



Registration Guide

Spring Semester 2012

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BUILDING/DAYS ABBREVIATIONS

Buildings/Locations

AD	Administration Building
ART	Arts Center
CAS	Center for Applied Science/Engineering Tech
CCC	Child Care Center
CIS	Walker Cisler Student and Conference Center
CRW	Crawford Hall of Science
FC	Fletcher Center for Student Services
HH	Hillside House (Admissions)
WMH	War Memorial Hospital
LBR	Shouldice Library
NOR	Norris Center

Days of the Week

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday

TELEPHONE DIRECTORY

(Please call 1-906-635-plus the extension)

Academic:

Biological Sciences (CRW).....	Ext.2267
Business (LBR).....	Ext.2426
Communication Studies and the Fine & Performing Arts (ART).....	Ext.2275
Criminal Justice, Fire Science, Emergency Med Services (NOR).....	Ext.2384
Education (BRW).....	Ext.2811
Engineering & Technology (CAS).....	Ext.2207
English and Language Studies (ART).....	Ext.2275
Mathematics/Computer Science (CAS).....	Ext.2441
Nursing (CRW).....	Ext.2288
Physical Sciences (CRW).....	Ext.2267
Recreation Studies/Exercise Science (NOR).....	Ext.2367
Social Sciences (LBR).....	Ext.2217

LSSU Offices:

Admissions (HH).....	Ext.2231
Barnes & Noble at LSSU (Text Books).....	Ext.2645
Business Operations (FC).....	Ext.2276
Cashier Counter (FC).....	Ext.2878
Continuing Education (CIS).....	Ext.2802
Counseling Services	Ext.2752
Disability Services (LBR).....	Ext.2355
Financial Aid Office (FC).....	Ext.2678
Health CARE Center	Ext.2110
Housing Office (CIS).....	Ext.2411
Human Resources (AD).....	Ext.2213
Learning Center (LBR).....	Ext.2849
Orientation Office (LBR).....	Ext.2874
Public Safety (AD).....	Ext.2100
Registrar's Office (FC).....	Ext.2682
Testing Services (LBR).....	Ext.2452
Veterans Benefits (FC).....	Ext.2696
Vehicle Registration (FC).....	Ext.2878

IMPORTANT DATES & DEADLINES – Spring 2012

January 9	Spring Semester 2012 classes begin. 6-Day Add and Drop begins.
January 16	Last day to add and drop classes at 100% refund. As of January 17, students dropping a class will receive an N grade. Students dropping all classes, withdrawing from the University, will need to complete a Withdraw from University Form and get the proper signatures.
February 1	Last day to drop 1st 7-week classes. Students wishing to drop a 1 st 7-week class after this date must complete a Late Withdrawal Form and have both the instructor's and Dean's approval.
February 24	1st 7-week classes end.
February 24	Spring Break begins at 10:00 p.m.
March 5	Classes resume.
March 5	2nd 7-week classes begin.
March 5	Fall 2012/Summer 2012 Course Schedules viewable online. Students will need to contact their academic advisors to set their schedules for Fall/Summer 2012.
March 9	Last day to drop full-semester classes. For classes less than a full semester in length, consult the Registrar's Office. Students wishing to drop a class after this date must complete a Late Withdrawal Form and have both the instructor's and Dean's approval.
March 26	Fall/Summer 2012 Senior On-Line Registration begins. (88+ earned credits)
March 27	Fall/Summer 2012 Junior On-Line Registration begins (56+ earned credits)
March 28	Fall/Summer 2012 Sophomore On-Line Registration begins (26+ earned credits)
March 28	Last day to drop 2nd 7-week classes. Students wishing to drop a 2 nd 7-week class after this date must complete a Late Withdrawal Form and have both the instructor's and Dean's approval.
March 29	Fall/Summer 2012 Freshmen On-Line Registration begins (0+ earned credits)
March 30	Fall/Summer 2012 Open Registration begins.
April 20	Classes end.
April 23-27	Final Examinations for Spring Semester 2012.
April 27	End of Spring Semester 2012.
April 28	Commencement Ceremony
May 2	Final Grades for Spring Semester 2012 will be viewable/printable in Anchor Access.

MY.LSSU – LOGIN INSTRUCTIONS

User Name – Degree seeking students – Your User Name is assigned to you upon acceptance to LSSU and is provided in your LSSU acceptance letter. Non-degree part-time students – you will be given your User Name the first time you register for courses. If you do not know your User Name, please see Password Resets & User Name Notification.

Password – Initially set as your date of birth (mmddyy) – 6 digits long. You can change your password any time by clicking on My Account (upper left corner).

