

Academic Calendar – Fall 2010

August Graduation	August 23
Fall Semester Classes Begin	August 30
Last Day to Add a Class	September 3
Labor Day – No Classes	September 6
Last Day to Drop a Class	September 17
Fall Break – No Classes	October 8
Last Day to Withdraw a Class	October 29
Spring Registration Begins Online	November 15
Thanksgiving Recess	November 24-28
Last Day of Fall Semester	December 17
Last Week Special Schedule	December 13-17
January Graduation	January 7, 2011

Graduation

Students expecting to receive a degree in **August 2010, January 2011, or May 2011** should adhere to the dates outlined below. Failure to submit credentials by the due dates could delay graduation.

AUGUST 23, 2010

April 26, 2010	Graduation Diploma Card and transcripts for courses taken off-campus prior to Summer 2010 are due in Registrar's Office.
August 19, 2010	All academic requirements must be completed and final grades received.
August 19, 2010	CLEP scores and transcripts for Summer 2010 courses taken off-campus are due in Registrar's Office.

JANUARY 7, 2011

September 17, 2010	Graduation Diploma Card and transcripts for courses taken off-campus prior to Fall 2010 are due in Registrar's Office.
December 20, 2010	All academic requirements must be completed and final grades received.
December 20, 2010	CLEP scores and transcripts for Fall 2010 courses taken off-campus are due in Registrar's Office.

May 15, 2011

January 21, 2011	Graduation Diploma Card and transcripts for courses taken off-campus prior to Spring 2011 are due in Registrar's Office.
May 3, 2011	All academic requirements must be completed and final grades received.
May 3, 2011	CLEP scores and transcripts for Spring 2011 courses taken off-campus are due in Registrar's Office.

**Immaculata University
Office of the Registrar
P.O. Box 634
Immaculata, PA 19345-0634**

Please note that there is a graduation fee of \$125 for which students will be billed.

Honors at Graduation

At the time of graduation, baccalaureate degree recipients who have completed a minimum of 60 graded credits at Immaculata University will be evaluated for honors. Courses for which an F or W is recorded do not count toward the 60 credit minimum, nor do credits earned through credit for prior learning (CPL). Honors are awarded for final, cumulative grade point averages as follows:

<i>summa cum laude</i>	3.95
<i>magna cum laude</i>	3.85
<i>cum laude</i>	3.65

Emergency School Closing

In the event of a weather or other emergency, cancellations are posted on the university's website at www.immaculata.edu and announced on KYW radio (1060 AM) Philadelphia and all local Chester County stations. Additionally, you may call the main university at 610-647-4400 and listen to the option for weather related information.

e2campus:

Receive emergency and weather announcements by text message and/or email. To participate, log on to MyIU and locate the Weather and Emergency Information channel in the left column. Click on "e2campus messages" and follow the directions.

Transcripts

A student may request a transcript in person or by writing to the Registrar's Office, P.O. Box 634, Immaculata, PA 19345-0634 or by faxing 610 647-7073 with Credit Card Authorization. A request form may also be printed from the Immaculata Website at: www.immaculata.edu; point to Academics, Registrar, Forms, Transcript Request Form. Telephone requests cannot be accepted. The fee is \$5.00. **Allow one week for processing.**

Self Service Information and Registration

For course information and registration visit: www.immaculata.edu, and log into MyIU, click on the **SSIU icon, Student & Financial Aid, Registration, Look Up Classes**. The most up to date course information is found in **Look Up Classes**.

For Immaculata University **FERPA** policies and forms visit: www.immaculata.edu, point to Academics, Registrar and make a selection on the menu.

Campus Office Hours

Bookstore Hours 610-647-4400, ext. 3089, 3090

- Monday through Thursday 10:00 am - 7:30 pm
- Friday 9:00 am - 4:00 pm
- Extended hours during first week of semester:
- Monday –Thursday 9:00 am - 8:00 pm
- Friday 9:00 am - 4:00 pm
- Saturday 9:00 am - 1:00 pm

Financial Aid Office 610-647-4400, ext. 3028

- Monday through Friday 9:00 am - 4:30 pm
- Evening hours by appointment

Library Hours 610-647-4400, ext. 3839

- Monday through Thursday 8:30 am - 11:00 pm
- Friday 8:30 am - 5:00 pm
- Saturday 10:00 am - 5:00 pm
- Sunday 12:00 pm - 11:00 pm
- Holidays and special opening times posted

Registrar's Office 610-647-4400, ext. 3007

- Monday through Friday 8:30 am - 4:30 pm

Business Office 610-647-4400, ext. 3174

- Monday through Friday 8:30 am - 4:00 pm

SouthEastern Pennsylvania Consortium for Higher Education (SEPCHE)

Immaculata University full-time, undergraduate matriculated students, paying full-time tuition, may register for up to two undergraduate courses a year at any other SEPCHE member institution. The SouthEastern Pennsylvania Consortium for Higher Education (SEPCHE) includes Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Holy Family College, Immaculata University, Neumann College, and Rosemont College. Contact the Registrar for procedures governing this policy.

