



SAINT VINCENT
COLLEGE

Fall 2009

Dear Student:

Welcome to Saint Vincent College for the Fall 2009 semester! Please note that your student schedule is available on the web. To print your schedule, log-in to SVWeb using your Username (your student ID) and your password, select the student schedule option, right click on your schedule and then select print. This printout will include class times, locations, and faculty listings. Please note that some class locations may have been changed. What appears on the web is the most current information.

IMPORTANT INFORMATION

Withdrawal and Refund Policy: If withdrawal from a course is necessary, reimbursement will be granted on the following schedule:

| <u>Full Semester Calendar</u> | | <u>Half Semester Calendar</u> | | | |
|-------------------------------|-----------|----------------------------------|-----------|-----------------------------------|-----------|
| | | F1 – August 31-October 14 | | F2 – October 21-December 9 | |
| Before September 1 | 100% | Before September 1 | 100% | Before October 22 | 100% |
| September 1- 15 | 95% | September 1-7 | 95% | October 22-29 | 95% |
| September 16 - 29 | 40% | September 8 – 13 | 40% | October 30-November 6 | 40% |
| After September 29 | No refund | After September 13 | No refund | After November 6 | No refund |

Please refer to the Fall Semester 2009 Academic Calendar for other important dates related to schedule adjustments. Note that schedule adjustments may be made via the web through September 15 for full semester courses and Session F1 courses: through November 4 for Session F2 courses. After the noted dates, all adjustments will require an Add/Drop form (available in the Registrar’s Office) be processed in the Registrar’s Office. You must complete the form and obtain the appropriate signatures(s). Be reminded that non-attendance of a class does not constitute a drop. Add/drops are free through the first day of classes. Beginning with the second day of classes, a \$15 fee per form/process will be assessed. No fee will be charged for changes caused by college administration.

Bookstore: The Bookstore, located in Carey Center, First Floor, is open Monday through Friday from 8:30 a.m. to 4:00 p.m. with expanded hours until 6:30 p.m., Monday through Thursday, during the first week of classes only. Credit/Debit cards (except American Express) and personal checks are accepted. If a book must be returned, the return policy of the Bookstore printed in the *Student Handbook* and also available in the Bookstore, must be followed.

Student Directory Information: In accordance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), students have the right to refuse disclosure of any or all directory information (*The Saint Vincent College 2009-2011 Bulletin*). If you wish to exercise this right, you must file a written request in the Registrar’s Office by the end of the first week of each semester.

Voter Registration: Pennsylvania residents who are not registered to vote may do so by accessing www.votespa.com. All necessary information may be found on this website.

If you should have any questions, feel free to contact me.

Sincerely,

Celine R. Brudnok
Registrar