IMPORTANT INFORMATION FOR ALL STUDENTS
Summer 2013

Registrar's Office
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/.

HOUSING

Summer housing will be available on a limited basis beginning May 12. Visit 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 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/ for information on the university refund policy.

CALENDAR FOR 2013 SUMMER SESSIONS

Term 3		
Session opens	Mon	May 13
Special make-up for Memorial Day	Sat	May 18
Memorial Day, University closed	Mon	May 27
Session ends	Fri	May 31
Term 4		
Session opens	Mon	June3
Special make-up for Independence Day	Sat	June 29
Session ends	Wed	July 3
Independence Day, University closed	Thu	July 4
Term 5		
Session opens	Mon	July 8
Session ends	Thu	Aug 8

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

WITHDRAWAL FROM SUMMER CLASS

If you need to withdraw from a summer class after the drop/add deadline for the term, please visit http://www.ship.edu/Online/. Follow the instructions at the bottom of the page to complete the Withdrawal Request Form.

PARTS OF TERM DATES AND DEADLINES – Term III 2013

Part of Term	Course Start & End Dates	Last Day Drop	Last Day Add	Last Day W Grade
1-Full Term	May 13-May 31	May 13	May 14	May 24
2	May 13-June 16	May 14	May 15	June 4
3	May 13-Aug. 11	May 18	May 19	July 10
4	May 6-June 9	May 7	May 8	May 28
5	May 20-June 30	May 22	May 23	June 14
6	May 13-June 23	May 15	May 16	June 7
7	April 15-June 16	April 18	April 19	May 24
8	April 27-June 9	April 29	April 30	May 24
9	May 13-Aug. 25	May 18	May 19	July 19
10	May 13-June 30	May 15	May 16	June 12
11	May 26-June 9	May 26	May 27	June 4
12	May 27-June 30	May 28	May 29	June 18

PARTS OF TERM DATES AND DEADLINES – Term IV 2013

Part of Term	Course Start & End Dates	Last Day Drop	Last Day Add	Last Day W Grade
1- Full Term	June 3-July 3	June 4	June 5	June 25
2	June 10-July 7	June 11	June 12	June 26
3	June 17-June 30	June 17	June 18	June 25
4	June 10-June 30	June 10	June 11	June 21
5	June 24-June 30	June 24	June 25	June 26
7	June 3-July 28	June 5	June 6	July 9
9	June 3-July 14	June 5	June 6	June 28
10	June 3-June 30	June 4	June 5	June 19

PARTS OF TERM DATES AND DEADLINES – Term V 2013

Part of Term	Course Start & End Dates	Last Day Drop	Last Day Add	Last Day W Grade
1- Full Term	July 8-Aug. 8	July 9	July 10	July 30
2	July 8-Aug. 4	July 9	July 10	July 24
3	July 1-Aug. 11	July 3	July 4	July 26
4	July 17-Aug. 11	July 18	July 19	Aug. 2
5	July 8-Aug. 18	July 10	July 11	Aug. 2
6	June 24-Aug. 4	June 26	June 27	July 19
7	July 30-Aug. 25	July 31	Aug. 1	Aug. 15
8	July 29-Aug. 4	July 29	July 30	July 31
9	June 22-July 28	June 23	June 24	July 16
10	July 15-Oct. 20	July 20	July 21	Sept. 17
11	July 1-July 21	July 1	July 2	July 12
12	July 22-Aug. 11	July 22	July 23	Aug. 2
13	June 29-July 28	June 30	July 1	July 17
14	July 1-Aug. 18	July 3	July 4	July 31