



Spring 2012

Enrollment Services Registration Guide



Follow the [Self Service](#) button at www.purchase.edu/Portal/Students for the online [Course Search](#)

Web registration at www.purchase.edu

- Click '[Current Students](#)'
- Click '[Self Service](#)'
- Click '[Registration](#)'



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Purchase College

STATE UNIVERSITY OF NEW YORK

Enrollment Services

Office hours: 9am–5pm, Mon–Fri

First Floor, Student Services Building

www.purchase.edu/Departments/EnrollmentServices

251-7000



Academic Calendar

January 2012

23	M	New students move into on-campus residencies
24	T	On-Campus residences open for returning students
25	W	Spring '12 late registration (\$30 fee) for matriculated students
25	W	Classes Begin
25-31	W-T	Add/Drop Period
31	T	Last Day to submit NYS Residency Applications to Student Financial Services

February 2012

14	T	Last day to apply for Pass/No Credit (P/NC) option
20	M	President's Day: Classes are in session

March 2012

27	T	Last day to Withdraw 'W' from courses
30	T	Residence Halls close at 7pm for Spring Recess
31-4/8		Spring Recess: No Classes

April 2012

1-8		Spring Recess: No Classes
9-13	M-F	Advising Week
16	M-F	Fall '12 Advance Registration begins

May 2012

7	M	Last day to submit Aug '13 and Jan '14 graduation applications to Registrar's Office
9-15	W-T	Final Exam Week
15	T	Last day of Classes Last day for Jan '12 graduates to submit Senior or Masters Projects to the Library
16	T	On-campus residents final check-out
18	F	Commencement



Advance Registration Timetable

Advance Registration begins at your assigned day and time

Web Only: November 14-18

Advance Registration for Spring '12 begins on Monday, Nov. 14th and follows the timetable below. The number of credits you have completed determines your registration date and time. Students may register as of their date and time ticket or anytime thereafter until the last day of the Add/Drop period.

Mon., Nov. 14, 8:15am	MA, MM, and MFA students and undergraduates with 115+ completed credits
Mon., Nov. 14, 10:15am	100+ completed credits
Mon., Nov. 14, 12:15pm	95+ completed credits
Mon., Nov. 14, 2:15pm	90+ completed credits
Tues., Nov. 15, 8:15am	85+ completed credits
Tues., Nov. 15, 10:15am	80+ completed credits
Tues., Nov. 15, 12:15pm	75+ completed credits
Tues., Nov. 15, 2:15pm	70+ completed credits
Wed., Nov. 16, 8:15am	60+ completed credits
Wed., Nov. 16, 10:15am	55+ completed credits
Wed., Nov. 16, 12:15pm	50+ completed credits
Wed., Nov. 16, 2:15pm	40+ completed credits
Thur., Nov. 17, 8:15am	35+ completed credits
Thur., Nov. 17, 10:15am	30+ completed credits
Thur., Nov. 17, 12:15pm	23+ completed credits
Thur., Nov. 17, 2:15pm	12+ completed credits
Fri., Nov. 18, 8:15am	Any completed credits
Fri., Nov. 18, 10:15am	0 completed credits

Web Add/Drop

Add/Drop over the web through Jan. 31st

Initial Spring 2012 registrations processed starting Wed, January 25th are late registrations and require a \$30.00 late fee.



Web Registration

Self Service

- Go to www.purchase.edu/Portal/Students/ and click the Self Service button
- Click on [Registration](#).
- Enter your e-mail account (*firstname.lastname*) and your password.
- Choose the semester you are registering for and click **Continue**.
- Enter your **Advisor Access Code**, if necessary, and click **Continue**.
- Enter the course and section number and click on **Add Course**.

Course	Section	IAC Code
BB11550	60	
- To release a course from your schedule, click the **Drop** button next to the course, then click **Process Drop**.

Add Course

- After you have assembled your schedule, click **Continue for Confirm**.

View Weekly Schedule

Continue for CONFIRM

Current Schedule: To drop a course, click its 'Drop' button, then click 'Process Drop' ('Cancel Drop' to undo)

Cancel Drop

Process Drop

Course.Section	Course Title	Credits	Lab Fee	Non-Credit Fee	Registered	
BB11550. 60	GENERAL BIOLOGY I	4.0	0	0	add pending	Drop

- Review your schedule to make sure it is correct.
- Re-enter your e-mail password and click **Confirm**.
This processes your registration.

