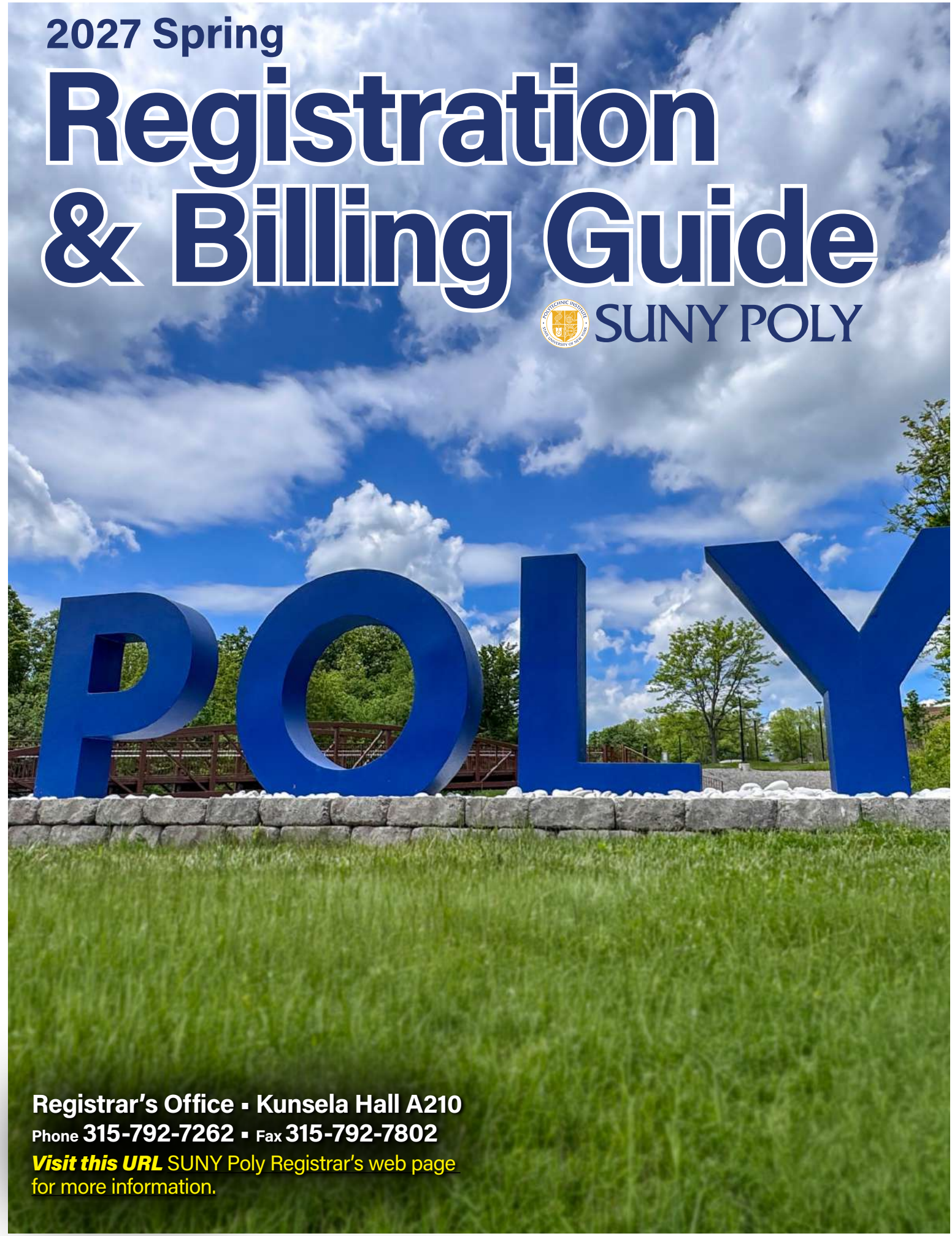
2027 Spring

Registration & Billing Guide

SUNY POLY



Registrar's Office ▪ Kunsela Hall A210
Phone **315-792-7262** ▪ Fax **315-792-7802**

Visit this URL SUNY Poly Registrar's web page for more information.

Online Registration for Returning Students

1. Go to HYPERLINK "http://www.suny.edu" www.suny.edu,select Current Students from the menu and select Banner
2. Choose Enter Secure Student Area
3. Login with your SitNet and PIN
4. Student can reach the Registration Menu from the Student Services page or from the Student & Financial Aid Menu
5. Student can choose to Register for Classes or Browse Classes
6. Students choose Prepare for Registration to view their Registrations Status
7. Students can choose to search by key fields or use the Advanced Search option
8. In Register for Classes, student can search for classes, enter CRNs, and view their schedules
9. 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.
10. Once registered, select the Return to Menu link, then Student Detail Schedule
11. Carefully check your registration. **You are responsible for the accuracy of your registration.** You can print your schedule here.
12. 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 Spring 2027 is January 8, 2027. 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.sunypoly.edu*** after any change is made (registration, add/drop, or withdrawal). This is to ensure you are registered for the correct class sections and number of credit hours. Classroom assignments often change during the first two weeks of the semester. Verify your schedule often so you are aware of any changes.

