



## MEMORANDUM RE. REGISTRATION

**FROM:** Academics  
**TO:** Students  
**SUBJECT:** Spring 2024 (11/17/2023 – 12/17/2023)  
**DATE:** 11/17/2023

**Registration is now open from November 17<sup>th</sup> through December 17<sup>th</sup>!**  
Please carefully read all of the instructions!

### General Information

- Returning students may choose their classes through the Davis College Student Portal. Please see instructions below.
- Registration forms should be completed with the Registrar Office by the following types of students:
  - Dual enrollment (high school) students
  - Non-matriculated students (students taking courses for college credit but not pursuing a certificate or degree)
  - Individuals who would like to audit a class
  - New Spring 2024
- **Schedule an appointment with your academic advisor. PLEASE NOTE: Your academic advisor will ensure that you follow your program so that you may graduate on time.**
- **Students are expected to complete their registrations by Monday, December 17, 2023. (If you need additional time to register, please contact Miss. Naomi Saravanapavan at [nsaravanapavan@davisny.edu](mailto:nsaravanapavan@davisny.edu)).**
- **There will be a late registration fee of \$50.00 per course.**
- As much as possible you are encouraged to initiate contact with your academic advisor.
- **If you plan to graduate in the Spring of 2024, please complete a Graduation Application when you register. The application is posted on <https://davisny.edu/student-life/student-resources/graduation-requirements/> "Graduation" page.**

### Spring 2024 Registration (2024 Spring Academic Year)

- If you are a returning student pursuing a certificate/degree, you may choose your classes through the Davis College Student Portal. Your class selections will be entered directly onto your student account if there are no issues with your class selections. This will then be visible to the College registration staff and your academic advisor. **If you need to register for an Independent Study or retake a course, you will need to submit a form to the Academics Office. Please make sure to consult with your advisor.**
- When you log into the Davis College Student Portal (see instructions below), please select the correct term of the class you are enrolling for.

### Online Classes

- Students who are online-only follow the same registration and advising process as main campus students.
- Each online class is charged a \$25.00 technology fee.

- There will be a late registration fee of \$50.00 per course.
- DOL Terms A and B registrations and add/drop schedules are included in the Academic Calendar that is published with the Davis Online Learning Course Offering List.

## Registration – Resources Needed

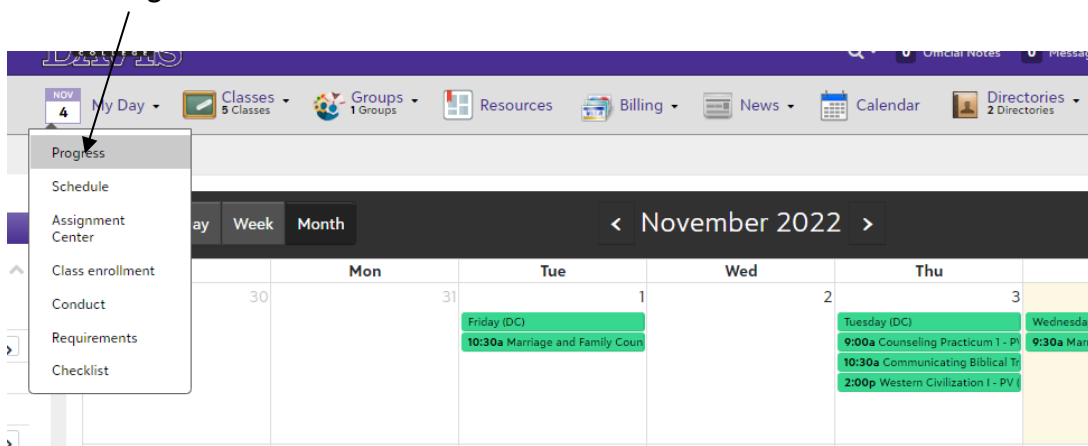
1. Main Campus Class Schedule and Academic Calendar OR Davis Online Learning Course Offering List and Academic Calendar (Posted on the website at <https://davisny.edu/registration/>)
2. Status Sheet (Your academic advisor has a copy of your status sheet.)

