Online Registration for Returning Students

1. Go to www.sunypoly.edu, select Current Students and select Banner, from the menu on the left.
2. Select Enter Secure Area
3. Login: Enter User ID and PIN, then click Login.
4. Select Student Services & Financial Aid, then Registration.
5. Select Add or Drop Classes, and Submit Term.
6. Read Student Code of Conduct and select I Agree (if necessary)
7. Enter the CRN (4 digit course reference number) for each of your classes.
8. Select Submit Changes. Courses without errors will show as registered. For courses with errors, refer to “Common Error Messages” below. Correct the problem and resubmit changes as appropriate.
9. Once registered, select the Return to Menu link, then Student Detail Schedule.
10. Carefully check your registration. **You are responsible for the accuracy of your registration.** You can print your schedule here.

Common Error Messages

**Time Conflict** - Course times overlap. Choose a different section for one or both of the conflicting classes, then add both classes to your registration. NOTE: It is possible to get permission from an instructor to allow a time conflict. Your department secretary must process the permission, which will allow you to register online.

**Approval** - Check for course approvals on your banner Web Account under registration status. If permission has not been processed, see the appropriate person and the department secretary will process the permission. You can then register for this course online.

**Closed Course** - The section is full. Register for another section or course.

**Level Restriction** - You are an undergraduate and have attempted to register for a graduate level course. You must go to the Registrar’s Office and, if you are eligible, file a petition for permission to register for this course.

**Over Maximum Credit Load** - Credits total more than the maximum allowed. See your department chair or advisor for permission to register for a credit overload. The department secretary will process the permission, which will allow you to register online.

**Pre-Req/Test Score** - This course requires another course be taken or be in progress prior to registration.

Helpful Hints

- Use the Menu button to move between screens.
- **Do Not Use The Back Button**, you will be logged off. If this happens, simply log in again.
- If you cannot remember your PIN, click the Forgot PIN button on the login screen. Three failed attempts to log in will disable your PIN and you will need to contact the Registrar’s Office at 315-792-7262 or the SUNY Poly helpdesk at 315-792-7440.
- If you try to access a menu option and receive the message “Request Failed,” click the Back button **Once** and try again.
- Inactivity on the system for 12 minutes or more will log you out. If this occurs simply log back in.

Important Information

Payment Deadline

The payment due date for summer 2015 is Tuesday, May 20 and the payment due date for fall 2015 is Thursday, August 7. Course registrations and/or housing assignments are not guaranteed if payment or valid deferral is received after this date. Those students requiring re-registration due to non-payment will be subject to a $40 re-registration fee. Billing statements will be processed electronically - e-mails will be sent to notify students when a billing statement has been processed. **E-mails will only be sent to your SUNY Poly e-mail address.**

Please Note:

Students who have registered for classes and decide not to attend must formally withdraw through the Registrar’s Office to avoid being billed/charged partial or full tuition and fees. It is recommended that after your partial or full withdrawal is completed with the registrar’s office, you check your Banner Web account to ensure the accuracy of your request.

Confirm Your Charges Online:

ALL students must confirm their charges before the due date of the semester billing statement.

Zero/Negative Balances: If you have a zero or negative balance on your account, you can either sign the remittance portion of your electronic semester billing statement PDF and return it to the Bursar’s Office or you can accept your charges online. To accept your charges online, log into your Banner Web Account. After entering the secure area, a message will appear asking you to confirm your charges. Selecting “accept” completes your acceptance. Selecting “decline” will not confirm your charges and you may lose your registration.

Online Payments: To make full payment online, or if you would like to enroll in a time payment plan, your charges will automatically be accepted upon completion of the web payment process. Please refer to the Bursar web page for online payment information or go to: www.sunypoly.edu/payment.

Important Financial Aid

Refund Information

- After charges owed to SUNY Poly have been satisfied, any balance due to the student is refunded to the student as the funds arrive on campus.
- If you are expecting a refund based on a Federal Pell Grant, those funds become available approximately the sixth week of the semester.
- Be sure to plan and budget accordingly to cover your living expenses during the beginning of the semester. Emergency loans will not be issued during this time.
Students must access class schedules online

Class schedules will not be mailed

Check your schedule at http://bannerweb.sunypoly.edu after any change is made (registration, add/drop, or withdrawal). This is to ensure you are registered for the correct class sections and number of credit hours. Classroom assignments often change during the first two weeks of the semester. Verify your schedule often so you are aware of any changes.

Final grades are posted online only

Final grades will become available at http://bannerweb.sunypoly.edu during finals week. Grades will be posted as they are received by the Registrar's Office from each instructor. You can access your grades for all semesters that you attend and print your own grade report. You will need your user ID and PIN to access this information.

Academic notifications delivered to SUNY Poly E-mail

It is essential that all students set up their college SITNet ID to access SUNY Poly E-mail, ANGEL courses and other computer and network resources. Instructions are at http://sunypoly.edu/its/getting_started. The SITNet ID and SUNY Poly E-mail account will be available within an hour from the SITNet ID's activation. Log in to SUNY Poly E-mail at: http://email.sunypoly.edu. SUNY Poly E-mail and Announcements are our main methods for communicating with students outside of class. College offices use SUNY Poly E-mail and “Student Announcements” to notify students of policy and procedure changes, change in services, deadlines and closings. SUNY Poly E-mail and “Student Announcements” posts are your official notifications, whether or not they are read! Confidential correspondence such as refund checks will be sent only through US mail.

