New From the Registrar’s Office

- The office welcomes new Registrar, Tonya LaBrosse.
- The Registrar’s Office will be moving to the bottom floor of Speare Building. We anticipate the move will take place November–December so plan to come check out our new space!
- Change in registration fees: Effective Spring 2018, we will no longer charge graduate students a drop fee; however, adding a course after the add/drop period will incur a $50 late fee.
- Effective November 1, all PSU transcripts will be provided by our partner, Parchment. Current and former students will be able to obtain an electronic transcript in moments! A pdf transcript will cost $3.25 while a paper copy will cost $5.75 plus additional delivery fees.

SPRING 2018 REGISTRATION

Spring 2018 registration opens on November 3. Search for course availability here: https://ssb.plymouth.edu/psc1/bwckschd.p_disp_dyn sched

The Spring 2018 registration forms can be found here: https://www.plymouth.edu/current-students/academic-resources/academic-resources/forms/

Undergraduate Matriculated Students

Undergraduate matriculated students register online in myPlymouth. Online registration requires a pin number which must be obtained from your advisor. Undergraduate students register on the following schedule based on the number of credits earned:

Nov. 3  Fifth Year Seniors, Seniors
Nov. 6  PASS, President’s and Dean’s List based on Fall 2017 grades
Nov. 7  Juniors, Athletes
Nov. 8  Sophomores
Nov. 9  First Year Students

Readmitted students may register with their class, during or after initial registration, from the time of readmission through the add/drop period. Readmits must see an advisor to obtain a registration pin number.

Undergraduate Continuing Education (Non-Matriculated) Students

Continuing Education students may register for up to 11.5 credit hours during the spring and fall semesters. For general counseling and information, Continuing Education (non-degree seeking) students should see Ross D’Aveni in the Registrar’s Office.

Registration opens for non-matriculated students on November 20. Returning students may register online; otherwise, please use the appropriate registration form (see link above).

Graduate Students

Graduate courses are open to anyone who has earned a bachelor's degree from an accredited institution.

If this is the first course you are taking at PSU and/or you have not been admitted to a graduate program, you must complete a paper registration form (see link above) and submit it to the Registrar’s Office.

Online registration is available to students who have been admitted into a program or previously registered for a graduate course through the myPlymouth portal.

HOW TO REGISTER

Online: If you are eligible to register online:
- Login to myPlymouth http://my.plymouth.edu
- Click on Services tab.
- Click on Student
- Click on Registration.
- Select Add/Drop Classes from the menu.
- If you have not yet selected a term choose the appropriate term.
- There are two ways to add a course:
  * Register via CRN:
    - Type CRN’s into the worksheet at the bottom of the page.
    - Click “Submit Changes”.
  * Register by searching for a course:
    - Click “Class Search” at the bottom of the page.
    - Enter criteria on which you would like to search (see Searching for a Course detailed search instructions).
    - From the list of courses returned, select the course(s) for which you would like to register by clicking the checkbox on the far left of the listing(s).
    - Click “Register”.

**Special Note about Co-requisite Courses**
Courses which have a co-requisite must be added at the same time. For example, to register for CHDI-1760 (co-requisite of CHDI-1770) you must enter the CRN of both a section of CHDI-
1760 and a section of CHDI-1770 at the same time in the worksheet at the bottom of the page.

- Courses successfully added will appear at the top of the page under “Current Schedule”.
- Courses which encounter a registration error will appear in the middle of the page with information about the specific error encountered.

Graduate Students:

When you have registered for all of your courses, choose Complete Registration on the Current Schedule Page.

If you do not need to make any changes, click on View Current Bill. If you are registering after the billing due date (12/8/17) you will need to click Pay Now option where you will be able to choose between an e-check payment and a credit card. Follow the screen instructions to fully complete the transaction. If you do not pay at the time of registration, you risk being dropped from your courses.

By mail: Send completed registration forms to:
Office of the Registrar – MSC 7
17 High Street
Plymouth, NH 03264

By fax: Fax registration forms to (603)535-2724

By email: Email completed registration forms to psu-registration@plymouth.edu

In person: Register in person at the Office of the Registrar on the second floor of Speare Building.

**EARLY SPRING REGISTRATION**

Early spring registration opens on October 23. Search for course availability here: https://ssb.plymouth.edu/psc1/bwckschd.p_disp_dyn_sched

The Early Spring registration form can be found here: https://www.plymouth.edu/current-students/academic-resources/wp-content/uploads/sites/123/2017/10/ESP_201820_Registration.pdf or on the PSU website under Current Students/Academic Resources/Foms.

