



FALL 2023 REGISTRATION CALENDAR

Revised
3/30/23

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 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 | 8/28 - 12/15 | 8/28 - 10/20 | 8/28 - 11/3 | 9/25 - 12/15 | 10/23 - 12/15 |
| Tuition Due Dates | 8/14 - 8/16 | 8/14 - 8/16 | 8/14 - 8/16 | 8/14 - 8/16, 9/14 | 8/14 - 8/16, 10/12 |
| *Tuition Due Date Schedule Drop for Non-Payment | 8/17 – 5 p.m. | 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. |
| Courses Cancelled for Low Enrollment | 8/23 | 8/23 | 8/23 | 9/20 | 10/18 |
| Last Day for 100% Refund & Complete Terminations | 8/27 | 8/27 | 8/27 | 9/24 | 10/22 |
| Add/Drop & Final Registration Period | 8/28 - 9/1 | 8/28 - 8/30 | 8/29 - 9/1 | 9/25 – 9/29 | 10/23 - 10/25 |
| *Final Schedule Drop for Non-Payment | 9/1 – 5 p.m. | 9/1 – 5 p.m. | 9/1 – 5 p.m. | 9/29 – 5 p.m. | 10/25 – 5 p.m. |
| 75% Refund of Tuition for Complete Terminations | 8/28 - 9/4 | N/A | 8/28 - 9/4 | 9/25 - 10/1 | N/A |
| Withdrawal Period Begins | 9/5 | 8/31 | 9/5 | 10/2 | 10/26 |
| 50% Refund of Tuition for Withdrawals | 9/5 - 9/11 | N/A | 9/5 - 9/11 | 10/2 - 10/8 | N/A |
| 25% Refund of Tuition for Withdrawals | 9/12 - 9/18 | 8/28 - 9/4 | 9/12 - 9/18 | 10/9 - 10/15 | 10/23 – 10/29 |
| Withdrawal Deadline | 11/17 | 10/11 | 10/20 | 11/30 | 12/6 |

*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 their schedule, a student is automatically registered for that course and has incurred tuition liability. The course will not be dropped for non-payment.

ADDITIONAL DETAILS:

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| <u>AVN Distribution begins:</u> | Monday, February 27, 2023 |
| <u>Registration Begins:</u> | Returning and Transfer Students - Thursday, March 23, 2023 New Students - Monday, March 27, 2023 |
| <u>Placement Testing Begins:</u> | Thursday, March 23, 2023 |
| <u>New Student Orientations Begin:</u> | Monday, April 3, 2023 |
| <u>Course Reserve Drop Date:</u> | Friday, June 30, 2023 – <i>The reserve drop will take place at 4 p.m. and registration will remain off until 8 a.m. the next business day (Monday, July 3, 2023).</i> |
| <u>E-mails to Students Regarding Payment Using Financial Aid:</u> | Jul. 24, Aug. 2, 9, 21 and 25 |
| <u>Phone Calls to Students Regarding Tuition Due Dates:</u> | Expected Dates: Mon., Aug. 7, 2023 - Fri., Aug. 11, 2023 |
| <u>Reminder Notices Mailed to Students Regarding Tuition Due Dates:</u> | All POTs - Tuesday, August 8, 2023 POTs 1, 3, 4, 5, 6 - Friday, August 25, 2023 POT 7B - Thursday, September 7, 2023 & Friday, September 22, 2023 POT 7 - Thursday, October 5, 2023 & Friday, October 20, 2023 |
| <u>Fall 2023 Extended Hours for Services Offices:</u> | Saturday, August 26 9 a.m. - Noon |
| <u>Census Date:</u> | Monday, September 18, 2023 |
| <u>Graduation Application Deadline:</u> | Monday, December 4, 2023 |
| <u>Certificate of Residence Requirement:</u> | Certificates for Fall 2023 must be dated no earlier than June 29, 2023 for classes beginning August 28. Certificates of Residence are valid only if issued within 60 days prior to the start of classes. |
| <u>Billing Dates POT = Part of Term</u> | 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:

July 3 July 17 July 31
July 10 July 24 August 7

POT 7B only:

August 14 August 28
August 21 September 5

POT 7 only:

September 11 September 25
September 18 October 2

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.

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Payment - For students who schedule classes prior to or on August 17, payment must be satisfied by 5 p.m. on August 17. 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 their schedule, a 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 may obtain an AVN that will allow registration access for Fall 2023 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 student 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 (ZCR) - 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 (ZCRS) - The first day students from other SUNY four-year institutions or community colleges will be allowed to register for classes is **June 29, 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.