



# SPRING 2016 REGISTRATION CALENDAR

**Final  
08/18/15**

Hudson Valley Community College, 80 Vandenburg Avenue, Troy, NY 12180 (518) 629-4574 [www.hvcc.edu](http://www.hvcc.edu)

Part of Term (POT)	POT 1 On-Campus Day & Distance Learning	POT 3 Early Sprint	POT 4 On-Campus Evening	POT 5 Off-Campus	POT 6 The Arts Center	POT 7 Sprint	POT 9 New School
<b>Section Numbers</b>	OCD: 01 – 299 DL: 300's	400's DL: 420's	500's lab: 50's	800's lab: 80's	700's	600's DL: 620's	900's
<b>Part of Term Dates</b>	1/19 - 5/12	1/19 - 3/11	1/19 - 5/12	1/25 - 5/12	1/25 – 4/13	3/14 - 5/12	1/19 - 5/12
<b>Last Billing Run</b>	12/28	12/28	12/28	1/12	1/12	3/1	12/28
<b>Tuition Due Dates</b>	1/4-1/6	1/4-1/6	1/4-1/6	1/19	1/19	3/8	1/4-1/6
<b>*Schedule Drops for Non-Payment (at the close of business as indicated)</b>	1/7 – 5 p.m. 1/13 – 5 p.m. 1/18 – 5 p.m. 1/25 – 5 p.m.	1/7 – 5 p.m. 1/13 – 5 p.m. 1/18 – 5 p.m. 1/21 – 6 p.m.	1/7 – 5 p.m. 1/13 – 5 p.m. 1/18 – 5 p.m. 1/25 – 5 p.m.	1/20 – 6 p.m. 1/22 – 5 p.m. 1/29 – 5 p.m.	1/20 – 6 p.m. 1/22 – 5 p.m. 1/29 – 5 p.m.	3/9 – 5 p.m. 3/11 – 5 p.m. 3/16 – 5 p.m.	1/7 – 5 p.m. 1/13 – 5 p.m. 1/18 – 5 p.m. 1/25 – 5 p.m.
<b>Last Day for 100% Refund &amp; Complete Terminations</b>	1/18	1/18	1/18	1/22	1/22	3/11	1/18
<b>Add/Drop &amp; Late Registration (\$60 late fee)</b>	1/19-1/25	1/19-1/21	1/19-1/25	1/25-1/29	1/25-1/29	3/14-3/16	1/19-1/25
<b>75% Refund of Tuition for Complete Terminations</b>	1/19-1/25	N/A	1/19-1/25	1/25-1/29	1/25-1/29	N/A	1/19-1/25
<b>Withdrawal Period Begins</b>	1/26	1/22	1/26	2/1	2/1	3/17	1/26
<b>50% Refund of Tuition for Withdrawals</b>	1/26-2/1	N/A	1/26-2/1	2/1-2/5	2/1-2/5	N/A	1/26-2/1
<b>25% Refund of Tuition for Withdrawals</b>	2/2-2/8	1/19-1/25	2/2-2/8	2/8-2/12	2/8-2/12	3/14-3/18	2/2-2/8
<b>Withdrawal Deadline</b>	4/15	3/2	4/15	4/15	3/30	5/4	4/15

\* If a student is already registered and adds another course to his or her schedule, a student is automatically registered for that course and has incurred tuition liability. The course will not be dropped for non-payment.

## **SPRING 2016**

**Payment** - A student's tuition & fees must be received by the due date of the earliest scheduled Part of Term. **All courses** on a student's schedule will be dropped for non-payment if the student is not paid in full by the tuition due date of the earliest scheduled Part of Term. All registration activity will cease at the close of business the day of a schedule drop and will reopen the next business day.

**\*If a student is already registered and adds another course to his or her schedule, a student is automatically registered for that course and has incurred tuition liability. The course will not be dropped for non-payment.**

**Web Registration** – Begins Thursday, **October 29, 2015** – Through advisement, students will obtain an AVN that will allow registration access for Spring 2016, via the web.

**Non-Matriculated Student Registration** – Begins Thursday, **October 29, 2015** - Non-Matriculated students may register at the Registrar's Office or seek advisement (AVN distribution) through the Office of Continuing Education.

**Phone Registration** – Begins Thursday, **October 29, 2015** – Open to all non-matriculated students: (518) 629-4560.

**Add/Drop Period** – Students who are already registered may adjust times and courses during this time period (**but not via WIReD**). The Registrar's Office can only adjust days & times for matriculated students; all other changes must be done by an advisor. Non-matriculated students can contact Registrar's Office or seek advisement through the Office of Continuing Education.

**Late Registration Fee** – This fee automatically appears on a student's bill if he or she is registering for the first time during late registration.

