

Spring 2019

registration information

policies and procedures

Quick Calendar: Spring 2019

Jan 22	New Student Arrival & Orientation
Jan 22	Classes Begin
Mar. 31- Apr. 7	Spring Recess
May 8-14	Final Exam Week

Campus Email Policy

Email is the college's primary means of communication between students, faculty, and staff. Messages regarding course information, important deadlines, missing documents, billing statements and other correspondence may be sent to your official Purchase email account. The college expects that such email communications will be received and read in a timely fashion. Students are responsible for the consequences of not reading communications sent to their account in a timely manner.

Registrar's Office

First Floor, Student Services Building
735 Anderson Hill Road
Purchase, NY 10577
Email: registrar@purchase.edu
Telephone: 914-251-6361
Fax: 914-251-6373

Office Hours

Monday–Friday, 9:00 am–5:00 pm

All Students are responsible for checking your schedule for errors before exiting myHeliotrope or leaving the Registrar's Office. If there are any errors, you must change them immediately. Exiting myHeliotrope or leaving the Registrar's Office denotes your acceptance of your schedule.

Students who register after January 22 will be assessed a Late Registration Fee of \$40.00.

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.

Advising Center

Second Floor, Student Services Building
735 Anderson Hill Road
Purchase, NY 10577
Email: advising@purchase.edu
Telephone: 914-251-3990
Fax: 914-251-3994

Office Hours

Monday–Friday, 9:00 am–5:00 pm

Registration Schedule – Spring 2019

Degree Undergraduate and Graduate Students

Returning Students

Where: myHeliotrope

When: November 12* through January 30 midnight

*See page 9 for detailed credit-based start dates and times

New for Spring Students

You will be contacted through your Purchase College email with instructions

Manhattanville & SUNY Cross Registrants Pre-Medical Studies students

Registration

Where: Registrar's Office

When: November 26 through January 29, 5pm

All Other Visiting Students

Where: myHeliotrope

When: January 2 through January 29, 5pm

Getting Ready

Before you begin the advising and registration process, please be sure to:

- Check your Degree Progress Report (DPR) under your myHeliotrope account. It contains valuable information including the name of your academic advisor and graduation requirements.
- Check for holds on your student record in the *Registration Status* section of myHeliotrope. These holds impact on the ability of a student to register or to receive official transcripts. ***All holds must be cleared prior to attempting to register.***
- Set up an appointment to see your advisor during Advising Week in order to review your course schedule and receive your Alternate PIN, which allows you to register for courses.

If you have questions or would like to explore different majors, feel free to contact the Advising Center (located on the second floor of Student Services), Call 914-251-3990 or email advising@purchase.edu.

Staff at the Advising Center are a supplement, not a substitute, to your primary advisor and are unable to provide you with the Alternate PIN that your primary advisor gives you at your advising appointment.

Who is Eligible to Register — Spring 2019

Student Classification

Degree Students

All students must be formally admitted to the College. Those interested in a degree from Purchase must apply through the Admissions Office.

Visiting Students

Visiting students are those undergraduate students in good standing at another accredited college or university who are taking courses at the Purchase College. Visiting students who desire to transfer credit from the Purchase College must submit a written request to the Registrar's Office for an official transcript to be sent to their home institution. Students are strongly encouraged to seek written approval from their home institution prior to enrolling in courses at Purchase College.

How to Access Web Registration

1. Log into your *myHeliotrope* account using your Purchase *username* and *password*.
2. Click on the *Student* button.
3. Open the *Registration* box
4. Click on *Add or Drop Classes*

Additional directions are available in the **User Guides** in myHeliotrope

Important Things to Know

When you register for courses, always review your schedule when you are done. Check it carefully to be sure it is correct.

To protect your privacy you **must**:

1. Click SIGN OUT at the top right of the myHeliotrope page.
2. In the top left corner of the window click on FILE.
3. Choose EXIT. This will close your web browser.

Registration for course(s) 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 do not attend a single class. The liability and refund policy is available on the [Student Financial Services](#) web page.

CAMPUS DIRECTORY

Phone Directory

Academic Affairs	x6030
Admissions / Recruiting	x6300
Affirmative Action	x5981
Alumni Affairs	x6054
Annual Giving	x6046
Advising & Resource Center	x3990
Bookstore	x6970
Career Development	x6370
Children's Center	x6895
Counseling Center	x6390
Campus Technology Services	x6460
Chartwells Dining	x5962
Dance Conservatory	x6800
Office of Disability Resources	x6035
Environ. Health & Safety	x6923
Educational Opportunity Program	x6520
Facilities Management	x6920
Health Services	x6380
Human Resources	x6090
International Programs	x6032
Learning Center	x3996
Library	x6435
Liberal Studies & Continuing Ed	x6500
Mailroom	x6939
Music Conservatory	x6700
Neuberger Museum	x6100
Orientation Office	x6332
Performing Arts Center	x6222
Transportation & Parking	x6177
Purchase College Association	x6962
Purchase College Foundation	x6043
Physical Ed, Rec & Athletics	x6530
President's Office	x6010
Student Government Association	x6980
Registrar Office	x6361
Office of Community Engagement	x6320
Student Financial Services	x7000
Student Affairs	x6030
Theatre Arts Conservatory	x6830
University Police Department	x6900

