

# IMPORTANT POLICIES

## REGISTRATION - SPRING 2012

### NEW AND RETURNING STUDENTS

New students who have never attended Peru State College and returning students who did not enroll during the Fall 2010 semester at Peru State College must apply for admission.

Applications for both financial aid and admission are available online at [www.peru.edu](http://www.peru.edu). Students receiving financial aid are able to monitor their status, review awards and, most importantly, accept financial aid awards at [myPSC@peru.edu](mailto:myPSC@peru.edu).

### REGISTRATION

Your class schedule, and ultimately, your progress toward your educational goals are your responsibility. Make good use of your advisor's advice and familiarize yourself with your degree requirements and course rotation schedules before registering.

Students may register for Spring 2012 classes through [myPSC@peru.edu](mailto:myPSC@peru.edu) beginning Tuesday, November 15, 2011. See schedule below:

November 15, 2011	November 16, 2011	November 17, 2011
Seniors (90+hours)	Juniors (60-89 hours)	Sophomores (30-59 hours)/ Freshmen (0-29 hours)

### REGISTRATION PROCESS

1. Schedule an appointment with your academic advisor. Undeclared students should schedule an appointment with Alice Holtz at [aholtz@peru.edu](mailto:aholtz@peru.edu) or 402-872-2436. If you are not sure who your advisor is, contact the School that offers your major. Important note: in order to register each semester using **myPSC**, you must have the prior approval of your advisor. After visiting with you about your schedule, your advisor will enter a code to permit you to register using **myPSC**.
2. Check the course rotation schedules and degree/major requirements available on each School's website to develop a plan to graduate when you wish.
3. During your advising appointment, formulate a list of courses for the semester, including one or two alternate choices. Make note of the 5-digit call number for each course selected. Remember, for off-campus students, advising can be handled by phone appointment or email.
4. Resolve any holds you may have with the College that may prevent you from registering.
5. Register using **myPSC** at [myPSC@peru.edu](mailto:myPSC@peru.edu) as quickly as possible before the courses you need fill.
6. If you need to change your schedule using **myPSC** later, you can do so without conferring with your advisor again. However, if you are contemplating a significant change, you may want to visit with your advisor before doing so.

#### Registration Limits

The maximum academic load without special permission per 16-week semester is 18 credit hours. The Dean of the School in which you are majoring may approve academic loads greater than 18 credit hours provided you obtained a minimum 3.5 grade point average the previous semester.

#### Register Now

For a variety of reasons, we can no longer let students into closed courses, so check course availability before dropping a course and register as quickly as you can. We make decisions about which courses to cancel based on low enrollment in the next few weeks. Again, now is the time to register to make sure you get what you need.

## TEXTBOOKS

You will want to begin thinking about getting your textbooks for next semester as last minute textbook ordering/acquisition can be problematic for your performance in a course. In fact, if you do not have the required textbook in hand by the start of a course, you should consider dropping it and taking it later when you are effectively prepared. The Bookstore will have information regarding required texts on their website at [www.cbamatthews.com/peru/](http://www.cbamatthews.com/peru/). You may also contact the School office assistant or course instructor to make sure you are getting the correct edition and to find out if there are any supplemental materials or unusual course requirements/costs.

## WITHDRAWAL FROM A COURSE

Students may drop a semester-long course during the first week of the term without financial penalty. Students who wish to withdraw from a course after the add/drop week must notify their advisor and course instructors and officially withdraw through [myPSC@peru.edu](mailto:myPSC@peru.edu). Athletes must notify their head coaches of their intent to withdraw before withdrawing or dropping a course. Before changing the number of hours attempted in a semester, students should check with the Financial Aid Office for any funding consequences. Students withdrawing after the last day to drop/add courses receive a "W." After one week past the mid-point of the term students who initiate a withdrawal receive an "F" for the course. Students withdrawing from a portion of their classes, but not all classes, will receive no proration of charges and/or aid.

**IMPORTANT NOTE – Eight Week Courses:** You cannot drop/add classes during the first week of 8-week courses. Students will need to add or drop these courses before the start date. If you withdraw from an eight-week course after the start date you are still obligated to pay for the course. Courses will be available the weekend before the start date for those registered. Please contact the Distance Education Office or each School for questions about course content and sample syllabi.

## WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from the College must initiate their withdrawal with the Director of Student Assessment and Support, whose office is in the Center for Achievement and Transition Services, and complete all the appropriate paperwork. Tuition refunds, if any, are made according to the College's current refund schedule. If the student is an aid recipient, aid eligibility must be recalculated based on the withdrawal date. As a result, the student may owe a portion of his/her financial aid back to the College.

Prior to one week past the mid-point of the term, withdrawal course grades will be "W." After one week past the mid-point of the term, the Vice President for Academic Affairs will determine if unusual or extenuating circumstances surround a withdrawal request and recommend either Withdrawal (W) or Failing (F) grades for all coursework. Poor academic performance is not a sufficient reason to receive all "W's."

## TUITION AND FEES

Visit [www.peru.edu/businessoffice](http://www.peru.edu/businessoffice) for current information on tuition and fees and the withdrawal refund schedule. Select "Billing Information" and the correct option for your status.