The background of the cover is a photograph of a college campus. In the foreground, three students with backpacks are walking away from the camera on a paved path. To the right is a large, multi-story brick building with a red-tiled roof and several windows. The sky is clear and blue.

SUNY POLY

Registration & Billing Guide

Summer/Fall 2023

Registrar's Office

Kunsela Hall A210

Phone 315-792-7262

Fax 315-792-7802

sunypoly.edu/student-life/student-resources/registrar

Online Registration for Returning Students

1. Go to www.sunypoly.edu, select Current Students from the menu and select Banner
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.
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. Students matriculated in a BS/MS program will use an Academic Petition for this request. Students who are not matriculated in a BS/MS program will use the Petition for Graduate Courses.

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 and request that your PIN be reset.
- 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 Fall 2023 is Friday, August 4. 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. Students must contact the office and complete a withdrawal form. 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:

sunypoly.edu/student-life/student-resources/bursar/pay-your-bill

Important Financial Aid Refund Information

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

sunypoly.edu/admissions/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.

All 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, Blackboard courses and other computer and network resources. Instructions are at sunypoly.edu/student-life/student-resources/get-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: 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 by using the Course Audit Registration Form found on the Registrar webpage under forms. 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 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 completing an address change forms 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 documentation (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: SUNY Polytechnic Institute has retained Parchment to accept online transcript orders. All official transcript requests must be placed online through Parchment. To order an official transcript, please log in to your Banner Web Account or visit www.sunypoly.edu/student-life/student-resources/registrar/transcript-request. Processing time is subject to Parchment Transcript requests may require an Authorization form, with the student signature, be completed before the order is

processed. Unofficial transcripts can be printed free of charge from your Banner Web Account 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, Wellness Center, 100 Seymour Road, Utica, NY 13502, fax 315-792-7371. Contact the Wellness Center, 315-792-7172 or email wellnesscenter@sunypoly.edu for more information.

Upon receipt of your tuition deposit, specific information and forms regarding the mandatory health requirements are emailed. **You may also obtain this information and forms online, www.sunypoly.edu: Select Current Students, Wellness Center, 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 5 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. COVID-19 Vaccination: All SUNY students who intend to engage in-person at a SUNY campus or facility must receive a COVID-19 vaccination and booster vaccination when available.

Documentation Required:

- ✓ Proof of full vaccination (indicating completed vaccination series) **or** completion of required exemption documentation with an approval (Medical or Religious)

3. 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 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.

4. MEDICAL INSURANCE: SUNY Poly mandates that all students registered for 12 or more credits or College of Health Sciences students regardless of credit hours have medical insurance coverage.

A.) Domestic Students – SUNY Poly requires that all students comply with health insurance regulations as federally mandated by the Affordable Care Act. This law requires that all individuals have individual health insurance.

B.) International Students – The State University of New York requires that all international students entering the country for study or research, or any US student studying abroad in a SUNY sponsored program purchase a SUNY international student medical insurance policy. Medical insurance information is provided upon admission and students are automatically enrolled and billed.

Questions?

Call the Wellness Center **315-792-7172**, Campus Center, Suite 217.



Online & Hybrid Courses

Online and hybrid courses are delivered on the SUNY Learning Network on the Blackboard system and open on the first day of class.

Go to

www.sunypoly.edu/academics/suny-poly-online-learning

User accounts: The SITNet ID is required to log in to Blackboard, 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 "Online Course". Asynchronous courses have a section code of 35W to 38W.

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).

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 "Online Course" with the meeting days and times.

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); 50+ = SUNY Poly Albany Campus 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, Cayan Other sites: HVCC Albany Campus: NFE, NFN, NFS, CESTM, Online
Room	Room number
Instructor	Instructor's last name or TBD (to be determined)

Blended-online courses have S in the section. The Time, Days and Notes fields give information about the synchronous online class meetings. Always refer to the Notes for additional course information.

