you can submit your registration form.

Review Personal Information

Address Information Completed

Review High School Information

Citizenship Information Completed

Review Course Registration

Review Acknowledgement Below

ERRORS FOUND:

Social Security Number is incorrect

Parent/Guardian phone has an issue

High School graduation month missing

High School graduation year missing

No courses selected

Agree and acknowledge the terms and conditions (below)

Guardian 2 Address needs to be validated.

VALIDATE ADDRESS

Acknowledgement

I certify that the information on this application is complete and accurate. I understand that this application cannot be processed if it has not been completed according to its instructions, and that any deliberate falsification or omission of data could result in denial of admission or dismissal from the college.
I also understand that falsifying student residence information to financially benefit from reduced tuition is residence fraud, which could result in criminal charges and restitution for the actual unpaid tuition.

☐ I Agree and acknowledge the above terms and conditions
You must agree before submitting.

SAVE

PREVIOUSREVIEW & SUBMIT FORM

- The errors in red are clickable and will take you back to the part of the application where you can correct that specific error.
- At this point you can still save your application and come back to it later to make corrections, add a SS#, or add more courses. Just click “Save”
- Your application is NOT complete until your errors are corrected, you have clicked the Green “Review & Submit Form” button, and animated confetti appears on your screen.
- If you are under 16, you will be prompted to print out a copy of your registration form for a parent to sign. If you are not at a printer when you register, you can save the document and email it to yourself to print later. Give this printed out copy to your instructor or your school counselor.

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WHAT YOU WILL RECEIVE IN YOUR EMAIL AFTER YOU REGISTER:

When you have completed an online course registration for the first time, you will receive an email from Cayuga Community College that will give you access to your profile and records at Cayuga, in a portal called MyCayuga. The email will give you your login name (your new email address that ends in cayuga-cc.edu) and prompt you to create a password. This new email and password is ONLY for MyCayuga and Brightspace, our Distance Learning course platform. Your username and login for the registration portal remains the same.

You will only receive the username and password email the very first time you register.

If you have issues with your MyCayuga username and password, or need a password reset, you can email helpdesk@cayuga-cc.edu. This is different than the registration portal that you have used to add your classes. For registration portal login issues, email advantage@cayuga-cc.edu

You can confirm that you have successfully registered for your courses by logging into MyCayuga, selecting the "Student Services" tab, Clicking the "Student Records" option in the last column, and clicking "View Unofficial Transcript" & "Submit". This will show you your currently enrolled courses as well as any past courses you have taken with Cayuga.

BRIGHTSPACE ACCESS FOR DISTANCE LEARNING (DL) ONLY:

When you have completed your DL registration, you will receive this email:

Welcome to Cayuga Community College!

You've received this email following registration of a college course that will be delivered via Brightspace, a learning management system that enables Cayuga to offer courses in a virtual environment.

This email contains important information to access your Brightspace account.

Your Login is: **USERNAME_HERE**

Click here to access your unique password:

<https://my.cayuga-cc.edu/something/something/qwertyuiop>

Once you've acquired your password, click <https://www.cayuga-cc.edu/brightspace> to log into your Brightspace account and access your course(s).

FOR QUESTIONS REGARDING YOUR:

- Registration Portal Login, Password, and General Assistance, please contact the Cayuga Advantage Contact at 315-294-8529 or advantage@cayuga-cc.edu
- MyCayuga Login and Password, please contact: 315-294-8568 or helpdesk@cayuga-cc.edu
- Brightspace Account, please contact: 315-294-8568 or helpdesk@cayuga-cc.edu
- Official Transcript, go to:
<https://www.cayuga-cc.edu/students/services/registrar/transcript-requests/>

The following link includes information regarding your student accounts and passwords:
<https://www.cayuga-cc.edu/it/student-resources/student-accounts/>

CAYUGA ADVANTAGE CERTIFICATE OF RESIDENCE

What is a Certificate of Residence?

A Certificate of Residence is a document required for New York State residents who do not reside in Cayuga County. In the absence of a Certificate, the out-of-state tuition rate is charged.

Who needs to apply for a Certificate of Residence?

If a student does not currently live in Cayuga County, or has not lived in Cayuga County for the past 6 months, they are considered an out-of-county resident.

If you are an out-of-county resident, you must obtain a Certificate of Residence, signed by your County Treasurer, dated no sooner than 60 days before the first day of classes, and received by the college no later than 30 days after the first day of classes.

How Do I Obtain the Application for a Certificate of Residence?

Your school may request your Certificate of Residence for you - ask your Instructor or School Counselor

If your instructor or Counselor says that the school is NOT getting it for you, please contact your County Treasurer's Office (below).

