SUMMER 2015

REGISTRATION GUIDE
humboldt.edu/extended
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### CALENDAR OF ACTIVITIES & DEADLINES — SUMMER 2015

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Full Session MAY 26 - JUL 31</th>
<th>Online Session MAY 26 - JUL 17</th>
<th>1st Five-Week Session MAY 26 - JUN 26</th>
<th>2nd Five-Week Session JUN 29 - JUL 31</th>
<th>Other/Weekend Session MAY 26 - JUL 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing student mandatory advising</td>
<td>March 30 - April 10</td>
<td>March 30 - April 10</td>
<td>March 30 - April 10</td>
<td>March 30 - April 10</td>
<td>March 30 - April 10</td>
</tr>
<tr>
<td>Continuing student registration on the web</td>
<td>Beginning April 13</td>
<td>Beginning April 13</td>
<td>Beginning April 13</td>
<td>Beginning April 13</td>
<td>Beginning April 13</td>
</tr>
<tr>
<td>Deadline to pay summer registration &amp; tuition fees</td>
<td>May 18</td>
<td>May 18</td>
<td>May 18</td>
<td>May 18</td>
<td>May 18</td>
</tr>
<tr>
<td>Students cancelled for nonpayment</td>
<td>May 21-22</td>
<td>May 21-22</td>
<td>May 21-22</td>
<td>May 21-22</td>
<td></td>
</tr>
<tr>
<td>Deadline to pay all summer registration &amp; tuition for students registering or adding classes after May 18</td>
<td>72 hours</td>
<td>72 hours</td>
<td>72 hours</td>
<td>72 hours</td>
<td>72 hours</td>
</tr>
<tr>
<td>Memorial Day Holiday – Campus Closed</td>
<td>May 25</td>
<td>May 25</td>
<td>May 25</td>
<td>May 25</td>
<td>May 25</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>May 26</td>
<td>May 26</td>
<td>May 26</td>
<td>June 29</td>
<td></td>
</tr>
<tr>
<td>Instructor approval (Permission Number) required to add course</td>
<td>May 26 – June 8</td>
<td>May 26 – June 8</td>
<td>May 26 – June 3</td>
<td>June 29 - July 8</td>
<td>during 1st quarter of class meetings</td>
</tr>
<tr>
<td>Continuing student late registration with $25.00 late registration fee per class</td>
<td>May 26 – June 8</td>
<td>May 26 – June 8</td>
<td>May 26 – June 3</td>
<td>June 29 - July 8</td>
<td>during 1st quarter of class meetings</td>
</tr>
<tr>
<td>Deadline to receive a partial refund</td>
<td>June 8</td>
<td>June 8</td>
<td>June 3</td>
<td>July 8</td>
<td>see refund schedule</td>
</tr>
<tr>
<td>CENSUS</td>
<td>June 8</td>
<td>June 8</td>
<td>June 3</td>
<td>July 8</td>
<td></td>
</tr>
<tr>
<td>Deadline – Final day to ADD classes with a late fee</td>
<td>June 8</td>
<td>June 8</td>
<td>June 3</td>
<td>July 8</td>
<td>before a quarter of class time has elapsed</td>
</tr>
<tr>
<td>Deadline – DROP a class or Withdraw from the semester without a “W” grade recorded. After this date, an instructor’s &amp; Department Chair’s signature and serious &amp; compelling reason will be required and a “W” grade will be recorded.</td>
<td>June 8</td>
<td>June 8</td>
<td>June 3</td>
<td>July 8</td>
<td>before a quarter of class time has elapsed</td>
</tr>
<tr>
<td>Deadline – change registered class grade option to Credit/No Credit</td>
<td>June 22</td>
<td>June 22</td>
<td>June 10</td>
<td>July 15</td>
<td>before half of class time has elapsed</td>
</tr>
<tr>
<td>Independence Day (observed): Campus Closed</td>
<td>July 3</td>
<td>July 3</td>
<td>July 3</td>
<td>July 3</td>
<td>July 3</td>
</tr>
<tr>
<td>Deadline – Final day to DROP a class or Withdraw from the semester with serious &amp; compelling reason. “W” grade will be recorded. (Not eligible for fee refund.)</td>
<td>July 6</td>
<td>July 6</td>
<td>June 19</td>
<td>July 24</td>
<td>before three-quarters of class time has elapsed</td>
</tr>
</tbody>
</table>

