

On-line Registration QuickStart Guide

Welcome!

We're pleased that you selected SUNY Empire State College. We look forward to working with you throughout your program.

Before classes begin, there are several procedures you must attend to:
1. confirm your contact information (name, address, E-mail, etc.), 2. register for studies, 3. complete financial arrangements.

It's easy because you can do it all over the Internet!

Please read this information carefully.



SUMMARY OF STEPS FOR ALL INCOMING STUDENTS

1. **Select your Studies.** Choose from the online listing of learning opportunities available throughout the college.
2. **Register for the Term.** Empire State College allows you to register over the Internet.
3. **Complete Financial Arrangements.** After you register, your bill will be available for payment.

It's that easy! To be sure your registration goes well get started as early as possible.

In addition, to help you with registration, the following are included in this guide:

- Study Options
- Planning Checklist
- Drop/Add
- Payment Information

**Quick
Tips**

Quick Tips

Look for Quick-Tips to help you better navigate and save time

For technical help

Phone: 800 847-3000 ext. 2420 or (local call) 518 587-2100 ext. 2420

Email: onlinehelp@esc.edu

<http://www.esc.edu/tech911>



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STATE UNIVERSITY OF NEW YORK

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Notes:

Getting Started

Access the Registration Web Site

1. Type <http://www.esc.edu/MyESC> into the address bar of your web-browser and press "Enter" on your keyboard.

Address	<input type="text" value="www.esc.edu/myesc"/>
---------	--

2. Click once on "Register"



Log On

3. Log on using your user name and password.
 - * Login and password are case sensitive.
 - * Remember to use the **new format** (e.g. first_last123).

Do not forget the under-score (_) between your first and last name.

Please enter your login (user name) and password and click LOGIN

Login (user name):	<input type="text" value="esc_student234"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Login"/>

Check Mentor and Location

4. If your location or mentor is listed incorrectly, contact your [center](#) as soon as possible.

REGISTRATION HOME	
Your Primary Mentor: User, ESC	Your Location:

Confirm User Name and Password

5. As an additional security precaution, when you click on a step to begin your registration process you will be prompted to re-enter your user name and password.

To ensure security your account will be logged out after fifteen minutes of inactivity

Login:	<input type="text" value="esc_student234"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Login"/>



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The Essentials

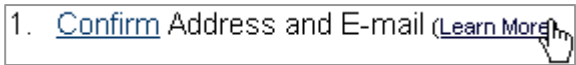
An Eight Step Process

The on-line registration process is accomplished through a series of eight steps. Each of the following steps must be completed to ensure proper completion of the registration process.

1. [Confirm](#) Address and E-mail
2. [Check](#) Registration Holds
3. [Set](#) Grading Option
4. [Create/View](#) Registration Worksheet
5. [Search](#) Term Guide to Add Studies
6. [Send](#) Worksheet to Primary Mentor
7. [Register](#)
8. [Pay/View](#) charges

Learn More

Each step in the process is followed by a “Learn More” link. Click on this link to get more details.



Information About

Several topics of specific interest to students have been identified and links to detailed explanations have been created. Click on these links to get more details.

Information About

- [Study Options](#)
- [Planning Checklist](#)
- [Add/Drop](#)
- [Payment](#)
- [Payment Due Dates](#)
- [Accommodation for a disability](#)

For Non-Matrics: Read First

Help

To access the help screen click on the “help” button in the upper right corner.

- For technical issues contact our help desk at www.esc.edu/tech911
- For academic questions contact your primary mentor



Basic Navigation

DO NOT
use your
web
browser
“back”
and
“forward”
buttons.

Use the
web
sites
custom
links.

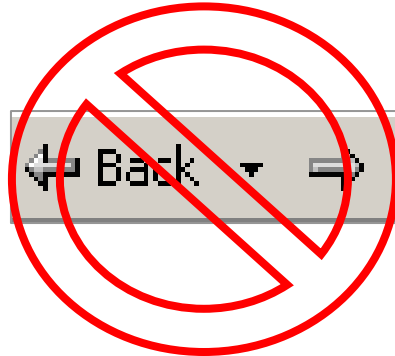
Custom Navigation Links

Use of the On-line Registration web site involves entering and modifying personal and registration information. Because this information is entered into a database in a logical sequence use of the web sites, custom navigation is essential.

**Do not use your web browsers
“back” and “forward” buttons.**

This could abort the registration process.

