

## IMPORTANT DATES

### SUMMER SESSION I: MAY 17 - JUNE 24

Six-week course: May 17 - June 24

Four-week course: May 17 - June 10

Variable dates: See course for specific dates

Twelve-week course or any course extending dates outside a session:  
See course for specific dates

Deadline for mail registration May 10

Payment due in the Finance Office May 10

**Deadline for registration in person** May 13

Late registration- \$20 fee (*No fee for Drop/Add*) May 16

Classes begin May 17

**Last day to drop/add** May 20

Holiday - no classes May 30

Grades due at noon in the Registrar's Office June 27

Grades mailed to students July 8

	<u>6 wk Session</u>	<u>4 wk Session</u>
Last day for S/U option	May 27	May 24
<b>Last day to withdraw from a course</b>	<b>June 10</b>	<b>June 3</b>
Classes end	June 24	June 10

### SUMMER SESSION II: JUNE 27 - AUGUST 5

Six-week course: June 27 - August 5

Four-week course: June 27 - July 22

Variable dates: See course for specific dates

Deadline for mail registration June 20

Payment due in the Finance Office June 20

**Deadline for registration in person** June 24

Late registration- \$20 fee (*No fee for Drop/Add*) June 27

Classes begin June 27

**Last day to drop/add** June 30

Holiday - no classes July 4

Grades due at noon in Registrar's Office Aug 8

Grades mailed to students Aug 15

	<u>6 wk Session</u>	<u>4 wk Session</u>
Last day for S/U option	July 8	July 5
<b>Last day to withdraw from a course</b>	<b>July 22</b>	<b>July 15</b>
Classes end	Aug 5	July 22

### OFFICE OF THE REGISTRAR

Kretzmann Hall, Rm. 102

Mon. - Fri. 8:00 a.m. to 5:00 p.m.

Phone: 219.464.5212 •FAX: 219.464.6684

E-mail: [registrar@valpo.edu](mailto:registrar@valpo.edu)

### GRADUATE SCHOOL & CONTINUING EDUCATION OFFICE

Kretzmann Hall, Rm. 116

Mon. 8:00 a.m. to 6:30 p.m., Tues. - Fri. 8:00 a.m. to 5:00 p.m.

Phone: 219.464.5313 •FAX: 219.464.5381

E-mail: [graduate.school@valpo.edu](mailto:graduate.school@valpo.edu)

## ADMISSION REQUIREMENTS

### GRADUATE STUDENTS

All students seeking admission to the Graduate School should contact the Graduate School Office at 1.800.821.7685, or visit our Web site at [www.valpo.edu/grad](http://www.valpo.edu/grad)

#### •*Graduate Degree-Seeking Students*

Students seeking degrees from VU must complete all of the formal admission requirements as specified in the Graduate Catalog. Admission requirements vary according to degree program. Students may begin some programs during the summer.

#### •*Graduate Non-Degree Students*

Students who have completed a baccalaureate program and wish to take an occasional graduate course for purposes of personal growth and development, or who are exploring the possibility of future degree work, may be admitted as non-degree seeking students by completing the application for admission and presenting an official transcript of all previous college (graduate and undergraduate) work. Letters of recommendation are required only for Education and Certificate Programs.

#### •*Visiting Graduate Students*

Students engaged in graduate study at another accredited institution may apply for Visiting Graduate Student status with a letter of recommendation verifying good standing from their current academic advisor. Visiting students must fill out an application form, remit the \$30 application fee and submit other appropriate registration forms, but do not need to present transcripts or letters of recommendation. This policy applies to students taking regular courses and workshops for which graduate credit may be granted.

#### •*Professional Educators*

Professional Educators, currently active in elementary or secondary education, may take summer courses without formal admission to degree-seeking status, provided they are NOT intending to use the credits for degree or licensure purposes. The requirements are the same as those for the Visiting Graduate Student (see above), with the addition of a letter from their principal or superintendent indicating their current active status or a copy of their active teaching license. Letters of recommendation, transcripts, and the application fee are not required.