I Forgot My Password - If you have forgotten your password, click on **Reset My Password** and follow the prompts.

Password Resets & User Name Notification - Password resets and User Name notification can not be completed by phone. Students will need to show picture ID at the Registrar's Office, in the Fletcher Center for Student Services. You may also request a password reset or User Name Notification by completing the form available online at: http://www.lssu.edu/registrar/pdf/MyLSSU_Login_Instr.pdf) and mailing or faxing it to the Registrar's Office at LSSU. For additional information or help, please contact the Registrar's Office by email: registrar@lssu.edu or by phone: 906-635-2682.

System Availability: My.LSSU is available 24/7. Occasionally, the system may be unavailable due to required maintenance.

CURRENT STUDENTS

REGISTRATION TIME TICKET (When can I register?)

Currently enrolled students can register for Spring Semester 2012 courses using the Time Ticket schedule below:

November 7	Seniors (88+ earned credits)
November 8	Juniors (56+ earned credits)
November 9	Sophomores (26+ earned credits)
November 10	Freshmen (0+ earned credits)
November 11	Open Registration Begins (Everyone)

Current students may register as of their time ticket date or any time thereafter through the sixth day of the Fall or Spring semesters (fourth day for Summer semesters). Remember, your time ticket is based on earned credits only. As an example, if you are registered for 16 credit hours this semester and have 50 earned credits, the system will only recognize the 50 earned credits. If you are trying to access the registration system before your time ticket allows, you will receive the error message: "You are not permitted to register at this time."

GETTING READY FOR ONLINE REGISTRATION

Make an appointment with your academic advisor

To find your advisor, login to My.LSSU; click on Anchor Access; click on the Student tab; click on Student Academic Records; click on View Student Information. If you do not have a primary advisor listed, please go to the department of your major and request that an advisor be assigned. Students attending as part-time non-degree students will not need to see an advisor. Please see Open Registration for additional information.

Select your courses

Consult your advisor and the LSSU Catalog or degree audit, which outlines your degree requirements and includes information about the courses you need. Remember to check for prerequisites.

To check for available courses, login to My.LSSU; click on Anchor Access. Click on the Student Tab, then click on Registration, click on Look Up Classes. Search by Term. Select the Subject. You may refine your search using the drop down boxes within the form. Click the Class Search button. Once you have determined the courses you are interested in taking, jot down the CRN's on your Online Registration Worksheet (found at end of this guide).

Prerequisites/Co-requisites

Some courses have prerequisite or co-requisite requirements. Prerequisites are courses, or test scores that you must have in order to be eligible to register for a course. Co-requisites are courses you must enroll in during the same semester. Course prerequisite and co-requisite requirements are listed in the LSSU Catalog under Course Descriptions, and in Anchor Access under Look Up Classes. (Once you have used the Look Up Classes feature, click on the course CRN to bring up information about that particular course, then click on View Catalog Entry). Only the instructor of a course or appropriate department chair or dean can complete an **Instructor Override** to override prerequisite or co-requisite requirements.

Placement in some English, science and mathematics courses is determined by your ACT/SAT scores. If you do not have ACT/SAT scores on file, please contact Testing Services for information on COMPASS placement exams.

Instructor Overrides

To request an Instructor Override, contact the instructor of the course. If the instructor approves your request, the instructor will complete the override in Anchor Access for you so that you will be able to register for the course. If the instructor is unavailable or not yet determined, please contact the appropriate department chair or dean.

Check for Holds

To check for holds in Anchor Access, click on the Student tab, then click on Student Academic Records. Click on View Holds. You will not be able to register until all registration holds have been cleared.

Web Advisor Hold

Once you have met with your advisor and have planned your courses, your advisor will remove your Web Advisor Hold allowing you to register online according to your time ticket. You will not be able to register until this hold has been removed. Students attending part-time as non-degree students will not have a Web Advisor Hold.

Course Load

Full-time status is considered 12 – 17 credits. Additional tuition is charged for 18 credits and above. No student may register for more than 20 credits without the written permission of his/her academic school dean.

Students placed on probation or continued on probation may not take more than 15 credit hours per semester.

All students enrolling in 12 or more credit hours must be currently admitted into a degree program. If you have missed a semester or longer (Fall or Spring), or did not register for your semester of intended entry, your admission status is no longer valid. You will need to complete a Readmission Form. Please contact the Admissions Office for more information.

REGISTERING FOR YOUR COURSES ONLINE

You will register for your courses online using Anchor Access. To access Anchor Access, login to My.LSSU.

