



**IMPORTANT INFORMATION FOR  
ALL STUDENTS  
Summer 2012**

**Registrar's Office**  
[www.ship.edu/Registrar/](http://www.ship.edu/Registrar/)

**IMPORTANT REGISTRATION INFORMATION**

**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.**

**CONTINGENCY COURSES**

A number of summer courses will be offered on a contingency basis and may be canceled if enrollment is not sufficient. **It is important that you pay your bill as soon as possible to make sure our enrollment figures are accurate.** If a summer class is cancelled due to low enrollment, the student will be notified by the academic department that offers the class.

**IMPORTANT EMAIL ADDRESS INFORMATION**

Your campus email account is your primary means for receiving communication from members of the Shippensburg University community. The University will not send email to any account other than your campus account. You may, however, choose to forward your SU email to a private email server. Your responsibilities are to:

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

To learn more, visit [http://www.ship.edu/ITS/Electronic Communication Policy/](http://www.ship.edu/ITS/Electronic_Communication_Policy/).

**HOUSING**

Summer housing will be available on a limited basis beginning May 13. Visit [http://www.ship.edu/Housing/Summer Housing/](http://www.ship.edu/Housing/Summer_Housing/) for more information.

**ADDRESS CHANGE**

If your home or local address is incorrect, please make any necessary changes by logging into [myShip](https://my.ship.edu) at <https://my.ship.edu>. Under "My Personal Information", click on "Addresses and Phone Number".

**REFUND SCHEDULE**

Please visit [http://www.ship.edu/Student Accounts/](http://www.ship.edu/Student_Accounts/) for information on the university refund policy.

**CALENDAR FOR 2012 SUMMER SESSIONS**

<b>Term 3</b>		
Session opens	Mon	May 14
Special make-up for Memorial Day	Sat	May 19
Deadline to apply for Aug. graduation	Fri	May 25
Memorial Day, University closed	Mon	May 28
Session ends	Fri	June 1
<b>Term 4</b>		
Session opens	Mon	June 4
Special make-up for Independence Day	Sat	June 23
Independence Day, University closed	Wed	July 4
Session ends	Thu	July 5
<b>Term 5</b>		
Session opens	Mon	July 9
Session ends	Thu	Aug 9

**IMPORTANT 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.

Summer Registration Office.....	1136
Student Accounts (bills, payment).....	1211
Financial Aid (loans, grants, work-study).....	1131
Registrar’s Office (transcripts).....	1381
Dean of Students (housing).....	1164
Dean, College of Business.....	1620
Dean, College of Education and Human Services.....	1141
Dean, College of Arts and Sciences.....	1151
Dean, Division of Undeclared Majors.....	1395
University Store.....	1600
University Police (parking decals, IDs).....	1444

**PARTS OF TERM DATES AND DEADLINES – Term III 2012**

<b>Part of Term</b>	<b>Course Start &amp; End Dates</b>	<b>Last Day Drop</b>	<b>Last Day Add</b>	<b>Last Day W Grade</b>
<b>1-Full Term</b>	May 14-June 1	May 14	May 15	May 25
<b>2</b>	May 14-June 17	May 15	May 16	June 5
<b>3</b>	May 14-August 12	May 19	May 20	July 11
<b>4</b>	April 23-June 3	April 25	April 26	May 18
<b>5</b>	May 7-June 10	May 8	May 9	May 29
<b>6</b>	May 21-July 1	May 23	May 24	June 15
<b>7</b>	May 14-June 24	May 16	May 17	June 8
<b>8</b>	April 16-June 17	April 19	April 20	May 25
<b>9</b>	April 28-June 3	April 29	April 30	May 22

**PARTS OF TERM DATES AND DEADLINES – Term IV 2012**

<b>Part of Term</b>	<b>Course Start &amp; End Dates</b>	<b>Last Day Drop</b>	<b>Last Day Add</b>	<b>Last Day W Grade</b>
<b>1- Full Term</b>	June 4-July 5	June 5	June 6	June 26
<b>2</b>	June 11-July 8	June 12	June 13	June 27
<b>3</b>	June 18-July 1	June 18	June 19	June 26
<b>4</b>	June 11-July 1	June 11	June 12	June 22
<b>5</b>	June 4-June 24	June 4	June 5	June 15
<b>6</b>	June 4-July 22	June 6	June 7	July 4
<b>7</b>	June 25-July 1	June 25	June 26	June 27

**PARTS OF TERM DATES AND DEADLINES – Term V 2012**

<b>Part of Term</b>	<b>Course Start &amp; End Dates</b>	<b>Last Day Drop</b>	<b>Last Day Add</b>	<b>Last Day W Grade</b>
<b>1- Full Term</b>	July 9-August 9	July 10	July 11	July 31
<b>2</b>	July 9-August 5	July 10	July 11	July 25
<b>3</b>	July 2-August 12	July 4	July 5	July 27
<b>4</b>	July 18-August 10	July 18	July 19	July 31
<b>5</b>	July 9-August 19	July 11	July 12	August 3
<b>6</b>	June 25-August 5	June 27	June 28	July 20
<b>7</b>	June 4-July 29	June 6	June 7	July 10
<b>8</b>	July 31-August 26	August 1	August 2	August 16
<b>9</b>	July 30-August 5	July 30	July 31	August 1
<b>10</b>	June 23-July 29	June 24	June 25	July 17