

COLLEGE OF GRADUATE STUDIES
OPEN ENROLLMENT PROCEDURES
(for matriculated students only)

ALL students in the College of Graduate Studies need to participate in the Open Enrollment period to select courses for the following semester either via [MyUpstate](#) or by submitting an [Add/Drop](#) form.

Returning matriculated students may add and/or drop courses during the Open Enrollment period (please see [Academic Calendar](#) for specific dates).

Tuition and fees will be based on the number of credits in which you enroll.

If you are using MyUpstate

- Meet with your Academic Advisor to plan your schedule for the upcoming semester
- Obtain your Advisor's signature and your Chair or Program Director's signatures on the College of Graduate Studies' registration form (MD/PhD students must also obtain the signature of a co-MD/PhD Director)
- Submit the registration form and the Tuition Waiver form (if applicable) to the Coordinator of Graduate Programs to obtain your semester specific Alternate PIN (Personal Identification Number)
- Log on to MyUpstate and click the "Student Services" tab. Then click the "Course Enrollment" link from the Student Academic Information menu. Next click the "Course Enrollment" link from the Course Enrollment and Schedule menu. Select the appropriate term and click Submit. Next, enter your Alternate PIN. Then either add your courses by CRN (Course Reference Number) or perform a search for courses and add your courses.

If you are using an **Add/Drop Form**:

- Meet with your Academic Advisor to plan your schedule for the upcoming semester
- Obtain your Advisor's signature and your Chair or Program Director's signatures on the College of Graduate Studies' registration form (MD/PhD students must also obtain the signature of a co-MD/PhD Director)
- Submit the registration form and the Tuition Waiver form (if applicable) to the Coordinator of Graduate Programs to obtain your semester specific Alternate PIN (Personal Identification Number)
- Return the forms to the Registrar's Office and the Bursar's Office