Registration & Billing Guide

Summer/Fall 2021
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 2021 is Friday, August 6. Course registrations and/or housing assignments are not guaranteed if payment or valid deferment 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](http://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](http://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 Credentials, Inc. to accept online transcript orders. All official and unofficial transcript requests must be placed online through Credentials, Inc. To order an official or unofficial transcript, please
log in to your Banner Web Account or visit www.sunypoly.edu/student-life/student-resources/registrar/transcript-request. If you are uncomfortable placing an online order, you can call Credentials Inc. at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the phone. Processing time is subject to Credentials Inc. 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, 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 Offices, Wellness Center, Forms. Student athletes and College of Health Sciences 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.) Meninogoccal meningitis – NYS Health Law §2167 requires all on or off campus students have either had the meninogoccal vaccine or acknowledged receiving information about meninogoccal 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 meninogoccal disease risks and refusal of meningococcal meningitis immunization signed by the student (or student’s parent/guardian if under 18 years old).

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

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

Documentation Required:

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

3. Medical Insurance: SUNY Poly mandates that all students registered for 12 or more credits or 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

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<td>2117</td>
<td>STA</td>
<td>100</td>
<td>35W</td>
<td>4</td>
<td>Statistical Methods</td>
<td>OFCAMP</td>
<td>0900-1230</td>
<td>T</td>
<td>Price</td>
<td>Online Course Visit: <a href="http://www.sunypoly.edu/academics/suny-poly-online-learning">www.sunypoly.edu/academics/suny-poly-online-learning</a></td>
<td></td>
</tr>
<tr>
<td>2148</td>
<td>NUR</td>
<td>313</td>
<td>01H</td>
<td>4</td>
<td>Theor Bases-Prof Nurs PracI</td>
<td>OFCAMP</td>
<td>0900-1230</td>
<td>T</td>
<td>Price</td>
<td>Online Course Visit: <a href="http://www.sunypoly.edu/academics/suny-poly-online-learning">www.sunypoly.edu/academics/suny-poly-online-learning</a></td>
<td></td>
</tr>
</tbody>
</table>
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 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.

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.
Summer/Fall 2021 Tuition & Fees

Tuition and fees are subject to change without notice.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Undergrad</td>
<td>$3,535/sem.</td>
<td>$295/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Undergrad</td>
<td>8,490/sem.</td>
<td>708/cr.hr.</td>
</tr>
<tr>
<td>Resident Grad</td>
<td>5,655/sem.</td>
<td>471/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident Grad</td>
<td>11,550/sem.</td>
<td>963/cr.hr.</td>
</tr>
<tr>
<td>Resident MBA</td>
<td>7,500/sem.</td>
<td>625/cr.hr.</td>
</tr>
<tr>
<td>Non-Resident MBA</td>
<td>12,195/sem.</td>
<td>1016/cr.hr.</td>
</tr>
</tbody>
</table>

Mandatory Fees:

Undergraduate Comprehensive Student Fee
Utica .................. 731.50/sem. 60.59/cr.hr.
Albany .................. 711.50/sem. 58.92/cr.hr.

Graduate Comprehensive Student Fee
Utica .................. 731.50/sem. 60.59/cr.hr.
Albany .................. 711.50/sem. 58.92/cr.hr.

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

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

Summer/Fall 2021 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 2021**

**REGISTRATION / BILLING / PAYMENT INFORMATION**

* April 12 - April 16, 2021 **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 12 to Monday, May 31, 2021  
(Web registration is available to currently registered students or former students with a UserID and PIN.)

### IN PERSON REGISTRATION – Registrar’s Office

Monday, April 19 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 21, 2021.

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

Monday, April 19 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 21, 2021.

### BILLS:

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

### PAYMENT DUE:

Friday, MAY 21, 2021. 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 21, 2021.

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: JUNE 1 / SESSION II: JUNE 29**  
**FULL TERM: JUNE 1**  
**11 WEEK RESEARCH SESSION: JUNE 1**  
**6 WEEK FIRST HALF JUNE 1 / 6 WEEK SECOND HALF JULY 5**
SUNY POLYTECHNIC INSTITUTE
2021 SUMMER SESSION CALENDAR

FULL TERM (8-Week Term: June 1 – July 27)
May 21 (Fri) Payment or Valid Deferral for summer must be received by end of business day
May 31 (Mon) Last Day to Register Online for summer 2021
MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
June 1 (Tue) Classes Begin
June 7 (Mon) Last Day to Add/Register for Courses
Last Day to Drop Without Academic Record *
June 8 (Tue) Withdrawal (W Grade) from Courses Begins *
July 2 (Fri) Last Day to Officially Withdraw (W Grade) from Courses *
July 27 (Tue) Classes End
August 1 (Sun) Deadline for Fall Readmission Application
August 2 (Mon) Final Grades are due by 12:00 PM

