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**Spring 2019 REGISTRATION**

Spring 2019 registration opens on October 29. Search for course availability here: [https://www.plymouth.edu/webapp/course-search/](https://www.plymouth.edu/webapp/course-search/)

- **Undergraduate Currently Enrolled, 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:
    - October 15-26: Advising Weeks
    - October 29: Fifth Year Seniors
    - October 29: Seniors
    - October 30: President’s and Dean’s List based on Spring 2018 grades
    - October 31: Juniors
    - November 1: Sophomores
    - November 2: First Year Students
  - Readmitted students may register 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, Non-Degree Seeking) Students**
  - Students may register for up to 11.5 credit hours during spring terms. For general counseling and information, Continuing Education students should see Ross D’Aveni in the Registrar’s Office.
  - Registration opens for continuing education students on November 13, 2018. Continuing Education students register using the [paper registration form](#) and submit it the Registrar’s Office.

- **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 you have not been admitted to a graduate program, you must complete a [paper registration form](#) 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](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:
  
  1) **Register via CRN**:
     - Type CRN’s into the worksheet at the bottom of the page.
     - Click “Submit Changes”.
  
  2) **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”. 
Courses successfully added will appear at the top of the page under “Current Schedule”. You are done!

Courses which encounter a registration error (see page 5) 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 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.

**Other Ways to Register**

For students who have never taken a course at PSU, Send completed registration forms to:

By mail:
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-registrar@plymouth.edu
In person: Register in person at the Office of the Registrar on the first floor of Speare Building.

**Getting Help**

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

For myPlymouth connection or login issues contact the Information Technology Services (ITS) Help Desk helpdesk@plymouth.edu (603) 535-2929. Or use their live chat service at https://campus.plymouth.edu/it/

**Early Spring 2019 REGISTRATION**

Early Spring 2019 registration opens on October 15. Search for course availability here: https://www.plymouth.edu/webapp/course-search/

- **Undergraduate Currently Enrolled, Matriculated Students**

  Undergraduate matriculated 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 Continuing Education (Non-Matriculated, Non-Degree Seeking) Students**

  Students may register for up to 6.0 credit hours during the Early Spring term. Continuing Education students register using the paper registration form and submit it the Registrar’s Office.

- **Graduate Students**

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

- **Other**

  For students who have never taken a course at PSU, see options above.
REGISTRATION INFORMATION & POLICIES

Add/Drop/Withdrawal Period

Students may add or drop courses until the 7 days 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 term 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 but you are still responsible for payment.

The withdrawal schedule is available on the Registrar's 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 a 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. A status of audit must be clearly indicated on the course registration form for accurate processing. Auditing is not permitted in MBA, CAGS, or doctoral-level courses.

Students wishing to change a graded course to audit must complete the transaction with the registrar before the end of the appropriate course add period (see Course Adds).

Course Load

Full-time matriculated (degree-seeking) undergraduate students may register for 12-17 credit hours in Spring terms and 6 credit hours in Early Spring. To register for more than 17 credits in Spring or 6 credits in Early Spring, 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 (non-matriculated/non-degree seeking) undergraduate students may register for up to 11.5 credit hours.

Graduate students who are registered for at least three (3) credits in Fall, Winter, 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. Graduate students are in overload when they register for more than 12 credits in one term and must complete an overload request form.

First Day Drops – Undergraduate Students

Any student who does not attend the first class of a course and does not notify the instructor in advance, may be dropped from the course by the instructor in order to make room for other students. This is not automatic – students should verify that 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 or Financial Aid Office in order to register.

Forms

Registrar forms may be found here: https://campus.plymouth.edu/registrar/academic-forms/

Independent Study

Independent study provides a capstone experience for upper-division students. Forms, available 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, the student 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 (ie, if a course is closed or if you have a time conflict of less than 15 minutes, etc.), you must contact the instructor of the course for a registration override. If an override is provided, the instructor will enter it online and then you must return to the registration system to complete registration for the course. Alternatively, your Department Chair can sign an add/registration form to 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 on how to resolve them.

**CORQ XXXX Req’d:** corequisite error: there are two courses, such as a foreign language and its lab or a chemistry course and its lab, which must be taken in the same semester. 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 in the worksheet at the bottom of the page at the same time.

**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 (ie: one course ends at 6:00, the other begins at 6:00)

**Solution:** You can register online with a time conflict override provided by the instructor. Alternatively, your Department Chair can sign an add form to be processed in person at the Registrar’s Office.

**Closed Section:** this course is at or over capacity.

**Solution:** You can register online with an Enrollment Limit override provided by the instructor. Alternatively, your Department Chair can sign an add form to be processed in person at the Registrar’s Office.