### UNDERGRADUATE STUDENTS

All students seeking admission to the undergraduate program should contact the Office of Admission at 1-888-GO-VALPO, option 1, or visit our Web site at <http://www.valpo.edu/admissions>.

#### •*Current & Former VU Students*

Current students should consult with their advisor to determine appropriate courses for their program of study. Former students may use the registration form in this booklet and will need to complete a readmission form in advance. Current students may register online beginning Monday, February 21.

#### •*New Degree-Seeking Students*

Undergraduate students who are new to VU and plan to seek a degree at VU must be admitted through the Office of Admission. Please call 219.464.5011 or 1-888-GO-VALPO, option 1, for further information or see our Web site for application procedures and requirements at <http://www.valpo.edu/admissions>.

### •Visiting Students

Visiting undergraduate students pursuing a degree at another institution may enroll in Summer Session courses by filling out the registration form in this booklet. These students are required to present their advisor's signature indicating that they are in good standing and have permission to take the requested courses.

### •Visiting High School Students

High school students from the region are welcome to enroll in selected summer courses. Students given top consideration for the classes rank in the upper third of the high school class, provide a high school transcript, and have composite scores of 21 or above on the PLAN or ACT, 98 on the PSAT, or 980 on the SAT-1 without the writing component. For information on admission, call 219.464.5313. High school students are advised through an academic advisor in the Office of Continuing Education.

### •New College of Adult Scholars Students

College of Adult Scholars is a program for students at least 24 years of age who wish to complete an associate or specific bachelor degree program through part time study. Students wishing to enter the University through this program must schedule an appointment to discuss their academic goals and plans by contacting the Office of Continuing Education located in Kretzmann Hall. Call 219.464.5313 or 1.800.821.7685.

### •SAGE-Senior Adult Growth thru Education

Senior adults, aged 60 and above or retired, may audit most undergraduate courses on a space-available basis, including those during the Summer Sessions. A one-time application for SAGE status must be completed at the Office of Continuing Education in Kretzmann Hall. Call 219.464.5313 for further information. Field trips and other specialized learning experiences may not be open to SAGE Students.

## REGISTRATION PROCEDURES & POLICIES

1. Current students can register online on DataVU beginning Feb. 21. Former & New students should complete the Registration form, providing all requested information (both sides), including advisor's signature. Visiting and returning students not currently enrolled at VU should read and understand the Honor Code (see right).
2. Make certain you have met the prerequisite(s) for each course. Courses numbered 100-499 are undergraduate level. Graduate level courses are highlighted and numbered 500-799.
3. The maximum course load during each six-week session is seven hours for Undergraduate students and six hours for Graduate students.
4. Current VU students must see their advisor before registering on DataVU. If the advisor is not available, contact the appropriate Dean. Students new to VU may also wish to consult with the Dean or department chair. See departmental contacts at <http://www.valpo.edu/registrar>.
5. Register by mail or in person at the Registrar's Office, Kretzmann Hall, Room 102. Registration should be done as early as possible. Since some courses have enrollment limits, early registration will usually enable you to have a place in your preferred courses. **Note:** Graduate Students and College of Adult Scholars students must register in the Office of the Graduate School and Continuing Education, Kretzmann Hall, Room 116.

6. Once the registration form is turned in, you are registered for the course(s), unless notified otherwise. **Not attending class does not constitute dropping the course, nor does failure to pay for the course constitute dropping the course. Courses taught online have the same drop/add, withdrawal, and refund deadlines/policies as other courses.**

7. Tuition and housing, applied music and other fees must be paid in full one week before classes begin. For tuition amounts, compute the charge by multiplying the credit hours enrolled times the per credit hour charge. If payment is not made in full, arrangements must be made with the Student Accounts Office in Kretzmann Hall by calling 219.464.5101.