**Refunds** are initiated automatically and are generated based on schedule adjustments and refund deadlines (as indicated on the Registration Calendar). Refunds are processed by the Cashier's Office within 10 business days.

**Course Audits for Senior Citizens (ZSR)** - Hudson Valley Community College offers to senior citizens who are at least 60 years of age the opportunity to audit credit bearing courses. There are no tuition charges; however, the students will be responsible for the payment of fees. College credit will not be granted for auditing a course. Registration is based on space availability and is held the Friday prior to the start of the specific course. The Arts Center courses may also be audited; however, the Center must be contacted directly.

**Hudson Mohawk Cross-Registration Agreement** - The first day students from other consortium colleges will be allowed to register for classes is the Wednesday after classes have begun for each part of term (please see registration calendars for the start date of each part of term). Those students who opt to initially register as a non-matriculated student will not be allowed to transfer their registration to a cross-registration status thereafter. A cross-registration form, complete with the designated home school official signature, must be presented at the time of registration. Visiting students are responsible for all related fees. Students may not cross-register for courses taught through The Arts Center.

**SUNY Cross-Registration Agreement** - The first day students from other SUNY four-year institutions or community colleges will be allowed to register for classes is **November 20, 2015**. Those students who opt to initially register as a non-matriculated student will not be allowed to transfer their registration to a cross-registration status thereafter. A SUNY cross-registration form, complete with the designated home school official signature, must be presented at the time of registration.

**Student schedules:** Class schedules can be accessed via Hudson Valley WIReD upon scheduling for courses. A printed schedule may be picked up in-person by the student only, once the student has paid his or her bill starting in the first week of January. Class schedules are no longer mailed.

## **ADDITIONAL DETAILS:     SPRING 2016**

**AVN Distribution begins:**                      Monday, September 28, 2015

**Registration Begins:**                        Thursday, October 29, 2015

**New Student Orientations Begin:**        Tuesday, November 3, 2015

**Course Reserve Drop Date:**                Tuesday, December 1, 2015 – *The reserve drop will take place at 5 p.m. and registration will remain off until 8:00 a.m. the next business day.*

**Spring 2016 Extended Hours for Services Offices:**     Saturday, January 16 (9 a.m. – Noon)  
Monday, January 18 (8 a.m. – 5 p.m.)  
Tuesday, January 19 – Thursday, January 21 (8 a.m. – 6 p.m.)

**Graduation Application Deadline:**        Thursday, March 31, 2016

**Certificate of Residence Requirement:** Certificates for Spring 2016 must be dated no earlier than November 20, 2015 for on-campus day classes. Certificates of Residence are valid only if issued within 60 days prior to the start of classes.

**Billing Information (Run Dates):**     POT = Part of Term

November 18:	POT 1, 3, 4, 9	January 12:	POT 5, 6 (Last Bill Run POT 5, 6)
November 23:	POT 1, 3, 4, 9	January 25:	POT 7
November 30:	POT 1, 3, 4, 9	February 1:	POT 7
December 7:	POT 1, 3, 4, 5, 6, 9	February 8:	POT 7
December 14:	POT 1, 3, 4, 5, 6, 9	February 15:	POT 7
December 21:	POT 1, 3, 4, 5, 6, 9	February 22:	POT 7
December 28:	POT 1, 3, 4, 5, 6, 9 (Last Bill Run POT 1, 3, 4, 9)	March 1:	POT 7 (Last Bill Run POT 7)
January 4:	POT 5, 6		

Registration bills will be mailed to the student's permanent address on file with the Registrar's Office, and emailed to the student's college (@hvcc.edu) email address on the above dates. After the Last Bill Run, printed bills will no longer be mailed, but will continue to be emailed to students, up until the tuition due date for the student's earliest part of term. Students can request that a registration bill be emailed to them by logging into Hudson Valley WIRed and selecting **Request an E-Mail copy of your bill** under **Student Accounts**.

**Mail Reminder Notices to Students Regarding Tuition Due Dates:**

POT 1, 3, 4, 9	Tuesday, December 29, 2015
POT 5, 6	Thursday, January 14, 2016
POT 7	Thursday, March 3, 2016

**Cancellation Runs:** The Thursday prior to the start of a Part of Term:

POT 1, 3, 4, 9	Thursday, January 14, 2016
POT 5	Thursday, January 21, 2016
POT 7	Thursday, March 10, 2016

**Census Date:** Monday, February 8, 2016

**Placement Tests Begins:** Monday, October 12, 2015

**Phone Calls to Students Re: Tuition Due Dates:**

Expected Dates: Mon., Dec. 28, 2015 – Wed., Dec. 30, 2015