As you complete each step click either “**continue with registration**” or “**return to MyESC home**” to navigate from one page to another.



The Eight Steps

All selections can be made from the list of steps by clicking on the underlined topic link in the body of the list.

Follow the steps below to register:

1. Confirm Address and E-mail ([Learn More](#))
2. Check Registration Holds ([Learn More](#))

Registration Home

Click on “Registration Home” to return to the main menu from anywhere in the site.



Important Links

Each step in the process will direct you to registration web pages, and each of these web pages contain links to other important information. Click on any of the links to access additional information.

Learning Opportunities
Inventory

Concurred Degree
Plan

Completed
Studies

Registration
Worksheet

[Change Registration Term](#)

[Mentor-Student Dialog](#)

[View Concurred DP](#)



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Non-matriculated Student Registration

Students interested in college-level study, who are not currently admitted into a degree program at Empire State College may register for studies or course three weeks into the registration period.

To register as a non-matric student, you must first contact the center through which you wish to study.

Undergraduate Center-based Students

To register as a non-matriculated, undergraduate, center-based student, you must first contact the [center](#) through which you wish to study.

Center for Distance Learning (CDL) Students

To register as a non-matriculated, undergraduate, CDL student, you must first contact the Center for Distance Learning at 1 800 847-3000 or <http://www.esc.edu/cdl>.

NOTE: Center for Distance Learning students need only do this the first time they wish to register for non-matriculated study.

Students who wish to study through other centers need to update their records with the center each term.

We do not assign a primary mentor to Center for Distance Learning non-matriculated students. As you work through the registration screens, do not be concerned about contacting a primary mentor. When you click the "submit to primary mentor" button, your worksheet will be sent to a staff advisor. You may proceed to registration without discussing your study plans with your staff advisor. If there is a problem with your registration, we will contact you.



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Before You Register

QuickStart Guide

This QuickStart Guide is available on-line or can be downloaded as a .pdf file. The guide will contain the most current information related to the on-line registration application and is updated regularly.



Information About

Study Options

The term's Learning Opportunities Guide lists study topics and general subject areas, plus faculty available to you to develop your study program.

Planning Checklist

Use the checklist to highlight some of the key steps in preparing to register.

Add/Drop

The drop/add period begins after a student submits the initial registration for the term and extends through the end of the first week of the term

Payment

Payment can be made online with a credit card or with a check or credit card by mail.

Accommodation for a Disability

Empire State College makes reasonable accommodations to meet the needs of students with disabling conditions.

Non-Matriculated Students

Students interested in college-level study, who are not currently admitted into a degree program at Empire State College may register for studies or course three weeks into the registration period.

Information About

- [Study Options](#)
- [Planning Checklist](#)
- [Add/Drop](#)
- [Payment](#)
- [Payment Due Dates](#)
- [Accommodation for a disability](#)

[For Non-Matrics: Read First](#)

Before You Register

The First Three Steps...

...are the most important steps to complete. To return to any step once it has been completed click on the link for that step.

Follow the steps below to register:

1. [Confirm](#) Address and E-mail ([Learn More](#))
2. [Check](#) Registration Holds ([Learn More](#))
3. [Select](#) Grading Option ([Learn More](#))

Step One: Confirm Address and E-mail

In order to better serve you we ask that you keep your personal contact information up to date. This will help us easily contact you concerning important deadlines, evaluations, and financial aid. Please allow 3-5 business days for a postal address change to become official. E-mail address changes take effect immediately.

1. Click once on **“Confirm”** Address and E-Mail.

1. [Confirm](#) Address and E-mail

Postal address changes are reviewed before addition to your records.

2. Check all of your contact information for accuracy, including name, address, phone and E-mail. To change personal contact information, click once in the field and modify the text.

Address Information For	
ESC Student	
Street Address/Apartment	
1	120 Pugsley Ave., Ph
Phone Number	Type
718-617-0723	HOME - Home Phone ▾
E-Mail Address regtest@esc.edu	

3. Click once on **“Submit”**.

Submit

4. Click once on **“Continue with Registration”**.

[continue with registration](#)



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Before You Register

A hold cannot be removed on-line.

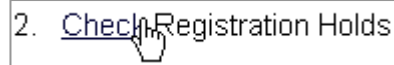
You must contact the college directly to remove a hold.

The First Three Steps...

