Online Registration for Returning Students

1. Go to www.sunyit.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 summer or Spring 2015.
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.
11. To log out, select Exit. To Secure Your Records, click Return to Homepage.

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 315-792-7265 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 Spring 2015 is Wednesday, January 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.sunyit.edu/payment.

Important Financial Aid

Refund Information

For information regarding your Financial Aid refund, please review this webpage:

www.sunyit.edu/financial_aid/policies/refund-guidelines
Students must access class schedules online

**Class schedules will not be mailed**

Check your schedule at http://bannerweb.sunyit.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.sunyit.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://sunyit.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.sunyit.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 the 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 camps 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 a 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 curriculum 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.

Upon receipt of your tuition deposit, specific information and forms regarding the mandatory health requirements are mailed. You may also obtain this information and forms online, www.sunyit.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.

   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:**
   - Measles: Two dates of immunization given after 1967 and no more than 4 years 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
   - Date and positive results of the measles titer, and/or mumps titer and/or rubella titer.

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 nursing students registered for 4 or more credits have medical insurance coverage.

   A.) All domestic students taking 12 or more credits and nursing students taking 4 or more credits 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 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 (i.e. under a parent’s policy, through employment, etc.) that provides coverage you MUST complete the online medical insurance waiver at http://healthwaiver.sunyit.edu. Your insurance information will be reviewed and if deemed complete and appropriate, you will NOT be enrolled or 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.sunyit.edu) to inform students about approaching registration deadlines. College offices use SUNY Poly E-mail to notify students of policy and procedure changes, change 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 SUNY Learning Network on the ANGEL system and open the week before the term begins.

<table>
<thead>
<tr>
<th>Spring '15 Semester</th>
<th>Online, Hybrid courses open</th>
<th>Term begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full term &amp; Session I</td>
<td>Jan 13</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Session II</td>
<td>Mar 9</td>
<td>Mar 16</td>
</tr>
</tbody>
</table>

Go to www.sunyit.edu/online for additional information.

User accounts: The SITNet ID is required to log in to ANGEL, SUNY Poly E-mail and to access library resources.

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

Blended courses: Course, textbook information and all class participation is online with some course activities at a synchronous day and time. Blended courses have a section code of 35S, 36S or 37S; and the notation “ANGEL Course” with the meeting days and times.

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

| CRN | Course reference number: course identifier for registration transactions. |
| Subj | Course subject or department. |
| Crs | Course number. |
| Sec | 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 |
| Lab course section numbers now include a letter Bio 101-10A, check notes to determine if hybrid or online. |
| CR | Number of academic credits earned for course. |
| Title | Title of the course. |
| Days | Day of the week class meets in-person. Days are noted with M, T, W, R, F, S – Thursday = R; Saturday = S |
| Time | 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. |
| Building | Utica campus: Donovn, Kunshl, Cpctr. Other sites: CIMH, DFAS, HVCC, JCCC, Monroe, Ofcamp |
| Room | Room number |
| Instructor | Instructor’s last name or TBD (to be determined) |
| Notes | ANGEL Course Online course in ANGEL. Log in with SITNet ID. Go to http://www.sunyit.edu/online |
| ANGEL Hybrid | Hybrid course meets in-person and online in ANGEL. Log in with SITNet ID. Go to http://www.sunyit.edu/online |

Notes

ANGEL Course Online course in ANGEL. Log in with SITNet ID. Go to http://www.sunyit.edu/online

ANGEL Hybrid Hybrid course meets in-person and online in ANGEL. Log in with SITNet ID. Go to http://www.sunyit.edu/online

Online courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>CR</th>
<th>Title</th>
<th>Bldg</th>
<th>Room</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2254</td>
<td>STA</td>
<td>100</td>
<td>01H</td>
<td>4</td>
<td>Statistical Methods</td>
<td>DONOVN</td>
<td>2149</td>
<td>1040-1150</td>
<td>MWF</td>
<td>Gazak</td>
<td>Ge-Ed Mathematics. ANGEL Hybrid. Visit: <a href="http://www.sunyit.edu/online">http://www.sunyit.edu/online</a></td>
</tr>
</tbody>
</table>

Hybrid courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>CR</th>
<th>Title</th>
<th>Bldg</th>
<th>Room</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2117</td>
<td>STA</td>
<td>100</td>
<td>35W</td>
<td>4</td>
<td>Statistical Methods</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gazak</td>
<td>Ge-Ed Mathematics. ANGEL Course. Visit: <a href="http://www.sunyit.edu/online">http://www.sunyit.edu/online</a></td>
</tr>
</tbody>
</table>
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.