Final Grades are Posted Online Only

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

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, Brightspace 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.

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

Change of Address: Please check your address information in Banner Web under the Personal Information menu. You will have a permanent address (your official address of record), a mailing address (an off-campus address where you are living for the purpose of attending class), or a local campus address (an on-campus address). You may update your mailing address directly on the Web. Changes to your



permanent or local campus address (where you are living during the academic school year) must be made by contacting the Registrar's Office at 315-792-7262 or by completing an address change 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 Registar'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 is due by August 7 and spring admission is due by January 7, 2027.

The preferred method for submission for mandatory health requirements is through the Wildcat Wellness Student Portal at ***myhealth.sunypoly.edu*** by logging in with your SUNY Poly email and password. You may also mail to the SUNY Poly, Wellness Center, 100 Seymour Road, Utica, NY 13502, or fax documents to 315-792-7371.

Please allow 1-3 business days for documents to be reviewed and marked as complete for immunization compliance.

Contact the Wellness Center, 315-792-7172 or email wellnesscenter@sunypoly.edu for more information or with questions.

Upon receipt of your tuition deposit, you will receive access to the Enrollment Portal which includes the mandatory health requirements checklist. You may obtain required forms through the student wellness portal or on the Wellness Center website. Please note that student athletes and nursing students have specific, additional health requirements. Please contact the respective department for details.

Immunizations

Students must comply with NYS Public Health Requirements , otherwise an immunization hold will be placed on the student account and after 30 days from the start of the academic semester students will be withdrawn from all classes.

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 as well as students who are in 100% online designated classes **and** who do not live on campus.

Documentation Required:

Measles: Two dates of immunization, with the first dose on or after the 1st birthday and the second dose at least 28 days apart

Mumps: One date of immunization on or after the 1st birthday

Rubella: One date of immunization on or after the 1st birthday

or date and serological positive proof of immunity to measles, mumps and rubella through blood titers; **or** statement from the diagnosing physician that the student has had measles and/or mumps disease.

Meningitis – NYS Health Law §2167 requires that all new students have either had the meningococcal vaccine within the last 5 years **or** acknowledge receiving information about meningococcal disease and vaccination and decline. ***Students who are 100% online and do not reside on campus are exempt from this requirement.***

Documentation Required

Meningococcal immunization within the past 5 years (1 dose of meningococcal ACWY vaccine within the last 5 years **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 document.

Health History & Physical Examination

All students taking 12 or more credits must provide a physical examination (with complete review of systems) completed by a medical provider and signed or stamped within the last 2 years. A physical exam is required for all part-time students that utilize services at the Wellness Center and all residential students. Any student under the age of 18 years old must have the Consent for Medical Care section signed by a parent or legal guardian to provide authorization for medical services at the Wellness Center. You may use the SUNY Poly Health History & Physical Examination Form or submit a physical exam completed by your health care provider.

Medical Insurance

Domestic Students – The SUNY Poly Wellness Center does not offer a university plan for domestic students but strongly encourages that all students have adequate health insurance coverage. For students needing assistance with obtaining health insurance please go to the NYS Official Plan Marketplace to shop for, compare and enroll in a health insurance plan. For more information on the NY State Health Plan Marketplace:

https://nystateofhealth.ny.gov/

If you need additional assistance, Health Insurance Navigators are an excellent resource.

https://info.nystateofhealth.ny.gov/NavigatorDirectory

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.

For more information: Medical Insurance - International Students
https://sunypoly.edu/student-life/student-resources/wellness-center/health-requirements-medical-insurance-information/medical-insurance-international-students.html

Questions?

Call the Wellness Center at 315-792-7172, or email ***wellnesscenter@sunypoly.edu***,or send a secure message to the staff through the Wildcat Wellness student portal:

myhealth.sunypoly.edu



Online & Hybrid Courses

Online and hybrid courses are delivered on the SUNY Learning Network on the Brightspace system and open one week prior to the first day of class.