8. Students wishing to cancel their registration prior to the beginning of classes **must** notify the Registrar's Office prior to the start of classes to avoid billing problems. Call 219.464.5212 or e-mail [registrar@valpo.edu](mailto:registrar@valpo.edu). Graduate students and College of Adult of Adult Scholars should contact the Office of the Graduate School and Continuing Education at 219.464.5313.

9. The University reserves the right to cancel courses due to low enrollment. If this is necessary, registered students will be notified and an attempt will be made to find a suitable alternative. All classes will meet as scheduled on the first day unless notified otherwise.

### ON-LINE INFORMATION • [www.valpo.edu/registrar/](http://www.valpo.edu/registrar/)

**Registration:** Class Seat Availability, Departmental Contacts, Schedule of Classes.

**Helpful Resources:** Catalogs, Enrollment Reports, Student Guide (Handbook).

**Calendars & Planners:** Academic Calendars, Tuition Refund Schedules.

**DataVU Password Changes:**

ValpoNet Identity Manager - Login Required  
[www.valpo.edu/it/valponet](http://www.valpo.edu/it/valponet)

### HONOR CODE

Valparaiso University operates under a student initiated Honor Code. Each student studying at Valparaiso University agrees to conform to the Code. All new students should read the following explanation, since they must sign their registration form indicating that they will abide by the Honor Code. The Honor Code is an integral part of VU and permits students to do their academic work in an atmosphere of responsible freedom. The Honor Code is based on the highest principles of Christian ethics and morality and presumes that every student is willing to maintain honesty in all academic work, as well as other phases of university living. Students are required to sign the pledge, indicating that they have submitted honest work and have not allowed the dishonesty of others to erode the integrity of the Honor System: ***I have neither given or received nor have I tolerated others' use of unauthorized aid.*** The Honor Code applies to all students registered for academic credit at Valparaiso University. Students have the responsibility for not using, giving or tolerating unauthorized aid. When the definition of authorized aid is in question, students should ask the instructor to interpret the application of the Honor Code. In case of further doubt, students share the responsibility of clarifying the definition of unauthorized aid. Ignorance is not acceptable as a valid excuse for violations of the Honor Code. Students should report suspected violations to the Honor Council.

# TUITION CHARGES & FEES

## PAYMENT OF FEES

All fees for tuition, housing, applied music, etc. are due and payable one week before the first day of each session. Checks should be payable to "Valparaiso University." Payment may be made either in person at the Finance Office in Kretzmann Hall or mailed to: Office of Student Accounts, Valparaiso University, 1700 Chapel Dr., Valparaiso, IN 46383.

American Express, Mastercard and Discover are accepted through DataVU only. A finance charge of 1% per month will be added to all amounts not paid when due.

## DROPPING OR WITHDRAWING FROM COURSES

Students may officially cancel (drop) enrollment in a course during the first four class days of a summer session without reflection on their permanent record. After that deadline, students may withdraw from a class with a grade of "W" until the published date (see page 2).

**Not attending class does not constitute withdrawal.** If a student fails to formally withdraw, he or she is still responsible for payment. This applies to online courses as well as traditional courses.

To drop or withdraw from a course, the student must do so formally at the Registrar's Office:

1. Complete and sign the drop or withdrawal card and obtain the appropriate signatures.
2. Refunds are effective on the date that the completed card is received in the Registrar's Office.

During the Summer Sessions, notification of dropping or withdrawing from a class will also be accepted in writing either by fax at 219.464.6684 or e-mail at [registrar@valpo.edu](mailto:registrar@valpo.edu). The information provided must include name, VU ID number or social security number, the name of the course, and the student's signature (or user ID on e-mail). Any refund will be effective on the date the notification is received in the Registrar's Office. See refund schedules at [www.valpo.edu/registrar/tuitionindex.html](http://www.valpo.edu/registrar/tuitionindex.html).