CRN	Subj	Crs	Sec	Part of Term	Title	CR	CAP	ENL	AVL	Building	Room	Time	Days	Instructor	Notes
3140	POS	252	35S	7	The Politics of Life & Death	4	20	3	17			0900-1200	MTWRF	Schneider	Session I-Online Course. Visit: www.sunypoly.edu/online . Class requires Attendance in Online Class Session at Time Indicated. Visit: http://j.mp/pos252-summer2013 GenEd: Social Sciences

Days and times of the synchronous online meetings.

Online courses

CRN	Subj	Crs	Sec	CR	Title	Bldg	Room	Time	Days	Instructor	Notes
2254	STA	100	01H	4	Statistical Methods	DONOVN	2149	1040-1150	MWF	Gazak	GenEd: Mathematics Hybrid Course Visit: www.sunypoly.edu/academics/suny-poly-online-learning

Hybrid courses

CRN	Subj	Crs	Sec	CR	Title	Bldg	Room	Time	Days	Instructor	Notes
2117	STA	100	35W	4	Statistical Methods					Gazak	GenEd: Mathematics Online Course Visit: www.sunypoly.edu/academics/suny-poly-online-learning
2148	NUR	313	01H	4	Theor Bases-Prof Nursg Practi	OFCAMP		0900-1250	T	Price	Online Course Visit: www.sunypoly.edu/online Class Meets Via Collaborate 1/21, 2/4, 3/4, 4/4 & 4/15

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.

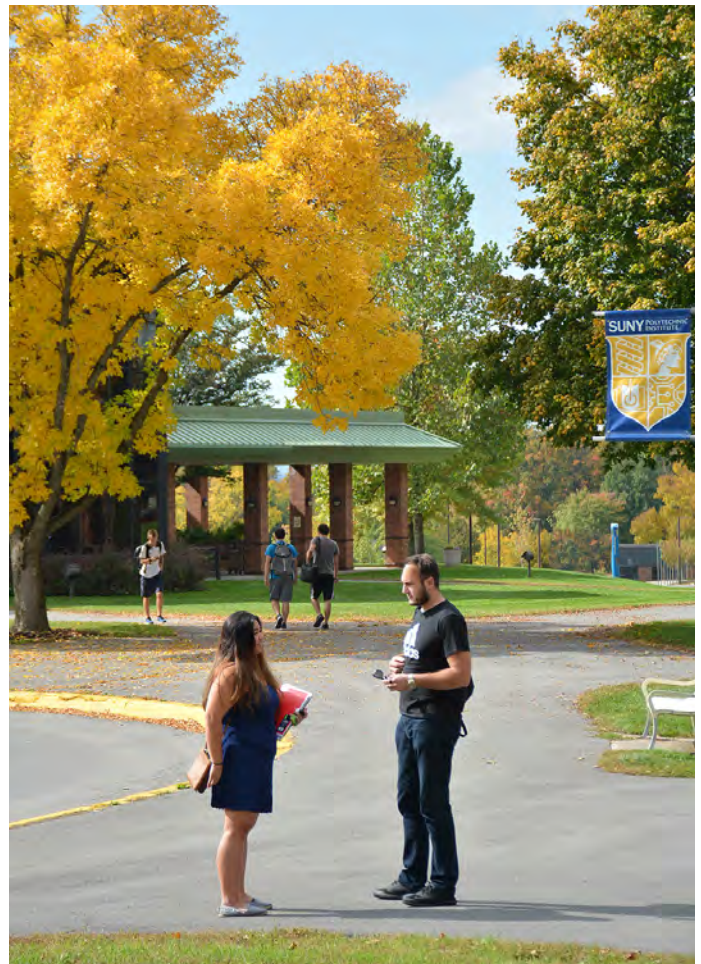
Full details on this program, which may be modified from time to time, are available in the Office of the Registrar.

