Dear Students

From Fall 2011, we will have a new registration process in place at NYIT. Registration begins on September 11th and ends on September 24th.

Here is the process:

- You will come to the admissions building at NYIT
- You will see an advisor, who will be in the Admissions office
- The advisor keeps one copy of the advisory form for all students and gives the others to you.
- You then go to finance, which will also be located in the Admissions building during the registration week and the finance officer/Bursar will determine how much you should pay.
- If you are ready to pay, the finance officer will collect the fees and then sign and stamp ‘approved’ on the registration form stating that you have paid.
- You then take the registration form to the registration officers to register your courses into the system. Registration will only be done AFTER payment is finalised.
- You will then return to the finance officer to get your official receipt of payments.

NOTE
YOU ARE NOT REGISTERED until you pay the fees and you may lose your place in the class if others pay before you. The last day to pay and register is September 24th. After that late payments and registration are EXCEPTIONS.

EXCEPTIONS
All exceptions to the above (late registrations and/or late payments) must be agreed and signed by a finance officer and the Campus Dean. No late payments will be accepted without exception signatures.

Dr Suzanne White
Campus Dean