Short-Term Study Abroad Courses

Short-Term Study Abroad Courses (with 1-4 weeks travel) listed as spring or fall courses at any SEPCHE institution are included in the courses that are eligible for cross registration. Students who qualify for the SEPCHE cross registration program are not charged additional tuition to cross register for one of these courses. The student is responsible, however, for all the travel-related costs.

For course listings and more information, check the SEPCHE website: <http://www.sepche.org>. Short –Term Study Abroad Courses.

Academic Policies

Immaculata University publishes academic policies in the University Catalog. A copy can be obtained in the Registrar's Office. Two important policies are:

Electronic Use: Computing resources of the University provide access to a vast array of information and services. These resources and services are available to support the academic mission of the University. Using them for other purposes or interfering with their operation can impede the scholastic goals of students and faculty. Students, administrators, faculty, and staff of Immaculata University may have access to the system after appropriate training.

By following the directives displayed on the University's computer information screen, students acknowledge their acceptance of the University's acceptable electronic use policy. Removing, copying, altering or destroying intellectual property in electronic format, or altering or destroying an electronic environment, is the equivalent of theft, destruction of property or vandalism. Students using the University's telecommunication and computing equipment need to be familiar with and agree to abide by the tenets set forth in the computing policy.

Plagiarism: The University considers plagiarism a serious violation of professional ethics and standards. Plagiarism is defined as the presentation, as new and original, of an idea or product derived from an existing source. Such a violation incurs serious academic penalty.

Non-Discrimination Policy

Immaculata University is committed to the principle of equal educational opportunity. The University does not discriminate on the basis of race, color, religion, gender, age, national origin, or disability.

Withdrawal

Students who decide not to attend or complete a course for which they have registered must request to withdraw in writing. Written notification can be made by filling out the appropriate form obtained from the Office of Undergraduate Advisement or by sending a note to that effect by U.S. mail or by fax. Written notification must be sent to the Office of Undergraduate Advisement, Immaculata University, P.O. Box 746, Immaculata, PA 19345-0746, or faxed to 610-647-7073. Notifying the instructor is appreciated, but does not constitute withdrawal from a course. **Last day to withdraw from a Fall course is October 29.**



Expenses and Financial Aid Tuition, Charges and Fees 2010-2011

College of Undergraduate Studies-CUS Students

Immaculata University offers a fixed comprehensive tuition rate for full-time students in the College of Undergraduate Studies. The fixed tuition rate will remain constant for the four continuous year program (eight fall & spring semesters). If a student withdraws and then reapplies, the tuition rate will be assessed at the current year's annual tuition rate. Full-time students taking more than 18 credits in a semester will be charged the current per credit rate for each additional credit in excess of 18 credits. Music lessons are assessed separately.

Other Fees - All Students per term

Private music lessons	
30 minute lesson	\$320
60 minute lesson	\$620
Education Field Placement	\$ 60
Student teaching and observation	\$230
Music therapy	\$ 75
Dietetic practicum	\$ 55
Lab fees	\$ 40 - \$50
Art fees	\$ 30 - \$60
Nursing Clinical fee	\$ 50
Nursing Clinical fee level I	\$300
Nursing Clinical fee level II	\$400
Nursing Clinical fee level III	\$600
Graduation fee	\$125
Transcript fee	\$ 5
Per credit charge	\$440
Guest Room rent (per day)	\$ 25
Late payment fee	\$ 25
Replacement ID cards	\$ 15
Returned Check Charge	\$ 25
Room Damage Fines	Assessed by Student Affairs
Parking Permits	\$ 25
Parking Fines	Assessed by Campus Security

Mandatory Student Health Insurance

All students residing on campus are required to have health insurance coverage. Students will be automatically enrolled in and billed for the University's health insurance plan at the beginning of each academic year. To avoid compulsory enrollment under the University's health insurance plan, students must complete an Insurance Waiver Form. For further information please contact the Student Health Director at 610-647-4400, ext. 3500 .

Payment of Bills

Payments may be made by check, cash, or any major credit card. Payments are accepted online, by mail or in person in the Business Office between the hours of 8:30 a.m. and 4:00 p.m. The Business Office is located in Room # 14 terrace level, Villa Maria Hall.

Payment drop boxes are located outside the Business Office doors in Villa Maria and at the commuter entrance located in Loyola Hall. Checks should be made payable to Immaculata University and mailed to: Business Office, P.O. Box 631, Immaculata, PA 19345. Questions may be directed to studentaccounts@immaculata.edu or by phone at 610-647-4400, extension 3174.