Return to Add/Drop

View Weekly Schedule

Confirm - Complete Registration

Password:

- View your weekly schedule click **View Weekly Schedule**.
- Close all browser windows to ensure your privacy.
- Check your Purchase e-mail account for confirmation of your course registration. If you did not receive an email, you may not have confirmed your schedule. If you have any questions regarding the system, or should you encounter problems when using the system, call the Registrar's Office during business hours at (914) 251-7000.

YOU MUST CONFIRM YOUR REGISTRATION BY ENTERING YOUR PASSWORD OR IT WILL NOT BE PROCESSED.



Keys to a Successful Registration

- √ Check your PC email regularly. It's college policy to read it frequently.

During Advising Week

- √ Check for flags that will prevent you from registering. Clear up any outstanding balances (library fines, health services fees, etc). Look up flags by using the [Self Service](#) button at www.purchase.edu/Portal/Students.
- √ Meet with your advisor. Discuss courses and obtain an Advisor Access Code (AAC) for registration. Don't know who your advisor is? Contact the Advising Center at x3990.
- √ Obtain any Instructor Access Codes (IACs) for courses that require permission of instructor
- √ Know the day and time that you can begin registering.
- √ Web registration directions are located on page 5.



Registration Procedures

ADVANCE REGISTRATION

Spring 2012 Advance Registration will take place Mon - Fri., November. 14–18. See the Advance Registration Timetable on page 4 for your registration day and time.

If you register in person, the following are required for registration:

- Completed [Registration Form](#) (with applicable access codes). Every course, including those on [Special Course Contract](#) forms, must be on the Registration Add/Drop Form.
- Completed Special Course Contracts (must have appropriate signatures).

ADD/DROP

Web Add/Drop: through Friday, 1/31.

In-person Add/Drop: Wednesday, Jan. 25th through Tuesday, Jan. 31st, 9:00am - 5:00pm, weekdays only.

BEFORE YOU REGISTER

Develop your schedule and alternates with your advisor. All students must secure an Advisor Access Code. (Liberal Studies majors are exempt from this requirement.) Please see the [2011-13 College Catalog](#) for course descriptions. See each school's web page for descriptions of new courses. It is the student's responsibility to ensure compliance with all college requirements and policies. Check the College Catalog for policy information. For more detailed instructions please visit purchase.edu/registrar, or call the Registrar's Office at 251-7000.

LATE REGISTRATION

Initial Spring 2012 registrations processed starting Wednesday, January. 25th are late registrations. All late registrations are subject to a \$30.00 late fee. Late registrations for Spring 2012 will be accepted via the web (payment by credit card), or in the Registrar's Office, Student Services, first floor, during normal business hours.

COURSE UPDATES

Please check to make sure you have seen the most recent courses. Updates in course days, times, etc., as well as course additions or cancellations can be viewed online through Student Services at <http://home.purchase.edu/currentstudents>. This is also available under the 'Course Search' link at the student services menu.

FLAGS

If you are "FLAGGED", you may not register. To find out if you are flagged, check through 'Student Services on the Web' at the [Self Service](#) menu or check with the offices that indicated they would flag you. You must clear your flag with the appropriate office(s) prior to registration.



Registration Procedures

COURSE DESCRIPTIONS

Descriptions for courses are available in the [2011-2013 Course Catalog](#). Descriptions are also available at the link for [Course Search](#) at the [Self Service](#) web page. View these by clicking on the course's number. Descriptions are also available on each conservatory or school web page.

SENIOR PROJECTS

Students register for their senior projects via the web. Obtain the IAC and section number from your senior project sponsor to register. Students should register for their senior project for two semesters, four credits for each semester.

SPECIAL COURSES

Tutorial, Independent Study, Internship, & Learning Assistantship

[Special Course Contract](#) forms are available at the Registrar's Office for students who wish to register for a Tutorial, Independent Study, or Learning Assistantship. You must plan ahead, completely fill out this form and obtain the appropriate signatures prior to registration. Enter the course number on your registration form. *Students cannot register for these courses over the web.* See Career Development for information about internships.

