



MEMORANDUM RE. REGISTRATION

FROM: Academics
TO: Students
SUBJECT: Spring 2026 (11/19/2025 – 12/30/2025)
DATE: 11/18/2025

Registration is now open from November 19th through December 30th!
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 Summer and Spring 2026
- **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 Tuesday, December 30, 2025. (If you need additional time to register, please contact Miss. Naomi Saravanapavan at nsaravanapavan@davisny.edu).**
- **There will be a late registration fee of \$50.00 per course.**
- You are encouraged to initiate contact with your academic advisor.
- **If you plan to graduate in the Spring of 2026, please complete a Graduation Application when you register. The application is posted here: <https://davisny.edu/student-life/student-resources/graduation-requirements/>**

and Spring 2026 Registration

- 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.**
- Your registration is SEPARATE from your Spring 2026 registration.
- 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 \$35.00 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

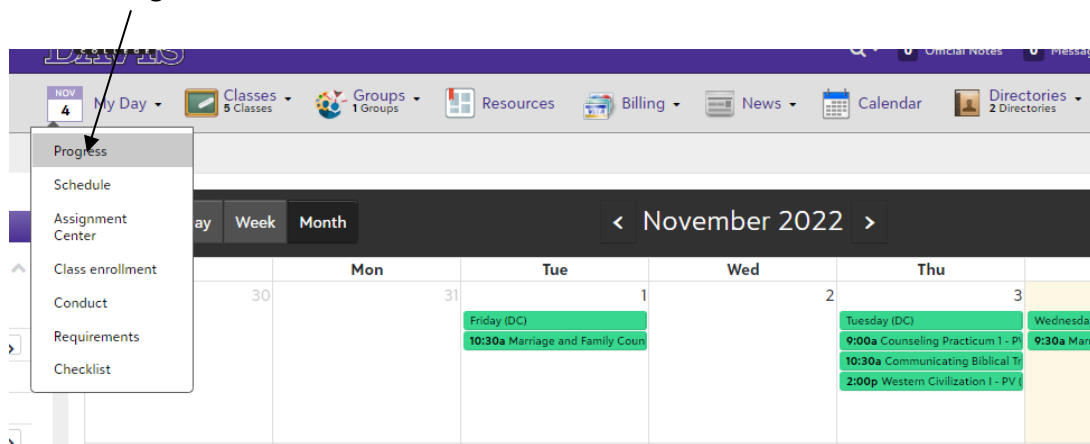
1. Main Campus Class Schedule and Academic Calendar OR Davis Online Learning Course Offering List and Academic Calendar (Posted on the website at <https://davisny.edu/registration/>)
2. Status Sheet (Program Completion Plan). Your academic advisor has a copy of your status sheet.

Registration – Getting Started

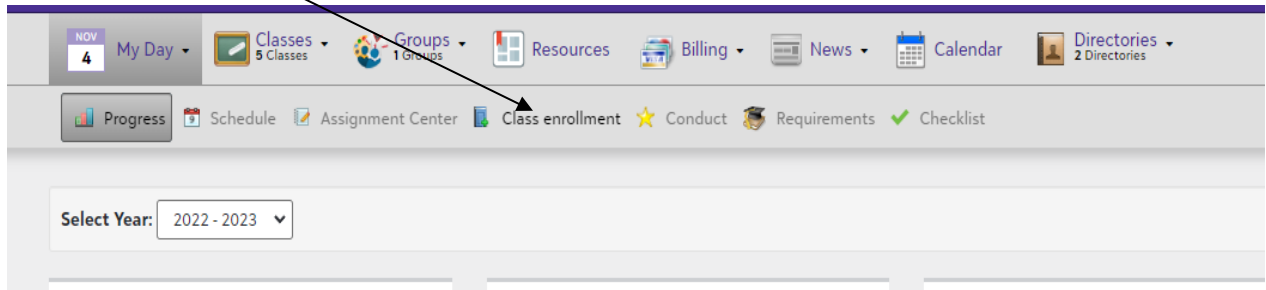
1. Please note the following before registering for classes:
 - a. Once you register, you are liable for all tuition and fees shown on your billing statement.
 - b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections 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 nsaravanapavan@davisny.edu.

