Registration Finalization Instructions:

1. Login to the Student Portal by pointing your Internet Explorer Browser to [https://my.nyack.edu](https://my.nyack.edu). This will bring up the screen below:

2. Login using the following information:
   - **Username**: The first part of your email address WITHOUT the ‘@nyack.edu’
     (Ex. If your email address is smithj@nyack.edu, Username = smithj)
   - **Password**: Enter the last 4 digits of your SSN # TWICE (Ex. 12341234)

3. Click the ‘Student Portal’ Icon shown below
4. When you log onto the Student Portal Home Page, you will have a Web Alert pending on your “Notifications Bar”.

5. When you click on the Alert, it drops down. Click on the Registration Finalization-REQUIRED link.

6. When you click on the Alert Subject again, the Enrollment Contract Terms will be presented for Acknowledgement. Every student is required to accept the terms and finalize their registration for the semester by clicking the “Acknowledge Alert” button.

7. Click “Acknowledge Alert”.

8. Congratulations, you are done!

The next page has a printable copy of the Nyack College Enrollment Contract for your records.
Enrollment Contract Terms & Policies

Students registered for **more than 18 credits** will be charged a tuition overload charge per credit over 18 credits.

Students planning to be **full-time** students must be registered for at least 12 credits. Financial aid, housing, or other adjustments may be required for those students registered with less than 12 credits and considered to be part-time students.

Any student choosing to completely **withdraw from classes** after the add/drop period designated by the Registrar’s office will be subject to the institutional “Refunds for Withdrawal” policy as laid out in the Nyack College catalog.

Eligibility for some financial aid awards may be affected by **GPA** (Grade Point Average) and **SAP** (Standards for Academic Progress). Please refer to the catalog for specific details.

Student Account **payments** are to be **PAID IN FULL** by the registration deadline and according to the terms outlined on the student’s bill for the current semester. **ANY UNPAID BALANCES ARE SUBJECT TO A FINANCE CHARGE OF 1.5% PER MONTH.**

If a student has an **outstanding balance** 30 days after the first day of classes, he/she may not be permitted to receive grade reports, transcripts or diplomas, or participate in graduation ceremonies. Also, the student will not be allowed to register for future semesters at Nyack College if there is any unpaid balance. Students are **liable** for any adjustments made to their bill because of Financial Aid income verification (FAFSA) or a change in student eligibility.

**Errors in the calculations on the bill or estimated financial aid awards in no way limit the actual obligations of the payer under the terms of this agreement.** Charges incurred by adding, deleting or changing courses, and charges incurred by additional fees and services, will be added to the account and are due immediately.

I request that any **credit balance** on my account be used first to cover all education and non-educationally related expenses. Refunds will only be issued once **ALL** financial aid has posted to the account. I understand that there will be a 14 day processing time before refund checks are available. Students at the **Rockland campus** must make their refund request in writing after all financial aid has posted. The undersigned (student/payer) hereby agrees that the obligations incurred to pay for tuition, fees, rents and other charges related to the Payer attending Nyack College, shall constitute a student loan from Nyack College and is a note described in 11 U.S. Code, Sec. 523(a)(8) and as such is not dischargeable in bankruptcy except as provided therein. No waiver by Nyack College of any default by Payer shall constitute a waiver of any future or any default.

Payments shall be credited first to any interest due and then to principal. Should default occur in payment of any installment when due, the whole sum of principal and interest shall become immediately due and payable without notice at the option of Nyack college. If any legal effort or action is instituted to collect any sum due on this agreement, the undersigned agrees to pay all reasonable collection and legal fees and costs that are incurred. This agreement and the rights and obligations of the Payer to Nyack College and any subsequent holder shall be governed in all respects by the laws of the State of New York.

By clicking “**Acknowledge Alert**” on the Nyack College Student Portal, I agree that I have read and agree to abide by the above terms and policies in order to remain enrolled at Nyack College.