INTERNSHIP

An internship is a supervised work experience for which the student receives academic credit. It provides an opportunity for the student to gain experience in an area of academic study or in the fields of a student's career interest. Students must be matriculated and have completed 30 credits prior to doing an internship. The internship site placement should be arranged during the semester preceding the commencement of the internship. An extensive listing of internships is available on-line through the Career Development Center's Purchase JobScore system at www.purchase.edu/careerdevelopment. Once the internship has been secured, the student, the internship on-site supervisor, and the faculty sponsor must complete a learning contract. Purchase students are strongly encouraged to work closely with their internship site supervisors and faculty sponsors to clarify the expectations in both areas. After the internship is completed, site supervisors are asked to complete an internship evaluation form that is submitted to the student's faculty sponsor. Final grades are determined by utilizing this evaluation in conjunction with the academic project. Internships may be taken for up to 4 credits, representing 150 hours of work at the internship site. Internships are currently available to Sophomore, Junior and Senior students in the following divisions: Humanities, Natural Sciences, Social Sciences, Music, and Visual Arts.

Internship registration must be completed by the last day of the Add/Drop period for the semester during which the internship will be undertaken.

No retroactive credit will be awarded.

[Learning contracts](#) can be obtained from the Career Development Center. Additional information about securing internships and the variety of career services and programs is available through the Career Development Center (Student Services Bldg, Second Floor).



Registration Procedures

COURSE NUMBERS

Each course has a three-letter prefix, followed by four numbers. The three-letter prefix identifies the academic discipline. The four numbers identify the level: 1000-2999 = lower level; 3000-4999 = upper level; 5000-5999 = graduate level.

FINAL EXAM SCHEDULE

The Final Exam Schedule is available online at the [Registrar's Site](#).

COURSE LOADS

The minimum full-time semester workload is 12 credits for undergraduate students and 9 credits for graduate students. Certain forms of federal, state, and institutional financial aid require full-time status by the end of the add/drop period. *Only full time students are permitted to live on campus.* Students in the performing arts B.F.A and Mus.B degree programs who wish to register for more than 22 credits (up 30 per semester allowed) and students in all other undergraduate degree programs who wish to register for more than 18 credits (up to 24 per semester allowed) must obtain an overload access code. To receive overload approval for a given semester, an overload access code (OAC) must be obtained from your advisor.

COURSE CANCELLATION POLICY

The College reserves the right to cancel a course at any time. If the college cancels a course, students will be notified promptly by the appropriate school and be given an opportunity to register in another course, if possible. Students should contact their advisor or the Advising Center for assistance in enrolling in another course. If applicable, tuition and fees will be refunded upon course cancellation.

REGISTRATION FOR LIBERAL STUDIES COURSES

Non-Liberal Studies majors are welcome to enroll in Liberal Studies & Continuing Education courses on a space available basis. As many spaces as possible are opened during Advance Registration. Any remaining spaces will be opened for the Add/Drop period, but many courses will already have closed. Please note that Liberal Studies & Continuing Education professors **cannot** give you permission to enroll in their course, approval must come from the School of Liberal Studies & Continuing Education. Please note that Liberal Studies courses may be subject to additional fees or cancellation.

THE SUNY LEARNING NETWORK (SLN)

The SLN is a consortium of SUNY campuses who have joined together to offer graduate and undergraduate courses on-line. Credits earned in the program may be transferable, for all matriculated students, check with your advisor prior to registration. Call 800-875-6269 or visit www.sln.suny.edu/sln for more information.



Registration Procedures

MANHATTANVILLE COLLEGE

In order to register at Manhattanville College, you must be a matriculated student at Purchase College and be registered for at least twelve credits offered by Purchase. Request permission to enroll in these courses at the Registrar's Office. Only ten students will receive permission each semester.

For all Manhattanville courses, students must register at both Purchase and Manhattanville and have Cross-Registration Approval form signed by both the student's advisor and the Registrar. One copy of this form must be presented to Manhattanville at the time of registration. On the Purchase registration form, include the Manhattanville course number. Purchase College retains the white copy of the Cross-Registration Approval form.

Purchase College students registering for teacher education course work at Manhattanville College will be charged the regular Manhattanville College tuition fee plus a registration fee at Manhattanville. Non-teacher education courses at Manhattanville do not require additional tuition, but a registration fee is charged. Spaces are limited. Manhattanville Business, Management, Computers, Studio Arts, Economics, Certification courses, and Independent Study courses are not available to Purchase College Students.

