Kutztown University
Winter 2022
Master Schedule Book

www.kutztown.edu/winter

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Important Dates*	
Registration begins	10/12/2021
Classes begin	12/22/2021
Last Day to register/add courses (including Special Arrangements)	12/23/2021
Last day to drop a course without a "W"	12/23/2021
"W" Period	12/24/2021- 1/7/2022
Last day to apply for Winter Graduation	TBD
Last day of classes. Final exams to be completed by this date .	1/13/2022

*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 winter session 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, visit **www.kutztown.edu/DSO/accommodations** to review instructions for completing the online Accommodation Request Form and submitting disability-related documentation. Familiarity with the accommodation request guidelines and procedures will help to prevent unnecessary delays in the process. Please contact the DSO at **DSO@kutztown.edu** if you have any questions.
Distance Education	4 types of distance education courses are commonly used: Blended – courses meet 30-79% online, 80-99% online, 100% Online, 100% Online Synch . 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 the session. A course load of **more than 9 hours 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 be made online through MyKU or via PDF on the Registrar's Office webpage.
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)**

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

KU Study Abroad: Belize
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 (non– majors C1 general education course for non-majors; 3 credit hours))
BIO 342 Herpetology (Biology majors only 3 credits)

Program Dates (approximate)
Start Date: December 30, 2021
End Date: January 13, 2022

Application Deadlines
Deposit Deadline: September 24, 2021
Final Deadline: October 15, 2021

Application Process:
Programs > International Admissions and Services (terradotta.com)

Contact
Dr. Chris Habeck
Dept of Biology
habeck@kutztown.edu

Winter Study Abroad Continued

KU Study Abroad: London
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:
PSY 242 Performance Psychology (3 credit hours)
CSC 150 Ethical, Legal, & Professional Impacts of the Digital Age (3 credit hours)

Program Dates (approximate)
Start Date: December 26, 2021
End Date: January 12, 2022

Application Deadlines
Final Deadline: October 15, 2021

Application Process:
Programs > International Admissions and Services (terradotta.com)
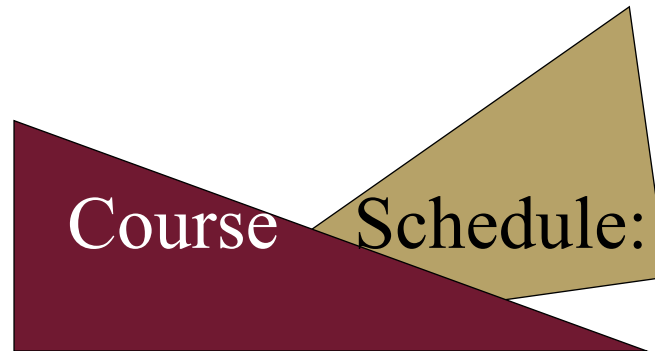
Contact
Derek Mace	or	**James Jackson**	or	**Lisa Frye**
Dept of Psychology		**Dept of Psychology**		**Dept of Computer Science**
mace@kutztown.edu		**jackson@kutztown.edu**		**frye@kutztown.edu**

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?**