



SPRING 2018 REGISTRATION CALENDAR

**Final
02/17/17**

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	1/16 - 5/10	1/16 - 3/9	1/16 - 5/10	1/22 - 5/10	1/22 - 4/11	3/12 - 5/10
Last Billing Run	12/20	12/20	12/20	1/9	1/9	2/27
Tuition Due Dates	1/2-1/5	1/2-1/5	1/2-1/5	1/16	1/16	3/6
*Schedule Drops for Non-Payment (at the close of business as indicated)	1/8 – 5 p.m. 1/10 – 5 p.m. 1/15 – 5 p.m. 1/22 – 5 p.m.	1/8 – 5 p.m. 1/10 – 5 p.m. 1/15 – 5 p.m. 1/18 – 6 p.m.	1/8 – 5 p.m. 1/10 – 5 p.m. 1/15 – 5 p.m. 1/22 – 5 p.m.	1/17 – 6 p.m. 1/19 – 5 p.m. 1/26 – 5 p.m.	1/17 – 6 p.m. 1/19 – 5 p.m. 1/26 – 5 p.m.	3/7 – 5 p.m. 3/9 – 5 p.m. 3/14 – 5 p.m.
Last Day for 100% Refund & Complete Terminations	1/15	1/15	1/15	1/19	1/19	3/9
Add/Drop & Late Registration (\$60 late fee)	1/16-1/22	1/16-1/18	1/16-1/22	1/22-1/26	1/22-1/26	3/12-3/14
75% Refund of Tuition for Complete Terminations	1/16-1/22	N/A	1/16-1/22	1/22-1/26	1/22-1/26	N/A
Withdrawal Period Begins	1/23	1/19	1/23	1/29	1/29	3/15
50% Refund of Tuition for Withdrawals	1/23-1/29	N/A	1/23-1/29	1/29-2/2	1/29-2/2	N/A
25% Refund of Tuition for Withdrawals	1/30-2/5	1/16-1/22	1/30-2/5	2/5-2/9	2/5-2/9	3/12-3/16
Withdrawal Deadline	4/20	2/28	4/20	4/20	3/19	5/2

* 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.

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Payment - A student's tuition & fees must be received by the due date of the earliest scheduled Part of Term. **All courses** on a student's schedule will be dropped for non-payment if the student is not paid in full by the tuition due date of the earliest scheduled Part of Term. All registration activity will cease at the close of business the day of a schedule drop and will reopen the next business day.

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Web Registration – Begins Thursday, **October 26, 2017** – Through advisement, students will obtain an AVN that will allow registration access for Spring 2018, via the web.

Non-Matriculated Student Registration – Begins Thursday, **October 26, 2017** - Non-Matriculated students may register at the Registrar's Office or seek advisement (AVN distribution) through the Office of Continuing Education.

Phone Registration – Begins Thursday, **October 26, 2017** – 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.

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.

Hudson Mohawk Cross-Registration Agreement - The first day students from other consortium colleges will be allowed to register for classes is the Wednesday after classes have begun for 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, 2017**. 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 SUNY cross-registration form, complete with the designated home school official signature, must be presented at the time of registration.

Student schedules: Class schedules can be accessed via Hudson Valley WIReD upon scheduling for courses. A printed schedule may be picked up in-person by the student only, once the student has paid his or her bill starting in the first week of January. Class schedules are no longer mailed.

ADDITIONAL DETAILS: SPRING 2018

AVN Distribution begins: **Monday, September 25, 2017**

Registration Begins: **Thursday, October 26, 2017**

New Student Orientations Begin: **Monday, November 6, 2017**

Course Reserve Drop Date: **Friday, December 1, 2017** – *The reserve drop will take place at 5 p.m. and registration will remain off until 8 a.m. the next business day.*

Spring 2018 Extended Hours for Services Offices: **Saturday, January 13 (9 a.m. – Noon)**
Monday, January 15 (8 a.m. – 5 p.m.)
Tuesday, January 16 – Thursday, January 18 (8 a.m. – 6 p.m.)

Graduation Application Deadline: **Friday, March 23, 2018**

Certificate of Residence Requirement: Certificates for Spring 2018 must be dated no earlier than November 17, 2017 for on-campus day classes. Certificates of Residence are valid only if issued within 60 days prior to the start of classes.

Billing Information (Run Dates): **POT = Part of Term**

November 15:	POT 1, 3, 4	January 9:	POT 5, 6 (Last Bill Run POT 5, 6)
November 20:	POT 1, 3, 4	January 22:	POT 7
November 27:	POT 1, 3, 4	January 29:	POT 7
December 4:	POT 1, 3, 4, 5, 6	February 5:	POT 7
December 11:	POT 1, 3, 4, 5, 6	February 12:	POT 7
December 20:	POT 1, 3, 4, 5, 6 (Last Bill Run POT 1, 3, 4)	February 19:	POT 7
January 2:	POT 5, 6	February 27:	POT 7 (Last Bill Run POT 7)

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 above dates. After the Last Bill Run, printed bills will no longer be mailed, but will continue to be emailed to students, up until the tuition due date for the student's earliest part of term. 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 **Student Accounts**.

Mail Reminder Notices to Students Regarding Tuition Due Dates:

POT 1, 3, 4 Tuesday, December 26, 2017
POT 5, 6 Thursday, January 11, 2018
POT 7 Thursday, March 1, 2018

Census Date: Monday, February 5, 2018

Placement Tests Begins: Monday, October 16, 2017

Cancellation Runs: **The Thursday prior to the start of a Part of Term:**

POT 1, 3, 4 Thursday, January 11, 2018
POT 5 Thursday, January 18, 2018
POT 7 Thursday, March 8, 2018

Phone Calls to Students Re: Tuition Due Dates:

Expected Dates: Tue., Jan.2, 2018 – Wed., Jan.3, 2018