

**SHIPPENSBURG UNIVERSITY
OFFICE OF THE REGISTRAR**
www.ship.edu/admin/registrar

**IMPORTANT INFORMATION FOR NON-DEGREE GRADUATE
STUDENTS AND NON-MATRICULATED UNDERGRADUATE STUDENTS**

DATES AND DEADLINES

Visit the Registrar's website at www.ship.edu/admin/registrar to view important information about schedule adjustment deadlines, last day to withdraw from class with a "W" grade, university holidays, etc.

PARKING ON CAMPUS

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. Decals are available from the University Police, located in the Reed Physical Plant Building (open 24 hours a day, seven days a week). Students are reminded to observe parking regulations and only park in designated locations. For more information, call 477-1444 or visit the website at www.ship.edu/admin/supolice/safety.html.

STUDENT ID CARDS

Students must have valid student ID cards in order to use university facilities such as the library, computer labs, and to view records and grades online. Your initial card is issued at no charge by University Police, located in the Reed Operations Center. If you lose your student ID card, you must obtain a replacement. A fee is charged for this service. For more information, call 477-1444 or visit the website at www.ship.edu/admin/supolice/safety.html.

TEXTBOOKS

Textbooks may be purchased at the University Store in the Cumberland Union Building. Contact the University Store for hours of operation at (717) 477-1600 or visit their website at www.ship.edu/~sustore.

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, email address, major, degree and honors. This information is provided to callers and is also available on the University's World Wide Web site.

If you do not want this information to be released, you must complete a form in the Registrar's Office instructing us to withhold your directory information. You may also notify the Registrar's Office of changes of address and change in status of information release through the Registrar's page on info@ship (<http://info.ship.edu>).