

HOW TO JOIN AND REGISTER FOR CLASSES – FALL 2025

Lifetime Learning Institute at SUNY New Paltz

Registration Opens: July 28, 2025

Online Registration Closes: August 25, 2025

Website: www.newpaltz.edu/lifetime

We recommend reviewing the full course catalog first: www.newpaltz.edu/lifetime.

Preselect your courses. Use the Chart of Classes (back cover) to see all and the days/times they are offered. Classes are listed in the same order in the catalog and on ProClass. They appear in order of days of the week.

STEP 1: CREATE A PROCLASS ACCOUNT

Starting July 28, all members must create a ProClass account (our new registration system).



Note: Online payment is not yet available. We accept checks or money orders only. Registration is incomplete until payment is received.

1. Visit our website: www.newpaltz.edu/lifetime
2. Click “Catalog and ProClass Registration System.”
3. Click “New User? START HERE.”
4. Under New Account Setup, choose Individual.
5. Enter your information and create a username and password.
 - Username: _____
 - Password: _____
6. Click Submit.

STEP 2: REGISTER FOR CLASSES

1. In the SEARCH section, select Term: FALL 2025.
 2. Browse by scrolling down, or search for classes (by category, day, etc.).
 3. Click **Register** next to a course, select yourself as student, add to your shopping cart.
 4. **AT THIS TIME, you will need to select your membership type, before being allowed to register for more classes.** Choose: Full Year (\$120); or Fall/Winter (\$75). The computer shows \$0 but there is a cost and payment must be mailed. Choose membership type (*required before adding more classes*):
 - Full Year – \$120
 - Fall/Winter – \$75
- (Price shows as \$0 online – this is expected.)

5. Add that class you started with, then add more classes. Conflicts will be flagged. (If you have a conflict, SCROLL DOWN to deselect one course). There is no limit to the # of classes you can take.

6. Click **Check Out** (you will have 60 minutes to complete registration).

7. Print or save your schedule from your account. ProClass will email you with a confirmation of the classes you chose.



Please register only for classes you intend to attend.

LOTTERIES & WAITLISTS

- Lottery Classes: Join the waitlist. Students are randomly selected after Aug 25th.
- Waitlists (non-lottery): Add yourself! Open spots go to the earliest registered & waitlisted members.

PAYMENT INSTRUCTIONS

Your registration is NOT COMPLETE until payment is received.

- PROMPTLY make check/money order payable to: Lifetime Learning Institute
- Amount:
 - \$120 for Full Year
 - \$75 for Fall/Winter
- Mail to:

TREASURER – LLI
Lifetime Learning Institute
PO Box 275
New Paltz, NY 12561

ADDING / DROPPING CLASSES

Before August 25, 2025:

- **To Add:**

Log in → Search for class → Follow registration steps.

- **To Drop:**

Log in → Click your name (gear icon) → My Account →

Scroll down → Click Registrations tab → Click Drop next to the class.

NOTE: *If dropping a class, do so at least one week before the Aug 25 deadline to allow others to register.*

CHECK CLASS AVAILABILITY ANYTIME

Log in to your account. Classes with open seats will display as Available.