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.

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 coursework 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 www.sunyit.edu.
- 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.
- Registration for course work will be done by the Registrar’s Office.
- You will be notified on the first day of classes if space is available and you have been registered or the course has reached its maximum capacity and you have not been registered.
- You are responsible for paying any users fees for the course and campus fees (i.e., laboratory fees, parking, etc.) immediately upon being notified that you have been registered.

For SUNY Poly students registering at other SUNY campuses:

- You must complete the SUNY Cross-registration form and have it signed by your advisor and the SUNY Poly Registrar’s Office.
- You must also complete the ‘Petition to Take Course at Another College’, have it approved by your advisor, the department chairperson, and the Registrar’s Office.
- You are responsible for submitting the SUNY Cross-registration form and any other required paper work to the appropriate office at the campus that is hosting the course.
- You must follow that campuses academic calendar for the course.
- You are responsible for any user fees assessed by the other campus.
- Timing of registration will be determined by the host campus.

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 the Spring 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, Nov 18, Noon, Donovan Hall, Room 2159

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, November 21, Noon, Room TBA

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: Dr. Mary Krenitsky Perrone Call 315-792-7236 or Mary.Perrone@sunyit.edu

PORTFOLIO DEADLINE: No later than Friday, Dec 5 by 1:00 p.m.

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.
Spring 2015 Tuition & Fees

Tuition is subject to change without notice.

### Tuition:

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Undergrad</td>
<td>$3,085/sem.</td>
<td>$257/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Undergrad</td>
<td>7,910/sem.</td>
<td>659/cr.hr.</td>
</tr>
<tr>
<td>Resident Grad</td>
<td>5,185/sem.</td>
<td>432/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Grad</td>
<td>10,095/sem.</td>
<td>841/cr.hr.</td>
</tr>
<tr>
<td>Resident MBA</td>
<td>6,610/sem.</td>
<td>551/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident MBA</td>
<td>11,085/sem.</td>
<td>924/cr.hr.</td>
</tr>
</tbody>
</table>

### Mandatory Fees:

- **Undergraduate Comprehensive Student Fee**: $635/sem. 53.00/cr.hr.
- **Graduate Comprehensive Student Fee**: $635/sem. 53.00/cr.hr.

### Parking Fee:

(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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Spring 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:

- 1st week of classes*..............................0%
- 2nd week of classes*..............................30%
- 3rd week of classes*..............................50%
- 4th week of classes*..............................70%
- 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>Spring 2015 Payment Due</td>
</tr>
<tr>
<td>January 13</td>
<td>$40 Late Fee to Register for Spring 2015 Courses Begins for Returning Students</td>
</tr>
<tr>
<td>January 20</td>
<td>Online and Hybrid Course Content Available for Viewing in Angel</td>
</tr>
<tr>
<td>January 24</td>
<td>ALL CLASSES BEGIN</td>
</tr>
<tr>
<td>January 27</td>
<td>Please Refer to Campus Refund Policy on the Reverse Side</td>
</tr>
<tr>
<td>February 2</td>
<td>Last Day to Add/Register for Courses</td>
</tr>
<tr>
<td>February 9</td>
<td>Last Day to Drop Without Academic Record</td>
</tr>
<tr>
<td>February 10</td>
<td>Withdrawal (W Grade) from Courses Begins</td>
</tr>
<tr>
<td>March 7</td>
<td>Last Day of Classes for First Half Semester Courses</td>
</tr>
<tr>
<td>March 8-15</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>March 9</td>
<td>Midsemester Grades Due</td>
</tr>
<tr>
<td>March 16</td>
<td>Incomplete Grades from Fall 2014 Revert to “F” Grades</td>
</tr>
<tr>
<td>April 1</td>
<td>Last Day to File for August 2015 Graduation</td>
</tr>
<tr>
<td>April 6</td>
<td>Last Day to Officially Withdraw (W Grade) from Courses</td>
</tr>
<tr>
<td>April 13-17</td>
<td>Advance registration – Summer and Fall 2015</td>
</tr>
<tr>
<td>May 2</td>
<td>CLASSES END</td>
</tr>
<tr>
<td>May 4</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>May 7</td>
<td>Final Exams End</td>
</tr>
<tr>
<td>May 9</td>
<td>Commencement – 10:00 AM</td>
</tr>
<tr>
<td>May 12</td>
<td>Final Grades Due – Noon</td>
</tr>
<tr>
<td>June 1</td>
<td>Last Day to File for December 2015 Graduation</td>
</tr>
</tbody>
</table>

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

1. **LATE REGISTRATION** begins on January 2, 2015 and a late registration fee of $40 will be charged for returning students approved to register on or after that date. Beginning January 27, 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 (1/27-2/2/15), 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 (1/27/15), 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 2/9/15). Students cannot 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 during business hours (Monday-Friday 8:30-4:30) to withdraw from the courses.

