

LOCK HAVEN UNIVERSITY
Spring 2012 -- OPENING OF SEMESTER INFORMATION

DUE TO LAST MINUTE CHANGES, STUDENTS SHOULD CHECK THEIR CLASS SCHEDULE CLOSELY TO ENSURE ATTENDANCE IN THE CORRECT CLASSES.

SPECIAL OFFICE HOURS – January 22

The Registrar's Office will be open 7:30 AM – 4:00 PM Monday, January 23 through Friday, January 27 for your convenience.

Housing
Bookstore

Sullivan Hall 308
Parson's Union Building

9 AM – 4 PM
10 AM – 5 PM

STUDENTS

All students **must** confirm enrollment for spring 2012 by January 23, 2012. To do this, access the LHUP web site at <http://www.lhup.edu>, then Current Students, Registration, Student Log-in. You will need your student ID and password. Your student ID is available from your student billing statement. Students not enrolled fall 2011 should have received (or soon will receive) a letter informing them of their student ID and password. **Set options to Spring 2012.** Choose 'Student Schedule' on the left side of the screen. Simply by viewing your class schedule, it will be marked as confirmed (you will not see this confirmation). This confirms your intention to be enrolled at LHU for the semester. *If you do not confirm your enrollment, your schedule may be cancelled.*

Students who need a printed copy of their class schedules should print the schedule from the web (login as above). It is recommended that students check the web site periodically to ensure up-to-date information.

Reporting to Classes ~ Students report to classes beginning Monday, January 23, according to your class schedule.

Students failing to attend--starting the first class day--may forfeit their seat unless prior arrangements have been made. Note: Failure to attend does not negate student's responsibility to drop the course from his/her schedule. ***If you are not attending a class, it is your responsibility to drop it.*** Do not rely on faculty to inform the Registrar's Office. Students are responsible for tuition, fees and grades assessed based on their official class schedule.

Late Registration ~ Students without a schedule, including new freshmen or transfers who were accepted or paid their admissions deposit after January 20, must report to the Registrar's Office for further instructions. (Clearfield students to Clearfield Office).

Schedule Changes ~ Students, except new freshmen, may drop or add on-line providing there is space and you meet the pre requisites, if any, now through the drop/add deadlines. New freshmen may not begin to drop/add until January 21. You should not make changes until you arrive on campus and meet with your advisor or major program chair. If a class is closed or a pre-requisite or other requirement prevents registration, please go to the department chair of the course for help in adding the course.

Important Dates to Remember ~ Please refer to the academic calendar for important dates. The academic calendar is also available on the web (www.lhup.edu, Current Students, Registrar's Office, Academic Calendar)

Correct Addresses ~ Please access the web site [www.lhup.edu, Current Students, Registration, Student Log-in, Biographical] to verify accurate address and telephone information. If changes need to be made, complete the Change of Address Form [www.lhup.edu, Current Students, Registrar's Office, Forms] or stop by the Registrar's Office when you return to campus.

Verification of Enrollment ~ If you need verification of enrollment for insurance, deferments, or other reasons, you can print your own official verification from the student information system. http://www.lhup.edu/registrar/enrollment_verif_self_service.htm

FACULTY

For an up-to-date list, please access the class lists on the web just prior to each of your classes. Each time a student drops or adds a class, the list is immediately updated. This gives you an accurate list of who is officially registered in your class and who needs to be registered (if a student is attending but not listed).

You will receive email notification when we are prepared to accept your list of possible no-shows. Again, at that time, simply use the web class list for the most accurate information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal regulation, affords students certain rights with respect to their education records. This act also provides limitations about what information on a student may be released and to whom this information may be released.

It is important for both students and parents to familiarize themselves with FERPA.

Information is available on the University's web pages at http://www.lhup.edu/registrar/FERPA/ferpa_welcome.htm. The official FERPA website is <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.