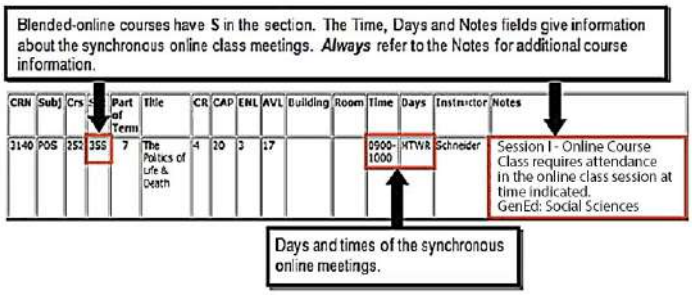
Go to online learning page for more information.

User accounts: The SITNet ID is required to log in to Brightspace, 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); 40 = Albany
Lab course section numbers now include a letter Bio 101-10A, check notes to dertermine 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, Kunsella, Cayan Library
Other sites: HVCC

Room — Room number

Instructor — Instructor's last name or TBD *(to be determined)*

Notes

Online Course — ***Online course in Brightspace. Log in with SITNet ID.***

Hybrid Course — ***Hybrid course meets in-person and online in Brightspace. Log in with SITNet ID.***

Online courses

CRN	Subj	Crs	Sec	CR	Title	Bldg	Room	Time	Days	Instructor	Notes
2254	STA	100	35W	4	Statistical Methods	DONOVN	2149	1040-1150	MWF	Gazak	

Hybrid courses

CRN	Subj	Crs	Sec	CR	Title	Bldg	Room	Time	Days	Instructor	Notes
2117	STA	100	01H	4	Statistical Methods					Gazak	
2148	NUR	313	01S	4	Theor Bases-Prof Nursg Practi	OFCAMP		0900-1250	T	Price	

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.

SPRING 2027
REGISTRATION / BILLING / PAYMENT INFORMATION

* **November 9-13, 2026 Advance Web Registration** is by assigned time for currently enrolled students only.

* New degree students for spring 2027 register by invitation only during special orientation programs.

* Students wishing to enroll as a non-matriculated student for spring 2027 must complete a Non-Matriculated Student Application at https://www.sunypoly.edu/non-degree/application-registration.html

WEB REGISTRATION

Monday, November 9, 2026 through Monday, January 25, 2027
(Web registration is available to currently registered students or former students with a UserID and PIN.)

REGISTRATION THROUGH THE REGISTRAR'S OFFICE

Tuesday, January 26, 2027 through Monday, February 1, 2027
All registration changes must be made through the Registrar's Office beginning Tuesday, January 26. Payment or valid deferral is required at the time of registration starting Friday, January 8, 2027. A late fee of $40 will be charged beginning Friday, January 8 for returning students.

Late Registration begins Friday, January 8, 2027 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 26, 2027. ******

BILLS: E-mail notification regarding your spring 2027 billing statements will be sent to your SUNY Poly e-mail address every Monday beginning November 16th. All payments are due by January 8, 2027 regardless of registration or bill date.

PAYMENT DUE: Friday, January 8, 2027. Remittance confirmation is required of all students. Payment or valid deferral must be received by (not postmarked by) the close of business on Friday, January 8, 2027.

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 2027 CLASSES BEGIN Tuesday, January 19******

Spring 2027
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	9,360/sem.	780/cr.hr.
Resident Grad	5,655/sem.	471/cr.hr.
Non-Resident Grad	12,490/sem.	1,041/cr.hr.
Resident MBA	7,615/sem.	635/cr.hr.
Non-Resident MBA	12,935/sem.	1,078/cr.hr.

OOS Tuition: *(OOS=Out of State)*	**Full-Time**	**Part-Time**
OOS Online Undergrad	$4240/sem.	$353/cr.hr.
OOS Online Grad	6,785/sem.	565/cr.hr.
OOS Online MBA	9,140/sem.	762/cr.hr.
Resident DNP	12,810/sem.	1,068/cr.hr.
OOS Online DNP	15,370/sem.	1,281/cr.hr.

Mandatory Fees:

Undergraduate & Grad Comprehensive Student Fee

Utica..... $754/sem..... $62.46/cr.hr. *(plus applicable sales tax)*

Parking Fees:

Mandatory if parking a vehicle on campus..... $55.00 ..... $27.50

Spring 2026 Semester

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.

Spring 2027
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. Offices may close at noon on Fridays, May through mid-August.