## Registration – Getting Started

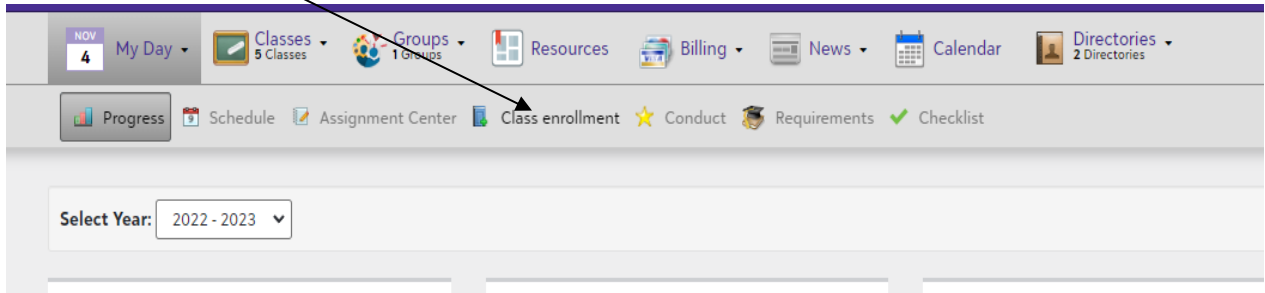
1. Please note the following before registering for classes:
  - a. Once you register, you are liable for all tuition and fees shown on your billing statement.
  - b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.
  - c. To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.
  - d. Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.
2. If there is a hold placed on your student account, the registration link will not be available to you. You MUST complete the instructions of the hold notification on your account before you may register.
3. If there is no hold placed on your account but you still cannot see the link to begin registration, contact the Registrar’s Office through email at [ccragg@davisny.edu](mailto:ccragg@davisny.edu).

## Registration – Choosing Classes

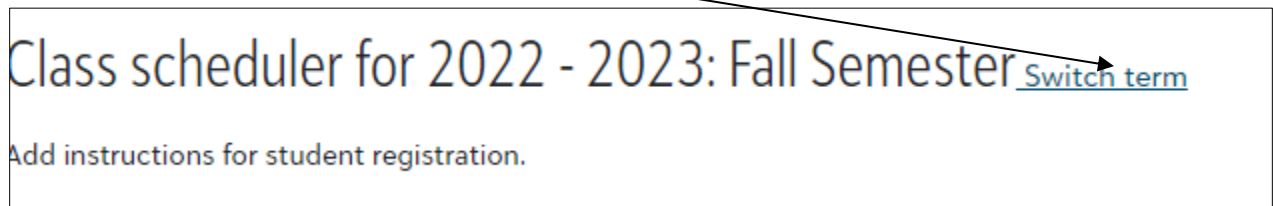
1. Schedule an appointment to meet your academic advisor via zoom/Teams or you may email. Your academic advisor will help you choose the correct courses you need for program completion based on your **status sheet**.
2. Depending on your mode of learning (Main campus or Online-only student) Have a copy of the main campus class schedule, academic calendar, and Davis Online Learning Course Offering List and academic calendar available to you when you register for courses.
3. Log into the **Davis College Student Portal**.
4. Hover over **MY Day** tab at the top of the page.
5. Click on **Progress**



4. Click on **Class Enrollment**

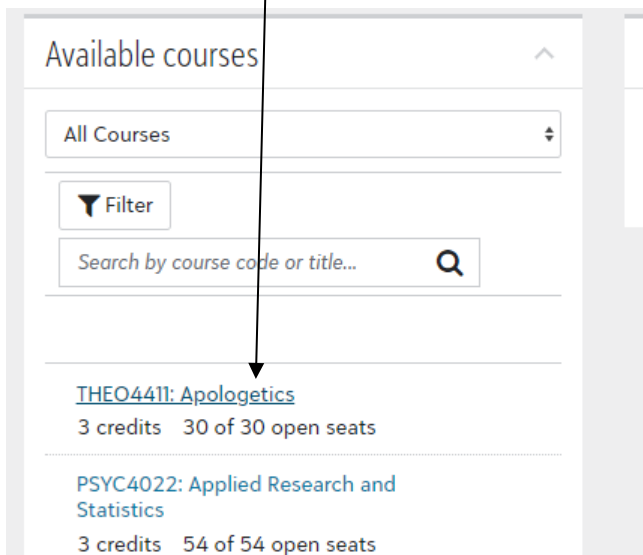


1. There are options for how to search for a course, but it is best to **search by the Course ID** (e.g., ENGL1011). **PLEASE NOTE:** When you search for a course ID, there is NO space between the letters and the numbers of the ID.
2. Certain classes will have a limit as to how many students may register in a section. You must register as soon as possible if you would like to register in a certain section of a class. The class section will become unavailable in the Davis College Student Portal once a section fills to capacity.
5. The name of your **academic advisor** is listed on your Class Enrollment page.
6. Switch terms to enroll in the correct term

