

Friday, September 4, 2009 .....	8:00 a.m. – 6:00 p.m.
Saturday, September 5, 2009 .....	11:00 a.m. – 4:00 p.m.
Sunday, September 6, 2009 .....	Store Closed
Monday, September 7, 2009 .....	Store Closed

### **CLASS ATTENDANCE**

**SPECIAL NOTE** - Any student who fails to attend a class for which he/she is officially registered is expected to take the appropriate action to officially drop or withdraw from the course. If you fail to take the appropriate action by the published deadlines, you may lose refunds, lose financial aid including Stafford Loans, receive failing grades, and be charged for the balance of your tuition and fees. The Health Center and University Center assessment fees are nonrefundable after the first class meeting.

**FIRST DAY ATTENDANCE** is required for all students in all classes. *Students take note:* You **must** attend on the first class day and make sure the instructor knows that you are present in the class. Instructors will take attendance and report daily to the Office of Records and Registration throughout the “ADD” period. Any student whose name is marked “non-attend” will be removed from the class list, freeing seats for other students during the “ADD” period. Don’t jeopardize your financial aid or your schedule.

### **CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS**

University policy is in compliance with the Pennsylvania "Right to Know Law of 1957" and the federal "Family Education Rights and Privacy Act of 1974" concerning the rights of students to confidentiality and privacy of their records. The release of the following "directory information" is permitted under the law, and may be released to third persons at the discretion of the Office of Records and Registration without the prior permission of the student:

1. Student's name
2. Campus, local or home address, telephone number, and email address
3. Date, place of birth, weight/height (for members of athletic teams)
4. Dates of attendance, most recent or previous educational institution attended, academic major
5. Date of graduation and degree/awards received
6. Student activity participation (including athletics)
7. Information concerning alumni accomplishments

Each student has the right to prevent the release of directory information indicated above by notifying the Office of Records and Registration in writing. Such notification must be submitted to the Office of Records and Registration no later than the end of the "ADD" period established by the University for each academic session. Once a written request to withhold information has been received, it will remain in effect until the student rescinds the request, in writing, to the Office of Records and Registration. The Fall 2009 deadline for placing a Public Information Hold on a student's record is *September 4, 2009*.

### **COURSE NUMBERING SYSTEM**

000 - 049 level courses	Courses with these numbers are undergraduate courses. Credit earned in these courses may not be used in meeting requirements for graduation unless otherwise noted in the course descriptions in the Undergraduate Catalog. The numbers 050-599 are used to designate courses with undergraduate credit that may be applied toward two and four year degrees unless otherwise noted in the course descriptions in the Undergraduate Catalog.
100 level courses	Generally these are for first-year students. They are introductory and do not carry prerequisites.
200 level courses	Generally these are for second-year students. Although these courses are like the 100-level courses in that they do not have prerequisites, they generally require a higher skill level, more appropriate to second-year students.
300 level courses	These are upper division courses, designed mainly for third-year students. They generally carry prerequisites and involve greater specialization in the discipline.
400 level courses	These are upper division courses, designed mainly for fourth-year students. The course work involves great depth and specialization in the discipline. Prerequisites are specified and may be more than one.
500 level courses	These courses are designed for both advanced undergraduate students and some graduate students. They carry prerequisites. Graduate students are required to do additional work.
600 level courses	These courses are for graduate students only. An undergraduate who desires to register for a 600-level course must petition the Dean of Graduate Studies. Only upon successful acceptance of this petition may the undergraduate student register for the 600-level class.
700 level courses	Courses with numbers between 700 and 799 are considered graduate courses available to graduate students only.