Humanities Office	x6550
Natural and Social Sciences Office	x6639
Film and Media Studies	x6860
Art and Design	x6750

Email Directory

Admissions / Recruiting	PurchaseAdmissions@purchase.edu
Advising & Resource Center	Advising@purchase.edu
Career Development	Career.Development@purchase.edu
Counseling Center	Cou.Counseling@purchase.edu
Educational Opportunity Program	EOP@purchase.edu
Office of Disability Resources	ODR@purchase.edu
Liberal Studies & Continuing Ed	ContEd@purchase.edu
Registrar's Office	Registrar@purchase.edu
Office of Community Engagement	CEG@purchase.edu
Student Financial Services	SFS@purchase.edu

Building Directory

ADB	Business Office Annex
ADH	Human Resources
ADM	Administration
BOK	Bookstore
CCN	Campus Center North
CCS	Campus Center South
CMFT	Center for Film, Media, and Theater
DAN	Dance
FMG	Facilities Management
HUM	Humanities
LIB	Library
MAL	Plaza
MUS	Music
NEU	Neuberger Museum of Art
NSC	Natural Sciences
PAC	Performing Arts Center
PED	Physical Education
RAX	Fort Awesome
ROC	Rockland Extension Site
SSC	Social Sciences
STC	Student Center
STU	Student Services
VAB	Visual Arts

Payment Deadline January 9, 2019

Students who have not yet submitted appropriate payment by January, 9 2019 will be subject to cancellation of registration, housing, and financial aid.

Holds

The College has the authority to place holds on student records. These holds impact on the ability of a student to register or to receive official transcripts. **ALL HOLDS MUST BE CLEARED PRIOR TO ATTEMPTING TO REGISTER**

Cancellation of Classes

In the event of inclement weather, announcements concerning the cancellation of all classes will be made via email, local media, and the college website, and available at the weather hotline (914) 251-7500.

Board of Study Coordinators

School of Liberal Arts and Sciences

Acting Dean: [Ross Daly](#)

School of Film and Media Studies

Chair: [Agustin Zarzosa](#)

Cinema Studies: [Gregory Taylor](#)

Film: [Iris Cahn](#)

Film/Video Production (minor): [John Young](#)

Media, Arts and Culture: [Michael Bell-Smith](#)

Media Studies: [Jason Pine](#)

New Media: [Joseph McKay](#)

Playwriting and Screenwriting: [Peggy Stafford](#) and [A. Dean Bell](#)

School of Humanities

Chair: [Aviva Taubenfeld](#)

Art History: [Paul Kaplan](#) (BA) and [Elizabeth Guffey](#) (MA)

Asian Studies (minor): [Renqiu Yu](#)

Creative Writing: [Monica Ferrell](#)

Expository and College Writing: [Aviva Taubenfeld](#)

Global Black Studies (minor): [Shaka McGlotten](#)

History: [Laura Chmielewski](#)

Jewish Studies (minor): [Rachel Hallote](#)

Journalism: [Andrew Salomon](#)

Language & Culture and Linguistics (minor): [Gari LaGuardia](#)

Latin American Studies: [Alexis Silver](#)

Liberal Arts (BALA): [Lee Schlesinger](#)

Literature: [Gaura Narayan](#)

Philosophy: [Morris Kaplan](#)

School of Natural and Social Sciences

Chair: [Linda Bastone](#)

Anthropology: [Jason Pine](#)

Biology: [Jan Factor](#)

Biochemistry and Chemistry: [Stephen Cooke](#)

Economics: [Sanford Ikeda](#)

Environmental Studies: [Ryan Taylor](#)

Gender Studies: [Shaka McGlotten](#)

Mathematics/Computer Science: [Irina Shablinsky](#)

Political Science: [Peter Schwab](#)

Psychology: [Meagan Curtis](#)

Sociology: [Chrys Ingraham](#)

School of the Arts

Dean: [Lorenzo Candelaria](#)

Arts Management and Entrepreneurship

Interim Director: [Trudy Milburn](#)

Arts Management (BA): [Maria Guralnik](#)

Entrepreneurship in the Arts (MA): [Jordan Shue](#)

Conservatory of Dance

Interim Director: [Nelly van Bommel](#)

Dance (BFA): [Darrah Carr](#)

