URSULINE COLLEGE
SUMMER 2010 SEMESTER

- Monday May 17, 2010 First Summer Session begins
- Monday May 31, 2010 HOLIDAY - College Closed
- Monday June 21, 2010 Second Summer Session begins
- Friday July 5, 2010 HOLIDAY - College Closed

For UCAP information please see the UCAP schedule online.

WITHDRAVING FROM A COURSE: STUDENTS MAY WITHDRAW WITH A “W” UNTIL APPROXIMATELY 70% OF THE COURSE HAS BEEN COMPLETED

Focusing on women, Ursuline College welcomes all students into an academically challenging and values-based environment that fosters life-long learning of the total person, and prepares leaders in the local and global communities.

ADMISSION PROCEDURES - Students who wish to pursue a degree at URSULINE COLLEGE must contact the Office of Graduate Admissions at (440) 646-8119 or the Office of Undergraduate Admissions at (440) 449-4203 or 1-888-URSULINE. All other students follow procedures listed below.

TRANSIENT STUDENTS - Students from other colleges or universities must apply as transient students. Transient students must verify that they have permission to take courses at Ursuline College, and that they are currently in good academic standing. Use the form on page 3.

SPECIAL NON-DEGREE STUDENTS - Other students who wish to take a course or courses for credit, and who are not seeking a degree may apply as special students.

TUITION & FEES - Tuition is assessed at $759.00 per credit hour for undergraduate courses and $808.00 per credit hour for graduate courses.

FINANCIAL AID - Financial Aid is available for summer session for qualified students. Contact the Student Service Center (440)646-8309 for further information.

REGISTRATION INFORMATION
Follow the online registration procedures under Registration Instructions and Schedules. Current students may register online up until the first day of the class. You must meet with your academic advisor to register for summer and fall 2010.

FINANCIAL POLICY & PROCEDURES - A Summer Semester invoice will be mailed to you. The invoice will show the total charges for tuition, and course fees. PAYMENT IS DUE IN FULL BY THE FIRST DAY OF CLASS. Payment can be made by cash, check, money order or Master Card/Visa/Discover. If your employer offers Tuition Assistance, please stop by the Student Service Center for a letter of application. A 1% SERVICE CHARGE WILL BE ASSESSED ON ANY UN-PAID BALANCE.

GENERAL REGISTRATION INFORMATION – Returning Ursuline College students must meet with their Academic Advisor before registering for classes online. Online summer registration will begin at 5 AM March 29, 2010 for all students.

REGISTRATION PROCEDURES TIME
IN PERSON Mon-Fri 8:30 - 5:00p
FAX Anytime (440)684-614
Student Service Center Phone No (440)646-8309
REGISTRATION If you cannot register online, Registration forms can be obtained from the Student Service Center.

CLOSED COURSES – If a course is closed, you will be placed on a waitlist. When the course opens up, the Registrar’s Office will place the next person on the waitlist in the course. You will not be notified. Please check your schedule in My Ursuline to see if you are enrolled in the course.

GRADE OPTION - Students should refer to the Ursuline College catalog regarding the requirements for the Pass/No Credit and Audit grade options. Students must have the written consent of their advisor to exercise either option.

OFFICIAL TRANSCRIPTS - Academic transcript requests are to be submitted in writing to the Student Service Center. There is a $3.00 fee per transcript. Please note that academic transcripts will not be available until grade reports have been issued.

ACADEMIC INTERNSHIPS (475) & CO-OPS - Refer to the Ursuline College catalog for information regarding academic internships. In order to obtain the necessary signed approval form and information about sites and procedures, appointments must be made with the Coordinator of Experiential Education and with the Faculty Internship Supervisor at least two weeks prior to registration. In order to register for a co-op, an appointment must be made with the Coordinator of Experiential Education. Please call 440-646-8321 for information.