General Information

Auditing Courses: A student may audit a course as non-credit under the following conditions: registration is on a space available basis and the student must receive written permission of the instructor of the course. Online and hybrid courses are not available for audit.

Cancelled Course: In the event of a course being cancelled for the semester, the Registrar's Office will initiate an administrative drop for the student. Students will be notified of the cancellation by mail/e-mail and should also be aware that the loss of credits could affect their eligibility for financial aid or Veteran's benefits they may have applied for or received to date. Students may need to add another course to retain their aid eligibility. The Bursar's Office will process any refund or additional billing, as appropriate, should students take no further action after being notified of the cancellation.

Change of Address: Please check your address information in Banner Web under the Personal Information menu. You will have a permanent address (your official address of record), a mailing address (an off-campus address where you are living for the purpose of attending class), or a local campus address (an on-campus address). You may update your mailing address directly on the Web. Changes to your permanent or local campus address (where you are living during the academic school year) must be made by contacting the Registrar's Office at 315-792-7262 or by completing an address change form available on the Registrar web page under “Forms.”

Change of Name: A name change may be made by completing a form available at the Registrar's Office and on the Registrar web page under “Forms”. It is suggested that individuals changing their name due to marriage use their former last name as their middle name. Copies of legal document (i.e., driver's license, marriage certificate) with new name is required to change name. This practice assists in identification and records maintenance.

Independent Study: Independent study projects are designed to provide matriculated students with an opportunity for a learning experience which can give increased understanding of a specific area of knowledge not provided by regular courses at the college. They are not to be used in lieu of courses listed in the general catalog and are not to be considered guaranteed offerings; they are available only as facilities, faculty, time, and interest permit. Within these guidelines, each department defines its concept of independent study.

Responsibility for planning, conducting and reporting on an independent study rests with the student. However, students are to seek the assistance of a faculty member in developing proposals. The student will submit a proposal to the faculty member specifying educational goals, proposed methods of evaluation, duration of the project, and the number of credit hours. The completed proposal will be reviewed by the department chair of the subject area. Registration for independent study can only occur after the proposal has been approved by the department chair and cannot be added after the normal add date for that semester. A copy of the proposal must be filed with the Registrar who will process the registration. No more than eight (8) credit hours
toward the undergraduate degree may be taken as independent study at SUNY Poly.

**Transcripts:** All requests must be in writing with a signature. Official and unofficial transcripts are available for a $5.00 charge per transcript. All requests will be processed as soon as possible, but students are requested to allow 5–10 days processing time depending on peak office demands (registration, commencement, etc.) Transcript requests may take more than two days to process. Unofficial transcripts can be printed from Banner Web at any time using your assigned USER ID and PIN.

**Veterans Attendance and Benefits Obligation:** The curricula of SUNY Poly have been approved by the Veterans Administration for training of eligible veterans, war orphans and widows under the appropriate Congressional action. Eligible students should contact the campus Veterans Certifying Official in the Registrar’s Office in Kunsela A210 prior to registering for classes to complete the necessary paperwork.

It is the responsibility of each VA educational benefits recipient to complete the requirements for each course they are registered for, and to notify the campus Veterans Certifying Official of any change in status, i.e., adding and/or dropping classes, withdrawing from a course or the college, address changes, etc. Any overpayment of benefits paid after the last date of attendance becomes a financial obligation of the student.

**Withdrawal Procedures:** Students who wish to withdraw from classes or from SUNY Poly must formally withdraw by completing the appropriate section of the Add/Drop Form as well as a Withdrawal Form (after classes begin). The student is responsible for dropping their coursework through the Registrar’s Office in addition to completing the form. The forms are available at the Registrar’s Office and on the Registrar’s web page under “Forms”. This will affect your matriculation status and/or ability to return to SUNY Poly. Failure to formally withdraw from courses will result in failing grades and/or unnecessary financial obligation. Refer to the Academic Calendar for important dates concerning withdrawal from courses.

**Mandatory Health Requirements**

Fall admission: due by August 1; Spring admission: due by January 1. Provide these mandatory health requirements to: SUNY Poly, Health & Wellness /Counseling Center, 100 Seymour Road, Utica, NY 13502, fax 315-792-7371. Contact the Health & Wellness /Counseling Center, 315-792-7172, for more information.

Mandatory health requirements are mailed. You may also obtain this information and forms online, www.sunypoly.edu: Select Offices, Health & Wellness, Forms. Student athletes and nursing students have specific, additional health requirements. Please contact the respective department for specific details.

1. **Immunizations:** Students must comply with immunization requirements as mandated by the NYS Department of Health, otherwise be withdrawn from class. Shortly after the beginning of the semester, a hold may be put on your account to ensure receipt of the immunization requirements.

A. **Measles, Mumps and Rubella (MMR)** – NYS Health Law §2165 requires all students registered for six or more credits provide proof of immunity to MMR. Persons born prior to January 1, 1957 are exempt.