PASS/NO CREDIT OPTION

Students may select any one course of their elective work per semester on a P/NC basis subject to the following provisions:

- * General education courses cannot be taken on a P/NC basis.
- * Courses required for a student's major may not be taken on a P/NC basis. If a student is required to take a particular course within his/her division designated as P/NC, then that student may select an additional course for the P/NC option.
- * A maximum of 32 credits of P/NC count toward graduation.
- * P/NC courses do not count towards the GPA.

Pass/No Credit forms are available in the Registrar's Office. Students must apply for a Pass/No Credit grade for the Spring 2012 term by February 14. **Forms will not be accepted after this date.**

WITHDRAWAL FROM A COURSE - THE "W" GRADE

After Add/Drop, but only until Tues., March, 27 students can withdraw from a course and receive a grade of "W" for the Spring 2012 semester. This is a grade representing withdrawal without prejudice and appears on the transcript. "W" grades are not punitive and are not calculated in the grade point average. Forms will not be accepted after this date.



Registration Procedures

Your registration for courses means you assume responsibility for paying all tuition and fees associated with your registration. Unless you drop courses or withdraw from the College by the published deadlines, you are responsible for the charges even if you did not attend a *single class*.

Enrollment Verification:

Purchase College, in affiliation with the National Student Clearinghouse is providing enrollment verifications 100% online. Go to the student services menu, click on 'View your Student Info.' In your student information there is a link 'Enrollment Verification Degree'. Click on this link and it will bring you to the National Student Clearinghouse's third party website. Click 'Obtain Current Enrollment' and a certificate listing your enrollment status and dates will come up. This is a printable certificate with a watermark on it that will be accepted at most insurance companies.

Make sure to check in! Student services has a new feature that allows you to electronically check in to college for the semester. Once you are registered, the link will appear at the top of the student services menu and it will redirect you to "view your student info". The check in button and student verification button are both stored in your student information page.

INCLEMENT WEATHER??



**CALL THE WEATHER
EMERGENCY LINE FOR
SCHOOL CLOSINGS:**

251-7500



Graduation

CHECKLIST TO A SUCCESSFUL GRADUATION

- Meet with your advisor regularly
- Supplement your major with internships, service learning, and other experiential learning opportunities.
- Know your degree requirements:
 - ** Run a Degree Progress Report from the student services menu and click on 'Degree Progress Report' <http://studentservices.purchase.edu>
 - ** Find what general education requirements you have completed by reviewing your advising transcript online at <https://www.purchase.edu/Portal/Students>, then click Self Service
- Apply for graduation the end of your junior year, see deadlines below
- Complete all necessary coursework by the end of the semester that you are a candidate for graduation.

Application for Graduation

GRADUATION APPLICATION DEADLINES

Applications for graduation are due to the Registrar's Office at the end of your junior year. Deadlines are as follows:

- August '12 graduation: due no later than Monday, December 5th, 2011
- January '13 graduation: due no later than Monday, December 5th, 2011
- May '13 graduation: due no later than May 1st, 2012

All students must submit a graduation application by the deadline date in order to graduate. The application for graduation is a copy of your Degree Progress Report signed off on by your advisor. Print out a copy of your Degree Progress Report and look it over and make sure there are no errors. Bring it to your advisor and discuss the remaining requirements you have left to graduate. Write in the course work you have left to complete on the report itself and have your advisor sign it. Bring the signed copy to the registrar's office by the deadline in order to graduate on schedule.