Anchor Access:

When you login to My.LSSU, you will be on the main My Home tab. From here, you will need to click on Anchor Access. Anchor Access is located within the LSSU Web Services Channel (box). This channel is normally found on the right side of your page. You may need to scroll down to see it. Click on Anchor Access. Click on the Student tab, then click on Registration. From here, click on Add and Drop Classes.

Enter the five digit CRN on the Add Classes Worksheet located at the bottom of the page. When you are done, click Submit. The screen will indicate whether the class(es) have been added to your schedule. If the class(es) have not been added, the screen will indicate the reason why. Some

common reasons are: class is full; a co-requisite course is required; you have a time conflict with another class, instructor permission required, or a link error. To view the Anchor Access Common Registration Add Errors Form, in Anchor Access, click on the Student Tab, then click on Registrar's Forms.

When registering for a course with a co-requisite or registering for linked courses (e.g. lecture and lab combinations), the CRN's must be entered at the same time on the Add Classes Worksheet. You may also register by clicking on Look up Classes. Search by Term. Select the Subject. You may refine your search using the drop down boxes within the form. Click the Class Search button. Click the box to the left of both CRNs (C identifies a closed section) and choose Register, or Add to Worksheet.

Reminder: If you have been given an Instructor Override to register for a full class, you will NOT be able to add using the Search. You will need to use the Add Classes Worksheet and enter the CRN directly.

To drop courses, click on the Down Arrow for each individual course, select Web Drop Course then click submit. You will be able to add and drop courses online until the end of the sixth day of the Fall or Spring semester, and the end of the fourth day of the Summer semester.

PLEASE NOTE: As of the first day of the fall or spring semesters, you will NOT be allowed to drop all of your courses (withdraw from the University) online. You will need to complete the Withdrawal Form and submit it to the Registrar's Office, located in the Fletcher Center for Student Services.

[View or Print your Schedule:](#)

Click on Student Schedule, Student Detail Schedule, or Week at a Glance under the Registration menu. The Week at a Glance schedule will give you a grid-format schedule. For the Week at a Glance schedule, be sure to select the appropriate dates so you are viewing a complete week schedule.

[View your charges online:](#)

From the Student Tab, click on Student Billing Information, then click on Bill and Payment Suite.

OPEN REGISTRATION

Anyone 18 or older is welcome to enroll part-time (11 undergraduate credits or less) in classes at LSSU. You do not need to be formally admitted unless you are working toward earning a certificate or degree, seeking financial aid of any kind (V.A., Pell Grants, Guaranteed Student Loans, BIA, Basic Grants, etc.), or are NOT a United States citizen or permanent resident.

All stated prerequisite or co-requisite requirements for any courses you wish to register for will need to be satisfied. If you have questions about specific course prerequisite requirements, please consult the academic catalog or the instructor of the course. You may reach the instructor by calling the academic department responsible for the course.

If this will be your first semester taking classes as a part-time student, you will need to use the Online Registration Form to register. This form is available at: www.lssu.edu/scheduling - see Open Registration. Registration may also be completed in person in the Registrar's Office, located in the Fletcher Center for Student Services. Please see "Registration Time Ticket" for information as to open registration dates.

NEW STUDENTS

New students, including transfer students, admitted to LSSU's main campus are required to attend orientation. The orientation programs have been designed to help make the transition to Lake State as smooth and successful as possible. All of the programs have an academic focus in which students learn about academic policies and procedures, etc. During the orientation program, students will meet with a representative from their academic major and will register for classes.

Students admitted for the summer or fall semesters will attend an orientation program in May, June or July. Orientation programs for students admitted for the Spring semester will be held in December or January. For more information, please visit the orientation website at: www.lssu.edu/orientation or call the Orientation Office.

TUITION AND FEES

Tuition for the Spring Semester 2012 is due on December 15, 2011. Information on tuition and fees, as well as payment options, is available at www.lssu.edu/costs. You may also contact Business Operations at 906-635-2276.

Late Registration Fee

The late registration period is defined as the period after the first payment due date for each semester until the close of the six day add/drop period (four day add/drop period for summer semester). For the fall semester, the first due date is in mid August. For the spring semester, the first due date is in mid December. Late registration for summer semester will typically be the first week in May until the close of the fourth day of the summer session for which you are enrolling.

If you register in person or online during the late registration period, you will be assessed a \$100 late registration fee. Payment of any balance due is payable immediately upon registration. You may sign up for an installment plan with the Business Office. Any unpaid balance prior to the first day of classes may result in the cancellation of all classes.

If you register for classes after the six day add/drop period (four day add/drop period for summer semester), the late registration fee will be \$200. To register after the add/drop period has closed, you

will need payment or must go to the Business Office and make payment arrangements before being allowed to register. Payment for all tuition and fees is due at the time of your late registration.

