Welcome to Spring 2023!

Records & Registration is the office that maintains your academic records. Check our website or stop by our office to register for courses, learn about grading options, see academic deadlines, and get your 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 to know if you have more tasks to complete before getting started this semester.

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 in a seated location. 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 Students who are confirmed as never attended, will be withdrawn from class.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.

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 after January 30 - February 5. Once the permission to register is entered, remember to register on the web for the class.

More information about academic deadlines?

See our Chatbot Hugo

Hugo is available to answer your questions 24/7. You can find Hugo on the Records & Registration website, Student Financial Services website, Student Accounts website, Academic Advising website, Undergraduate Admissions website, Graduate Admissions website, and Service Desk website. 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?

Still need more information?

Use your college email at least four times a week.

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.

Stella Turk
Executive Director of Student Services

Subscribe to our email list.