**Undergraduate Students**

Undergraduate students may register for Early Spring courses online in myPlymouth (pin number is not required) or by paper (see link to registration form above).

Undergraduate students may register for up to 6.0 credit hours during the Early Spring term.

*Early Spring payment is due at the time of registration* for undergraduate students. If you do not pay at the time of registration, you risk being dropped from your courses.

**REGISTRATION INFORMATION & POLICIES**

**Add/Drop/Withdrawal Period**

Students may add or drop a course until the 7th calendar day after the start of the session in which the course is scheduled.

Late adds require the signature of the instructor and incur a $50 fee per course. Courses added after a course has ended incur a $100 fee per course.

After the drop period, students may withdraw from a course. A grade of W (withdrawal) will be recorded on the transcript. Withdrawal grades do not contribute to your grade point average.

The withdrawal schedule will be available on the PSU website.

After the appropriate withdrawal period has ended, you may petition for withdrawal from a course only under extenuating circumstances. See the Academic Catalog for more details. The petition must include a letter explaining the extenuating circumstances, whatever documentation is required, and course withdrawal form signed by the instructor.

**Auditing a Course**

If you wish to take a course for your own interest or development but not for credit, you may register to audit most courses. A grade notation of AU will be entered on the transcript for all audits. Full fees and half tuition are charged for auditing a class, with some exceptions determined by the offering department. Permission of the instructor is required for all course audits. Auditing is not permitted in MBA, CAGS, or doctoral-level courses.

**Course Load**

Full-time matriculated (degree-seeking) undergraduate students may register for 12-17 credit hours in fall and spring terms and 9 credit hours in summer. To register for more than 17 credits in fall or 9 credits in summer, you must complete the overload request form. Note that overloads carry both academic and financial responsibility. Please see your advisor and Student Account Services to discuss registering for an overload.

Part-time or Continuing Education undergraduate students may register for up to 11.5 credit hours in fall and spring; 9 credits in summer.

Graduate students who are registered for at least three (3) credits in Fall, Spring or Summer term are considered to be enrolled as part-time graduate students. Those who are registered for at least six (6) credits in a term are considered to be enrolled as full-time graduate students.

**First Day Drops**

Instructors reserve the right to drop any student who does not attend the first class of a course and does not notify the instructor in advance. This is not automatic – students should verify whether they have or have not been dropped by viewing their schedule in myPlymouth.
Financial Holds
Students with financial holds must make arrangements with the Student Account Services Office in order to register.

Forms
Academic forms may be found here: https://www.plymouth.edu/current-students/academic-resources/

Independent Study
Independent study provides a capstone experience for upper-division students. Forms, available from the Office of the Registrar (in person or online), must be approved by the instructor and department chair and must be submitted to the Registrar's Office by the appropriate add deadline.

Individual Enrollment
Degree-seeking (matriculated) students may, upon the approval of the instructor and the department chair, enroll in a course when the course is not currently being offered. However, you must demonstrate extenuating circumstances regarding why the course could not be taken when regularly offered. No individual enrollments will be offered for a course already being offered in that term. Individual enrollment forms must be submitted to the Registrar’s Office by the appropriate add deadline.

Registration Overrides
If you encounter a registration error (i.e., if a course is closed or if you have a time conflict of less than 15 minutes, etc.), you may contact the instructor of the course for a registration override. If an override is provided, the faculty member will enter it online and then you must return to the registration system to complete registration for the course. Alternatively, signed add forms/registration forms may be processed in person at the Registrar’s Office.

Registration Restrictions/Errors
You may encounter errors as you progress through the registration process. Here are the most common errors and information about how to resolve them.

CORQ XXXX Req’d: corequisite error: there are two courses, such as a chemistry course and its lab, which must be taken in the same semester.
Solution: Both CRN’s must be added to the class worksheet at the same time and submitted together to avoid this error.

Time Conflict: this can occur if courses overlap for even one minute (i.e.: one course ends at 6:00, the other begins at 6:00)
Solution: Registrar staff can override up to 15 minutes of conflict, anything more than that has to be signed off on by both instructors. You can register online with an override from the instructor of one of the classes in conflict.

Closed Section: this course is at or over capacity.
Solution: Students may only register with the signature/online override of the instructor or department chair.

Major Restriction: some courses (for example, many HHP and Music/Theatre courses) are only open to students who have a specific major recorded in the database.
Solution: Student should complete the change of major form online and then the Registrar staff member can override the error.

Repeat Count Exceeds 0: this student has already taken this course and received a grade of C or better (or transferred in its equivalent).
Solution: Registrar staff can override this error if we can verify that he/she has a grade of lower than a C.