**Major Restriction:** some courses (for example, many HHP and Music/Theatre courses are this way) are only open to students who have a specific major recorded in the database.

**Solution:** you should complete the change of major form and then the Registrar staff member can override the error.

**Repeat Count Exceeds 0:** you have 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 you have a grade of lower than a C.

*Nursing students need to see their Department Chair

**PREREQ or Test Score Error:** there is a prerequisite to this course that you have not satisfied.

**Solution:** You can register online with a Prerequisite/Test Score Error override provided by the instructor. Alternatively, your Department Chair can sign an add form to be processed in person at the Registrar’s Office.

**Signature req’d:** the course requires the signature of the instructors.

**Solution:** You can register online with a Signature override provided by the instructor. Alternatively, your Department Chair can sign an add form to be processed in person at the Registrar’s Office.

**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. New transfer students may get this error and need it overridden at the Registrar’s Office.

**Maximum Hours Exceeded:** Students may register for a maximum of 17 credits.

**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.

**Confirmation of Enrollment**

Confirmation is not the same as registration – it is a separate action to verify that students are registered for credit, are present on campus, *and* have satisfied financial obligations. At the beginning of each regular term, all students must be confirmed. Examples include submitting a homework assignment via Moodle, using the meal plan on campus or physically visiting Student Accounts, Financial Aid or the Registrar’s
Office. You should make sure that your confirmation is completed as soon as possible after the beginning of the term in order to avoid being withdrawn from PSU. Be sure to check both your schedule and account information online before and after returning to campus. Students who are not confirmed by the end of the add/drop period may be withdrawn from the University.

**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 2019-2020 Academic year! [www.fafsa.com](http://www.fafsa.com) 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 UNIVERSITY INFORMATION

Advising

**Undergraduate Advising Center**: Available year-round to all PSU undergraduate students. Success Coaches and Academic Advisors are available to meet with you individually on a walk-in basis, Monday – Friday, 8 a.m.–4:30 p.m. We are located in the Center for Student Success on the first floor of Speare Administration Building room 108.

**Degree Completion Advisors** can assist you in the following areas:

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

These advisors also can assist 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.

**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/](https://campus.plymouth.edu/accessibility-services/)

**Commencement**

There is a distinction between having your degree awarded and participating in the Commencement Ceremony. The degree is awarded and the student receives a diploma only after the Registrar’s office has certified successful completion of all degree and institutional requirements. Participating in the Commencement Ceremony is the act of honoring and celebrating academic achievement. 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://www.plymouth.edu/current-students/campus-community/commencement/](https://www.plymouth.edu/current-students/campus-community/commencement/).

**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 options that can be used to obtain credit. The scores necessary to pass are listed at the end of the Academic Catalog. Please contact Briana Bradley 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 verification. National Student Clearinghouse may be contacted at: [http://www.studentclearinghouse.org/](http://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 [https://campus.plymouth.edu/ferpa/](https://campus.plymouth.edu/ferpa/)

**Final Grades**

Final grades are processed and available online in myPlymouth approximately two weeks after the last day of each semester.

**Forms**

All Registrar’s Office forms may be found here: [https://campus.plymouth.edu/Registrar/academic-forms/](https://campus.plymouth.edu/Registrar/academic-forms/)

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

Full-time tuition and fees will be charged to all students identified as full-time at the time of admission.

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.

Degree-seeking (matriculated) undergraduate students in good academic standing who want to change from part-time to full-time status must make their request in writing to the Registrar’s Office by the add deadline.

**Global Engagement Office**

The GEO office is located in the Center for Student Success, Speare 108. Advisors can assist you year round in planning for study away opportunities across the globe (1 semester, 1 year and 1-5 weeks programs). The deadline for most fall semester programs is April 1. For spring semester, you should apply by November 1. Check website for more details [www.plymouth.edu/global](http://www.plymouth.edu/global)

**Graduation**

Plymouth State University awards degrees five times per year: January, May, June (Graduate Students Only), August, and December. After all degree and institutional requirements have been satisfied, degrees will be awarded at the next available date. All students are required to file a graduation application, please visit [https://campus.plymouth.edu/Registrar/academic-forms/](https://campus.plymouth.edu/Registrar/academic-forms/) for more information.

**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 picture 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. 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 p.m.

