Winter Session at Plattsburgh State provides special and exciting learning opportunities for students. You can make progress toward your degree, reduce your future course load, or take a unique course.

HOW TO REGISTER

For your convenience, registration methods are listed below. You may register as late as the first day of a class; however, since many popular classes fill before classes begin, register early.

1. Online (Banner Web Registration)
   Go to http://www.plattsburgh.edu/ and click on the MYPLATTSBURGH link. If you do not have a computer at home, you may use our computers in any of the university labs. You will see the results of your registration immediately. No payment is necessary at the time of registration. Your tuition bill will be available online after course registration.

Students enrolled in programs through SUNY Plattsburgh at Queensbury or Hudson Valley Community College may register on the host campus computers at either location. For more information about SUNY Plattsburgh at Queensbury, visit online https://www.plattsburgh.edu/about/queensbury/index.html or in person at Suite 115, J. Buckley Bryan RHEC, 640 Bay Road, Queensbury, NY 12804.

Instructions for New Users
1. From www.plattsburgh.edu, click on MYPLATTSBURGH icon.

2. Enter NETID and Password. (Follow instructions in Secure Access and Helpful Links blocks.)
   **NETID:** Your NetID is a combination of the first letter of your first name plus the first four letters of your last name, followed by three digits. The three digits are based on the number of users who have a NetID that starts with the same first five letters. For example, Jane Smith may be assigned the NetID JSMIT001 while Joe Smithers may be JSMIT002 and so on. If you don’t know your NetID click on “Don’t Know Your NetID” under helpful links on the My Plattsburgh Portal.
   **PASSWORD:** Click on “is this your first login? Click here to set your password.” To set a password you will need to verify your birthdate and the last four digits of your Social Security Number. After you have set a password, we suggest waiting 2-3 minutes before attempting to login. If it for some reason it tells you that your SSN or birthdate are entered wrong, please call the Helpdesk at 518-564-4433. We strongly encourage you to change your password at least once every three to four months.

3. Click on Student tab
4. Select the term (Winter 2021)
5. Click on Look up Classes to Add (under the Registrar section)
6. Click on Advanced Search (to search by course attribute, schedule type, etc.)
7. Check box next to desired course(s), scroll to end of page, and submit changes or enter course reference number (CRN) directly and submit changes. If courses are closed, you may opt to waitlist by selecting the drop-down arrow (to the left of the course), select waitlist, and submit changes. When the course opens, students are registered automatically if they meet registration requirements (i.e., major restrictions, prerequisites, no time conflicts, do not exceed the maximum credits allowed per term, etc.). An email will be forwarded to your Cardinal Cloud Email account should you be successfully registered for a waitlisted course. Students may delete waitlisted courses at any time during the registration periods. The waitlist information is purged on the last day of course adjustment.
8. When students receive permission to register for a course from the department, they must go to Add/Drop Classes, enter the CRN of the course, and Submit changes.
9. Go to Course Schedule by Term or Week at a Glance – Winter 2021 to confirm your schedule.
10. Help is available online by clicking on the Help button in registration forms or by emailing the registrar’s office at registrar@plattsburgh.edu.
Matriculated Students: Registration begins Monday, October 26, 2020 at 10:00 a.m. If you are a matriculated student and registered for classes spring 2021, you may register for winter session classes on Banner Web.

Non-Matriculated Students: Registration begins Monday, November 2, 2020 at 10:00 a.m. Click here to complete and submit the online SUNY Plattsburgh Non-Matriculated Student Registration Form. If you have problems accessing the online form, you can obtain a form from the Registrar’s website at https://www.plattsburgh.edu/files/124/files/Non_Matriculated_Student_Registration_Form_10_03_2017%20(1).pdf or call the Registrar’s Office 518-564-2100 to obtain this application. Complete and return to the Registrar’s Office, SUNY Plattsburgh, 101 Broad Street, Plattsburgh, NY 12901 or FAX to 518-564-4900. The Registrar’s Office will process your application then forward an email confirmation with registration instructions.

COURSE ADJUSTMENT

Course Add/Drop – The last day to add/drop a winter session course without penalty is the end of the first week for five week classes or the first day for three week classes. After this date it will be considered a “late add” and students will be assessed a $20 per transaction late registration fee. Late registration begins December 28, 2020 for 5 week courses or January 6, 2021 for 3 week courses.

