



NEW YORK INSTITUTE OF TECHNOLOGY

IMPORTANT REGISTRATION INFORMATION

SUMMER 2009 ■ FALL 2009 ■ INTERSESSION 2010

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■ ACADEMIC CALENDAR

Summer 2009

Priority Academic Advisement 03/30/09 – 04/10/09

Priority Online Registration 04/06/09 – 04/18/09

Online and On Campus Registration:

Summer I 2009X1 04/20/09 – 05/25/09

Summer II 2009X2 04/20/09 – 07/10/09

Full Summer 2009X3 04/20/09 – 06/02/09

Classes Start and End Dates:

Summer I 2009X1 05/20/09 – 07/01/09

Summer II 2009X2 07/06/09 – 08/14/09

Full Summer 2009X3 05/20/09 – 08/28/09

Memorial Day. No classes scheduled.

Administrative offices closed 05/25/09

Fall 2009

Priority Academic Advisement 03/30/09 – 04/10/09

Priority Online Registration 04/06/09 – 04/18/09

Online and On Campus Registration:

Fall 2009FA 04/20/09 – 09/21/09

Cycle A 2009A 04/20/09 – 09/11/09

Cycle B 2009B 04/20/09 – 11/04/09

Classes Start and End Dates:

Fall 2009FA 09/08/09 – 12/23/09

Cycle A 2009A 09/08/09 – 10/28/09

Cycle B 2009B 10/29/09 – 12/23/09

Columbus Day. No day classes scheduled.

Evening classes meet. Administrative offices closed 10/12/09

Thanksgiving Recess. No classes scheduled.

Administrative offices closed 11/26/09 – 11/29/09

Intersession 2010

Priority Academic Advisement	03/30/09 – 04/10/09
Priority Online Registration	04/06/09 – 04/18/09
Online and On Campus Registration	04/20/09 – 01/04/10
Classes Start and End Dates	01/04/10 – 01/16/10

■ REGISTRATION SCHEDULE

[Registration instructions](#) are posted on the [NYITConnect](#) message board.

During the priority online registration period, students may register at their appointed dates only. During the open registration period, appointments are not required and students may register online 24/7 or on campus during normal [business hours](#).

■ SCHEDULE OF COURSES

Schedule of courses is available on the [NYITConnect](#) website: access *Search for Sections* on the *NYITConnect Main Menu*

■ DOWNLOADABLE FORMS

Many forms are available for download at the www.nyit.edu site: select *Current Students* and then *Registering for Classes*. The forms are located under the *Downloadable Forms* option.

[Registration Form](#)

[Add/Drop Form](#)

[Fall Schedule Grid](#)

[Spring Schedule Grid](#)

■ ROOM INFORMATION

[Old Westbury Campus Map](#)

AARH - Anna Rubin Hall

DECC - de Seversky Center

DGSH - David G. Salten Hall

EDHL - Education Hall

HJSH - Harry J. Schure Hall

JJTH - John J. Theobald Hall

MKAC - Midge Karr Fine Arts and Design Center

NCM1 - Nelson A. Rockefeller Academic Center

NCM2 - Kenneth Riland Academic Health Care Center

OWBA - 500 Building

SESO - Sculpture Studio

[Manhattan Campus Map](#)

MCMB - 1855 Broadway

MC61 - 16 W. 61st St.

■ REFUNDS/REDUCTION OF INDEBTEDNESS

Tuition is computed on the assumption that a student will remain throughout the academic year. Since a place in class has been reserved, tuition will only be refunded in accordance with the withdrawal policy. Refunds or reductions in indebtedness are made solely at the option of the college for withdrawals necessitated by conditions beyond the student's control such as serious illness or other emergency acceptable to the Committee on Refunds. Refunds or reductions in indebtedness are processed after all required approvals are documented on the withdrawal form.

Students withdrawing from NYIT or course(s) are requested to complete a withdrawal/clearance form, which is available online, at the Office of the Registrar, or at the Student Solutions Center.

Full-time students are generally required to maintain a minimum registration of 12 credits per semester.

A refund or reduction of indebtedness, if approved, will be based on the date of withdrawal determined and recorded on the withdrawal form. Requests for a refund or reduction of indebtedness received more than 12 months from the first scheduled day of the semester or term in question will be denied. Approved refunds are issued in the name of the student and mailed to the student's permanent address.

A student who registers for a class and who does not attend any class is subject to the above refund policy. No transcript, grade report, or diploma will be released to any student who owes tuition or any type of fee or fine to the college at the time of the request. Upon payment of the outstanding indebtedness to NYIT a transcript or grade report may be released.

