Welcome to Spring 2023!

Records & Registration is the office that maintains your academic records. Check out our [website](#) to see how to register for classes, learn about grading options, see [academic deadlines](#), ordering transcripts and more.

In this email. you will find important information about

- The new **Semester Checklist**
- Adding and Dropping Courses and Course Permissions
- How to get more information
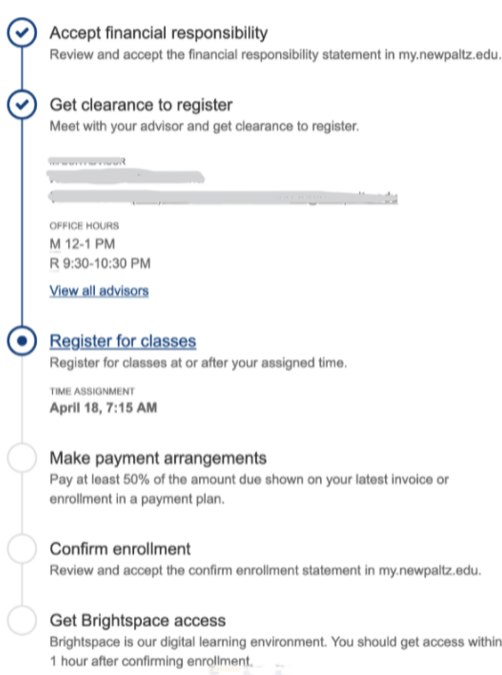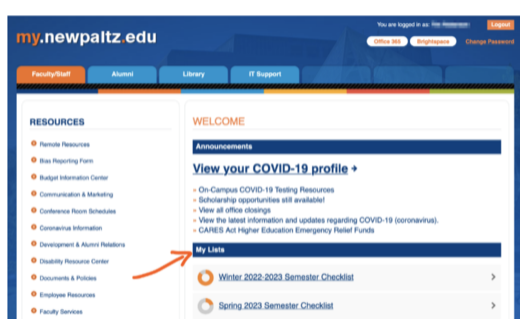
New! **Semester Checklist** for You

We have created a **semester checklist** for you to know if you have completed the important business to start off the semester.

- Accept financial responsibility
- Get clearance to register
- Register for classes
- Make payment arrangements
- Confirm enrollment
- Get Brightspace course access

Go to my.newpaltz.edu and check out **My Lists**

My Lists

Go to my.newpaltz.edu and check out the progress bar for your **Semester Checklist** to know if you have more tasks to complete before getting started this semester.

Information all in one place

- Click on your **semester checklist** to see the steps you have completed and steps to be completed by you
- See **primary advisor** information
- View all of your assigned advisors
- See your **registration time assignment**
- See registration **holds**
- **Confirm your enrollment**

Let faculty know you are there

It is important to let faculty know that you are attending class whether the class is taught online or seated. Sign attendance sheets, respond to discussion boards, submit assignments, answer questions, whatever your class requires to let faculty know that you are present and participating.

Faculty are required to let us know about students who never attended class during the enrollment census reporting period, **February 16-24**. Students who are confirmed as never attended, will be withdrawn from class.

[More information?](#)

Adding and dropping classes

You can still make schedule changes with no fee for full semester courses until the end of the day on **January 29**. Always check with your advisor before making any changes to be sure that you are progressing to your degree.

Go to **my.newpaltz.edu > Registration >** [My Schedule Planner](#) to edit your schedule

Late Registration with Permission

We understand that late changes are sometimes necessary. [Web permission](#) by instructor or Department Chair is required for any schedule change **January 30 - February 5**.   Once the permission to register is entered, remember to register on the web for the class. [Fees apply](#).

Go to **my.newpaltz.edu > Registration >** [My Schedule Planner](#)

No registration changes can be made for full semester courses after February 5.

[Need more information about academic deadlines?](#)

Ask our Chatbot Hugo

Hugo is available to assist you 24/7/365. You can find Hugo on [Records & Registration](#), [Student Financial Services](#), [Student Accounts](#), [Academic Advising](#), [Undergraduate Admissions](#), [Graduate Admissions](#) and [Service Desk](#) websites. You can ask him questions like,

- When can I register?
- Why do I have a hold?
- How much is my bill?
- How much is my financial aid?
- How do I get a transcript?

[Need more information?](#)

Still need more information?

Use your college email and feel free to reach out. We can communicate with you when you use your college email address. Faculty will use your college email address too.

Records & Registration is here to assist you during business hours, Mon-Fri 8:30-5:00. Contact us at recreg@newpaltz.edu or visit us in Wooster Hall, room 115 or (845) 257-3100.

Have a great semester!

Stella Turk
Executive Director of Student Services