SUNY Cross Registration

Cross registration occurs when one SUNY institution (the "Host" institution) provides instruction for an undergraduate student enrolled 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 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 SUNY Poly students registering at other SUNY campuses:

- You must complete the 'Petition to Take Course at Another College', have it approved by your advisor, the department chairperson and the Registrar's Office.
- You must complete the SUNY Cross-registration form:
 - The Cross-registration form is now available online (www.suny.edu/crossregister); you may only use the paper form if the host campus has not set up their account on the online form (the paper form is available from the Registrar's Office).
 - To utilize the Financial Aid Consortium with the online form, check the box indicating that you would like to use financial aid for the course. If using paper forms, the paper Financial Aid Consortium form is available from the Registrar's Office.
- You are responsible for submitting the SUNY Cross-registration form (if using a paper form) and any other required paperwork to the appropriate office at the campus that is hosting the course.
- You must follow that campus's 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.

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.
 - SUNY Poly prefers use of the online form.
- The non-matriculated application must be submitted to the Registrar's Office at SUNY Poly. If using the paper Cross-registration form, submit it with this application. 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 www.sunypoly.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 user fees for the course and campus fees (i.e., – laboratory fees, parking fees, etc.) immediately upon being notified that you have been registered.

Summer/Fall 2023 Tuition & Fees

Tuition and fees are subject to change without notice.

Tuition:	Full-Time	Part-Time
Resident Undergrad	\$3,535/sem.	\$295/cr.hr.
Non-Resident Undergrad	8,915/sem.	743/cr.hr.
Resident Grad	5,655/sem.	471/cr.hr.
Non-Resident Grad	11,550/sem.	963/cr.hr.
Resident MBA	7,500/sem.	625/cr.hr.
Non-Resident MBA	12,195/sem.	1016/cr.hr.

Mandatory Fees:

Undergraduate Comprehensive Student Fee

Utica	.754/sem.	62.46/cr.hr.
Albany	.734/sem.	60.79/cr.hr.

Graduate Comprehensive Student Fee

Utica	.754/sem.	62.46/cr.hr.
Albany	.734/sem.	60.79/cr.hr.

(plus applicable sales tax)

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. Rates shown are accurate as of the date of publication.

Summer/Fall 2023 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.

Campus office hours are Mon-Fri, 8:30 a.m. to 4:30 p.m., excluding holidays. Offices may close at noon on Fridays, May through mid-August.



SUMMER 2023
REGISTRATION / BILLING / PAYMENT INFORMATION

* **April 03 - April 07, 2023 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 03 to Monday, May 29, 2023

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

REGISTRATION BY FORM – Registrar's Office

Tuesday, May 30 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 Friday, May 19, 2023. <https://webapp.sunypoly.edu/forms/registrar-add-drop/>

BILLS: E-mail notification regarding your billing statements will be sent to your SUNY Poly e-mail address continuously from April 10 through the start of the semester.

PAYMENT DUE: Friday, MAY 19, 2023. Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on Friday, May 19, 2023.

**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 30 SESSION II: JUNE 27
FULL TERM: MAY 30
11 WEEK RESEARCH SESSION: MAY 30

2023 SUMMER SESSION CALENDAR

FULL TERM (8-Week Term: May 30 – July 25)

May 19	(Fri)	Payment or Valid Deferral for summer must be received by end of business day
May 29	(Mon)	Last Day to Register Online for summer 2023. Complete add/drop form 5/30 MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
May 30	(Tue)	Classes Begin
June 5	(Mon)	Last Day to Add/Register for Courses Last Day to Drop Without Academic Record *
June 6	(Tue)	Withdrawal (W Grade) from Courses Begins *
June 19	(Mon)	Juneteenth Observed (No Classes) - CAMPUS CLOSED
June 30	(Fri)	Last Day to Officially Withdraw (W Grade) from Courses *
July 4	(Tue)	INDEPENDENCE DAY – CAMPUS CLOSED
July 25	(Tue)	Classes End
July 28	(Fri)	Final Grades are due by 12:00 PM
August 1	(Tue)	Deadline for Fall Readmission Application