**Documentation Required:**
- Measles: Two dates of immunization given after 1967 and no more than 4 days prior to the 1st birthday
- Mumps: One date of immunization no more than 4 days prior to the 1st birthday
- Rubella: One date of immunization no more than 4 days prior to the 1st birthday or
- Date and positive results of the measles titer, and/or mumps titer and/or rubella titer.

B. **Meningitis** – NYS Health Law §2167 requires all on or off campus students have either had the meningococcal vaccine or acknowledged receiving information about meningococcal disease and vaccination including availability/cost.

**Documentation Required:**
- Meningococcal immunization within the past 10 years, documented by a healthcare provider or
- Completed and signed SUNY Poly Meningococcal Information Response Form indicating acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student (or student’s parent/guardian if under 18 years old).

The SUNY Poly Meningococcal Information Response Form must be returned in lieu of the immunization.

2. **Health History & Physical Examination:** All students registered with 12 credits or more MUST submit a health history AND physical examination. Students registered with less than 12 credits may utilize the services of the Health & Wellness Center if the health history and physical examination are on file.

**Documentation Required:**
- A Health History and Physical Examination completed in the past two years by either a physician, nurse practitioner or physician assistant. You may use the SUNY Poly Health History & Physical Examination Form or one provided by your health care provider.

3. **Medical Insurance:** SUNY Poly mandates that all students registered for 12 or more credits or all nursing students regardless of credit hours have medical insurance coverage.

A. All domestic students taking 12 or more credits and all nursing students regardless of credit hours are automatically enrolled AND billed for medical insurance designated by SUNY Poly UNLESS you complete the electronic waiver your first semester at SUNY Poly and EACH FALL SEMESTER thereafter, PRIOR TO ATTENDANCE.

**Completion of the waiver for the fall semester remains effective for that entire college year (fall and spring semesters). Completion of the waiver in the spring semester removes the insurance fee ONLY FOR THAT SPRING SEMESTER.**

You MUST complete the waiver once each college year NOT to be charged the medical insurance fee.

If you have other medical insurance (e.g., under a parent’s policy, through employment, etc.) that provides coverage, you MUST complete the on-line medical insurance waiver at http://healthwaiver.sunypoly.edu. Your insurance information will be reviewed and if deemed complete and appropriate, you will NOT be enrolled in nor billed for health insurance designated by SUNY Poly.

**B. International Health Insurance Policy** – SUNY Poly requires all international students entering the country for study or research, or any U.S. student abroad in a SUNY-sponsored program, to purchase a SUNY health insurance policy. Students are automatically billed.

**Questions?**
Call the Health & Wellness Center/Counseling Center
315-792-7172, Oriskany Hall, Suite B
Academic notifications delivered to SUNY Poly E-mail

SUNY Poly E-mail and “Student Announcements” are the SUNY Poly’s main methods for communicating with students outside of class. The Registrar’s Office uses the “Student Announcements” on the SUNY Poly homepage (www.sunypoly.edu) to inform students about approaching registration deadlines. College offices use SUNY Poly E-mail to notify students of policy and procedure changes, in services and closings and for official confidential communications for business that is specific to individuals. These are your official notifications whether or not they are read!

Online & Hybrid Courses

Online and hybrid courses are delivered on the Open SUNY Blackboard Learn system for SUNY Poly. The courses are accessible to students on the official start of the course term to 21 days after the term ends.

<table>
<thead>
<tr>
<th>Fall '15 Semester</th>
<th>Term begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full term &amp; Session I</td>
<td>Aug 31</td>
</tr>
<tr>
<td>Session II</td>
<td>Oct 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer '15 Semester</th>
<th>Term begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full term &amp; Session I</td>
<td>May 26</td>
</tr>
<tr>
<td>Session II</td>
<td>June 22</td>
</tr>
</tbody>
</table>

User accounts: The SITNet ID is required to login to Blackboard, SUNY Poly e-mail and to access library resources.

Online courses: Course, textbook information and class participation is online. Two types of online courses are available: 100% asynchronous, and online courses with synchronous meetings. Both types have the notation “Blackboard Course”. Asynchronous courses have a section code of 35W to 38W. Online synchronous courses have a section code (2 numbers) followed by the letter S (e.g. 01S). Examples are shown below.

Hybrid courses: Hybrid courses meet in-person and online. The course professor determines the in-person attendance and online participation requirements. Hybrid courses have a section code (2 numbers) followed by the letter H (e.g. 01H), and the notation “Blackboard Hybrid” as shown below.

Go to https://sunypoly.edu/online/blackboard for additional information.

Laboratory Courses

The lecture/lab courses have the section numbers (01-19) for the lecture followed by a letter (A-G) for the lab. Those with a common lecture have the same section number (e.g. 01). Letters A-G are for the lab day and time.

