

Registration & Billing Guide

Spring 2012



SUNYIT Registrar's Office
Kunsela Hall – Rm. A210
Phone: (315) 792-7262
Fax: (315) 792-7802

www.sunyit.edu/registrar

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 Spring 2012
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 - Permission has not been processed. See the appropriate person and the department secretary will process the permission. You can then register for this course.

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.

Link_error Type La (Le) - You have registered for a lab or lecture section without the corresponding lecture or lab. Use the Add Class area to add BOTH the lecture and lab CRN numbers at the same time.

Over Maximum Credit Load - Credits total more than the maximum allowed. See your 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.

- 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 2012 is Friday, December 30. 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 SUNYIT 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

- After charges owed to SUNYIT 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.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 SUNYIT e-mail

It is essential that all students set up the appropriate computer accounts to access computing resources, including ANGEL courses. Instructions are at http://www.sunyit.edu/its/getting_started. SUNYIT e-mail accounts on Webmail will be available the day after the SIT-Net ID is activated. Log in to Webmail at <http://webmail.sunyit.edu>.

SUNYIT e-mail and Announcements are our main methods for communicating with students outside of class. College offices use SUNYIT e-mail and "Student Announcements" to notify students of policy and procedure changes, change in services, deadlines and closings. The "Student Announcements" posts and Webmail messages are your official notifications whether or not they are read!

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 may have a permanent address (the address of record when you applied to SUNYIT), a mailing address (the address where your mail should be sent), or a local address (an address where you are living only for the purpose of attending classes). You may



update your local address directly on the Web. Changes to your permanent or mailing address 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. Copy 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 prior to registering for the course. No more than eight (8) credit hours

toward the undergraduate degree may be taken as independent study at SUNYIT.

Transcripts: 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 SUNYIT 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 SUNYIT 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 SUNYIT. 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 15; spring admission: due by January 15 - Provide these mandatory health requirements to: SUNYIT, Health & Wellness Center, 100 Seymour Road, Utica, NY 13502, fax (315) 792-7371. Contact the Health & Wellness 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.

1. Immunizations: Non-compliant students will be withdrawn from class 30 days after the start of each semester, pursuant to the directives of the law.

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 SUNYIT 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 SUNYIT 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 SUNYIT Health History & Physical Examination Form or one provided by your health care provider.

3. Medical Insurance: SUNYIT mandates that all students registered for 12 or more credits have medical insurance coverage.

A.) **Domestic Medical Insurance Policy**—Each semester all domestic students taking 12 or more credits are automatically billed for a medical insurance policy as designated by SUNYIT. You will not be billed for mandatory health insurance if you complete the electronic waiver **each** semester.

Documentation Required to Waive the Mandatory Health Insurance:

- ✓ **Each semester**, students with other health insurance coverage may waive SUNYIT's designated health insurance policy via electronic waiver, <http://healthwaiver.sunyit.edu>. For successful submission, you **must** see the statement "You have successfully submitted your health insurance waiver." Contact the Health & Wellness Center if you do not see this statement. To waive the health insurance, you must have a PIN number which new students receive at their initial registration. **You must waive SUNYIT's designated health insurance policy prior to attendance EACH SEMESTER to avoid automatic enrollment and billing.**

B.) **International Health Insurance Policy** – SUNYIT 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.

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.

Spring '12 Semester	Online, Hybrid courses open	Term begins
Full term & Session I	January 10	January 17
Session II	March 5	March 12

Go to <http://www.sunyit.edu/online> for additional information.

User accounts: The SITNet ID is required to log in to ANGEL and to access the library.

Online courses: Course, textbook information and all class participation is online. Register early for online courses to give time for printed registration confirmations to arrive in the mail. Online courses have a section code of 35W, 36W or 37W; and the notation "ANGEL Course" as 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.

Academic notifications delivered to SUNYIT e-mail

It is essential that all students set up the appropriate computer accounts to access computing resources, including ANGEL courses. Instructions are at http://www.sunyit.edu/its/getting_started. SUNYIT e-mail accounts on Webmail will be available the day after the SIT-Net ID is activated. Log in to Webmail at <http://webmail.sunyit.edu>.

Webmail and Announcements are the SUNYIT's main methods for communicating with students outside of class. The Registrar's Office uses the "Student Announcements" on the SUNYIT homepage (<http://www.sunyit.edu>) to inform students about approaching registration deadlines. College offices also use SUNYIT e-mail to notify students of policy and procedure changes, change in services and closings. The "Student Announcements" posts and Webmail messages are your official notifications whether or not they are read!

