

## **Important Information about the New York State Tuition Assistance Program (TAP) and Registration**

Students who expect to receive a Tuition Assistance Award are responsible for knowing and complying with the New York State rules that govern eligibility for the program. Visit the [Higher Education Services Corporation](#) website for complete information about TAP.

Listed below are a few very important TAP rules you should keep in mind when selecting your courses. You will jeopardize your eligibility for TAP if you fail to comply with these rules, and those found on the website above.

- 1. Do not repeat courses.** Courses for which credit was earned at New York Tech (including transfer credits) cannot be included as part of a student's minimum full-time or part-time course load except in the following circumstances:
  - The repeated course was previously failed or withdrawn (credit was not earned for the course).
  - The repeated course was passed but the grade did not satisfy the program requirement. All course specific grade requirements are printed in the New York Tech catalog.
  - The course is designated as repeatable by New York Tech and credit is earned each time it is completed.
- 2. Register for required courses only.** Courses that do not satisfy a major, core or elective requirement in the current academic program will not be included as part of a student's minimum full-time or part-time course load.
  - If you plan to change your major, it must be done before you register for classes.
  - If your advisor permits you to substitute one course for another, the advisor must send approval to the Office of the Registrar prior to you registering for the course. It is your responsibility to verify that the approval has been submitted to the Office of the Registrar.
- 3. Register for courses in your academic level.** Students in an undergraduate major should register for undergraduate courses only. Exceptions to this rule are as follows:
  - If the graduate course will satisfy a major, core or elective requirement in the undergraduate academic program it can be included as part of a student's minimum full-time or part-time course load, provided there is advisor approval, and it is written on the registration form.
  - When a student has less than 12 credits remaining in the academic program, a graduate level course can be included in the student's minimum full-time load, provided there is advisor approval, and it is written on the registration form.
- 4. Combined academic programs.** Students enrolled in one of the New York Tech's combined programs are classified as undergraduate until they are admitted into the professional phase of the program (usually after three years).
  - While classified as an undergraduate, only undergraduate courses can be included as part of a student's minimum full-time or part-time course load. The exception to this is when a student has less than 12 credits remaining in the academic program. A course that is at a different level can be included in the student's minimum full-time load provided there is advisor approval, and it is written on the registration form.
- 5.** When a student is admitted into the professional phase of a combined program, he/she is classified as a graduate student. Graduate students are not eligible for TAP.

If you have any questions, please contact Nancy Borchers, Associate Registrar, at [nborcher@nyit.edu](mailto:nborcher@nyit.edu) or 516-686-1277.