Registration – Choosing Classes

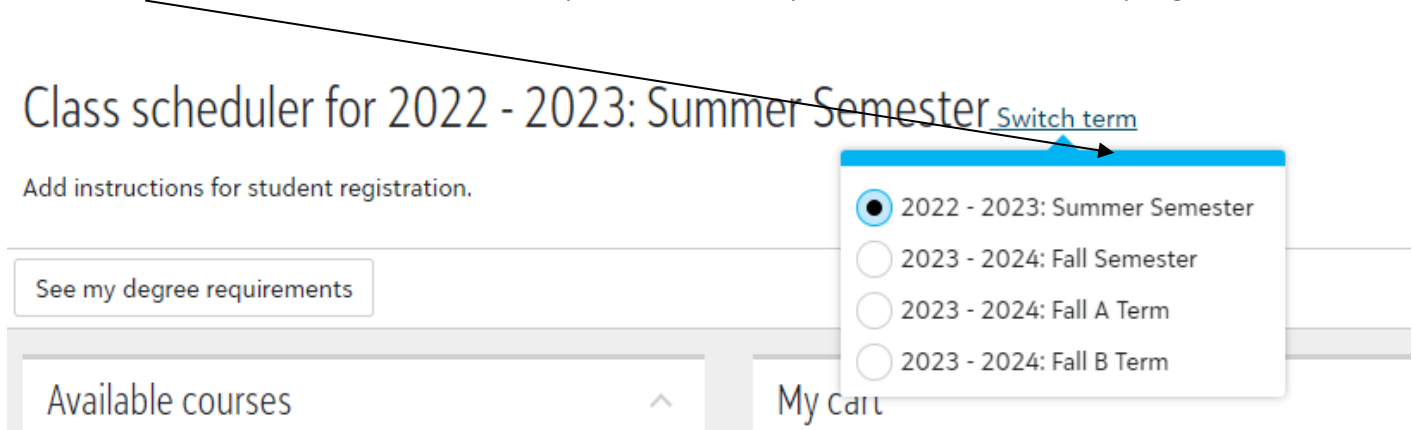
1. Schedule an appointment to meet your academic advisor via zoom or you may email. Your academic advisor will help you choose the correct courses you need for program completion based on your **status sheet**.
2. Depending on your mode of learning (On campus or Online-only student) Have a copy of the 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**

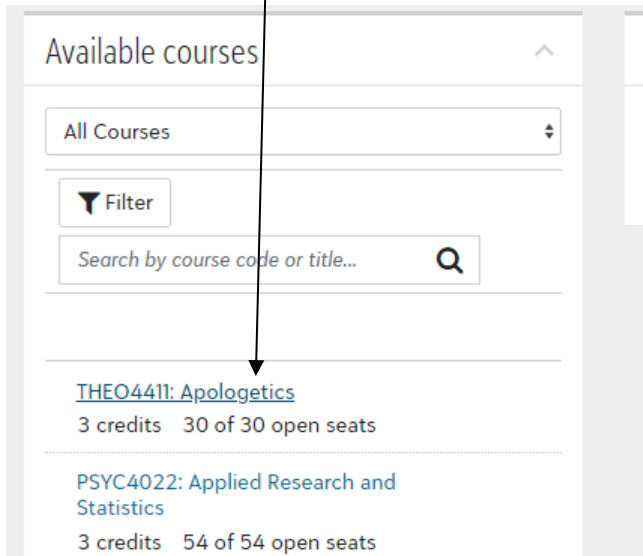


1. There are options for how to search for a course, but it is best to **search by the Course ID** (e.g., ENGL1011). **PLEASE NOTE:** When you search for a course ID, there is NO space between the letters and the numbers of the ID.
2. Certain classes will have a limit as to how many students may register 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: sample below (choose your term 2025 – 2026 for Spring 2026)



Definition of terms	
2025 - 2026: Spring Semester	Main Campus and all Student Ministry
2025 - 2026: Spring A Term	Online Term A
2025 - 2026: Spring B Term	Online Term B

7. Click on the course link



8. A dialog box will open on the right side for you to choose your Section of the class:

Description
A study of the foundations of the modern world from the first civilizations through the 18th century. Topics include Western and non-Western classical civilizations, the Middle Ages, and the age of absolutism.