**NOTE:** If a student is unable to withdraw in person, a withdrawal request can be faxed to the College of eLearning & Extended Education at 707-826-5885 and it will be processed effective the date the fax is received.
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees. The registration fees schedule presented below is based on the authorization in effect for the 2014-15 academic year.

NOTE: Fees for auditing are the same as for credit.

ENROLLMENT LIMITATIONS
Undergraduate, graduate, and post-baccalaureate students have an enrollment limitation as follows:
- 6 units (including online) for each 5-week session
- 12 units (including online) for the 10-week session
- 9 units for the wholly online 8-week session

SUMMER SESSION REGISTRATION FEES
$460 per unit for all MBA courses
$289 per unit for all other summer session courses
- No additional fees are assessed for nonresident students.
- Certain courses have miscellaneous fees which are noted in the Course Listing. During the registration process, miscellaneous course fees are added to your registration fee, included in your bill and must be paid in full.

SUMMER FEES, OTHER
Application for Graduation (Diploma & Commencement) $59.00
Failure to meet Administrative Deadline 5.00–30.00
Identification card fee (or replacement) 5.00
Jack Pass 30.00
Late Registration 25.00
Parking (per semester):
  Automobile: 105.00
  Motorcycle: 26.50
Rec Center 48.00
Replacement Diploma 25.00
Returned Checks (including e-checks) 25.00
Special requests to expedite service 10.00
Transcript, Official 4.00

Students use their C-Card* funds to pay for each page they print in all computer labs across campus. Black and white printouts cost four cents per page. The cost for other types of prints (color, large format) vary. This charge helps us conserve resources, reduce waste, and provide an equitable way for students to pay for printing.

*The C-Card (Convenience Card) is your HSU student, faculty, or staff ID card. It can be used as an on-campus debit card by adding funds at the HSU Bookstore, Library, the Housing and Dining Cashier’s Office, or online at c-card.humboldt.edu.

Other fees and charges are payable when service is rendered and may not be listed here. All listed fees are subject to change.

FEE PAYMENT DEADLINE
Preregistered students must pay their fees by 5:00 p.m., May 18, 2015, or a HOLD will be placed on their account and a student's classes may be subject to cancellation. (See Cancellation for Nonpayment.)

The deadline to pay fees for courses enrolled in after May 18 is 72 hours after enrollment in the course.

A HOLD will be placed on all services which include, but are not limited to, transcripts, registration, financial aid, grades, and diploma. Fees are payable at Student Financial Services, Student and Business Services Building.

CANCELLATION FOR NONPAYMENT
Failure to pay any outstanding balance including all registration fees and miscellaneous course fees in full will result in CANCELLATION of your student class schedule.

Who Is Exempt
Students will not have their class schedule cancelled if they have accepted sufficient financial aid. Third Party authorizations will need to cover the outstanding balance in full to avoid cancellation.

STUDENT ACCOUNT AND BALANCE INFORMATION
Students will not receive a paper or email bill. Students will need to log into Student Center online to find out their account balance and financial aid information.

FEE PAYMENT & CONFIRMATION OF FEE PAYMENT
To confirm your registration, your full fee payment must be received at Student Financial Services, Student & Business Services Bldg., by 5:00 p.m., Monday, May 18, 2015 (postmarks will not count). To ensure proper credit to your account, please write your HSU-ID number on your remittance.