SESSION I (4-Week Term: May 30 – June 26)

May 19	(Fri)	Payment or Valid Deferral for summer must be received by end of business day
May 29	(Mon)	Last Day to Register Online for summer 2023. Complete add/drop form 5/30 MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
May 30	(Tue)	Classes Begin
May 31	(Wed)	Last Day to Add/Register for Courses Last Day to Drop Without Academic Record *
June 1	(Thur)	Withdrawal (W Grade) from Courses Begins *
June 12	(Mon)	Last Day to Officially Withdraw (W Grade) from Courses *
June 19	(Mon)	Juneteenth Observed (No Classes) - CAMPUS CLOSED
June 26	(Mon)	Classes End
June 30	(Fri)	Final Grades are due by 12:00 PM
August 1	(Tue)	Deadline for Fall Readmission Application

SESSION II (4-Week Term: June 27 – July 25)

May 19	(Fri)	Payment or Valid Deferral for summer must be received by end of business day
May 30	(Tue)	Last Day to Register Online for summer 2023. Complete add/drop form 5/30
June 27	(Tue)	Classes Begin
June 28	(Wed)	Last Day to Add/Register for Courses Last Day to Drop Without Academic Record *
June 29	(Thur)	Withdrawal (W Grade) from Courses Begins *
July 4	(Tue)	INDEPENDENCE DAY – CAMPUS CLOSED
July 10	(Mon)	Last Day to Officially Withdraw (W Grade) from Courses *
July 25	(Tue)	Classes End
July 28	(Fri)	Final Grades are due by 12:00 PM
August 1	(Tue)	Deadline for Fall Readmission Application

*** Add/Drop, Late Registration, Withdrawal Fees Charged.
See Page 2 for Registration dates and Refund Schedule.**

2023 SUMMER REGISTRATION INFORMATION

Advance registration (April 3 – April 7) is for currently enrolled students on a first come, first served basis.

CONTINUOUS REGISTRATION FOR ALL STUDENTS:

REGISTER BY WEB April 3 – May 29. Electronic notification of your bill will be sent to your SUNY Poly email every Friday beginning April 7, 2023. Payment or valid deferral are due, regardless of registration or bill date, by Friday, May 19, 2023. Only currently enrolled or former students with a User ID and PIN may Web register.

OR

REGISTER BY FORM up to the last day to add a class according to the session you are enrolling in using the [add/drop form](#) found on the Registrar's webpage. Electronic notification of your bill will be sent via your SUNY Poly email every Friday beginning April 7, 2023. Payment or valid deferral are due, regardless of registration or bill date, by Friday, May 19, 2023 or at the time of registration thereafter.

Refund Schedule for Full Term (8-Week Term: 05/30/23 - 07/25/23)

Date	Tuition Charged	Fee Charged
Registration to 06/05/23	0%	0%
06/06/23 to 06/12/23	60%	100%
06/13/23 to 06/19/23	80%	100%
06/20/23 to End of Term	100%	100%

Refund Schedule for Session I (4-Week Term: 05/30/23 – 06/26/23)

Date	Tuition Charged	Fee Charged
Registration to 05/31/23	0%	0%
06/01/23 to 06/05/23	50%	100%
06/06/23 to End of Term	100%	100%

Refund Schedule for Session II (4-Week Term: 06/27/23 – 07/25/23)

Date	Tuition Charged	Fee Charged
Registration to 06/28/23	0%	0%
6/29/23 to 07/03/23	50%	100%
07/04/23 to End of Term	100%	100%