Course Schedule Legend

CRN	Course reference number: course identifier for registration transactions.
Subj	Course subject or department.
Crs	Course number.
Sec	Section number: 35W, 36W, 37W = online; 80, 81, 82 = lab; 11, 12 = evening; 01-09 = day; 13 = Saturday; Any section number ending with H = hybrid (e.g. 01H, 11H); 70 = Watertown
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	SUNYIT 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

Online courses

CRN	Subj	Crs	Sec	CR	Title	Days	Time	Building	Room	Instructor	Notes
1402	HSM	500	35W	3	Health Care Systems					Scherzer	ANGEL Course. Visit: http://www.sunyit.edu/online

Hybrid courses

CRN	Subj	Crs	Sec	CR	Title	Days	Time	Building	Room	Instructor	Notes
1261	NUR	455	11H	4	Community Health Organization			DONOVN		Shaver	ANGEL Hybrid. Visit: http://www.sunyit.edu/online

Regional Educational Consortium

SUNYIT is a member of a regional educational consortium that includes Empire State College (Utica location only), Hamilton College, Herkimer County Community College, Mohawk Valley Community College, SUNY College of Technology at Morrisville, 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 SUNYIT 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, SUNYIT 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 the spring 2012 semester.

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

TEST DATE: Tuesday, Nov. 22, Noon, Donovan Hall, Room 2149

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: Tuesday, Nov. 29, Noon, Donovan Hall, Room 2149

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
Mary.Perrone@sunyit.edu

PORTFOLIO DEADLINE: Friday, December 2 at 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.

Spring 2012 Tuition & Fees

Tuition is subject to change without notice.

Tuition:	Full-Time	Part-Time
Resident Undergrad	\$2635/sem.	\$220/cr.hr.
Non-Resident Undergrad	7160/sem.	597/cr.hr.
Resident Grad	4435/sem.	370/cr.hr.
Non-Resident Grad	7580/sem.	632/cr.hr.
Resident MBA	5105/sem.	425/cr.hr.
Non-Resident MBA	8325/sem.	694/cr.hr.

Mandatory Fees:

Undergraduate Comprehensive Student Fee	584.50/sem.	48.58/cr.hr.
Graduate Comprehensive Student Fee	564.50/sem.	48.58/cr.hr.

(plus applicable sales tax)

Parking Fee:

(mandatory if parking a vehicle on campus)	55.00	27.50
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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.

Spring 2012 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.

SPRING 2012
REGISTRATION / BILLING / PAYMENT INFORMATION

- * **November 14–18, 2011 Advance Web Registration** is by assigned time for currently enrolled students only.
- * New degree students for spring 2012 register by invitation only during special orientation programs.
- * Students wishing to enroll as a non-matriculated student for spring 2012 must contact admissions.

WEB REGISTRATION

Monday, November 14, 2011 through Monday, January 23, 2012

(Web registration is available to currently registered students or former students with a UserID and PIN.)

IN PERSON REGISTRATION – Registrar’s Office

Monday, November 21, 2011 through Monday, January 30, 2012

Payment or valid deferral is required at the time of registration starting Friday, December 30. A late fee of \$40 will be charged beginning Friday, December 30 for returning students.

TELEPHONE REGISTRATION – (315) 792-7262

Monday, November 21, 2011 through Monday, January 30, 2012

Payment or valid deferral is required at the time of registration starting Friday, December 30. A late fee of \$40 will be charged beginning Friday, December 30 for returning students.

Late Registration begins Friday, December 30, 2011 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 24, 2012. ****

BILLS: E-mail notification regarding your billing statements will be sent to your SUNYIT e-mail address continuously from November 21 through December 23, 2011.

PAYMENT DUE: Friday, December 30, 2011. Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on Friday, December 30, 2011.