SESSION I (4-Week Term: June 1 – June 28)
May 21 (Fri) Payment or Valid Deferral for summer must be received by end of business day
May 31 (Mon) Last Day to Register Online for summer 2021
MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
June 1 (Tue) Classes Begin
June 2 (Wed) Last Day to Add/Register for Courses
Last Day to Drop Without Academic Record *
June 3 (Thur) Withdrawal (W Grade) from Courses Begins *
June 14 (Mon) Last Day to Officially Withdraw (W Grade) from Courses *
June 28 (Mon) Classes End
July 2 (Fri) Final Grades are due by 12:00 PM
August 1 (Sun) Deadline for Fall Readmission Application

SESSION II (4-Week Term: June 29 – July 27)
May 21 (Fri) Payment or Valid Deferral for summer must be received by end of business day
May 31 (Mon) Last Day to Register Online for summer 2021
June 29 (Tue) Classes Begin
June 30 (Wed) Last Day to Add/Register for Courses
Last Day to Drop Without Academic Record *
July 1 (Thur) Withdrawal (W Grade) from Courses Begins *
July 12 (Mon) Last Day to Officially Withdraw (W Grade) from Courses *
July 27 (Tue) Classes End
August 1 (Sat) Deadline for Fall Readmission Application
August 2 (Mon) Final Grades are due by 12:00 PM

* Add/Drop, Late Registration, Withdrawal Fees Charged. See Page 2 for Registration dates and Refund Schedule.
2021 SUMMER REGISTRATION INFORMATION

Advance registration (April 12 – April 16) is for currently enrolled students on a first come, first served basis.

CONTINUOUS REGISTRATION FOR ALL STUDENTS:

REGISTER BY WEB April 12 - May 31. Electronic notification of your bill will be sent to your SUNY Poly email every Friday beginning April 16, 2021. Payment or valid deferral are due, regardless of registration or bill date, by Wednesday, May X, 2021. 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 Registration Form found on the Registrar’s webpage. Electronic notification of your bill will be sent via your SUNY Poly email every Friday beginning April 16, 2021. Payment or valid deferral are due, regardless of registration or bill date, by Friday, May 21, 2021 or at the time of registration thereafter.

Refund Schedule for Full Term (8-Week Term: 6/01/21 - 7/27/21)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Charged</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 06/07/2021</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>06/08/2021 to 06/14/21</td>
<td>60%</td>
<td>100%</td>
</tr>
<tr>
<td>06/15/2021 to 06/21/21</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>06/22/2021 to End of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Refund Schedule for Session I (4-Week Term: 6/01/21 - 6/28/21)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Charged</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 06/02/2021</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>06/03/2021 to 06/07/2021</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>06/08/2021 to End of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Refund Schedule for Session II (4-Week Term: 6/29/21 - 7/27/21)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Charged</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 06/30/2021</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>07/01/21 to 07/05/21</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>07/06/21 to End of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
SUNY POLYTECHNIC INSTITUTE
FIRST 6 WEEK SUMMER SESSION CALENDAR
2021

SIX WEEKS: 6/01/2021 – 7/09/2021
May 21 Payment or Valid Deferral for summer 2021 must be received
May 31 Mon Last Day to Register Online for summer 2021
MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
June 1 Tue Classes Begin
June 7 Mon Last Day to Add/Register for Courses
Last Day to Drop Without Academic Record *
June 8 Tue Withdrawal (W Grade) from Courses Begins *
June 25 Fri Last Day to Officially Withdraw (W Grade) from Courses *
June 25 Fri Last Day to Officially Withdraw (W Grade) from Courses *
July 9 Fri Classes End
July 13 Tue Final Grades are due by 12:00 PM

*Add/Drop, Late Registration, Withdrawal fees charged

Refund Schedule for S Session (6-Week Term: 6/01/2021 – 7/09/2021)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Charged</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 06/07/2021</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>06/08/2021 to 06/14/2021</td>
<td>70%</td>
<td>100%</td>
</tr>
<tr>
<td>06/15/2021 to End of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

SUMMER REGISTRATION INFORMATION

REGISTRATION FOR ALL STUDENTS:

REGISTER BY WEB April 12 – May 31.

REGISTER BY FORM: The Registration form is submitted to the Registrar’s Office, registrar@sunyoly.edu to add classes until the last day to add according to the calendar for session you are enrolling in.

STUDENTS ENROLLING FROM ANOTHER COLLEGE will be required to complete a non-matriculated student application.