TEST-OUT COURSES – Call 440-449-2049 for the list of eligible courses and to schedule a testing date. Students who do not pass a test-out course will be withdrawn from the test-out and charged a $15.00 fee. Students who do not complete the test and/or fail to show up for their designated test date will also be withdrawn from the test-out course and charged the $15 processing fee.

URSULINE COLLEGE RESERVES THE RIGHT TO ADD, CHANGE, AND/OR CANCEL CLASSES AT ANY TIME WITHOUT PRIOR NOTICE.

ADD/DROP/WITHDRAWAL - Course change forms are located in the Student Service Center. A $15.00 processing fee is charged for all drop/add transactions. All drop/add transactions require the approval of the student’s academic advisor. Students wishing to withdraw from a course(s) must complete a course change form. ANY STUDENT FAILING TO WITHDRAW FORMALLY FROM A COURSE WILL RECEIVE AN “F” GRADE AND WILL BE CHARGED FULL TUITION. If a course is dropped before the first class, a 100% credit will be applied to your account. Thereafter, the credit will be prorated on an individual basis. If you are entitled to a refund, a written request must be submitted to the Business Office.

BUILDING CODES - Classrooms will be printed on the student’s summer schedule.

DB Dauby Science Center
FR Fritzshe Art Studio
MU Mullen Academic Building
OC O’Brien Campus Center
PC Bishop Anthony M. Pilla Student Learning Center
BL Besse Library Classroom

Ursuline College offers FREE and CONVENIENT PARKING in the summer.

BOOKSTORE HOURS
Contact the Ursuline College Bookstore or check the website for the 2009 summer hours.
http://www.ursuline.edu/stu_serv/bookstore.htm
(440)449-5368
Purchase your books on line at www.efollett.com
SUMMER 2010
URSULINE COLLEGE
Office of the Registrar
2550 Lander Road
Pepper Pike, Ohio 44124
FAX: (440) 684-6114

TRANSIENT STUDENT REGISTRATION FORM 2010 SUMMER
REGISTRATION BY MAIL AND/OR FAX TO (440) 684-6114

Carefully read the GENERAL INFORMATION section of the schedule before completing this form. Please type or print legibly.

Social Security Number: _____________________________ Telephone: (______)________________
Name: ___________________________________________ Male:_______ Female:_________
Street Address: ____________________________________
City: _____________________________________________ State:_______ Zip code:_____________

 transient Student Application

________________________________________________

Dean or Registrar Signature ___________________________ Date

List below the course(s) for which you wish to register:

<table>
<thead>
<tr>
<th>SUMMER SESSION HOURS</th>
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Student Signature ___________________________ Date ___________________________

Emergency Text-Messaging System
Ursuline College’s emergency text-messaging system, *URSalert*, has been established to provide timely notification of emergencies to all members of the College community. In order to receive such communications, students, faculty, and staff must sign up for the service on *My Ursuline* ([https://my.ursuline.edu/ics/](https://my.ursuline.edu/ics/)).

When you sign up, please keep the following in mind:

- A cell phone with text messaging capability is required. The objective is to reach you when you are away from campus or not at a computer with access to e-mail.

*URSalert* will be activated for the following situations:

- **College Closings or Delays** – due to weather, power failure, or any other emergency requiring that the campus be closed or its opening delayed.

- **Campus Emergencies** – such as fire, intruders, or any other campus-based emergency requiring notification to all members of the College community and that may or may not include closing the campus.

- **Crime Alerts** – such as thefts or assaults.

- **Other Emergencies** – judged by the administration to require immediate notification to the College community.

**Additional Information regarding registering for the Emergency Text-Messaging System**

1. To sign up, you need to have your phone *with you* to receive and respond to a validation message. You will receive a text message with a validation code and then you will go back into MyUrsuline where it will ask you for that code. Type it in and you should be all set.

2. The sign up page asks for an 'opt out by date.' Students: Choose your anticipated graduation date or date you expect to be leaving Ursuline.