

**S U M M E R 2010**  
**REGISTRATION BULLETIN**

First 5 Week Session - May 17 - June 18  
Second 5 Week Session - June 21 - July 23  
Extended Session - May 17 - July 23

Some courses meet on a three-week schedule and are noted on the schedule.

**GENERAL**

Students will report to classes May 17 or June 21. Registered students are billed by Student Financial Services in early May for the 1<sup>st</sup> Session. **PAYMENT IS DUE BEFORE SESSION BEGINS.** Students registered for the 2nd Session will be billed in late May, with payment due **AGAIN BEFORE SESSION BEGINS.**

**STUDENT LOAD**

Schedules in excess of seven credits for a five week session must be approved by the student's academic advisor ([http://www.lhup.edu/summer/summer\\_overload\\_request.pdf](http://www.lhup.edu/summer/summer_overload_request.pdf))

**PASS/FAIL OPTION**

Students wanting to exercise the pass/fail option must do so within the first three class days.

**CHANGING CLASS SCHEDULES**

Students wanting to drop or add a class may do so, provided seats are available in the desired class(es). All "adds" must be completed by the third day and all "drops" by the fifth day by using web registration (LHU student ID number and PIN required). Refer to the Summer Academic Calendar for specific dates ([http://www.lhup.edu/summer/calendar\\_summer\\_2010.pdf](http://www.lhup.edu/summer/calendar_summer_2010.pdf)).

**WITHDRAWALS**

Students wanting to drop all classes, even if registered in only one class (i.e. withdraw from the session), must do so by the fifth day of classes to avoid academic penalty ("E" grades). Student fees are then pro-rated based on the date of withdrawal from school. Contact the Office of the Vice President of Student Affairs, Sullivan 311. Refer to the Summer Academic Calendar for specific dates ([http://www.lhup.edu/summer/calendar\\_summer\\_2010.pdf](http://www.lhup.edu/summer/calendar_summer_2010.pdf)).

**WITHDRAW/PASS - WITHDRAW/FAIL**

Instructor-assigned withdraw pass/withdraw fail may be used the second and third weeks of a 5 week summer session (only during the second week of a three-week session). Refer to the Summer Academic Calendar for specific dates ([http://www.lhup.edu/summer/calendar\\_summer\\_2010.pdf](http://www.lhup.edu/summer/calendar_summer_2010.pdf)).

**MEMORIAL DAY**

No classes meet Monday, May 31, 2010.

**INDEPENDENCE DAY**

No classes meet Friday, July 5, 2010.

**CLASS LISTS/FINAL GRADES**

Class lists should be printed from the web just prior to meeting the class. Due to the number of student schedule changes, the web list will be most accurate at that time.

Final grades are due from faculty by 9:00 AM on the Tuesday following the close of the session (June 22 for summer 1; July 27 for summer 2 and summer extended). Grades are submitted using web grade entry. If you do not have an account to do this (CARS/Jenzabar/Hawk), please contact Tammie Allen.

**FACULTY**

Faculty are to be prepared to teach their class as scheduled on the first day and to assist students requesting help in dropping and adding.

**CLASS CANCELLATION POLICY**

The University reserves the right to cancel any class for which there is insufficient enrollment.

