

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 2011 semester at Peru State College must apply for admission.

Applications for both financial aid and admission are available online at 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.

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 courses through myPSC beginning November 15, 2012.

REGISTRATION PROCESS

Master of Science in Education students enrolled in the Cohort Program of Study are automatically enrolled in each semester's courses by the Graduate Programs personnel.

1. Resolve any holds you may have with the College that may prevent you from registering.
 - a. Official transcript, resume, recommendation forms, copy of teaching certificate (Education only) must be submitted to the Admissions Office prior to registration.
 - b. Outstanding balances must be paid in full.
2. Check the Course Rotation Schedule, your Program of Study, and degree requirements available on the Graduate Programs website to develop a plan to graduate when you wish.
3. Formulate a list of courses for the semester, including one or two alternate choices. Make note of the 5-digit class number for each course selected. Contact the Graduate Programs Office if you have questions.
4. Register using **myPSC** at myPSC@peru.edu as quickly as possible before the courses you need fill to capacity.
5. If you need to change your schedule using **myPSC** later, you can do so. However, if you are contemplating a significant change, you may want to visit with your advisor, Dr. Greg Seay, Dean of Graduate Programs, before doing so.

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 also make decisions about which courses to cancel based on low enrollment during the next few weeks, so again, now is the time to register to make sure you get what you need.

TEXTBOOKS

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/. You may also check the textbook list on the Graduate Programs web site 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

IMPORTANT NOTE – 8-Week Courses: There is no add/drop period during the first week of 8-week courses. You will need to add or drop these courses before the start date. If you withdraw from an 8-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 review the course then. The Graduate Programs web site has generic syllabi for all graduate courses through the course descriptions located on the forms & documents page.

WITHDRAWAL FROM COLLEGE

Students wishing to withdraw from the College must initiate their withdrawal with the Graduate Programs Office, and complete all appropriate paperwork. If the student is a financial 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.

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 for current information on tuition and fees and the withdrawal refund schedule. Select “billing Information” and the correct option for your status.

The College no longer mails billing statements. Check your balance and payment options using your Student Center through myPSC. Contact the Business Office at 402-872-2211 with billing questions.

ACADEMIC CALENDAR

General academic information and dates can be found on the following website: <http://www.peru.edu/academics/>

**In the end, YOU are responsible for your schedule and your academic career.
Please contact the Graduate Programs office at 402-872-2314 if you have questions.**