Achieving Success in NYS OTDA and Hudson Valley Community College’s Life Plus One Program

The collaboration between Hudson Valley Community College and the Office of Temporary and Disability Assistance (OTDA) allows OTDA’s employees to further their personal and professional aspirations by providing tuition free education in a variety of certificate and associate degree programs at the college.

In order for your Life Plus One (LPO) experience to be successful, you will need to be involved and informed about the college’s institutional requirements and your LPO educational program. Become familiar with institutional/program requirements and work with your LPO coordinator to meet them in a proactive manner. Careful involvement will help you succeed by maximizing your educational experience and minimizing situations that may detract from your learning at Hudson Valley.

Please read and remember the following:

- Always open any mail/correspondence you receive from the college and keep it in a safe organized place. For example, you will receive your computer user code and password in separate envelopes for security reasons. These will allow you to access the college’s computer network, enabling you to take online classes and check your grades - **DO NOT THROW THESE DOCUMENTS OUT.**
- The college now sends out official information and notices, including tuition bills to students via their HVCC email address. You should check your HVCC email account several times each week.
- Know the college calendar, when you can register, add/drop a class, register for graduation. Know when the various programmatic forms have to be submitted and how. Please know that the LPO deadline for registration is normally earlier than the college’s deadline so you should frequently refer to the college’s Web site and the LPO program’s coordinator Brian Trautman ([b.trautman@hvcc.edu](mailto:b.trautman@hvcc.edu)) to ensure you register in time to take the classes you selected.
- The LPO program specific forms are listed below. Unless specified otherwise, these forms are available on the LPO Web page ([https://www.hvcc.edu/wdi/lpo.html](https://www.hvcc.edu/wdi/lpo.html)).
  - **TUITION BILL:** When you receive your Hudson Valley bill, you must sign it and return it to:
    - Hudson Valley Community College Cashier’s Office
    - PO Box 1470
    - Troy, NY 12181
  - **LPO APPLICATION FORM:** You must submit an initial program application, plus an updated submission each time program/contact information changes. Keep the program coordinator informed of any changes in your LPO program selection, residence or contact information.
  - **STUDENT RECORD INFORMATION (SRI) FORM:** This form is used each time you take an LPO course at Hudson Valley. Make sure the form is filled out completely and is accurate. The coordinator will review it with you to ensure all information is accurate and ready to be processed.
  - **IMMUNIZATION FORM:** If you take 6 credits or more in a term, you must obtain an immunization form from the Health Office ([https://www.hvcc.edu/healthservices/index.html](https://www.hvcc.edu/healthservices/index.html)), **(518) 629-7471** and have your healthcare provider submit it to:
    - Hudson Valley Community College Health Services
    - Fitzgibbons Health Technologies Center, Room 146
    - 80 Vandenburgh Rd.
    - Troy, NY 12180
    - or fax it to **(518) 629-7471**
- **CERTIFICATE OF RESIDENCY**: You must provide proof of residency once each calendar year.

- **PARKING WAIVER FORM**: If you do not plan to take classes on the Hudson Valley campus in any particular semester, sign the parking waiver form so the program will not be charged a parking fee on your behalf.

- **FERPA FORM**: This form must be signed and submitted in order to discuss specific educational information with you by phone. Complete the FERPA form and submit it to the program’s coordinator. This is a onetime submission and you will have the ability to modify it as you deem necessary.

Remember: be an active, informed student. Brian Trautman, the LPO coordinator, is ready to assist you in any way possible and may be contacted at (518) 629-4232 or at b.trautman@hvcc.edu with any questions or concerns.