

CHAPTER IV

REGISTRATION PROCESSES

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REGISTRATION

The Office of Registration and Records makes available, within published deadlines, the materials and details that concern registration following admission as a matriculated or a non-degree status graduate student. Refer to the SUNY Brockport Web site at www.brockport.edu/registrar for the most current registration information and semester schedules.

Four methods of registering for courses are available to graduate students:

Mail-in Registration

Graduate students may register by mail for the forthcoming semester. The Office of Registration and Records mails a copy of the *Schedule of Classes* to all current graduate students. The *Schedule of Classes* is also available online. This schedule includes a *Graduate Enrollment Form* to be completed by the student and returned by the stated deadline. Registrations received after the deadline cannot be processed. When the registration requests have been processed, bills are mailed to the student. Students should pay careful attention to the information included with the *Schedule of Classes* to avoid late fees and penalties.

Students are notified if their registration request cannot be processed because of closed courses or outstanding obligations that make a student ineligible to register.

Online Registration

All students are strongly encouraged to register online if possible. Online registration is available through any computer connected to the Internet. Refer to the current semester's *Schedule of Classes* for online registration instructions and dates of availability.

In-person Registration

If a graduate student does not register by mail or online, or if all requested courses are closed when the mail-in registration was received, the student may register in person. Payment of all tuition and fee charges is due at registration if the billing deadline has passed.

Registration by Fax

To register by fax, complete the *Mail/Fax-in Registration Form* located inside the printed *Schedule of Classes*, and fax the form by the printed postmark deadline, which always occurs before the start of a semester. Fax the form to (585) 395-5392.

Students will receive a bill in the mail following successful processing of the requested registration.

Note: Written departmental approval is required before submission of registration materials if the student wishes to register for a closed course.

Students must properly register and affirm enrollment by the appropriate deadline for all courses for which they expect to receive credit. Students are cautioned that simply attending classes and completing course requirements does not entitle anyone to register after the deadlines have passed or to claim credit for a course in which he or she has participated as an unregistered or a deregistered student.

Students must resolve all registration problems with the Office of Registration and Records, (585)395-2531. Questions about payment should be directed to the Bursar's Office, (585) 395-2473.

REGISTRATION FOR CREDIT OVERLOADS

Occasionally graduate students may wish to register for more than the 12 credits that normally constitute a full-time load at the graduate level. Registration for 13-15 credits for either the fall or spring semester requires departmental approval. Registration for more than 15 credits requires both departmental approval and approval by the dean of graduate studies.

At the graduate level, students may register for a maximum of 15 credits during SummerSession.

SCHEDULE ADJUSTMENTS

The student's original registration may be adjusted through procedures described in the *Schedule of Classes* and on the back of the student's *Graduate Enrollment Form*. Matriculated students wishing to make a course substitution in their Plan of Study need to fill out a *Course Substitution Form* and secure advisor approval prior to processing the schedule adjustment with Registration and Records. The student is responsible for making sure that adjustments are made accurately and by the appropriate deadlines.

Students should also be aware that schedule adjustments may affect their bills and financial aid status. The Financial Aid Office should be consulted when loans or aid awards are in question.

Schedule adjustments include the following types:

Adds

The instructor's signature is required in order to add any course after final registration. Courses may be added during the first week of a regular semester or during the first three days of a summer session.

Late Adds

Students with unusual circumstances may request faculty permission to late-add courses within dates specified in the *Schedule of Classes*. Students must obtain approval signatures on the *Graduate Enrollment Form* and return the form to the Office of Registration and Records by the specified deadline. Late add deadlines are strictly enforced. A late add fee is assessed according to guidelines outlined in the *Schedule of Classes*.

Drops

The drop period for full-semester courses is during the first four weeks of classes. The instructor's permission is not required to drop a course during this time. Courses dropped during the drop period do not appear on the student transcript.

Drops may be processed using the Online Services link from the SUNY Brockport home page at www.brockport.edu, (585) 395-2600; in person at the Office of Registration and Records; through the mail to the Office of Registration and Records, SUNY Brockport, 350 New Campus Drive, Brockport, NY 14420-2966; or by fax at (585) 395-5392. Drops by mail are processed as of the postmark date on the envelope. Drops by fax are processed by the date and time received, and the deadlines are printed in the *Schedule of Classes*.

All course drops must be processed by the Office of Registration and Records to be effective. Refunds for dropped courses are processed automatically in amounts indicated in the Tuition and Fee Refunds section of this catalog. The date that the drop was recorded in the Office of Registration and Records is used to calculate the amount to be refunded.

Withdrawals

After the drop deadline, there is a six-week period during which students may withdraw from a course by submitting a completed *Withdrawal Form* to the Registrar's Office. After the 10th week of the semester, students must document the special circumstances involved in leaving the course. Withdrawals after the 10th week require the department chair's permission and must occur prior to the last week of classes. The student must obtain a *Withdrawal Form* from the Registrar's Office, obtain the required signature, and return the form to the Registrar's Office. When the completed form is returned to the Office of Registra-

tion and Records, a \$20 withdrawal fee is assessed and a permanent grade of “W” will be posted on the student’s transcript.

