



Guidance for Faculty and Advisors for upcoming Registration

The summer 22 and fall 2022 [schedules](#) are now available and will be announced to students shortly. If you advise students, this email will help you to prepare for the advisement period.

Summer session has many popular offerings. Students can register for summer session for up to 12 credits. Excess credit is not available for summer session. Registration for summer begins on **Monday, April 11**.

Schedule Planning

Your advisees meet with you ahead of registration. This is an important meeting to

- Check in on their progress toward degree by reviewing the [progress report](#)
- Confirm their scheduling choices
- Provide registration clearance. Go to [my.newpaltz.edu > Advising Menu > Advisee Listing](#)

Students build their schedules and register for courses in [My Schedule Planner](#). **My Schedule Planner** also has some helpful tools for advisors. You can see your student's schedule plan in [my.newpaltz.edu > Advising Menu > My Schedule Planner](#).

Want to learn more about the tools available for advisors? [Check out our recorded workshop](#).

Make the most out of advising sessions

- Submit any necessary [plan amendments](#) to help student avoid graduation deficiencies. Go to [my.newpaltz.edu > Advising Menu > Progress Report Changes](#)
- **Is your student graduating in May or August?** Check out [Starfish](#) to see if there are any graduation deficiency flags.

[Student Info](#) | [Holds](#) | [Transcript](#) | [Progress Report](#)

- Inform students of any **holds** preventing registration. Go to [my.newpaltz.edu > advising listing > holds](#)

Want to learn more about plan amendments? [Check out our recorded workshop](#).

Did you know?

...that only students who have advisor clearance and are free from registration holds can register

Registration for starts on **April 11**. Undergraduate students register by time assignment starting the week of **April 18**.

...that only students who are compliant with the vaccine policies will be able to register for *in-person* classes

The COVID vaccine mandate is in-effect for all SUNY students to enroll for in-person classes. If your student has uploaded vaccine documentation in the vaccine portal, there is nothing further to do. If your student still has documentation to submit or is unsure, the student should check out their COVID Profile on my.newpaltz.edu.

Students who do not upload the required documentation will be blocked from enrolling for in-person classes. These students will only have access to fully online classes.

... that students will be informed of Major/Minor declaration moratorium

When we announce the availability of the fall 2022 schedule, students will also be informed about the major/minor moratorium. We encourage students to declare prior to March 28. This is meant to support departments during the busy advising season. The moratorium is posted in the Academic Calendar for March 28 - April 29.

Don't want to participate? Departments that do not wish to participate in the moratorium can continue to submit the **Declaration of Change** to have students declared in the major or minor.

Have questions? Need help? You can visit [our website](#) for more information or contact us at recreg@newpaltz.edu or (845) 257-3100 or visit the Office of Records & Registration in Wooster Hall in room 115, Mon-Fri 8:30-5:00.