

**LOCK HAVEN UNIVERSITY**  
**WINTER INTERSESSION 2011**

Please read the following important information about the winter intersession offered by Lock Haven University. No exceptions will be made to deadlines. Therefore it is the student's responsibility to note the deadlines and follow the correct process regarding each deadline.

The winter intersession is a session separate from the fall semester and the spring semester. It cannot be combined with either of these semesters for determining fulltime enrollment for student-athlete eligibility, health insurance coverage, etc. In addition, the intersession will be billed as a separate session. Intersession credit hours cannot be combined with fall or spring semester credit hours for purposes of determining tuition and fee charges. Winter intersession semester hours will be combined with spring semester hours to determine financial aid eligibility. This special determination and use of enrollment status pertains to spring semester financial aid eligibility only.

**COURSE DELIVERY**

All classes are web-based. There are no on campus classes. Therefore, there is no housing or meal plan option.

**DATES OF THE SESSION**

All classes for the winter intersession are scheduled for Monday, December 19, 2011 through Friday, January 6, 2012.

**REGISTRATION**

Registration for the winter intersession will begin during the week of November 7, 2011. Please go to <http://www.lhup.edu/registrar/registration.htm> for more information. Registration is completed using web registration. Individuals who are non-Lock Haven University students may register using a walk-in registration form ([http://www.lhup.edu/registrar/walk\\_in\\_registration\\_instructions.htm](http://www.lhup.edu/registrar/walk_in_registration_instructions.htm)).

Students are permitted to register for only one course during the intersession.

Students with financial holds will be unable to register.

Students currently enrolled in high school are not eligible to enroll in the winter intersession.

The last day to add a class for the winter intersession is Wednesday, December 14, 2011.

If a student registers for a class and then decides not to attend, the student must drop the class by Sunday, December 18 at 5:00 PM. If payment has been made, the student will be issued a refund or the payment may be applied to the spring 2012 bill.

If the student does not drop by Sunday, December 18 at 5:00 PM, the student will not be permitted to drop the class (or withdraw) after this date, even if the student does not participate, and will be issued a failing ('E') grade. No payment will be refunded. There are no withdrawals during winter intersession.

Students may not choose the pass/fail or the audit option for a class during the intersession.

**MINIMUM COURSE ENROLLMENTS**

Each course must have a minimum of twenty-five (25) students registered as of Thursday, December 8 at noon. If a course does not have twenty-five students, the course will be cancelled. Students will be notified via email (@lhup.edu) if the course is cancelled for insufficient enrollment and will be issued a refund (or the payment may be applied to the spring 2012 semester bill).

**PAYMENT OF CLASS**

Billing for all winter intersession courses will be sent to the student via their LHU email account. There will not be any paper bills mailed.

Payment for the class is required prior to the start of the class. In addition, continuing students who have excess financial aid for the spring semester can use this aid to pay the balance due. Therefore, a student's spring refund will be reduced by any unpaid tuition and fees for winter intersession. Unpaid balances will be subject to late fees and holds during the spring semester. Only continuing students may carry winter intersession balances forward to spring. Students who are not registered for spring must pay their winter intersession balance before they may register for semester classes.

The total cost (tuition and fees) of a 3.0 semester hour undergraduate, web-based course is \$950.55 for a PA resident; \$1990.00 for a non-PA resident; and \$2141.80 for an international resident. In addition a one-time Registration/Transcript fee of \$25.00 will be assessed if the student has not paid this fee previously. Book cost is extra.

Payment via Mastercard, Discover, or electronic check can be made online by accessing the web academic/registration account. Choose Student Payment from the choices on the left side of the screen. If online payment is not possible, payment may be submitted at Student Financial Services, 123 Russell Hall.

### FINANCIAL AID

No financial aid is available for the winter intersession.

### ACADEMIC STATUS

Winter intersession attendance will neither positively nor negatively impact a student's academic status for the spring semester. (For example, if a student is on probation at the conclusion of the fall semester, attends the intersession and raises the GPA above 2.000, the academic status will stay as probation. Likewise, if a student's GPA falls below 2.000 after the winter intersession, probationary status will not be reflected.)

### COMPLETION OF DEGREE REQUIREMENTS

Students who require only one course to complete degree requirements and who take that final course during the winter intersession will be considered for May graduation, not December graduation. Be sure to complete a [graduation application](#).

### COMMUNICATION

Information regarding the winter intersession will be provided through the Lock Haven University assigned email account. Students who do not have an LHU email account will receive information from the Registrar's Office. It is the student's responsibility to actively check this email account for important information related to this session and to any other LHU academic session. Failure to check this email account is not an excuse for a student not to have received information.

### INTERNET CONNECTIVITY

Before enrolling you should ensure your computer and your internet service will support an online course. A dial-up connection may not provide the speed necessary to access the course. You can perform a system check at [https://lhu.desire2learn.com/d2l/tools/system\\_check/systemcheck.asp?ou=6611](https://lhu.desire2learn.com/d2l/tools/system_check/systemcheck.asp?ou=6611) to ensure your computer is properly configured for our Desire2Learn course management system.

### ADMINISTRATIVE SUPPORT

Because the University will be closed from December 24, 2011 through January 2, 2012, no on-campus student services or administrative support (Registrar, Student Financial Services, and Computing Center) will be provided.

24 x 7 technical support for Desire2Learn will be provided by Perceptis.

### QUESTIONS or PROBLEMS?

Course access	Academic Technology.....  Desire2Learn Helpdesk.....	<a href="mailto:jbottorf@lhup.edu">jbottorf@lhup.edu</a> <a href="mailto:vpaulina@lhup.edu">vpaulina@lhup.edu</a> Courthouse Annex 310, 570-484-3059, 3060, 2768  1-877-730-6231 <a href="http://smartipantz.perceptis.com/lockhaven">http://smartipantz.perceptis.com/lockhaven</a>
Financial – billing, payment, past due account balances	Student Financial Services	Russell Hall 123, 570-484-2344
Registration	Registrar's Office	Russell Hall 127, 570-484-2006