POLICY STATEMENT
At the beginning of each term, enrolled students are required to submit an online registration form through MyUpstate. By submitting the online registration form, students update their student information, including their mailing address, and affirm their intent to be a student for the semester. This also includes students’ affirmation of accountability to all policies and procedures contained in the Student Handbook and other official University documents.

Upstate Medical University uses MyUpstate for student records. Students may access MyUpstate through the web at the Current Student homepage and the MyUpstate Student Info link. By accessing the secure area of MyUpstate, students may enroll in classes, update their mailing address and phone number, and view their student account. In addition, students may view their grades and grade narratives, view their schedule, and view any holds on their student account. Students may also view and print an unofficial academic transcript.

Failure to submit the online registration form will prevent a student from registering for subsequent semesters, adding or dropping classes, and prevent students from receiving services such as transcripts and enrollment certifications. Providing a correct address is part of the registration process. If this information is missing, registration can be declared incomplete. It is the student’s responsibility to notify the Registrars Office, Room 203, Campus Activities Building, of any changes of address, telephone, or home address which occur during the year. Students may update their address via MyUpstate.

RESPONSIBILITIES
Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.