

For the complete and current selection of available course offerings, please refer to the online schedule of classes at

<http://soc.our.psu.edu>

PENNSSTATE



Altoona

SPRING 2010 Scheduling Information Booklet

Registration Begins!!
Wednesday, October 7
For Current Penn State Altoona Students
Monday, November 9
For Non-degree Students

Office of the Registrar
*Penn State Altoona
E130 Smith Building
3000 Ivyside Park
Altoona, PA 16601-3760*

www.altoona.psu.edu/registrar

Ph: 814-949-5035

Fax: 814-949-5702

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HOW DO I SCHEDULE?

1. **If you have not done so already, activate your Access Account (your University computer account, which includes e-mail).**
 - Get your Penn State ID card in the Port-Sky Café office; you must present a picture ID, such as a driver's license, to receive your Penn State ID.
 - Present your Penn State ID in the Information Technology office in the Hawthorn Computer Center to create your access account.
2. **Refer to the Registration Timetable under WHEN CAN I SCHEDULE?**
 - Associate Degree and Associate Provisional students may follow the Walk In Registration dates. These students have fewer credits to complete before they graduate and are therefore provided the opportunity to schedule earlier.
 - Walk In registration requires a student to present his/her student ID card and submit the registration worksheet on page 4.
3. **Run a degree audit at www.eLion.psu.edu for your intended major.**
4. **Review the incomplete degree requirements on your audit.**
5. **Refer to the on-line Schedule of Courses (SOC) at <http://soc.our.psu.edu> for a complete up-to-date list of course offerings.**
 - Use the **Advanced Search** option found on the on-line SOC to help you identify courses that meet incomplete requirements. An overview on how to use the advanced search option is located below.
 - Be sure that you review and meet all course prerequisites when selecting your classes. Faculty may reject students who do not meet all course prerequisites.
 - Print and complete the Trial Schedule Form included in this packet or visit www.altoona.psu.edu/registrar to organize your course selections.
6. **Make an appointment to meet with your academic advisor at least one week prior to your registration date to review your course selections.**

Conducting an Advanced Search of the Online Schedule

The electronic Schedule of Courses (SOC), located at <http://soc.our.psu.edu>, offers basic and advanced search options. Using the advanced search criteria makes scheduling quicker and easier than just randomly searching all courses.

To access the advanced search, simply click on the **advanced search** button. The advanced search screen provides additional drop down menus to make searching more effective. In addition to the usual buttons, there are drop down menus for:

- General education courses
- Start/end dates (partial semester courses)
- Start/end times
- Days of the week

Selection criteria also include Web-based, Honors, U.S. Culture, International Culture, Other Culture, Writing Intensive, and open courses.

You may use any or all combinations to tighten your search.

For example, if a student wants a GH that meets the IL culture requirement, needs to be after 10:00 am on T/R, simply use the checkboxes and dropdown menus to make the selection. Click on view schedule and review the results.

Completing Your Registration

Guaranteeing a seat in your classes requires the completion of a three-step process:

1. If you receive an E-mail message regarding a "hold" on your registration, be sure to address it **IMMEDIATELY** by contacting the appropriate office. Information on holds can be found at eLion.psu.edu.
2. Schedule specific courses following the scheduling procedures.
3. Pay all tuition and fees by the designated due date. In some cases, because of the possible financial credits, a student may not be required to make payment to the University. In other cases, a student may be due a refund from the University. In all cases, regardless of amount due, action is required to complete the registration process.

WHEN CAN I SCHEDULE?

Degree and Provisional Students

Your first day to schedule is based upon your total earned credits to date plus the credits for which you are currently registered. Students with transfer credits posted to their transcript may include those credits in the total.

Non-Degree Students

Registration for non-degree regular and conditional students begins **Monday, November 9**.

Registration Timetable—Spring 2010

eLION.psu.edu

Priority Registration: **Wed. October 7**
Athletes, Honor Students, Special Needs Students, and University Scholars

Undergraduates:
Baccalaureate and Associate Degree Students

MINIMUM CREDITS*	FIRST DAY TO SCHEDULE ON-LINE
110.0	Thurs. Oct. 8
91.0	Fri. Oct. 9
75.0	Sat. Oct. 10
66.0	Sun. Oct. 11
54.0	Mon. Oct. 12
50.0	Tues. Oct. 13
47.0	Wed. Oct. 14
45.0	Thurs. Oct. 15
42.0	Fri. Oct. 16
34.0	Sat. Oct. 17
20.0	Sun. Oct. 18
18.0	Mon. Oct. 19
17.0	Tues. Oct. 20
16.5	Wed. Oct. 21
16.0	Thurs. Oct. 22
15.5	Fri. Oct. 23
15.0	Sat. Oct. 24
12.0	Sun. Oct. 25
00.5	Mon. Oct. 26
00.0	Tues. Oct. 27

(*Credits completed plus current semester credits)

WALK-IN REGISTRATION

Office of the College Registrar
E130 Smith Building

Associate Degree and Associate Provisional Students:
 If you prefer to walk in to register rather than wait for your eLion date to schedule, you may do so on these days:

>60.0 credits	Thurs. Oct. 8
>45.0 credits	Fri. Oct. 9
>30.0 credits	Mon. Oct. 12
>15.0 credits	Tues. Oct. 13
>00.5 credits	Wed. Oct. 14

Baccalaureate Provisional Degree Students

For walk-in registration, follow the "minimum credits-to-schedule" in the column to the left.