PREREQ or Test Score Error: there is a prerequisite to this course that the student has not satisfied.
Solution: Student must obtain the signature/online override of the instructor/department chair.

Signature req’d: the course requires the signature of the instructor.
Solution: The student must have an add form or registration form signed by the professor or department chair (or an online override) to register for this course.

Class Restriction: First year students may not register for 3000 or 4000 level courses. Sophomores may not register for 4000 level courses. ONLY first year students may register for the First Year Seminar (so transfers may get this error and need it overridden-no paperwork required).

Maximum Hours Exceeded: See Course Load for details on how many credits for which students may register. This error means you have exceeded the limit.
Solution: Drop a course or two to make room for the one(s) you’re trying to add or complete an Overload Request form and submit it to the Registrar’s Office.

Getting Help
For course and registration questions, please contact the Registrar’s Office at psu-registration@plymouth.edu or by calling (603)535-2345 or by stopping by the office, located on the main floor of Spear building.

For myPlymouth connection or login issues contact the Information Technology Services (ITS) email the Help Desk at helpdesk@plymouth.edu (603) 535-2929 or use their live chat service at https://www.plymouth.edu/office/information-technology/help/

For all other inquiries, in order to serve you most efficiently, we ask that you use the following email addresses to reach us:
psu-studentrecords@plymouth.edu – for all matters pertaining to a student’s academic record
psu-degreeaudit@plymouth.edu – for all inquiries regarding program completion
psu-transcripts@plymouth.edu – for all transcript inquiries
psu-degreeworks@plymouth.edu – for reporting DegreeWorks problems
psu-coursescheduling@plymouth.edu – for all schedule additions, changes, and deletions (FACULTY ONLY)
STUDENT SELF-SERVICE ONLINE

Students have online access to a wide array of services via the Student menu in the Self Service block located under the Services tab of myPlymouth (http://my.plymouth.edu). There you will find:

Registration
Using this menu, you can:
➢ search for classes,
➢ check your registration status,
➢ add or drop courses, and
➢ view your schedule

Student & Bursar Records
Using this menu, you can:
➢ view your midterm and final grades, holds, transcripts, and online bill.
➢ apply to graduate
➢ request an official transcript
➢ access Degree Works, a web-based tool that will help you plan your progress toward graduation. Degree Works shows degree requirements and your completed coursework together to give you a comprehensive view of your progress.

Financial Aid
Here you can view your financial aid award and requirements and cost of attendance. You may now file your FAFSA for the 2018-2019 academic year! www.fafsa.gov Be sure to file your FAFSA prior to the March 1 priority deadline to maximize eligibility!

My Student Information
Use this menu to display your own academic and demographic information including:
➢ major, option, minor
➢ confirmation status
➢ class
➢ advisor
➢ current gpa

My Advisors
This is a listing of your current advisor(s).

GENERAL INFORMATION

♦ Advising
Academic and Career Advising Center: Available year round to all PSU students and alumni. Academic and Career Advisors are available to meet with you individually on a walk-in basis, Monday – Friday, 8 a.m. – 4:30 p.m.

Career Advising is available in one-on-one sessions with our career counselor and/or our student career advisors. From resume help to mock interviews and employment data, visit this office to assist you in your career development. You can look for job opportunities online on the job opportunities board at the website: go.plymouth.edu/jobops.

Degree Completion Advisors can assist you in the following areas, as a resource for both you and your advisor to review your academic progress including:

• remaining degree requirements
• cumulative, major, discipline and minor averages
• planning your remaining semesters
• serving as a referral for available resources.

These advisors can also help students in academic difficulty on the best way to get back to good academic standing. To make an appointment to see these advising specialists, please call 603-535-3065. They are located in the garden level of Mary Lyon.

Student Success Coaches Every first year student is assigned to a Student Success Coach to help students get the most out of their first year. First year students should see their coach for their registration PIN as well as ongoing interactions regarding making the first year the most successful it can be.

Faculty Advisors After a student’s first year, students are assigned to a faculty advisor in their discipline. If you do not have an advisor or would like to change advisors, please see the Center for Student Success and we can assist you. Faculty advisors can be found in their faculty offices located across campus. Please see your my.plymouth.edu student information for location.

