



Summer 2019 College in the High School Registration Calendar

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

Part of Term (POT)	POT S8 6 Week Session Courses at Troy High School
Section Numbers	550 - 599
Part of Term Dates	7/1 – 8/9
Student Record Information (SRI) Forms Due	6/10
Tuition Due Dates	6/18 -6/19
**Tuition Due Date Schedule Drop for Non-Payment	6/20 – 4 p.m.
Courses Cancelled for Low Enrollment	6/26
Last Day 100% Refund, Complete Terminations & Schedule Drop for Non-Payment	6/28 – 4 p.m.
Add/Drop & Late Registration Period	7/1 – 7/3
**Final Schedule Drop for Non-Payment	7/3 – 4 p.m.
Withdrawal Period Begins	7/5
25% Refund of Tuition for Withdrawals	7/1 – 7/8
Withdrawal Deadline	8/2
Grades Due via WIReD & Grade Book Due Date	8/12 - 10 a.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: Monday, May 27, 2019
Thursday, July 4, 2019**

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04/01/19

Summer 2019

Registration Begins:

Monday, March 11, 2019

Guenther Enrollment Services Center:

Regular office hours are 8 a.m. – 5 p.m. Monday through Friday.
Summer office hours are 8 a.m. – 4 p.m. **Monday through Friday, June 3 through August 9.**

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

POT S8 – Wednesday, June 12, 2019

Certificate Of Residence Requirement:

Certificates for Summer 2019 must be dated no earlier than May 2, 2019.
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:

All POTs:

May 8	May 29
May 15	June 5
May 22	June 10

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: 5/9, 5/24, 6/20 and 7/3.

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.