4. Officially withdrawing from a course beginning the fourth week of classes (2/10/15) through the tenth week (4/6/15), will result in a **W** grade being assigned. There is a $20 fee to process a withdrawal form.

5. See back page for Refund Schedule and Half Semester Course Calendar.

6. **MAY 2015 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2014. CONTACT THE REGISTRAR’S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**
FIRST SEVEN WEEKS:

January 7 Wed $40 Late Fee to Register for Spring 2015 Courses Begins for Returning Students
January 20 Tue Classes Begin
January 26 Mon Last Day to Add/Register for Courses
January 27 Tue Add/Drop Begins
January 28 Wed Last Day to Drop Without Academic Record
January 29 Thur Withdrawal (W Grade) from Courses Begins*
February 20 Fri Last Day to Officially Withdraw (W Grade) from Courses*
March 7 Sat Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 16 Mon Classes Begin
March 20 Fri Last Day to Add/Register for Courses
March 25 Wed Last Day to Drop Without Academic Record*
March 26 Thur Withdrawal (W Grade) from Courses Begins*
April 17 Fri Last Day to Officially Withdraw (W Grade) from Courses*
May 2 Sat Last Day of Classes for Second Half Semester Courses

Refund schedule for 15 week term: 1/20/15 – 5/7/15

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 1/26/15 (1st week)</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>1/27/15 to 2/2/15 (2nd week)</td>
<td>70%</td>
<td>0%</td>
</tr>
<tr>
<td>2/3/15 to 2/9/14 (3rd week)</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>2/10/15 to 2/16/15 (4th week)</td>
<td>30%</td>
<td>0%</td>
</tr>
<tr>
<td>2/17/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refund schedule for 1st Half Semester Courses (7 week term) 1/20/15 – 3/7/15

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 1/26/15 (1st week)</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>1/27/15 to 2/2/15 (2nd week)</td>
<td>35%</td>
<td>0%</td>
</tr>
<tr>
<td>2/3/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refund Schedule for 2nd Half Semester Courses (7 week term) 3/16/15 – 5/2/15

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 3/22/15 (1st week)</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>3/23/15 to 3/29/15 (2nd week)</td>
<td>35%</td>
<td>0%</td>
</tr>
<tr>
<td>3/30/15 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
**SPRING 2015**

**REGISTRATION / BILLING / PAYMENT INFORMATION**

* November 10–14, 2014 Advance Web Registration is by assigned time for currently enrolled students only.

* New degree students for spring 2015 register by invitation only during special orientation programs.

* Students wishing to enroll as a non-matriculated student for spring 2015 must contact Continuing and Professional Education at (315) 792-7270.

**WEB REGISTRATION**

Monday, November 10, 2014 through Monday, January 26, 2015
(Web registration is available to currently registered students or former students with a UserID and PIN.)

**IN PERSON REGISTRATION – Registrar’s Office**

Monday, November 17, 2014 through Monday, February 2, 2015
Payment or valid deferral is required at the time of registration starting Wednesday, January 7, 2015. A late fee of $40 will be charged beginning Wednesday, January 7 for returning students.

**TELEPHONE REGISTRATION – (315) 792-7262**

Monday, November 17, 2014 through Monday, February 2, 2015
Payment or valid deferral is required at the time of registration starting Wednesday, January 7, 2015. A late fee of $40 will be charged beginning Wednesday, January 7 for returning students.

Late Registration begins Wednesday, January 7, 2015 at 8:30 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, January 27, 2015. ****

**BILLS:**

E-mail notification regarding your billing statements will be sent to your SUNYPoly e-mail address every Friday from November 14 through December 19, 2014. All payments due by January 7, 2015 regardless of registration or bill date.

**PAYMENT DUE:**

Wednesday, January 7, 2015. Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on Wednesday, January 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.

***SPRING 2015 CLASSES BEGIN TUESDAY, JANUARY 20***