



ELIZABETHTOWN COLLEGE

SUMMER SCHOOL 2009 REGISTRATION UPDATE

Elizabethtown College Residential/Daytime Commuting Students
and
Visiting College Students

Center for Continuing Education and Distance Learning

This Update is provided to students registered for the Three-Week Session in May and/or the Six-Week Evening Session in June & July. General information is provided relating to payment of tuition, purchase of books, ID cards, and general policies. Please keep this for reference during the session. It includes the Summer Calendar with important dates for the sessions.

Elizabethtown College residential and daytime commuting students should contact the Office of Registration and Records in Zug Memorial Hall for all questions concerning summer registration. Phone: 717-361-1409.

Visiting college students should contact the Center for Continuing Education and Distance Learning (CCEDL) in the Hoover Building for all questions about their summer registration. Phone: 717-361-1411 or 1-800-877-2694.

TUITION

Tuition is due on or before the first day of class. Payment may be made by VISA, MasterCard, DISCOVER or Check. No cash, please, unless paying in person in the Business Office. Payment can also be made online at www.etown.edu/businessoffice with Visa, MasterCard, or Discover. Interest will be charged monthly on all overdue accounts.

Elizabethtown College residential and daytime commuting students who have registered but have not paid must stop at the Business Office in Zug Memorial Hall on or before May 12 for the three-week session or June 4 for the six-week session to finalize payment. (8:30 am - 5:00 pm) All charges on accounts from previous semesters must be cleared.

Visiting college students will pay tuition in the Center for Continuing Education and Distance Learning (CCEDL), Hoover Building, or by phone using a credit card at 717-361-1411 or 1-800-877-2694. The same deadlines as above must be met.

Veterans' Benefits - Students using VA for tuition payments need to contact the Office of Registration and Records in Zug Memorial Hall, 361-1409, as early as possible before the beginning of the term so that VA authorization may be obtained. Veterans attending Elizabethtown College for the first time should be prepared to pay their own tuition for the summer term and be reimbursed later.

SUMMER SESSION FEE SCHEDULE

Tuition - \$470 per credit
Audit - \$157 per credit
Senior Citizen Audit - \$15 per course

LIVING ON CAMPUS

Contact Residence Life and Dining Services to sign up for summer housing and meal plans and to check their costs. Meal contract forms will be available on the Dining Services website.

If you have questions about **cable TV**, contact the IT Help Desk at ext. 3333 or Helpdesk@etown.edu.

Jay's Nest Snack Bar

Monday thru Friday 7:30 am – 1:30 pm

COURSE LOAD

Four credits—maximum load in three-week day session
Eight credits—maximum load in six-week evening session

IDENTIFICATION CARDS

Validated ID cards are needed for library and computer lab use. **Elizabethtown College residential and daytime commuting students** should have their photo IDs validated at the Campus Security Office beginning the week of **May 4**. **Visiting students** can get temporary ID's in the CCEDL Office, Hoover Building, prior to their first class. All students are encouraged to obtain an ID. Tuition must be paid prior to receiving an ID or having one validated.

COURSE CANCELLATIONS

A course may be canceled for insufficient enrollment or for other reasons. If such cancellations occur, students will be notified by phone or email, if possible, before the first meeting of the class. Please be sure a current phone number and email address are on file.

COURSE MEETING SCHEDULES

Three-Week Day classes meet Monday through Friday. Exact times vary for each course—check your student schedules. Exams are scheduled for the last day of class, May 29.

Six-Week Evening classes generally meet two nights per week. Meeting times vary for each course. Check your schedule.

Exams:

M/W classes: Friday July 10th; 6:00 – 9:00 PM

T/Th classes: Saturday, July 11th; 8:30 – 11:30 AM

WITHDRAWAL POLICIES

Notification of withdrawal from a course must be made in person or by phone. **Elizabethtown College residential and daytime commuting students** should notify Registration and Records; **visiting students** should notify the CCEDL office by 4:00 pm, Monday - Friday. If you decide not to take a class that you have pre-registered for, please notify the appropriate office.

Tuition will be refunded as follows:

Withdrawal occurs:

Before the first class	100%
After 1st class/before 2nd class	100%
After 2nd/before 3rd class	50%
After 3rd/before 4th class	50%
After 4th/before 5th class	25%
After 5th class	no refund

Exceptions to the policy can be made only for verified medical reasons.

SUMMER MAIL

All students living on campus must fill out a form directing Mail Services to hold their mail and deliver it to their campus mailbox. Elizabethtown College students who will be living off-campus during the summer, but who ordinarily have mailboxes, should do the same. If mail is to be forwarded to a local address, that information must also be provided. A form is attached to this document or can be picked up at the Campus Post Office.

MAIL SERVICES SUMMER HOURS

Service Window:	10 am – 4 pm
	Monday thru Thursday
	10 am – 1:30 pm
	Fridays only

Closed Saturdays during the summer.

Last dispatch to USPS is 4 pm, Monday thru Thursday and 1:30 pm on Fridays.

Contact Info: 361-1124 or 361-1391.

TEXTBOOKS

Textbooks will be available for purchase in the College Store starting in May. Purchases may be made by cash, check, Discover, MasterCard and VISA. Current **Elizabethtown College residential and daytime commuting students** may also charge them to their student account.

COLLEGE STORE HOURS

April 30 – May 8: 9 am – 5 pm
Monday & Friday

9 am – 6:00 pm
Tues/Wed/Thurs

Saturday May 2 11am-2pm

Saturday May 9 CLOSED

Three-Week and Six-Week Sessions:

May 11 -May 15 9 am – 5 pm, M-F
Saturday, May 16 COMMENCEMENT
Hours TBA

May 18 - May 22 9 am – 5 pm, M-F
Monday, May 25 CLOSED

May 26-July 2 10am-4:30pm, M-Th
10am-2pm Friday

Saturdays and Sundays CLOSED

Friday, July 3 CLOSED

July 6-July 24 10am-4:30pm, M-Th
10am-2pm, Friday

Saturdays and Sundays CLOSED

Book Return Policy - Returns are permitted within the first THREE DAYS of each summer session. You must have a receipt, NO RECEIPT=NO RETURN. New books must be in perfect condition or 25% will be discounted. Shrink wrapped packages must be unopened in original packaging. Refunds are subject to the discretion of the Textbook Manager. Textbook buybacks are held during finals week of Fall and Spring semesters.

HIGH LIBRARY Information and Hours

The High Library features open stacks, large reading rooms, group study rooms and individual carrels. Your ID Card entitles you to full library privileges. Students attending for the first time should stop at the circulation desk to activate their card.

May 11 – August 16

Monday thru Thursday	8:30 am - 4:30 pm
Friday	8:30 am - 2:00 pm
Saturday	CLOSED
Sunday	CLOSED

Monday, May 25 CLOSED

Friday, July 3 CLOSED

Center for Continuing Education & Distance Learning:

Phone: 717-361-1411 or 1-800-877-2694
Hours: Monday thru Thursday 8:30 am-6:30 pm
Friday 8:30 am-5:00 pm

Office of Registration & Records:

Phone: 717-361-1409
Hours: Monday thru Thursday 8:00 am-4:30 pm
Friday 8:00 am-2:00 pm

Offices will be closed Monday, May 25 for Memorial Day and Friday, July 3 for the Fourth of July Holiday. No classes will meet on either of these days.

Enjoy your summer!