

# SUMMER 2019

## Schedule Changes

Schedule changes (course adds and drops) can be made through census date, typically prior to the third day of the term of enrollment. Extra class activities and individual studies should be added as soon as possible

Courses may be dropped via Self-Service Banner (SSB) or by notifying the appropriate office (Registrar, Online & Continuing Education, Graduate) and a withdrawal grade will be recorded through the 70% point of a session or class.

## IMPORTANT DEADLINES & DATES – Summer 2019

May 28 – August 2, 2019	Full Ten-Week Summer Term
May 28 – June 28, 2019	First Five-Week Summer Term
July 1 – August 2, 2019	Second Five-Week Summer Term

May 6	Mon.	Term start (Board of Regents)
May 27	Mon.	Memorial Day – no classes; offices closed
May 28	Tues.	First five-week and full ten-week summer term classes begin
May 30	Thurs.	Last day to drop/add a first five-week summer term class (Census) with refund. Payment deadline
June 2	Mon.	Last day to drop/add a ten-week summer term class (Census) with refund.
June 19	Wed.	Last day to drop/withdraw from a first five-week summer term class – No refund.
June 28	Fri.	Last day to apply for Summer graduation (no ceremony)
July 1	Mon.	Second five-week summer term classes begin
July 3	Wed.	Last day to drop/add a second five-week summer term class (Census) with refund.
July 4	Thurs.	Independence Day – no classes; offices closed
July 15	Mon.	Last day to drop/withdraw from a full ten-week summer term class – No refund
July 24	Wed.	Last day to drop/withdraw from a second five-week summer term class – No refund
August 23	Fri.	Term end (Board of Regents) Official Summer graduation date (No Ceremony)

**NOTE:** Summer Semester consists of a variety of non-standard length classes which are mostly offered in May 28 through August 2. Refunds for non-standard-length classes are based on 10% of calendar days elapsed. Drops cannot be backdated. There is no refund for dropping individual classes unless dropped by census date of each class.

Financial aid is calculated based on the combined enrollment for the entire summer semester (May 28 through August 2) and is disbursed at the beginning of the first term of enrollment. Any subsequent changes in enrollment may require a recalculation of financial aid already disbursed. All courses registered for the term are included in determination of satisfactory academic progress. This includes non-standard-length and correspondence courses.

- Attendance confirmation is not required in summer.
- To earn aid, you must start your classes.
- Classes taken from other SD universities may have different start and end dates.

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### Refunds

Refunds for dropping a class while maintaining enrollments in other classes will be calculated as follows.

Class length:

<b>May 28 – June 28</b>	<b>Drop by May 30</b>	<b>Refund 100%</b>
<b>July 1 – August 2</b>	<b>Drop by July 3</b>	<b>Refund 100 %</b>
<b>May 28 – August 2</b>	<b>Drop by June 2</b>	<b>Refund 100%</b>

If classes do not follow these dates, refunds are calculated at 100% for drops within the first 10% of calendar days within the class period.

### Return Check Policy

It is understood and agreed that upon presentation of your check as the form of payment for any Northern State University transactions, you are entering into a contractual agreement that obligates you and holds you responsible for any and all fees and expenses incidental to the principal obligation on any check that is returned non-payable. Returned checks, state surcharges, sales taxes and incidental fees may be debited from your account electronically or by way of paper draft.

### Withdrawals/Refunds

#### Drops:

Most summer classes are considered non-standard length classes. In order to receive a 100% refund for a non-standard length class, the class must be dropped by 10% of the calendar days of the class (Census date). Students may drop individual classes via Self-Service Banner or by contacting the Registrar's Office (Dacotah Hall 103) until 70% of the course has passed (Drop date). Courses dropped by Census date will not appear on the student transcript and will no longer be calculated in attempted credits. Courses dropped after Census date but by the Drop date will remain on the transcript and will receive a withdrawal grade. Undergraduate students receive WD grades for their first 6 individual drops. After the 6<sup>th</sup> a WFL grade is posted, which counts as an F. Zero credit courses and co-requisite labs will receive a W grade. Students should consider this when deciding to drop a course. Dates for our most common terms are listed in Important Deadlines & Dates. Students are responsible to know and adhere to the Census and Drop dates of each class they enroll in.

#### Withdrawals:

The student must notify the Registrar's office if they decide to withdraw from all courses at all of the South Dakota's six public universities for summer. Self-Service Banner will not allow you to drop all classes for a term. Students must notify the Registrar's Office to be sure processing is done correctly. The notification cannot be completed online, but must be made in writing, by phone or in person to Registrar staff. The withdrawal date is the date the student notifies the Registrar's office of intent to withdraw (Graduate students may contact the Graduate office). A student may not withdraw if it is past the Drop date of any enrolled class though they may be able to drop courses that have not reached their drop date. Each situation is unique, so eligibility for refund will be determined upon withdrawal. Room contracts and meal plans will be refunded based on the unused portion of the charges. Refunds will be calculated through 60% of the semester.

Withdrawals prior to term start are cancels and nothing appears on the transcript. Withdrawals after term start through census result in a notation on the transcript. For withdrawals after census through 70% point, all classes appear on the transcript with WW grades.

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In accordance with federal regulations, refunds for financial aid recipients will be returned to aid programs first as required by federal regulations. Any remaining funds will be returned to the student. If the aid repayment results in a balance due, the student will be responsible to remit that amount to the University.

Students are encouraged to sign up to receive refunds through direct deposit to their checking or savings account.

### **Administrative Withdrawal**

Students may be administratively withdrawn from Northern State University for disciplinary reasons, or for failure to meet financial obligations. In all cases, the Registrar will be responsible for carrying out the withdrawal. The effective date of withdrawal for disciplinary reasons or failure to meet financial obligations will be the date the withdrawal is processed. The withdrawal date will determine any refund based on the refund schedule in effect for the term in question.

### **Admission**

If you wish to enroll at NSU for the first time, contact the Admissions Office at (605) 626-2544 or 800-678-5330 for admission requirements and other pertinent information. Graduate students should contact the Graduate Office at (605) 626-2558.

Refer to the Northern State University catalog for more information regarding admission to NSU.

**Returning Students.** If you were not enrolled during the current term, and you have taken NSU courses before, contact the Admission's Office (626-2544) to complete re-entry procedures and secure a registration priority date.

**Readmission/Reinstatement.** If you wish to return after having been on academic suspension, refer to the current university catalog under Academic Suspension for procedure.

### **Application for Graduation**

Candidates for undergraduate degrees must make formal application for graduation via WebAdvisor until the application becomes available in BANNER. Students should apply by the semester prior to the semester of graduation. Candidates are encouraged to apply as soon as they are registered for all remaining credits. Candidates should also pay special attention to notices about Exit Exams required for graduation. Final deadlines to apply for graduation are as follows:

May 3, 2019 Graduation (Ceremony May 4)	March 29, 2019 Deadline to apply
August 23, 2019 Graduation (No summer ceremony)	June 28, 2019 Deadline to apply
December 18, 2019 Graduation (Ceremony December 14)	October 31, 2019 Deadline to apply

Summer candidates, who wish to participate in a commencement ceremony, should apply for the preceding May graduation or following December graduation.

Candidates for graduate degrees must make formal application for graduation in the Graduate Office, Spafford Hall Room 204A.

### **NSU Wolf Shoppe**

For information about textbooks: <http://bookstore.northern.edu>