

Kutztown University Winter 2020 Master Schedule Book

www.kutztown.edu/winter



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

400-level courses	Courses at the 400-level are graduate courses open to undergraduate students in their junior or senior year who have a cumulative grade point average of 2.90 or better. Undergraduates who have less than the required average must obtain written permission from the instructor and submit it with their registration forms.																																								
Building Codes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">AF</td> <td style="width: 25%;">Academic Forum</td> <td style="width: 5%;">GC</td> <td style="width: 25%;">Graduate Center</td> <td style="width: 5%;">LY</td> <td style="width: 20%;">Lytle Hall</td> <td style="width: 5%;">SH</td> <td style="width: 20%;">Sharadin Art Studio</td> </tr> <tr> <td>BH</td> <td>Boehm Science Building</td> <td>GR</td> <td>Grim-Knedler Sci Building</td> <td>OM</td> <td>Old Main</td> <td></td> <td></td> </tr> <tr> <td>BK</td> <td>Beekey Building</td> <td>HO</td> <td>Honors Hall</td> <td>RS</td> <td>Risley Hall</td> <td></td> <td></td> </tr> <tr> <td>DF</td> <td>DeFrancesco Building</td> <td>KY</td> <td>Keystone Hall</td> <td>RL</td> <td>Rohrbach Library</td> <td></td> <td></td> </tr> <tr> <td>FS</td> <td>Freyberger Schoolhouse</td> <td>LC</td> <td>Learning Center</td> <td>SA</td> <td>Schaeffer Auditorium</td> <td></td> <td></td> </tr> </table>	AF	Academic Forum	GC	Graduate Center	LY	Lytle Hall	SH	Sharadin Art Studio	BH	Boehm Science Building	GR	Grim-Knedler Sci Building	OM	Old Main			BK	Beekey Building	HO	Honors Hall	RS	Risley Hall			DF	DeFrancesco Building	KY	Keystone Hall	RL	Rohrbach Library			FS	Freyberger Schoolhouse	LC	Learning Center	SA	Schaeffer Auditorium		
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Campus Store	Please see 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 summeratku@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	<p>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).</p> <p>To ensure that accommodations are in place for the start of the semester, complete the steps below as soon as possible.</p> <ol style="list-style-type: none"> 1. Download the Accommodations Request Form and Documentation Guidelines file at www.kutztown.edu/DSO/accommodations. 2. Submit all documents to the DSO as soon as possible. <p>Please contact the DSO at 610-683-4108 or DSO@kutztown.edu if you have any questions.</p>																																								
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																																								
Financial Aid	Please see 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) <i>*Please note that there are no A+, C-, D+ or D- grading options.</i>																																								
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 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 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.																																								

Important Information (Numerical and Alphabetical) Continued	
Repeat Policy	Undergraduate students will be limited to a <i>maximum</i> total of six (6) repeats. A single course can be repeated a <i>maximum</i> of three (3) times. Only the most recent grade will be calculated in the GPA and the total credits needed for graduation. The course <i>must</i> 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 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 <i>Notification in Writing</i> 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) and Office of Student Accounts website: (https://www.kutztown.edu/about-ku/administrative-offices/student-accounts.html)

Winter Study Abroad

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

or

Matthew Stone

Biological Sciences

Boehm 114

484-646-5844

stone@kutztown.edu

Winter Study Abroad Continued

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

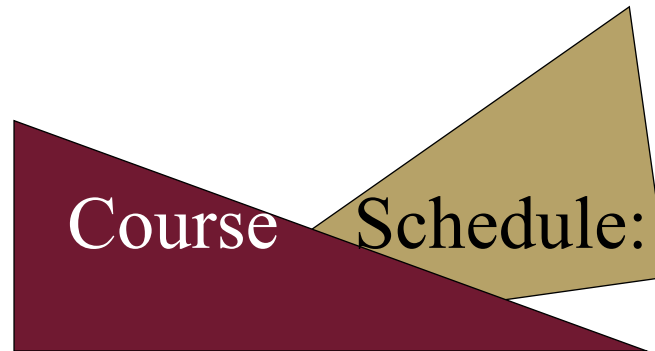
610-683-1368

610-683-4470

arnold@kutztown.edu

mace@kutztown.edu

bremer@kutztown.edu



Please see MyKU for the list of course offerings

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