

SUMMER SESSION 2010

REGISTRATION PROCESS

Current students should register for summer session course(s) via VitNet. All other students can complete a registration form and return it to the Office of the Registrar (MC 204). This form can be found in the Office of the Registrar or at www.viterbo.edu/registrar.aspx?id=844. Registration for summer classes begins January 25.

Students intending to register for a summer course should register prior to April 23. At that time it will be determined if there is sufficient enrollment for a course to be offered. The university reserves the right to cancel courses lacking sufficient enrollment. Students who are registered for a section that is cancelled will be notified shortly after April 23. Cancelled sections will be posted on the Office of the Registrar's webpage. Students may continue to register for available sections, per the add policy, after April 23.

CONFIRMATION OF ENROLLMENT

A student account statement indicating payment due will be mailed to all registrants. A \$500 confirmation deposit must be presented to the Business Office **on or before May 26, 2010**. Regular Business Office hours will be from 8:00 a.m. to 3:30 p.m., Monday - Friday. Students may submit the \$500 deposit and confirm enrollment by mail, by phone with Visa, MasterCard, or Discover, online at www.viterbo.edu/payonline, or in person prior to **May 26, 2010**. Students who fail to make their \$500 deposit and confirm their enrollment in the Business Office may be withdrawn from summer courses and will not have their name placed on the class list to receive credit.

ADD/DROP

ADD – Courses may be added up to two working days before the first class period. Current students may add via VitNet. All other students can complete a change of schedule form in the Office of the Registrar (MC 204).

DROP – Current students may drop courses via VitNet up to two working days before the first class period. All other drops/withdrawals from classes must be made in writing to the Office of the Registrar, either via a change of schedule form or a personal notification in writing. Instructor/adviser signature is not required. Please refer to the Office of the Registrar's web page for drop date policy. Time frames not accounted for in the policy will be adjusted per individual course. **Withdrawal from a class is not acceptable by telephone.** Students who fail to withdraw officially from a class risk a tuition loss and a failing grade.

Please Note: In order to affect any schedule changes, the add/drop form must be properly completed and submitted to the Office of the Registrar by 4 p.m. of the deadline date.

BUSINESS OFFICE:

(The following tuition refund schedule applies to Summer Session only.)

Length of Class	Date of Official Drop	% Refund
1 week	Before start date	100%
	Day 1-2	50%
	Day 3	NO REFUND
2 weeks	Before start date	100%
	Day 1-3	50%
	Day 4	NO REFUND
3 weeks	Before start date	100%
	Day 1-5	50%
	Day 6	NO REFUND
4 weeks	Before start date	100%
	Day 1-7	50%
	Day 8	NO REFUND
5 weeks	Before start date	100%
	Day 1-9	50%
	Day 10	NO REFUND
6 weeks	Before start date	100%
	Day 1-11	50%
	Day 12	NO REFUND
7 weeks	Before start date	100%
	Day 1-13	50%
	Day 14	NO REFUND
8 weeks to 11 weeks	Before start date	100%
	Day 1-14	50%
	Day 15	NO REFUND
12 weeks to 14 weeks	Before start date	100%
	Day 1-21	50%
	Day 22	NO REFUND

AUDIT

A course may be audited by completing an audit form at the time of registration. The form is available in the Office of the Registrar and requires the instructor's signature. Auditors pay regular tuition and fees. Audit forms must be returned to the Office of the Registrar by the end of the third day of classes for a four-week course, and by the end of the fourth day of a seven-week class. Deadlines for courses other than four and seven weeks will be prorated.

CLASS CANCELLATION POLICY

Viterbo University's inclement weather plan is invoked only in the most serious times, when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns. However, in case of severe weather, conditions throughout the region vary significantly. Individuals should exercise prudence in determining the safety of a commute from their respective location. If the condition warrants, suitable arrangements between instructor and student will be made to make up for the absence. If students are not able to come to class, they should contact their instructors as soon as possible. In the event that all classes are canceled, the local media will be notified. For information about individual class cancellations, students may call (608) 796-3200 or visit <http://www.viterbo.edu/students.aspx?id=15818>.

CREDIT LOAD

The normal summer credit load for an undergraduate student is one hour per week, up to a maximum of eight semester hours for the period from May 17-August 20. Exceptions to this must be arranged with the Academic Vice President (MRC 230.)

CREDIT/NO CREDIT

Some courses are available on a credit/no credit basis. To receive credit/no credit for a course instead of a letter grade complete the required form, available in the Office of the Registrar, no later than the first week of the class.

EXPERIENTIAL LEARNING: INTERNSHIPS

Experiential Learning: Internships must be registered for during the term in which the work is completed. **All summer internships will be given a starting date of May 17, 2010 and an ending date of August 20, 2010. Students must be registered for internships by April 23 and submit a \$500 deposit and confirm enrollment with the Business Office by May 26, 2010. All internships must be completed by August 20, 2010.** Internships are available in the below departments and are not listed within the course listings. Indicate the department and number of intended internship on your registration form. All are section 001. Internships designated as 287 are for freshmen and sophomore students; those designated as 487 are for juniors and seniors. Approval for internships must be sought prior to registration and the experience must occur during the semester of registration. All internships are graded Credit or No Credit.