♦ Campus Accessibility Services Office
This office provides services to students with documented disabilities to ensure that all academic activities and programs are accessible. Through partnerships with students, faculty, and staff, the CAS promotes self-determination and self-advocacy to provide opportunities for academic success. If students think they have a disability requiring accommodations, they should contact the CAS to determine whether they are eligible. Please visit https://campus.plymouth.edu/accessibility-services/

♦ Confirmation of Enrollment
Confirmation is not the same as registration. It is a separate action to verify that you are registered for credit, are present on campus/attending classes, and have satisfied your financial obligations. At the beginning of each regular term, all students
must be confirmed. **Students who are not confirmed by the end of the add/drop period may be withdrawn from the University.**

**Commencement**

All graduates are encouraged to participate in the Commencement ceremony, which is held annually in May. For the latest information regarding the ceremony, please go to: https://plymouth.edu/commencement

**Application Deadlines for Graduation**

*For December diploma-UG/GR October 1*

*For May diploma – UG- March 1*

*For May diploma- GR Feb 1*

**Credit by Examination**

Plymouth State University offers both CLEP (College Level Examination Program) and DANTES examinations. Students may earn a maximum of 30 credits by testing out of certain classes. Either of these tests can be taken on or off the Plymouth State University campus at official testing centers. If you request Plymouth State University as a school to receive the official grade report, no further action is required on your part. These tests are only two of the vehicles that can be used to obtain credit. The scores necessary to pass are listed in the appendix of the Academic Catalog. Please contact Hannah Davidson at (603) 535-3065 in the Center for Student Success.

**Email**

The University uses your PSU email address for official correspondence. It is a student’s responsibility to read messages sent to your Plymouth email account. Students may forward their email to a personal account. Contact the Help Desk at (603)535-2929 for assistance.

**Enrollment Verifications**

Plymouth State University has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse may be contacted at: www.studentclearinghouse.org.

Students may obtain a free copy of their enrollment verification by clicking on the Enrollment Verifications link under the Services tab in myPlymouth.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education record. An explanation of these rights can be found at www.plymouth.edu/ferpa/

**Final Grades**

All final grades are processed and available online in myPlymouth approximately two weeks after the last day of each term.

**Forms**

Academic forms are available at https://www.plymouth.edu/current-students/academic-resources/academic-resources/forms/.

**Full-time/Part-time Status**

Full-time undergraduate students must be registered in at least 12 credits for full financial aid consideration. Graduate students registered in at least 6 credits are full-time but 3 credits qualifies them for Financial Aid.

Undergraduate students who voluntarily change to part-time must file for a change of status in the Registrar’s Office by the second Friday after the start of the term. A change to part-time status may impact your eligibility for financial assistance, on campus housing, intercollegiate athletics and insurability by certain insurance carriers.

**Graduation (see Commencement)**

**Global Engagement Office**

Advisors can assist you year round in planning for study away opportunities across the continent and across the globe (1 semester, 1 year and 1-5 weeks programs). The deadline for most fall semester programs is April 15. For spring semester, you should apply by November 15. National Student Exchange priority deadline (for Fall and Spring) is late-February, afterwards it is rolling based on availability. Check website for more details www.plymouth.edu/global

**HUB Suite Boxes (mailboxes)**

All matriculated (degree-seeking) undergraduate students (part-time or full time, living on campus or off campus) are assigned a suite box in the Hartman Union Building (HUB). Administrative offices will send official mail to your suite box, so you are expected to check your suite box regularly. You may check your combination in myPlymouth, the Services tab, then Personal Information.

**Identification Cards**

You will need a valid PSU Panther Pass ID card to access services throughout the campus. A PSU ID is often useful to have for off-campus events and various discounts as well. This technology in the card provides greater convenience and access to the library, vending machines, snack bar, dining hall, copier machines, and laundry facilities. Returning students who already have a PSU ID card in the current format, green with panther head on top, can continue to use their ID as in the previous semester. Student status is updated on the computer system and no stickers or other validation steps are necessary. The ID Center is located on the first floor in the Hartman Union building in the Student Org Collaborative Space. Hours are Monday-Friday, 8 a.m.-8:00 p.m.

**Internships**

The Center for Business and Community Partnerships partners with the departments of Art, Business, Communication Studies, Education, English, Graphic Design, Music, Theatre, and Dance,
Environmental Planning, Geography, Interdisciplinary Studies, and the Women’s Studies Council to provide credit-bearing experiential courses for their students. Check with your academic advisor to determine how an internship course might align with your degree. Some departments require the student to complete an ‘intent to intern’ form before they meet with the Internship Coordinator. Prior to the enrollment deadline for these internship courses, you must meet all departmental requirements and procedures and have met with Jessica Morel in the internship office. She can be reached in Mary Lyon Hall Garden level or by calling 603-535-3065.