Example:
PHY 101-01A meets for lecture on MW 1040-1155 and for lab on T 1400-1650
PHY 101-01B meets for lecture on MW 1040-1155 and for lab on T 1700-1950

Course Schedule Legend

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course reference number; course identifier for registration transactions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subj</td>
<td>Course subject or department.</td>
</tr>
<tr>
<td>Crs</td>
<td>Course number.</td>
</tr>
<tr>
<td>Sec</td>
<td>Section number: 35W to 38W = online asynchronous, Section number ending with S = online synchronous; 11-17 = evening; 01-10 = day; 13 = Saturday; Any section number ending with H = hybrid (e.g. 01H, 11H); 40 = Albany</td>
</tr>
<tr>
<td>CR</td>
<td>Number of academic credits earned for course.</td>
</tr>
<tr>
<td>Title</td>
<td>Title of the course.</td>
</tr>
<tr>
<td>Days</td>
<td>Day of the week class meets in-person. Days are noted with M, T, W, R, F, S – Thursday = R; Saturday = S</td>
</tr>
<tr>
<td>Time</td>
<td>24 hour time of in-person class. Subtract 1200 from the time to convert to PM times, e.g. 1400 –1550 is 2:00 – 3:50 PM.</td>
</tr>
<tr>
<td>Building</td>
<td>SUNY Poly campus: Donovn, Kunshl, Cpctr. Other sites: CIMH, DFAS, HVCC, JCCC, Monroe, Ofcamp</td>
</tr>
<tr>
<td>Room</td>
<td>Room number.</td>
</tr>
<tr>
<td>Instructor</td>
<td>Instructor’s last name or TBD (to be determined)</td>
</tr>
</tbody>
</table>

Notes

Online Courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Title</th>
<th>CR</th>
<th>Building</th>
<th>Room</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2708</td>
<td>POS</td>
<td>252</td>
<td>155</td>
<td>The Politics of Life &amp; Death</td>
<td>4</td>
<td>DONOVN</td>
<td>2147</td>
<td>1900</td>
<td>W</td>
<td>Schneider</td>
<td>Class meets Online Wednesday 6-7 PM. Blackboard Course. Visit <a href="https://sunypoly.edu/blackboard">https://sunypoly.edu/blackboard</a>. GenEd: Social Sciences</td>
</tr>
</tbody>
</table>

Hybrid Courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Title</th>
<th>CR</th>
<th>Building</th>
<th>Room</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2482</td>
<td>ACC</td>
<td>370</td>
<td>11H</td>
<td>Cost Accounting</td>
<td>3</td>
<td>DONOVN</td>
<td>0105</td>
<td>1200</td>
<td>MW</td>
<td>Lee</td>
<td>Blackboard Hybrid. Visit <a href="https://sunypoly.edu/online/blackboard">https://sunypoly.edu/online/blackboard</a>. Pre Req. ACC 201</td>
</tr>
</tbody>
</table>
For Students from other SUNY campuses registering at SUNY Poly:

Requirements.
The courses you cross-register for may no longer count toward degree requirements. If you change your major/minor, you must meet the requirements of your degree. You are responsible for ensuring that the course(s) you register for are approved by the home institution and additional tuition and fees may be charged. You are responsible for paying any user fees for the course and campus fees (e.g., laboratory fees, parking fees, etc) immediately upon being notified that you have been registered.

For SUNY Poly students registering at another SUNY campus:

Cross registration occurs when one SUNY institution (the “Host” institution) provides instruction for an undergraduate student enrolled full-time in a degree or certificate program at another SUNY institution (the “Home” institution) during the same academic term (fall and spring terms only). Cross-registered instruction may occur in any instructional format. Cross registration allows for the waiving of tuition only at the host institution (student is responsible for any fees at the host institution). You are limited to six (6) credits of undergraduate cross-registered coursework per semester (exceptions to this policy must be approved by the home institution and additional tuition and fees may apply). You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.

For Students from other SUNY campuses registering at SUNY Poly:

• You must complete both the SUNY Cross-registration agreement form and the SUNY Poly non-matriculated application.
• The SUNY Cross-registration agreement must be approved (signed) by the appropriate individuals on your home campus prior to submission.
• The completed SUNY Cross-registration agreement and the non-matriculated application must be submitted to the Registrar’s Office at SUNY Poly. You must also submit proof that you have completed any prerequisite course work for the course you are intending to register for (unofficial transcripts are fine).
• You are responsible for following the SUNY Poly academic calendar, found at sunyit.edu/calendars_events/academic_calendars.
• Registration for course work will be on a space-available basis at SUNY Poly. This will be determined on the first day of classes each semester.

Full details on this program, which may be modified from time to time, are available in the Office of the Registrar.

SUNY Cross Registration

Cross registration occurs when one SUNY institution (the “Host” institution) provides instruction for an undergraduate student enrolled full-time in a degree or certificate program at another SUNY institution (the “Home” institution) during the same academic term (fall and spring terms only). Cross-registered instruction may occur in any instructional format. Cross registration allows for the waiving of tuition only at the host institution (student is responsible for any fees at the host institution). You are limited to six (6) credits of undergraduate cross-registered coursework per semester (exceptions to this policy must be approved by the home institution and additional tuition and fees may apply). You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.

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• The completed SUNY Cross-registration agreement and the non-matriculated application must be submitted to the Registrar’s Office at SUNY Poly. You must also submit proof that you have completed any prerequisite course work for the course you are intending to register for (unofficial transcripts are fine).
• You are responsible for following the SUNY Poly academic calendar, found at sunyit.edu/calendars_events/academic_calendars.
• Registration for course work will be on a space-available basis at SUNY Poly. This will be determined on the first day of classes each semester.

Full details on this program, which may be modified from time to time, are available in the Office of the Registrar.

