



Fall 2024 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 including day, evening, off-campus, early sprint and sprint. Students should review course start dates in **WIREd** 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 Online Learning & Interactive Video Courses (ICV) | POT 3 Online Learning Early Sprint 8- Week Courses | POT 7B Sprint 12-Week Courses | POT 7 Sprint 8-Week 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 ICV: 390's | OL: 415 - 419 | OL: 615 - 619 | OL: 615 - 619 | CTHS: 550 - 599 | CTHS: 550 - 599 |
| Part of Term Dates | 9/3 - 12/20 | 9/3 - 10/25 | 9/30 - 12/20 | 10/28 - 12/20 | 9/30 – 2/7/25 | 9/30 – 6/25/25 |
| Tuition Due Dates | 8/19 - 8/21 | 8/19 - 8/21 | 8/19 - 8/21, 9/19 | 8/19 - 8/21, 10/17 | 10/17 | 10/17 |
| ** Tuition Due Date Schedule Drop for Non- Payment | 8/22 – 5 p.m. | 8/22 – 5 p.m. | 8/22 – 5 p.m. 9/19 – 5 p.m. | 8/22 – 5 p.m. 10/17 - 5 p.m. | N/A | N/A |
| Courses cancelled for low enrollment | 8/28 | 8/28 | 9/25 | 10/23 | N/A | N/A |
| Last Day 100% Refund Complete Terminations | 9/2 | 9/2 | 9/29 | 10/27 | 9/29 | 9/29 |
| Add/Drop & Final Registration Period | 9/3 - 9/9 | 9/3 - 9/5 | 9/30 – 10/4 | 10/28 - 10/30 | 9/30 – 10/4 | 9/30 – 10/4 |
| Final Schedule Drop for Non-Payment | 9/9 – 5 p.m. | 9/9 – 5 p.m. | 10/4 – 5 p.m. | 10/30 – 5 p.m. | 10/29 – 5 p.m. | 10/29 – 5 p.m. |
| 75% Refund of Tuition for Complete Terminations | 9/3 - 9/9 | N/A | 9/30 - 10/6 | N/A | 9/30 - 10/6 | 9/30 - 10/6 |
| Withdrawal Period Begins | 9/10 | 9/6 | 10/7 | 10/31 | 10/7 | 10/7 |
| 50% Refund of Tuition for Withdrawals | 9/10 - 9/16 | N/A | 10/7 - 10/13 | N/A | 10/7 - 10/13 | 10/7 - 10/13 |
| 25% Refund of Tuition for Withdrawals | 9/17 - 9/23 | 9/3 - 9/9 | 10/14 - 10/20 | 10/28 – 11/3 | 10/14 - 10/20 | 10/14 - 10/20 |
| Withdrawal Deadline | 11/22 | 10/16 | 12/5 | 12/11 | 1/24/25 | 5/23/25 |
| Grades Due via WIREd | 12/23 at 10 a.m. | 10/28 at 10 a.m. | 12/23 at 10 a.m. | 12/23 at 10 a.m. | 2/12/25 at 5 p.m. | 6/30/25 at 4 p.m. |

**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 2, 2024

Wednesday, November 27, 2024 – Saturday, November 30, 2024

Tuesday, December 24, 2024 – Wednesday, January 1, 2025

Revised
10/18/24

Fall 2024 Additional Details:

Registration Begins:

Monday, June 10, 2024

Reminder Notices Mailed to Students Regarding Tuition Due Dates:

All POTs Tuesday, August 13, 2024
POTs 1, 3 Friday, August 30, 2024
POT 7B Thursday, September 12, 2024 & Friday, September 27, 2024
POT 7 Thursday, October 10, 2024 & Friday, October 25, 2024
POT 8, 8A Thursday, October 10, 2024 & Thursday, October 17, 2024

Fall 2024 Extended Hours for Services Offices:

Saturday, August 24 9 a.m. - Noon

Certificate of Residence Requirement:

*****NEW** Certificates for Fall 2024 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:

| <u>All POTs:</u> | | <u>POT 7B only:</u> | | <u>POT 7 only:</u> | | <u>POT 8 & 8A only:</u> | |
|------------------|---------|---------------------|--------|--------------------|---------|-----------------------------|---------|
| Jul. 8 | Jul. 29 | Aug. 19 | Sep. 3 | Sep. 16 | Sep. 30 | Sep. 16 | Sep. 30 |
| Jul. 15 | Aug. 5 | Aug. 26 | Sep. 9 | Sep. 23 | Oct. 7 | Sep. 23 | Oct. 7 |
| Jul. 22 | Aug. 12 | | | | | | Oct. 14 |

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: 8/22, 9/9, 9/14, 10/4, 10/17 and 10/23.

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 - 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.