Your county will NOT send your Certificate directly to the college, it is YOUR responsibility to send it to cors@cayuga-cc.edu or

Financial Services, Cayuga Community College, 197 Franklin Street, Auburn, NY, 13021-3099

OUT OF COUNTY STUDENTS WHO DO NOT SUBMIT THEIR CERTIFICATE OF RESIDENCE WITHIN 30 DAYS OF THEIR COURSE START DATE WILL BE DROPPED FROM THEIR COURSE AND RECEIVE NO CAYUGA COMMUNITY COLLEGE CREDITS.

More Information:  COR Troubleshooting & [Certificate of Residence Information](#)

[CORTLAND COUNTY TREASURER](#)

[ONONDAGA COUNTY TREASURER](#)

[ONTARIO COUNTY TREASURER](#)

[OSWEGO COUNTY TREASURER](#)

[SENECA COUNTY TREASURER](#)

[TOMPKINS COUNTY TREASURER](#)

[WAYNE COUNTY TREASURER](#)

CAYUGA ADVANTAGE FREQUENTLY ASKED STUDENT QUESTIONS

Who is eligible to enroll in a Cayuga Advantage course?

Any high school student whose 16th birthday occurs by December 1 of the academic year in which the student wishes to enroll in a Cayuga Advantage course is eligible. Students who are not 16 by December 1st of the current academic year are eligible to participate with parent/guardian signature. Only students who meet specific prerequisite requirements and have been recommended by a teacher or guidance counselor are eligible. If a student wishes to register for a college-level English or mathematics course, the appropriate placement test(s) must be taken and passed. Students who do not meet these requirements are not permitted to enroll in a Cayuga Advantage course.

How much does it cost to register for a Cayuga Advantage course?

There is no cost billed to students from Cayuga Community College to students for Advantage courses; however, some individual districts charge students to take Advantage courses.

What happens if a student receives a tuition bill via email?

Students are free to ignore this bill, or can check in with the Advantage Coordinator at advantage@cayuga-cc.edu.

Are Cayuga Advantage courses transferable?

Cayuga Advantage courses are listed as Cayuga Community College courses on academic transcripts without any notation of delivery mode or setting and are accepted by all SUNY institutions. Advantage courses are accepted at the same rate as other concurrent enrollment program credits, such as SUPA. Acceptance of transfer credit by private institutions is determined on a case-by-case basis. Students should research the transferability of all college credits taken while in high school when considering enrolling in a college or university. Any student who experiences difficulty earning transfer credit from a SUNY institution should contact the Advantage Coordinator at advantage@cayuga-cc.edu.

Can a student repeat a course?

Repeated courses will count as Credits Attempted regardless of the reason for repeating, or the grade received.

A course may be repeated, but credit will be granted only for the most recent grade. The most current grade will be used to compute the grade point average (GPA). All grades earned in repeated courses will be included on the student's permanent record. The course will only be counted once toward graduation requirements and computation of total hours earned.

How can I receive my Cayuga Community College transcripts?

An official transcript is a copy of your academic record with the college's seal and signature of the Registrar that can be sent to other colleges and institutions. To order

official transcripts please follow the instructions at <https://www.cayuga-cc.edu/students/services/registrar/transcript-requests/> .

Are foreign exchange students eligible to enroll in a Cayuga Advantage course?

Students who are not US citizens but are otherwise eligible to enroll in a Cayuga Advantage course may enroll. However, high school officials must inform the Director, K-12 Partnerships and Academic Pathways of the student's status and request a waiver of the out-of-county tuition rate to avoid overbilling. Foreign exchange students with no social security number must register with a paper form. [FORM: Fall or All Year Course Registration](#) / [FORM: Spring Advantage Registration](#)

What privileges or benefits are associated with being a Cayuga Advantage student?

Enrolled students have access to CCC facilities and computers. Student ID cards will be provided that entitle students to discounts at some business establishments and discounted bus travel.

What are the consequences of academic dishonesty or plagiarism?

In cases of academic dishonesty an instructor may apply a failing grade which preempts a student's right to withdraw from a course.

The course syllabus will define the plagiarism policy, as determined by the instructor. Decisions about academic dishonesty will be made in consultation with the appropriate division chair.

Students can challenge the decision through the College's [academic grievance process](#).

What is a Student Opinion Survey?

Student Opinion Surveys are required for program accreditation and MUST be completed by each student. Your instructor will provide a link to the survey in the last few weeks of your course.

How do students view their final grades?

Final grade reports will not be mailed home. Final grades are calculated at the end of the semester.

