



REGISTRATION GUIDE

Fall & Summer Semesters 2017

LSSU Mission Statement

Our mission at Lake Superior State University is to help students develop their full potential. We launch students on paths to rewarding careers and productive, satisfying lives. We serve the regional, state, national and global communities by contributing to the growth, dissemination, and application of knowledge.

TABLE OF CONTENTS

| | |
|---|-----------|
| Adding/Dropping Courses..... | 11 |
| Address Changes..... | 16 |
| Financial Aid Return Policy | 13 |
| Getting Ready for Online Registration..... | 07 |
| Grades..... | 16 |
| Graduation Information..... | 17 |
| Holds..... | 08 |
| Important Dates & Deadlines..... | 04 |
| Instructor Overrides | 07 |
| My.LSSU (Login Instructions)..... | 06 |
| New Students (Orientation)..... | 10 |
| Notification of Student Rights (FERPA)..... | 16 |
| Open Registration..... | 09 |
| Prerequisite & Co-requisites..... | 07 |
| Registration Time Ticket (When can I register?)..... | 06 |
| Registering Online (Anchor Access)..... | 08 |
| School Closures..... | 17 |
| Telephone Directory..... | 03 |
| Trial Registration Form..... | 18 |
| Tuition and Fees..... | 10 |
| Late Registration Fee | 10 |
| Vehicle Registration..... | 17 |
| Veterans Benefits..... | 16 |
| Withdrawal Policy..... | 12 |

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 |
| CON | Considine Hall |
| CRW | Crawford Hall of Science |
| FC | Fletcher Center for Student Services |
| 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:

| | |
|--|----------|
| Arts & Letters (LBR)..... | Ext.2275 |
| Biological Sciences (CRW)..... | Ext.2267 |
| Business (CON)..... | Ext.2426 |
| Criminal Justice (NOR)..... | Ext.2384 |
| Education (LBR)..... | Ext.2811 |
| Engineering & Technology (CAS)..... | Ext.2207 |
| Fire Science and Emergency Services (CAS)..... | Ext.2288 |
| 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:

| | |
|--|----------|
| Academic Success Center (LBR)..... | Ext.2849 |
| Accessibility Services (LBR)..... | Ext.2355 |
| Admissions (Barnes & Noble at LSSU)..... | Ext.2231 |
| Barnes & Noble at LSSU (Text Books)..... | Ext.2645 |
| Continuing Education (CIS)..... | Ext.2802 |
| Counseling Services | Ext.2752 |
| Fletcher First Stop (FC) | Ext.2600 |
| Health CARE Center | Ext.2110 |
| Housing Office (CIS)..... | Ext.2411 |
| Human Resources (AD)..... | Ext.2213 |
| IT Help Desk (LBR)..... | Ext.6677 |
| Orientation Office (Barnes & Noble at LSSU)..... | Ext.2231 |
| Public Safety (AD)..... | Ext.2100 |
| Testing Services (LBR)..... | Ext.2452 |
| Veterans Benefits (FC)..... | Ext.2696 |
| Vehicle Registration (FC)..... | Ext.2600 |