If you are eligible for a third-party deferral (Vocational Rehabilitation, State Rehabilitation, etc.), you must provide confirmation to Student Financial Services by 5:00 p.m., Monday, May 18, 2015. Students who do not pay or confirm fee payment by May 18, 2015 may have their class schedule subject to cancellation. (See Cancellation for Nonpayment.)

CONTACT INFORMATION
Because of the need for the university to communicate with you, it is extremely important that you check your address, telephone number, and email address for accuracy. You can check your addresses and change them if needed by accessing the campus portal at www.humboldt.edu/myhumboldt. It is also important for you to notify the university if your plans to attend have changed. Effective Fall 2009, the university has an email policy that all students must follow.
FINANCIAL AID RECIPENTS
SUMMER FINANCIAL AID is very limited. The Financial Aid Office will be unable to process summer 2015 applications and determine your aid eligibility until after June 1. Because summer fees are due prior to that, you should be prepared to pay your summer fees out-of-pocket, with the hope of financial aid reimbursement later in the summer.

Summer aid information will be posted at www.humboldt.edu/finaid in April 2015.

If you have any questions, Financial Aid Specialists are available to assist you during regular work hours at 707-826-4321 or toll free at 866-255-1390.

If you have loan eligibility remaining for the 2014-15 academic year, we encourage you to apply for it now, by submitting a 2014-15 loan application, located on the forms page on our website: www.humboldt.edu/finaidforms.

You may access your financial aid award information, including document requirements, messages, holds and awards online at: www.humboldt.edu/myhumboldt.

Please Note the Following
- Read the Financial Aid Award Guide to understand your rights and responsibilities regarding financial aid.
- Failure to meet your satisfactory academic progress requirements for financial aid may result in a hold on your funds, and they will not disburse. Contact the Financial Aid Office if you have any questions about your status.
- If your registration fees are being deferred from your aid, and for ANY REASON this aid fails to materialize as expected by the end of late registration, you must pay your registration fees from other sources.
- If your financial aid award exceeds the amount due for registration fees, a balance will be remitted to you either by check or electronic funds transfer. CHECKS ARE NO LONGER MAILED. and may be picked up at Student Financial Services (SBS 285). If you have not yet enrolled in direct deposit of financial aid and general refunds, we encourage you to do so via your Student Center, under “Finances”.
- If you withdraw from the university, drop all units, or cease attendance, a portion of your financial aid may be considered unearned and may be returned to the program. You will be billed for any unearned financial aid and resulting unpaid university charges.

FEE PAYMENT BY OUTSIDE AGENCY / THIRD PARTY
If your fees are paid by an outside agency such as Dept. of Rehabilitation, Vocational Rehabilitation, etc., you must contact Student Financial Services and provide the appropriate authorization from the outside agency (or verify that the paperwork is on file) by 5:00 p.m., Monday, May 18, 2015. If your authorization does not cover the amount owed, you must remit the balance due by the payment deadline.

If you are a financial aid recipient, you must also report any third party payment for fees or other coverage (books, transportation, etc.) to the Financial Aid Office.

FEE WAIVERS
There are no fee waivers available for summer session 2015.

REFUND OF STUDENT FEES
The university applies a fair and equitable refund policy established in accordance with Title 5, California Code Regulations. Information concerning the refund policies of Humboldt State University for the return of unearned tuition and fees or other refundable portions of institutional charges is available from:

Student Financial Services
Humboldt State University
1 Harpst Street, Arcata, CA 95521
707-826-6789

Late Registration Fee Refund
The late registration fee is not refundable unless collected in error.

Reducing Unit Load
See Calendar of Activities & Deadlines.

Students will receive a refund of registration fees under the following circumstances:
- the registration fees were assessed or collected in error;
- the course for which the registration fees were assessed or collected was cancelled by the university;
- the student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances, and the chief financial officer of the university (or designee) may authorize a refund if he/she determines that the fees and tuition were not earned by the university.