## FEES AND TUITION SUMMER 2011

Undergraduate	\$480	per credit hour
College of Adult Scholars	\$480	per credit hour
Online Courses	\$480	per credit hour
Summer Online Course Fee	\$100	per course
Graduate	\$560	per credit hour
MBA	\$710	per credit hour
MSN	\$635	per credit hour
RN/Special	\$480	per credit hour
Undergraduate Nursing	\$720	per credit hour
SAGE (Adults 60+) Audit only	\$ 60	per credit hour
Room -Double	\$182	per week
Room -Single	\$274	per week

## REFUND POLICIES

### WITHDRAWAL FROM ALL CLASSES

Students who withdraw from Valparaiso University may be eligible for a refund of a portion of the tuition and room charges for the session of their

withdrawal.

Valparaiso University's refund policy exists for calculating the refund of institutional charges. The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving financial aid other than Federal Work Study, if that student withdraws on or before the 60% point in time in their total summer term. The student may also receive a refund of institutional charges through the University's refund policy (below). The amount of refund of institutional charges will be the greater of the amount the school must return to federal Title IV programs or the amount determined by the University's refund policy.

The date of withdrawal and basis for calculating all refunds will be the date on which the student notifies the Registrar's Office or the Office of Graduate Studies & Continuing Education of their intent to withdraw from the University, provided the withdrawal form is completed and submitted to the Office of the Registrar no later than the end of the next working day. Each session, a schedule of the applicable refund dates is available in the Finance Office, the Office of Financial Aid, and the Registrar's Office.

Valparaiso University's refund policy is as follows: Students who withdraw from the University will receive a pro-rated refund of tuition and room fees, according to the following schedule:

Up to the start of session	100%
Through 2nd day after the start of session	90%
Through 10th day after the start of session	50%
Through 14th day after the start of session	30%

If a student is receiving financial aid, University and state funds will be reduced according to the above University refund policy. However, the schedule is different for federal funds. If a student withdraws on or before the 60% point in their total summer term, the percentage of funds that must be returned to the federal government is equal to the number of calendar days remaining in the term, divided by the number of calendar days in the term. Scheduled breaks of more than four consecutive days are excluded. The calculation of the return of these funds may result in the student owing a balance to the University and/or the federal government.

**Note:** If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if the student withdraws.

Students considering withdrawing from all classes should consult with the staff in the Student Accounts and/or Financial Aid Offices if they are concerned about the financial impact of withdrawing.

### DROPPING COURSES

If a student drops one or more courses but continues to be enrolled in at least one course for the term, their tuition charges will be refunded according to the University's refund policy. There will be no refund of special or laboratory fees.

The financial aid award, if any, is subject to revision if the student drops one or more courses.

## FINANCIAL AID FOR SUMMER

1. To be eligible for federal student loans, you must enroll in at least 6 credit hours as an undergraduate (4.5 for graduate) across the entire summer. This may include, for example, 3 credits in Session I and 3 credits in Session II, or 6 credits in either Session I or II.

2. You may apply for summer financial aid after you have completed your registration for summer courses. Summer aid applications are available in the back of this summer schedule of classes, in the Financial Aid Office, and on the web at [www.valpo.edu/financialaid/forms](http://www.valpo.edu/financialaid/forms)
3. You are also required to complete a **2010-2011 Free Application for Federal Student Aid (FAFSA)** and to have the resulting information submitted to the Financial Aid Office. If you had not previously had your FAFSA data submitted to VU, you may do so by listing VU on your FAFSA (school code 001842). **Note: If you have not already filed a 2010-2011 FAFSA, the Federal Processor must receive it by June 30, 2011.** However, if you are enrolling in Session 1 only, the Financial Aid Office must receive the FAFSA results before the end of Session 1. All aid must be processed by the last day of the enrollment period.
4. When your summer application file is complete, a Financial Aid staff member will complete your summer award and send you an award letter. If you wish to discuss your summer aid, you are welcome to visit with a Financial Aid counselor, either when you turn in your application or after you receive your award letter.
5. If we have requested documentation to verify your application (e.g., tax returns, W-2 forms, etc.), please be certain those are submitted promptly. Pending financial aid must be cancelled for students whose documentation is not received prior to the last date of enrollment.
6. Please keep in mind that the loans you receive during the summer may affect the loans you receive during the upcoming fall and spring semesters.