**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 2012 CLASSES BEGIN TUESDAY, JANUARY 17*****

**SUNY INSTITUTE OF TECHNOLOGY AT UTICA/ROME
 COMPREHENSIVE ACADEMIC CALENDAR
 UNDERGRADUATE/GRADUATE
 SPRING SEMESTER 2012**

December 30	(Fri)	Spring 2012 Payment Due \$40 Late Fee to Register for Spring 2012 Courses Begins for Returning Students
January 10	(Tues)	Online and Hybrid Course Content Available for Viewing in Angel
January 17	(Tues)	ALL CLASSES BEGIN Please Refer to Campus Refund Policy on the Reverse Side Add/Drop Begins - No Fees Charged
January 21	(Sat)	Saturday Classes are in Session
January 24	(Tues)	Add/Drop Fees Begin (Students Must Obtain Instructor's Signature to Add a Course) \$40 Late Fee Charged to <u>ALL</u> Students Registering for Spring 2012
January 30	(Mon)	Last Day to Add/Register for Courses
February 6	(Mon)	Last Day to Drop Without Academic Record
February 7	(Tues)	Withdrawal (W Grade) from Courses Begins
March 3	(Fri)	Last Day of Classes for First Half Semester Courses
March 4-11	(Sun-Sun)	SPRING BREAK
March 12	(Mon)	Classes Resume First Day of Classes for Second Half Semester Courses (See Reverse Side for Calendar)
March 13	(Tue)	Midsemester Grades Due Incomplete Grades from Fall 2011 Revert to "F" Grades
April 2	(Mon)	Last Day to File for August 2012 Graduation Last Day to Officially Withdraw (W Grade) from Courses
April 9-13	(Mon-Fri)	Advance registration – Summer and Fall 2012 (Matriculated Students: See Academic Department for Advising Schedule)
April 28	(Sat)	CLASSES END
April 30	(Mon)	Final Exams Begin
May 3	(Thur)	Final Exams End
May 5	(Sat)	Commencement – 10:00 AM
May 8	(Tue)	Final Grades Due – 12:00 PM
June 1	(Fri)	Last Day to File for December 2012 Graduation

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

1. **LATE REGISTRATION** begins on December 30, 2011 and a late registration fee of \$40 will be charged for returning students approved to register on or after that date. Beginning January 24, 2012, 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 (1/24-1/30/12), 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 (1/24-2/6/12), 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 2/6/12). Students can not drop their last class via banner web. Dropping all classes (beginning on the first day of classes) constitutes a withdrawal from SUNYIT and can only be accomplished by completing the withdrawal form found on the Registrar's office forms page and contacting the Registrar's Office to withdraw from the courses.
4. Officially withdrawing from a course beginning the fourth week of classes through the tenth week (2/7 – 4/2/12), 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 2012 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2011. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

**HALF SEMESTER COURSE CALENDAR
SPRING 2012**

FIRST SEVEN WEEKS:

December 30	(Fri)	\$40 Late Fee to Register for Spring 2012 Courses Begins for Returning Students
January 17	(Tues)	Classes Begin Add/Drop Begins
January 23	(Mon)	Last Day to Add/Register for Courses
January 25	(Wed)	Last Day to Drop Without Academic Record*
January 26	(Thur)	Withdrawal (W Grade) from Courses Begins*
February 17	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
March 3	(Sat)	Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 12	(Mon)	Classes Begin Add/Drop Begins
March 16	(Fri)	Last Day to Add/Register for Courses
March 21	(Wed)	Last Day to Drop Without Academic Record*
March 22	(Thur)	Withdrawal (W Grade) from Courses Begins*
April 13	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses*
April 28	(Sat)	Last Day of Classes for Second Half Semester Courses

***Add/Drop/Withdrawal Fees Charged**

Refund Schedule for Full Semester Courses (15-Week Term: 1/17/12 –5/3/12)

Date	Tuition Refund	Fee Refund
Registration to 1/23/12 (1st week)	100%	100%
1/24/12 to 1/30/12 (2nd week)	70%	0%
1/31/12 to 2/6/12 (3rd week)	50%	0%
2/7/12 to 2/13/12 (4th week)	30%	0%
2/14/12 to End of Term	0%	0%

Refund Schedule for First Half Semester Courses (7-Week Term: 1/17/12 – 3/3/12)

Date	Tuition Refund	Fee Refund
Registration to 1/23/12 (1st week)	100%	100%
1/24/12 to 1/30/12 (2nd week)	35%	0%
1/31/12 to End of Term	0%	0%

Refund Schedule for Second Half Semester Courses (7-Week Term: 3/12/12 – 4/28/12)

Date	Tuition Refund	Fee Refund
Registration to 3/18/12 (1st week)	100%	100%
3/19/12 to 3/25/12 (2nd week)	35%	0%
3/26/12 to End of Term	0%	0%