



# SUMMER 2023 REGISTRATION CALENDAR

Final  
3/7/23

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

**Online classes** may be offered in various parts of term/sessions. Students should review course start dates in **WIREd** and use the appropriate part of term/session for registration, late registration, payment due date, add/drop, refund request deadlines, withdrawal information, etc.

Part of Term (POT)	POT S1 1 <sup>st</sup> 3-Week Session	POT S2 1 <sup>st</sup> 6-Week Session	POT S3 12-Week Session	POT S5 2 <sup>nd</sup> 3-Week Session	POT S6 2 <sup>nd</sup> 6-Week Session
Section Numbers	100's	200's	300's	500's	600's
Part of Term Dates	5/22 – 6/8	5/22 – 6/29	5/22 – 8/10	7/3 – 7/20	7/3 – 8/10
Tuition Due Dates	5/8 – 5/9	5/8 – 5/9	5/8 – 5/9	6/19 - 6/20	6/19 - 6/20
*Tuition Due Date <i>Schedule Drop for Non-Payment</i>	5/10 – 5 p.m.	5/10 – 5 p.m.	5/10 – 5 p.m.	6/21 – 4 p.m.	6/21 – 4 p.m.
Courses Cancelled for Low Enrollment	5/16	5/16	5/16	6/27	6/27
Last Day for 100% Refund & Complete Terminations	5/21	5/21	5/21	7/2	7/2
Add/Drop & Final Registration Period	5/22	5/22 - 5/24	5/22 - 5/25	7/3	7/3, 7/5 - 7/6
*Final <i>Schedule Drop for Non-Payment</i>	5/25 – 4 p.m.	5/25 – 4 p.m.	5/25 – 4 p.m.	7/6 – 4 p.m.	7/6 – 4 p.m.
75% Refund of Tuition for Complete Terminations	N/A	N/A	5/22 - 5/29	N/A	N/A
Withdrawal Period Begins	5/23	5/25	5/30	7/5	7/10
50% Refund of Tuition for Withdrawals	N/A	N/A	5/30 - 6/5	N/A	N/A
25% Refund of Tuition for Withdrawals	5/22 – 5/29	5/22 - 5/29	6/6 - 6/12	7/3 – 7/11	7/3 - 7/11
Withdrawal Deadline	6/6	6/22	7/27	7/18	8/3

\* 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.

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 and are 8 a.m. – 4 p.m. Monday through Thursday.

College is closed on Friday's: May 26 through July 28.

College Closed:

Monday, May 29, 2023

Monday, June 19, 2023

Tuesday, July 4, 2023

## Summer 2023 Additional Details:

### AVN Distribution begins:

Monday, February 27, 2023

### Registration Begins:

Returning and Transfer Students - Thursday, March 23, 2023

New Students - Monday, March 27, 2023

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

POT S1, S2 & S3 - Tuesday, May 2, 2023 & Thursday, May 18, 2023

POT S5 & S6 - Tuesday, June 13, 2023 & Thursday, June 29, 2023

### Graduation Application Deadline:

Monday, August 7, 2023

### Certificate of Residence Requirement:

Certificates for Summer 2023 must be dated no earlier than March 23, 2023. Certificates of Residence are valid only if issued within 60 days prior to the start of classes.

### Billing Dates POT = Part of Term

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:

#### POT S1, S2 & S3:

March 27	April 17
April 3	April 24
April 12	May 1

#### POT S5 & S6:

May 8	May 30
May 15	June 5
May 22	June 12

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: 5/10, 5/25, 6/21 and 7/6.

**Payment** – For students who schedule classes prior to or on May 10, payment must be satisfied by 5 p.m. on May 10. 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.**

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

**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 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](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.

**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.

**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 **March 23, 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.