**Registration Instructions** – If you have attended SUNY Old Westbury or are currently attending, registration may be completed on the WEB at [www.oldwestbury.edu](http://www.oldwestbury.edu) until December 21, 2012. Students who have never attended SUNY Old Westbury can obtain a “quick admit” admissions form from the SUNY Old Westbury web site ([www.oldwestbury.edu](http://www.oldwestbury.edu)) by clicking on “Registrar,” then “Forms and Applications” then “Quick Admit Form.” The course schedule can be viewed on the web site by clicking on “Course Schedules,” then “Class Schedule,” then “Winter 2012” from the pull-down menu. Payment in full must be made at the Office of the Bursar (I-104) on or before December 19, 2012. A late payment fee of $40 will be assessed if payment is not made by December 19, 2012. You may also pay with a credit card through the College’s website at [www.oldwestbury.edu](http://www.oldwestbury.edu).

*Some courses may be cancelled due to low enrollment; therefore, early registration is encouraged to lessen the possibility of cancellation.*

**Tuition and Fees** – The total cost for each four credit course is $1011.40 for New York State residents ($232.00 per credit plus the .85/credit College Fee, the $9.50/credit Health Services Fee, and the $10.50/credit Technology Fee), and $2,555.40 for foreign and out-of New York State residents ($618.00 per credit plus the .85/credit College Fee, the $9.50/credit Health Services Fee, and the $10.50/credit Technology Fee). Payments may be made by cash, VISA, MasterCard, Discover, or check or money order, payable to SUNY/Old Westbury. Tuition and fees are subject to change without prior notice.

**Add/Drop-Late Registration Procedures** – You may add/drop or late register for classes on January 2, 2013 and on January 3, 2013 from 9AM to 4PM at the Office of the Registrar. A $40 late fee is assessed for registration on these two days.

**Withdrawal Policy** – After the end of the add/drop period (January 3, 2013) and up to January 8, 2013, you may withdraw from a course by completing an official withdrawal form at the Office of the Registrar. The Registrar will then record a grade of “W” on your transcript. From January 9, 2013 until January 11, 2013, the instructor’s approval and signature on the withdrawal form are required. There is a $20 fee per course withdrawal. **UNDER NO CIRCUMSTANCES WILL A WITHDRAWAL BE ISSUED AFTER JANUARY 11, 2013.**

**Refund Policy**

- 100% refund – January 2 and January 3, 2013
- 35% refund – January 7, January 8 and January 9, 2013
- No refund after January 9, 2013.

**Credit/No Credit Option** – Courses may be taken on a CR/NC basis by completing the appropriate application and submitting it to the Office of the Registrar by January 8, 2013. No applications or changes will be accepted after this date.

**Vehicle Registration** – All vehicles parked on campus must display a valid decal. Decals may be purchased at the Office of the Bursar for $10 for the first car and $5 for each additional car.

**Classroom Assignments** – You may view the classroom assignments on your course schedule at [https://my.oldwestbury.edu](https://my.oldwestbury.edu). Additional information can be obtained by contacting the Office of the Registrar at registrar.oldwestbury.edu or (516) 876-3268.

**PAYMENT IS DUE ON OR BEFORE DECEMBER 19, 2012.**