Regional Educational Consortium

SUNY Poly is a member of a regional educational consortium that includes Hamilton College and Utica College. Full-time matriculated students at any of the consortium partners are able to enroll in one course of up to four credits of eligible coursework per semester (fall and spring only) at partner campuses without incurring additional tuition charges.

Eligible courses must be applicable to the student’s degree program and approved by the student’s academic advisor, certified by the Registrar. Courses are ineligible if SUNY Poly offers the same or equivalent course during the same semester. Registration in eligible courses is provided by the host campus on a space-available basis, determined by the host campus on or about the first day of classes.

When enrolled in a course at another campus, students are reminded that the course will follow the calendar and all academic and student conduct regulations of the host campus. While there is no additional tuition charge for courses taken under this program, students will be charged by the host campus for any fees (e.g., parking, technology, computer, student activity, etc.) normally assessed upon part-time students. In addition, SUNY Poly may impose an administrative fee.

Full details on this program, which may be modified from time to time, are available in the Office of the Registrar.

Writing Test-Out

Students proficient in writing through either significant experience or coursework in composition may challenge COM 306, COM 307, COM 308, or COM 400 for credit through the following procedure:

STEP ONE Register for one of the above named courses for either the Summer or Fall 2015 semester.

STEP TWO Print your registration to use as an admission ticket, take the preliminary Diagnostic Test (45 minute multiple choice test on composition strategies and basic mechanics).

TEST DATE: Tuesday, April 21, 12:30 pm, Donovan Hall G101

Obtain a raw score of at least 85 on the preliminary Diagnostic Test or a raw score of 80-84 and the endorsement of at least one member of the Writing Faculty Committee to be eligible to proceed to steps three and four.

STEP THREE Take the Essay Test appropriate to the course being challenged. Essay tests for all courses will be given on: Friday, April 22, Donovan Hall G101.

STEP FOUR Prepare a portfolio of written work in accordance with the specific guidelines for the course being challenged. Course-specific guidelines will be available at the Essay Test. If you have questions, contact: Kathleen Taylor Donovan Hall G171, taylorka@sunyit.edu

PORTFOLIO DEADLINE: No later than Friday, May 1 by Noon

RESULTS: Writing Faculty Committee Members will review each student’s written material with evaluation made by at least two committee members. A student demonstrating proficiency appropriate to the course being challenged will receive a grade of “EX” on his/her transcript which means the student passed the course by virtue of an exit test and will be entitled to the appropriate course credit. “EX” grades are not counted when calculating the student’s cumulative grade point average.
Summer 2015 Tuition & Fees

Tuition is subject to change without notice.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Undergrad</td>
<td>$245/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Undergrad</td>
<td>$638/cr.hr.</td>
</tr>
<tr>
<td>Resident Grad</td>
<td>$411/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Grad</td>
<td>$765/cr.hr.</td>
</tr>
<tr>
<td>Resident MBA</td>
<td>$505/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident MBA</td>
<td>$840/cr.hr.</td>
</tr>
</tbody>
</table>

Mandatory College Fee: $.85/cr.hr.

Parking Fee: $20
(mandatory if parking a vehicle on campus)

Please note that tuition and fees are subject to change without prior notice at the discretion of the college administration and the State University of New York.

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Fall 2015 Tuition & Fees

Tuition is subject to change without notice. Fall 2015 state increases will not be released until Summer.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Undergrad</td>
<td>$3,085/sem.</td>
<td>$258/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Undergrad</td>
<td>7,898/sem.</td>
<td>658/cr.hr.</td>
</tr>
<tr>
<td>Resident Grad</td>
<td>5,187/sem.</td>
<td>432/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Grad</td>
<td>10,092/sem.</td>
<td>841/cr.hr.</td>
</tr>
<tr>
<td>Resident MBA</td>
<td>6,611/sem.</td>
<td>551/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident MBA</td>
<td>11,082/sem.</td>
<td>924/cr.hr.</td>
</tr>
</tbody>
</table>

Mandatory College Fee:
Undergraduate Comprehensive Student Fee 635/sem. 53.00/cr.hr.
Graduate Comprehensive Student Fee 615/sem. 53.00/cr.hr.

Parking Fee: $20
(mandatory if parking a vehicle on campus) 55.00 27.50

Please note that tuition and fees are subject to change without prior notice at the discretion of the college administration and the State University of New York.

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Summer 2015 Tuition Refund Policy

Refund Schedule for Full Term (8-Week Term: 5/27/14 - 7/16/14)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 6/1/15</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6/2/15 to 6/8/15</td>
<td>40%</td>
<td>0%</td>
</tr>
<tr>
<td>6/9/15 to 6/15/15</td>
<td>20%</td>
<td>0%</td>
</tr>
<tr>
<td>6/16/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refund Schedule for Session I (4-Week Term: 5/27/14 - 6/20/14)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 5/27/15</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>5/28/15 to 6/1/15</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>6/2/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refund Schedule for Session II (4-Week Term: 6/23/14 - 7/16/14)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 6/23/15</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6/24/15 to 6/28/15</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>6/29/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Please note that tuition and fees are subject to change without prior notice at the discretion of the college administration and the State University of New York.