IMPORTANT DATES & DEADLINES – Fall 2017

| | |
|--------------------|---|
| August 28 | Fall Semester 2017 classes begin. 6-Day Add and Drop begins. |
| Sept 4 | Labor Day Recess. No Classes. |
| Sept 5 | Classes resume. |
| Sept 5 | Last day to add and drop classes at 100% refund. As of September 6, students dropping a class will receive an N grade. Students dropping all classes, withdrawing from the University, will need to complete a Withdrawal Form and get the proper signatures. |
| Sept 21 | Last day to drop 1st 7-Week classes. Students wishing to drop a 1 st 7-Week class after this date must request a Late Withdrawal and provide documentation of extenuating circumstances. |
| October 9 | Mid Semester Break – No Classes. |
| October 10 | Classes Resume. (Students will attend Classes following their Monday Schedule for this day only) |
| October 16 | Spring Semester 2018 Course Schedule viewable online. Students will need to contact their academic advisors to discuss their schedules for the Spring Semester. |
| October 17 | 1st 7-Week classes end. |
| October 18 | 2nd 7-Week classes begin. |
| October 24 | 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 request a Late Withdrawal and provide documentation of extenuating circumstances. |
| Nov 6 | Spring Semester 2018 Senior On-Line Registration begins. (88+ earned crs) |
| Nov 7 | Spring Semester 2018 Junior On-Line Registration begins (56+ earned crs) |
| Nov 8 | Spring Semester 2018 Sophomore On-Line Registration begins (26+ earned crs) |
| Nov 9 | Spring Semester 2018 Freshmen On-Line Registration begins (0+ earned crs) |
| Nov 10 | Spring Semester 2018 Open Registration begins. |
| Nov 10 | Last day to drop 2nd 7-Week Classes. Students wishing to drop a 2 nd 7-Week class after this date must request a Late Withdrawal and provide documentation of extenuating circumstances. |
| Nov 21 | Thanksgiving recess begins at 10:00 pm. |
| Nov 27 | Classes resume. |
| Dec 08 | Classes end. |
| Dec 11 - 15 | Final Examinations for Fall Semester 2017. |
| Dec 15 | End of Fall Semester 2017. |
| Dec 21 | Final Grades for Fall Semester 2017 viewable/printable in Anchor Access. |

IMPORTANT DATES & DEADLINES – Summer 2017

| | |
|----------------|--|
| May 08 | 12-Week classes begin. 4-Day Add and Drop begins. |
| May 08 | First 6-Week classes begin. 4-Day Add and Drop begins. |
| May 11 | Last day to add and drop 12-Week and First 6-Week classes at 100% refund. As of May 12, students dropping a class will receive an N grade. Students dropping all classes, withdrawing from the University, will need to complete a Withdrawal Form and get the proper signatures. |
| May 26 | Last day to drop First 6-Week classes. Students wishing to drop a First 6-week class after this date must request a Late Withdrawal and provide documentation of extenuating circumstances. |
| May 29 | Memorial Day. No Classes. |
| June 16 | First 6-Week Classes end. |
| June 16 | Last day to drop 12-Week classes. Students wishing to drop a 12-week class after this date must request a Late Withdrawal and provide documentation of extenuating circumstances. |
| June 19 | Second 6-Week classes begin. 4-Day Add and Drop Begins. |
| June 22 | Last day to add and drop Second 6-Week classes at 100% refund. As of June 23, students dropping a Second 6-Week class will receive an N grade. |
| July 4 | Independence Day Recess. No Classes. |
| July 10 | Last day to drop Second 6-Week classes. Students wishing to drop a Second 6-Week class after this date must request a Late Withdrawal and provide documentation of extenuating circumstances. |
| July 28 | End of Summer Semester. |
| Aug 3 | Final Grades for Summer Semester 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 - Password resets can not be completed by phone. Students will need to show picture ID at the IT Help Desk in the Administration Building. You may also request a password reset by completing the form available online at: <http://www.lssu.edu/mylssu/> and mailing or faxing it to the IT Help Desk at LSSU.

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 the Fall and Summer Semesters 2017 courses using the Time Ticket schedule below:

| | |
|-----------------|--|
| March 27 | Seniors (88+ earned credits) |
| March 28 | Juniors (56+ earned credits) |
| March 29 | Sophomores (26+ earned credits) |
| March 30 | Freshmen (0+ earned credits) |
| March 31 | 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 Registration; click on 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 Online Degree audit or LSSU Catalog, 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; 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.

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 Registration. 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. 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.

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. 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.

To view the **Anchor Access Common Registration Add Errors Form** (in Anchor Access) click on the Student Tab; click on Student Resources; then click on Forms.