Step Two: Check Registration Holds

Before you begin the registration process, it is important to know if there are any reasons why you might be prevented from registering for the next term. You must contact the college directly to remove a hold. Removing a hold cannot be done on-line.

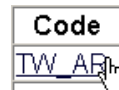
1. Click once on “**Check**” Registration Holds.



2. Review the listing of holds. Registration holds are listed by Code and by Description.

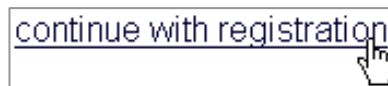
Code	Registration Holds
TW_AR	You have an outstanding balance with the college

3. If you have a hold on your registration account, click on “**Code**” to view details. You will need to contact the appropriate office at the college to clear your hold.



REGISTRATION HOLDS
You have an outstanding balance with the college. Please contact the Student Accounting Office at 1 800-847-3000 ext 2320, 2324, or 2414 regarding this matter.

4. Click “**Continue with Registration**”.



Before You Register

The First Three Steps...

Step Three: Select Grading Option

Empire State College offers a narrative evaluation with a letter grade for every study or course. For students requesting narrative evaluation *only* that option is available. Before choosing your grading option carefully consult the appropriate financial aid regulations.

You cannot change your grading option after you submit your registration

Changes can only be made in the following term.

1. Click on “**Select** Grading Option”.

3. [Select Grading Option](#)

To Review and Confirm Grading Option

2. Review your current evaluation option.

Your current evaluation option NARRATIVE WITH GRADES

3. If your evaluation and grading option is correct click “**Continue with registration**”.

[continue with registration](#)

To Change Grading Option

2. To change your grading option for the next term click once on “**Submit**”.

Submit

3. Click once on the drop down menu and Select your evaluation and grading option.

GRD - NARRATIVE WITH GRADES
GRD - NARRATIVE WITH GRADES
NOGRD - NARRATIVE-ONLY

4. Click once on “**Submit**”.

Submit

5. Review the terms of the grading option. If you agree the above term click “**Submit**”.

Submit



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On-line Registration

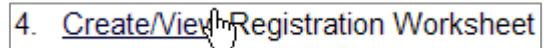
Select Your Studies

On-line Registration is a three-part process: **Select** your studies, **Register** and make your **Payment**. You will need to complete each step in the order in which they are listed.

Step Four: Create/View Registration Worksheet

The registration worksheet is a tool to help you and your mentor plan your study program and ultimately register for those studies. In order to begin the advisement and registration process, it will be necessary for you to complete a registration worksheet for your primary mentor. Once you create the worksheet you can access and modify it any time before sending it to your primary mentor.

1. Click once on “**Create/View** Registration Worksheet”.



2. Click once on “**Go to Term Guide**” to add Learning Opportunities to this worksheet.



On-line Registration

Select Your Studies

Step Five: Search Term Guide to Add Studies to Registration Worksheet

The term guide is an online listing of learning opportunities available throughout the college. If you do not find a study that matches your interests in the term guide, consult your primary mentor.

To Proceed from "Registration Home"

If you have not added any studies to your worksheet, you can access the term guide from the Registration Home Page.

1. Click once on "Search Term Guide".

5. [Search Term Guide to Add Studies](#)

FORUM
Students
will NOT
search by
"Location"

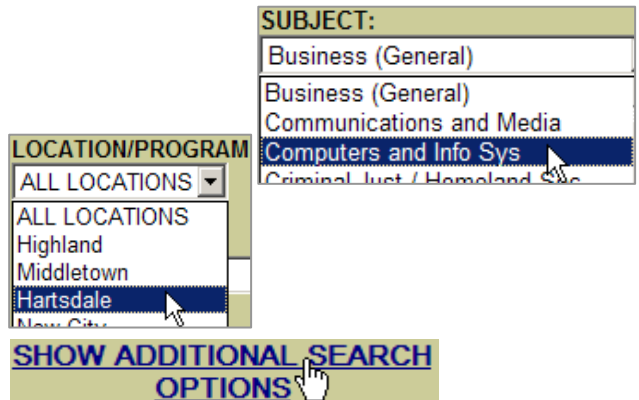
2. Click on the drop-down menu to select your "Location/Program" and "Subject".

Note: CDL Students will NOT search by "Location".

Note: FORUM Students will NOT search by "Location".

CDL
Students
will
search by
"Subject"
and "Type
of Study"
only.