Section MC

Open seats	30 of 30
Meeting times	T/Th 10:30-11:45AM
Date range	9/9/25 - 12/18/25
Location	Main Campus, Room B
Level	Davis College
Instructor	Dr. Thomas Davis

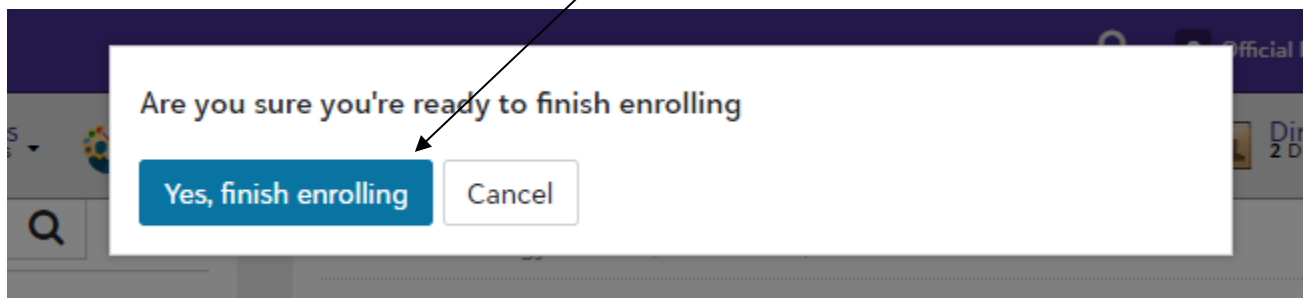
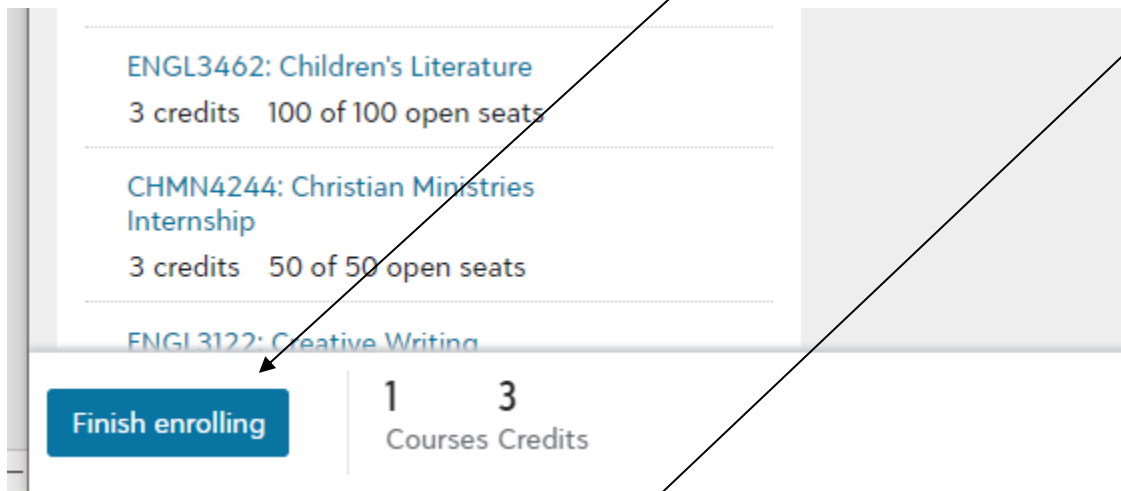
Section FCA

Open seats	30 of 30
Meeting times	
Date range	9/9/25 - 12/18/25
Location	, Room
Level	Davis College
Instructor	Mrs Luz Curatello

Note: Make sure to choose your correct School Section to avoid accidental selection of a teaching. You would be using either Section MC (Main Campus/on campus class) or Section DOL (Davis Online Learning Class).