**Internships**

PSU offers internship opportunities to qualified students. An overview of the process and details can be found at: [https://campus.plymouth.edu/internships/](https://campus.plymouth.edu/internships/)
Lamson Library and Learning Commons Hours of Operation

<table>
<thead>
<tr>
<th>Day</th>
<th>Building Hours</th>
<th>Reference Desk Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>7:45 a.m.–Midnight</td>
<td>9 a.m.–9 p.m.</td>
</tr>
<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>
</tr>
<tr>
<td>Sunday</td>
<td>noon–Midnight</td>
<td>5 p.m.–9 p.m.</td>
</tr>
</tbody>
</table>

Exceptions will be posted at the library and online at http://library.plymouth.edu/hours

myPlymouth

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, student academic, 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 – Continuing Education Students

The residency status of Continuing Education (non-matriculated, non-degree seeking) students is determined by the location of their permanent address given at the time of registration. If you have an existing student record with PSU, 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

Plymouth Academic Support Services (PASS)

The primary goal of Plymouth Academic Support Services is to collaborate with undergraduate students in becoming efficient, independent learners. Our program components of TRIO Student Support Services and Tutoring are designed to engage students in developing effective learning strategies and skills to enable them to enjoy academic success and graduate from Plymouth State University. The PASS Office is located in Speare 209.

TRIO is a federal program serving first generation college students, low income students, and students with disabilities since 1968 on college campuses across the nation. Student Support Services (SSS) projects provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants.

Tutoring is available to all undergraduate PSU students. Services are offered for both Subject-Specific and Study Skills Tutoring.

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 ext. 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/

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 psu.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 parking permit can be picked up at the Plymouth State University Police Department or if you live on campus you should receive it at your resident hall with your key when you move in. 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 psu.thepermitstore.com and activate your permit.

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 www.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 Early Spring 2019

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

For Spring 2019

Payment is due in full by December 7th or at the time of registration.

Payment due date details can be found at https://campus.plymouth.edu/financial-aid/financial-essentials/billing-information/

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 Financial Services website https://www.plymouth.edu/current-students/financial-resources/financial-resources/. 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/
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 AllWell North.

**Overload Fees**
Overload fees for undergraduate students have been suspended for spring 2019. Please see registration forms and registration policies for further details.

**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>
<th>Phone Numbers</th>
<th>Location</th>
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<tbody>
<tr>
<td>Admissions Office</td>
<td>(800) 842-6900</td>
<td>(603) 535-2237 Russell House</td>
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<td></td>
<td><a href="https://www.plymouth.edu/prospective/">https://www.plymouth.edu/prospective/</a></td>
<td></td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>(603) 535-2215</td>
<td>First Floor, Speare Administration Building</td>
</tr>
<tr>
<td></td>
<td><a href="https://campus.plymouth.edu/student-account-services">https://campus.plymouth.edu/student-account-services</a></td>
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<td>(603) 535-2338</td>
<td>First Floor, Speare Administration Building</td>
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<td><a href="https://campus.plymouth.edu/financial-aid/">https://campus.plymouth.edu/financial-aid/</a></td>
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<tr>
<td>Registrar's Office</td>
<td>(603) 535-2345</td>
<td>First Floor, Speare Administration Building</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>Campus Accessibility Services Office</td>
<td>(603) 535-3300</td>
<td>Second Floor, Speare Administration Building</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>Undergraduate Advising</td>
<td>(603) 535-3065</td>
<td>First Floor, Speare Administration Building</td>
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<td><a href="https://campus.plymouth.edu/undergraduate-advising/">https://campus.plymouth.edu/undergraduate-advising/</a></td>
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<tr>
<td>Career Development Office</td>
<td>(603) 535-2336</td>
<td>First Floor, Speare Administration Building</td>
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<td><a href="https://www.plymouth.edu/current-students/student-success/career-services/">https://www.plymouth.edu/current-students/student-success/career-services/</a></td>
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<tr>
<td>Global Engagement Office</td>
<td>(603) 535-3370</td>
<td>First Floor, Speare Administration Building</td>
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<td><a href="https://campus.plymouth.edu/global/">https://campus.plymouth.edu/global/</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://campus.plymouth.edu/it/">https://campus.plymouth.edu/it/</a></td>
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<tr>
<td>Hartman Union Building (HUB)</td>
<td>(603) 535-2376</td>
<td>HUB</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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<td><a href="https://campus.plymouth.edu/health/">https://campus.plymouth.edu/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://campus.plymouth.edu/it/">https://campus.plymouth.edu/it/</a></td>
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<tr>
<td>Service</td>
<td>Contact Information</td>
<td>Location/Description</td>
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<tr>
<td>Lamson Library and Learning Commons</td>
<td>(603) 535-2258</td>
<td>Lamson Library</td>
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<td><a href="https://campus.plymouth.edu/learning-commons/">https://campus.plymouth.edu/learning-commons/</a></td>
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<tr>
<td>Math Activities Center</td>
<td>(603) 535-2233</td>
<td>Hyde room 351</td>
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<td><a href="https://campus.plymouth.edu/math/activity-center/">https://campus.plymouth.edu/math/activity-center/</a></td>
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<tr>
<td>Plymouth Academic Support Services (PASS)</td>
<td>(603) 535-2270</td>
<td>Second Floor, Speare Administration Building</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>
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<tr>
<td>Residential Life</td>
<td>(603) 535-2260</td>
<td>Second Floor, Speare Administration Building</td>
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<td><a href="https://campus.plymouth.edu/residential-life/">https://campus.plymouth.edu/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></td>
<td><a href="https://campus.plymouth.edu/police/">https://campus.plymouth.edu/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://campus.plymouth.edu/writing-center/">https://campus.plymouth.edu/writing-center/</a></td>
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</tbody>
</table>