3. Click once on "Show Additional Search Options" to refine your search.



5. [Search Term Guide to Add Studies](#)

LOCATION/PROGRAM
 ALL LOCATIONS
 ALL LOCATIONS
 Highland
 Middletown
 Hartsdale
 New City

SUBJECT:
 Business (General)
 Business (General)
 Communications and Media
 Computers and Info Sys
 Criminal Just / Homeland Sec

SHOW ADDITIONAL SEARCH OPTIONS

4. Click on the drop-down menu to select a specific "Teaching Mentor" or "Type of Study".

Note: CDL Students will NOT search by "Teaching Mentor".

TEACHING MENTOR:
 ALL MENTORS

TYPE OF STUDY:
 ALL TYPES

5. Click once on "Go".



On-line Registration

Select Your Studies


Step Five: Search Term Guide to Add Studies to Registration Worksheet (cont.)

This site uses pop-ups to display some information.

You may have to adjust or disable your pop-up blocker to view course description and mentor bio.

View and Select Studies

After completing your search you can select from any of the studies available. Studies are listed according to their availability.

1. Click once on the “twisty”  to expand and view the course listings under each heading. Click once on the course name to view the course description, or click on the mentor name to view the mentor bio.



NOTE: You may have to adjust or disable your pop-up blocker to view course description and mentor bio.

2. Click once on “**ADD**” to add the learning opportunity to your registration worksheet.



3. Review your registration worksheet.

Reg Code	Title	Location	Study Mentor	Cr	Mode	Start	Spaces Left	Remove
318899	Individualized Studies in Technology (2006FA-0600-PSCI-0063297-002F)	Hartsdale	ESC User	4	Ind Stud	Sept	No Limit	Remove
318902	Physical Geology (2006FA-0600-PSCI-0063297-003F)	Hartsdale	ESC User	4	Ind Stud	Sept	No Limit	Remove

Your Worksheet has been automatically saved.

Your worksheet is auto-saved every time you add or remove a course.

4. Click once on “**Remove**” to delete a Learning opportunity from the worksheet.



5. Click once on “**Go to Term Guide**” to search and add additional learning opportunities. This process should be repeated until you have completed all your selections.





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On-line Registration

Select Your Studies

Step Five: Search Term Guide to Add Studies to Registration Worksheet (cont.)

The most recent or "Last Comment" between you and your mentor can be seen directly under the "Mentor-Student Dialog" link.

Mentor-Student Dialog

It is essential that you confer with your primary mentor about the studies you are planning to complete. If you have questions about your studies, you may send an inquiry to your mentor by using the "Mentor-Student Dialog".

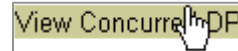
- Click once on "**Mentor-Student Dialog**".

View Concurred Degree Plan (DP)

You can view an archived copy of your degree plan at any time. Information available will include your Degree, Registered Area, Concentration, and Status.

NOTE: You are looking at an archived copy of your degree program. Any changes you have made in your degree program since it was approved will not appear here.

- Click once on "**View Concurred DP**".
- Click once on "**View DP**".



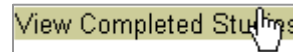
Official transcript requests must be made in writing to the Office of the Registrar.

View Completed Studies

This unofficial academic summary lists the studies for which you have registered at Empire State College. The summary does not show transfer credit, credit earned through credit by evaluation or credit earned. Studies that you recently completed may not have outcomes posted. If you have questions about this summary, please contact your center/program.

Note: This is **not** an official transcript.

- Click once on "**View Completed Studies**".





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On-line Registration

Select Your Studies

Step Five: Search Term Guide to Add Studies to Registration Worksheet (cont.)

Individualized Studies

Empire State College encourages undergraduate students to create individualized studies to match specific interests and educational goals.

To design an individualized study, you will need to consult with your primary mentor. Your mentor will arrange your individualized study and include it in your worksheet.

Cross Registration at Another College

Students may cross register at another accredited college or university for classes, and receive credit from Empire State College.

Undergraduate students may cross register for no more than 50 percent of their total Empire State College credits, specified in their degree program.

To arrange a cross registration, you will need to consult with your primary mentor. Your mentor will set up your cross registration and include it in your worksheet.