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Fall 2015 Tuition Refund Policy

Credit Courses

A student who has been granted permission to withdraw from a course on a **15-week schedule** (fall/spring) shall be liable for payment of tuition in accordance with the following schedule:

**Undergraduate/Graduate — Liability During:**

1. **1st week of classes**...............................0%
2. **2nd week of classes**...............................30%
3. **3rd week of classes**...............................50%
4. **4th week of classes**...............................70%
5. **5th week of classes**...............................100%

*The first day of class session is the first day of the semester, quarter or other term. The first week of classes, for purposes of this section, shall be considered ended after seven calendar days, including the first day of scheduled classes. Holidays that fall within the first 7 days are included in the calculation.*

Please check with the Bursar’s Office immediately about any refund/liability if you are contemplating withdrawing from any course. Consult with the Financial Aid Office, also, as an aid package could be adversely affected by a decrease in credit hours. In addition, no drop is considered official until the proper forms have been completed at the Registrar’s Office and submitted to the Bursar’s Office.

**All student fees are non-refundable** after the end of the first week of classes with the exception of the alumni fee. This fee is refundable by petition to the Alumni Office until the last day to withdraw without record.

*Please note: Campus office hours are Mon-Fri, 8:30 a.m. to 4:30 p.m., excluding holidays.*
2015 SUMMER SESSION CALENDAR

REGISTRATION – INFORMATION ON BACK

SESSION I (4-Week Term: May 26 – June 19)
May 18 (Mon) Last Day to Register Online for Summer 2015
May 19 (Tues) Payment or Valid Deferral for Summer 2015 must be received by end of business day
May 25 (Mon) MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
May 26 (Tues) Classes Begin
May 27 (Wed) Last Day to Add/Register for Courses
May 28 (Thurs) Last Day to Drop Without Academic Record *
May 29 (Fri) Withdrawal (W Grade) from Courses Begins *
June 10 (Wed) Last Day to Officially Withdraw (W Grade) from Courses *
June 19 (Fri) Classes End (Make up day for Memorial Day Holiday)
June 23 (Tues) Final Grades are Due by 12:00 PM
August 1 (Sat) Deadline for Fall Readmission Application

SESSION II (4-Week Term: June 22 – July 16)
May 18 (Mon) Last Day to Register Online for Summer 2015
June 22 (Mon) Classes Begin
June 23 (Tues) Last Day to Add/Register for Courses
June 24 (Wed) Last Day to Drop Without Academic Record *
June 25 (Thurs) Withdrawal (W Grade) from Courses Begins *
July 8 (Wed) Last Day to Officially Withdraw (W Grade) from Courses *
July 16 (Thurs) Classes End
July 21 (Tues) Final Grades are Due by 12:00 PM
August 1 (Sat) Deadline for Fall Readmission Application

FULL TERM (8-Week Term: May 26 – July 16)
May 18 (Mon) Last Day to Register Online for Summer 2015
May 19 (Tues) Payment or Valid Deferral for Summer 2015 must be received by end of business day
May 25 (Mon) MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
May 26 (Tues) Classes Begin
June 2 (Tues) Last Day to Add/Register for Courses
June 4 (Thurs) Last Day to Drop Without Academic Record *
June 5 (Fri) Withdrawal (W Grade) from Courses Begins *
June 19 (Fri) Make up day for Memorial Day Holiday
June 30 (Tues) Last Day to Officially Withdraw (W Grade) from Courses *
July 16 (Thurs) Classes End
July 21 (Tues) Final Grades are Due by 12:00 PM
August 1 (Sat) Deadline for Fall Readmission Application

* Add/Drop, Late Registration, Withdrawal Fees Charged.
See Page 2 for Refund Schedule.
Advance registration (April 13 – April 17) is for currently enrolled students on a first come, first served basis.

CONTINUOUS REGISTRATION FOR ALL STUDENTS:

REGISTER BY WEB April 13 - May 18. Electronic notification of your bill will be sent to your SUNY Poly email every Friday beginning April 24, 2015 through May 22, 2015. All payments are due, regardless of registration or bill date, by Tuesday, May 19th. Only currently enrolled or former students with a UserID and PIN may Web register. *NOTE THAT YOU CAN NOW PAY ON-LINE!

OR

REGISTER IN PERSON in the Registrar’s Office from Monday, April 20 up to the last day to add a class according to the session you are enrolling in. Electronic notification of your bill will be sent via your SUNY Poly email every Friday beginning April 24, 2015 through May 22, 2015. All payments are due, regardless of registration or bill date, by Tuesday, May 19. Payment or valid deferral is required at registration starting Tuesday, May 19.

OR

REGISTER BY TELEPHONE (315) 792-7262 during normal business hours from Monday, April 20, 2015 up to the last day to add a class according to the session you are enrolling in. Electronic notification of your bill will be sent via your SUNY Poly email every Friday beginning April 24, 2015 through May 22, 2015. All payments are due, regardless of registration or bill date, by Tuesday, May 19. Payment or valid deferral is required at registration starting Tuesday, May 19.

