

SUMMER 2012 REGISTRATION INSTRUCTIONS

FIRST FIVE WEEK SESSION: May 21 to June 22
(No classes Monday, May 28, 2012)

SECOND FIVE WEEK SESSION: June 25 to July 27
(No classes Wednesday, July 4, 2012)

EXTENDED SUMMER SESSION: May 21 to July 27
(No classes Monday, May 28 and Wednesday, July 4, 2012)

If you are a currently enrolled student planning to attend the summer session(s), you should register as soon as possible but preferably before May 1, 2012. First, however, meet with your faculty advisor to consult on an appropriate schedule of classes. Students with unpaid bills must clear their account with the Student Financial Services Office to register. Registration may be accomplished beginning February 3. Following is a list of most frequently asked questions:

WHEN IS SUMMER 2012 REGISTRATION? Currently enrolled students may register using web registration, beginning February 3.

HOW DO I REGISTER FOR AN INDEPENDENT STUDY, INDIVIDUALIZED INSTRUCTION, OR INTERNSHIP?

Students planning to register for independent study, individualized instruction or an off campus internship MUST complete the appropriate application unless the off campus field experience/field participation is included on the schedule of classes. These forms must have all approvals and be in the Registrar's Office no later than the last day to add for each session.

HOW MANY CREDITS MAY I REGISTER? Students are limited to no more than 7.0 sh for each summer session, except for summer extended. To register for more than 7.0 sh, students must complete the [Overload Approval](#) form.

HOW DO I ACCESS WEB REGISTRATION? Using [myHaven](#), the new web portal, follow these steps: www.lhup.edu/registrar > myHaven > Log In > Student > Course Schedule and Registration > Term > Add by Course Code > then enter your selected course number/section > Add Course(s). OR, use the [current system](#).

WHAT IF I HAVE PROBLEMS WITH WEB REGISTRATION? You can phone 484-2006 Monday through Friday 8 to 4 p.m.

WHEN DO I ACCESS WEB REGISTRATION? Again for summer sessions 2012, any time beginning February 3.

HOW DO I ADD/DROP COURSES? Follow the instructions above "How Do I Access Web Registration?" You need the catalog and section number associated with each section found in the Schedule of Classes available on the Summer Registration Information web page. Pay attention to deadlines on the [Summer Academic Calendar](#) for drop and add dates.

WHAT IF A COURSE HAS A "REQUIREMENT"? If a course is listed with a requirement (e.g. for majors only), students will not be able to register. Contact the [department chair](#) for possible permission to be added to the course.

WHAT IF A COURSE HAS A "PREREQUISITE"? Students who have not fulfilled the prerequisite (e.g. Composition needed to take Literature) can't register for the course; [chairs](#) may make exceptions.

WHAT IF STUDENT FINANCIAL SERVICES HAS A HOLD ON MY REGISTRATION? With a "hold" on one's record it is impossible to register for courses; contact the SFS Office, first floor of Russell Hall or phone them at 570-484-2344.

