

## **LOCK HAVEN UNIVERSITY WINTER INTERSESSION**

Please read the following important information about the winter intercession 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 intercession 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 intercession will be billed as a separate session. Intercession credit hours cannot be combined with fall or spring semester credit hours for purposes of determining tuition and fee charges. Winter intercession 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 intercession are scheduled for Monday, December 21, 2009 through Friday, January 8, 2010.

### **REGISTRATION**

Registration for the winter intercession will begin during the week of October 26, 2009. Please go to <http://www.lhup.edu/registrar/registration/> 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 intercession.

Students with financial holds will be unable to register.

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

The last day to add a class for the winter intercession is Wednesday, December 16, 2009.

If a student registers for a class and then decides not to attend, the student must drop the class by Friday, December 18 at noon. If payment has been made, the student will be issued a refund or the payment may be applied to the spring 2010 bill.

If the student does not drop by Friday, December 18 at noon, 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.

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

### **MINIMUM COURSE ENROLLMENTS**

Each course must have a minimum of twenty-five (25) students registered as of Wednesday, November 25 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 2010 semester bill).

### **PAYMENT OF CLASS**

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 intercession. Unpaid balances will be subject to late fees and holds during the spring semester. Only continuing students may carry winter intercession balances forward to spring. Students who are not registered for spring must pay their winter intercession 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 \$865.30 for a PA resident and \$902.55 for a non-PA 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.)

**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.

**IS ONLINE LEARNING FOR YOU?**

To determine if on-line learning is for you, you might want to take the quiz at <http://www.lhup.net/index.learn?action=quiz>.

If you have never taken an online course before and want to see what it is like, go to <http://www.lhup.net/>. Use a guest login with this information.....Guest ID = LHUonline, password = guest. Choose the "Courses" tab at the top left and then Student Orientation Tutorial under Special Courses.

**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. Please visit this website, <http://www.lhup.net/index.learn?action=technical>, which provides helpful information about technical requirements.

**ADMINISTRATIVE SUPPORT**

Because the University will be closed from December 25, 2009 through January 1, 2010, no on-campus student services or administrative support (Registrar, Student Financial Services, and Computing Center) will be provided.

24 x 7 technical support will be provided by eCollege.

**QUESTIONS or PROBLEMS?**

Course access	Academic Technology.....	<a href="mailto:vpaulina@lhup.edu">vpaulina@lhup.edu</a> <a href="mailto:jbottorf@lhup.edu">jbottorf@lhup.edu</a> <a href="mailto:lbrennec@lhup.edu">lbrennec@lhup.edu</a> Courthouse Annex 310, 570-484-3059, 3060, 2768
	eCollege Helpdesk.....	570-484-3300 <a href="mailto:helpdesk@lhup.net">helpdesk@lhup.net</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