

Offices of Student Services

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



Help Guide for Registration

The Offices in Student Services want you to know that we are here to help you if you experience any issues registering for classes. Keep this guide handy to get answers to common questions that come up during registration.

- Winter 2023 registration for all students started on November 7.
- Registration for graduate students for spring 2023 started on November 7.
- Registration for undergraduate students for spring 2023 starts on November 14.



Hugo has answers

Students can [ask Hugo](#) many common questions.

- When can I register?
- Do I have a hold?
- How much is my financial aid?
- How much is my bill?
- When will aid disburse?
- Who is my academic advisor?

Message from Academic Advising

Students are reminded that advisor clearance is needed before attempting to register for spring 2023. You can find your advisor listed in [my.newpaltz.edu > Advising > View Advisor](#) or in **Starfish in My Success Network**.

Advisor clearance is not needed to register for winter 2023.

Message from Records & Registration

Students are reminded to register during their time assignment using My Schedule Planner. Go to [my.newpaltz.edu > Registration > My Schedule Planner](#). [Here is the "how to" guide](#).

Create your schedule and submit it by selecting "**Register**"

TIPS

- Read messages after you submit to Register. [Here is a list of all registration error messages](#). These are some common error messages.

Example Message	Resolution
Vaccine Requirement not met	Upload your vaccine card in COVID Profile
Maximum hours exceeded	Register for less credits or obtain an excess credit approval
Field of Study Restriction	Declare the major or minor needed for the course or obtain an instructor permission

- Check out [Schedule of Classes](#) to see all course prerequisites and restrictions.

- **Can't find a course?** Make sure to not change any filters on top of My Schedule Planner. This is how they should be set:

Course Status	Open & Full (Recommended)	<input type="button" value="Change"/>	Levels	All Levels Selected	<input type="button" value="Change"/>
Term	Spring 2023	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>
Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>			

Message from Student Accounts

Students are reminded to check for registration holds. [Ask Hugo](#) or go to [my.newpaltz.edu > General > Holds](#)

If you have a delinquent account hold (DL) from a past due balance, you will be prevented from registering. View your invoice and make payment. Go to [my.newpaltz.edu > Money > Student Accounts > Payment Center](#)

Holds for Payment Plan (PP) and Refunds (RH) will not prevent registration.

Message from Student Financial Services

Students are reminded when checking the billing invoice, if financial aid is NOT deducted, go to [my.newpaltz.edu > Money > My Financial Aid](#) to check application status.

[Click here](#) to check the status of NYS Tuition Assistance Program (TAP)

Contact Information

Our offices can be reached during business hours, Mon-Fri 8:30-5:00.

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