

## Information for Summer 2008

### Summer Calendar 2008

Monday, March 10 – Registration for all students begins

Friday, May 23 – Registration deadline – Session I (4:00PM)

Monday, May 26 – Memorial Day observed (no classes)

#### **Tuesday, May 27 – Session I begins**

Friday, June 20 – Registration deadline – Session II (4:00PM)

#### **Friday, June 20 – Session I classes end**

#### **Monday, June 23 – Session II begins**

Friday, July 4 – Fourth of July (no classes)

Friday, July 18 – Registration deadline – Session III (4:00PM)

#### **Friday, July 18 – Session II ends**

#### **Monday, July 21 – Session III begins**

#### **Thursday, August 14 – Session III ends**

August 20 – Final grades submitted for all summer sessions, transcripts available late August

### Registration Dates and Deadlines

Registration for all students will begin on Monday, March 10, 2008 and will continue until 4 p.m. on the Friday before the class begins. Payment in full must accompany course registration. Classes without sufficient enrollment by the registration deadline may be cancelled on or before the Friday prior to the start of each session. Students registered for the cancelled classes will be notified by Friday and given the opportunity to add another course or receive a full refund if no suitable substitute can be found. Late registrations will be accepted on the **first day of classes only**, with the instructor's signature. The registration form may be downloaded from the Student Services web page. Federal Law requires us to periodically report the ethnic composition of our student body; please fill out that portion of the registration form. Students may register in the following ways:

**On Campus** - Students may register in person at the Student Services Center in

Woodruff Hall, Monday - Friday: 9 a.m. – 4 p.m.

**Fax** - Registration may also be done by fax when payment is to be made with a Visa, American Express, Amex, MasterCard, or Discover Card.

Call the Student Services Center at 468-6070, or fax the registration form to 468-5237. Please call the Student Services Center to confirm that your registration was received and legible.

**By mail** - by completing the registration form and mailing it with complete payment or payment information to:

Student Services Center - Woodruff Hall

Castleton State College

Castleton, VT 05743

### **Grade Options/Grades/Transcripts**

An instructor may designate a course as Graded Only, Pass/Fail, or Student Option. If a course is offered on a Student Option basis, students should enter a "P/F" on the registration card if they wish to take it on a Pass/Fail basis. Grade option may be changed only within the add period. All summer course grades will be submitted to the Registrar's Office in mid-August; transcripts will be available in late August. Please contact the Student Services Center to request a transcript.

### **Adding Courses**

Two-week, three-week and four-week classes may be added on the first day of classes only. Please see the Student Services Center for an Add/Drop form and instructions.

### **Dropping Courses**

If a course is dropped prior to the first scheduled class meeting, it will not appear on the student's transcript. A "W" will appear on the transcript if the course is dropped after the first class meeting and before the deadline for dropping courses listed below. Please see the Student Services Center for an Add/Drop form and instructions.

Deadline for dropping courses:

On or before the 3rd class meeting of a one-week course.

On or before the 6th class meeting of a two-week course.

On or before the 9th class meeting of a three-week course.

On or before the 12th class meeting of a four-week course.

### **Refund Schedule**

Students, who withdraw from a course after it has begun, will be entitled to a partial refund of their tuition only. All fees (e.g., laboratory, materials) are nonrefundable. Once a course has started, students will be eligible for a 75 percent refund of tuition only if they withdraw within the first day of scheduled class meetings, and a 25 percent refund of tuition only if they withdraw within the first two days of scheduled class meetings. No tuition refund will be made after the second day of class meetings. A 100 percent refund of tuition and fees will be made only if the course is dropped prior to the first class meeting. If the College cancels a course and the student does not substitute another course, a 100 percent refund of tuition and fees will be made. Refund checks are issued automatically. A minimum of 10 days is required to process refunds. If a refund is not picked up at the Student Services Center within seven days of issue, the check will be mailed to the student's home address.

