



# Fall 2023 College in the High School Registration Calendar

Hudson Valley Community College, 80 Vandenburg Ave., Troy, NY 12180, Email [registrar@hvcc.edu](mailto:registrar@hvcc.edu), Phone (518) 629-4574, Fax (518) 629-8094, [www.hvcc.edu](http://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, payment due date, add/drop, refund request deadlines, withdrawal information, etc.*

Part of Term (POT)	POT 1 Online Learning & Interactive Television Courses (ITV)	POT 3 Online Learning Early Sprint 8- Week Courses	POT 7B Sprint 12-Week Courses	POT 7 Sprint 8-Week Courses	POT 8 Fall Semester Courses Taught in the High School	POT 8A Fall Full Year Courses Taught in the High School
Section Numbers	OL: 315 - 319 ITV: 390's	OL: 415 - 419	OL: 615 - 619	OL: 615 - 619	CTHS: 550 - 599	CTHS: 550 - 599
Part of Term Dates	8/28 - 12/15	8/28 - 10/20	9/25 - 12/15	10/23 - 12/15	9/18 - 2/2/24	9/18 - 6/26/24
*Student Record Information (SRI) Forms Due	8/7	8/7	9/5	10/2	10/10	10/10
Tuition Due Dates	8/14 - 8/16	8/14 - 8/16	8/14 - 8/16, 9/14	8/14 - 8/16, 10/12	10/17	10/17
** Tuition Due Date Schedule Drop for Non- Payment	8/17 - 5 p.m.	8/17 - 5 p.m.	8/17 - 5 p.m. 9/14 - 5 p.m.	8/17 - 5 p.m. 10/12 - 5 p.m.	10/17 - 5 p.m.	10/17 - 5 p.m.
Courses cancelled for low enrollment	8/23	8/23	9/20	10/18	N/A	N/A
Last Day 100% Refund Complete Terminations	8/27	8/27	9/24	10/22	9/17	9/17
Add/Drop & Final Registration Period	8/28 - 9/1	8/28 - 8/30	9/25 - 9/29	10/23 - 10/25	9/18 - 9/22	9/18 - 9/22
*Final Schedule Drop for Non-Payment	9/1 - 5 p.m.	9/1 - 5 p.m..	9/29 - 5 p.m.	10/25 - 5 p.m.	10/25 - 5 p.m.	10/25 - 5 p.m.
75% Refund of Tuition for Complete Terminations	8/28 - 9/4	N/A	9/25 - 10/1	N/A	9/18 - 9/24	9/18 - 9/24
Withdrawal Period Begins	9/5	8/31	10/2	10/26	9/25	9/25
50% Refund of Tuition for Withdrawals	9/5 - 9/11	N/A	10/2 - 10/8	N/A	9/25 - 10/1	9/25 - 10/1
25% Refund of Tuition for Withdrawals	9/12 - 9/18	8/28 - 9/4	10/9 - 10/15	10/23 - 10/29	10/2 - 10/8	10/2 - 10/8
Withdrawal Deadline	11/17	10/11	11/30	12/6	1/10/24	5/8/24
Grades Due via WIREd	12/18 at 10 a.m.	10/23 at 10 a.m.	12/18 at 10 a.m.	12/18 at 10 a.m.	2/7/24 at 5 p.m.	6/28/24 at 4 p.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.

\*\*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.

## College Closed:

Monday, September 4, 2023

Wednesday, November 22, 2023 – Saturday, November 25, 2023

Friday, December 22, 2023 – Monday, January 1, 2024

Final  
09/27/23

## Fall 2023 Additional Details:

### Registration Begins:

Monday, March 27, 2023

### 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 May 22 through July 28: Mon. – Thu., 8 a.m. – 4p.m.**  
**College is closed on Friday's: May 26 through July 28.**

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

All POTs	Tuesday, August 8, 2023
POTs 1, 3	Friday, August 25, 2023
POT 7B	Thursday, September 7, 2023 & Friday, September 22, 2023
POT 7	Thursday, October 5, 2023 & Friday, October 20, 2023
POT 8, 8A	Thursday, October 12, 2023

### Fall 2023 Extended Hours for Services Offices:

Saturday, August 26 9 a.m. - Noon

### Certificate Of Residence Requirement:

Certificates for Fall 2023 must be dated no earlier than June 29, 2023.  
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 7B only:</u>		<u>POT 7 only:</u>		<u>POT 8 &amp; 8A only:</u>	
Jul. 3	Jul. 24	Aug. 14	Aug. 28	Sep. 11	Sep. 25	Sep. 11	Sep. 25
Jul. 10	Jul. 31	Aug. 21	Sep. 5	Sep. 18	Oct. 2	Sep. 18	Oct. 2
Jul. 17	Aug. 7						Oct. 10

Students can request that a bill be emailed to them by logging into 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: 8/17, 9/1, 9/14, 9/29, 10/12 and 10/25.

**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 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** - 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](mailto: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](mailto:cashier@hvcc.edu) or via phone at (518) 629-4504.

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