# Spring 2024 College in the High School Registration Calendar

*Online classes* may be offered in various parts of term including day, evening, off-campus, early sprint and sprint. Students should review course 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 7 Online Learning Sprint 8-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 | OL: 615 - 619 | CTHS: 550 - 599 |
| **Part of Term Dates** | 1/16 - 5/10 | 1/16 - 3/8 | 2/12 - 5/10 | 3/18 - 5/10 | 1/29 - 6/26 |
| **\*Student Record Information (SRI) Forms Due** | 12/19 | 12/19 | 1/23 | 2/27 | 2/14 |
| **Tuition Due Dates** | 1/2 - 1/3 | 1/2 - 1/3 | 1/2 - 1/3, 2/1 | 1/2 - 1/3, 3/7 | 2/27 |
| **\*\* Tuition Due Date *Schedule Drop for Non-Payment*** | **1/4 - 5 p.m.** | **1/4 - 5 p.m.** | **1/4 - 5 p.m. 2/1 - 5 p.m.** | **1/4 - 5 p.m. 3/7 - 5 p.m.** | **2/27 - 5 p.m.** |
| **Courses cancelled for low enrollment** | 1/10 | 1/10 | 2/7 | 3/13 | N/A |
| **Last Day for 100% Refund & Complete Terminations** | **1/15** | **1/15** | **2/11** | **3/17** | **1/28** |
| **Add/Drop & Late Registration Period** | 1/16 - 1/22 | 1/16 - 1/18 | 2/12 - 2/16 | 3/18 - 3/20 | 1/29 - 2/4 |
| **\*Final *Schedule Drop for Non-Payment*** | **1/22 - 5 p.m.** | **1/22 - 5 p.m.** | **2/16 - 5 p.m.** | **3/20 - 5 p.m.** | **3/7 - 5 p.m.** |
| **75% Refund of Tuition for Complete Terminations** | 1/16 - 1/22 | N/A | 2/12 - 2/18 | N/A | 1/29 - 2/4 |
| **Withdrawal Period Begins** | 1/23 | 1/19 | 2/19 | 3/21 | 2/5 |
| **50% Refund of Tuition for Withdrawals** | 1/23 - 1/29 | N/A | 2/19 - 2/25 | N/A | 2/5 - 2/11 |
| **25% Refund of Tuition for Withdrawals** | 1/30 - 2/5 | 1/16 - 1/22 | 2/26 - 3/2 | 3/18 - 3/24 | 2/12 - 2/18 |
| **Withdrawal Deadline** | 4/12 | 2/28 | 4/25 | 5/1 | 5/29 |
| **Grades Due via WIReD** | 5/13 - 10 a.m. | 3/11 - 10 a.m. | 5/13 - 10 a.m. | 5/13 - 10 a.m. | 6/27 - 4 p.m. |

\* In order to receive a mailed registration bill, a completed SRI form (signed by student and high school administrator) must be received as indicated above. All registrations after the date indicated above must be completed in-person by the student only, with a valid Photo ID. If registrations are mailed, e-mailed from  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 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. 22, 2023 – Saturday, Nov. 25, 2023**
**Friday, Dec. 22, 2023 – Monday, Jan. 1, 2024**
**Friday, Mar. 29, 2024 – Tuesday, Apr. 2, 2024**
**Monday, May 27, 2024**
**Wednesday, Jun. 19, 2024**

**Final**
**10/18/23**

## Spring 2024 Additional Details:

**Registration Begins:**                                  Thu., October 26, 2023

**Guenther Enrollment Services**
**Center Office Hours:**                        Regular office hours are 8 a.m. – 5 p.m. Monday through Friday.

**Payment Reminder Notices:**            All POTs – Tue., Dec. 19, 2023
POTs 1, 3, 4, 5 & 6 – Mon., Jan. 15, 2024
POT 7B – Thu., Jan. 25, 2024 & Fri., Feb. 9, 2024
POT 8 – Tuesday, February 20, 2024
POT 7 – Thu., Feb. 29, 2024 & Fri., Mar. 15, 2024

**Spring 2024 Extended Hours for**
**Services Offices:**

| | | |
|---|---|---|
| Sat., Jan. 13 | 9 a.m. - noon |
| Mon., Jan. 16 | 8 a.m. - 5 p.m. |

**Certificate of Residence Requirement:**    Certificates for Spring 2024 must be dated no earlier than November 17, 2023.
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:

| All POTs: | | POT 7B only: | POT 7 only: | | POT 8 only: | |
|---|---|---|---|---|---|---|
| Nov. 15 | Dec. 13 | Jan. 17 | Jan. 31 | Feb. 21 | Jan. 24 | Feb. 14 |
| Nov. 29 | Dec. 20 | Jan. 24 | Feb. 7 | Feb. 28 | Jan. 31 | Feb. 21 |
| Dec. 6 | | | Feb. 14 | | Feb. 7 | |

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:  1/4, 1/22, 2/1, 2/16, 3/7 and 3/20.

**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. <u>The course will not be dropped for non-payment</u>.**

**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.