



NEW YORK INSTITUTE OF TECHNOLOGY

## Information about Registration for Spring 2010, Cycles C and D 2010, and Intersession 2010

**Priority online registration for Spring, Cycles C and D, and Intersession 2010 classes starts Monday, November 9, 2009.** The priority academic advisement and online registration schedules are printed below. Advisement is required before registering and **students must register online during the priority period.**

Access to the online registration system is based on appointments. Appointments are necessary to prevent overloading the online registration server and causing it to shutdown. If an appointment is inconvenient or missed, contact the Student Solutions Center for a new appointment. Students are assigned appointments based on the number of credits they have completed.

During the priority online registration students in the School of Engineering and Computing Sciences who have been conditionally admitted to NYIT must register on campus at the Student Solutions Center.

Registration appointments are posted on NYITConnect.

<b>Priority Academic Advisement</b>	November 2, 2009 – November 13, 2009	Visit NYITConnect at <a href="http://www.nyit.edu">www.nyit.edu</a> and view the message board for a link to a directory of academic advisors along with their contact information
<b>Priority Online Registration</b> Available to currently registered students attending Old Westbury, Manhattan, and online campuses	November 9, 2009 – November 22, 2009	Log in to NYITConnect at <a href="http://www.nyit.edu">www.nyit.edu</a> and select <i>Student Menu/Web Registration Appointment</i> to view your appointment

Please use the *Search for Sections* feature on NYITConnect to plan your class schedule. *Search for Sections* is your up-to-the minute source of classes and shows when they are filled, canceled and new classes added to the schedule.

Take advantage of the priority online registration and register for courses at your appointed time. Please read the instructions below so you are fully prepared to register.

Office of the Registrar

### Academic Advisement and Registration Instructions

1. Course sections can be viewed on the NYITConnect website. Visit [www.nyit.edu](http://www.nyit.edu), select NYITConnect, and access *Search for Sections* on the NYITConnect *Main Menu*.
2. Log in to NYITConnect, select *NYITConnect Students* on the *Main Menu*, and print a copy of your *Program Evaluation*. Print a registration form from [www.nyit.edu](http://www.nyit.edu) by selecting *Current Students* and then *Registering for Classes*. The form is located under the *Registrar/Downloadable Forms* option.

3. Bring the program evaluation and registration form when you meet with your advisor. A link to the directory of academic advisors and their contact information is available on the NYITConnect message board.
4. **Your advisor will approve your courses by signing the registration form and opening your online registration record. Your online registration record must be opened or you will not be able to register online. If your advisor cannot open your record, bring your signed registration form to the Student Solutions Center and your record will be opened.** If you register online, please keep the registration form for your reference.
5. It is important that you register only for those courses approved by your advisor. If you select and register for other courses they may not be applicable to your degree requirements and may delay your graduation.
6. **If your tuition is not satisfied by January 2, 2010, you will be prevented from making changes to your schedule of classes until your tuition is paid. See *Payment Options* below for information about tuition.**

If you have problems registering online visit the Student Solutions Center on your campus or write from your NYIT e-mail address to askssc@nyit.edu. All e-mail responses will be sent to your NYIT e-mail.

**Term Dates:**

Spring 2010	2010SP	01/25/10 – 05/22/10
Cycle C 2010	2010C	01/25/10 – 03/17/10
Cycle D 2010	2010D	03/18/10 – 05/20/10
Intersession 2010	2010IN	01/04/10 – 01/16/10

**Restrictions:** You will be prevented from registering if you have restrictions or have not submitted all your admissions and financial aid documents to the college. View *My Restrictions* and *My Documents* at NYITConnect. Please resolve all outstanding holds before attempting to register.

**Username and Password for Access to NYITConnect:** To activate your NYITConnect username and password or change your current password, visit the *NYITConnect Username and Password* application on the NYITConnect *Main Menu*.

**Financial Aid:** You are strongly encouraged to complete a financial aid application. Applications are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You can view your financial aid award letter and respond to your loan offerings online at NYITConnect. Contact the Financial Aid Office at 516-686-7680 or 212-261-1590 if you have any questions. For more information regarding financial aid offerings visit [www.nyit.edu](http://www.nyit.edu), select *Current Students* and then *Financial Aid*.

**Payment Options:** You may pay your **Spring 2010** tuition at the point of registration, or enroll in the 2010 Spring term tuition payment plan. Enrollment information is available at [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com) or call 1-800-635-0120 to speak with a *TuitionPay* consultant. All Spring 2010 tuition and fees must be paid in full by January 2, 2010. For Spring 2010 registrations that occur on or after January 2, 2010, you will be required to pay 100% of your tuition and fees not covered by approved financial aid or the *TuitionPay* payment plan.

Tuition for **Intersession 2010** classes is due when you register and payment can be made online or at the Office of the Bursar.

Payments can be made online via NYITConnect using the *Make a Payment* option. NYIT accepts Visa, MasterCard, Discover, and American Express.

**Student Visas:** International students holding F-1 or J-1 visas must contact their International Advisor prior to registration. The International Advisor will verify your full-time status and update your NYIT records.

**Immunizations:** All students must provide proof of immunity to measles, mumps, and rubella (MMR) and sign a meningitis response form before they can register for classes. If you have not submitted these records, please contact the Office of Wellness Services at 516-686-3705.

**Housing:** Housing is available for students for the 2009-2010 academic year. For more information and housing application please visit [www.nyit.edu](http://www.nyit.edu), select *Campus Life* and then *Housing and Residential Life*.

**Official Registration:** Official registration in a course section is required in order to earn a grade for a class. Registration must be completed by the end of the change of program period (see Academic Calendar at [www.nyit.edu](http://www.nyit.edu), select *Current Students* and then *Academic Calendar*). Therefore, students who have not officially registered for a course section will not receive a grade retroactively. Students are not officially registered until all tuition and fees are satisfied. Attendance is not permitted in any class without official registration for that class.