Important Dates

Registration begins
Classes begin
Last Day to register/add courses (including Special Arrangements)
Last day to drop a course without a “W”
“W” Period
Last day to apply for Winter Graduation
Last day of classes. Final exams to be completed by this date.

<table>
<thead>
<tr>
<th>Important Dates*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins</td>
<td>10/29/2019</td>
</tr>
<tr>
<td>Classes begin</td>
<td>12/18/2019</td>
</tr>
<tr>
<td>Last Day to register/add courses (including Special Arrangements)</td>
<td>12/19/2019</td>
</tr>
<tr>
<td>Last day to drop a course without a “W”</td>
<td>12/19/2019</td>
</tr>
<tr>
<td>“W” Period</td>
<td>12/20/2019 - 1/10/2020</td>
</tr>
<tr>
<td>Last day to apply for Winter Graduation</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day of classes. Final exams to be completed by this date.</td>
<td>1/16/2020</td>
</tr>
</tbody>
</table>

*Dates are subject to change. Please see online calendar the most up-to-date information regarding dates and deadlines.

Questions or concerns regarding the calendar should be directed to the Registrar, Ted Witryk, at regoffice@kutztown.edu. Registration questions/concerns, Registrar’s Office 610-683-4485 or via email at regoffice@kutztown.edu. Computer access questions/concerns, IT Help Center 610-683-1511 or via email at helpcenter@kutztown.edu.

Registration Information

Kutztown students that are active can find directions on how to register through MyKU at https://mykusupport.kutztown.edu/support/solutions/articles/9000152233-adding-a-class

Non-Kutztown students can complete the electronic registration form by clicking the Non-KU link on the Kutztown Summer website https://www.kutztown.edu/winter

Registration in Undergraduate courses for the Winter does NOT admit a student to a regular degree program at Kutztown University or establish any priority for admission. Non-KU students registering for Graduate-level courses (with the exception of Art Institute courses) must also complete the Graduate Admissions Application at https://www.kutztown.edu/graduateapply

Registration and course enrollment is not complete until payment is made in full. Please refer to the Office of Student Accounts’ website: https://www.kutztown.edu/costs-and-financial-aid/office-of-student-accounts.htm to calculate your bill. Some courses may have additional fees.
### Important Information (Numerical and Alphabetical)

#### Building Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>Academic Forum</td>
</tr>
<tr>
<td>BH</td>
<td>Boehm Science Building</td>
</tr>
<tr>
<td>BK</td>
<td>Beekey Building</td>
</tr>
<tr>
<td>DF</td>
<td>DeFrancisco Building</td>
</tr>
<tr>
<td>FS</td>
<td>Freyberger Schoolhouse</td>
</tr>
<tr>
<td>HC</td>
<td>Honors Hall</td>
</tr>
<tr>
<td>KY</td>
<td>Keystone Hall</td>
</tr>
<tr>
<td>LC</td>
<td>Learning Center</td>
</tr>
<tr>
<td>OM</td>
<td>Old Main</td>
</tr>
<tr>
<td>RS</td>
<td>Risley Hall</td>
</tr>
<tr>
<td>SH</td>
<td>Schaeffer Auditorium</td>
</tr>
<tr>
<td>RL</td>
<td>Rohrbach Library</td>
</tr>
<tr>
<td>SA</td>
<td>Sharadin Art Studio</td>
</tr>
</tbody>
</table>

#### Campus Store

Please see [https://kubstore.com/](https://kubstore.com/) for information regarding KU Campus Store.

#### Cancelled-low enrollment

Students will be notified of courses cancelled due to low enrollment no later than the Friday before the start of the course so that they may transfer to another class or receive a credit to their tuition charges.

#### Cancelled-by the student

Students must notify summeratk@kutztown.edu or regoffice@kutztown.edu that they wish to cancel registration PRIOR to the beginning of the summer session(s) in which they are registered.

