

WELCOME TO STONY BROOK'S TEACHERS PROFESSIONAL DEVELOPMENT INSTITUTE-SPD

CONTRACT*COHORT*COST*CONVENIENCE*COOPERATION*COMMITMENT*COMPLIANCE

TPDI-SPD will serve as your University representative, and will assist you with any administrative questions you may have. You are required to retain your Stony Brook ID number (SBID# remains the same, however your password may need to be updated) as long as you are a student at Stony Brook, you cannot register for classes at the Teacher Center/School District or access your student records without it. It is the student's responsibility to login to SOLAR System and update your bio/demographics (change of address, primary e-mail address, etc.) *E-mail is a primary source of communication between TPDI and all contracted students—we can only respond to your email when you include Teacher Center/Cohort, SBID#, class title, etc. on the subject line.* Please be sure SBU is not set up as spam mail on your computer.

Frequently Asked Questions & Procedures for Contract Program Students

1. **Since I'm not coming to campus, is it really necessary to send in my Immunization records/Meningitis Form/Conduct Code Response Form, SB Alert? Immunization/Meningitis/Conduct Code, SB Alert must be submitted to be in compliance with NYS Law!**
 - **Yes, yes, yes...** NY State Law mandates ALL students born after 12/31/1956 who are attending class on or off campus need to submit proof of immunization directly to the Student Health Office **within 14 days of admission**. Telephone: 631-632-6740—choose option #1 or Fax 631-632-6936 Attention: Maureen Schwarz. To complete the online "Meningitis Form" and the "Conduct Code Response Form," SB Alert, go to the SOLAR System website under "My To Do List Items" (see the top of the SOLAR System webpage after you login)
2. **How do I withdraw from an off-campus Contracted Course?**
 - Procedures for withdrawing are as follows: It must be done in writing, with the student's name, SB ID# or SS#, course/title, name the location of the Teacher Center and Instructor. Please email withdrawals directly to Barbara.Franks@stonybrook.edu and copy (cc) the Teacher Center.
 - **A verbal withdrawal is not valid.** Students will incur tuition liability (see refund schedule below).
3. **How do I access my grades online, obtain an unofficial transcript create a password, etc...?**
 - You will need your Stony Brook ID #. If you are part of a new cohort and do not have your SB ID#, either your instructor or TC will provide it—copy and keep it with other important ID #'s or passwords. To set up your initial password use your 6-digit date of birth (e.g. 01-10-1977 would be 011077 with no dashes or slashes). You can access your grades by visiting www.stonybrook.edu/solarsystem All Password problems contact Computer Accounts: 631-632-8011
4. **How do I register? Who receives payment? Am I eligible for financial aid or may I use vouchers as payment?**
 - Return the Student Information Sheet (registration form) to your Teacher Center along with payment. Stony Brook does not receive registration forms or tuition directly from cohort students. The classes are scheduled (third party) contracted courses; therefore, forms and payment must be received by the Teacher Center within the deadline dates.
 - **State sponsored student loans, financial aid and vouchers do not qualify for this program.**

Contact Information at Stony Brook University--Direct your questions via email include TC/cohort:

- Craig Markson, Director craig.markson@stonybrook.edu 631-632-7067
- Barbara Franks, Director Enrollment Services barbara.franks@stonybrook.edu 631-632-9213
- Michael Barnett, EDL Admissions Coordinator michael.barnett@stonybrook.edu 631-632-7078
- Linda Varga, Administrative Assistant linda.varga@stonybrook.edu 631-632-7601
- Jeffrey Soloff, EDL Coordinator jeffrey.soloff@stonybrook.edu
- Al Pisano, Ed Computing Coordinator apisano@sachem.edu
- Marvin Glockner, Ph.D. Associate Dean marvin.glockner@stonybrook.edu
- Robert Scheidet, Ph.D. EDL Internships robert.scheidet@stonybrook.edu

TUITION LIABILITY SCHEDULE 9-10 WEEK SEMESTER

<u>Withdrawal Dates</u>	<u>Liability</u>	<u>Refund</u>
▪ Week 1	0%	100%
▪ Week 2	50%	50%
▪ Week 3	70%	30%
▪ Week 4	100%	0%