9. Click on **Add this section to my cart**.
10. Repeat this until you have added all classes to your cart which your advisor recommended.
11. **Remember to register for your Student Ministry** credit for the semester: **Course Prefix: StuMin, Course Name: Student Ministry**.
12. Double check "My Cart" to see if you have added the correct classes in their correct terms.

13. When you have finished making your selections, click the **Finish Enrolling** button below the table and confirming the enrollment



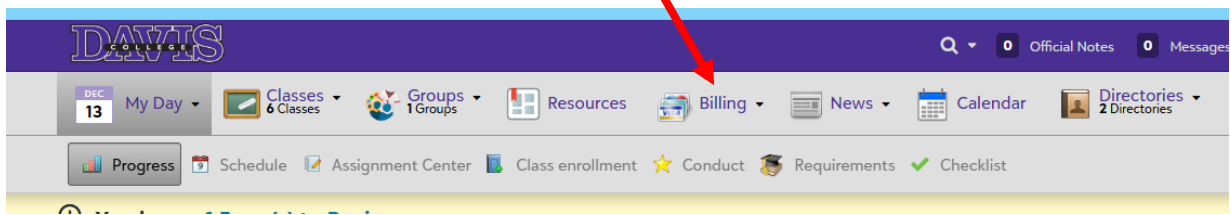
- Tip: You may either click the **Finish enrolling** button after every class selection, or you may click the button after you have made all of your class selections.

14. Please note the following once you click **Finish Enrolling** to register for classes:
- Once you register, you are liable for all tuition and fees shown on your billing statement.
 - 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.
 - 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.
 - Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.

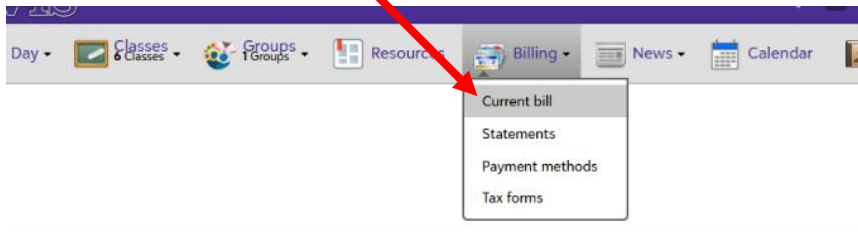
Registration – Completing the Process

- Outstanding balance from the previous semester must be paid off prior to registering for classes. Payment options are:
 - Pay Online using a debit card in the Davis College Student Portal.
*No fee is charged to students when using a credit card, but to Davis College. We incur a certain percentage of charge when students use the portal to pay via credit card. Therefore, we encourage you to pay on Blackbaud via direct debit, **not** a credit or debit card. The difference between paying by card vs direct debit is Blackbaud will charge a 2.8% service fee on a card payment, whereas the fee on a direct debit payment is only \$1.*

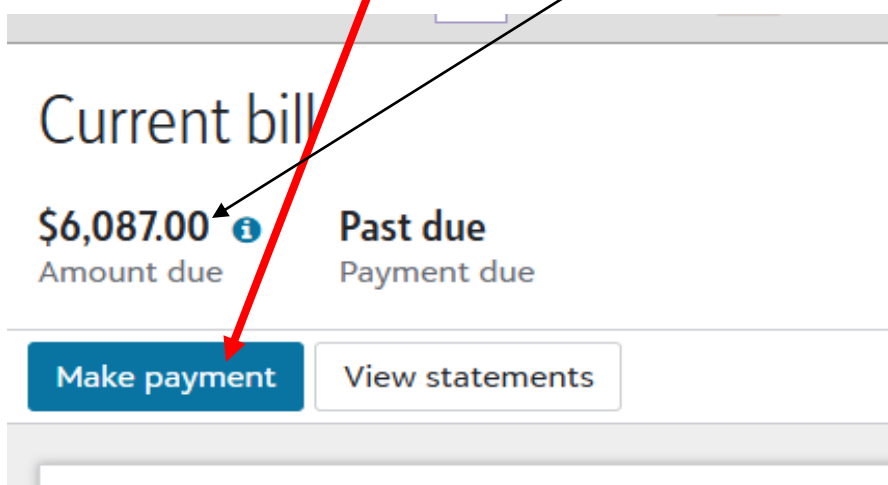
Step 1: Go to the student portal, click on the "Billing" menu.