**Tuition Remission students please note:** In addition to this summer Financial Aid Application, all graduate students, part-time undergraduate students and part-time law students must also complete a Tuition Remission Application with the Office of Human Resource Services. (Full-time undergraduate students and full-time law students who have a Master TR application on file, do not need to complete a TR application for the summer.)

**Important:** Should your enrollment change after you have submitted your financial aid application, please notify the Financial Aid Office immediately. Your award may need to be corrected.

**OFFICE OF FINANCIAL AID** • Kretzmann Hall, Rm. B25  
 Mon. thru Fri. 8:00 a.m. to 5:00 p.m.  
 Phone: 219.464.5015 • FAX: 219.464.5012 • E-mail: [finaid@valpo.edu](mailto:finaid@valpo.edu)

## INFORMATION & ACTIVITIES

### CHRISTOPHER CENTER FOR LIBRARY & INFORMATION RESOURCES

With its innovative blend of books, media, information technology and service-focused staff, the Christopher Center for Library and Information Resources (CCLIR) is designed for the next generation of scholars. This award-winning center is home to all University Library Services (except Law), as well as the instructional and user support elements of Information Technology. Valpo's Library Services' faculty and staff also provide on-campus and distance assistance for students' research and information needs through instructions, reference assistance, and one-on-one consultations. To contact one of the CCLIR's subject liaisons, visit <http://library.valpo.edu/liaison.html>. The facilities and staff within the CCLIR also include the Campus Writing Center, the Academic Success Center and the Teaching Resource Center, which all provide opportunities for collaboration and innovation.

At 105,000 square feet, this hub of campus activity provides a comfortable atmosphere for research, inquiry, discussion and study. With more than 200 public computers, three fireplace lounges, a gourmet coffee café, dozens of group study spaces, and a beautiful 4th floor outdoor terrace, students will find the Christopher Center to be a modern, state-of-the-art campus facility that strives to meet their every scholarly need.

Library services play an important role in scholarly communication by organizing print and electronic information for easy retrieval. Galileo is the on-line public catalog that contains all library holdings and is accessible throughout the world via <http://galileo.valpo.edu>. The Christopher Center holds the Moellering Collection, which is comprised of more than 340,000 volumes and continues to grow by over 7,000 new volumes each year.

The Library Services home page (<http://library.valpo.edu>) offers direct access to a rich menu of electronic databases, many with the full text of articles retrieved through topical searches, to provide ready access to scholarly information across the academic disciplines. In addition to the nearly 45,000 electronic journals to choose from, the Christopher Center maintains print subscriptions to some journals and has access to many others via consortia agreements through interlibrary loan. An electronic interlibrary loan form is accessible from the home page to help streamline the process.

For the CCLIR's hours of operation, please visit <http://library.valpo.edu/hours.html>.

### THE BOOKSTORE

The Valparaiso University Bookstore serves the campus community by providing required new, used, rental and digital textbooks, study aids, supplies, clothing and much more. Summer hours are 9:00 a.m. to 3:00 p.m., Monday through Friday. The Bookstore will be open for the beginning of the Summer Sessions as follows:

May 16 and 17, 9:00 a.m.-6:00 p.m.

May 18-May 20 and June 27, 9:00 a.m.-5:00 p.m.

June 28-July 1, 9:00 a.m.-3:00 p.m.

The telephone number for the Bookstore is 219.464.5421.

Payment is accepted in cash, traveler's or personal checks (*student ID required*), or major credit card (*VISA, Mastercard, Discover, American Express, or Valpo ID card*).