#### Disabilities

If you received disability support services in high school through an IEP or 504 plan or had accommodations while enrolled at another university, you may be able to receive similar support at KU. If you have a disability and have not needed or received prior accommodations, but anticipate needing support in order to have equal access to programs, services, or facilities, you may also request services through the Disability Services Office (DSO).

To ensure that accommodations are in place for the start of the semester, complete the steps below as soon as possible.

1. Download the Accommodations Request Form and Documentation Guidelines file at [www.kutztown.edu/DSO/accommodations](https://www.kutztown.edu/DSO/accommodations).
2. Submit all documents to the DSO as soon as possible.

Please contact the DSO at 610-683-4108 or DSO@kutztown.edu if you have any questions.

#### Distance Education

3 types of distance education courses are commonly used: Blended – courses meet 30-79% online; 80-99% online; 100% Online. Graduate sections = 800-809; Undergraduate sections = 810-819

#### Dropping a course

Courses can be dropped through MyKU until the dates listed on the previous page. After this time, you must go to the Registrar’s Office to drop a course.

#### FERPA (Family Educational Rights and Privacy Act of 1974 as amended)

This federal law states that institutions may not disclose information about students nor permit inspection of their records without their permission unless such action is covered by certain exceptions stipulated in the act. The full provisions are available at [https://www.kutztown.edu/about-ku/administrative-offices/registrar/ferpa.htm](https://www.kutztown.edu/about-ku/administrative-offices/registrar/ferpa.htm)

#### Financial Aid

Please see [https://www.kutztown.edu/financialaid](https://www.kutztown.edu/financialaid) for information.

#### Grading

The following grade options are available: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), D (1.0), F (0.0) *Please note that there are no A+, C-, D+ or D– grading options.

#### Graduation

The graduation application is available through MyKU once students are eligible to apply. The application deadlines are available on the previous page.

#### Housing

Please see [https://www.kutztown.edu/housing](https://www.kutztown.edu/housing) for information regarding Housing and Residence Life.

#### ID cards

Summer students who are not regular Kutztown University students do not need an ID; however, all students must have an ID card to access a purchased meal plan.

#### Library

All students attending Kutztown receive borrowing privileges at Rohrbach Library.

#### Meal Plans

Please see [https://www.kutztown.edu/dining](https://www.kutztown.edu/dining) for information.

#### Meeting Days in MyKU

M-Monday  T-Tuesday  W-Wednesday  H-Thursday  F-Friday  A-Saturday  S-Sunday

#### Overload Approval

Neither Undergraduate nor Graduate students should attempt more than nine (9) semester hours of credit in either Summer I or Summer II. A course load of more than 9 hours in either session requires the approval of the Department Chair for Undergraduates and approval from the Graduate Dean for Graduate students.
### Repeat Policy
Undergraduate students will be limited to a maximum total of six (6) repeats. A single course can be repeated a maximum of three (3) times. Only the most recent grade will be calculated in the GPA and the total credits needed for graduation. The course must be repeated at Kutztown. **Students must obtain permission from their Department Chair and the Dean of their major to take a course beyond the maximum number of repeats for an individual course OR the overall maximum repeats.** Graduate and Post-Baccalaureate students can repeat a single course for graduate improvement only once. They will be limited to a maximum of two repeats across the program. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

### Transcript Requests
Official transcript requests can now be made online through MyKU or via PDF on the Registrar’s Office webpage. **Please allow 2-3 business days after receipt for processing.**

### Tuition and Fees
Please see Office of Student Accounts’ website: [https://www.kutztown.edu/about-ku/administrative-offices/student-accounts.html](https://www.kutztown.edu/about-ku/administrative-offices/student-accounts.html) or information.

