Office of Student Services

Academic Advising * Records & Registration * Student Financial Services * Student Accounts



Brightspace course sites are opening on Monday Are you ready?

Check out your Semester Checklist

Your **semester checklist** will let you know if you have completed the important business to start off the semester.

- Accept financial responsibility
- Get clearance to register
- Register for classes
- Make payment arrangements
- Confirm enrollment
- Get Brightspace course access

Go to my.newpaltz.edu and check out My Lists



Check out the progress bar

A quick look at your progress bar in my.newpaltz.edu lets you know if you have more tasks to complete.



Accept financial responsibility Review and accept the financial responsibility statement in my.newpaltz.edu

Get clearance to register Meet with your advisor and get clearance to register.

OFFICE HOURS

R 9:30-10:30 PM View all advisors

<u>Register for classes</u>

Register for classes at or after your assigned time.

April 18, 7:15 AM

Make payment arrangements Pay at least 50% of the amount due shown on your latest invoice or enrollment in a payment plan.

Confirm enrollment

Review and accept the confirm enrollment statement in my.newpaltz.edu.

Get Brightspace access

Brightspace is our digital learning environment. You should get access within 1 hour after confirming enrollment.

Information all in one place

- See the steps you have completed and steps to be completed by you
- See primary advisor information
- View all of your assigned advisors
- See your registration time assignment
- See registration holds
- Confirm your enrollment
- Be ready for Brightspace course access one week before classes begin

Questions? Contact Information

Our offices can be reached during business hours, Mon-Fri 8:00-4:00.

Office	Email	Phone
Academic Advising	advising@newpaltz.edu	(845) 257-3015
Records & Registration	recreg@newpaltz.edu	(845) 257-3100
Student Accounts	stuacct@newpaltz.edu	(845) 257-3150
Student Financial Services	fao@newpaltz.edu	(845) 257-3250