❖ Lamson Library and Learning Commons

**Hours of Operation**

<table>
<thead>
<tr>
<th>Day</th>
<th>Building Hours</th>
<th>Reference Desk Hours</th>
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<tbody>
<tr>
<td>Mon–Thur</td>
<td>7:45 a.m.–Midnight</td>
<td>9 a.m.–9 p.m.</td>
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<tr>
<td>Friday</td>
<td>7:45 a.m.–6 p.m.</td>
<td>9 a.m.–5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m.–6 p.m.</td>
<td>1 p.m.–5 p.m.</td>
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<tr>
<td>Sunday</td>
<td>noon–Midnight</td>
<td>5 p.m.–9 p.m.</td>
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Exceptions will be posted at the library and online at [http://library.plymouth.edu/hours](http://library.plymouth.edu/hours)

❖ myPlymouth Portal/Computer Account and Password

An official PSU user account is required to access on-campus resources and the Internet, as well as the electronic gateway known as myPlymouth (my.plymouth.edu). Through this portal, users have access to campus information, student academic information, personal, administrative and recreational information, PSU electronic mail, Lamson Library holdings, and online coursework through Moodle. User accounts and passwords are created after the admission process is complete. It may take 24 to 48 hours for an account to become fully active. Once the account is activated, you will receive instructions at the personal email address you provided for creating a secure password. The Help Desk is located on the main level of Lamson Library and the phone number is (603) 535-2929.

❖ Residency Disclaimer

The residency status of Continuing Education (non-degree seeking) students is determined by the location of their permanent address given at the time of registration (if the registrant has no prior record of degree status at the institution). If previously a degree candidate at Plymouth State University, that prior residency indicator, resident or nonresident, will remain in effect until a new certificate of residency is filed with the University.

❖ TRIO and Tutoring

The TRIO program is a federally-funded program designed to provide academic assistance to students in time management, exam preparation, note taking, and other study techniques. It also has a programmatic aspect that you can participate in if you meet the requirements. Academic tutors are also available in many courses. We recommend that you request a tutor as early in the semester as this has proven to be the most helpful for students.

❖ University Police

The Plymouth State University Police Department provides 24-hour professional police services to the PSU community. All University police officers are trained and certified as police officers in the State of New Hampshire. PSU Police have authority within the towns of Plymouth and Holderness. PSU Police can be reached in an emergency by dialing 911. Non-emergencies can be handled by dialing 5-2330 from on-campus phones or (603) 535-2330 from any off-campus phone. The police communication center can be contacted 24 hours a day. Confidential reporting: if you would like to report a crime or information confidentially please call the TIPS line at (603) 535-8477 or visit us online at [https://www.plymouth.edu/office/police/services/silent-witness-program/](https://www.plymouth.edu/office/police/services/silent-witness-program/)

❖ Vehicles/Parking Permit

All motor vehicles operated and parked on University property must display a valid PSU vehicle parking permit. Parking permits are available for purchase online at thepermitstore.com. Please type in Plymouth for your destination. Then select Plymouth State University, click on the apply button and follow the steps to complete your permit application.

If you are a new student you will need to use your student ID number, which will appear on your student ID card, instead of your Social Security number. This ID number can also be found on your tuition bill. If you are a returning student you should use the same e-mail address and password you used the previous semester to log into the permit store account you have already established.

Please print your receipt for your records. Your permit will be mailed to the address you provide. Please follow the instructions to print out a temporary permit and place it on your dashboard, on the driver’s side.

If you do not see the type of permit for which you qualify, please contact the PSU Police office at (603) 535-2330, Monday–Friday, 8:00 a.m.–4:30 p.m. **Once you have received your permit, you must log on to your account at thepermitstore.com and activate your permit.**

❖ Veterans Services

Veterans’ Administration office services are available to veterans and dependents of veterans who are deceased, disabled or receiving benefits from the V.A. If you have questions or problems regarding benefits, call (603) 535-2390, or the N.H. Veterans’ Administration office at (800) 827-1000.
Weather Cancellations
It is rare to cancel classes because of weather. Commuting students are urged to use their own judgment in case of inclement weather. To find out if the University has canceled classes, please call the Storm Line at (603) 535-3535 or visit our Web site at plymouth.edu. Closings are also broadcast over radio and television and will usually be posted by 6 a.m. Notifications will also be posted on PSU website the PSU Alert Line, and sent via e-mail and text messaging systems.

TUITION & FEES

Deadlines for Payment

For Spring 2018
Payment is due in full by December 8th, 2017 or at the time of registration.

For Early Spring
Payment is due in full within 48 hours of the time of registration.

Payment Information

Bills are considered paid if they are paid in full by an out-of-pocket payment (cash, check, or credit card), if your balance will be covered by approved (certified) financial aid, or if you have set up a payment plan contract with PSU’s payment plan provider.