On-line Registration

Select Your Studies

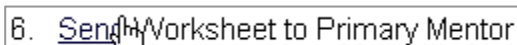
Step Six: Send Worksheet to Primary Mentor

When you have completed the worksheet you must send it to your primary mentor. Your primary mentor will contact you if s/he has any questions regarding your worksheet.

To Proceed from "Registration Home"

If you have created your worksheet but have not submitted your worksheet to your mentor, you can access the worksheet from the Registration Home Page.

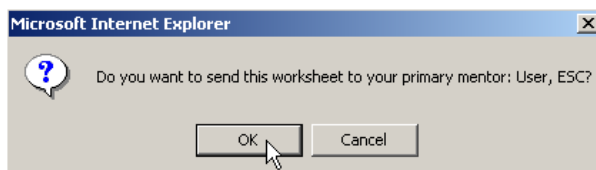
1. Click once on "**Send**" Worksheet to Primary Mentor.

6.  Send Worksheet to Primary Mentor

2. Click once on "**Send to Your Primary Mentor**"

 Send to Your Primary Mentor

3. Click once on "**OK**".



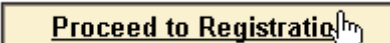
4. Click once on "**CLOSE**".

[CLOSE](#)

You and your mentor have probably discussed your choice of studies listed on your worksheet, and you may be ready to proceed to register. Or your mentor may have directed you to investigate learning opportunities for the term and asked that you prepare a worksheet. If your mentor has any questions about your worksheet, then s/he will contact you to discuss the worksheet.

You may proceed to register. If you have any questions about your worksheet, you should contact your mentor before proceeding to register.

5. Click once on "**Proceed to Registration**".

 Proceed to Registration

If you have any questions about your studies you may include them in your worksheet by clicking the "Mentor-Student Dialog" link.

The "Proceed to Registration" link allows you to review your final worksheet to make sure it reflects only the studies you are planning to complete in the upcoming term.

On-line Registration

Register For Studies

Step Seven: Register

You are now at the final step of the registration process. To complete your registration you will:

- **Transfer** your selected studies from your worksheet to the registration grid.
- **Finalize** or drop registrations.
- **Review** your registration results.

To Proceed from “Registration Home”

If you have created your worksheet but have not registered, you can access the registration screen from the Registration Home Page.

1. Click once on “**Register**”.

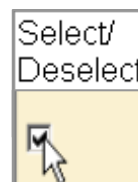


Transferring selected studies

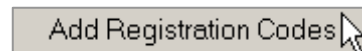
When you access the screen to transfer your selected studies to the registration grid, all of the studies from your newly created registration worksheet will be available.

NOTE: When you first access this screen all of your studies from your worksheet will be listed. If you DO NOT want to register for a course, be sure to “Deselect” the checkmark next to those studies.

2. (Optional) Remove the checkmark next to any course you do NOT want to register for in the “**Select/Deselect**” column.

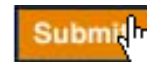


3. Click once on “**Add Registration Codes**” to copy the registration codes to the registration grid.



Registration Code	Term
318899	2006FA1 - Fall 2006-SEPTEMBER Term

4. Click once on “**Submit**”.



If you access the screen to transfer a course in the future, courses you have already registered for will be listed.

You will need to “Deselect” those courses, as the system will not allow you to register twice for the same course.

On-line Registration

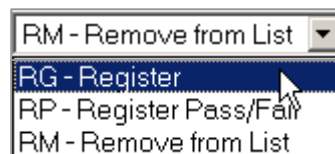
Register for Studies

Step Seven: Register (cont.)

Finalize Registrations

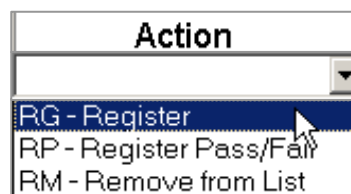
Once you have transferred your worksheet to the registration grid, you can then choose to formally register for those studies.

1. Click on the “**Action for All**” dropdown menu and select an action for all studies listed (i.e., choose “**RG – Register**” to register for all studies listed).



- OR -

2. Click on the “**Action**” dropdown menu and select an action for each individual course. (i.e., choose “**RG – Register**” for each Individual course).



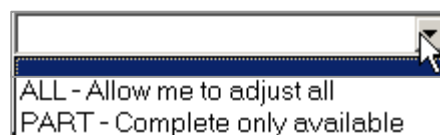
NOTE: if you are in the “narrative with grades” evaluation option, you may include up to 12 credits of pass/fail (credit/non-credit study). It is here that you opt for a pass/fail study option.

