



Spring 2019 College in the High School Registration Calendar

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

Part of Term (POT)	POT 1 Online Learning & Interactive Television Courses (ITV)	POT 3 Online Learning Early Sprint Courses	POT 7 Online Learning Sprint Courses	POT 8 Spring Semester Courses Taught in the High School
Section Numbers	OL: 315 - 319 ITV: 390's	OL: 415 - 419	OL: 615 - 619	CTHS: 550 - 599
Part of Term Dates	1/22 – 5/17	1/22 – 3/15	3/25 – 5/17	1/28 – 6/7
*Student Record Information (SRI) Forms Due	12/21	12/21	3/5	2/13
Tuition Due Dates	1/7-1/9	1/7-1/9	1/7-1/9, 3/15	2/26
** Tuition Due Date <i>Schedule Drop for Non-Payment</i>	1/10 – 6 p.m.	1/10 – 6 p.m.	1/10 – 6 p.m. 3/15 – 5 p.m.	2/26 – 5 p.m.
Courses cancelled for low enrollment	1/16	1/16	3/20	N/A
Last Day 100% Refund & Complete Terminations <i>Schedule Drop for Non-Payment</i>	1/21 – 5 p.m.	1/21 – 5 p.m.	3/22 – 5 p.m.	1/25 – 5 p.m.
Add/Drop & Late Registration Period	1/22 – 1/28	1/22 – 1/24	3/25 – 3/27	1/28 – 2/4
*Final <i>Schedule Drop for Non- Payment</i>	1/28 – 5 p.m.	1/28 – 5 p.m.	3/27 – 5 p.m.	3/6 – 5 p.m.
75% Refund of Tuition for Complete Terminations	1/22 – 1/28	N/A	N/A	1/28 – 2/4
Withdrawal Period Begins	1/29	1/25	3/28	2/5
50% Refund of Tuition for Withdrawals	1/29 – 2/4	N/A	N/A	2/5 – 2/12
25% Refund of Tuition for Withdrawals	2/5 – 2/11	1/22 – 1/28	3/25 – 3/29	2/13 – 2/20
Withdrawal Deadline	4/18	3/6	5/8	5/14
Grades Due via WIRed & Grade Books Due	5/20 – 10 a.m.	3/18 – 10 a.m.	5/20 – 10 a.m.	6/21 – 4 p.m.

* In order to receive a mailed registration bill, a completed SRI form (signed by student and high school administrator) must be received as indicated above. All registrations after the date indicated above must be completed in-person by the student only, with a valid Photo ID. If registrations are mailed or faxed after date indicated above, payment must be received by the close of business of the final drop for Non-payment.

** 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.

College Closed:

Wednesday, November 21, 2018 – Saturday, November 24, 2018

Monday, December 24, 2018 – Tuesday, December 25, 2018

Monday, December 31, 2018 – Tuesday, January 1, 2019

Friday, April 19, 2019 - Tuesday, April 23, 2019

Monday, May 27, 2019

Final
10/16/18

Spring 2019 Additional Details:

Registration Begins:

Monday, October 22, 2018

Guenther Enrollment Services

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

Center Office Hours:

Reminder Notices Mailed to Students

All POTs — Thursday, December 27, 2018

Regarding Tuition Due Dates:

POT 8 – Tuesday, February 19, 2019

POT 7 —Thursday, March 7, 2019

Spring 2019 Extended Hours for

Services Offices:

January 7 – January 18

Monday through Friday (7 a.m. – 6 p.m.)

January 19

Saturday (9 a.m. – Noon)

January 21

Monday, Martin Luther King Day (8 a.m. – 5 p.m.)

January 22 –January 25

Tuesday – Friday (7 a.m. – 6 p.m.)

Certificate Of Residence Requirement:

Certificates for Spring 2019 must be dated no earlier than November 23, 2018.

Certificates of Residence are valid only if issued within 60 days prior to the start of classes.

Billing Dates POT = Part of Term

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 below dates as noted:

<u>All POTs:</u>		<u>POT 7 only:</u>		<u>POT 8 only:</u>	
Nov. 26	Dec. 18	Feb. 6	Feb. 27	Jan. 16	Feb. 6
Dec. 4	Dec. 20	Feb. 13	Mar. 6	Jan. 23	Feb. 13
Dec. 11	Dec. 26	Feb. 20		Jan. 30	

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 **Step 7a of "My Enrollment Step Checklist"** or under **Student Accounts**. Bills will continue to be emailed nightly to HVCC email addresses with the exception of the following dates: 1/10, 1/21, 1/25, 1/28, 2/1, 2/26, 3/6, 3/15, 3/22 and 3/27.

Payment - In order to secure your schedule, payment in full must be made to the Cashier's Office by the due date listed on your bill. This can be done online via your Hudson Valley WIReD account, by mail, in person at the Cashier's Office or over the phone with Discover, MasterCard or Visa. If non-resident tuition charges appear on your bill, you must submit a valid Certificate of Residence to the Cashier's Office in order to have the charges removed either prior to, or at the time of payment.

****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.

Student schedules - Class schedules can be accessed via Hudson Valley WIReD upon scheduling for courses.