Payment options via your online bill include electronic check or credit/debit cards and will post to your account within 48 hours. Please note that credit and debit card payments are assessed a 2.75% nonrefundable service fee while there is no fee for an e-check payment. Other payment options are listed on the Student Account Services website https://www.plymouth.edu/current-students/financial-resources/financial-resources/paying-for-school/ Past due balances will be assessed a 1.5% late fee per month.

Failure to pay will put you in jeopardy of being dropped from your course(s). If your classes are dropped, there is no guarantee that you will be able to add back the courses in which you were originally registered.

If your enrollment is covered by an alternative method (i.e. purchase order, USNH tuition waiver, Assistantship waiver, veteran’s benefits, etc.) please contact Student Account Services at (603)535-2215 or via email at psu-studentaccount@plymouth.edu so payment to your account can be applied.

You can access your online bill by logging into myPlymouth and following this click path: Click the ‘Services’ Tab, Look in the ‘myFinances’ block, Click ‘View My Bill’. This bill provides detailed information on your actual semester charges if you are pre-registered or your expected charges (listed under “Anticipated”) if you are not pre-registered, and payments, both actual and anticipated, such as financial aid awards and external scholarships.

Note: For a more complete listing of student charges, please visit Student Account Services web site at https://www.plymouth.edu/current-students/financial-resources/financial-resources/paying-for-school/

Course charges, fees, and academic regulations are subject to change without notice.

IMPORTANT NOTE:
Account changes that occur after the bill due date resulting in a balance due to PSU must be paid immediately. Examples of these account changes include course additions, room changes, meal plan additions or changes, etc.

Mandatory Fees

All students are required to pay mandatory fees. These fees cover the use of technical equipment such as computer clusters and labs, use of the facilities at the HUB, PE Center, Ice Arena and All Well North.

Overload Fees

Full-time UG students registered for more than 17 credits will be assessed an overload fee for each credit above 17 credits.

Statement of Financial Responsibility

By enrolling in classes at Plymouth State University, students agree to pay all expenses they incur as a result of their relationship with PSU, regardless of whether they are billed through their PSU tuition bill account or via some other means. These costs may include but are not limited to tuition, fees, room, board, late fees, library fines, parking fines, and collection-related costs. Accordingly, students must accept full responsibility for adhering to all of PSU’s billing policies, including payment due dates. Since you are assuming full responsibility for your tuition bill account, you must also accept responsibility for reviewing your plymouth.edu e-mail account. This is the e-mail address to which all billing notifications will be sent.
## CONTACTS

