



Guidance for Faculty and Advisors for upcoming Registration

The winter 22-23 and spring 2023 [schedules](#) are now available. This email will help you to prepare for the advisement period.

Winter session is a great time to catch up or get ahead. Students can register for winter session for up to 4 credits. Registration for winter begins on **November 7**.

[Need more information?](#)

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 students' schedule plan in [my.newpaltz.edu > Advising Menu > My Schedule Planner](#).

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](#)

We have [training modules available](#) for learning about making progress report changes.

- [#10569 Registrar: Progress Report Changes - Part 1](#): substitution, waivers and exceptions
- [#10572 Registrar: Progress Report Changes - Part 2](#): transfer credit articulations

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

- Inform students of any **Holds** preventing registration. Go to [my.newpaltz.edu > advising listing > holds](#)
- **Is your student graduating in December?** Check out Starfish see if there are any graduation deficiency flags.

Teaching Mode Update

The schedule has been updated with more information on how a course is delivered. You can find information in the [Schedule of Classes](#) or **My Schedule Planner**.

1857	SOC100	02	Intro To Sociology	HYB	3	1/23-5/18
1864	SOC100	03	Intro To Sociology	AO	3	1/23-5/18
1858	SOC100	04	Intro To Sociology	AO	3	1/23-5/18
1859	SOC100	05	Intro To Sociology	FS	3	1/23-5/18

- Fully seated (FS)
- Hybrid (HYB)
- Hyflex (HYFX)
- Asynchronous online (AO)
- Synchronous online (SO)
- Combined online (CO)

[Learn more about teaching modalities](#)

Did you know?

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

Registration starts on November 7. Undergraduate students register by time assignment starting the week of November 14.

...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 spring 2023 schedule, students will also be informed about the major/minor moratorium. We encourage students to declare prior to October 30. This is meant to support departments during the busy advising season. The moratorium is posted in the Academic Calendar for October 31 - November 20.

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.

