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 for registration, late registration, payment due date, add/drop, refund request deadlines, withdrawal information, etc.

### Part of Term (POT)

<table>
<thead>
<tr>
<th>POT</th>
<th>1st 3 Week Session</th>
<th>1st 6 Week Session</th>
<th>12 Week Session</th>
<th>2nd 6 Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Numbers</td>
<td>100’s</td>
<td>200’s</td>
<td>300’s</td>
<td>600’s</td>
</tr>
<tr>
<td>Tuition Due Dates</td>
<td>5/7 – 5/8</td>
<td>5/7 – 5/8</td>
<td>5/7 – 5/8</td>
<td>6/18 – 6/19</td>
</tr>
<tr>
<td>*Tuition Due Date Schedule Drop for Non-Payment</td>
<td>5/9 – 5 p.m.</td>
<td>5/9 – 5 p.m.</td>
<td>5/9 – 5 p.m.</td>
<td>6/20 – 4 p.m.</td>
</tr>
<tr>
<td>Courses Cancelled for Low Enrollment</td>
<td>5/15</td>
<td>5/15</td>
<td>5/15</td>
<td>6/26</td>
</tr>
<tr>
<td>Last Day for 100% Refund &amp; Complete Terminations</td>
<td>5/17 - 5 p.m.</td>
<td>5/17 - 5 p.m.</td>
<td>5/17 - 5 p.m.</td>
<td>6/28 - 4 p.m.</td>
</tr>
<tr>
<td>Schedule Drop for Non-Payment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add/Drop &amp; Late Registration</td>
<td>5/20</td>
<td>5/20 - 5/22</td>
<td>5/20 - 5/24</td>
<td>7/1 - 7/3</td>
</tr>
<tr>
<td>*Final Schedule Drop for Non-Payment</td>
<td>5/24 – 5 p.m.</td>
<td>5/24 – 5 p.m.</td>
<td>5/24 – 5 p.m.</td>
<td>7/3 – 4 p.m.</td>
</tr>
<tr>
<td>75% Refund of Tuition for Complete Terminations</td>
<td>N/A</td>
<td>N/A</td>
<td>5/20 - 5/24</td>
<td>N/A</td>
</tr>
<tr>
<td>Withdrawal Period Begins</td>
<td>5/21</td>
<td>5/23</td>
<td>5/28</td>
<td>7/5</td>
</tr>
<tr>
<td>Withdrawal Deadline</td>
<td>6/4</td>
<td>6/21</td>
<td>7/26</td>
<td>8/2</td>
</tr>
</tbody>
</table>

* 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 June 3 through August 9 and are 8 a.m. – 4 p.m. Monday through Friday.

College Closed: Monday, May 27, 2019
Thursday, July 4, 2019
Summer 2019 Additional Details:

**AVN Distribution begins:** Monday, February 11, 2019

**Registration Begins:**
- Returning and Transfer Students - Monday, February 25, 2019
- New Students - Monday, March 11, 2019

**Reminder Notices Mailed to Students:**
- POT S1, S2, S3 - Wednesday, May 1, 2019
- POT S6 - Wednesday, June 12, 2019

**Regarding Tuition Due Dates:**
- POT S1, S2, S3: April 3, May 8, May 22
- POT S6 only: April 10, May 15, June 10

**Graduation Application Deadline:** Friday, June 14, 2019

**Certificate Of Residence Requirement:** Certificates for Summer 2019 must be dated no earlier than March 21, 2019.

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:

**POT S1, S2 & S3:**
- April 3
- April 10
- April 17
- April 29

**POT S6 only:**
- May 8
- May 15
- May 22
- May 29
- May 30

- June 5
- June 10

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 **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: 5/9, 5/24, 6/20 and 7/3.

**Payment** – For students who schedule classes prior to May 9, payment must be satisfied by close of business on May 9. Payment is satisfied by one of the following: 1) Payment in full 2) Sign up for the payment plan with the Cashier’s Office 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 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.**

**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 and Summer Sessions.

**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. 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.

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