SUNY POLYTECHNIC INSTITUTE

SUMMER RESEARCH SESSION CALENDAR - 2023

05/30/23 – 08/04/23

May 19	(Fri)	Payment or Valid Deferral for summer 2023 must be received by end of business day
May 29	(Mon)	Last Day to Register Online for summer 2023. Complete add/drop for beginning 5/30/23
		Memorial Day (No Classes) - CAMPUS CLOSED
May 30	(Tue)	Classes Begin
June 5	(Mon)	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record *
June 6	(Tue)	Withdrawal (W Grade) from Courses Begins *
June 19	(Mon)	JUNETEENTH OBSERVED (No Classes) - CAMPUS CLOSED
July 4	(Tue)	INDEPENDENCE DAY – CAMPUS CLOSED
July 11	(Tue)	Last Day to Officially Withdraw (W Grade) from Courses *
August 4	(Fri)	Last Day of Classes
August 7	(Mon)	Final Grades are due by 12:00 PM

***Add/Drop, Late Registration, Withdrawal fees charged**

Refund Schedule for Full Term (8-Week Term: 05/30/23 - 07/25/23)

Date	Tuition Charged	Fee Charged
Registration to 06/05/23	0%	0%
06/06/23 to 06/12/23	60%	100%
06/13/23 to 06/19/23	80%	100%
06/20/23 to End of Term	100%	100%

SUMMER REGISTRATION INFORMATION

Advance registration (April 3 – April 7) is for currently enrolled students on a first come, first served basis.

REGISTER BY WEB April 3 - May 29. Electronic notification of your bill will be sent to your SUNY Poly email every Friday beginning April 7, 2023. Payment or valid deferral are due, regardless of registration or bill date, by Friday, May 19, 2023. Only currently enrolled or former students with a User ID and PIN may Web register.

OR

REGISTER BY FORM up to the last day to add a class according to the session you are enrolling in using the [add/drop form](#) found on the Registrar's webpage. Electronic notification of your bill will be sent via your SUNY Poly email every Friday beginning April 7, 2023. Payment or valid deferral are due, regardless of registration or bill date, by Friday, May 19, 2023 or at the time of registration thereafter.

Fall 2023

Registration/Billing/Payment Information

* **April 03 – April 07, 2023 Advance Web Registration** is by assigned time for currently enrolled matriculated students only.

* New degree students for fall 2023 register by invitation only during special orientation programs.

Web Registration

Monday, April 03 through Monday, September 4, 2023 (Web registration is available to currently registered students or former students with a UserID and PIN.)

Registration by Form

Tuesday, September 5, 2023 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 Friday, August 4, 2023. <https://webapp.sunypoly.edu/forms/registrar-add-drop/>

Late registration for returning students begins Friday, August 4, 2023 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 5, 2023. ******

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: Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on the payment due date indicated on the academic calendar.

**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 2023 CLASSES BEGIN MONDAY, AUGUST 28, 2023 *****

**SUNY POLYTECHNIC INSTITUTE
COMPREHENSIVE ACADEMIC CALENDAR
UNDERGRADUATE/GRADUATE
FALL SEMESTER 2023**

August 1	Tue	Deadline for readmission in good standing for fall 2023
August 4	Fri	Fall 2023 Payment Due \$40 late fee to register for fall 2023 courses begins for returning students
August 28	Mon	ALL CLASSES BEGIN Please refer to campus refund policy & half semester calendars on reverse side
September 4	Mon	LABOR DAY HOLIDAY - College closed for ALL business/no classes
September 5	Tue	All registration changes must be made through the Registrar's Office Banner Web is no longer available for fall 2023 registration changes Add/Drop Form and fees begin (https://webapp.sunypoly.edu/forms/registrar-add-drop) (Students Must Obtain Instructor's Signature to Add a Course) \$40 late fee charged for <u>ALL</u> students registering for fall 2023
September 8	Fri	Last day to add/register for courses
September 10	Sun	Last day to drop courses without academic record
September 11	Mon	Withdrawal (W Grade) from courses begins
October 7-10	Sat-Tue	Mid-Semester Break
October 18	Wed	Last day of classes for first half semester courses
October 19	Thu	First day of classes for second half semester courses Mid-semester grades due Incomplete grades from spring & summer 2023 revert to "F" grades
November 1	Wed	Last day to file for May 2024 graduation
November 3	Fri	Last Day to Officially Withdraw (W Grade) from full semester courses
Nov 6-10	Mon-Fri	Advance Registration - spring 2024 (Matriculated Students: See academic department for advising)
Nov 22-26	Wed-Sun	THANKSGIVING HOLIDAY RECESS (Recess begins at 8:00 AM, Wednesday, Nov. 23)
Nov 23-26	Thu-Sun	College closed for ALL business
November 27	Mon	Classes resume
December 8	Fri	Classes end
December 11	Mon	Final exams begin
December 14	Thu	Final exams end
December 15	Fri	Deadline for spring 2024 readmission for students in good standing
December 19	Tue	Final grades due – Noon