Financial Aid Recipients: If you drop units or cease attendance, a portion of your financial aid may be considered unearned and must be returned to the program. You will be billed for any unearned financial aid and resulting unpaid university charges.

Students who receive financial aid shall have all refunds returned to the financial aid program in the order specified in the complete refund policy available from Student Financial Services, Student Business Services Building, Humboldt State University.

Registration Fee Refunds
A student who withdraws from the university, or drops to a lower fee category (schedule adjustments), may be eligible for a refund of institutional charges, e.g. registration fees.

Schedule Adjustments:

Students who change their unit load to a lower fee category must do so prior to the first day of classes in order to receive a refund, less a $10.00 administrative charge.

For classes that meet for 5 or more weeks, students who drop once the class begins will be eligible for the following refund of registration fees:
- First two days of class: Total fee minus the fee for one unit
- Any other day of the first week: (Total fee minus the fee for one unit) x 65%
- Any day of the second week: (Total fee minus the fee for one unit) x 25%
- After second week: NO REFUND

For classes that meet for less than 5 weeks, contact the College of eLearning & Extended Education for refund information.

See Calendar of Activities & Deadlines for important dates.

Withdrawal from Humboldt:

To receive a full refund of fees (less a $10.00 administrative charge), students must withdraw from all classes prior to the start of classes.
SUMMER FEES, PAYMENT DEADLINES & REGISTRATION INFO

Miscellaneous Course Fees Refund

Miscellaneous course fees may be fully refundable if the associated class is dropped prior to the start of classes except where funds have been obligated for goods or services. Students who have paid course fees, but who used none of the associated materials, services, or facilities, may petition for a refund beginning the last week of the class session. Refund applications (HSU Form 128) require the signature of the instructor and appropriate department chair prior to submission of the application to Student Financial Services.

DEBTS OWED TO THE INSTITUTION

Holds are placed on student accounts for the following reasons:

1. Monetary/Financial – fees or monies owed to the university, such as registration fees, housing charges, library fines, dishonored checks, Extended Education fees, lost key charges, etc.
2. Non-monetary – exit interviews for Perkins loans, Plant Operations keys, etc.

These holds will prevent you from registering, receiving grades and transcripts, etc. Information about holds on your account can be obtained by accessing your student account on the web. You will need to allow one business day after clearing a hold, before attempting to register or receive other services.

Failure to pay fees or debts incurred by specified due dates may result in collection action, including collection agency referral and/or small claims court, where you will be responsible for all applicable collection and/or court costs.

ACCEPTANCE OF CHECKS

In order to insure proper credit for payment to your account, please place your HSU-ID number on mailed payments or paperwork.

Dishonored Checks

In accordance with the State Administrative Manual, Section 8023, all persons who have issued a check or an e-check to the university that was dishonored by the bank may be required to make all further payments by cash, certified check, cashier’s check, or money order. In addition, students may be liable for punitive damages allowable through the California Civil Code, Chapter 522, Section 1719, which states that the maker of a dishonored check can be held liable for three times the amount of the check, or $100.00, whichever is more, up to $500.00, plus the face value of the check and court costs. There is a $25.00 fee for all returned checks and e-checks, including “stop payments.” Students issuing dishonored checks in payment of registration fees may be subject to disenrollment, per California Administrative Code Title V, Section 42381. Students who are disenrolled must reapply for admission to the university. In addition, there may be a $25.00 late registration fee charged if the returned check was made in payment of registration fees.

Failure to pay correct fees, payment of fees by dishonored check and/or failure to attend classes will not qualify a student for refund credit or remove the student’s obligation for full payment of fees. Students who wish to drop from classes or withdraw from the university must follow the correct procedure.
SCHEDULE ADJUSTMENTS & DEADLINES

SCHEDULE ADJUSTMENTS - IMPORTANT DEADLINES

See Calendar of Activities & Deadlines.