### **Tuition Undergraduate Graduate**

Vermont Resident \$294.00 \$368.00

Non-resident \$441.00 \$551.00

AS Nursing – Vt. Resident \$365.00

AS Nursing – Non-Resident \$547.00  
Internships \$105.00 per credit

**Non-matriculated Undergraduate Registration Fee \$50.00**

For the purpose of deciding rates, residency will be determined on the basis of domicile during the full year preceding any semester's registration. Please refer to the Catalog for a more complete explanation of residency requirements.

**Payment in full must accompany registration.** If a student is receiving financial aid for summer courses, proper documentation of the award, in lieu of payment, must be provided at registration. MasterCard, VISA, American Express, and Discover Card may be used for registrations at the Student Services Center. If paying for courses by any means other than cash, check, money order, or credit card, prior approval must be obtained from the Student Services Center. Students anticipating third party reimbursement for courses are required to pay the college in full at the time of registration. Special payment options may be available for graduate students. A School Employee Payment form can be downloaded on the Student Services web page. If a lab fee or material fee is charged to a course, the dollar amount will be indicated in the course description. All fees must be paid at the time of registration.

**Financial Aid**

Applications for summer financial aid are available on the financial aid website or in the Student Services Center. In order to be eligible for summer financial aid a current student:

--Must be enrolling at least half time (6 credits undergraduate, 4 credits graduate)

AND

--Have a valid FASFA on file for the 07-08 AND the 08-09 academic years

AND

--Her/his financial aid files must be complete for both of the above academic years

AND

--Must fill out the summer aid application and schedule an appointment through the Student Services Center to be awarded summer aid.

If you have any questions, contact the Student Services Center at 802-468-6070.

**Veterans' Benefits**

Qualified veterans may participate in educational benefits as defined in Public Law 634, 894, and 89-358. Interested veterans who have not already done so should initiate an application for Certificate of Eligibility from their regional

Veterans Administration Office or on line at:

[http://www.gibill.va.gov/GI\\_Bill\\_Info/How\\_to\\_Apply.htm](http://www.gibill.va.gov/GI_Bill_Info/How_to_Apply.htm)

Contact the Registrar's Office at (802) 468-1212 with questions.

### **Campus Services**

#### ***Student Services Center***

If you have questions about registration, your bill, or financial aid, please call (802) 468-6070. Monday - Friday: 9 a.m. – 4 p.m.

#### ***Academic Support Center***

For information on academic support services and accommodations available for students with disabilities, please contact the Academic Support Center at (802) 468-1347, Monday through Friday, 8 a.m. to 4 p.m.

#### ***Calvin Coolidge Library***

Summer library hours, Reference Desk hours and Academic Computing Center hours will be posted.

#### ***College Store/Textbooks***

Monday - Friday: 8:30 a.m. – 12 noon and 12:30 p.m. – 4 p.m. The College Store is closed Monday, May 26 for Memorial Day and Friday, July 4 for Independence Day. Should students wish their books shipped to them, they may call the College store at (802) 468-1229 or 468-1279. The College store will ship books C.O.D./U.P.S. with the student paying the additional costs.

#### ***Housing/Residential Life***

If you interested in on-campus housing, please contact Dennis Proulx, Director of Residence Life, at (802) 468-1259 at your earliest convenience. Space is limited.

#### ***Fireside Cafe and Coffee Cottage***

Hours to be announced.

### **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974, as amended, provides Castleton State College students the right to inspect and review their educational records and to challenge the contents of these records to insure that such records are not inaccurate, misleading, or in violation of their privacy or other rights. In addition, Castleton will not release personally identifiable records of students to any individual agency or organization without the prior written consent of the student, except as provided by the law. The college has a policy of disclosing educational records to Castleton and Vermont State College officials with a legitimate educational interest without prior consent. Castleton will maintain directory information which includes the student's name, address, telephone number, college e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight

and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. This information will be available, at the discretion of College officials, unless the student notifies the College in writing, each year, that all of this information should not be released. A confidentiality statement is available at the Registrar's Office. The Act also contains procedures which allow a student to challenge the contents of his/her official records to insure that such records are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. Any questions concerning the Act, federal guidelines regarding its implementation, and copies of Castleton's policy statement are available for review at the Student Services Center.