

SUNY ULSTER REGISTRATION & POLICY INFORMATION

ONLINE

The fastest and easiest way to register! Now with our user-friendly system you can register yourself for all classes. A confirmation email is sent automatically upon registration.

Visit www.sunyulster.edu/ce and click the **REGISTER** and **PAY**.

MAIL

Complete the registration form and send a check or money order payable to UCCC for the REGISTRATION FEE ONLY. Do not include materials or textbook fees with registration fee.

Use a separate form for each person registering.

MAIL TO:

Noncredit Registration
Kingston Center of SUNY Ulster
94 Mary's Avenue
Kingston, NY 12401

IN PERSON

At the Kingston Center of SUNY Ulster, 94 Mary's Avenue, Kingston, room 206 or at the Stone Ridge Campus, 491 Cottekill Rd, Stone Ridge, Vanderlyn Hall room 206.

Office hours are: Monday-Friday, 8:30am-4:30pm

PHONE

Call 845-339-2025 during office hours.

FAX

24 hours, 7 days a week; send your completed registration form to 845-331-2331.

Remember to complete your charge card information.

RECEIPT

Each registrant will receive a receipt and schedule which includes the date, time and location of the course(s) via email or mail depending on how you registered.

REFUND POLICY

Full refunds are issued up to two weeks prior to class. Please allow three to four weeks for a refund. Two weeks or less prior to the start date, you will be charged a prorated administrative fee of 25% of the cost of class. No refunds will be granted on or after the start date of class.

CLASS CANCELLATIONS

The College may cancel any course that lacks sufficient enrollment. When the decision is made to cancel, a cancellation notice will be sent to all registrants. In the event of severe weather conditions or other emergencies, it may be necessary to cancel classes. The cancellation of day classes WILL NOT automatically cancel evening classes. Cancellation announcements for evening classes will be made over local radio stations after 3pm and will be posted on sunyulster.edu

20% SENIOR DISCOUNT

Available on select courses ("Sr. discount applies") for seniors 65 and over who provide date of birth when registering.