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<th>Department</th>
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<tr>
<td>Admissions Office</td>
<td>(603) 535-2237</td>
<td>Russell House</td>
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<td><a href="https://www.plymouth.edu/prospective/">https://www.plymouth.edu/prospective/</a></td>
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<tr>
<td>Student Account Services Office</td>
<td>(603) 535-2215</td>
<td>First Floor, Speare Administration Building</td>
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<td><a href="https://campus.plymouth.edu/student-account-services/contact-us/">https://campus.plymouth.edu/student-account-services/contact-us/</a></td>
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<tr>
<td>Financial Aid Office</td>
<td>(603) 535-2338</td>
<td>First Floor, Speare Administration Building 108</td>
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<tr>
<td>Registrar's Office</td>
<td>(603) 535-2345</td>
<td>Second Floor, Speare Administration Building 205</td>
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<td><a href="https://campus.plymouth.edu/registrar">https://campus.plymouth.edu/registrar</a></td>
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<tr>
<td>Bookstore</td>
<td>(603) 535-2266</td>
<td>Hartman Union Building</td>
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<td><a href="http://www.plymouth.edu/office/hub/hours-of-operation/">http://www.plymouth.edu/office/hub/hours-of-operation/</a></td>
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<tr>
<td>Campus Accessibility Services Office</td>
<td>(603) 535-3300</td>
<td>Mary Lyon, Garden Level</td>
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<td><a href="https://campus.plymouth.edu/accessibility-services/">https://campus.plymouth.edu/accessibility-services/</a></td>
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<tr>
<td>Center for Student Success</td>
<td>(603) 535-3065</td>
<td>Mary Lyon, Garden level</td>
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<tr>
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<td><a href="https://www.plymouth.edu/office/university-studies/">https://www.plymouth.edu/office/university-studies/</a></td>
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<tr>
<td>Computer Repair Shop</td>
<td>(603) 535-3499</td>
<td>Highland Hall</td>
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<td><a href="https://www.plymouth.edu/office/information-technology/help/repair/">https://www.plymouth.edu/office/information-technology/help/repair/</a></td>
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<tr>
<td>Hartman Union Building (HUB)</td>
<td>(603) 535-2376</td>
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<td><a href="https://campus.plymouth.edu/hub/">https://campus.plymouth.edu/hub/</a></td>
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<tr>
<td>Health Services</td>
<td>(603) 535-2350</td>
<td>12 Merrill St. (Mary Taylor House)</td>
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<tr>
<td></td>
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<td><a href="https://www.plymouth.edu/services/health/">https://www.plymouth.edu/services/health/</a></td>
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<tr>
<td>Information Technology Help Desk</td>
<td>(603) 535-2929</td>
<td>Lamson Learning Commons</td>
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<td><a href="https://www.plymouth.edu/office/information-technology/help/repair/">https://www.plymouth.edu/office/information-technology/help/repair/</a></td>
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<tr>
<td>Lamson Library and Learning Commons</td>
<td>(603) 535-2258</td>
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<td><a href="https://www.plymouth.edu/services/learning-commons/">https://www.plymouth.edu/services/learning-commons/</a></td>
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<tr>
<td>Math Activities Center</td>
<td>(603) 535-2969</td>
<td>Hyde room 351</td>
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<td><a href="https://www.plymouth.edu/services/math-center/contact/">https://www.plymouth.edu/services/math-center/contact/</a></td>
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<tr>
<td>Plymouth Academic Support Services (PASS)</td>
<td>(603) 535-2270</td>
<td>Plymouth Academic Support Services (PASS)</td>
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<td><a href="https://www.plymouth.edu/current-students/student-success/academic-support/academic-support/tutoring-services/">https://www.plymouth.edu/current-students/student-success/academic-support/academic-support/tutoring-services/</a></td>
</tr>
<tr>
<td>Residential Life</td>
<td>(603) 535-2260</td>
<td>Mary Lyon, Garden Level</td>
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<td><a href="https://www.plymouth.edu/office/residential-life/">https://www.plymouth.edu/office/residential-life/</a></td>
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<tr>
<td>University Police</td>
<td>(603) 535-2330</td>
<td>2 High Street</td>
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<td><a href="https://www.plymouth.edu/office/police/">https://www.plymouth.edu/office/police/</a></td>
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<tr>
<td>Writing Center</td>
<td>(603) 535-2831</td>
<td>Lamson Library lower level</td>
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<td><a href="https://www.plymouth.edu/office/writing-center/">https://www.plymouth.edu/office/writing-center/</a></td>
</tr>
</tbody>
</table>

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**Plymouth State University**

1. Center for Young Children and Families
2. Belknap Residence Hall
3. Perrenwitz Residence Hall
4. Herbert H. Lamson Library and Learning Commons
5. Russell House
6. Boyd Science Center
7. Museum of the White Mountains
8. Samuel Read Hall Building
9. Highland Hall
10. Blair Residence Hall
11. Mary Lyon Residence Hall
12. Holmes House
13. Robert Frost House
14. Ellen Reed House
15. Rounds Hall
16. President’s House
17. Hartmann Union Building
18. Memorial Hall
19. Guy E. Speare Administration Building
20. Silver Center for the Arts
21. eKoop
22. Geneva Smith Residence Hall
23. Grafton Residence Hall
24. University Police
25. Draper & Maynard Building
26. Human Resources Office
27. Harold E. Hyde Hall
28. Bachelor of Fine Arts Senior Studios
29. Michael L. Fischer Counseling Center
30. Merril Place Residence Hall and Conference Center
31. Health Services - Mary Taylor House
32. Centre Lodge
33. Non-Traditional Student Apartments
34. White Mountain Apartment Complex
35. Langdon Woods Residence Hall
36. Physical Plant
37. Welcome Center and Ice Arena
38. Physical Education Center
39. ALLWell North
40. ECP Parking
41. adaVisitors
42. AllPermit/Pay to Park
43. MHP Visitor Parking
44. ADA Parking
45. Enterprise Center at Plymouth

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**Parking Legend**

- **Red**: Visitors
- **Blue**: Commuter
- **Green**: Visitor / Restricted Commuter
- **Yellow**: Restricted Commuter
- **White**: Faculty / Staff
- **Orange**: Admissions Visitors Parking
- **Black**: All Permits
- **Yellow**: ADA Parking
- **White**: Enterprise Center at Plymouth
IMPORTANT DATES
(subject to change)