Course Withdrawals – Course withdrawal (W grade) is applicable beginning on December 28, 2020 for courses offered December 21, 2020 – January 22, 2021. Course withdrawal for all other courses begins January 6, 2021. You may access this form on the web, https://www.plattsburgh.edu/_documents/registrar/course-schedule-adjustment-form.pdf Be sure to submit Course Schedule Adjustment forms promptly to maximize a possible refund. The last date for unrestricted Course Withdrawal is January 6, 2021 for 5 week courses and January 13, 2021 for 3 week courses. Non-attendance does not remove tuition and fee liability.

Course Withdrawal Procedure for Online Courses Only- A student may initiate a course withdrawal by emailing the instructor of the course to formally request a course withdrawal. The student must submit the email request for course withdrawal using their own Plattsburgh.edu email account. The effective date is based on the date of the student’s initial email to the course instructor requesting a course withdrawal. Next, the instructor of the course forwards the approval of the course withdrawal to registrar@plattsburgh.edu for processing using their faculty Plattsburgh.edu email account. Finally, an e-mail notification is generated automatically and forwarded to the student, instructor(s), and academic advisors(s) once the course withdrawal is noted on the student's academic record. The last date for unrestricted course withdrawal is January 6, 2021 for 5 week courses and January 13, 2021 for 3 week courses.

COURSE LOAD

The maximum number of credit hours allowed during winter session is seven credit hours. Written approval from the appropriate chairperson and dean must accompany the registration of a student who exceeds the maximum number of credit hours. The Credit Hour Overload form is available online: https://www.plattsburgh.edu/files/124/files/Credit-Hour-Overload.pdf
GENERAL INFORMATION

FINANCIAL AID
In general, only a small number of students are eligible for federal aid during the winter session due to the nature of federal regulations. Alternative loans are available from private lenders for most students. Please contact our office to discuss your enrollment status and aid eligibility.

Students are not eligible for state aid during winter session, for example, students are not eligible for the Tuition Assistant Program (TAP).

FOOD SERVICE
The Sundowner will be open for breakfast from 8:00 a.m. to 11:00 a.m. and will re-open for lunch from 11:00 a.m. to 2:00 p.m..

HOUSING
On-campus housing is available for students if they currently live on campus. Students must prearrange with the Campus Housing office by completing an electronic request form, which will be sent to students before the break begins. There is no additional fee to stay. If you have any questions, please contact the Campus Housing and Community Living office at 518-564-3824 housing@plattsburgh.edu

HOLIDAY COURSE SCHEDULE
Please note that classes will not be held on Christmas Day, December 25, 2020, New Year’s Day, January 1, 2021 and Martin Luther King, Jr. day, January 18, 2021.

HOW TO PAY TUITION AND FEES
Winter session bills will be available online after course registration. Payment is due by Thursday, January 5, 2021. If course adjustments are made after you are billed, view your adjusted account balance online and then pay online. Some courses require payment of special fees at the time of registration. Be sure to check course descriptions.

Note: Tuition and expenses may be subject to change after publication, including tuition and fee increases due to currency exchange rate fluctuations for study abroad programs. For more information, visit our website at https://www.plattsburgh.edu/cost-aid/tuition/index.html. All rates are subject to change in accordance with the policies of the State University of New York.

WAIVERS
Waivers are only available for credit courses on a space available basis. Participants are responsible for all special course fees.

CURRENT FEES

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<tr>
<th>NYS Resident</th>
<th>$295/credit hour</th>
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<tbody>
<tr>
<td>Undergraduate</td>
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<tr>
<td>Graduate</td>
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<td>Non-Resident</td>
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<tr>
<td>Online Non-Resident</td>
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<tr>
<td>Graduate</td>
<td>$565/credit hour</td>
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</table>

Non-Credit Courses
Please refer to course descriptions for fees.

| College Fee:       | $1.70/credit hour |
| Technology Fee:    | $16.88/credit hour |

Special Fees
Please refer to course descriptions for additional fees. Some courses have special fees assigned to them that must be paid at the time of registration.