Step 2: Click on "Current Bill" to make a payment...



Step 3: Click on "Make Payment" (sample amount)



Step 4: Select the appropriate payment amount option and click on “Enter Payment Info” to proceed with payment.

Select the payment amount you want to pay or select “Other” to indicate the amount you would like to pay.

Payment amount

Minimum due: \$6,087.00
Pay off all current and past due charges

Past due balance: \$6,087.00
Only pay off any past due charges

Total account balance: \$6,087.00
Pay off the full account balance

Other amount

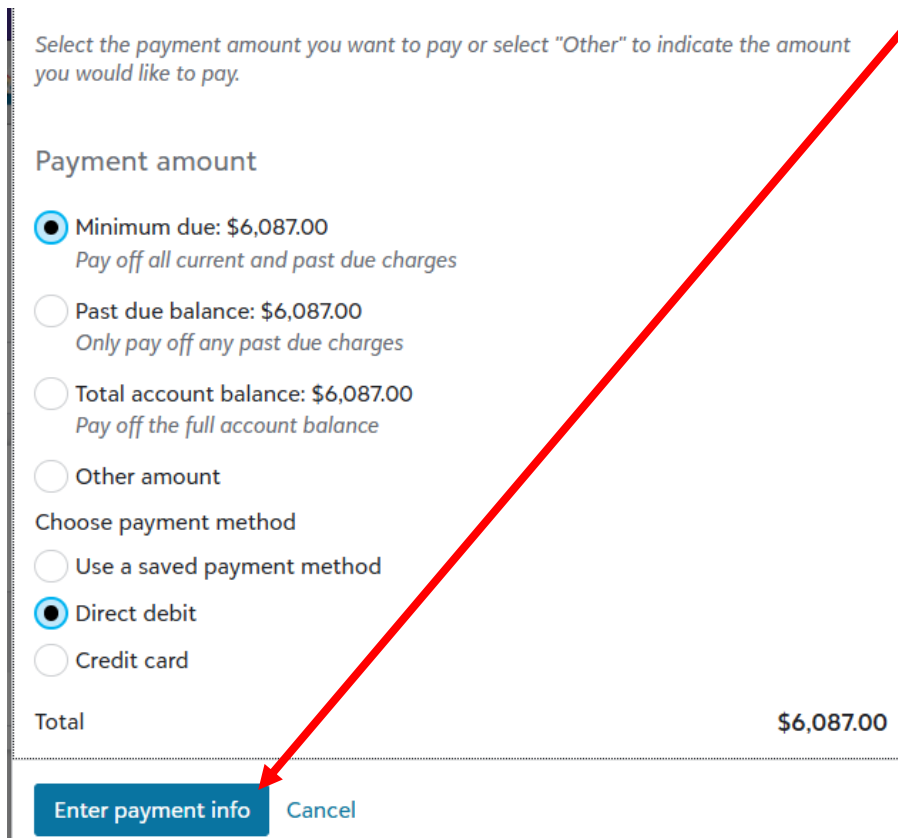
Choose payment method

Use a saved payment method

Direct debit

Credit card

Total \$6,087.00

A screenshot of a payment form. At the top, it says "Select the payment amount you want to pay or select 'Other' to indicate the amount you would like to pay." Below this is a section titled "Payment amount" with four radio button options: "Minimum due: \$6,087.00" (selected), "Past due balance: \$6,087.00", "Total account balance: \$6,087.00", and "Other amount". Below that is a section titled "Choose payment method" with three radio button options: "Use a saved payment method", "Direct debit" (selected), and "Credit card". At the bottom left, it says "Total" and at the bottom right, it says "\$6,087.00". At the very bottom, there are two buttons: "Enter payment info" (highlighted in blue) and "Cancel". A red arrow points from the top right towards the "Enter payment info" button.