Students may purchase and/or rent their textbooks online by visiting the Bookstore Web site at [www.valpo.bkstr.com](http://www.valpo.bkstr.com). The option of shipping your textbooks is also available online. Please visit our text rental Web site at [www.rentatext.com](http://www.rentatext.com) for more information on text rental and to pre-register to rent.

Full refunds will be given the first two days of the session for which the books were purchased. The receipt is always required and new books must be unmarked and in new condition. After that time, books may be sold back to the Bookstore at the current buyback value.

### WORSHIP: IN YOUR LIGHT WE SEE LIGHT

As a University chapel, the worship and ministry of the Chapel of the Resurrection are for all who are a part of the university community. The ministry of Word and Sacrament is conducted in accordance with Holy Scriptures and the Lutheran Confessions. The pastors of the chapel are available to members of the University community for pastoral counseling. Appointments may be made by calling the chapel office at 219.464.5093. Sunday Services will be held in Gloria Christi Chapel at 8:30 a.m.

## HARRE UNION

The Harre Union is the community center for all members of the campus, where students and others come together to participate in activities, enjoy the facilities and services, relax in a quiet spot, or just have fun. The Harre Union provides meeting rooms, lounges, TVs, computer lab and lounge, centralized dining facilities, the student organization suite, the book store and student mail services. The Games and Recreation Center provides billiards, table tennis and foosball. Camping equipment and 18-speed mountain bikes can be rented from the Games and Recreation Center. The Welcome Desk located in the Atrium Lobby offers FAX service, magazine and newspaper loan-out and the sale of event tickets. Other services include ATM, lockers, on-line ride board and Adworks Print and copy center. The Union Administration Office coordinates reservations for meetings and events that take place in the

Harre Union and in academic buildings. Numerous conferences, camps and workshops that take place during the summer are facilitated by this office as well. To find out more about the Harre Union services and facilities, please contact the Union Administration Office at 219-464-5007.

## RESIDENCE HALL HOUSING

On-campus housing is available for both male and female students as space permits. Students must be registered while residing in a university residence hall. The hall will be staffed by a professional Residential Learning Coordinator and student Resident Assistants. Among other amenities, kitchen facilities are available for preparing light meals. Rooms are provided with the necessary furniture, but students must supply their own bedding, pillows, towels, and lamps. Students may check in at the hall anytime after 3:00 p.m. on the Monday prior to the beginning of classes for each term. The Summer housing agreement is a binding contract that obligates the student to live in University-operated residence halls for the full summer session(s). Students who are starting classes on other dates must check with the Office of Residential Life when submitting applications.

## DINING SERVICES

Dining Services will be serving conference group meals throughout the summer in Founders Table, which is located in the Harre Union. Students and staff may purchase these meals on a cash basis. Hours of operation and meal times will vary each week. A schedule of these hours will be posted on the Dining Services Web site or can be obtained by calling the Dining Services office at 219.464.5016. There is no summer mealplan required. Students can purchase Crusader Cash, which can be used at all dining locations and also for vending, copies and laundry machines.

Campus Cafe, located in the first level of the Harre Union across from the Bookstore will be open 8:00 a.m.-2:00 p.m during both summer sessions.

## ATHLETICS-RECREATION CENTER

Many campus facilities and nearby areas are available for leisure summer activities, including tennis courts, outdoor basketball courts, and indoor swimming. It is also possible to take Physical Education classes to provide more structure to one's recreation. Recreational facilities will be open during the following hours:

Fitness Center:

Mon.-Thur. 10:00 a.m.-8:00 p.m. (May 18-July 30)  
Fri. 10:00 a.m.-5:00 p.m.  
Saturday and Sunday-Closed

Athletic-Recreation Center:

Mon.-Fri. 8:00 a.m.-5:00 p.m. (May 18-June 3, closed May 30)  
Mon.-Thur. 8:00 a.m.-8:00 p.m. (June 6-July 28, closed July 4)  
Fri. 8:00 a.m.-5:00 p.m. (June 6-July 29)  
Saturday and Sunday-Closed

Swimming Pool:

Mon.-Thur. 12:00 p.m.-1:00 p.m. (May 18-June 3, closed May 30)  
Mon.-Thur. 12:00 p.m.-1:00 p.m. (June 6-July 28, closed July 4)  
Mon.-Thur. 6:00 p.m.-8:00 p.m. (June 6-July 28, closed July 4)  
Fri., Sat. and Sun.-Closed

Several areas of the Athletics-Recreation Center will be closed from May 2-June 5 for graduation and floor refinishing.

