



Summer 2023 College in the High School Registration Calendar

Hudson Valley Community College, 80 Vandenburg Ave., Troy, NY 12180, Email registrar@hvcc.edu, Phone (518) 629-4574, Fax (518) 629-8094, 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, payment due date, add/drop, refund request deadlines, withdrawal information, etc.

Part of Term (POT)	POT S2 1 st 6-Week Session	POT S3 12-Week Session	POT S5 2 nd 3-Week Session	POT S8 2 nd 6-Week Session
Section Numbers	200's	300's	500's	600's
Part of Term Dates	5/22 – 6/29	5/22 – 8/10	7/3 – 7/20	7/3 – 8/10
*Student Record Information (SRI) Forms Due	4/28	4/28	6/9	6/9
Tuition Due Dates	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.	6/21 – 4 p.m.	6/21 – 4 p.m.
Courses cancelled for low enrollment	5/16	5/16	6/27	6/27
Last Day for 100% Refund & Complete Terminations	5/21	5/21	7/2	7/2
Add/Drop & Final Registration Period	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.	7/6 – 4 p.m.	7/6 – 4 p.m.
75% Refund of Tuition for Complete Terminations	N/A	5/22 - 5/29	N/A	N/A
Withdrawal Period Begins	5/25	5/30	7/5	7/10
50% Refund of Tuition for Withdrawals	N/A	5/30 - 6/5	N/A	N/A
25% Refund of Tuition for Withdrawals	5/22 - 5/29	6/6 - 6/12	7/3 – 7/11	7/3 - 7/11
Withdrawal Deadline	6/22	7/27	7/18	8/3
Grades Due via WIReD	7/3 – 10 a.m.	8/14 – 10 a.m.	7/24 – 10 a.m.	8/14 – 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 by the date as indicated above. All registrations after the date indicated above will only receive emailed bills. If registrations are mailed, emailed 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 & paid, then 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.

Summer 2023

Registration Begins:

Returning Students - Thursday, March 23, 2023
New Students - Monday, March 27, 2023

College Closed:

Monday, May 29, 2023
Monday, June 19, 2023
Tuesday, July 4, 2023

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: Mon. – Thu., 8 a.m. – 4 p.m.
College is closed on Friday's: May 26 through July 28.

Reminder Notices Emailed to Students Regarding Tuition Due Dates:

POT S2 & S3 – Tuesday, May 2, 2023 & Thursday, May 18, 2023
POT S5 & S8 – Tuesday, June 13, 2023 & Thursday, June 29, 2023

Certificate of Residence Requirement:

Certificates for Summer 2023 must be dated no earlier than March 23, 2023 for classes starting May 22.
Certificates for Summer 2023 must be dated no earlier than May 5, 2023 for classes starting July 3.
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 S2 & S3:

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

POT S5 & S8:

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 e-mailed 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. 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.**

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.

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