

**HVCC COLLEGE IN THE HIGH SCHOOL**  
**Steps to Complete Registration for**  
**Online/Distance Learning Courses**  
Hudson Valley Community College – Spring 2024

Dear Students and Parents:

Please follow the checklist provided below to register and secure enrollment for Spring 2024 Online/Distance Learning Courses.

**STEP ONE:** Complete the course-specific Student Record Information Form (SRI), which may be obtained from the school. A blank, fillable form is also available on our [HVCC College in the High School website](#).

**STEP TWO:** Complete a [certificate of residence form](#) if one was not submitted during the Fall or Summer 2023 semester. This must be obtained **after November 17<sup>th</sup>, 2023** for Spring 2024 courses.

**STEP THREE:** Make your payment. **Final payment deadline for Spring 2024 online/distance learning courses is Monday, January 22<sup>nd</sup>, 2024.**

The student will be scheduled into our system once we have the registration form and certificate of residence. The student will then be able to pay via the following four options:

1. Online using our [WiReD](#) system. The student will need their username and password to access WiReD. Username and passwords are automatically mailed to new students after they are scheduled into the course(s).
  - a. Returning students can reset their password using security questions **OR** contact our Computer Learning Center at [clchelp@hvcc.edu](mailto:clchelp@hvcc.edu) or 518-629-7891.
2. Mail payment to:  
HVCC Cashier's Office  
PO Box 1470  
Troy, NY 12181
3. On campus at the Cashier's office with a photo ID. Parent, without their student, may pay on campus **only** if they have a copy of the bill.
4. Call the phone payment line at 518-629-4504 to pay over the phone via credit card (MasterCard, Visa or Discover). This can only be done if the college already has the registration form and the certificate of residence on file.

**IMPORTANT:** At any time in this process, students may mail or bring their registration form, certificate, and payment altogether to campus. **A parent cannot submit registration forms on campus on behalf of their student per FERPA regulations. The student must be present.**

If you have any questions, please contact your school or our office at 518-629-8164. You can also contact us via email at [cihs@hvcc.edu](mailto:cihs@hvcc.edu).

Thank you!

Andrew F. Roberts  
Director of High School Programs