Conservatory of Music

Director: [Jennifer Undercofler](#)

Classical Music (Instrumental Performance, Composition, Voice/Opera Studies): [Tara O'Connor](#)

Jazz Studies: [Pete Malinverni](#)

Music and Technology (Studio Composition, Studio Production): [Peter Denenberg](#)

Academic Studies (Music History, Theory, Solfège, and Keyboard Studies): [Stephen Buck](#)

Conservatory of Theatre Arts

Director: [Rebecca Rugg](#)

Acting: [A. Dean Irby](#) and [Ronni Stewart](#)

Theatre Design/Technology: [David Grill](#) and [Lori Wechselblatt](#)

Theatre and Performance: [Jordan Schildcrout](#)

School of Art+Design

Director: [Christopher Robbins](#)

Graphic Design: [Warren Lehrer](#)

Painting and Drawing: [Cynthia Lin](#)

Photography: [Joshua Lutz](#)

Printmaking: [Casey Hooper](#)

Sculpture: [Kate Gilmore](#)

Foundation: [Janine Polak](#)

Visual Arts (BSVA): [Nancy Bowen](#)

Visual Arts (MFA): [Faye Hirsch](#)

School of Liberal Studies

Director of Liberal Studies: [Trudy Milburn](#)

Communications: [Megan Rossman](#)

Liberal Studies: [Ragnhild Utheim](#)

Liberal Studies–Legal Studies: [Trudy Milburn](#)

How to Interpret the Schedule of Classes

SEARCH RESULTS

CRN	Course	Title	Cr	Days	Time	Sched	Primary Instructor	Additional Info	Max Seats	Seats Avail
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Clicking the links in a CRNs row will open the **DETAIL PAGE**

CRN: This number uniquely identifies each section of each course and is required for registering, adding, and dropping courses.

COURSE: This consists of subject abbreviation and course number denoting level.

NUMBER VALUES:

1000 – 2999 = lower level, introductory, survey, preparatory, and basic undergraduate courses without prerequisites.

3000 – 4999 = upper level undergraduate courses.

5000 – 5999 = graduate level courses only.

COURSE TITLE: This may reflect an abbreviated title. Full titles may be found in the College Catalog.

CR: This column reflects the credit hours earned upon successful completion of the course. Where no credit is offered, the course is a required lab or discussion for the course listed above it.

DAY VALUES:

M = Monday

F = Friday

T = Tuesday

S = Saturday

W = Wednesday

U = Sunday

R = Thursday

TBA = To Be Arranged

SCHED: This column indicated the type of course being offered

PRIMARY INSTRUCTOR: This column lists the primary faculty member assigned to the course.

ADDITIONAL INFO: This column lists Core/General Education fulfillers and any specific section information

CORE/GENERAL EDUCATION

Core: Basic Communication

Core: Mathematics

Core: Humanities Group

GenEd: Humanities;

GenEd: Western Civilization

GenEd: American History

Core: Languages and Cultures Group

GenEd: Foreign Language

GenEd: Other World Civilizations

Core: Arts

Core: Natural Sciences

Core: Social Sciences

Core: Health and Wellness

MAX SEATS: This column lists the number of seats the course was set up to accommodate (maximum).

SEATS AVAILABLE: this column lists the number of seats remaining. Click on the number to see of those seats are available

DETAIL PAGE

ELIGIBLE SEATS indicates the number of seats currently available for registration

**25 seat(s) available to all eligible students.
0 student(s) are currently wait-listed.**

WAIT-LIST SEATS indicates the number of seats currently available on the wait-list

RESTRICTIONS are limits to who can register for this CRN

PREREQUISITES are courses must be successfully completed prior to taking this course

Restrictions

▶ Must be enrolled in the following level: Undergraduate

▶ Must be enrolled in one of the following field(s) of study (major, minor or concentration): Painting and Drawing (VSPD), Visual Arts (VSAR), Printmaking (VSPR), Sculpture (VSSC), Graphic Design (VSGD), Photography (VSPH)

▶ Prerequisites:

PHO2660 (Digital Photography I) Minimum Grade of C or

VPH2660 Minimum Grade of C

COURSE DESCRIPTION

CHE4610 - Biochemistry

An introduction to the structure, function, and metabolism of the four classes of biomolecules: proteins, carbohydrates, lipids, and nucleic acids. Topics include molecular biology; the structure, regulation, and kinetics of enzymes; and the structure and function of vitamins.