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 Tuition & Billing; then click on Bill and Payment Suite.

OPEN REGISTRATION

Anyone 18 or older is welcome to enroll part-time (11 undergraduate credits or fewer) 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 at the Fletcher First Stop, 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 November 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 Fall Semester 2017 is due on August 15, 2017. Tuition for the Summer Semester 2017 is due on May 5, 2017. Information on tuition and fees, as well as payment options, is available at www.lssu.edu/costs. You may also contact the Fletcher First Stop at 906-635-2600.

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.

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 for Fall or Spring Semesters, 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 Fletcher First Stop, 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 Fletcher First Stop, 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 exit counseling. You may also be required to speak with a financial aid officer. You will need to provide the complete addresses and phone numbers of three people (living at different addresses) as references for the exit counseling process.
3. Deliver the completed form to the Fletcher First Stop 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 Fletcher First Stop.** 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 and Fletcher First Stop are the only University offices that can authorize the process by phone (906-635-2682). If you are a federal loan recipient, you will need to complete exit counseling at the Financial Aid Office.

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

FALL SEMESTER 2017 WITHDRAWAL SCHEDULE

| Courses Dropped | Time of Withdrawal | Dates | % of Refund |
|---|--|------------------|--------------------|
| Any or all courses | Through the 6 th school day | Aug 28 - Sept 5 | 100% |
| Dropping ALL courses (no refund for partial drop) | 7 th - 8 th school day | Sept 6 - Sept 7 | 90% |
| Dropping ALL courses (no refund for partial drop) | 9 th - 19 th school day | Sept 8 - Sept 22 | 50% |
| Dropping ALL courses (no refund for partial drop) | 20 th - 38 th school day | Sept 25 - Oct 20 | 25% |
| Dropping ALL courses (no refund for partial drop) Last day to drop with an N grade is Oct 24, 2017. | 39 th - 40 th school day | Oct 23 - Oct 24 | 0% |

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

SUMMER SEMESTER 2017 WITHDRAWAL SCHEDULE

| 12-Week Session (May 08 – Jul 28) | | 1 st 6-Week Session (May 08 - June 16) | | 2 nd 6-Week Session (June 19 - Jul 28) | |
|---|-----------------|--|-----------------|---|-----------------|
| <u>Dates</u> | <u>% Refund</u> | <u>Dates</u> | <u>% Refund</u> | <u>Dates</u> | <u>% Refund</u> |
| May 8-11 | 100 | May 9-11 | 100 | June 19-22 | 100 |
| May 12 | 90 | May 12 | 90 | June 23 | 90 |
| May 15-May 26 | 50 | May 15-19 | 50 | June 26-June 30 | 50 |
| May 30-June 15 | 25 | May 22-25 | 25 | July 3-7 | 25 |
| Last Day to Drop is June 16, 2017: No Refund | | Last Day to Drop is May 26, 2017: No Refund | | Last day to Drop is July 10, 2017: No Refund | |

There are NO refunds for partial drops after the 4th day of the session.

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.

*Dually enrolled regional center consortium students must drop all classes at both schools to qualify for an LSSU tuition refund.

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.

*Dually enrolled regional center consortium students must drop all classes at both schools to qualify for an LSSU tuition refund.

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 the federal refund policy. The amount of federal financial aid you have "earned" for the semester is calculated based on your official withdrawal date, or your last date of demonstrated attendance (for students who stop attending without formally withdrawing through the official withdrawal process). Your aid will be returned to the federal government on your behalf for the "unearned" portion of time that you were not in attendance. For example, if you borrowed funds through a federal loan for \$5,000 and it was determined that you attended only 30% of the semester, up to 70% of your loan may be returned to the federal loan program. Be aware that whether or not you receive an LSSU tuition refund has no bearing the federal refund regulations, but this could cause you to owe LSSU for any returned funds that create a balance due on your account.
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. Students must begin attendance in all courses to qualify for financial aid. Students reported for non-attendance in any or all of their courses could have their financial aid withdrawn.