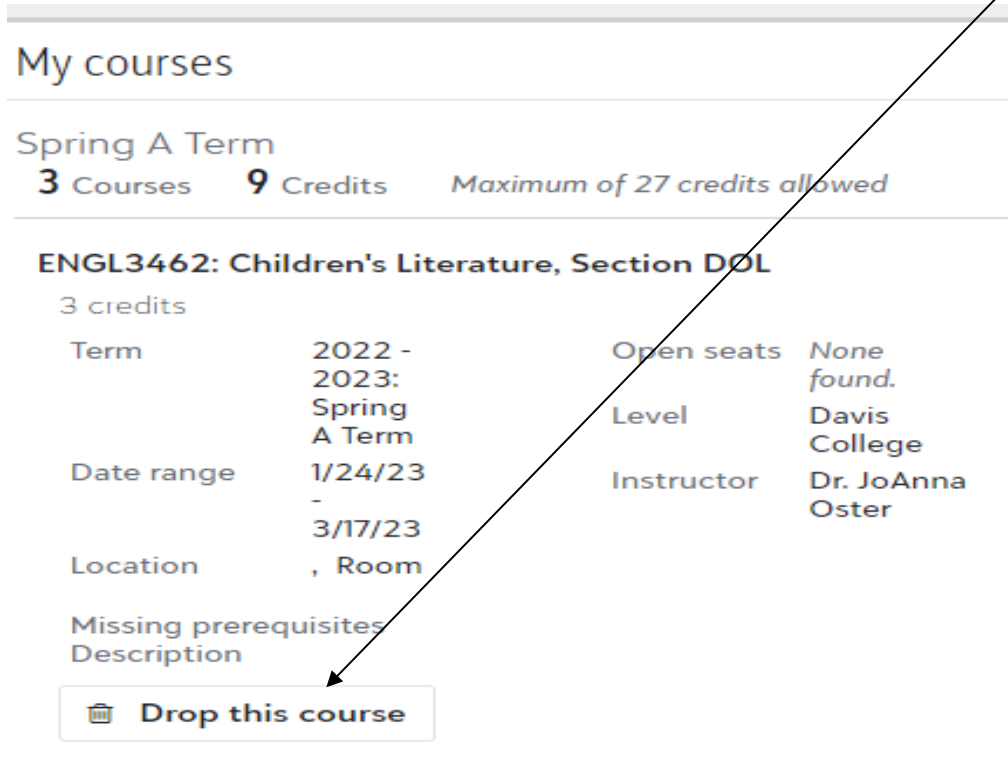
- b. You could mail a check payable to Davis College to:
Davis College
Attn: Business Office
P.O. Box 601
Bible School Park, NY 13737

2. Once you have selected your classes, you must contact the **Business Office** at 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.
3. Payment options are listed below.
- a. Fully Covered by Financial Aid – Contact the **Financial Aid Office** at nsaravanapavan@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.

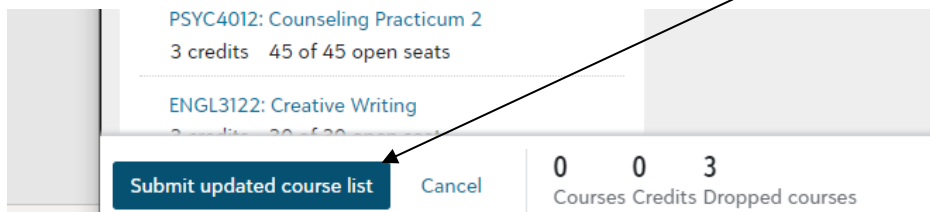
- c. Monthly payments – **First payment due prior to the start of the semester.**
- 4. If your bill is not current with the **Business Office** by the registration deadline (**Tuesday, December 30, 2025**), a late registration fee of \$50.00 per course will be added to your bill.

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.



- 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 help@davisny.edu 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. Contact your advisor for assistance.
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 nsaravanapavan@davisny.edu