COREQUISITES: are courses must be taken in conjunction with this course

Corequisites

Must be taken with:

▶ DES2450

FEES: indicates any flat fees that will be charged upon registration

Fees

▶ Art & Design Course Fee = \$ 168.00 (Flat Fee)

REGISTRATION INSTRUCTIONS

Can be found in myHeliotrope in the User Guides section

Advance Registration Timetable

Advance Registration for Spring '19 begins on Monday, November 12 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 12	10:15 am	MA, MM, and MFA students
Mon., Nov 12	10:15 am	Priority registration*
Mon., Nov 12	10:15 am	Students with 120+ completed credits
Mon., Nov 12	2:15 pm	105+ completed credits
Tues., Nov 13	10:15 am	90+ completed credits
Tues., Nov 13	2:15 pm	75+ completed credits
Wed., Nov 14	10:15 am	60+ completed credits
Wed., Nov 14	2:15 pm	45+ completed credits
Thur., Nov 15	10:15 am	30+ completed credits
Thur., Nov 15	2:15 pm	15+ completed credits
Fri., Nov 16	10:15 am	0+ completed credits

Initial Spring 19 registrations processed starting January 23 are late registrations and require a \$40.00 late fee. Add/Drop is January 23 through January 29.

***The following groups have been granted priority registration by Purchase College:**

Ambassadors – Our ambassador program is a leadership opportunity designed to promote public speaking skills and provide students with an opportunity for professional growth. The ambassadors give campus tours during the week and assist in all large campus functions.

Athletes – Planning a course schedule so that it has minimal conflicts with team obligations can be cumbersome and detrimental to a student-athlete's academic success. Our student athletes need to set up their class schedule around practice and games/meets.

Veterans – Includes Active Duty Service members; those who have served in the United States Armed Forces, including a reserve component and the National Guard; and those discharged or released from such service with a condition other than dishonorable. Contact the Veteran Certifying Officer at VAServices@purchase.edu if you have any questions regarding your status.

Students with Approved Registration Accommodations – Depending on the nature and functional limitations of a student's documented disability, students with certain disability-related needs may be eligible to receive priority registration, as approved by the Office of Disability Resources.

Cross Registration

MANHATTANVILLE

In order to cross 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. 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. Spaces are limited.

SUNY

Matriculated, undergraduate students can take part in SUNY's cross registration program. The intent of a student taking cross-registered course(s) is to complement the student's overall academic program when an equivalent course is not available at Purchase College or the enrollment capacity has been reached in all Purchase College offerings.

FAST-TRACK / EARLY ADMIT MBA & FIRST-STEP TEACHER EDUCATION

Collaboration with LIU Hudson has made it possible for qualified Purchase College students to accelerate their attainment of an M.B.A. or M.S.Ed. by allowing them to begin earning credits toward these degrees at the same time they are completing their undergraduate work. LIU Hudson is offering Purchase College students two accelerated degree programs that fit well with any undergraduate major: **Early-admit M.B.A.** and **First-step Teacher Education.** Students admitted into the accelerated degree programs may take two graduate courses (six credits), which are applied toward both their baccalaureate and their master's degree, thereby shortening the time needed to complete the graduate degree and reducing the cost. For both the "Early-admit M.B.A." students and "First-Step" teacher education students, LIU Hudson tuition is discounted by 50 percent of the rate effective at the time the courses are taken. The courses will be counted toward both the total number of credits required for the M.B.A. and the Purchase College baccalaureate degree. Visit <http://www.liu.edu/Hudson/Academics/Purchase-community> for more information.

Additional Registration Information

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.*

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 online through the [Career Development Center's](#) Purchase JobScore system.

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 Add/Drop. **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 to 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 approval. To receive overload approval for a given semester, contact your academic advisor.

Registration Deadline for Housing

Returning students must be enrolled for a minimum of 8 credits for the Spring 2019 semester by January 14 and a minimum of 12 or more credits by Jan 29, 2019. Campus residents who are not registered for classes by this date will lose their spring housing assignment and will NOT be refunded their housing deposit.

Open SUNY

The Open SUNY is a consortium of SUNY campuses who have joined together to offer undergraduate courses online. Credits earned in the program may be transferable with prior approval. For all matriculated students, check with your advisor prior to registration. Visit open.suny.edu for more information.

Course Repeat Policy:

When a student repeats a Purchase College course, all grades received will remain on the official transcript, but only the highest grade received will be included in the quality and grade point average and the hours toward graduation. Students who have taken coursework before fall 2014 must file a Repeat Course form with the Office of the Registrar to ensure accuracy of their cumulative grade point average and official transcript. The grade excluded from the cumulative totals will be annotated with an "E" on the transcripts. The grade included in the cumulative totals will be annotated with an "I." The repeated course, which is defined by the same course prefix and course number, must be repeated at Purchase College under the same grading system in order to be eligible for this policy. Therefore, courses previously taken and earned as transfer credit are not eligible for repeating. Students receiving financial aid are encouraged to check with the Office of Student Financial Services to avoid losing an award, especially when repeating a previously passed course (grade of D or higher).