



SUMMER 2016 – REGISTRATION CALENDAR

Final
11/20/15

Hudson Valley Community College, 80 Vandenberg Avenue, Troy, NY 12180 (518) 629-4574 www.hvcc.edu

Part of Term (POT)	POT S1 1 st 3 Week Session	POT S2 1 st 6 Week Session	POT S3 12 Week Session	POT S4 5 Week Session	POT S6 2 nd 6 Week Session
Section Numbers	100's	200's	300's	400's	600's
Part of Term Dates	5/23 – 6/10	5/23 – 7/1	5/23 – 8/12	5/31 – 7/1	7/5 – 8/12
Last Billing Run	5/4	5/4	5/4	5/11	6/15
Tuition Due Dates	5/11 - 5/12	5/11 - 5/12	5/11 - 5/12	5/18 – 5/19	6/22 – 6/23
*Schedule Drops for Non-Payment (at the close of business as indicated)	5/13 – 5 p.m. 5/20 – 5 p.m. 5/23 – 5 p.m.	5/13 – 5 p.m. 5/20 – 5 p.m. 5/25 – 5 p.m.	5/13 – 5 p.m. 5/20 – 5 p.m. 5/27 – 5 p.m.	5/20 – 5 p.m. 5/27 – 5 p.m. 6/2 – 5 p.m.	6/24 – 4 p.m. 7/1 – 4 p.m. 7/7 – 4 p.m.
Last Day for 100% Refund & Complete Terminations	5/20	5/20	5/20	5/27	7/1
Add/Drop & Late Registration	5/23	5/23 - 5/25	5/23 - 5/27	5/31 - 6/2	7/5 - 7/7
75% Refund of Tuition for Complete Terminations	N/A	N/A	5/23 - 5/27	N/A	N/A
Withdrawal Period Begins	5/24	5/26	5/31	6/3	7/8
50% Refund of Tuition for Withdrawals	N/A	N/A	5/31 - 6/6	N/A	N/A
25% Refund of Tuition for Withdrawals	5/23 - 5/27	5/23 - 5/27	6/7 - 6/13	5/31 - 6/6	7/5 - 7/11
Withdraw Deadline	6/7	6/24	7/29	6/24	8/5

* 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.

Guenther Enrollment Services Center:

Regular office hours are 8 a.m. – 5 p.m. Monday through Friday.

Summer office hours will be in effect from June 6 through August 12 and are 8 a.m. – 4 p.m. Monday through Friday.

College Closed: Monday, May 30, 2016
 Monday, July 4, 2016

Summer 2016

AVN Distribution begins:

Monday, February 15, 2016

Registration Begins:

Thursday, March 17, 2016

Graduation Application Deadline:

Wednesday, June 15, 2016

Web Registration via WIReD – Begins Thursday, **March 17, 2016** – Through advisement, students will obtain an AVN that will allow registration access for Summer 2016, via the web.

Non-Matriculated Student Registration – Begins Thursday, **March 17, 2016** - 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, **March 17, 2016** – 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.

***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.**

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.

Cross-Registration - Students may not cross-register during summer sessions.

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.

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 May. Class schedules are no longer mailed.

Certificate of Residence Requirement – Certificates for Summer 2016 must be dated no earlier than March 24, 2016. 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

March 30:	POT S1, S2, S3, S4	May 11:	POT S4, S6 (Last Bill Run POT S4)
April 4:	POT S1, S2, S3, S4	May 16:	POT S6
April 11:	POT S1, S2, S3, S4	May 23:	POT S6
April 18:	POT S1, S2, S3, S4	May 31:	POT S6
April 25:	POT S1, S2, S3, S4	June 6:	POT S6
May 2:	POT S1, S2, S3, S4	June 13:	POT S6
May 4:	POT S1, S2, S3, S4 (Last Bill Run POT S1, S2, S3)	June 15:	POT S6 (Last Bill Run POT S6)

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**.

Reminder Notices to Students Regarding Tuition Due Dates:

POT S1, S2, S3	Friday, May 6, 2016
POT S4	Friday, May 13, 2016
POT S6	Friday, June 17, 2016

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

POT S1, S2, S3	Thursday, May 19, 2016
POT S4	Thursday, May 26, 2016
POT S6	Thursday, June 30, 2016