In the event of a reduction of indebtedness, the schedule, excluding non-refundable tuition deposit and room deposit, is as follows:

Add/Drop Period

The add/drop period for fall and spring is the first two weeks of the semester. Students may add and drop courses without financial penalty during this period as long as the drop does not result in a full withdrawal from courses for the term.

Students who drop to zero credits are considered to have fully withdrawn from NYIT and are subject to tuition charges in accordance with the NYIT refund policy. Please refer to the withdrawal period to determine your tuition and fee liability.

Summer

1. Dropping at any time from the date of the student's registration to the day before the first scheduled day of the course – 100% refund of the tuition and the college fee.
2. Dropping at any time during the first week of the course – 50% refund of tuition only.
3. Dropping at any time after the start of the third week of the course – no refund.

All fees are non-refundable.

If you have any questions regarding the above information, contact the Office of the Bursar at 516.686.7510.

Withdrawal Period

In the case of complete withdrawal from NYIT or withdrawal from a course, students that were awarded federal Title IV financial aid will be subject to proration on the awards in accordance with applicable federal regulations. The application of federal refund provisions may result in an outstanding balance owed to the college and/or the U.S. Department of Education. Details of the adjustment to Federal IV financial aid awards will be provided to the student following the withdrawal process.

Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute an official withdrawal and does not relieve the student of his or her financial obligation.

Refunds apply to tuition. Please refer to dorm contracts for housing and meal plan refund policy.

In the event of a full withdrawal, the tuition liability is calculated excluding non-refundable tuition deposit and room deposit, as follows:

Traditional Semester

1. Withdrawal at any time from the date of the student registration to the day before the first scheduled day of the semester – 100% refund on the tuition and the college fee.

2. Withdrawal at any time during the first week of the semester – 75% refund of tuition only.
3. Withdrawal at any time during the second week of the semester – 50% refund of tuition only.
4. Withdrawal at any time during the third week of the semester – 25% refund of tuition only.
5. Withdrawal at any time after the start of the fourth week of the semester – no refund.

Cycle

1. Withdrawal at any time from the date of the student registration to the day before the first scheduled day of the cycle – 100% refund of the tuition and the college fee.
2. Withdrawal at any time during the first week of the cycle – 75% refund of tuition only.
3. Withdrawal at any time during the second week of the cycle – 50% refund of tuition only.
4. Withdrawal at any time after the start of the third week of the cycle – no refund.

Summer

1. Withdrawal at any time from the date of the student registration to the day before the first scheduled day of the course – 100% refund of the tuition and the college fee.
2. Withdrawal at any time during the first and second week of the course – 50% refund of tuition only.
3. Withdrawal at any time after the start of the third week of the course – no refund.

Intersession

All fees are non-refundable as of the first scheduled day of Intersession.

If you have any questions regarding the above information, contact the Office of the Bursar at 516.686.7510

Notwithstanding anything in the NYIT catalog, NYIT expressly reserves the right, whenever it deems it advisable (1) to change or modify its schedule of tuition and fees and (2) to withdraw, cancel, reschedule, or modify any course, program of study, or degree, or any requirement in connection with any of the foregoing.

If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, you will be responsible for paying NYIT all of the costs associated with the collection of your delinquent account, which includes the payment to NYIT of the principal sums due plus additional costs. Additional costs may include, but are not limited to, collection agency fees constituting 33% of the principal balance due if NYIT engages a collection agency to secure payment. If NYIT engages legal counsel to secure payment, additional costs may include legal fees constituting 50% of the principal balance due, plus all other costs associated with collection of the delinquent amounts. All collection matters shall be governed by New York law. The courts of New York shall have exclusive jurisdiction in these matters.

■ FINANCIAL AID

New York Institute of Technology offers a variety of financial aid to qualified and deserving students. Financial aid programs draw from college funds and state and federal funds through scholarships, grants-in-aid, loans, and employment. Awards are designed to recognize scholastic achievement, financial need, character and promise of the applicant, competence in a particular field, or distinctive contributions to the college or the community. The variety of financial aid programs available allows many students to greatly reduce education costs while attending NYIT. It is the responsibility of students and their families to request, complete and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. These awards are not granted retroactively.

Any student who requires assistance in understanding programs, completing applications, or who needs general information regarding means of financing his or her higher education is encouraged to contact the Office of Financial Aid.

Application Procedures

For financial aid eligibility for summer federal student loans, a FAFSA (Free Application for Federal Student Aid) for the upcoming academic year must be on file in the Financial Aid Office. Students should complete a Seasonal Loan Request form, available via the search engine at www.nyit.edu and submit to the Financial Aid Office.