## **E-REG (Electronic Registration)**

E-REG is a secure website where students will enter and confirm their intention to attend classes in the upcoming semester. For Fall 2009, E-REG opens August 25, 2009, the Tuesday before classes begin, and ends at 11:59 p.m. on Monday, August 31, 2009. **Students take note:** Don't jeopardize your class schedule or your financial aid! It is imperative that you visit the E-REG site and indicate your intention to attend the Fall Semester 2009. You can access this site from anywhere with an internet connection. It's easy, fast, and takes only a moment. E-REG is not required for Summer Sessions. **For additional information type "EREG" in the keyword search from the Edinboro University homepage.**

## **FINAL EXAMS**

Comprehensive final examinations are given only during the designated examination period of each term. They are scheduled by the University and not by the individual instructor. Comprehensive final examinations will not be given during the week prior the designated exam period for each term. Make-up examinations and/or non-comprehensive final exams previously scheduled on the syllabus may be given. Students with special needs should make arrangements with their instructors. All examinations or alternate methods of evaluation will be given in the same room in which the course normally meets during the semester. Classes that use several rooms during the semester will have their final examination in the room in which they hold their first class of the week.

**CONFLICTS:** Every attempt has been made to make this schedule conflict-free. If a student has two examinations scheduled at the same time or more than three examinations in one day, the student should try to resolve the conflict with the instructors involved.

**ABSENCE FROM FINAL EXAMINATIONS OR ALTERNATE METHODS:** Absence from an examination or alternate method due to a medical emergency must be supported by a medical excuse. It is the student's responsibility to notify the professor involved prior to exam time and supply the professor with a written medical excuse.

**FINAL EXAMINATION PUBLICITY:** The final exams are included in the Master Class Schedule and can be viewed on SCOTS.

See [http://www.edinboro.edu/departments/ssc/scheduling/final\\_exam\\_generic.dot](http://www.edinboro.edu/departments/ssc/scheduling/final_exam_generic.dot) for additional information.

## **FINANCIAL INFORMATION**

### **BILLING FOR SUMMER SESSIONS AND FALL SEMESTER**

Students who complete scheduling for the Summer Sessions and/or Fall Semester should receive an invoice prior to the beginning of the academic term at the student's home address and notice of an e-Bill will be sent to your EUP email address. All subsequent bills will be electronic and available 24/7 online. Students should verify their home addresses using S.C.O.T.S. The paper invoice will be sent to the student's permanent home address as listed on University records. Online installment plan enrollment as well as Check and Credit card payments may be completed via eBill. **NOTE:** For Fall Semester class schedules; if financial arrangements have not been completed by **August 21, 2009**, a financial hold will be placed on your record (For more information about financial holds see below.). A \$25.00 late registration fee may be charged for registration completed after **August 21, 2009**.

### **RETURNING STUDENTS**

If you scheduled and completed all financial arrangements prior to the due date shown on your bill, you are registered and should report to your classes on the first scheduled meeting for each class and complete the "E-REG" online confirmation of attendance. If your name does not appear on the class roster for the classes you are attending, report immediately to the Office of Records and Registration in Hamilton Hall. This indicates there is a problem with your class schedule. **NOTE:** The Bursar's Office must be informed of any grants, loans, etc., which are involved in the settlement of your account if they did not appear as an estimate on your bill. You must have returned the bill with full payment or verification of adequate financial aid to the Bursar's Office prior to **August 21, 2009 for Fall term, and no later than mid-week prior to start of summer terms**, to complete financial arrangements. **If you do not receive a bill or eBill for any Semester, contact the Bursar's Office. If you scheduled classes you must return the bottom portion of your invoice to the Bursar's Office even if you owe no balance.**

### **INCOMING STUDENTS**

To create a schedule, schedule adjustment, or payment of fees you must report to Hamilton Hall before the last day to add. If you received a bill and **completed ALL financial arrangements** prior to the due date shown on the bill, you are registered. **If you are scheduled for classes you must return the bottom portion of your invoice to the Bursar's Office even if you owe no balance.** You must report to classes the first day they meet in order to secure your schedule. If your name does not appear on the class roster for the classes you are attending, report immediately to the Office of Records and Registration in Hamilton Hall Student Services Center. This indicates there is a problem with your class schedule. If you received a bill for the Semester, but **DID NOT complete ALL financial arrangements** prior to the due date shown on the bill, a financial hold will be placed on your record.