Electronic notification of your bill will be sent every Friday beginning April 16, 2021 through the start of the semester. Payment or valid deferral are due by the start of classes for the session.
SUNY POLYTECHNIC INSTITUTE
SECOND 6 WEEK SUMMER SESSION II CALENDAR
2021

SIX WEEKS: 7/05/21 – 8/13/21
May 21 Payment or Valid Deferral for summer 2021 must be received
May 31 Mon Last Day to Register Online for summer 2021
MEMORIAL DAY HOLIDAY – CAMPUS CLOSED
July 5 Mon Classes Begin
July 9 Fri Last Day to Add/Register for Courses
Last Day to Drop Without Academic Record *
July 13 Tue Withdrawal (W Grade) from Courses Begins *
July 30 Fri Last Day to Officially Withdraw (W Grade) from Courses *
Aug 13 Fri Classes End (Make up day for Memorial Day Holiday)
Aug 17 Tue Final Grades are due by 12:00 PM

*Add/Drop, Late Registration, Withdrawal fees charged

Refund Schedule for S Session (6-Week Term: 7/05/2021 – 8/13/2021)

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Charged</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 07/11/2021</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>07/12/2021 to 07/18/2021</td>
<td>70%</td>
<td>100%</td>
</tr>
<tr>
<td>07/19/2021 to End of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

SUMMER REGISTRATION INFORMATION

REGISTRATION FOR ALL STUDENTS:

REGISTER BY WEB April 12 – May 31.

REGISTER BY FORM: The Registration form is submitted to the Registrar’s Office, registrar@sunyoly.edu to add classes until the last day to add according to the calendar for session you are enrolling in.

STUDENTS ENROLLING FROM ANOTHER COLLEGE will be required to complete a non-matriculated student application.

Electronic notification of your bill will be sent every Friday beginning April 16, 2021 through the start of the semester. Payment or valid deferral are due by the start of classes for the session.
**Fall 2021**

**Registration/Billing/Payment Information**

* April 12 – April 16, 2021. Advance Web Registration is by assigned time for currently enrolled matriculated students only.

* New degree students for fall 2021 register by invitation only during special orientation programs.

**Web Registration**
Monday, April 12 through Monday, September 6, 2021. (Web registration is available to currently registered students or former students with a UserID and PIN.)

**In Person Registration – Registrar’s Office**
Monday, April 19 through Monday, September 13, 2021. Payment or valid deferral is required at the time of registration indicated on the academic calendar. A late fee of $40 will be charged beginning Friday, August 6, 2021 for returning students.

**Telephone Registration – (315) 792-7262**
Monday, April 19 through Monday, September 13, 2021. Payment or valid deferral is required at the time of registration indicated on the academic calendar. A late fee of $40 will be charged beginning Friday, August 6, 2021 for returning students.

Late registration for returning students begins Friday, August 6, 2021 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 7, 2021. ****

**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 2021 CLASSES BEGIN MONDAY, AUGUST 30, 2021***
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Sun</td>
<td>Deadline for readmission in good standing for Fall 2021</td>
</tr>
<tr>
<td>August 6</td>
<td>Fri</td>
<td>Fall 2021 Payment Due</td>
</tr>
<tr>
<td>August 30</td>
<td>Mon</td>
<td>$40 Late Fee to Register for Fall 2021 Courses Begins for Returning Students</td>
</tr>
<tr>
<td>September 6</td>
<td>Mon</td>
<td>ALL CLASSES BEGIN</td>
</tr>
<tr>
<td>September 7</td>
<td>Tue</td>
<td>LABOR DAY HOLIDAY - College Closed for ALL Business/No Classes</td>
</tr>
<tr>
<td>September 13</td>
<td>Mon</td>
<td>Last Day to Add/Register for Courses</td>
</tr>
<tr>
<td>September 14</td>
<td>Tue</td>
<td>Withdrawal (W Grade) from Courses Begins</td>
</tr>
<tr>
<td>October 9-12</td>
<td>Sat-Tue</td>
<td>Mid-Semester Break</td>
</tr>
<tr>
<td>October 20</td>
<td>Wed</td>
<td>First Day of Classes for First Half Semester Courses</td>
</tr>
<tr>
<td>October 21</td>
<td>Thu</td>
<td>First Day of Classes for Second Half Semester Courses</td>
</tr>
<tr>
<td>November 1</td>
<td>Mon</td>
<td>Last Day to File for May 2022 Graduation</td>
</tr>
<tr>
<td>November 8</td>
<td>Mon</td>
<td>Last Day to Officially Withdraw (W Grade) from Courses</td>
</tr>
<tr>
<td>Nov 15-19</td>
<td>Mon-Fri</td>
<td>Advance Registration - Spring 2022</td>
</tr>
<tr>
<td>Nov 24-28</td>
<td>Wed-Sun</td>
<td>THANKSGIVING HOLIDAY RECESS</td>
</tr>
<tr>
<td>Nov 25-28</td>
<td>Thur-Sun</td>
<td>College Closed for ALL Business</td>
</tr>
<tr>
<td>November 29</td>
<td>Mon</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 10</td>
<td>Fri</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 13</td>
<td>Mon</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>December 15</td>
<td>Wed</td>
<td>Deadline for spring 2022 readmission for students in good standing</td>
</tr>
<tr>
<td>December 16</td>
<td>Thu</td>
<td>Final Exams End</td>
</tr>
<tr>
<td>December 21</td>
<td>Tues</td>
<td>Final Grades Due – 12:00 PM</td>
</tr>
</tbody>
</table>