For fall and spring semesters, all students, including scholarship recipients are required to file a Free Application for Federal Student Aid (FAFSA) form. The college code to be used on the FAFSA for NYIT is 002782. The FAFSA form is available online at www.fafsa.ed.gov. For maximum consideration for all types of aid, students are encouraged to file by March 1 for the upcoming academic year. All financial aid programs are subject to change or expansion due to revisions in government or college policies and are subject to funds availability. Additional criteria and further information may be obtained through the Office of Financial Aid or using the search feature at www.nyit.edu.

Additional financial aid and scholarship information is available in the undergraduate catalog at the Office of Admissions or using the search feature online at www.nyit.edu.

For a personal consultation with a member of NYIT's financial aid team, telephone or e-mail the Office of Financial Aid at the following locations:

Old Westbury	516.686.7680	finaid@nyit.edu
Manhattan	212.261.1590	finaid@nyit.edu

■ IMMUNIZATION INFORMATION

- I. The New York State Public Health Law §2165 mandates that you must provide proof of immunity against measles, mumps, and rubella. All New York Institute of Technology undergraduate and graduate students born after Jan. 1, 1957 are required to provide proof for these vaccinations by the following methods:
 1. Two (2) doses of live measles virus vaccine administered after the age of 12 months and the second dose administered more than 30 days after the first dose, but after 15 months of age; or serological evidence of measles antibodies.
 2. One (1) dose of live mumps virus vaccine administered after the age of 12 months; or serological evidence of mumps antibodies.
 3. One (1) dose of live rubella virus vaccine administered after the age of 12 months; or serological evidence of rubella antibodies.

Please note that measles vaccinations must be dated after Jan. 1, 1968 while mumps and rubella vaccinations must be dated after Jan. 1, 1969.

- II. Since July 22, 2003, New York State Public Health Law (NYS PHL) §2167 requires institutions, including colleges and universities, to distribute information about meningococcal meningitis (also called meningococcal disease) and vaccination to all students enrolled for at least six semester hours or the equivalent per semester, or at least four semester hours per quarter. NYS PHL §2167 affects all students meeting the enrollment criteria, whether they live on or off campus. This law requires your institution to maintain a record of the following for each student:
 - A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine

AND EITHER

 - A record of meningococcal meningitis immunization within the past 10 years

OR

 - An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

YOUR REGISTRATION WILL NOT BE VALID UNTIL THIS INFORMATION HAS BEEN PROVIDED. All submitted health records must demonstrate proof of immunity against measles, mumps, and rubella, meningococcal meningitis response form and may be obtained from prior schools, physician, or local health department. If you have not had these immunizations or cannot provide proof, you may be immunized by your doctor, board of health, or health clinics at NYIT in Central Islip or Old Westbury.

If you need more assistance or have questions, please contact:

New York Institute of Technology
Office of Wellness Services
Northern Boulevard, P.O. Box 8000
Old Westbury, NY 11568-8000

Tel 516.686.3705
Fax 516.686.1410

■ TUITION AND FEES SUMMER 2009 UNDERGRADUATE AND GRADUATE

NYIT's access to opportunity mission is manifested in a commitment to maintain a reasonable tuition and make education affordable to every student. The combination of reasonable tuition along with scholarship and grant opportunities allow us to make NYIT a truly affordable choice for you.

Graduate (per credit).....	\$783
Senior Citizens, age 65 or older (per credit).....	\$525
Undergraduate (per credit).....	\$747
Senior Citizens, age 65 or older (per credit).....	\$500
College Fee, Undergraduate (not applicable to online majors)	
1 to 11 credits.....	\$265
12 credits and over.....	\$310
College Fee, Architecture, Engineering, Technology, Computer Science, Occupational Therapy, Life Science/Osteopathic Medicine/Physical Therapy, and Physician Assistant (per credit)	
1 to 11 credits.....	\$300
12 credits and over.....	\$585
Auditing Fee (see undergraduate tuition)	
Mandatory Accident Insurance (not applicable to online majors)	
1 to 11 credits.....	\$1
12 credits and over.....	\$6.30
Health Insurance F-1/J-1 Visa.....	\$252
Health Insurance Non-F-1/J-1 Visa.....	\$227
Transcript of Record ¹	\$10
Prior Learning Evaluation Fee (per credit).....	\$185
Challenge Examination Fee (per credit).....	\$185
Late Registration Fee (imposed after last day of in person registration).....	\$265
Service Charge for unpaid check or credit card returned.....	\$90

¹ NYIT administration reserves the right to withhold all student records and transcripts until all financial obligations to the college have been satisfied to include parking violations and equipment fees. Notwithstanding anything contained in this publication, the college administration expressly reserves the right, whenever it deems it advisable, (1) to change or modify its schedule of tuition and fees and (2) to withdraw, cancel, reschedule, or modify any course, program of study, or degree, or any requirement in connection with any of the foregoing.