Payment Policy

College of Undergraduate Studies (CUS students)

Fall 2010 payment due date is August 20th.

Tuition, charges and fees are assessed on a term basis and are due in full by the term payment due date. Students are not permitted to attend class or occupy university housing until full payment has been remitted or payment arrangements have been made with the Business Office prior to the term due date. Late fees are assessed monthly on past due balances. Students registering after the term payment due date are required to pay at the time of registration.

It is the responsibility of all financial aid recipients to ensure that their financial aid is available by the term payment due date.

Students with outstanding financial obligations will not be permitted to register for future terms, receive grades, teacher certifications, transcripts or diploma.

Immaculata University reserves the right to assign outstanding account balances to a collection agency. In this circumstance, the student is responsible for all collection agency fees.

Payment Plan Options for CUS Students

Immaculata University Installment Plan

Immaculata offers an installment plan which allows CUS students to distribute their term costs over 8 installment dates during the academic year; 4 installments for fall and 4 installments for spring. Please refer to the course guide or online for term installment due dates. Students must complete an enrollment form available in campus offices and online at <http://www.immaculata.edu/node/651> . There is no enrollment fee. Late payment fees are assessed on past due balances.

Immaculata reserves the right to revise charges whenever it is considered to be appropriate by the university or by the Board of Trustees.

WEB REGISTRATION SCHEDULE

Students currently enrolled in the **College of Undergraduate Studies** will be able to register online for **Fall 2010** courses through **S.S. IU** (Self-Service IU) after meeting with their department advisor and obtaining their **Alternate PIN**. For Web Registration instructions see **Web Registration Quick Reference** in this brochure. Refer to the schedule below for registration dates and times.

Note: Registration time assignments are based on the number of *completed* credits. Currently enrolled hours are *not* included. If you have completed 23 credits, and are registered for 15 credits this term, you will register with Freshmen, not Sophomores.

6 AM April 21, 2010 Seniors (90+ credits) ----- August 29, 2010 11:59 PM

6 AM April 22, 2010 Juniors (54.0 – 89.9 credits) ----- August 29, 2010 11:59 PM

6 AM April 23, 2010 Sophomores (24.0 - 53.9 credits) ----- August 29, 2010 11:59 PM

6 AM April 24, 2010 Freshmen (0 - 23.9 credits) ----- August 29, 2010 11:59 PM

Note: New groups start at 6:00 AM of the scheduled day. Web registration continues through 11:59 PM on August 29, 2010.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 10:00					
10:10 – 11:25					
11:35 – 12:50					
1:00 – 2:15					
2:25 – 3:40					
3:50 – 5:05					

WEB REGISTRATION QUICK REFERENCE

Meet with your advisor to discuss course requirements and academic planning, receive schedule approval and obtain your Alternate PIN (Alt PIN). Alt PIN is required for Registration and Add/Drop and is only issued once per term so please make a note of it.

Login to **MyIU**



with your username and password and click on the **S.S.IU** Icon



Once in Self-Serve you can do the following:

Check your Registration Status:

- Click on **Student & Financial Aid**
- Click on **Registration Status**
- Select the **Term, Fall 2010**, submit
- Registration Status displays information such as Holds, Academic Standing, Student Status and Class, which may affect your ability to register for classes in this term
- Click on **Return to Menu** and then on **Look Up Classes**

Look Up Classes:

- Select the **Term, Fall 2010**, submit
- Select any combination of options to search class schedule; scroll to review all course information which includes Rem, the # of seats remaining in the class
- Key: C = closed sections; NR = not available for web registration; SR = student restriction
- Click on **Return to Menu** and then on **Register for Classes**

Register for Classes :

- Click on **Add or Drop Classes**
- Select the **Term, Fall 2010**, submit
- Enter Alt PIN (refer to your registration form); submit
- Enter CRNS in the Worksheet boxes from your schedule, click on **Submit Changes**
- Look for “Web Registered” next to each course & check for Registration Add Errors;
 - If no errors and you are finished, click **Exit**;
 - If errors, click on **Submit Changes** or **Reset**, click on **Look Up Classes** or enter a new CRN;
- To change a section that you have already registered for:
 - Click on **Web Drop** from the Action box next to the CRN
 - Click on **Submit Changes**
 - Enter the new CRN in the Worksheet box & click on **Submit Changes** or click on **Look Up Classes** to search for a new section.
 - Continue this process until your registration is complete

Print Your Schedule:

- On the main menu click on **Student Detail Schedule** or **Week At A Glance** (enter date) to view and print your schedule

Exit from your account and close your browser for security reasons.