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

1. **LATE REGISTRATION** begins August 6, 2021 and a late registration fee of $40 will be charged for returning students approved to register beginning that date. Beginning September 7, 2021, 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 (09/07-09/13/21), students will be charged an add fee of $20 and must also **OBTAIN THE INSTRUCTOR'S SIGNATURE**

3. **DROPPING** classes occurs through the first week without charge. Starting the second week of classes (09/07-09/13/21), 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 09/13/20). STUDENTS CAN NOT DROP THEIR LAST CLASS VIA BANNER WEB. DROPPING ALL CLASSES (BEGINNING ON THE FIRST DAY OF CLASSES) CONSTITUTES A WITHDRAWAL FROM SUNY POLY AND CAN ONLY BE ACCOMPLISHED BY COMPLETING THE WITHDRAWAL FORM FOUND ON THE REGISTRAR’S OFFICE FORMS PAGE AND CONTACTING THE REGISTRAR’S OFFICE IN PERSON OR VIA TELEPHONE DURING BUSINESS HOURS TO WITHDRAW FROM THE COURSES.**

4. Officially dropping from a course beginning the third week of classes through the tenth week (09/14-11/08/21), will result in a W grade being assigned. There is a $20 fee to process a withdrawal form.

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

6. **POTENTIAL DECEMBER 2021 GRADUATES SHOULD HAVE ALREADY APPLIED TO GRADUATE AS OF JUNE 1, 2021. CONTACT THE REGISTRAR’S OFFICE IMMEDIATELY IF YOU HAVE NOT YET APPLIED.**
HALF SEMESTER COURSE CALENDAR
FALL 2021

FIRST SEVEN WEEKS:
August 6     Fri    Fall 2021 Payment Due
August 30    Mon    $40 Late Fee to Register for Fall 2021 Courses Begins for Returning Students
                 Classes Begin
September 3   Fri    Add/Drop Begins
September 6   Mon    Last Day to Add/Register for Courses
September 7   Tue    LABOR DAY HOLIDAY - College Closed for ALL Business/No Classes
September 8   Wed    Last Day to Drop Courses Without Academic Record
October 1     Fri    Withdrawal (W Grade) from Courses Begins*
October 20    Wed    Last Day to Officially Withdraw (W Grade) from Courses*

SECOND SEVEN WEEKS:
October 21    Thu    Classes Begin
October 25    Mon    Add/Drop Begins
October 26    Tue    Last Day to Add/Register for Courses
                    Last Day to Drop Courses Without Academic Record
                    Drop Fees Begin
November 24   Wed    Withdrawal (W Grade) from Courses Begins*
December 11   Sat    Last Day to Officially Withdraw (W Grade) from Courses*
December 15   Wed    Last Day of Classes for First Half Semester Course

December 17   Sat    Last Day of Classes for Second Half Semester Courses

November 24   Wed    Deadline for Spring 2022 readmission application

*Add/Drop/Withdrawal Fees Charged

Refund Schedule for Full Semester Courses (15-Week Term: 8/30/21 – 12/16/21)
SUNY Poly will be closed 9/6/21

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Refund</th>
<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 9/7/21 (1st week)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>9/8/21 to 9/12/21   (2nd week)</td>
<td>70%</td>
<td>0%</td>
</tr>
<tr>
<td>9/13/21 to 9/19/21  (3rd week)</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>9/20/21 to 9/26/21  (4th week)</td>
<td>30%</td>
<td>0%</td>
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<tr>
<td>9/27/21 to End of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refund Schedule for 1st Half Semester Courses (7-Week Term: 8/30/21 – 10/20/21)

<table>
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<tr>
<th>Date</th>
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<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 9/7/21 (1st week)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>9/8/21 to 9/12/21   (2nd week)</td>
<td>35%</td>
<td>0%</td>
</tr>
<tr>
<td>9/13/21 to End of Term</td>
<td>0%</td>
<td>0%</td>
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</tbody>
</table>

Refund Schedule for 2nd Half Semester Courses (7-Week Term: 10/21/21 – 12/11/21)

<table>
<thead>
<tr>
<th>Date</th>
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<th>Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to 10/27/21 (1st week)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>10/28/21 to 11/3/21 (2nd week)</td>
<td>35%</td>
<td>0%</td>
</tr>
<tr>
<td>11/4/21 to End of Term</td>
<td>0%</td>
<td>0%</td>
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