Fall 2020
Registration Information
Policies and Procedures

Quick Calendar: Fall 2020
Aug 31 Classes Begin
Nov 25-Nov 29 Thanksgiving Recess
Dec 14-18 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.

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 August 30th 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.

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
Summer: Monday–Friday 8:00am–4:00pm

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
Summer: Monday–Friday 8:00am–4:00pm
Registration Schedule – Fall 2020

Degree Undergraduate and Graduate Students
Returning Students
Where: myHeliotrope
When: April 20th through August 30th 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 & Pre-Medical Studies students
Registration
Where: Registrar’s Office
When: April 27th through August 30th, 5pm

All Other Visiting Students, including SUNY Cross Registrants
Where: myHeliotrope
When: July 13th through August 30th, 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 — Fall 2020

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.
Payment Deadline August 12th, 2020
Students who have not yet submitted appropriate payment by August 12th, 2020 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.
Department Chairs

School of Liberal Arts and Sciences
Acting Dean: Ross Daly

School of Film and Media Studies
Chair: Paula Halperin
Cinema Studies: Paula Halperin
Film: John Young
Film/Video Production (minor): John Young
Media Arts: Hakon Topal
Media Studies: Rudolf Gaudio
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): Rengu Yu
Creative Writing: Monica Ferrell
Expository and College Writing: John Mitchell Morris
Global Black Studies (minor): Shaka McGlotten
History: Laura Chmielewski
Jewish Studies (minor): Rachel Hallote
Journalism: Andrew Salomon
Language & Culture and Linguistics (minor): Alfredo Garcia-Pardo and Gari Laguardia
Latin American Studies: Leandro Benmergui
Liberal Arts (BALA): Lee Schlesinger
Literature: Gaura Narayan
Philosophy: Morris Kaplan, and Jennie Uleman

School of Natural and Social Sciences
Chair: Linda Bastone
Anthropology: Rudolf Gaudio
Biology: Jan Factor
Biochemistry and Chemistry: Stephen Cooke
Economics: Cedric Ceulemans
Environmental Studies: Ryan Taylor
Gender Studies: Shaka McGlotten
Mathematics/Computer Science: Knarik Tunyan
Political Science: Peter Schwab
Psychology: Yanine Hess
Sociology: Chrys Ingraham

School of Liberal Studies
Director: Trudy Milburn
Communications: Megan Rossman
Liberal Studies: Ragnhild Utheim
Liberal Studies—Legal Studies: Trudy Milburn

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
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

Conservatory of Theatre Arts
Director: Jack Tamburri
Acting: Christopher McCann
Theatre Design/Technology: David Grill and Lori Wekselblatt
Theatre and Performance: Jordan Schildcrout

School of Art+Design
Director: Christopher Robbins
Graphic Design: Warren Lehrer
Painting and Drawing: Matthew Bollinger
Photography: Joshua Lutz
Printmaking: Stella Ebner
Sculpture: Rachel Owens
Foundation: Janine Polak
Visual Arts (BSVA): Stephen Maine
Visual Arts (MFA): Faye Hirsch
How to Interpret the Schedule of Classes

SEARCH RESULTS

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Cr</th>
<th>Days</th>
<th>Time</th>
<th>Sched</th>
<th>Primary Instructor</th>
<th>Additional Info</th>
<th>Max Seats</th>
<th>Seats Avail.</th>
</tr>
</thead>
</table>

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 indicates 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 fillers 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 if those seats are available.

DETAIL PAGE

**ELIGIBLE SEATS** indicates the number of seats currently available for registration.

**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 (VSPG), Visual Arts (VSAA), Printmaking (VSPP), Sculpture (VSSC), Graphic Design (VSGD), Photography (VSPH)
- Prerequisites:
  - PHO2660 (Digital Photography I) Minimum Grade of C or
  - PHO2660 Minimum Grade of C

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

**Corequisites**

**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 Fall’20 begins** on Monday, April 20 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Apr 20</td>
<td>10:15 am</td>
<td>MA, MM, and MFA students</td>
</tr>
<tr>
<td>Mon., Apr 20</td>
<td>10:15 am</td>
<td>Priority registration*</td>
</tr>
<tr>
<td>Mon., Apr 20</td>
<td>10:15 am</td>
<td>Students with 120+ completed credits</td>
</tr>
<tr>
<td>Mon., Apr 20</td>
<td>2:15 pm</td>
<td>105+ completed credits</td>
</tr>
<tr>
<td>Tues., Apr 21</td>
<td>10:15 am</td>
<td>90+ completed credits</td>
</tr>
<tr>
<td>Tues., Apr 21</td>
<td>2:15 pm</td>
<td>75+ completed credits</td>
</tr>
<tr>
<td>Wed., Apr 22</td>
<td>10:15 am</td>
<td>60+ completed credits</td>
</tr>
<tr>
<td>Wed., Apr 22</td>
<td>2:15 pm</td>
<td>45+ completed credits</td>
</tr>
<tr>
<td>Thur., Apr 23</td>
<td>10:15 am</td>
<td>30+ completed credits</td>
</tr>
<tr>
<td>Thur., Apr 23</td>
<td>2:15 pm</td>
<td>15+ completed credits</td>
</tr>
<tr>
<td>Fri., Apr 24</td>
<td>10:15 am</td>
<td>0+ completed credits</td>
</tr>
</tbody>
</table>

Initial Fall 20 registrations processed starting August 31st are late registrations and require a $40.00 late fee. Add/Drop is August 31st through September 4th.

*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. Visit www.suny.edu/crossregister.

LONG ISLAND UNIVERSITY
Collaborative agreements with Purchase College have made it possible for LIU Hudson to offer unique opportunities to qualified students, alumni and full-time employees of Purchase College to earn graduate degrees in a variety of programs. Visit 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 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.

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).