

## SUMMER 2017

### 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 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 2017

May 22 – July 28		Full Ten-Week Summer Term
May 22 – June 23		First Five-Week Summer Term
June 26 – July 28		Second Five-Week Summer Term
May 22	Mon.	First five-week and full ten-week summer term classes begin
May 24	Wed.	Last day to drop/add a first five-week summer term class (Census) with refund.
		Payment deadline
May 27	Sat.	Last day to drop/add a ten-week summer term class (Census) with refund.
May 29	Mon.	Memorial Day – no classes; offices closed
June 14	Wed.	Last day to drop/withdraw from a first five-week summer term class – No refund
		Summer Financial Aid calculated
June 26	Mon.	Second five-week summer term classes begin
June 28	Wed.	Last day to drop/add a second five-week summer term class (Census) with refund.
June 30	Fri.	Last day to apply for Summer graduation (no ceremony)
July 4	Tues.	Independence Day – no classes; offices closed
July 10	Mon.	Last day to drop/withdraw from a full ten-week summer term class – No refund
July 19	Wed.	Last day to drop/withdraw from a second five-week summer term class – No refund

**NOTE:** Summer Semester consists of a variety of non-standard length classes which are mostly offered in June or July. 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 22 through July 28) 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 22 – June 23</b>	<b>Drop by May 24</b>	<b>Refund 100%</b>
<b>June 26 – July 28</b>	<b>Drop by June 28</b>	<b>Refund 100 %</b>
<b>May 22 – July 28</b>	<b>Drop by May 27</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 WebAdvisor or by contacting the Registrar's Office (Dacotah Hall 103) or a departmental secretary 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. The notification cannot be completed on WebAdvisor, 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. Grades of WW are assigned to indicate complete withdrawal from the term.

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.

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### **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 in the Registrar's Office or via WebAdvisor in 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 Proficiency Exams and Exit Exams. Both are required for graduation. Final deadlines to apply for graduation are as follows:

May 7, 2016 Graduation

March 31, 2016 Deadline to apply

August 18, 2017 Graduation (so summer ceremony)

June 30, 2017 Deadline to apply

December 9, 2017 Graduation

October 31, 2017 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>