Credit Transfer Fee for matriculated students who attend another college for credit courses during the summer (per credit).....	\$80
Required of new students wishing to pursue a degree at NYIT	
Application Fee, Undergraduate.....	\$50
Application Fee, Graduate.....	\$50
English Language Institute:	
ESLI-068.....	\$3,600
ESLI-077, 078 (per course).....	\$1,800
ESLI-086, 087, 088, 096, 097, 098 (per course).....	\$1,175
ESLI-100.....	\$550
ESLI-594, 595, 596, 597 (per course).....	\$1,030

■ PAYMENT INFORMATION

Summer tuition and fees are payable at the point of registration or you may be eligible for a payment plan. Refer to www.nyit.edu for the fall, intersession, spring, and summer tuition and fees due dates. Checks and money orders should be drawn to the order of New York Institute of Technology for the exact amount of the tuition and fee payment. Privileges of NYIT are not available to the student until registration has been completed and tuition and all fees paid. All questions concerning fee payments and payment plan eligibility should be referred to the Office of the Bursar, 516.686.7510

If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, you will be responsible for paying NYIT all of the costs associated with the collection of your delinquent account, which includes the payment to NYIT of the principal sums due plus additional costs. Additional costs may include, but are not limited to, collection agency fees constituting 33% of the principal balance due if NYIT engages a collection agency to secure payment. If NYIT engages legal counsel to secure payment, additional costs may include legal fees constituting 50% of the principal balance due, plus all other costs associated with collection of the delinquent amounts. All collection matters shall be governed by New York law. The courts of New York shall have exclusive jurisdiction in these matters.

PAYMENT OPTIONS

NYIT accepts cash, certified check, bank check, or money order payable to New York Institute of Technology. You may also pay by credit card online by logging into the NYITConnect website at www.nyit.edu and choosing the *Make a Payment* option on the *Student Menu*.

Payment Plan

You may be eligible to utilize our payment plan and defer a portion of the cost. Enrollment information is available at www.tuitionpayenroll.com or call 1-800-635-0120 to speak with a *TuitionPay* consultant.

Employer Tuition Remission

Listed below is the Employer Deferment Procedure for the New York Institute of Technology. Please be advised that this is a courtesy we offer to our students and we reserve the right to cancel, amend or deny this procedure at any point.

If you wish to participate in this deferment process you must complete all of the following: At the point of registration you must bring to the Office of the Bursar a currently dated letter from your employer and meet the following criteria:

- The letter must be on company letterhead and include the address of your employer
- The letter must be an original letter. No faxes or copies will be accepted
- The letter must contain the following:
 - a. Your name and Social Security number
 - b. A contact person from your employer and a telephone number where this person can be reached
 - c. The reimbursement policy of your employer that must indicate what percentage of the tuition your employer will pay and the specific terms that must be met (i.e. employer will pay 80% and you must receive a grade of C or greater)
 - d. Any portion of the tuition that your employer does not cover (i.e. 20% based on the above example) must be paid in full at the point of registration
 - e. Indicate if tuition billing is required, and if so, indicate if it should be directed to you or your employer

Payment in full must be made to the New York Institute of Technology within 30 days from the last day of your class. If payment is not made by either you or your employer within this time period, then your account will be assessed a late payment fee. If you do not complete a class (receive an incomplete, officially withdraw, or drop) or if you do not meet the grade requirements of your employer's tuition reimbursement policy, you are still responsible for payment in full within the 30-day period as NYIT is not bound by any agreements or benefits that you may have with your employer with regards to payment of tuition. As a courtesy, NYIT is simply extending your due date in order to allow you to register. If at any point after you paid NYIT your employer also submits payment to NYIT, thus resulting in your account having a credit balance, then you would need to contact the Office of the Bursar at 516.686.7510 to discuss a refund.

You are required to sign a Promissory Note stating that you are ultimately responsible for the cost of tuition as NYIT is not bound by any agreements or benefits that you may have with your employer with regards to payment of tuition. As a courtesy, NYIT is simply extending your due date in order to allow you to register.