

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