Baccalaureate Degree Students

Walk-in registration begins Monday, Nov. 9.

PACE student registration begins Wednesday, Nov. 11.

University Park and other visiting Penn State degree students may add Penn State Altoona courses to their spring 2010 schedule by permission only. If interested in scheduling an Altoona course as a visiting student, contact the Registrar's Office at 814-949-5035 beginning January 21, 2010.

LATE REGISTRATION

Registration must be completed *before* January 20, 2010, to avoid the \$250 late registration fee.

Veteran Registration

Veterans and eligible dependents who want to receive Veteran's Administration Educational Benefits must contact Jean Lasinski (814-949-5086, jxf15@psu.edu). Veterans Benefits Certification for an upcoming semester can only be completed once the student has scheduled classes. In addition, any changes that effect student status must be promptly reported to Ms. Lasinski.

Trial Schedule Form

M W F	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	T R
08:00- 08:50 a.m.							08:00-
09:00- 09:50 a.m.							09:15 a.m. 09:25-
10:00- 10:50 a.m.							10:40 a.m. 10:50 a.m.
11:00- 11:50 a.m.							12:05 p.m.
12:00- 12:50 p.m.		Common Hour		Common Hour			12:15-
01:00- 01:50 p.m.							01:05 p.m. 01:15-
02:00- 02:50 p.m.							02:30 p.m.
03:00- 03:50 p.m.							02:40- 03:55 p.m.
04:00- 04:50 p.m.							04:05- 05:20 p.m.
05:30- 06:45 p.m.							05:30- 06:45 p.m.
07:00- 08:15 p.m.							07:00- 08:15 p.m.
08:30- 09:45 p.m.							08:30- 09:45 p.m.

Final Examination Information

Course instructors are expected to:

1. Offer a full schedule of instruction.
2. Schedule no examinations during the last week of classes.
3. Have the option of giving quizzes and narrowly limited tests.
4. Schedule final examinations during the established final examination period.
5. When a final examination is not required, request the submission of an alternative means no earlier than the first day of the final examination period.

The final examination period for the **spring 2010** semester will begin on **May 3** and will end on **May 6, 2010**. Final examination periods are 110 minutes long.

CONFLICT EXAMINATIONS

There are two types of conflict exams, direct and overload. Students may file for direct or overload conflict examinations at the Registrar's Office between **Monday, February 15 and Friday, March 5, 2010**. **Direct conflicts** are two exams scheduled at the same time. Students with a direct conflict should file for a conflict exam. **Overload exams** are three or more exams scheduled within a fifteen-hour period, from the beginning of the first examination to the beginning of the third examination. Students may elect to take the three or more exams on the same day if they wish.

IMPORTANT NOTICE: Students and faculty should not make advance plans to leave the campus until after the final exams. Final exams must be taken as scheduled except for direct or overload conflict situations.

Final Examinations

Final Exam Period: Monday, May 3-Thursday, May 6, 2010

Penn State Altoona Commencement: Saturday, May 8, 2010

The Final Exam Schedule will be posted at:
<http://www.altoona.psu.edu/registrar>

(Starting January 11, 2010 under Spring 2010 Scheduling Information)

Final exams are subject to change, so always confirm the date, time, and location of the final with your instructor.

Note: Exams will be held in the classroom assigned to the course during the regular semester unless otherwise noted by the faculty member.

Abbreviations for Campus Buildings

AARON	Aaron Building (Downtown)	HOLT	J. E. Holtzinger Engineering Building
ADLER	Steven A. Adler Athletic Complex	LRC	Learning Resources Center
CYPRESS	Cypress Building	MISCIAGN	Misciagna Family Center for Performing Arts
DEVORRIS	Devorris Downtown Center	PINE	Pine Building
EICHE	Robert E. Eiche Library	SCIEN	Science Building
EVE CHA	Edith Davis Eve Chapel	SHEETZ	Sheetz Family Health Center
FORCE T	Ralph and Helen Force Advanced Technology Building	SMITH	E. Raymond Smith Building
HAWTHRN	Hawthorn Building		

Useful Links

Below are just a few Web sites that may prove helpful throughout your academic career at Penn State Altoona. If you are unable to find specific information, please stop by the Registrar's Office, E130 Smith. We will be happy to help you!

Campus Loop information

www.amtran.org/index.asp?pageId=9

Class Cancellations

www.altoona.psu.edu/now/cancel.asp

Continuing Education & Training

www.altoona.psu.edu/ce

Penn State Altoona Registrar

www.altoona.psu.edu/registrar

Penn State University Registrar

www.registrar.psu.edu

Policies and Rules for Undergraduate Students

www.psu.edu/dept/ufs/policies

Schedule of Classes—Advanced Search

http://soc.our.psu.edu/soc/advanced_search.cfm

University Undergraduate Advising Handbook

www.psu.edu/dus/handbook

This publication is available in alternative media on request.

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