Fall 2020 College in the High School Registration Calendar

Hudson Valley Community College, 80 Vandenburgh Ave., Troy, NY 12180 (518) 629-4574 www.hvcc.edu

Part of Term (POT)	POT 1 Online Learning & Interactive Television Courses (ITV)	POT 3 Online Learning Early Sprint Courses	POT 7A Ten-Week Courses	POT 7 Online Learning Sprint 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: 715 - 719	OL: 615 - 619	CTHS: 550 - 599	CTHS: 550 - 599
Part of Term Dates	8/31 – 12/18	8/31 – 10/23	10/13 – 12/18	10/26 – 12/18	9/21 – 1/22/21	9/21 – 6/11/21
***Student Record Information (SRI) Forms Due**	8/10	8/10	9/21	10/5	10/13	10/13
Tuition Due Dates	8/17 - 8/19	8/17 - 8/19	10/1	8/17 - 8/19, 10/15	10/20	10/20
** Tuition Due Date *Schedule Drop for Non-Payment*	**8/20 – 5:30 p.m.**	**8/20 – 5:30 p.m.**	**10/1 – 5 p.m.**	**8/20 – 5:30 p.m. 10/15 – 5 p.m.**	**10/20 – 5 p.m.**	**10/20 – 5 p.m.**
Courses cancelled for low enrollment	8/26	8/26	10/7	10/21	N/A	N/A
Last Day 100% Refund Complete Terminations	**8/30**	**8/30**	**10/12**	**10/25**	**9/18**	**9/18**
Add/Drop & Late Registration Period	8/31 - 9/4	8/31 - 9/2	10/13-10/19	10/26 - 10/28	9/21 – 9/28	9/21 – 10/6
75% Refund of Tuition for Complete Terminations	8/31 - 9/4	N/A	10/13-10/19	N/A	9/21 – 9/28	9/21 – 10/6
Final *Schedule Drop for Non-Payment	**9/4 – 5:30 p.m.**	**9/4 – 5:30 p.m.**	**10/19 – 5 p.m.**	**10/28 - 5 p.m.**	**10/28 – 5 p.m.**	**10/28 – 5 p.m.**
Withdrawal Period Begins	9/8	9/3	10/20	10/29	9/29	10/7
50% Refund of Tuition for Withdrawals	9/8 - 9/14	N/A	10/20-10/26	N/A	9/29 - 10/6	10/7 - 10/22
25% Refund of Tuition for Withdrawals	9/15 - 9/21	8/31 - 9/4	10/27-11/2	10/26 – 10/30	10/7 - 10/14	10/23 – 11/9
Withdrawal Deadline	11/20	10/14	12/7	12/9	12/30	4/30/21
Grades Due via WIReD & Grade Books Due	12/21 at 5 p.m.	10/26 at 10 a.m.	12/21 at 5 p.m.	12/21 at 5 p.m.	2/3/21 at 5 p.m.	6/25/21 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 7, 2020
Wednesday, November 25, 2020 – Saturday, November 28, 2020
Thursday, December 24, 2020 – Friday, December 25, 2020
Thursday, December 31, 2020 – Friday, January 1, 2021

Revised 09/04/20

Fall 2020 Additional Details:

Registration Begins: Monday, March 10, 2020

Guenther Enrollment Services Center Office Hours: Summer office hours are 8 a.m. – 4 p.m. Monday through Friday, Jun. 1 through Aug. 7.
Regular office hours are 8 a.m. – 5 p.m. Monday through Friday.

Reminder Notices Mailed to Students Regarding Tuition Due Dates:

All POTs	Tuesday, August 11, 2020
POTs 1, 3	Friday, August 28, 2020
POT 7A	Thursday, September 24, 2020 & Friday, October 9
POT 7	Thursday, October 8, 2020 & Friday, October 23, 2020
POT 8, 8A	Thursday, October 15, 2020

Fall 2020 Extended Hours for Services Offices:

August 17 - August 21	**Monday through Friday**	**(7:30 a.m. – 5:30 p.m.)**
August 24 - August 28	**Monday through Friday**	**(7:30 a.m. – 5:30 p.m.)**
August 29	**Saturday**	**(9 a.m. – 1 p.m.)**
August 31 - September 4	**Monday through Friday**	**(7:30 a.m. – 5:30 p.m.)**

Certificate Of Residence Requirement: Certificates for Fall 2020 must be dated no earlier than July 2, 2020.
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:

All POTs:		**POT 7A only:**		**POT 7 only:**		**POT 8 & 8A only:**	
Jul. 6	Jul. 27	Sep. 14	Sep. 21	Sep. 14	Sep. 28	Sep. 14	Sep. 28
Jul. 13	Aug. 3			Sep. 21	Oct. 5	Sep. 21	Oct. 5
Jul. 20	Aug. 10						Oct. 13

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: 8/20, 9/4, 9/18, 10/1, 10/15, 10/19 and 10/28.

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 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.

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