

**COLLEGE OF HEALTH PROFESSIONS
OPEN ENROLLMENT PROCEDURES
(for matriculated students only)**

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 are enrolled.

THE FOLLOWING INFORMATION WILL HELP YOU IDENTIFY IF YOU NEED TO ENROLL IN COURSES DURING THE OPEN ENROLLMENT PERIOD:

(1) Standard Curriculum Students:

If you are following the standard program of study, you do not need to select courses at this time. You will be enrolled in the courses identified in your program of study, except for courses where transfer credit has been granted. If you do not intend to follow the standard program of study, you should add and/or drop courses at this time to modify your schedule.

(2) TDPT Students:

No courses will be scheduled for you. You must enroll in courses at this time via [MyUpstate](#) or by submitting an [Add/Drop](#) form to the Registrar's Office.

(3) Individualized, Part-time, or Modified Curriculum Students:

No courses will be scheduled for you. You must enroll in courses at this time via MyUpstate or by submitting an Add/Drop form to the Registrar's Office. Consult your academic advisor for information regarding your schedule for the next semester.

HOW TO ADD OR DROP COURSES DURING THE OPEN ENROLLMENT:

If you are using MyUpstate:

- 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. 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:

- List the desired courses on the Add/Drop form
- Obtain the signature from your advisor or department chair
- Return the completed Add/Drop form to the Registrar's Office during the Open Enrollment period

PLEASE NOTE: COLLEGE OF HEALTH PROFESSIONS STUDENTS WHO ARE FOLLOWING A MODIFIED OR INDIVIDUALIZED PROGRAM OF STUDY OR ARE PART-TIME STUDENTS, MUST ADVANCE ENROLL IN ORDER TO RECEIVE A TUITION BILL.