

Spring 2024

Registration Information

Policies and Procedures

Quick Calendar: Spring 2024

Jan 22 Classes Begin
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
Phone: 914-251-6361

Campus Directory

The [campus directory](#) is available on the website.

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 22nd 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
Appointments for students available through Starfish

Department Chairs

The list of [department chairs](#) is available on the website.

Registration Schedule – Spring 2024

Degree Undergraduate and Graduate Students

Returning Students

Where: myHeliotrope

When: November 13th* through January 26th, midnight

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

New Transfer Students

Where: You will be contacted through your Purchase College email with instructions.

When: November 27th through January 26th, midnight

Pre-Medical Studies Students

Where: myHeliotrope

When: November 20th, 9:00am through January 26th, midnight

All Other Visiting Students, including SUNY Cross Registrants

Where: myHeliotrope

When: January 8th through January 26th, midnight

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 affect the ability of a student to register. **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, 914-251-3990 or 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.

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.

Who is Eligible to Register — Spring 2024

Degree Students

All degree-seeking 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**

For further instructions, [User Guides](#) for myHeliotrope are available on the Registrar's website.

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.

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.

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 instructional method of course:

Traditional: Instruction is face-to-face in a classroom.

Online – Synchronous: Online course with synchronous sessions via live webinars or other technology.

Online – Combined: Online course with a combination of synchronous sessions and asynchronous activities.

Online – Asynchronous: Course is fully online and has no meeting time. Activities must be completed by the due dates specified by the instructor.

Hybrid: Course has both designated in-person classroom meetings and online components.

Hyflex: Combines online and face-to-face instruction simultaneously into one single course section.

Students are able to participate in class in different ways: as a synchronous distance learner (via real-time, video streaming); as an asynchronous distance learner (accessing materials, recorded lectures, and responding at a later time); as a face-to-face learner (physically present in the classroom); or as a flexible learner (with a degree of choice as to how they participate each week; sometimes face-to-face, sometimes by streaming class sessions, etc.).

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

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: courses must be taken in conjunction with indicated course or CRN

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 2024 begins on Monday, November 13th and follows the timetable below. The number of credits you have completed, **not including courses in progress**, 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 13	10:15 am	MA, MM, and MFA students
Mon., Nov 13	10:15 am	Priority registration*
Mon., Nov 13	10:15 am	Students with 120+ completed credits
Mon., Nov 13	2:15 pm	105+ completed credits
Tues., Nov 14	10:15 am	90+ completed credits
Tues., Nov 14	2:15 pm	75+ completed credits
Wed., Nov 15	10:15 am	60+ completed credits
Wed., Nov 15	2:15 pm	45+ completed credits
Thur., Nov 16	10:15 am	30+ completed credits
Thur., Nov 16	2:15 pm	15+ completed credits
Fri., Nov 17	10:15 am	0+ completed credits

Initial Spring 2024 registrations processed starting January 22nd are late registrations and require a \$40.00 late fee. Add/Drop is January 22nd through January 26th.

***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.

Resident Assistants – RAs must set up their class schedule in a way that accommodates their duties and obligations to the college; as such, RAs are granted priority registration.

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 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.

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).