Kutztown University
Winter 2021
Master Schedule Book

www.kutztown.edu/winter

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Important Dates*	
Registration begins	10/27/2020
Classes begin	12/16/2020
Last Day to register/add courses (including Special Arrangements)	12/17/2020
Last day to drop a course without a "W"	12/17/2019
"W" Period	12/18/2020 - 1/8/2021
Last day to apply for Winter Graduation	TBD
Last day of classes. Final exams to be completed by this date .	1/14/2021
*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

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		

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	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.**
	    2. Submit all documents to the DSO as soon as possible.
	
	Please contact the DSO at **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**
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) *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** 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 ***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** 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)** and Office of Student Accounts website: **(https://www.kutztown.edu/about-ku/administrative-offices/student-accounts.html)**

Course Schedule:
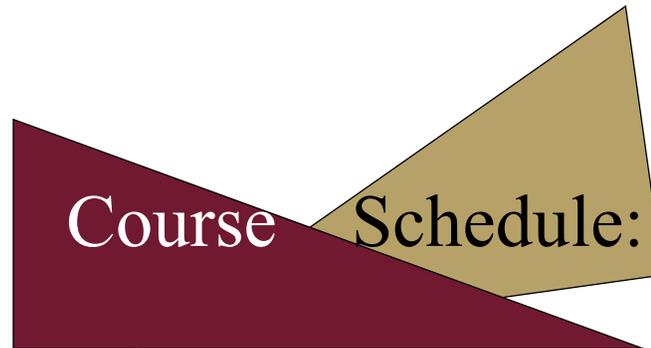
Please see MyKU for the list of course offerings

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