*AADM-287/487	*INFO-287/487
*ACCT-287/487	*LASP-287/487
*ARTS-287/487	*MATH-287/487
*BIOL-487	*MGMT-287/487
*BLAW-287/487	*MKTG-287/487
*CHEM-487	MUPI/MUVO-487
*CISS-287/487	MUSC-487
*CRMJ-487	*OMGT-287/487
*ECON-287/487	*POSC-287/487
*EDUC-487	*PSYC-287/487
*ENGL-287/487	RLST-287/487
*ENVS-287/487	*SOCL-487
*EXPL-287/487	*SPAN-487
*FINA-287/487	*SPML-287/487
*HIST-487	THTR-487
*Mandatory meeting TBA. Permission from Coordinator required.	

FINANCIAL AID

The Financial Aid Office will verify summer enrollment on Friday, May 21. Courses registered for by this date will be considered for financial aid. Courses added after this date will not be counted in total summer enrollment for financial aid purposes.

The minimum credit requirement to be eligible for aid for all undergraduate programs is six credits. The minimum credit requirement for graduate programs, including Post-Baccalaureate Teacher Licensure, is three credits.

GRADES

Grades for the 2010 Summer Session are due to the Office of the Registrar no later than August 24. Faculty, however, may submit grades upon course completion. To accommodate faculty submitting grades throughout the summer, grades will be posted to students' official records every Friday beginning June 18. Students may view posted grades via VitNet.

GRADUATION

Students who complete final degree requirements for graduation during the summer session will have a review of their requirements done after the final grading deadline. Assuming all requirements are complete, students can expect the degree to be posted no later than September 17. A transcript (official document of an earned degree) will be available after that date. Diplomas will be mailed approximately October 11. A student needing his/her degree posted sooner than September 17 may contact the Office of the Registrar. An accommodation can only be made if all the grades are recorded on the student's official record and all requirements have been met.

HOLIDAYS

No classes will be held in observance of the following holidays:

Memorial Day, Monday, May 31
Independence Day, Monday, July 5

HOUSING

Summer housing is available from May 16 to early August. Treacy House single and double apartments will be used to house summer students. Weekly rates are available from the Office of Residence Life. Summer housing contracts will be available at the end of March during the fall student housing re-application process. Interested students should contact the Office of Residence Life, Viterbo University, 900 Viterbo Drive, La Crosse, WI, 54601, (608) 796-3116.

INCOMPLETES

All courses must be completed by the last day of the time period in which they are scheduled. A grade of incomplete is given **only** if a student is doing passing work and cannot complete the course work for some unanticipated and unusual circumstance. The student can find the Request for Incomplete form in the Office of the Registrar or at www.viterbo.edu/registrar.aspx?id=17848. This form must be complete and submitted to the Office of the Registrar no less than two working days prior to the last day of class.

INDEPENDENT STUDY

Permission from the instructor must be obtained in advance of registration for independent study. Permission forms are available in the Office of the Registrar or at <http://www.viterbo.edu/registrar.aspx?id=848>. Course numbers 288 (freshman & sophomore) and 488 (junior and senior) are used. Refer to the on-line University catalog for departments that offer independent study and for contract requirements. **All summer independent study courses must be registered for by April 23 and will be given a starting date of May 17, 2010 and an ending date of August 20, 2010.** Students registered for independent study must submit a **\$500 deposit and confirm enrollment with the Business Office by May 26, 2010. All independent studies must be completed by August 20, 2010.**

LIBRARY HOURS

May 17 - August 28, 2010, with exceptions noted.

Regular Library hours:

Monday – Thursday	8:00 a.m. - 9:00 p.m
Friday	8:00 a.m. - 5:00 p.m
Saturday	1:00 p.m. - 5:00 p.m
Sunday	5:00 p.m. - 9:00 p.m.

EXCEPTIONS:

Closed Memorial Day weekend - 5/29, 5/30, 5/31
Independence Day weekend - 7/3, 7/4, 7/5

Monday – Thursday	
June 14-17; June 21-24; June 28-July 1	7:30 a.m. – 11:00 p.m. 7:30 a.m. – 9:00 p.m.
Friday	
June 18, June 25	7:30 a.m. – 8:00 p.m.
Saturday	
June 19, June 26	1:00 p.m. – 6:00 p.m.
Sunday	
June 20, June 27	1:00 p.m. – 9:00 p.m.
Sunday	
August 29	4:30 p.m. – 1:00 a.m.

August 30 – School resumes and regular fall hours resume.

Updated hours are posted on the library website at <http://www.viterbo.edu/library>. Questions? Call the Reference Desk at 608-796-3270 or email reference@viterbo.edu.

SPECIAL TOPICS COURSE DESCRIPTIONS

Please visit the Office of the Registrar's web page at <http://www.viterbo.edu/registrar.aspx?id=844> for special topics course descriptions. Course descriptions for all other courses are listed in the on-line Viterbo University Catalog.

TEXTBOOKS

Textbooks are purchased in the Viterbo University Bookstore (charging books to your student account is not allowed in the summer term). Books will become available starting May 3. Students may pick up books at the bookstore or order them using the bookstore web page (www.viterbo.bkstr.com). The web page option gives students the opportunity to order books and have them sent directly to them, or to reserve books for pick up at a later date. Books must be paid for in order to reserve them. If you have any questions, please contact the bookstore at 608-782-4377. Regular bookstore hours for the summer are 8:30 a.m. – 4:00p.m. Monday through Thursday and 8:30a.m. – 3p.m. on Friday. There will be some extended hours at certain times; please call for that information.

TUITION/FEES

Please see attached schedule for tuition and course fees.