Refund Schedule for Session I (4-Week Term: 5/26/15 - 6/19/15)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
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</thead>
<tbody>
<tr>
<td>Registration to 5/27/15</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>5/28/15 to 6/1/15</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>6/2/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refund Schedule for Session II (4-Week Term: 6/22/15 - 7/16/15)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 6/23/15</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6/24/15 to 6/28/15</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>6/29/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
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</tbody>
</table>

Refund Schedule for Full Term (8-Week Term: 5/26/15 - 7/16/15)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
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</thead>
<tbody>
<tr>
<td>Registration to 6/1/15</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6/2/15 to 6/8/15</td>
<td>40%</td>
<td>0%</td>
</tr>
<tr>
<td>6/9/15 to 6/15/15</td>
<td>20%</td>
<td>0%</td>
</tr>
<tr>
<td>6/16/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
SUMMER 2015
REGISTRATION / BILLING / PAYMENT INFORMATION

* April 13 - April 17, 2015 Advance Web Registration is for currently enrolled students.

* Registration for summer classes is on a first come, first served basis for all students.

**WEB REGISTRATION**
Monday, April 13 to Monday, May 18, 2015
(Web registration is available to currently registered students or former students with a UserID and PIN.)

**IN PERSON REGISTRATION – Registrar’s Office**
Monday, April 20 up to the last day to add a class according to the session you are enrolling in. Payment or valid deferral is required at the time of registration beginning Tuesday, May 19, 2015.

**TELEPHONE REGISTRATION – (315) 792-7262**
Monday, April 20 up to the last day to add a class according to the session you are enrolling in. Payment or valid deferral is required at the time of registration beginning Tuesday, May 19, 2015.

**BILLS:**
E-mail notification regarding your billing statements will be sent to your SUNY Poly e-mail address continuously from April 17 through the start of the semester.

**PAYMENT DUE:**
TUESDAY, MAY 19, 2015. Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on Tuesday, May 19, 2015.

**Course registrations and/or housing assignments are not guaranteed if payment is received after the due date.**

Please Note: Students who have registered for classes and decide not to attend must formally withdraw through the Registrar’s Office to avoid being billed/charged for tuition and fees.

**CLASS START DATES**
SESSION I: MAY 26 / SESSION II: JUNE 22 / FULL TERM: MAY 26/S TERM: MAY 18
August 1  (Sat)  Deadline for readmission in good standing for Fall 2015
August 7  (Fri)  Fall 2015 Payment Due
August 10 (Mon)  $40 Late Fee to Register for Fall 2015 Courses Begins for Returning Students
August 31 (Mon)  ALL CLASSES BEGIN
    Please Refer to Campus Refund Policy & First Half Semester Calendar on Reverse Side
    Add/Drop Begins - No Fees Charged
    Online/Hybrid Courses Available for Viewing
September 5  (Sat)  Saturday Classes are in Session
September 7 (Mon)  LABOR DAY HOLIDAY - College Closed for ALL Business/No Classes
September 8 (Tues)  All Registration Changes Must be Made through the Registrar’s Office (315) 792-7262.
    Banner Web is no Longer Available for Fall 2015 Changes
    Add/Drop Fees Begin
    (Students Must Obtain Instructor’s Signature to Add a Course)
    $40 Late Fee Charged for ALL Students Registering for Fall 2015
September 14 (Mon)  Last Day to Add/Register for Courses
September 21 (Mon)  Last Day to Drop Courses Without Academic Record
September 22 (Tues)  Withdrawal (W Grade) from Courses Begins
October 10-13 (Sat-Tues) Mid-Semester Break
October 21 (Wed)  Last Day of Classes for First Half Semester Courses
October 22 (Thur)  First Day of Classes for Second Half Semester Courses
November 1 (Sun)  Last Day to File for May 2016 Graduation
November 9 (Mon)  Last Day to Officially Withdraw (W Grade) from Courses
Nov.16-20  (Mon-Fri) Advance Registration - Spring 2016
Nov 25-Nov 29  (Wed-Sun) THANKSGIVING HOLIDAY RECESS
    (Recess begins at 8:00 AM, Wednesday, November 25)
Nov 26-Nov 29  (Thur-Sun) College Closed for ALL Business
November 30 (Mon)  Classes Resume
December 12 (Sat)  Classes End
December 14 (Mon)  Final Exams Begin
December 15 (Tues)  Deadline for Spring 2016 Readmission Application
December 17 (Thur)  Final Exams End
December 22  (Tues) Final Grades Due – 12:00 PM

**Please Note Below the Academic Calendar Fee Structure:**

1. **LATE REGISTRATION** begins August 10, 2015 and a late registration fee of $40 will be charged for returning students approved to register beginning that date. Beginning September 8, 2015, the $40 late registration fee will be charged for ALL students approved to register.

2. **ADDING** classes occurs through the first week without charge. Starting the second week of classes (09/08-09/14/15), students will be charged an add fee of $20 and must also **OBTAIN THE INSTRUCTOR’S SIGNATURE**.

3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (09/08-09/14/15), students will be charged a drop fee of $20. STUDENTS MAY DROP A COURSE WITHOUT ACADEMIC RECORD DURING THE FIRST THREE WEEKS OF CLASSES (through 09/21/15). STUDENTS CAN NOT DROP THEIR LAST CLASS VIA BANNER WEB. DROPPING ALL CLASSES (BEGINNING ON THE FIRST DAY OF CLASSES) CONSTITUTES A WITHDRAWAL FROM SUNY POLY AND CAN ONLY BE ACCOMPLISHED BY COMPLETING THE WITHDRAWAL FORM FOUND ON THE REGISTRAR’S OFFICE FORMS PAGE AND CONTACTING THE REGISTRAR’S OFFICE IN PERSON OR VIA TELEPHONE DURING BUSINESS HOURS TO WITHDRAW FROM THE COURSES.

