IMPORTANT INFORMATION

Shippensburg University Registrar’s Office
Phone: 717-477-1381 • E-mail: registr@ship.edu • www.ship.edu/Registrar

REGISTRATION PAYMENT

Students who do not make payment for scheduled classes will have their schedules canceled and will not be permitted to attend class until or unless they make payment. Students who do not pay by the billing deadline will be assessed a $100 late fee.

NO REFUNDS will be issued for ANY CLASSES dropped after the end of the schedule adjustment period. Visit www.ship.edu/Student_Accounts/Refund_Schedule to review refund information and schedule.

E-MAIL ADDRESS

Your campus e-mail account is your primary means for receiving communication from members of the Shippensburg University community. The University will not send e-mail to any account other than your campus account. Your responsibilities are to:

• Regularly check your SU e-mail and read your messages at least four times per week.
• Make sure that your e-mail does not exceed established storage limits.
• If you choose to forward your e-mail from ship.edu to another e-mail server, you are responsible for making sure that the e-mail is properly forwarded and working.
• Make sure that your SPAM filter or e-mail sorter does not delete official university correspondence.

DATES & DEADLINES

Visit www.ship.edu/registrar and click on “Semester Information” to view important deadlines and the academic calendar.

TEXTBOOKS are available through Ship’s University Store: ship.bkstr.com or (717) 477-1600

WITHDRAWAL FROM CLASS

Use the myShip portal to withdraw from a single class after the drop/add period ends. If you need to withdraw from all your classes, visit www.ship.edu/Registrar/Withdrawal_Request_Form for more information.

MAILING ADDRESS

Make sure that your permanent and local mailing addresses are valid. You may update them in the myShip portal.

RELEASE OF STUDENT INFORMATION

Under federal law, Shippensburg University may release directory information about current students. Directory information includes name, home/local address and phone number, enrollment status, e-mail address, major, degree, and honors.

This information may be provided to callers and may be available on the university’s website. If you do not want this information to be released, you must notify the Registrar’s Office to withhold your directory information.

You may change your information release option by completing the “Place or Remove Hold of Directory Information” form available at www.ship.edu/Registrar/Registrar_Office_Forms and submitting it to the Registrar’s Office.

GRADUATION

Visit www.ship.edu/Registrar/Graduation_Process for information on how and when to apply for graduation.

DINING HALLS For information about dining hall hours and services go to www.dineoncampus.com/ship

HOUSING

Visit www.ship.edu/housing for information on when to report to your residence hall.

FIRST DAY ATTENDANCE

The first day attendance policy allows faculty to remove you from a course if you do not attend the first class session and do not provide notice to the faculty or the department secretary. This also applies to the first class after you add a course during schedule adjustment.

If you are dropped from a course for not attending the first class, you may only reschedule it if it is still open during schedule adjustment. Even if you do not attend the first class, you are still responsible for dropping the course during schedule adjustment. Otherwise, you may remain scheduled for the course and receive a grade of “F” if you do not attend. You may also be charged for the course.

PARKING DECALS AND STUDENT ID CARDS

Student ID cards and parking decals are available through the University Police, located in the Reed Operations Center (open 24 hours a day, seven days a week). Students must have valid student ID and they are issued at no charge, but a fee will be charged to replace a lost ID. If you plan to operate a car on campus, you will need to purchase a parking decal. Failure to register your vehicle will result in a fine.

PHONE NUMBERS

To call these offices from a campus phone, dial the 4-digit extension listed below. From off campus, dial 717-477- and then the 4-digit extension.

<table>
<thead>
<tr>
<th>Office</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>1131</td>
</tr>
<tr>
<td>Student Accounts (bills, payments)</td>
<td>1211</td>
</tr>
<tr>
<td>Registrar’s Office (registration, transcripts)</td>
<td>1381</td>
</tr>
<tr>
<td>Dean, Business</td>
<td>1620</td>
</tr>
<tr>
<td>Dean, Education &amp; Human Services</td>
<td>1141</td>
</tr>
<tr>
<td>Dean, Arts &amp; Sciences</td>
<td>1151</td>
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<tr>
<td>Dean, Exploratory Studies</td>
<td>1395</td>
</tr>
<tr>
<td>University Store</td>
<td>1600</td>
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<tr>
<td>University Police (parking decals, IDs)</td>
<td>1444</td>
</tr>
<tr>
<td>Hot Line (for university closings)</td>
<td>1200</td>
</tr>
<tr>
<td>Housing</td>
<td>1701</td>
</tr>
</tbody>
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GRADUATION RATE

Shippensburg University reports the rate for students who have graduated up to six years after initially enrolling. To view this information visit www.ship.edu/rp and click on “Common Data Set”. The graduation rate is Item B11.