- Go to: <https://www.cayuga-cc.edu>
- Click [MyCayuga](#) at the top of the screen
- Sign in by entering your Cayuga email address
(Contact the Helpdesk if you need help logging in at 315-294-8568 or helpdesk@cayuga-cc.edu)
- Enter your Password (if you forgot, please contact the Help Desk at the above contact methods)
- Click the Student Services tab
- Under Student Records click Final Grades or View Academic Transcript
- When finished, on the top right of the page, click Sign Out

What happens if a student receives an IRS 1098 Form?

Each Cayuga Advantage student will receive a 1098 Form in January itemizing the tuition amount charged to the school district for their enrollment. This figure does not reflect the total amount paid by the student. Rather, it reflects the tuition charged to the school district. The amount that the student paid varies from school district to school district. Consult a tax accountant for more information on how to treat this form.

ENROLLMENT AND ATTENDANCE

What is the student attendance policy?

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. However, the College recognizes that there are times when students may miss an occasional class and have instituted a policy that takes this into consideration.

Students are responsible for keeping track of the number of their absences. Instructors are not required to notify a student orally or in writing if the student has excessive absences.

Before the withdrawal date (in the front of this guide) of the course, students who do not meet the required attendance policy for a course will receive a grade of W for the course. After withdrawal date of the course, students who do not meet the required attendance policy for a course will receive a grade of F for the course unless, in the judgment of the course instructor, a student has stopped attending class for valid reasons and the [Documented Course Withdrawal Policy](#) applies.

Participation in classroom activities including lectures, films, guest speakers, class discussions, and group activities all contribute to student success in college level coursework. Instructors may include class participation as one component of evaluation and grading. Therefore, lack of attendance may influence a student's ability to do well in a course where participation is highly valued by the instructor.

The College's detailed attendance policy is included in the Student Handbook. It is the student's responsibility to be aware of the attendance policy and the individual instructors' policies on late or missing work. Failure to comply with the College attendance policy may result in dismissal from a course for poor attendance. If you are unable to attend classes on certain days because of religious beliefs, Section 224-of the Education Law applies.

What is the Drop/Add policy?

If a course is dropped in the drop/add period, no transcript record is made. For drop/add dates, please see [Program Deadlines](#). For adds, students should register online. To drop, students should work with their Instructor or School Contact and use the [Course Drop, Course Withdrawal or Drop for Non-attendance Form](#).

What is the course Withdrawal policy?

Students may withdraw from a course per the date under Program Deadlines by using the [Course Drop, Course Withdrawal or Drop for Non-attendance Form](#). Please refer to the [Program Deadlines](#) for the specific date of the last day for students to initiate a withdrawal from a course for each term.

What do students need to know about Financial Aid and Academic Planning?

If a student	
Matriculates after high school at CCC	The coursework taken at Cayuga will be considered attempted credits and the GPA for these courses will be applied to the Good Standing Requirement charts in the student catalog. (*See Chart) Courses that apply to the program of study will be used to meet the program requirements. In order to be eligible for financial aid, students must be full time. In order to be full time, they must have 12 credits left in their program of study. When students earn more than 38 credits in high school, they may not have enough credits left to maintain a full year of financial aid eligibility once they come to the College.
Matriculates after high school at another institution	A transcript of the courses taken at Cayuga can be given to the student's college for evaluation. The courses accepted by that institution will be applied to the student's attempted credit hours. None of the grades would apply to their GPA, but to be eligible for full financial aid, students must have enough credits in their program to maintain full time status until graduation.
Banks Credits for Excelsior	In Excelsior, the courses taken in high school that are applicable to a student's degree program in college can be used to meet the 12/30 credit rule (UNLESS the student earns a complete associates degree while in high school, see below).
Participates in Dual Enrollment/Pell Experiment	The Pell Grant received in this program is applied to the equivalent of 6 years of full-time study regulation.
Graduates with an Associate Degree while in high school	Students who are concurrently working toward a high school degree and an Associate Degree at the same time will receive their high school diploma 1 st , then their Associate Degrees. If a student wants to be an Excelsior Student, they cannot attend Cayuga since Excelsior does not allow for two Associate Degrees. Must transfer to four-year Bachelor Program. Also, college courses taken in high school will NOT be banked to meet the Excelsior 12/30 rule.

Credits Attempted	Required % Successfully Completed	Minimum GPA
1-11	25%	

12-30	50%	1.5
31-45	60%	1.7
46-90	70%	2.0
Over 90	No Federal Aid	

Official Government Rules: Read how academic progress impacts federal funding on the [Federal Student Aid Staying Eligible Guide](#).

Financial Aid Definitions: Review the official government definitions for academic progress via the [Federal Student Aid Glossary](#).

END OF DOCUMENT