NOTE: Make sure the credit amount listed in the **Credits** column matches your desired number of credits for that study.

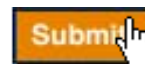
To modify your credits, click in the box in the “**Credits**” column and type in the correct credit amount. You must use the decimal point when entering the credit amount (i.e., 2.0, 3.0, 4.0, etc.)

A screenshot of a form field labeled 'Credits'. The field contains the text '3.00'.

3. Select “**All**” or “**Part**”.
NOTE: If one or more of your choices are not available you can choose to complete the available, or “Part” of your selections.



4. Click once on “**Submit**”.





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On-line Registration

Register for Studies

Step Seven: Register (cont.)

Review registration results

The registration results will be date and time stamped, and will display your current registration status, including Term, Status (Registered or Dropped), Section Name and Title, Faculty Name, and Credits.

If no problems are listed, your registration has been accepted.

NOTE: You should always print your registration results page for your records.

The following request(s) have been processed:							
Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2006- 2 SEPTEMBER Term	Registered for this section		PSCI- 0063297- 002F (318899) Ind. Studies in Technology		09/11/2006- 12/22/2006	E. User	4.00
Here are all of the sections for which you are currently registered:							
Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	
Fall 2006- 1 SEPTEMBER Term		PSCI-0063297- 002F (318899) Ind. Studies in Technology		09/11/2006- 12/22/2006	E. User	4.00	

On-line Registration

Pay Your Bill

Step Eight: Pay/View Charges

Once you have completed registration, you will be able to view and pay your bill. A detailed bill will be available on MyESC.

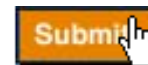
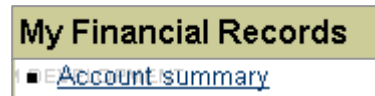
To Proceed from "Registration Home"

1. Click once on "Pay/View" charges. You will be directed to the MyESC home page.



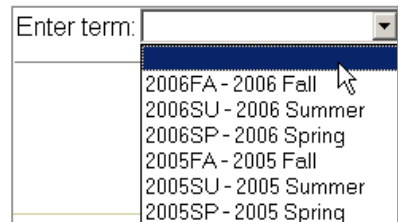
To View Charges: My Financial Records

2. On the MyESC home page, find the section titled "My Financial Records".
3. Click once on "**Account Summary**".
4. Click once on "**Submit**".

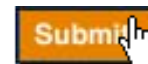


- OR -

5. Click once on "**Account Summary by Term**".
6. Click on the drop-down menu to "**Enter Term**".



7. Click once on "**Submit**".



After reviewing your account summary you can pay your bill on-line.



EMPIRE STATE COLLEGE

STATE UNIVERSITY OF NEW YORK

On-line Registration

Pay Your Bill

Step Eight: Pay/View Charges (cont.)

After reviewing your account summary you can make a payment on-line.

Review your account summary

NOTE: Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your awards, enrollment and eligible charges.

You may pay your tuition and fees online or you may print a copy of your bill and mail a payment to the college.

SUNY Empire State College Page: 1
 Student Account Statement as of 04/11/06
 ESC Student, Student ID #
 Account Summary

ESC Student
 Bronx, NY 10473-2318
 regtest@esc.edu

If your e-mail or mailing address is not current, please update your information on <http://www.esc.edu/myesc>.

Date	Term	Description	Charges, Financial Adjustments & Refunds	Payments & Financial Aid Received	Pending Financial Aid Balance
09/06/02		ORIENTATION WORKSHOP FE	50.00		50.00
09/06/02		PAYMENT		50.00	0.00
10/31/02		PAYMENT		1467.80	1467.80CR
10/23/02	2002FA	TUITION/FEES-8 CREDITS	1467.80		0.00
03/07/03	2003SP	TUITION/FEES-4 CREDITS	616.40		616.40
03/18/03	2003SP	PAYMENT		616.40	0.00
04/07/06	2006FA1	TUITION/FEES-8 CREDITS	1544.80		1544.80
			ACCOUNT BALANCE: 1544.80		
			PAYMENT DUE DATE: 08/18/06		

 For more information visit <http://www.esc.edu/myesc>
 Detach and mail to Empire State College, PO Box 588, Albany, NY 12201-0588

Student Name: ESC Student Student ID:
 Payment Due Date: 08/18/06 Pay This Amount: 1544.80

Method of Payment: CHECK M/C VISA DISC AMEX OTHER(SPECIFY) _____

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____

Cardholder Signature: _____

Amount Paid: \$ _____

Your account balance is due upon receipt of this bill. If you have any questions or concerns, please contact the Accounts Receivable office at accountsreceivable@esc.edu or by calling 518-587-2100 extension 2320, 2324 or 2414.