At the end of each semester students who have failed to earn credit for any courses are reviewed. Attendance must be demonstrated through the 60% point of the semester. Federal aid may be returned, causing the student to owe funds directly to LSSU that are due immediately.

For example, a student with \$10,000 in total financial aid for the semester who fails to complete any credits with a passing grade could have up to \$5,000 returned to the federal government, if it was determined that the student stopped attending classes within the first nine weeks of the semester. Instructors must indicate the last day of attendance in an academically-related activity for each F

grade they assign. If it is determined that the failure to earn any credit for the semester was due to lack of attendance in classes, a federal aid return calculation must be performed.

At the end of the semester grades are reviewed to determine if the student ceased attending prior to the 60% point. If a student is reported for lack of attendance before completing at least 60% of the semester, then 50% of the financial aid the student received could go back to the federal government, including student and parent loans. The student could owe up to 50% of the funds received for the semester back to the university. Students have up to 45 days to challenge the return of federal aid due to a reported lack of attendance. Written proof of attendance is required for future aid release.

Regional Center Consortium Students

The above policy applies to consortium students for courses at two schools. When LSSU is the home school for financial aid, attendance will be reviewed for courses from both schools to determine if the grades were caused by a failure to attend. Students under a consortium agreement for the semester where LSSU is the home school for aid purposes must begin attending all courses to receive federal financial aid. Students dropping courses will not be considered full withdrawals for tuition refund purposes unless courses are dropped at **both** schools at the same time. For dually-enrolled consortium students dropping all courses, withdrawing, this must be verified at both schools before any tuition will be refunded or a federal aid withdrawal is processed.

Repeat Policy for Financial Aid Recipients

Effective July 1, 2011, under the Higher Education Act (34CFR Section 668.2), students may use financial aid to repeat coursework that they have previously failed. Students may also use financial aid one time when repeating coursework to improve an earned letter grade of D- or higher. For example, a student taking a course for the first time who received an F could have financial aid for repeating the course. If the student received a D for the repeated course, the student **could** have financial aid one more time to repeat the course to raise the grade.

Students advised to retake passed courses more than once to improve their GPA may do so at their own expense, provided the repeat is allowed by the department. University policy requires permission of the course instructor and the dean to repeat a course more than twice. Permission is only granted under extenuating circumstances. Courses transferred from other institutions are included. Both the original and repeat grades will show on the transcript, but for the purpose of calculating the GPA, only the grade of the last attempt will be used.

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, 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 clarification. Midterm grades are not available for summer semesters.

Final Grades

Final Grades for the semester will be viewable/printable online in Anchor Access on the Thursday following the end of the semester.

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 Fletcher First Stop. 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 2017-2018 school year commencement ceremonies are on Saturday, May 5, 2018. If you are completing your degree requirements at the end of the Fall 2017, Spring 2018, or Summer 2018 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 vehicle registration, please contact Public Safety at 906-635-2210 or the Fletcher First Stop at 906-635-2600.

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). 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.

Trial Registration Form

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------------|--------|---------|-----------|----------|--------|
| 8 or 8:30 a.m. | | | | | |
| 9 or 9:30 a.m. | | | | | |
| 10 or 10:30 a.m. | | | | | |
| 11 or 11:30 a.m. | | | | | |
| 12 or 12:30 a.m. | | | | | |
| 1 or 1:30 p.m. | | | | | |
| 2 or 2:30 p.m. | | | | | |
| 3 or 3:30 p.m. | | | | | |
| 4 or 4:30 p.m. | | | | | |
| 5 or 5:30 p.m. | | | | | |
| 6 or 6:30 p.m. | | | | | |
| 7 or 7:30 p.m. | | | | | |
| 8 or 8:30 p.m. | | | | | |
| 9 or 9:30 p.m. | | | | | |
| 10 or 10:30 p.m. | | | | | |