CHANGES TO YOUR SCHEDULE

After the Start of the Semester

Adding Courses after the sixth day of the Fall or Spring Semester, or the fourth day of the Summer Semester:

Online registration ends on the sixth day of the Fall or Spring semester (Summer semester online registration ends on the fourth day). Students wishing to add into a course after this date must have the instructor's permission. Please complete a Schedule Adjustment Form, have the instructor sign it giving permission, then process the form at the Registrar's Office, located in the Fletcher Center for Student Services. Payment will be due at the time of registration.

Dropping Courses after the sixth day of the Fall or Spring semester, or the fourth day of the Summer Semester:

The time period for dropping a course will be approximately equal to one-half of the course instructional period. Students dropping courses will receive an N grade on their academic transcripts. N grades are not counted in the academic GPA. Please check the Important Dates for the official drop dates.

Students can drop courses (receiving a grade of N) online. Courses dropped online do Not require the signature of the instructor. Students will receive an email (sent to the My.LSSU email account) for courses dropped online verifying the drop. The instructor of the course, and the student's academic advisor will also receive this email. NOTE: There are no refunds for partial drops.

PLEASE NOTE: When a student drops a course during this time, the student's Billed credits do not decrease. If a student is registered for 16 credits and drops a three-credit course, the student is still billed for 16 credits. If the student then adds an additional three-credit course, the student will now be billed for 19 credits. The student will owe additional money.

16	Registered Credits	16	Billed Credits
<u>-3</u>	Credit dropped	<u>-3</u>	Credit dropped
13	Registered Credits	16	Billed Credits
<u>+3</u>	New Course Added	<u>+3</u>	New Course Added
16	Registered Credits	19	Billed Credits

Because 12-17 credits costs the same amount, the student will owe for the two additional credits. To be cost effective, it is important to make course adjustments before the end of the sixth day of the fall and spring semesters and the fourth day of the summer semester.

WITHDRAWAL POLICY

You must complete the following steps to officially withdraw from the University:

1. Pick up a Withdrawal Form at the Registrar's Office, located in the Fletcher Center for Student Services.
2. Gather the required signatures (shown on the form). Note: if you have received federal loans as financial aid, you will be required to complete an exit interview at the Financial Aid Office. You may also be required to speak with a financial aid officer. You will need to provide the complete addresses and phone numbers of two people (living at different addresses) as references for the exit interview process.
3. Deliver the completed form to the Registrar's Office and clear any outstanding charges or holds that may prevent your return at a later date or prevent the release of your academic records. **Your withdrawal date will be determined by the date the completed form is submitted to the Registrar's Office.** Any refunds will be calculated as of that date.

All withdrawals should be done in person. If you are unable to complete the process in person, the Registrar's Office is the only University office that can authorize the process by phone. Please contact the Registrar's Office at 906-635-2682. If you are a federal aid recipient, you will need to complete your exit process with the Financial Aid Office.

Refunds are made in accordance with the following schedule (Subject to Change):

SPRING SEMESTER 2012 WITHDRAWAL SCHEDULE

Courses Dropped	Time of Withdrawal	Dates	% of Refund
Any or all courses	Through the 6 th school day	Jan 9 – Jan 16	100%
Dropping ALL courses (no refund for partial drop)	7 th - 8 th school day	Jan 17 – Jan 18	90%
Dropping ALL courses (no refund for partial drop)	9 th - 19 th school day	Jan 19 – Feb 2	50%
Dropping ALL courses (no refund for partial drop)	20 th - 38 th school day	Feb 3 – Mar 7	25%
Dropping ALL courses (no refund for partial drop) Last day to drop with an N grade is March 9, 2012 .	39 th - 40 th school day	Mar 8 – Mar 9	0%

There are NO refunds for partial drops after the sixth school day of the semester.

After your completed Withdrawal Form is accepted, your University charges will be reduced according to the schedule shown. If you have not received any form of financial aid and there is a credit balance on your account, you will be sent a refund check. If you have received aid, your aid may have to be returned to the appropriate source. You may owe money.

FINANCIAL AID RETURN POLICY

The Financial Aid Return Policy applies to students receiving federal or state financial aid including loans and scholarships, and institutional and private aid.

First, your account will be credited according to Lake Superior State University's Refund Policy (on or prior to the 38-day withdrawal period for the fall or spring semester).

Then, your federal financial aid will be reduced in direct proportion to the length of time you remained enrolled, up to 60 percent of the semester. Your state and institutional aid will be adjusted according to the University Refund Policy.