All recreational spaces will closed during the month of August for maintenance and deep cleaning. Facilities will resume normal recreational hours when fall classes begin.

## ABBREVIATIONS

### BUILDING ABBREVIATIONS

APB	Arts-Psychology Bldg	ARC	Athletics/Recreation Ctr
ARCCR	Classroom	ARC PL	Pool
ARCTK	Track	ARC WR	Weight Room
BRN	Brandt Hall	CHA	Chapel
CLIR	Christopher Ctr	DMH	Dickmeyer Hall
GCC	Kade German Cult Ctr	GEM	Gellersen Engineering Mathematics Ctr
GH	Guild Hall	HEH	Heritage Hall
HEI	Heidbrink Hall	HH	Huegli Hall
KCH	Kallay-Christopher Hall	KRH	Kroencke Hall
LEH	LeBien Hall	LIN	Linwood House
MEH	Meier Hall	MIH	Miller Hall
MUH	Mueller Hall Christ College	NSC	Neils Science Center
SCH	Schnabel Hall	TBA	To Be Announced
UCA	VU Center for the Arts	UNION	Harre Union
URH	Urschel Hall	WH	Wesemann Hall

### SCHEDULING ABBREVIATIONS:

TBA	To Be Arranged	R	Thursday
M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday	N	Sunday

The Valparaiso University campus map is available online at <http://www.valpo.edu/maps/>

## SPECIFIC REQUIREMENTS

### CO-OPERATIVE EDUCATION

Students register officially for Co-op for Summer Session II, although their Co-op experience will normally begin prior to that time. Students must register for both the AAA 900 course and the general elective credit or departmental credit. In order to register, a signature or electronic approval is required from the Director of the Career Center for the AAA 900 course and the respective Co-op coordinator's signature or electronic approval is required for the departmental course number and credit hour.

#### AAA990 Co-op Arts & Sciences Education

See course listings in departments  
Director's approval required

#### AAA991 Bus. Ad. Co-op Education

Director's approval required  
Co-op Education in Business  
Toni Bickerstaff's approval required

#### AAA992 Engineering Co-op Program

Director's approval required  
Co-op Education III  
Dept. Coordinator's approval required

#### AAA993 Nursing Co-op Ed. Program

Director's approval required  
Co-op Education in Nursing  
Dean Brown's approval required

### INDEPENDENT STUDIES (#495, #595, #695) & RESEARCH PROJECTS (#692)

Students wishing to do independent studies or research projects must complete a proposal by May 13, so that they may have the entire summer to work on their project. Forms are available in the Registrar's Office and the Office of Graduate Studies and must have all the necessary signatures before the registration may be completed. Undergraduate Independent Study Forms are also available at [www.valpo.edu/registrar/forms.php](http://www.valpo.edu/registrar/forms.php)

