



SAINT VINCENT
COLLEGE

Spring 2008

Dear Student:

Welcome to Saint Vincent College for the Spring 2008 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>			
		W1 – January 14 to March 7		W2 – March 10 to May 2	
Before January 15	100%	Before January 15	100%	Before March 11	100%
January 15 – January 28	95%	January 15 – January 20	95%	March 11 – March 16	95%
January 29 – February 11	40%	January 21 – January 27	40%	March 17 – March 23	40%
After February 11	No refund	After January 27	No refund	After March 23	No refund

Please refer to the Spring Semester 2008 Academic Calendar for other important dates related to schedule adjustments. Spring 2008 web registration will remain open through the last day to drop without permanent record in the Spring semester (January 28 for Undergraduate and Seminary Students and the first seven-week session (W1) of the Graduate program; March 25 for the second seven-week (W2) of the Graduate program). 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 signature(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.

Book Center: The Book Center, 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 7:00 p.m., Monday through Thursday, during the first week of classes only. Credit cards (except American Express), Debit cards, and personal checks are accepted. If a book must be returned, the return policy of the Book Center printed in the *Student Handbook* and also available in the Book Center, 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 2007-2009 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. Haas
Registrar