4. Officially dropping from a course beginning the fourth week of classes through the tenth week (09/22-11/9/15), will result in a **W** grade being assigned. There is a $20 fee to process a withdrawal form.

5. See second page for campus refund policy and half semester course calendar.

6. **POTENTIAL DECEMBER 2015 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF JUNE 1, 2015. CONTACT THE REGISTRAR’S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**
HALF SEMESTER COURSE CALENDAR
FALL 2015

FIRST SEVEN WEEKS:
August 7  Fri  Fall 2015 Payment Due
August 10 Mon  $40 Late Fee to Register for Fall 2015 Courses Begins for Returning Students
August 31 Mon  Classes Begin
               Add/Drop Begins
September 4 Fri  Last Day to Add/Register for Courses
September 7 Mon  LABOR DAY HOLIDAY - College Closed for ALL Business/No Classes
September 8 Tues Drop Fees Begin
September 10 Thur  Last Day to Drop Courses Without Academic Record*
September 11 Fri  Withdrawal (W Grade) from Courses Begins*
October 5 Mon  Last Day to Officially Withdraw (W Grade) from Courses*
October 21 Wed  Last Day of Classes for First Half Semester Course

SECOND SEVEN WEEKS:
October 22 Thurs  Classes Begin
               Add/Drop Begins
October 28 Wed  Last Day to Add/Register for Courses
October 29 Thur  Drop Fees Begin
October 30 Fri  Last Day to Drop Courses Without Academic Record*
November 2 Mon  Withdrawal (W Grade) from Courses Begins*
November 25 Wed  Last Day to Officially Withdraw (W Grade) from Courses*
December 11 Fri  Last Day of Classes for Second Half Semester Courses
December 15 Tues  Deadline for Spring 2016 readmission application

*Add/Drop/Withdrawal Fees Charged

Refund Schedule for Full Semester Courses (15-Week Term: 8/31/15 – 12/17/15)
SUNY Poly will be closed 9/7/15

<table>
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<th>Date</th>
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<tr>
<td>Registration to 9/08/15 (1st week)</td>
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<td>100%</td>
</tr>
<tr>
<td>9/09/15 to 9/13/15 (2nd week)</td>
<td>70%</td>
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</tr>
<tr>
<td>9/14/15 to 9/20/15 (3rd week)</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>9/21/15 to 9/27/15 (4th week)</td>
<td>30%</td>
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</tr>
<tr>
<td>9/28/15 to End of Term</td>
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Refund Schedule for 1st Half Semester Courses (7-Week Term: 8/31/15 – 10/21/15)

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Registration to 9/08/15 (1st week)</td>
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<td>100%</td>
</tr>
<tr>
<td>9/09/15 to 9/13/15 (2nd week)</td>
<td>35%</td>
<td>0%</td>
</tr>
<tr>
<td>9/14/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
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Refund Schedule for 2nd Half Semester Courses (7-Week Term: 10/22/15 – 12/11/15)

<table>
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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Registration to 10/28/15 (1st week)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>10/29/15 to 11/04/15 (2nd week)</td>
<td>35%</td>
<td>0%</td>
</tr>
<tr>
<td>11/05/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
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</tbody>
</table>
SUNY Polytechnic Institute

Fall 2015
Registration/Billing/Payment Information

* April 13 – April 17, 2015 Advance Web Registration is by assigned time for currently enrolled matriculated students only.
* New degree students for fall 2015 register by invitation only during special orientation programs.

**Web Registration**
Monday, April 13 through Monday, September 7, 2015 (Web registration is available to currently registered students or former students with a UserID and PIN.)

**In Person Registration – Registrar’s Office**
Monday, April 30 through Monday, September 14, 2015. Payment or valid deferral is required at the time of registration starting Friday, August 7, 2015. A late fee of $40 will be charged beginning Friday, August 7, 2015 for returning students.

**Telephone Registration – (315) 792-7262**
Monday, April 20 through Monday, September 14, 2015. Payment or valid deferral is required at the time of registration starting Friday, August 7, 2015. A late fee of $40 will be charged beginning Friday, August 7, 2015 for returning students.

Late registration begins Friday, August 7, 2015 at 8:00 a.m.
A $40 late fee will be charged for returning students.

The $40 late registration fee will be charged to ALL students beginning
**** Tuesday, September 8, 2015. ****

**BILLS:** E-mail notification regarding your billing statements will be sent to your SUNY Polytechnic Institute e-mail address continuously from July 1 through the start of the semester.

**PAYMENT DUE:** FRIDAY, AUGUST 7. Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on August 7, 2015.

Course registrations and/or housing assignments are not guaranteed if payment is received after the due date.
Please Note: Students who have registered for classes and decide not to attend must formally withdraw through the Registrar’s Office to avoid being billed/charged for tuition and fees.

***FALL 2015 CLASSES BEGIN MONDAY, AUGUST 31, 2015 ***