



FALL 2019 REGISTRATION CALENDAR

Updated
4/2/19

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

Online classes may be offered in various parts of term including day, evening, off-campus, early sprint and sprint. Students should review course start dates in WIREd and use the appropriate part of term for registration, late registration, payment due date, add/drop, refund request deadlines, withdrawal information, etc.

Part of Term (POT)	POT 1 Full Term	POT 3 Early Sprint	POT 4 On-Campus Evening	POT 5 Off-Campus	POT 6 The Arts Center	POT 7 Sprint
Section Numbers	01 - 399	400's	500's	800's	700's	600's
Part of Term Dates	9/3 - 12/20	9/3 - 10/25	9/3 - 12/20	9/9 - 12/20	9/9 - 11/18	10/28 - 12/20
Tuition Due Dates	8/19 - 8/21	8/19 - 8/21	8/19 - 8/21	8/19 - 8/21	8/19 - 8/21	8/19 - 8/21, 10/18
*Tuition Due Date <i>Schedule Drop for Non-Payment</i>	8/22 – 5:30 p.m.	8/22 – 5:30 p.m.	8/22 – 5:30 p.m.	8/22 – 5:30 p.m.	8/22 – 5:30 p.m.	8/22 – 5:30 p.m. 10/18 - 5 p.m.
Courses cancelled for low enrollment	8/28	8/28	8/28	9/4	9/4	10/23
Last day for 100% refund & complete terminations <i>Schedule Drop for Non-Payment</i>	8/30 – 5:30 p.m.	8/30 – 5:30 p.m.	8/30 – 5:30 p.m.	9/6 – 5:30 p.m.	9/6 – 5:30 p.m.	10/25 - 5 p.m.
Add/Drop & Late Registration (\$60 late fee)	9/3 - 9/9	9/3 - 9/5	9/3 - 9/9	9/9 - 9/13	9/9 - 9/13	10/28 - 10/30
75% refund of tuition for complete terminations	9/3 - 9/9	N/A	9/3 - 9/9	9/9 - 9/13	9/9 - 9/13	N/A
*Final <i>Schedule Drop for Non-Payment</i>	9/9 - 5 p.m.	9/9 - 5 p.m.	9/9 - 5 p.m.	9/13 - 5 p.m.	9/13 - 5 p.m.	10/30 - 5 p.m.
Withdrawal period begins	9/10	9/6	9/10	9/16	9/16	10/31
50% refund of tuition for withdrawals	9/10 - 9/16	N/A	9/10 - 9/16	9/16 - 9/20	9/16 - 9/20	N/A
25% refund of tuition for withdrawals	9/17 - 9/23	9/3 - 9/9	9/17 - 9/23	9/23 - 9/27	9/23 - 9/27	10/28 - 11/1
Withdrawal Deadline	11/22	10/16	11/22	11/22	11/4	12/11

*The schedule drop for non-payment will take place after the close of business as noted above. If a student has already paid and adds another course to his or her schedule, the student is automatically registered for that course and has incurred tuition liability. The course will not be dropped for non-payment.

ADDITIONAL DETAILS:

AVN Distribution begins:

Monday, February 11, 2019

Registration Begins:

Returning and Transfer Students - Monday, February 25, 2019
New Students - Monday, March 11, 2019

Placement Testing Begins:

Monday, February 25, 2019

New Student Orientations Begin:

Monday, March 11, 2019

Course Reserve Drop Date:

Monday, July 1, 2019 – *The reserve drop will take place at 4 p.m. and registration will remain off until 8 a.m. the next business day (Tuesday, July 2, 2019).*

E-mails to Students Regarding Payment Using Financial Aid:

Jul. 29, Aug. 7 and 19

Phone Calls to Students Regarding Tuition Due Dates:

Expected Dates: Mon., Aug. 12, 2019 - Wed., Aug. 14, 2019

Reminder Notices Mailed to Students Regarding Tuition Due Dates:

All POTs - Tuesday, August 13, 2019
POT 7 - Thursday, October 10, 2019

Fall 2019 Extended Hours for Services Offices:

August 19 - August 23	Monday through Friday	(7:30 a.m. – 5:30 p.m.)
August 24	Saturday	(9 a.m. – 1 p.m.)
August 26 - August 30	Monday through Friday	(7:30 a.m. – 5:30 p.m.)
September 3 - September 6	Tuesday through Friday	(7:30 a.m. – 5:30 p.m.)

Census Date:

Monday, September 23, 2019

Graduation Application Deadline:

Tuesday, October 15, 2019

Certificate Of Residence Requirement:

Certificates for Fall 2019 must be dated no earlier than July 5, 2019 for on-campus classes. 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>	
July 8	July 22	August 5	September 16	September 30
July 15	July 29	August 12	September 23	October 7

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: 8/22, 8/30, 9/6, 9/9, 9/13, 10/18, and 10/30.

FALL 2019

Payment - For students who schedule classes prior to August 22, payment must be satisfied by close of business on August 22. Payment is satisfied by one of the following: 1) Payment in full 2) Sign up for the payment plan with the Cashier's Office 3) Confirm Registration in WIReD using financial aid and/or loans. Please check ***My Enrollment Step Checklist*** in WIReD to verify payment has been satisfied. 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 has already paid and adds another course to his or her schedule, the student is automatically registered for that course and has incurred tuition liability. The course will not be dropped for non-payment.**

Web Registration - Through advisement, students will obtain an AVN that will allow registration access for Fall 2019 via WIReD.

Non-Matriculated Student Registration - Non-Matriculated students may register at the Registrar's Office or seek advisement (AVN distribution) through the Office of Continuing Education and Summer Sessions.

Phone Registration - 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 and Summer Sessions.

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. Those students who opt to initially register as a non-matriculated student will not be allowed to transfer their registration to senior citizen status thereafter.

Hudson Mohawk Cross-Registration Agreement (ZCR) - The first day students from other consortium colleges will be allowed to register for classes is the Friday prior to the start of 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 (ZCRS) - The first day students from other SUNY four-year institutions or community colleges will be allowed to register for classes is **July 5, 2019**. 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. Students must contact the home institution for pertinent guidelines and to initiate a request via the SUNY Cross-registration App. Visiting students are responsible for all related fees.

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