### Veterans
Veterans eligible for educational benefits under the G.I. Bill should contact the certifying official Kate (Catchmark) Peffley at 610-683-4505 or Peffley@kutztown.edu

### Withdrawal Process/Policy
Withdrawal from a course through midnight of the second day of the session will not be recorded on the student’s transcript. The “W” periods are listed on the previous page. The official date of withdrawal is the date the Registrar receives **Notification in Writing** with the student’s original signature. See the detailed Withdrawal Policy page for the Refund/Reduction charts. Please also see the Financial Aid website: [https://www.kutztown.edu/financialaid](https://www.kutztown.edu/financialaid) and Office of Student Accounts website: [https://www.kutztown.edu/about-ku/administrative-offices/student-accounts.html](https://www.kutztown.edu/about-ku/administrative-offices/student-accounts.html)
You can study abroad and take classes in your major in English in many countries, regardless of your ability to speak another language. You have endless opportunities available to you. Travel with a small group of KU students on a faculty-led program or venture to a program on your own, where you will meet students from around the United States and the world.

The Office of International Admissions and Services, along with academic advisors, the Registrar's Office, Financial Aid, and many other departments on campus, will support you throughout the entire process. We can help you select a program, get your courses pre-approved for transfer back to KU, provide a pre-departure orientation and give additional support while you are abroad and after your return to KU.

**Pre-Application Time Period**

___ Attend a [Study Abroad Information Session](#) or meet with a staff member from the Office of International Admissions & Services (OIAAS)
___ Meet with your Academic Advisor to discuss your interest in studying abroad and how to make it work with your program
___ Research program options & choose a program
___ Apply [online](#) for approval to study abroad

**After KU approval**

___ Apply to Study Abroad Program
___ Meet with Financial Aid
___ Complete all post-decision steps
___ Research and apply for scholarships

**After Program Acceptance**

___ Confirm housing in host country
___ Attend [Pre-Departure Orientation](#) (MANDATORY)
___ Make travel plans
___ Confirm flight information & itinerary

**Faculty Lead Study Abroad:**

**KU Belize Program**

Explore the rich biological and cultural diversity of Belize during Winter Session! Belize is an English speaking country in Central America with an extensive network of protected tropical forests, tropical savannas, and the second largest barrier reef in the world. Some of the most exquisite species we are likely to encounter and study in Belize are epiphytic orchids, leaf-cutter ants, fer-de-lance, boa constrictors, howler monkeys, tapir, kinkajou, harpy eagle, and if we are lucky, the elusive and majestic jaguar. Additionally, Mayans constitute a large portion of the Belizean population and we will experience how they continue to interact with the natural flora and fauna for building materials, clothing, medicines and food.

**Courses:**

**BIO 125 Exploring Biodiversity**

**BIO 342 Herpetology**

**Program Dates:**

Start Date: 12/30/2019
End Date: 1/13/2019

**Information Session:**

Tuesday, September 3, 2019 11:00 am in Academic Forum, Room 101

**Application Deadlines:**

Priority Deadline 7/30/2019
Final Deadline 9/30/2019

**Contact:**

Christopher Habeck  
Biological Sciences  
Boehm 113  
610-683-4318  
habeck@kutztown.edu

Matthew Stone  
Biological Sciences  
Boehm 114  
484-646-5844  
stone@kutztown.edu
KU London Program
Live, learn, and travel throughout London, England and the region during winter break. London is rich in culture, a
global center of art and commerce, and over 100 languages are spoken there.
Check out the Facebook page for this program!

Courses:
HIS 205 black Plague and Coal
POL 132CD Western European Government
PSY 290CD Culture and Personality

Program Dates (approximate)
Start Date: December 26, 2019
End Date: January 12, 2020

Application Deadlines
Priority Deadline: July 10, 2019
Final Deadline: October 15, 2019

Contact
Andrew Arnold or Derek Mace or Kristin Bremer
History Psychology Political Science
Lytle 115 Old Main 378 Old Main 314
610-683-4384 610-683-1368 610-683-4470
arnold@kutztown.edu mace@kutztown.edu bremer@kutztown.edu

Winter Study Abroad Continued
Please see MyKU for the list of course offerings

https://csku.kutztown.edu/psp/csprd/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?