



# SPRING 2025 REGISTRATION CALENDAR

**Final  
10/3/24**

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 including day, evening, off-campus, early sprint and sprint. Students should review course start dates in **WIReD Schedule Planner** and use the appropriate part of term for 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	1/21 - 5/16	1/21 - 3/14	1/21 - 4/9	2/17 - 5/16	3/24 - 5/16
Tuition Due Dates	1/6 - 1/8	1/6 - 1/8	1/6 - 1/8	1/6 - 1/8, 2/6	1/6 - 1/8, 3/13
*Tuition Due Date <i>Schedule Drop for Non-Payment</i>	1/9 - 5 p.m.	1/9 - 5 p.m.	1/9 - 5 p.m.	1/9 - 5 p.m. 2/6 - 5 p.m.	1/9 - 5 p.m. 3/13 - 5 p.m.
Courses Cancelled for Low Enrollment	1/15	1/15	1/15	2/12	3/19
Last Day for 100% Refund & Complete Terminations	1/20	1/20	1/20	2/16	3/23
Add/Drop & Final Registration Period	1/21 - 1/27	1/21 - 1/23	1/21 - 1/27	2/17 - 2/21	3/24 - 3/26
*Final <i>Schedule Drop for Non-Payment</i>	1/27 - 5 p.m.	1/27 - 5 p.m.	1/27 - 5 p.m.	2/21 - 5 p.m.	3/26 - 5 p.m.
75% Refund of Tuition for Complete Terminations	1/21 - 1/27	N/A	1/21 - 1/27	2/17 - 2/23	N/A
Withdrawal Period Begins	1/28	1/24	1/28	2/24	3/27
50% Refund of Tuition for Withdrawals	1/28 - 2/3	N/A	1/28 - 2/3	2/24 - 3/2	N/A
25% refund of tuition for withdrawals	2/4 - 2/10	1/21 - 1/27	2/4 - 2/10	3/3 - 3/9	3/24 - 3/30
Withdrawal Deadline	4/17	3/5	3/28	5/1	5/7

\*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. All deadlines are effective at the close of business as noted below, the Guenther Enrollment Services Center office hours.

## **Spring 2025 ADDITIONAL DETAILS:**

<b><u>AVN Distribution begins:</u></b>	Mon., Oct. 7, 2024 ( <i>Faculty, please encourage current students to seek advisement!</i> )
<b><u>Registration Begins:</u></b>	Returning and Transfer Students – Thu., Oct. 31, 2024 New Students – Mon., Nov. 4, 2024
<b><u>Placement Testing Begins:</u></b>	Thu., Oct. 31, 2024
<b><u>New Student Orientations Begin:</u></b>	Mon., Nov. 4, 2024
<b><u>Course Reserve Drop Date:</u></b>	Mon., Dec. 2, 2024 – The reserve drop will take place at 5 p.m. and registration will remain off until 8 a.m. the next business day (Tue., Dec. 2, 2024).

**Phone Calls to Students Regarding Tuition Due Dates:** Expected Dates: Mon. Dec. 16, 2024 - Thu. Dec. 19, 2024

**Payment Reminder Notices:**

All POTs	Thu., Dec. 19, 2024 & Fri., Jan. 3, 2025
POTs 1, 3, 4, 5 & 6	Fri., Jan. 17, 2025
POT 7B	Thu., Jan. 30, 2025 & Fri., Feb. 14, 2025
POT 7	Thu., Mar. 6, 2025 & Fri., Mar. 21, 2025

**Spring 2025 Extended Hours for Services Offices:**

Sat., Jan. 18	9 a.m. - noon
Mon., Jan. 20	8 a.m. - 5 p.m.

**Census Date:** Mon., Feb. 10, 2025

**New York State Immunization Requirement Deadline:** Wed., February 19, 2025

*Any student who does not have the required NYS Public Health Law immunization records on file with the college will be allowed to pay their tuition bill, but a hold will be placed on the student's account which will prevent the student from making any changes to their schedule. The hold will be lifted once the immunization requirements have been met. Students who do not meet NYS Public Health Law immunization requirements by the NYS mandatory deadline will be administratively withdrawn from the college and responsible for all charges incurred. Contact Health Services for further information [healthservice@hvcc.edu](mailto:healthservice@hvcc.edu) or (518) 629-7468. The required immunizations can be found here: <https://www.hvcc.edu/student-services/health-services/immunization.html>.*

**Graduation Application Deadline:** Mon., Apr. 7, 2025 - to have name listed in Commencement program  
Mon., May 5, 2025 - final deadline

**Certificate of Residence Requirement:** *Certificates for Spring 2025 must be dated no sooner than 60 days prior to the date you register for classes, and no later than 30 days after the start of classes. NY State counties are only required to issue and honor Certificates of Residence dated within this time frame. After the first 30 days of classes, most counties will no longer issue Certificates of Residence, and payment for the out-of-state charge then becomes the student's responsibility.*

**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:

<b><u>All POTs:</u></b>		<b><u>POT 7B &amp; 7 only:</u></b>		<b><u>POT 7 only:</u></b>	
Nov. 13	Dec. 11	Jan. 15		Feb. 5	Feb. 26
Nov. 20	Dec. 18	Jan. 22		Feb. 12	Mar. 5
Dec. 4		Jan. 29		Feb. 19	

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: 1/9, 1/27, 2/6, 2/21, 3/13 and 3/26.

## **Spring 2025**

**Payment** - For students who schedule classes prior to or on January 9, payment must be satisfied by 5 p.m. on January 9. 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. All deadlines are effective at the close of business as noted on first page, the Guenther Enrollment Services Center office hours.**

**Web Registration** - Through advisement, some departments allow students to use an AVN to gain registration access and schedule classes for Spring 2025 online 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](mailto: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, which can be found at [www.hvcc.edu/advise](http://www.hvcc.edu/advise).

**Drops for Non-payment** - Students who have not completed payment by the noted deadlines will be dropped for non-payment. Students may seek to re-register into the dropped courses with the Registrar's Office ([registrar@hvcc.edu](mailto:registrar@hvcc.edu)) or Advisor [www.hvcc.edu/advise](http://www.hvcc.edu/advise).

**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 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 **November 18, 2024**. 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.