1. All valid schedule adjustments can be made by the student via Student Center according to the following schedule:
   - Full session classes: through June 8
   - Online classes: through June 8
   - First 5-week session: through June 3
   - Second 5-week session: through July 8

2. Instructor approval is NOT required for students to enroll in OPEN classes prior to the first day of instruction except for those that require special approval and certain lab classes.

3. Instructor approval is required (with a permission number) for students to enroll in ANY class beginning the first day of instruction.

4. Department coordinators or faculty CANNOT process add/drop adjustments for students.

5. It is the responsibility of the student to properly drop/withdraw from any class. The faculty member will not administratively drop you, nor will you be automatically dropped if you stop attending any time during the term.

6. Financial Aid Students should be aware that schedule adjustments may affect their aid. (Contact the Financial Aid Office.)

ADDING A COURSE

Prior To First Class Meeting

Students may add an OPEN course to their current schedule without obtaining instructor approval via the Web. Some classes require instructor approval, even when OPEN. Check the online Class Schedule for courses that require instructor or department chair approval.

On Or After First Class Meeting

Students may add a course to their current schedule with instructor approval. A permission number from the instructor is required and the student may add the class via the Web. After the first class meeting, students will be charged a $25.00 late registration fee.

Final Day To Add

Courses cannot be added after the following dates:
   - Full session classes: June 8
   - Online classes: June 8
   - First 5-week session: June 3
   - Second 5-week session: July 8

DROPPING A COURSE

Students may drop a class without obtaining instructor and/or department chair approval and no notation of withdrawal will be recorded on the student’s academic record according to the following schedule:
   - Full session classes: June 8
   - Online classes: June 8
   - First 5-week session: June 3
   - Second 5-week session: July 8

After these dates, students must obtain instructor and department chair approval/signature to drop a course using a schedule adjustment form. Forms are available at the Office of the Registrar. Drops are no longer allowed via Student Center. A serious and compelling reason is required. All courses dropped during this period will be listed on the transcript with a “W” Withdrawal grade. Student must submit the completed schedule adjustment form to the Office of the Registrar, SBS 133 according to the following schedule:
   - Full session classes: June 9 – July 6
   - Online classes: June 9 – July 6
   - First 5-week session: June 4 – June 19
   - Second 5-week session: July 9 – July 24

CHANGING TO CREDIT / NO CREDIT

Students may change an optional grade basis to credit/no credit according to the following deadlines:
   - Full session classes: June 22
   - Online classes: June 22
   - First 5-week session: June 10
   - Second 5-week session: July 15

After the deadlines for making adjustments via the web (see #1 above), contact the Office of the Registrar to process the change.
ASSOCIATED STUDENTS
The Associated Students Business Office will have limited summer hours. Please call 707-826-4221 or go to www.humboldt.edu/associatedstudents for further information.

ACADEMIC AND CAREER ADVISING CENTER
Academic and Career Advising Center services will be available Monday — Friday, through June 30th, to assist currently enrolled students. Services include academic advising, academic planning, career counseling, student employment services, assistance with internships, and access to the Career Resources Room. Please note due to budget cuts, the Center will be closed during the month of July and will reopen on August 1st. The ACAC is located in Gist Hall 114.

CENTER ACTIVITIES
Outdoor and Aquatics Adventures will include Youth Aquatic and Adventure Camps, rock climbing, surfing, sea kayaking, rafting, equipment rentals, and more. Summer Leisure Activities will include a variety of indoor classes to increase your skills and expand your horizons. The office is located in the HSU Recreation and Wellness Center (RWC 101); open hours are 10:00 a.m. to 4:00 p.m. Call 707-826-3357 or go to www.humboldt.edu/centeractivities for more information.

