REGISTRATION PROCESSES
CHAPTER IV

REGISTRATION PROCESSES

Registration .................................................................................................................. 33
Registration for Credit Overloads .................................................................................. 34
Schedule Adjustments ..................................................................................................... 34
Transcripts ...................................................................................................................... 35
Change of Address or Name ........................................................................................... 36
Directory Information .................................................................................................... 36
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 Office of Registration and Records Web site at www.brockport.edu/registrar for the most current registration information and semester schedules. Students should go online to Student Records prior to each registration period to check for any holds on their records that will prevent registration.

There are four methods of registering for courses available to graduate students:

Online Registration
All students are strongly encouraged to register online. Online registration is available through any computer connected to the Internet. Refer to the printed Schedule of Classes or the Registration and Records Web site at www.brockport.edu/registrar for online registration instructions and dates of availability. Students will receive a bill in the mail from the Office of Student Accounts following their successful online registration.

Mail-in Registration
Graduate students may register by mail for the forthcoming semester. The Office of Registration and Records mails a copy of the printed Schedule of Classes to all current graduate students. The Schedule of Classes includes a registration form to be completed by the student and returned to Registration and Records for processing by the published deadline. The Schedule of Classes and the registration form are also available online at www.brockport.edu/registrar. Students should pay careful attention to the dates and deadlines included in the Schedule of Classes to avoid late fees and penalties. Registrations received after the deadline cannot be processed. Students will receive a bill in the mail from the Office of Student Accounts following successful processing of the registration.

Registration by Fax
To register by fax, complete the registration form located inside the printed Schedule of Classes or from the Registration and Records Web site at www.brockport.edu/registrar, and fax the form by the printed postmark deadline, which always occurs before the start of a semester, to the Office of Registration and Records at (585) 395-5392. Students will receive a bill in the mail from the Office of Student Accounts following successful processing of the registration.

In-person Registration
If a graduate student does not register by mail, fax or online, or if all requested courses are closed when Registration and Records receives the registration form, the student may register in person at the Office of Registration and Records according to published deadlines. Office hours are 8 am - 5 pm weekdays during the academic year, and 8 am - 4 pm during winter and summer sessions. Students will receive a bill in the mail from the Office of Student Accounts following successful processing of the registration.

Note: If a course is closed, requires departmental approval, or is otherwise restricted, students may still enroll in the course if they obtain a Permission Key Number or signature from the instructor. Students registering by mail, by fax or in person must submit either the Permission Key Number or instructor’s signature with the required registration materials to Registration and Records for processing. Online registration for a closed course requires that students enter a Permission Key Number.

Students must properly register and go online to “Affirm Enrollment and Accept Financial Responsibility” by the published deadline to lock in their registration and receive credit for registered courses.

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 as soon as possible with the Office of Registration and Records,
(585) 395-2531. Questions about bills and payments should be directed to the Office of Student Accounts, (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. At the graduate level, students may register for a maximum of 15 credits during SummerSession. Registration for 13-15 credits for either the fall or spring semester requires departmental approval. Registration for 16 or more credits requires both departmental approval and approval by the dean of graduate studies. The Graduate Credit Overload Request Form can be found on the Office of Registration and Records home page at www.brockport.edu/registrar under “Forms.”

Schedule Adjustments

Students may adjust their original registrations using the adding and dropping procedures described in the Schedule of Classes and on the back of their 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 add or drop online or with Registration and Records. The student is responsible for making sure that all adjustments to their schedules are made accurately and by the appropriate deadlines.

Students should also be aware that any adjustments to their schedule 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 first week of a spring or fall semester is called the “add period”. When adding a course in person at the Office of Registration and Records, the instructor’s signature on the back of the student’s Enrollment Form is required, even if the course still shows open seats. Adds may be processed online using the Online Services link from the SUNY Brockport home page at www.brockport.edu. When adding a course online, a Permission Key Number from the instructor is required, even if the course still shows open seats. The add deadline is strictly enforced. Guidelines and dates for adding courses are published in the Schedule of Classes. Adds for winter and summer sessions have abbreviated deadlines.

