

GENERAL INFORMATION

AUDITING OF UNDERGRADUATE CLASSES

1. Edinboro University undergraduate students may audit undergraduate courses, and Edinboro University graduate students may audit undergraduate or graduate courses. Auditing involves participation in a course without accountability for credit purposes.
2. Students must have the approval of their advisors and the instructors of the courses to be audited.
3. An audited course will not be counted as part of the student's academic load and no credit will be received. Audited courses will be recorded on student transcripts as "AU."
4. Students scheduling for audits will be given lowest priority for seat availability.
5. After the expiration of the "add" period, students may not change audit status to credit or credit to audit.
6. Students, with the exception of those age 62 or above and receiving social security or equivalent retirement benefits, must pay the Bursar's Office the established course credit fee for auditing courses.
7. Petitions for credit by competency examinations will not be honored for courses audited by students

ADULT STUDENTS

Adult students (students 25 years and older or who are independent for financial aid purposes) qualify for priority scheduling. Those who wish to apply for priority status can find instructions and the Adult Student Priority Scheduling Application online at www.edinboro.edu, keyword "adult." The application should be submitted to the Office for Adult Student Services. Scheduling for adult students with priority status will be held according to the schedule shown on page 69. Complete scheduling on S.C.O.T.S. for maximum priority. If you have a Public Information Hold on your records, you will only be able to register on S.C.O.T.S. or in person with photo identification.

BOOKSTORE HOURS

The Campus Bookstore is located in the lower level of the University Center.

SUMMER - The regular hours of operation are:

Monday - Friday 8:30 a.m. – 4:30 p.m.
Saturday and Sunday Closed

During the initial stages of the Summer Sessions, there will be additional special hours of operation:

1st Summer Session

Monday, May 19, 2008 8:30 a.m. – 6 p.m.
No Classes Monday, May 26, 2008 (Memorial Day) Store Closed
Textbook Buyback – June 4 and June 5, 2008 9:00 a.m. – 4:30 p.m.

2nd Summer Session

Monday, June 9, 2008 8:30 a.m. – 6 p.m.
Bookstore Inventory on Monday, June 30, 2008 Store Closed
No Classes Wednesday, July 4, 2008 Store Closed
Textbook Buyback – July 9 and 10, 2008 8:30 a.m. – 4:30 p.m.

3rd Summer Session

Monday, July 10, 2008 8:30 a.m. – 6 p.m.
Textbook Buyback – August 12 and 13, 2008 8:30 a.m. – 4:30 p.m.

FALL - The regular hours of operation (September 2 - December 12, 2008) are:

Monday - Thursday 8:30 a.m. – 5:30 p.m.
Friday 8:30 a.m. – 4:30 p.m.
Saturday 11 a.m. – 4 p.m.
Saturday Closed

During the initial stages of the Fall Semester, there will be additional special hours of operation:

Saturday, August 23, 2008 10:00 a.m. – 6 p.m.
Sunday, August 24, 2008 11:00 a.m. – 4 p.m.

Monday, August 25 -Thursday, August 28, 2008	8:00 a.m. – 8 p.m.
Friday, August 29, 2008	8:00 a.m. – 6 p.m.
Saturday, August 30, 2008	11:00 a.m. – 4 p.m.
Sunday, August 31, 2008	Store Closed
Monday, September 1, 2008.....	Store Closed

CLASS ATTENDANCE

SPECIAL NOTE - Any student who fails to attend a class for which he/she is officially registered is expected to take the appropriate action to officially drop or withdraw from the course. If you fail to take the appropriate action by the published deadlines, you may lose refunds, lose financial aid including Stafford Loans, receive failing grades, and be charged for the balance of your tuition and fees. The Health Center and University Center assessment fees are nonrefundable after the first class meeting.

FIRST DAY ATTENDANCE is required for all students in all classes. *Students take note:* You **must** attend on the first class day and make sure the instructor knows that you are present in the class. Instructors will take attendance and report daily to the Office of Records and Registration throughout the “ADD” period. Any student whose name is marked “non-attend” will be removed from the class list, freeing seats for other students during the “ADD” period. Don’t jeopardize your financial aid or your schedule.

CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS

University policy is in compliance with the Pennsylvania "Right to Know Law of 1957" and the federal "Family Education Rights and Privacy Act of 1974" concerning the rights of students to confidentiality and privacy of their records. The release of the following "directory information" is permitted under the law, and may be released to third persons at the discretion of the Office of Records and Registration without the prior permission of the student:

1. Student's name
2. Campus, local or home address, telephone number, and email address
3. Date, place of birth, weight/height (for members of athletic teams)
4. Dates of attendance, most recent or previous educational institution attended, academic major
5. Date of graduation and degree/awards received
6. Student activity participation (including athletics)
7. Information concerning alumni accomplishments

Each student has the right to prevent the release of directory information indicated above by notifying the Office of Records and Registration in writing. Such notification must be submitted to the Office of Records and Registration no later than the end of the "ADD" period established by the University for each academic session. Once a written request to withhold information has been received, it will remain in effect until the student rescinds the request, in writing, to the Office of Records and Registration. The Fall 2008 deadline for placing a Public Information Hold on a student's record is *August 29, 2008*.

COURSE NUMBERING SYSTEM

000 - 049 level courses	Courses with these numbers are undergraduate courses. Credit earned in these courses may not be used in meeting requirements for graduation unless otherwise noted in the course descriptions in the Undergraduate Catalog. The numbers 050-599 are used to designate courses with undergraduate credit that may be applied toward two and four year degrees unless otherwise noted in the course descriptions in the Undergraduate Catalog.
100 level courses	Generally these are for first-year students. They are introductory and do not carry prerequisites.
200 level courses	Generally these are for second-year students. Although these courses are like the 100-level courses in that they do not have prerequisites, they generally require a higher skill level, more appropriate to second-year students.
300 level courses	These are upper division courses, designed mainly for third-year students. They generally carry prerequisites and involve greater specialization in the discipline.
400 level courses	These are upper division courses, designed mainly for fourth-year students. The course work involves great depth and specialization in the discipline. Prerequisites are specified and may be more than one.
500 level courses	These courses are designed for both advanced undergraduate students and some graduate students. They carry prerequisites. Graduate students are required to do additional work.
600 level courses	These courses are for graduate students only. An undergraduate who desires to register for a 600-level course must petition the Dean of Graduate Studies. Only upon successful acceptance of this petition may the undergraduate student register for the 600-level class.
700 level courses	Courses with numbers between 700 and 799 are considered graduate courses available to graduate students only.