On-line Registration

Pay Your Bill

Step Eight: Pay/View Charges (cont.)

After reviewing your account summary you can make a payment on-line.

To Make a Payment: My Financial Records

You may pay your tuition and fees online or you may print a copy of your bill and mail a payment to the college.

Note: If you are unable to make a payment online now, please check your due date. If your payment is in fact currently due and you are still unable to make an online payment, please contact the Accounts Receivable office at 1-800-847-3000, Ext. 2320, 2324 or 2414.

Students registering during the late registration period will be charged a \$30 late registration fee.

1. On the MyESC home page, find the section titled "My Financial Records".
2. Click once on "**Make a Payment**".
3. Enter the payment amount.
4. Complete your credit card payment:
 - Select Credit Card Type
 - Enter Credit Card Number
 - Enter Expiration Month/Year
 - Enter Name on Credit Card
 - Enter E-mail Address
5. Click once on "**Submit**".
6. Check your E-mail for payment confirmation.

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your awards, enrollment and eligible charges.

Students registering during the late registration period will be charged a \$30 late registration fee.

For students on a time payment plan, late payments will be assessed a \$30 late fee.

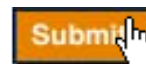
My Financial Records

- [Make a payment](#)

Payment Amount

1,544.80

Credit Card Type	<input type="text"/>	*
Credit Card Number	<input type="text"/>	*
Expiration Month/Year	<input type="text"/> <input type="text"/>	* *
Name on Credit Card	ESC Student	*
E-mail Address	regtest@esc.edu	





EMPIRE STATE COLLEGE

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Modify Your Registration

Add / Drop

You may modify an existing registration, add or replace a study (if available) with no late fee.

The drop/add period begins after a student submits the initial registration for the term and extends through the end of the first week of the term.

You cannot register for more than 16 credits. If adding a new study or course will push the total number of credits over 16, you must drop a study or course. You may drop a study with the submission of the added study or before you add the new study. If you need to carry more than 16 credits in a term, you must discuss it with your mentor and seek permission from the dean.

NOTE: If you are receiving financial aid and drop studies without adding replacement studies, or if you withdraw from a course, your financial aid may be adversely affected. Please see the college's [official withdrawal policy](#) or contact the [Financial Aid Office](#).

The drop/add period begins after a student submits the initial registration for the term and extends through the end of the first week of the term.

From the "Registration Home" page

1. Click once on "Add/Drop" a course.

[Registration Results](#)

[Add/Drop](#) a course you have previously registered for.

To Drop a Study You've Registered For

2. Click once on Go to "Finalize Drop" screen.

Go to **Finalize or Drop** screen

3. In the **Current Registration** category, place a checkmark in the **Drop** column.

Current Registrations	
Drop	Term
1 <input checked="" type="checkbox"/>	Fall 2006- SEPTEMBER Term

If the add/drop occurs during late registration or during the first week of the term, additional payment, if any, is due with the registration change.

4. Click once on "Submit".

Submit



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Modify Your Registration

Add / Drop (cont.)

To Add a Study From Term Guide

1. Click once on Go to "Term Guide".
2. Add studies to your worksheet.
(see [Step Five](#) for instructions)
3. Click **Proceed to Registration** on worksheet and follow directions to complete registration.
(see [Step Six](#) for instructions)

Go to [Term Guide](#) to add study

To Add a Totally Individualized Study

1. Contact your Primary Mentor who will create an individualized study and add it your worksheet.
2. Go to [Step 7. Register](#) and follow directions to complete registration.

To Cross Register at Another College

NOTE: Undergraduate students may cross register for no more than 50 percent of their total Empire State College credits, specified in their degree program.

1. Contact your Primary Mentor who will create a Cross registration study and add it your worksheet.
2. Go to [Step 7. Register](#) and follow directions to complete registration.

Students may cross register at another accredited college or university for classes, and receive credit from Empire State College.