



# Spring 2025 College in the High School Registration Calendar

Hudson Valley Community College, 80 Vandenburg Ave., Troy, NY 12180, Email [registrar@hvcc.edu](mailto:registrar@hvcc.edu), Phone (518) 629-4574, Fax (518) 629-8094, [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 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 (ITV)	POT 3 Online Learning Early Sprint 8-Week Courses	POT 7B Sprint 12-Week Courses	POT 8 Spring Semester Courses Taught in the High School
Section Numbers	OL: 315 - 319 IVC: 390's	OL: 415 - 419	OL: 615 - 619	CTHS: 550 - 599
Part of Term Dates	1/21 - 5/16	1/21 - 3/14	2/17 - 5/16	2/10 - 6/25
Tuition Due Dates	1/6 - 1/8	1/6 - 1/8	1/6 - 1/8, 2/6	3/3 - 3/11
** 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. 2/6 - 5 p.m.	N/A
Courses Cancelled for Low Enrollment	1/15	1/15	2/12	N/A
Student Applications Due via Voyager	1/17	1/17	2/14	3/3
Last Day for 100% Refund & Complete Terminations	1/20	1/20	2/16	3/11
Add/Drop & Late Registration Period	1/21 - 1/27	1/21 - 1/23	2/17 - 2/21	3/3 - 3/11
Final <i>Schedule Drop for Non-Payment</i>	1/27 - 5 p.m.	1/27 - 5 p.m.	2/21 - 5 p.m.	3/11 - 5 p.m.
75% Refund of Tuition for Complete Terminations	1/21 - 1/27	N/A	2/17 - 2/23	N/A
Withdrawal Period Begins	1/28	1/24	2/24	3/12
50% Refund of Tuition for Withdrawals	1/28 - 2/3	N/A	2/24 - 3/2	3/12 - 3/18
25% Refund of Tuition for Withdrawals	2/4 - 2/10	1/21 - 1/27	3/3 - 3/9	3/19 - 3/25
Withdrawal Deadline	4/17	3/5	5/1	5/28
Grades Due via WIReD	5/19 - 10 a.m.	3/17 - 10 a.m.	5/16 - 10 a.m.	6/30 - 4 p.m.

\*\* 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.

**College Closed:** Wednesday, Nov. 27, 2024 – Saturday, Nov. 30, 2024  
 Tuesday, Dec. 24, 2024 – Wednesday, Jan. 1, 2025  
 Friday, Apr. 18, 2025 – Tuesday, Apr. 22, 2025  
 Monday, May 26, 2025  
 Thursday, Jun. 19, 2025

**Final  
10/30/24**

## Spring 2025 Additional Details:

### Registration Begins:

Mon., November 4, 2024 for POT 1, 3 & 7B  
Mon., January 6, 2025 for POT 8

### Guenther Enrollment Services Center Office Hours:

Regular office hours are 8 a.m. – 5 p.m. Monday through Friday.

### Payment Reminder Notices:

POTs 1, 3 & 7B	Thu., Dec. 19, 2024 & Fri., Jan. 3, 2025
POTs 1 & 3	Fri., Jan. 17, 2025
POT 7B	Thu., Jan. 30, 2025 & Fri., Feb. 14, 2025
POT 8	Tue., Mar 4, 2025 & Fri. Mar. 7, 2025

### Spring 2025 Extended Hours for Services Offices:

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

### 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:

#### POTs 1, 3 & 7B:

Nov. 13	Dec. 11
Nov. 20	Dec. 28
Dec. 4	

#### POT 7B only:

Jan. 15
Jan. 22
Jan. 29

#### POT 8 only:

Jan. 29	Feb. 19
Feb. 5	Feb. 26
Feb. 12	Mar. 4

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.

**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, in person at the Cashier's Office 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 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](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.

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