SUNY POLYTECHNIC INSTITUTE
COMPREHENSIVE ACADEMIC CALENDAR: UNDERGRADUATE/GRADUATE
SPRING 2027 SEMESTER

December 15	Tue	Deadline for Readmission in Good Standing for Spring 2027
January 8	Fri	Spring 2027 Payment Due
		$40 Late Fee to Register for Spring 2027 Courses Begins for Returning Students
January 19	Tue	**ALL CLASSES BEGIN**
		Please Refer to Campus Refund Policy on the Reverse Side
		Add/Drop Begins - No Fees Charged
January 26	Tue	Banner Web Closed for Spring 2027 Registration Changes
		All Registration Changes Must Be Made Through the Registrar's Office
		Tuition and Fee Liability Begins for All Registered Students. Please Refer to Campus Refund Policy on the Reverse Side
		Add/Drop Fees Begin
		(Students Must Obtain Instructor's Approval to Add a Course)
		$40 Late Fee Charged to ALL Students Registering for Spring 2027
February 1	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
February 2	Tue	Withdrawal (W Grade) from Courses Begins
March 5	Fri	Last Day of Classes for First Half Semester Courses
March 8	Mon	First Day of Classes for Second Half Semester Courses
		(Next page for Calendar)
March 14-21	Sun-Sun	**SPRING BREAK**
March 22	Mon	Classes Resume
		Mid-semester Grades Due
		Incomplete Grades from Fall 2026 Revert to "F" Grades
April 1	Thur	Last Day to File for August 2027 Graduation
April 5-9	Mon-Fri	Advance registration – Summer and Fall 2027
		(Matriculated Students: See Academic Department for Advising)
April 30	Fri	**CLASSES END**
		Last Day to Officially Withdraw (W Grade) from Courses
May 3	Mon	Final Exams Begin
May 6	Thu	Final Exams End
May 8	Sat	Commencement Activities
May 11	Tue	Final Grades Due – Noon
June 1	Tue	Last Day to File for December 2027 Graduation

1. **LATE REGISTRATION** begins on January 8, 2027 and a late registration fee of $40 will be charged for returning students approved to register on or after that date. Beginning January 26, 2027, 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 (1/26/27), students will be charged an add fee of $20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE** in order to register. Add/Drop Form.

3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (1/26/27), 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 2/1/27) Add/Drop Form.. Students cannot drop their last class via banner web. Dropping **all** classes (beginning on the first day of class) constitutes a withdrawal from SUNY Poly. This can only be accomplished by completing the withdrawal form found on the Registrar's Office forms.

4. Officially withdrawing from a course beginning the third week of classes (2/2/27) through the last day of class instruction (4/30/27), will result in a **W** grade being assigned. If the student has completed or viewed the final exam, they are ineligible to withdraw. There is a $20 fee to process a withdrawal. withdrawal form

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

6. **MAY 2027 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF NOVEMBER 1, 2026. CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**

HALF SEMESTER COURSE CALENDAR
SPRING 2027

FIRST SEVEN WEEKS:

January 8	Fri	$40 Late Fee to Register for Spring 2027 Courses Begins for Returning Students
January 19	Tue	Classes Begin
		Add/Drop Begins
January 25	Mon	Last Day to Add/Register for Courses
		Last Day to Drop Without Academic Record
		Add/Drop Fees Begin
January 26	Tue	Withdrawal (W Grade) from Courses Begins*
March 5	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
		Last Day of Classes for First Half Semester Courses

SECOND SEVEN WEEKS:

March 8	Mon	Classes Begin
March 14-21	Sun-Sun	**SPRING BREAK**
		Add/Drop Begins
March 16	Tue	Last Day to Add/Register for Courses*
		Last Day to Drop Without Academic Record*
March 17	Wed	Withdrawal (W Grade) from Courses Begins*
March 22	Mon	Classes Resume
April 30	Fri	Last Day to Officially Withdraw (W Grade) from Courses*
		Last Day of Classes for Second Half Semester Courses

fees apply

Refund schedule for 15 week term: 01/19/27 – 4/30/27

Date		**Tuition Refund**	**Fee Refund**
Registration to 1/25/27	(1st week)	100%	100%
1/26/27 to 02/01/27	(2nd week)	70%	0%
2/02/27 to 2/08/27	(3rd week)	50%	0%
2/09/27 to 2/15/27	(4th week)	30%	0%
2/16/27 to End of Term		0%	0%

Refund schedule for 1st Half Semester Courses (7 week term) 01/19/27 – 03/05/27

Date		**Tuition Refund**	**Fee Refund**
Registration to 1/25/27	(1st week)	100%	100%
1/26/27 to 2/01/27	(2nd week)	35%	0%
2/02/27 to End of Term		0%	0%

Refund Schedule for 2nd Half Semester Courses (7 week term) 03/08/27 –04/30/27

Date		**Tuition Refund**	**Fee Refund**
Registration to 3/14/27	(1st week)	100%	100%
3/15/27 to 3/21/27	(2nd week)	35%	0%
3/22/27 to End of Term		0%	0%



SUNY POLY

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