



Welcome and welcome back faculty!

This email provides information about the beginning of the semester. Please refer to the [Academic Calendar](#) for all academic dates and deadlines.

Registration and course access

All registered students will appear on your class roster. Go to [my.newpaltz.edu > Faculty Services > Class Roster](#).

Students who have not registered or have not confirmed enrollment should not be allowed to attend class and will not have access to the Brightspace course site. Please help these students by referring them to the appropriate office for assistance.

[Need more information?](#)

Course add/drop and permission to enroll

Students can make schedule changes using **My Schedule Planner** until the end of the day on January 29 without permission and February 5 with permission, for full semester courses. [Check out the part of term calendars](#) for other add/drop periods.

[Permission by instructor or Department Chair](#) is required for registration **January 30 - February 5**. Once online permission to register is entered by the instructor or chair, the student needs to register on the web using [My Schedule Planner](#)

Enrollment reporting

Reporting accurate enrollment is a regulatory requirement for all campuses. Faculty participate in reporting accurate information by confirming that a student **listed on the course roster** is **academically engaged** in the course. All faculty report this information which is collected during Enrollment Census reporting period (February 16-24) and during final grade submission, at the end of the course.

Enrollment Census

The Enrollment Census Survey will be deployed on **February 16**. Faculty will report "never attended" undergraduate students in [Starfish](#). Graduate faculty will receive a separate Qualtrics survey to report "never attended" graduate students. The reporting deadline is **February 24**. Students who are confirmed as "never attended" will be withdrawn from the class. [Need more information?](#)

Unofficial withdrawal

Students who stop attending/participating in class and do not [officially withdraw](#) from the class, are considered unofficially withdrawn. These students are reported during the final grade submission period. Faculty will enter F* and the date of last attendance/ participation. [Need more information?](#)

Administrative process modules

Are you a new department chair, program coordinator, advisor or administrative assistant? Are you new faculty or just want to know more about our processes so that you can help our students?

Please try out these short modules on the [New Paltz Professional Learning Platform](#).

Check out these topics in the **Registrar** modules:

- Assigning Advisors
- Declaration of Change
- Department Schedule Building
- Getting Started with Argos
- Managing Enrollment
- Permission to Register
- Progress report changes: Part 1 Plan amendments
- Progress report changes: Part 2 Transfer credit articulations
- Registration
- Enrollment and Class Access

Did you know?

All faculty and staff emails must use the [username]@newpaltz.edu for campus business, not their personal email account. Faculty should never respond to a student's personal email account.

- New Paltz email is the official campus email for students. All student email is Office 365 and is used for all campus business.
- We send graduation check-up emails to seniors during the add/drop period of the semester to keep students and advisors informed in time to make schedule changes
- Never miss another email- check out [recent announcements](#) at the [Records & Registration website](#)



Our chatbot, Hugo is here to help

Our chatbot Hugo is available to answer questions and assist you 24/7/365. You can find Hugo on the New Paltz homepage, R&R website, Student Financial Services, Student Accounts, Admissions, Academic Advising and the Services Desk.

[Need more information?](#)

Have a wonderful semester,

Stella Turk
Executive Director of Student Services