Please note: WinterSession and SummerSession have an abbreviated withdrawal period.

Further details on adding, dropping or withdrawing from courses are printed in the *Schedule of Classes* and on the student’s *Graduate Enrollment Form*.

Note: Schedule adjustments become effective only when the appropriate paperwork is received and processed by the Registrar’s Office.

TRANSCRIPTS

Every graduate student who officially registers for and completes a course at SUNY Brockport has an official College transcript which becomes a record of the student’s achievements while in attendance. A student may request that his/her transcript be sent to any organization, office or agency by completing a *Transcript Request* form or by sending a signed letter of request to the Office of Registration and Records. A letter of request must include the student’s name (and any former names), Social Security Number or Banner ID number, dates of attendance, degrees awarded, and a complete address to which the transcript should be sent. A fee of \$5 is paid at the time of request for each transcript requested.

A transcript is sent to the employer/agency/organization as soon as possible, generally within 48 hours of the request. However, during the peak periods it may take up to four weeks for all transcript requests to be honored.

CHANGE OF ADDRESS OR NAME

Students should promptly report a change of name, address or Social Security Number **in writing** to the Office of Registration and Records, SUNY Brockport, 350 New Campus Drive, Brockport, NY 14420-2966. This will ensure receipt of all important graduate mailings (e.g., registration schedule and bulk mailings) and prevent problems that may arise due to an incorrect address. The Office of Registration and Records can be reached at (585) 395-2531 between 8 am-5 pm, Monday through Friday.

Diplomas are mailed to the address given on the *Application for Graduation*. Students should note that changing an address on the College records will **not** automatically change the diploma address. If the diploma address needs to be changed, the student must request it **specifically**.

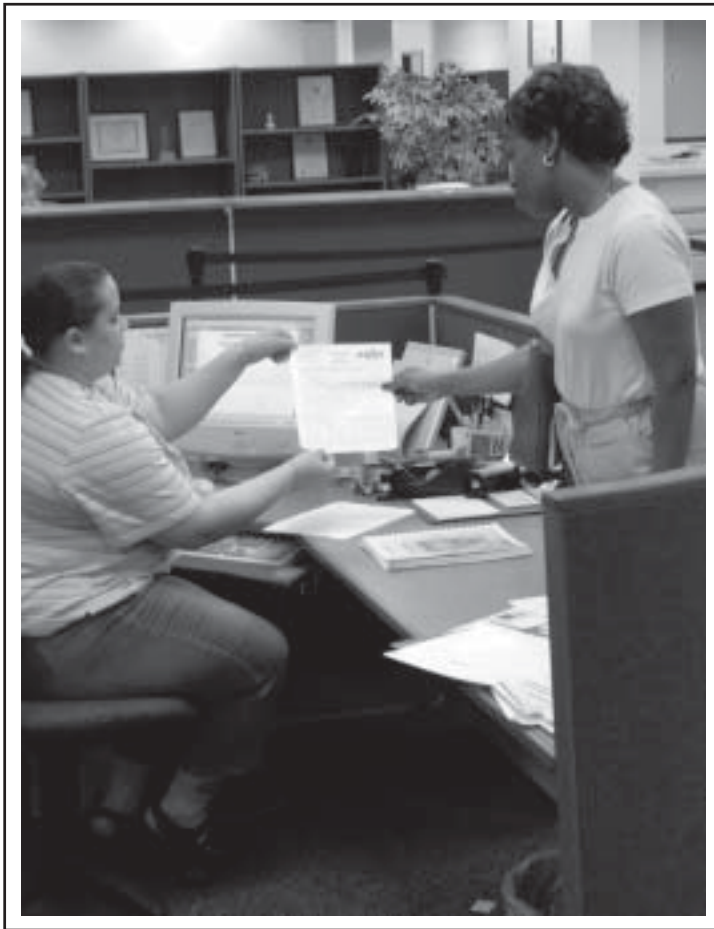
DIRECTORY INFORMATION

SUNY Brockport, in accordance with the provisions of the Family Educational Rights and Privacy Act, may disclose directory information without the written consent of the student. Directory information includes name, address, e-mail address, telephone number, date of birth, photograph, most recent previous school attended, dates of attendance, field of study, degrees, honors and award conferred, participation in officially recognized activities and sports, and height and weight of athletic team members.

SUNY Brockport uses a course management system called Angel. Through Angel, all students enrolled in a course section will see the names, e-mail addresses and photographs of their classmates unless a student has requested through the Office of Registration and Records that their directory information be withheld or choose to block access to these features of the Angel system by selecting that option from the software menu. This list of names is only available to the instructor and those enrolled in the specific class and does not provide a student’s complete course schedule.

Students may wish to avoid the release of all such information without their consent by making a request in writing to the Office of Registration and Records, SUNY Brockport, 350 New Campus Drive, Brockport, NY 14420-2966.

TUITION, FEES *and* FINANCIAL ASSISTANCE



*Financial Aid Office
Rakov Center for Student Services*

