



# SUMMER 2020 REGISTRATION CALENDAR

Revised  
4/6/20

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

**Online classes** may be offered in various parts of term/sessions. Students should review course start dates in **WIReD** and use the appropriate part of term/session for registration, late registration, payment due date, add/drop, refund request deadlines, withdrawal information, etc.

Part of Term (POT)	POT S2 1 <sup>st</sup> 6 Week Session	POT S3 12 Week Session	POT S6 2 <sup>nd</sup> 6 Week Session
Section Numbers	200's	300's	600's
Part of Term Dates	5/26 – 7/2	5/26 – 8/14	7/6 – 8/14
Tuition Due Dates	5/12 – 5/13	5/12 – 5/13	6/23 – 6/24
<i>*Tuition Due Date Schedule Drop for Non-Payment</i>	5/14 – 5 p.m.	5/14 – 5 p.m.	6/25 – 4 p.m.
Courses Cancelled for Low Enrollment	5/20	5/20	7/1
Last Day for 100% Refund & Complete Terminations	5/25	5/25	7/5
Add/Drop & Late Registration	5/26 - 5/28	5/26 - 6/1	7/6 - 7/8
<i>*Final Schedule Drop for Non-Payment</i>	6/1 – 4 p.m.	6/1 – 4 p.m.	7/8 – 4 p.m.
75% Refund of Tuition for Complete Terminations	N/A	5/26 - 6/1	N/A
Withdrawal Period Begins	5/29	6/2	7/9
50% Refund of Tuition for Withdrawals	N/A	6/2 - 6/8	N/A
25% Refund of Tuition for Withdrawals	5/26 - 6/1	6/9 - 6/15	7/6 - 7/10
Withdrawal Deadline	6/26	7/31	8/7

\* 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 1 through August 7 and are 8 a.m. – 4 p.m. Monday through Friday.

College Closed: Monday, May 25, 2020  
Friday, July 3, 2020

## **Summer 2020 Additional Details:**

**AVN Distribution begins:**

Monday, February 10, 2020

**Registration Begins:**

Returning and Transfer Students - Monday, February 24, 2020

New Students - Monday, March 2, 2020

**Reminder Notices E-mailed to Students Regarding Tuition Due Dates:**

POT S1, S2, S3 - Tuesday, May 5, 2020 & Friday, May 22, 2020

POT S6 - Tuesday, June 16, 2020 & Thursday, July 2, 2020

**Graduation Application Deadline:**

Monday, June 15, 2020

**Certificate Of Residence Requirement:**

Certificates for Summer 2020 must be dated no earlier than March 27, 2020.

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 emailed to the student's college (@hvcc.edu) email address on the below dates as noted:

**POT S1, S2 & S3:**

March 30      April 20

April 6        April 27

May 4

**POT S6 only:**

May 11      June 1

May 18      June 8

May 26      June 15

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: 5/14, 6/1, 6/25, and 7/8.

**Payment** – For students who schedule classes prior to May 14, payment must be satisfied by close of business on May 14. Payment is satisfied by one of the following: 1) Payment in full 2) Sign up for the payment plan via WIReD 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.**

**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 adjust only 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.

**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.

**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 **March 27, 2020**. 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.