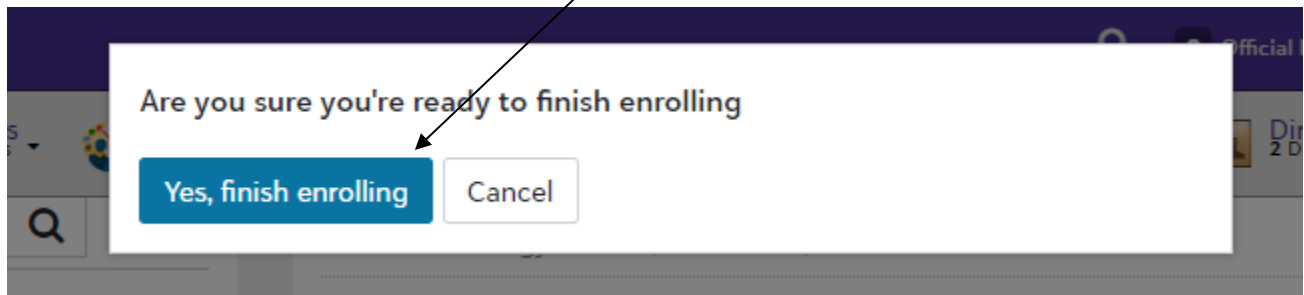
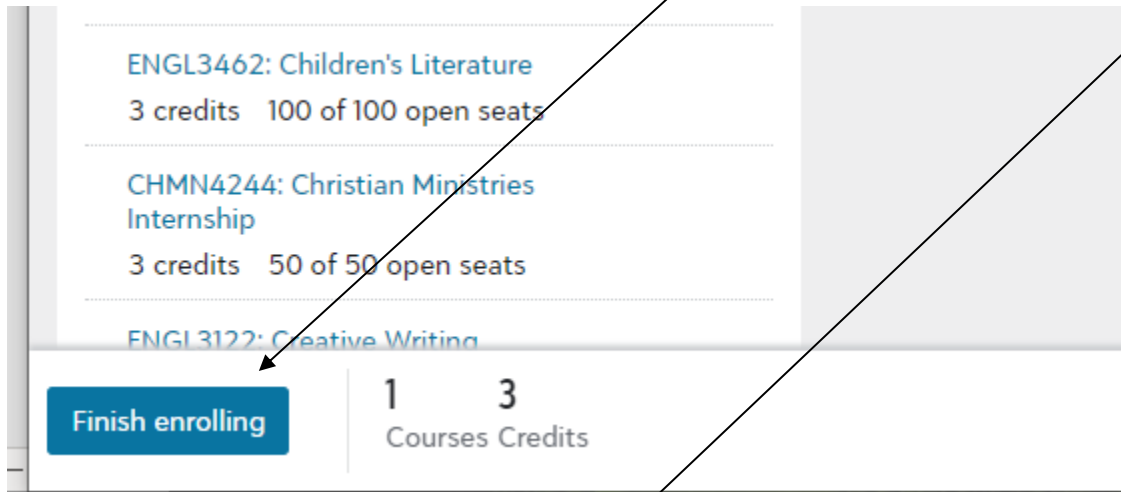


<b>2022 - 2023: Spring Semester</b>	Pottersville campus and all Student Ministry
<b>2022 - 2023: Spring A Term</b>	Online Term A
<b>2022 - 2023: Spring B Term</b>	Online Term B

7. Click on the course link



8. Click on **Add this section to my cart**.
9. Repeat this until you have added all classes to your cart which your advisor recommended.
10. Remember to register for your Student Ministry credit for the semester: **Course Prefix: StuMin, Course Name: Student Ministry**.
11. Double check "My Cart" to see if you have added the correct classes in their correct terms.
12. When you have finished making your selections, click the **Finish Enrolling** button below the table and confirming the enrollment



- Tip: You may either click the **Finish enrolling** button after every class selection, or you may click the button after you have made all of your class selections.
13. Please note the following once you click **Finish Enrolling** to register for classes:
    - a. Once you register, you are liable for all tuition and fees shown on your billing statement.
    - b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.
    - c. To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.
    - d. Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.