# REGISTRATION FORM • SUMMER SESSIONS 2011

VUID#: \_\_\_\_\_ SS#: \_\_\_\_\_  Male  Female

Name: \_\_\_\_\_  
Last First Middle/Maiden

Current Address: \_\_\_\_\_  
Street City State Zip

Day Phone Evening Phone E-Mail

Summer Address: \_\_\_\_\_  
Street City State Zip

Day Phone Evening Phone E-Mail

Permanent Address: \_\_\_\_\_  
Street City State Zip

Day Phone Evening Phone E-Mail

Send Billing Report to:  Current Address,  Summer Address, OR  Permanent Address

Send Grade Report to:  Current Address,  Summer Address, OR  Permanent Address

## CURRENT OR FORMER VU STUDENT

Undergraduate  College of Adult Scholars  SAGE

Freshman  Sophomore  Junior  Senior

College:  Arts & Sciences  Business  Engineering  Nursing

Graduate

Degree-Seeking  Non-Degree Seeking  Professional Educator

I am not currently enrolled, but am in good standing at VU:  Yes  No

Last attended in: \_\_\_\_\_

## NEW STUDENT

Undergraduate  College of Adult Scholars  SAGE

Degree-Seeking  Non-Degree Seeking

Freshman  Sophomore  Junior  Senior

College:  Arts & Sciences  Business  Engineering  Nursing

Have you been admitted to VU?  Yes  No

Graduate

Degree-Seeking  Non-Degree Seeking  Professional Educator

Have you been admitted to VU Graduate Division?  Yes  No

If yes, which program? \_\_\_\_\_

## VISITING STUDENT

Name of home institution: \_\_\_\_\_

“This student is in good academic standing and has my permission to take the requested courses at VU.”

\_\_\_\_\_  
**Required:** Signature of Advisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone or E-mail

# REGISTRATION FORM • SUMMER SESSIONS 2011

## Course Choices

Session (I or II)	Dept.	Num.	Sec.	Title of Course	Credits	Time	Req. Approval

## Alternate Course Choices

Session (I or II)	Dept.	Num.	Sec.	Title of Course	Credits	Time	Req. Approval

List the course selections. Be sure to check the course prerequisites (available in the on-line catalog). The maximum allowable load is 7 credit hours per summer session. Signature of the instructor or department chair is required for all graduate psychology, and nursing courses. VU students must have their advisor's signature or electronic approval in order to register. If it is not possible to see your advisor, do not delay in submitting the registration form. Contact your advisor by voicemail or e-mail and then notify the Registrar's Office.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROCEDURES FOR DROPPING OR WITHDRAWING FROM A CLASS:

### Not attending class does not constitute withdrawal from the class.

1. Complete and sign the appropriate drop or withdrawal card (available in the Registrar's Office).
2. During the Summer Sessions, notification of dropping or withdrawing from a class will also be accepted in writing either by fax at 219.464.6684 or e-mail at [registrar@valpo.edu](mailto:registrar@valpo.edu). The information provided must include name, VU ID number or social security number, the name of the course, and the student's signature (or user ID on e-mail).
3. Attendance in online courses is by web participation. Online courses have the same drop/add, withdrawal, and tuition refund deadlines/policies as all other courses.
4. Refund effective the date the withdrawal card is returned to or other notification is received in the Registrar's Office.

## NOT SO FINE PRINT FOR ALL STUDENTS

- I understand that payment is due in Finance Office one week prior to the start of classes.
- I agree to pay all applicable fees that are assessed according to the rate announced in the current University publication along with the attorney fees, finance charges and other costs necessary to collect any amount not paid when due. A finance charge of 1% per month will be added to the past due accounts of 30 days. This is an annual percentage rate of 12%.
- If I do not wish to take or continue in a course, for whatever reason, it is my responsibility to withdraw from each course, either before or after it has begun. In addition, I must complete the necessary paperwork and any refund will be calculated in accordance with the current rates shown in the University catalog and based on the date the withdrawal form is received in the Registrar's Office.
- I understand that not attending a class, including online classes, does not constitute withdrawal.
- I am familiar with and will abide by the Honor Code.
- My signature indicates that I have read and understood the above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail address: \_\_\_\_\_

RETURN COMPLETED FORM TO: REGISTRAR'S OFFICE  
 Valparaiso University, Kretzmann Hall, 1700 Chapel Drive, Valparaiso, IN 46383  
 Phone: 219.464.5212 • FAX: 219.464.6684 • E-mail: [registrar@valpo.edu](mailto:registrar@valpo.edu)