# Office of Records & Registration



### Welcome winter session students!

It is time to confirm your enrollment in your winter class at New Paltz. Classes start on **Tuesday, December 27**.

#### Need more information?

Accept financial responsibility Review and accept the financial responsibility statement in my.newpaltz.edu

Get clearance to register Meet with your advisor and get clearance to register

#### OFFICE HOURS M 12-1 PM R 9:30-10:30 PM

View all advisors

Register for classes
Register for classes at or after your assigned time

TIME ASSIGNMENT April 18, 7:15 AM

Make payment arrangements Pay at least 50% of the amount due shown on your latest invoice or enrollment in a payment plan.

Confirm enrollment Review and accept the confirm enrollment statement in my.newpaltz.edu.

Get Brightspace access Brightspace is our digital learning environment. You should get access within 1 hour after confirming enrolment.

### Are your ready?

Go to my.newpaltz.edu and check out your **Semester Checklist** under My Lists to be sure that you have completed all of the important tasks before receiving access to your course in Brightspace.

# Important dates- mark your calendar

- Dec 26 Last day to add class without fee
- Dec 28 Last day to drop a class with 100% tuition refund.
- Dec 27 30 Registration with instructor electronic permission (fee charged)
- Dec 29 Jan 2 Last day to drop a class with 35% tuition refund
- Jan 3 Deregistration for unconfirmed enrollment
- Jan 3 Course withdrawal period begins. Go to my.newpaltz.edu > Registration > Course withdrawal

<u>More information about winter calendar including refund periods</u> <u>More information on how to edit your schedule including adding or dropping</u> <u>courses.</u>

### Forgot to register?

You can still add a course. Winter session is a great time to take a course at New Paltz. Check out the <u>Schedule of Classes</u> to see our great winter offerings. You can take up to **4 credits** in the winter.

To register, go to my.newpaltz.edu > Registration > My Schedule Planner

# Not a New Paltz student? No problem

Submit the <u>non-matriculated student application</u> before classes start. We will process it quickly and send you registration instructions.

Need information on costs?

# Change registration?

You can still make changes to your winter schedule. Need a spring 2023 prerequisite course? You can register for up to 4 credits in the winter session.

Go to my.newpaltz.edu > Registration > <u>My Schedule Planner</u>

#### REGISTRATION

- My Schedule Planner Add/drop classes
- Time Assignment
- Registration Permissions
- Class Schedule
  - Fieldwork and/or Internship Employer Details
  - Course Withdrawal
- S/U Grading
- Request for Incomplete
- Final Grades

# Need help?

ASK Hugo, the chatbot

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