## Registration – Completing the Process

1. Once you have selected your classes, you must contact the **Business Office** at [lellis@davisny.edu](mailto:lellis@davisny.edu) to make financial arrangements.
  - a. You are liable for all tuition and fees shown on your billing statement.

- b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.
  - c. To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.
  - d. Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.
2. Payment options are listed below.
- a. Fully Covered by Financial Aid – Contact the **Financial Aid Office** at [cragg@davisny.edu](mailto:cragg@davisny.edu) to complete the necessary financial aid paperwork.
  - b. Full payment prior to start of semester – Payment may be made in person, online, or by mail.
  - c. Monthly payments – First payment due prior to the start of the semester.
3. If your bill is not current with the **Business Office** by the registration deadline (**Monday, December 17, 2023**), a late registration fee of \$50.00 per course will be added to your bill.

## Registration – Adding or Dropping Classes

1. After you have completed your registration, you may add or delete class selections through the Davis College Student Portal up until the first day of the semester.
2. **Please contact your academic advisor to add or delete a class selection so that they may be sure you are meeting program requirements.**
3. You will go through the same process as stated above (My Day – Progress – Class Enrollment) to modify your registration.
  - a. On the **My Courses** section, click on the class that you wanted to drop and click on **Drop this Course**. Confirm the drop when prompted.

**My courses**

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Spring A Term  
**3 Courses**    **9 Credits**    *Maximum of 27 credits allowed*

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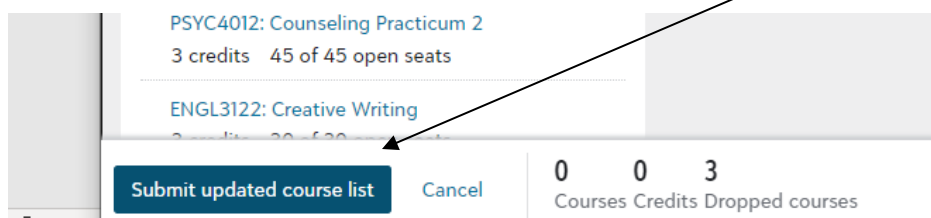
**ENGL3462: Children's Literature, Section DOL**  
 3 credits

Term	2022 - 2023: Spring A Term	Open seats	None found.
Date range	1/24/23 - 3/17/23	Level	Davis College
Location	, Room	Instructor	Dr. JoAnna Oster

Missing prerequisites  
Description

**Drop this course**

- b. Double check your cart and finish your enrollment process by **Submitting updated courses list**



4. **PLEASE NOTE:** You must contact your academic advisor regarding changes you would like to make to your registration so that you may receive the best guidance in successfully completing your program.
5. Once the new semester begins, you will need to complete an Add/Drop Form in order to add or drop classes.

## Registration – Troubleshooting Problems

Problem	Solution
You are unable to log into the Davis College Student Portal.	Check your davisny email for your login credentials from the IT Department. Your login credentials were sent to you at the beginning of your first semester.
You forgot your password for the Davis College Student Portal.	Contact the IT Department at <a href="mailto:help@davisny.edu">help@davisny.edu</a> and request a new password.
You have a HOLD code on your account.	Follow the instructions of the HOLD code.
You cannot see the link under the Class Enrollment tab to enroll in classes.	You have a HOLD code on your account. Follow the instructions of the HOLD code.
You need to request an independent study.	You will not be able to register for this on your own. Complete an Independent Study Request Form and an Add/Drop Form with your academic advisor. Submit your completed forms to the Academics Office.
You need to retake a class.	You will not be able to register for a retake on your own. Complete an Add/Drop Form with your academic advisor. Mark “retake” on your form next to your class selection. Submit your completed form to the Academics Office at <a href="mailto:ccragg@davisny.edu">ccragg@davisny.edu</a>