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

1. **LATE REGISTRATION** begins August 4, 2023 and a late registration fee of \$40 will be charged for returning students registering August 4th or later. Beginning September 5, 2023, 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 (09/05-09/08/23), students will be charged an add fee of \$20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE/APPROVAL**.
3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (09/05-09/10/23), students will be charged a drop fee of \$20. STUDENTS MAY DROP A COURSE WITHOUT ACADEMIC RECORD DURING THE FIRST TWO WEEKS OF CLASSES (through 09/10/23). **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.** (<https://webapp.sunypoly.edu/forms/registrar-complete-withdrawal>)
4. Officially dropping from a course beginning the third week of classes through the tenth week (09/11-11/03/23), will result in a **W** grade being assigned. There is a \$20 fee to process a withdrawal form.
5. See next page for campus refund policy and half semester course calendar.
6. **POTENTIAL DECEMBER 2023 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF JUNE 1, 2023. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

HALF SEMESTER COURSE CALENDAR FALL 2023

FIRST SEVEN WEEKS:

August 4	Fri	Fall 2023 payment due
		\$40 late fee to register for fall 2023 courses begins for returning students
August 28	Mon	Classes begin
September 1	Fri	Last day to add/register for first half courses
September 4	Mon	LABOR DAY HOLIDAY - College closed for ALL business/no classes
September 5	Tue	Last day to drop courses without academic record
September 6	Wed	Withdrawal (W Grade) from courses begins*
September 29	Fri	Last day to officially withdraw (W Grade) from courses*
October 17	Tue	Last day of classes for first half semester course
October 20	Fri	Final grades due – 12:00 PM

SECOND SEVEN WEEKS:

October 18	Wed	Classes begin
October 24	Tue	Last day to add/register for courses
		Last day to drop courses without academic record
October 25	Wed	Withdrawal (W Grade) from courses begins*
November 22	Wed	Last day to officially withdraw (W Grade) from courses*
December 8	Fri	Last day of classes for second half semester courses
December 15	Fri	Deadline for spring 2024 readmission application
December 19	Tue	Final grades due – 12:00 PM

*Add/Drop/Withdrawal Fees Charged

Refund Schedule for Full Semester Courses (15-Week Term: 08/28/23 – 12/14/23)

SUNY Poly will be closed 9/4/23

Date		Tuition Refund	Fee Refund
Registration to 9/5/23	(1st week)	100%	100%
9/6/23 to 9/10/23	(2nd week)	70%	0%
9/11/23 to 9/17/23	(3rd week)	50%	0%
9/18/23 to 9/24/23	(4th week)	30%	0%
9/25/23 to End of Term		0%	0%

Refund Schedule for 1st Half Semester Courses (7-Week Term: 8/28/23 – 10/17/23)

Date		Tuition Refund	Fee Refund
Registration to 9/5/23	(1st week)	100%	100%
9/6/23 to 9/10/23	(2nd week)	35%	0%
9/11/23 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7-Week Term: 10/18/23 – 12/08/23)

Date		Tuition Refund	Fee Refund
Registration to 10/24/23	(1st week)	100%	100%
10/25/23 to 10/30/23	(2nd week)	35%	0%
10/31/23 to End of Term		0%	0%

SUNY POLY

Registrar's Office • Kunsela Hall – Room A210

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