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Information for Students & Guardians



SUNY Sullivan's College in High School (CIHS) program offers high school students the opportunity to earn college credits under the guidance of qualified high school teachers at their own high school. Courses are usually offered during regular school hours.

This information packet is designed to serve as a step-by-step guide and address frequently asked questions about SUNY Sullivan's College in High School (CIHS) program. It is not intended as a substitute for the College Catalog or the Student Handbook.

# WELCOME



**SUNY SULLIVAN**

112 College Road  
Loch Sheldrake, NY 12759



## INTRODUCTIONS

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**Dr. David Potash**  
*SUNY Sullivan President*

**Dr. Carissa Massey**  
*Vice President of Academic  
& Student Affairs*



**Jason Kaplan**  
*CIHS Coordinator*  
✉ [cihs@sunysullivan.edu](mailto:cihs@sunysullivan.edu)

## COLLEGE IN HIGH SCHOOL PARTICIPANTS

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- |                  |                    |                    |
|------------------|--------------------|--------------------|
| ● Eldred HS      | ● Middletown HS    | ● Rockland HS      |
| ● Fallsburg HS   | ● Monticello HS    | ● Sullivan West HS |
| ● Liberty HS     | ● Pine Bush HS     | ● Tri-Valley SS    |
| ● Sullivan BOCES | ● Homestead School |                    |
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# REGISTRATION & PAYMENT

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1

**Application** - Required only once during high school career

- Visit [my.sunysullivan.edu](http://my.sunysullivan.edu)
- Select “Apply Now”
- Select “College in High School Application”, complete , and submit

2

**Registration** - Required each semester

At the beginning of **each semester**, online registration forms will be available at [sunysullivan.edu/admissions/high-school-students/](http://sunysullivan.edu/admissions/high-school-students/). Complete the online form and submit. For students, please use your high school email address.

3

**Tuition & Certificate of Residency**

CIHS tuition for the **2026-2027** academic year is \$79 per credit.

Students can apply for reduced tuition through the **SUNY Sullivan Foundation Scholarship Application**, which is available on the CIHS webpage (link above).

## **Certificate of Residency**

**Important: Required** for students **who do not reside in Sullivan County, NY**

The Certificate of Residency form can be obtained from **your school’s guidance office** or downloaded from [sunysullivan.edu/certificates-of-residency](http://sunysullivan.edu/certificates-of-residency).

Certificates must be completed and submitted to [cihs@sunysullivan.edu](mailto:cihs@sunysullivan.edu) within 30 days of the start of the school year. Late submissions may incur a double tuition charge.

A certificate of residency is **not** required for Sullivan County, NY residents.

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# REGISTRATION & PAYMENT *(continued)*

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### How to Pay

#### Credit Card Payment (*preferred method*)

- Log on to the **MySUNYSullivan portal** at **my.sunysullivan.edu**. Email **ithelpdesk@sunysullivan.edu** if you are unable to log in
- Select “**Students**”
- Select “**My Account Balances**”
- Select “**Make a Payment**”
- Enter the total amount calculated on your **registration form** in the “**Accounts Receivable Balance**” field  
**Note:** If the balance is shown on the portal as \$0, you can still submit your payment. It may take up to four weeks for the online bill and balance to become available on the portal
- Click “**Submit**”
- Enter your credit card and billing information
- Click “**Pay**”

#### Check or money order

- Make payable to “**SCCC**” and **write the student’s full name and ID number** in the “Memo” section of the check.
- **Drop off** in the “One Stop” center on campus or **mail to:** SUNY Sullivan, Billing Office, 112 College Road, Loch Sheldrake, NY 12759

## PORTAL ACCOUNT ACCESS

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### Username & Temporary Password

After submitting your CIHS application, please check the email address you provided right away. The message will include your portal username and a password-reset link that expires after 12 hours.

- Click the link in the email to set your permanent password.
- Check your spam/junk folder if you don’t see the message.
- If the link has expired, contact the SUNY Sullivan IT Help Desk and provide your date of birth, ZIP code, and a valid phone number for faster assistance.

**IT Help Desk Location:** Ho63 (Lower “H” Building)

**Email:** [ithelpdesk@sunysullivan.edu](mailto:ithelpdesk@sunysullivan.edu)

**Phone:** 845-434-5750 x4457

**Hours:** Monday–Friday, 9:00 am–5:00 pm (closed Saturday & Sunday)

CIHS students only need to submit the CIHS application once during their high school career. Your username and password will remain the same for all future semesters.



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# COURSE OFFERINGS

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Courses offered at each high school are agreed upon by the College and the participating school district.

# STUDENT BENEFITS

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Students enrolled in any SUNY Sullivan CIHS course are recognized as part-time SUNY Sullivan students. After students have registered, CIHS students can access to the following services at SUNY Sullivan: Library, Fieldhouse (Fitness Center, Weight Room, Courts), participate in College activities, and attend College events. Follow @sullivanstudentlife on Instagram for updates.

# COURSE MATERIALS

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Students should check with their course instructor regarding course materials requirements and how to obtain them.

# WITHDRAWALS & REFUNDS

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Students may withdraw from a SUNY Sullivan CIHS course in accordance with college deadlines. Students who wish to withdraw must contact **cihs@sunysullivan.edu**. A student who officially withdraws after the first class meets shall be liable for payment of tuition and fees in accordance with the College's withdrawal and refund policy. Please visit <https://sunysullivan.edu/withdrawals-refunds/> for more information.

# TRANSCRIPTS

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An unofficial copy of your College transcript is available when you log on the MySUNYSullivan portal and select "Students". Please visit **getmytranscript.com** to request your official College transcript.



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# TRANSFER CREDITS

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College credits earned through SUNY Sullivan's CIHS course(s) transfer within the State University of New York (SUNY) system. Credits may also transfer to other public and private colleges and universities. The receiving institution determines transferability of credit. CIHS students are advised to contact the Admissions office at the institution(s) they plan to apply to and inquire about course transferability. Generally, a grade of "C" or higher is required for transfer to another institution. To request your official transcript, please visit [getmytranscript.com](http://getmytranscript.com).

## QUESTIONS?

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[cihs@sunysullivan.edu](mailto:cihs@sunysullivan.edu)



(845) 434-5750, extension 3129



[sunysullivan.edu/admissions/high-school-students/](http://sunysullivan.edu/admissions/high-school-students/)



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