



# Summer 2018 College in the High School Registration Calendar

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

Part of Term (POT)	POT S8 6 Week Session Courses at Troy High School
Section Numbers	550 - 599
Part of Term Dates	7/2 – 8/10
Billing Begins	5/9
Student Record Information (SRI) Forms Due*	6/12
Last Bill Run (last day bills are mailed)	6/13
Tuition Due Dates	6/20 – 6/21
** Schedule Drops for Non-Payment (at the close of business as indicated)	6/22 – 4 p.m. 6/29 – 4 p.m. 7/5 – 4 p.m.
Last Day 100% Refund & Complete Terminations	6/29
Add/Drop & Late Registration Period	7/2 – 7/3, 7/5
Withdrawal Period Begins	7/6
25% Refund of Tuition for Withdrawals	7/2 – 7/9
Withdrawal Deadline	8/3
Grades Due via WIRed & Grade Book Due Date	8/13 - 10 a.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.

\*\* 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.**

**College Closed:** Monday, May 29, 2018  
Wednesday, July 4, 2018

Final  
04/05/18

# Summer 2018

## Guenther Enrollment Services Center:

Regular office hours are 8 a.m. – 5 p.m. Monday through Friday.

Summer office hours are 8 a.m. – 4 p.m. Monday through Friday, June 4 through August 10.

**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, in person at the Cashier's Office or over the phone with a Master Card or Visa card. 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** are initiated automatically and are generated based on schedule adjustments and refund deadlines (as indicated on the Registration Calendar). Refund checks are processed by the Cashier's Office and mailed within two to three weeks of the change.

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

**Certificate of Residence Requirement** – Certificates for Summer 2018 for classes that begin on July 2 must be dated no earlier than May 3, 2018. 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

May 9:	POT S8	June 4:	POT S8
May 14:	POT S8	June 11:	POT S8
May 21:	POT S8	June 13:	POT S8 (Last Bill Run POT S8)
May 29:	POT S8		

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**.

## Reminder Notices to Students Regarding Tuition Due Dates:

POT S8            Friday, June 15, 2018

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

POT S8            Thursday, June 28, 2018