Boards of Study

Acting	-Irby & Stewart	Journalism	-Ross Daly
Anthropology	-Rudolf Gaudio	Language & Culture	-Gari LaGuardia
Art History	-Paul Kaplan	Liberal Studies	-Danielle D'Agosto
Arts Management	-Maria Guralnik	Literature	-Robert Stein
B. A. L. A.	-Lee Schlesinger	Math/Comp. Science	-Jeanine Meyer
Biochemistry	-Frank Bellevue	Media, Society, & Arts	-Rudolf Gaudio
Biology	-Jan Factor	New Media	-Brooke Singer
Brass	-Graham Ashton	Painting/Drawing	-Sharon Horvath
Chemistry	-Frank Bellevue	Percussion	-Dominic Donato
Cinema Studies	-Anne M. Kern	Philosophy	-Casey Haskins
Composition	-Suzanne Farrin	Photography	-Jo Ann Walters
Creative Writing	-Monica Ferrell	Piano	-Steven Lubin
Design/Technology	-Grill/Wekselblatt	Political Science	-Connie Lobur
Drama Studies	-Lenora Champagne	Printmaking	-Murray Zimiles
Dramatic Writing	-Kathleen Tolan	Psychology	-Lynn Winters
Economics	-S. O' Cleireacain	Sculpture	-Nancy Bowen
Environmental Studies	-George Kraemer	Sociology	-Chrys Ingraham
Expository Writing	-Aviva Taubenfeld	Strings	-Julia Lichten
Film	-Tim McCann	Studio Composition	-Ted Piltzecker
Graphic Design	-Warren Lehrer	Studio Production	-Joe Ferry
History	-Wayne Te Brake	Voice & Opera	-Jacque Trussel
Jazz	-Todd Coolman	Woodwinds	-Tara O'Connor
Jewish Studies	-Rachel Hallote	Women's Studies	-Elise Lemire

Student Services on the Web

Be a successful Purchase student. Use the online resources available to you at [Self Service](#).

- ✓ Check your PC email account. It's college policy to read it frequently
- ✓ Advising Transcript: Know your grades, what you are registered for, and what general education requirements have been met
- ✓ Degree Progress Report: Shows transfer credits, major requirements, and general education requirements that have been or need to be met.
- ✓ View Your Student Info: Update your contact information, view your advisor, declared major, sign up for emergency text messaging, etc.
- ✓ Course Search: View the 'live' search for courses and see the number of seats remaining in classes



Student Financial Services

Financial aid eligibility requirements currently require students to be **matriculated** (officially admitted and enrolled in a degree-granting program); **nonmatriculated** students are currently not eligible for federal or state aid. For further information, visit purchase.edu/financialaid or call Student Financial Services, (914) 251-7000.



Who is Eligible?

All students who meet the following criteria are eligible to participate in the Stafford Loan or the Parent Loan for Undergraduate Students (PLUS) programs:

- Have an official high school diploma or General Education Development (GED)
- Enroll as a matriculated student
- Registered for at least 6 credits (less than 6 may be eligible for specific programs)
- U.S. citizenship or eligible non-citizen
- Maintain satisfactory academic progress toward completion of a college degree
- Register with Selective Service, if required by Law


You are not eligible to receive financial aid if you are currently in default on student loans or owe money to the federal government for financial aid you were ineligible to receive.

Visiting Students

If you are matriculated in a degree program at another college and need financial aid to attend Purchase College as a visiting student, please consult with the financial aid office at your home institution.

**Tuition for
Spring '12
Is due
January 11th**

**You can file
your FAFSA
for Fall '12 on
January 1st**

the **LEARNING CENTER**

Free tutoring for all Purchase College students!

914.251.3997
Student Services Room 213

Mon. – Fri. 10:00 - 5:00

One-on-one tutoring sessions are available for many subjects:

Writing	Hebrew	Psychology
Math Proficiency	Italian	French
ESL	Spanish	

Writing tutors are always available to help with any phase of the writing process.

Come by and speak with a tutor about:

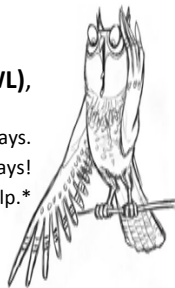
Following Assignments	Revision
Thesis Statements	Research Methods
Organizing Essays	Citation Styles
Developing Content and ideas	Grammar and Mechanics
Response Papers	...and more!

Be sure to visit the **Purchase College Online Writing Lab (OWL)**,

available through our **website**, for online help with essays.

Submit your essay and receive comments within 1 – 2 business days!

Tutors spend at least 30 minutes with each essay to provide the best possible help.*



[Visit us on the web!](#)

Call or stop by to schedule an appointment:

914.251.3996 or 914.251.3997

Email: learning@purchase.edu

**Note: Our writing tutors will not correct, proofread, or revise your work. We are here to build your writing skills by providing feedback on your essays.*