Course Add/Withdrawal Fee
$20 per transaction fee will be assessed after the late add/withdrawal period scheduled on December 28, 2021 for 5 week courses and on January 6, 2021 for on-campus courses.
ONLINE COURSE OPTIONS

Moodle Online Courses – For more information on Moodle online courses visit https://www.plattsburgh.edu/academics/resources/online-learning/moodle.html

PAYMENT

There are three ways you can pay your bill:
1. Pay online. Login to MYPLATTSBURGH. Click the “Students” tab. Look for the “Student Accounts” area near the middle right part of the screen. Click “My Accounts,” then choose Winter 2020 term. We accept MasterCard, Visa, Discover, American Express, and Web Check.

2. Pay by check. Mail a check or money order payable in U.S. funds for the entire balance to Student Accounts. Make checks payable to SUNY Plattsburgh. Be sure to include your Student ID on your check. Post-dated checks will not be accepted. Each returned check is subject to a $20 returned check fee.

MAIL YOUR CHECK TO:
Student Accounts
SUNY Plattsburgh
101 Broad Street
Plattsburgh, NY 12901
Ph: 518-564-3120
Fax: 518-564-3116
Email: MyAccount@plattsburgh.edu

3. Pay using Flywire (international students only). Go to Flywire.com/pay/plattsburgh. Sign in if you already have an account or create an account now. Flywire gives international students the ability to pay from any country, any time – typically in their home currency. Payments are then bundled together to secure wholesale foreign currency exchange rates, which equates to a significant amount of savings compared to traditional bank rates. International students are given peace of mind with the ability to track the progress of their payment throughout the transfer process via a student dashboard; and they are notified via email when the payment is deposited into their school’s bank account.

For more information, contact:
College Bookstore
Saranac Hall
Ph: 518-564-4460
Email: sunyplattsburgh@bkstr.com
Web: http://www.plattsburghbooksshop.com/

Financial Aid
Kehoe Administration Building 401
Ph: 518-564-2072 or toll free at 1-877-768-5976
Email: finaid@plattsburgh.edu
Web: https://www.plattsburgh.edu/cost-aid/apply.html

Campus Housing and Community Living
Algonquin 103
Ph: 518-564-3824
Email: housing@plattsburgh.edu
Web: https://www.plattsburgh.edu/plattslife/housing/index.html

Registrar
Kehoe Administration Building 307
Ph: 518-564-2100
Email: registrar@plattsburgh.edu
Web: plattsburgh.edu/registrar

GENERAL EDUCATION COURSES

Winter Session is a perfect time to fulfill general education requirements! To view the general education courses being offered during Winter 2021 navigate to the Course Search and using the drop down menu select from the following general education categories:
5ART – Arts
5FL1 – Foreign Language 1st level
5FL – Foreign Language 2nd level
5GLO – Global Issues
5HUM – Humanities
5ITL – Information and Technology Literacy
5MAT – Mathematics
5NST – Natural Science and Technology NST
5OE – Oral Expression
5SS – Social Sciences
5USC – U.S. Civilization w/85+ NYS Regents
5US – U.S. Civilization
5WC – Western Civilization
5WRS – World Systems
5WE – Written Expression
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<thead>
<tr>
<th></th>
<th>Graduate (New &amp; Continuing)</th>
<th>Undergraduates (Continuing SUNY Plattsburgh at Queensbury, Online Accounting, RN Nursing &amp; Students studying abroad for Fall '20)</th>
<th>Undergraduates (Main Campus, Continuing)</th>
<th>Non-Matriculated (Undergraduate &amp; Graduate)</th>
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</thead>
<tbody>
<tr>
<td>Course advisement</td>
<td>Contact department chairperson/advisor</td>
<td>October 19-October 30, 2020</td>
<td>October 19-October 30, 2020</td>
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<tr>
<td>Registration</td>
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<td>Online registration</td>
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<tr>
<td>5 Week Courses</td>
<td></td>
<td>October 26, 2020 (10:00 a.m.)-December 27, 2020 (11:30 p.m.)-October 26, 2020 (10:00 a.m.)-Jan. 5, 2021 registration PIN not required</td>
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<td>3 Week Courses</td>
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<tr>
<td>Classes begin</td>
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<td>Dec. 21, 2020</td>
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<td>Dec. 11, 2020 (8 a.m.)</td>
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<td>Add/Drop Ends</td>
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<td>Last day for unrestricted course withdrawal</td>
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<td>Jan. 6, 2021</td>
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