**Late Adds**

Students with unusual circumstances may request faculty permission to late-add courses during the second and third weeks of a spring or fall semester. Guidelines and dates for late-adding courses are published in the Schedule of Classes. Either the instructor’s signature on the back of the enrollment form to late-add in person or a Permission Key Number from the instructor to late-add online is required. The late add deadline is strictly enforced. A $20 late-add fee is charged according to the dates specified in the Schedule of Classes. Late adds for winter and summer sessions have abbreviated deadlines.

**Drops**

The drop period for full-semester courses is during the first four weeks of a spring or fall semester. Drop deadlines are strictly enforced. The instructor’s permission is not required to drop a course during this time. Courses dropped during the drop period will not appear on the student’s transcript. Drop guidelines and deadlines are specified in the Schedule of Classes.

Drops may be processed online; in person at the Office of Registration and Records; through the mail to Registration and Records, SUNY Brockport, 350 New Campus Drive, Brockport, NY 14420-2966; or by fax to Registration and Records at (585) 395-5392. Students
must successfully drop courses online or have them processed by the Office of Registration and Records by the published drop deadline to be official. Drops by mail are processed as of the postmark date on the envelope, and drops by fax are processed by the date and time received. Refunds for dropped courses are processed automatically by the Office of Student Accounts according to the refund schedule dates and deadlines published in the Schedule of Classes. Drops for winter and summer sessions have abbreviated deadlines.

Withdrawals
After the four-week drop period has ended, students may only leave a course by withdrawing from it. From the 5th week through the 10th week, students wishing to withdraw from a course must complete and submit a Withdrawal Form to the Office of Registration and Records. Withdrawals cannot be done online. Permission to withdraw is not required through this period.

From the 11th week through the Friday before the last week of classes, permission to withdraw is required. Students wishing to withdraw from a course must submit two forms to the Office of Registration and Records: a Withdrawal Form with the department chairperson’s signature and an Explanation for Withdrawal Form documenting the special circumstances involved. Both forms can be obtained in the Office of Registration and Records or online from www.brockport.edu/registrar.

Withdrawal deadlines are strictly enforced. All withdrawals must be submitted and processed by the Office of Registration and Records to be official. A $20 fee is charged to withdraw and a permanent grade of “W” will appear on the student’s transcript. Winter and summer sessions have abbreviated withdrawal deadlines.

Consult the Schedule of Classes or the Your Right to Know & Academic Policies Handbook for further guidelines on withdrawal procedures.

Note: Schedule adjustments are official only when the student has successfully processed them online or the appropriate paperwork is received and processed by the Office of Registration and Records by the appropriate deadline.

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 make a written request to the Office of Registration and Records to have his/her transcript sent to any organization, office or agency. Please note that students should check online using the Student Records menu of the Campus Information System (Banner) for any holds on their records which will prevent them from obtaining College services, including the mailing of transcripts.

Transcript request information and forms can be found on the Office of Registration and Records Web site at www.brockport.edu/registrar. Students may also request a transcript by sending a letter of request to the Office of Registration and Records. The letter must include: the student’s current name and any former names; Social Security Number or Banner ID number; dates of attendance and any degrees awarded; whether an undergraduate or graduate transcript is requested, or both, and how many of each; the complete address to which each transcript should be sent; the student’s return address and daytime telephone number; payment in the form of a personal check, money order or credit card (VISA, MasterCard or Discover); and the student’s signature. A fee of $5.00 per official transcript must be paid at the time of the request. Unofficial transcripts are free of charge or can be obtained online from the Student Records menu. Transcript requests may be mailed to the Office of Registration and Records, SUNY College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2966 or faxed to (585) 395-5392. Faxed requests are handled in the same manner as mailed requests and are processed in the order they are received.
Transcript requests are processed as soon as possible, generally within 48 hours of receiving the request provided there are no holds on the student’s record. However, during peak periods, it may take up to four weeks for 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 Student Change of Information Form can be found under “Forms” on the Registration and Records Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Required documents and instructions are indicated on the form.

Please note: Diplomas are mailed to the address given on the Graduate Application for Graduation (Graduation Data Card - Graduate) that is available at the Office of Registration and Records or that can be found under “Forms” on the Registration and Records Web site. Students should note that changing an address on the College records will not 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 awards 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 College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2966.