CHILDREN’S CENTER
The Children’s Center will provide a full range of services but with limited enrollments in the summer. Services to be provided will include toddler and preschool care from 7:30 — 5:30 daily; meal service; child participation opportunities for HSU students enrolled in Child Development and related courses. Child care subsidies are available for low-income students. If interested, please call 707-826-3838.

COLLEGE CREEK MARKET
The College Creek Marketplace is located on the corner of Harpst and Rossow Street on the south end of campus. It is primarily a convenience store, featuring fresh, local items.

Summer Hours:
Monday – Thursday 7:45 a.m. — 3:30 p.m.
Friday 7:45 a.m. — 2:30 p.m.
Closed May 25th for Memorial Day and July 3rd for Independence Day (observed).

DEPOT
Closed during the summer.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP) / STUDENT SUPPORT SERVICES
Services available during summer term include orientation, advising, assessment and referral. Mentoring services for new students will not be available until the fall term.

GIANT’S CUPBOARD
Closed during the summer.

HILLTOP MARKET
Closed during the summer.

HOUSING AND DINING SERVICES
Housing and limited Dining Services will be available for students attending the summer sessions. Costs are dependent on length of stay. Please contact the Housing Office directly for information (707-826-3451).

HSU BOOKSTORE
Bookstore Summer Hours: 10:00 a.m. — 4:00 p.m., Monday through Friday.
Closed May 25th for Memorial Day and July 3rd for Independence Day (observed). Check www.hsu.bksr.com for special event hours.

THE “J”
Jolly Giant Commons (The “J”) will be open for the summer conference season and campus dining. Visit www.humboldt.edu/dining for summer dates.

Monday – Saturday:
Breakfast 7:00 a.m. — 8:30 a.m.
Lunch 11:30 a.m. — 1:00 p.m.
Dinner 5:00 p.m. — 6:30 p.m.

Sunday:
Brunch 10:30 a.m. — 12:30 p.m.
Dinner 5:00 p.m. — 6:30 p.m.

NOTE: Dining hours of operation may be adjusted to meet the demands of larger conference groups and summer term students. The “J” may also be closed for some weekend meals and will have be closed the first two weeks of August. Please check signage at The “J.”

LEARNING CENTER
The Learning Center will be open in May and June with limited drop-in and appointments available with student assistants. The center will be closed July. Tutoring is available on a self-pay basis for $10/ hour. A list of available tutors is available at the Learning Commons desk. Students can call 707-826-5217 or come to the desk to get the list. There are no Writing Center, Supplemental, or Math Lab hours.

LIBRARY CAFE
The Library Café will be open Monday – Thursday from 8:00 a.m. — 12:30 p.m.

LIBRARY HOURS
See the web site at library.humboldt.edu for open hours. The library will be closed May 25th for Memorial Day and July 3rd for Independence Day (observed).

PUBLIC SAFETY
The University Police Department will continue to provide the services during the summer term as during the rest of the academic year, including the 24-hour safety escort service.
SUMMER STUDENT SERVICES

STUDENT DISABILITY RESOURCES
Students with verified temporary or permanent disabilities may be eligible for a variety of academic support services through the Student Disability Resource Center (SDRC). Submission of disability documentation and requests for services should be made as soon as possible to the Student Disability Resource Center. Call 707-826-4678 or 826-5392 (TDD) or email sdrc@humboldt.edu.

STUDENT HEALTH SERVICES
The Student Health Center (SHC) and Counseling & Psychological Services (CAPS) departments are not open during the summer months. We look forward to serving you when we open for the fall semester.

TESTING CENTER
The Testing Center will offer minimal services for the summer term. Services include proctoring for students needing special accommodations for classroom tests, scoring services for faculty, and registration assistance for students/community members needing to register for various state or national standardized tests. Most standardized test programs continue throughout the summer. Testing staff will continue to participate in the summer orientation program, HOP for new fall students, and the Summer Bridge program in administering/scoring EPT/ELM placement tests. The Testing Center will be closed the month of July. The GWPE will not be offered during the summer term.