PLEASE NOTE: If you have received a payment for excess financial aid and you withdraw, you could owe the University and/or the federal government money.

Any remaining refund due to you, after all funding sources have received the appropriate credit, will be refunded directly to you. It may take up to thirty days to complete the refund calculation.

Your withdrawal from Lake Superior State University may cause the following changes affecting your student aid:

1. Your institutional aid will be reduced in proportion to your refund of tuition. For example, if you received an LSSU award of \$1,000 for a semester and withdrew at the 50% refund point, your LSSU award would be reduced to \$500 proportionately.
2. Your federal aid will be reduced according to federal refund policy. Aid will be returned to the federal government on your behalf for the portion of time you are not attending classes in the semester. For example, if you took out a student loan for \$5,000 and attended 30% of the semester, 70% of the loan will be returned against your student loan. You will owe LSSU directly for any balance due on your student account once the loan is returned.
3. Your state or private aid will be returned to the source, based on the individual rules for each type of aid. If you have received an alternative loan, you are responsible for any amount that has already disbursed into your account. Further disbursements will be cancelled when you withdraw.

Attendance Policy for Federal Financial Aid Recipients:

Regular class attendance is required for students receiving federal financial aid. If you are reported for non-attendance in any or all of your courses, your financial aid may be withdrawn.

If you receive all F grades for any semester, it will be assumed that you have attended only 50% of your classes and your federal financial aid will be reduced by 50%.

Regional Center Students:

The above policy is also applicable to the regional center students.

If you are dually enrolled for financial aid purposes, you must drop all of your classes at both schools to qualify for a withdrawal refund. You must also begin attendance in all of your classes at LSSU and at your regional community college to qualify for the aid.

GENERAL INFORMATION

Notification of Student Rights under FERPA:

The Family Educational Rights and Privacy Act (FERPA) provide students certain rights with respect to their education records. Please refer to the LSSU Catalog or to the Registrar's Office Website (www.lssu.edu/registrar/FERPA) for complete information on FERPA.

Address Changes:

If your address changes, please update your address information in Anchor Access. Click on the Personal Information tab, then follow the links to update your address information. Please note, if you are an international student with an F-1 Student Visa, you **MUST** notify the Registrar's Office immediately of any changes in your address.

Emergency Contact Information:

Please add your Emergency Contact information in Anchor Access. Click on the Personal Information tab, then click on View and update Emergency Contacts, then follow the links.

Midterm Grades:

Midterm grades for the Fall and Spring semesters will be viewable in Anchor Access approximately the seventh week of the semester. We recommend talking to your advisor about your midterm grades and progress-to-date. If you are confused about a particular grade in a particular course, please contact the instructor of that course for verification/clarification. Midterm grades are not available for summer semester.

Final Grades:

Final Grades for the Spring Semester 2012 will be viewable/printable online in Anchor Access on Wednesday, May 2, 2012.

Veterans Benefits:

If you receive VA educational benefits and want to ensure that your benefits continue, you are required to submit a Request for Certification Form to the VA Certifying Official in the Registrar's Office. Recertification is required each fall, spring and summer semester and should be completed immediately upon completion of your schedule. For more information and the link to the Request for Certification Form, please go online to: <http://www.lssu.edu/registrar/va>.

Graduation Information:

Please submit a Graduation Application and Degree Audit, signed by your advisor and department chair or dean, to the Registrar's Office. The forms should be received two semesters before you plan to complete your requirements. For more information, and the Graduation Application, please go online to: <http://lssu.edu/registrar/graduation.php>

The 2011-2012 school year commencement ceremonies are on Saturday, April 28, 2012. If you are completing your degree requirements at the end of the Fall 2011, Spring 2012, or Summer 2012 semester, we encourage you to participate in commencement.

Vehicle Registration:

All vehicles that will be parked on campus must be registered with Public Safety. To register your vehicle, login to My.LSSU, then click on Anchor Access. Click on the Student Tab, then click on LSSU Vehicle Registration & Ticket Information. You will need your license plate number. Available options for permits are; full year permits, fall semester or spring semester permits. Vehicle registration is not required for the summer semester. If you have any questions regarding registration, please contact Public Safety at 906-635-2210 or the Cashier Counter at 906-635-2878.

School Closures:

The policy of Lake Superior State University is to remain open if possible. If all classes are cancelled, information will be available on our website (www.lssu.edu) or by calling 906-635-2858. Local radio and television stations will also make announcements.

We encourage you to sign up for text alerts. To register online go to: <http://www.lssu.edu/alerts/> or Text 49783 to 888777.

