

Office of Records & Registration



Training Modules Now Available for You

Records & Registration has posted modules in the [SUNY New Paltz Professional Learning Platform](#) offered through Human Resources Diversity and Inclusion.

- Are you a new Administrative Assistant, Department Chair, Program Coordinator, or Advisor?
- Perhaps you are not *new* but you have never attended a Records & Registration training.
- Maybe you have attended one of our trainings and want a refresher or learn what is new.

There is something here for you...

Administrative Assistants, Department Chairs, Program Coordinators, Advisors

[Advisor Assignments](#): Learn how to do bulk advisors assignments

[Declaration of Change](#): Learn how to use the declaration major workflow

[Getting Started with Argos](#): Learn some Argos basics

[Department Schedule Building](#): Learn how to use Schedule Manager and important scheduling policies

[Managing Enrollments](#): Learn how to plan to get students courses they need

All Advisors and Department Chairs

[Permission to Register](#): Learn how to give students permission to register for a class that is full or has restrictions

[Progress Report Changes: Part 1](#): Learn how to use the course substitutions, waivers and exceptions workflow

[Progress Report Changes: Part 2](#): Learn how to use the transfer credit articulation to New Paltz equivalent courses workflow

All faculty and staff

[Registration](#): Learn about the student registration process

[Financial Responsibility and Confirming Enrollment](#): Learn about how enrollment is completed

Remember to download guides and other supplemental material included in each module

Need more information?

[Contact](#) the Office of Records & Registration

