Office of Records & Registration

Late Registration Requests

Course add/drop without fee ended on January 30. Students may request permission to late register for courses, January 31-February 6. Granting this permission is at the discretion of the instructor or department chair. Course registration for full semester courses will end on Sunday, February 6.

Please refer to the Academic Calendar for all academic dates and deadlines.

Registration add/drop and instructor permissions

Please confirm that students in your class appear on your class roster in my.newpaltz.edu > Faculty Services > Class Roster. Only students who are registered should be allowed to attend.

Students can make schedule changes using My Schedule Planner until the end of the day on February 6, for full semester courses.

Permission by instructor or Department Chair is required for registration January 31-February 6. Once online permission to register is entered by the instructor, the student needs to register on the web using My Schedule Planner.

Need more information?

Contact the Office of Records & Registration, , Mon-Fri 8:30-5:00

WH 115 or (845) 257-3100

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