October 1  Deadline to petition to graduate 12/31 UG/GR classes begin at 5:00 p.m.
October 9  Indigenous People's Day (no "daytime" classes)
October 18  Six week grades due
October 19  Six week grades available online
October 20  Spring 2018 schedule of classes available online
October 23-Nov. 3 Advising Weeks
October 23  Early Spring Registration starts
November 3  Spring Registration starts
November 10  Veterans Day Holiday (no classes)
November 20  Continuing Education registration for Spring 2018 starts
November 22  Thanksgiving Recess starts at 8:00 a.m.
November 27  Classes Resume at 8:00 am.
December 18-22  Final week of the semester
January 8  Early Spring term starts
January 15  Martin Luther King Jr. Day (no classes)
January 26  New Student Registration and Orientation
January 29  Spring semester starts at 8:00 a.m.
February 14  Winter Carnival (no "daytime" classes) classes begin at 5:00 a.m.
March 1  Graduates Day
March 14  Six week grades due
March 15  Six week grades online
March 16-25  Spring Break starts at 3:20 pm
March 21  Summer 2018/Fall 2018 course schedules available online
March 26  Classes resume at 8:00 am
March 26-April 6 Advising weeks for Fall 2018
April 9  Registration for Summer 2018/Fall 2018 starts
April 26  Registration for Continuing Education for Fall 2018 starts
May 14-18  Finals Week
TBD  Spring Convocation
TBD  Commencement

FULL ACADEMIC CALENDAR available at:
https://www.plymouth.edu/current-students/academic-resources/academic-resources/calendar/

FINAL EXAM SCHEDULE
Spring 2018

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Exam Date &amp; Time</th>
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<tbody>
<tr>
<td></td>
<td>Monday, 5/14 6:30 – 9:00 PM</td>
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<tr>
<td></td>
<td>Wednesday, 5/16 8:00 - 10:30 AM</td>
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<tr>
<td>8:00 - 8:50 AM</td>
<td>MWF Wednesday, 5/16 8:00 - 10:30 AM</td>
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<tr>
<td>9:05 - 9:55 AM</td>
<td>MWF Friday, 5/18 8:00 - 10:30 AM</td>
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<tr>
<td>10:10 – 11:00 AM</td>
<td>MWF Monday, 5/14 8:00 - 10:30 AM</td>
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<tr>
<td>11:15 AM – 12:05 PM</td>
<td>MWF Wednesday, 5/16 11:00 – 1:30 PM</td>
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<tr>
<td>12:20 - 1:10 PM</td>
<td>MWF Friday, 5/18 11:00 AM – 1:30 PM</td>
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<tr>
<td>1:25 - 2:15 PM</td>
<td>MWF Monday, 5/14 11:00 AM – 1:30 PM</td>
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<tr>
<td>2:30 - 3:20 PM</td>
<td>MWF Wednesday, 5/16 2:30 - 5:00 PM</td>
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<tr>
<td>3:30 - 4:15 PM</td>
<td>MWF Wednesday, 5/16 2:30 - 5:00 PM</td>
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<tr>
<td>4:00 - 5:15 PM</td>
<td>MWF Wednesday, 5/16 2:30 - 5:00 PM</td>
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<td>5:30 – 6:45 PM</td>
<td>MW Monday, 5/14 6:30 – 9:00 PM</td>
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<tr>
<td>6:30 – 9:00 PM</td>
<td>M Monday, 5/14 6:30 – 9:00 PM</td>
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<tr>
<td>7:30 – 10:00 PM</td>
<td>TR Tuesday, 5/15 8:00 – 10:30 AM</td>
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<tr>
<td>9:30 – 10:45 AM</td>
<td>TR Thursday, 5/17 8:00 – 10:30 AM</td>
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<tr>
<td>11:00 AM – 12:15 PM</td>
<td>TR Tuesday, 5/15 11:00 AM – 1:30 PM</td>
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<tr>
<td>12:30 – 1:45 PM</td>
<td>TR Thursday, 5/17 11:00 AM – 1:30 PM</td>
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<td>2:00 – 3:15 PM</td>
<td>TR Tuesday, 5/18 2:30 – 5:00 PM</td>
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<tr>
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<td>5:00 – 6:15 PM</td>
<td>TR Tuesday, 5/15 6:30–9:00 PM</td>
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<td>T Tuesday, 5/15 6:30 – 9:00 PM</td>
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<tr>
<td>6:30 – 9:00 PM</td>
<td>R Thursday, 5/17 6:30 – 9:00 PM</td>
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</tbody>
</table>

Make up or Conflict Resolution Time:
Friday, 5/18: 2:30 PM – 5:00 PM

If you are scheduled for a class with a meeting time that does not appear above, please contact your instructor for details about final examination time and location. A student with a conflict or more than two examinations on the same day may negotiate an alternative time with the appropriate faculty member.