SPRING 2024 REGISTRATION CALENDAR

Updated 1/4/24

Hudson Valley Community College, 80 Vandenburgh 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 dates in **WIReD** and use the appropriate part of term for registration, payment due date, add/drop, refund request deadlines, withdrawal information, etc.

Part of Term (POT)	POT 1 – Full Term POT 4 – On-Campus Evening POT 5 – Off-Campus	POT 3 Early Sprint 8-Week Courses	POT 6 The Arts Center	POT 7B Sprint 12-Week Courses	POT 7 Sprint 8-Week Courses
Section Numbers	01 – 399, 500's, 800's	400's	700's	600's	600's
Part of Term Dates	1/16 - 5/10	1/16 - 3/8	1/16 - 4/8	2/12 - 5/10	3/18 - 5/10
Tuition Due Dates	1/2 - 1/3	1/2 - 1/3	1/2 - 1/3	1/2 - 1/3, 2/1	1/2 - 1/3, 3/7
*Tuition Due Date *Schedule Drop for Non-Payment*	**1/8 - 5 p.m.**	**1/8 - 5 p.m.**	**1/8 - 5 p.m.**	**1/8 - 5 p.m. 2/1 - 5 p.m.**	**1/8 - 5 p.m. 3/7 - 5 p.m.**
Courses cancelled for low enrollment	1/10	1/10	1/10	2/7	3/13
Last day for 100% refund & complete terminations	**1/15**	**1/15**	**1/15**	**2/11**	**3/17**
Add/Drop & Final Registration Period	1/16 - 1/22	1/16 - 1/18	1/16 - 1/22	2/12 - 2/16	3/18 - 3/20
*Final *Schedule Drop for Non-Payment*	**1/22 - 5 p.m.**	**1/22 - 5 p.m.**	**1/22 - 5 p.m.**	**2/16 - 5 p.m.**	**3/20 - 5 p.m.**
75% refund of tuition for complete terminations	1/16 - 1/22	N/A	1/16 - 1/22	2/12 - 2/18	N/A
Withdrawal period begins	1/23	1/19	1/23	2/19	3/21
50% refund of tuition for withdrawals	1/23 - 1/29	N/A	1/23 - 1/29	2/19 - 2/25	N/A
25% refund of tuition for withdrawals	1/30 - 2/5	1/16 - 1/22	1/30 - 2/5	2/26 - 3/3	3/18 - 3/24
Withdrawal Deadline	4/12	2/28	3/22	4/25	5/1

*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: Mon., Oct. 2, 2023 *(Faculty, please encourage current students to seek advisement!)*

Registration Begins: Returning and Transfer Students – Thu., Oct. 26, 2023
New Students – Mon., Oct. 30, 2023

Placement Testing Begins: Thu., Oct. 26, 2023

New Student Orientations Begin: Mon., Oct. 30, 2023

Course Reserve Drop Date: Fri., Dec. 1, 2023 **–** The reserve drop will take place at 5 p.m. and registration will
remain off until 8 a.m. the next business day (Mon., Dec. 4, 2023).

Phone Calls to Students Regarding   Expected Dates: Mon. Dec. 18, 2023 - Thu. Dec. 21, 2023
Tue. Jan. 2, 2024 - Wed. Jan. 3, 2024

Tuition Due Dates:

Payment Reminder Notices: All POTs – Tue., Dec. 19, 2023
POTs 1, 3, 4, 5 & 6 – Mon., Jan. 15, 2024
POT 7B – Thu., Jan. 25, 2024 & Fri., Feb. 9, 2024
POT 7 – Thu., Feb. 29, 2024 & Fri., Mar. 15, 2024

Spring 2024 Extended Hours for
Services Offices: Sat., Jan. 13   9 a.m. - noon
Mon., Jan. 16   8 a.m. -5 p.m.

Census Date: Mon., Feb. 5, 2024

Graduation Application Deadline: Wed., Apr. 3, 2024 - to have name listed in Commencement program
Mon., May 6, 2024 - final deadline

Certificate Of Residence Requirement: Certificates for Spring 2024 must be dated no earlier than November 17, 2023 for on-campus day 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:

All POTs:		POT 7B & 7 only:	POT 7 only:	
Nov. 15	Dec. 13	Jan. 17	Jan. 31	Feb. 21
Nov. 29	Dec. 20	Jan. 24	Feb. 7	Feb. 28
Dec. 6			Feb. 14	

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: 1/8, 1/22, 2/1, 2/16, 3/7 and 3/20.

Spring 2024

Payment – For students who schedule classes prior to and on January 4, payment must be satisfied by close of business on January 4. 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.__

Web Registration – Through advisement, students in certain departments may obtain an AVN that will allow registration access for Spring 2024, via WIReD.

Non-Matriculated Student Registration - Non-Matriculated students may register and seek advisement (obtain an AVN) with the Office of Student Outreach, Advisement and Retention, Guenther Enrollment Services Center, Suite 231, (518) 629-7219 or coned@hvcc.edu.

Add/Drop & Final Registration 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 students; all other changes must be done by an advisor.

Refunds - The effective date of a drop/withdrawal is the date an email request or completed form is received in the Registrar's Office. This effective date is used for refund calculation. If the College is closed, a student may e-mail registrar@hvcc.edu via HVCC student e-mail account to request a drop/withdrawal. Please review Dates and Deadlines for refund information. Refunds are initiated, generated and processed by the Cashier's Office. If you have any questions, please contact the Cashier's office via email at cashier@hvcc.edu or via phone at (518) 629-4504.

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 - 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 - The first day students from other SUNY four-year institutions or community colleges will be allowed to register for classes is **November 17, 2023**. 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.