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![University Campus Map](https://campus.plymouth.edu/)
IMPORTANT DATES  
(subject to change)

October 1, 2018  Deadline to petition to graduate 12/14 UG/GR
October 8  Indigenous People’s Day (no “daytime” classes) Classes begin at 5:00 pm
October 11  Six week grades due
October 12  Six week grades available online
October 12  Spring 2019 schedule of classes available online
October 15-26  Advising Weeks
October 15  Early Spring Registration starts
October 29  Spring Registration starts
October 31  Grad Application due for January 2019 Degree Conferral Date
November 12  Veterans Day Holiday (no classes)
November 13  Continuing Education Registration for Spring 2019 starts
November 21  Thanksgiving Recess begins at 8:00 am
November 27  Classes Resume at 8:00 am
December 10-14  Final week of the semester
December 27  Early Spring Term starts
January 18, 2019  New Student Registration and Orientation
January 21  Martin Luther King Jr. Day (no classes)
January 22  Spring semester starts at 8:00 am
February 8  Graduation Application due for May 2019 Degree Conferral Date AND Participation in May 2019 Commencement Ceremony
February 13  Winter Carnival (no classes)
March 6  Six-week grades due for Spring 16-Week Session
March 7  Six-week grades for Spring 16-Week Session available online
March 8-17  Spring Break starts at 3:20 pm
March 18  Classes Resume at 8:00 am
March 22  Summer/Fall 2019 Course Schedules Available Online
March 25-Arpril 5  Advising Weeks for Fall 2019 Registration
March 31  Graduation Application due for June 2019 Degree Conferral Date
April 8-12  Registration for Summer/ Fall 2019
April 22  Continuing Education Registration for Summer/Fall 2019 Begins
May 6-10  Finals week
May 9  Graduate Commencement Exercises
May 10  Undergraduate Convocation
May 10  Undergraduate Commencement Exercises

Full Academic Calendar available at: https://campus.plymouth.edu/registrar/2018-2019-academic-calendar/
<table>
<thead>
<tr>
<th>Class Period</th>
<th>Exam Date</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td>MWF all</td>
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<tr>
<td><strong>8:00 - 8:50 AM</strong></td>
<td>Monday, May 6</td>
<td>8:00 - 10:30 AM</td>
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<tr>
<td>8:00 - 9:15 AM</td>
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<td>8:00 – 9:50 AM</td>
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<tr>
<td><strong>9:00 - 9:50 AM</strong></td>
<td>Wednesday, May 8</td>
<td>8:00 - 10:30 AM</td>
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<td>9:00 - 9:45 AM</td>
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<td><strong>10:00 – 10:50 AM</strong></td>
<td>Friday, May 10</td>
<td>8:00 - 10:30 AM</td>
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<td>10:00 – 10:45 AM</td>
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<td><strong>11:00 AM – 11:50 AM</strong></td>
<td>Monday, May 6</td>
<td>11:00 AM – 1:30 PM</td>
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<td>11:00 AM - 12:15 PM</td>
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<td><strong>12:00 - 12:50 PM</strong></td>
<td>Wednesday, May 8</td>
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<td>Monday, May 6</td>
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<td>2:00 – 3:15 PM</td>
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<td><strong>3:00 – 3:50 PM</strong></td>
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<td><strong>4:00 – 4:50 PM</strong></td>
<td>Monday, May 6</td>
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**Days**

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<thead>
<tr>
<th>Time</th>
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<th>Exam Date</th>
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<tbody>
<tr>
<td>6:00 – 8:30 PM</td>
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<td>Monday, May 6</td>
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<td>6:30 – 9:00 PM</td>
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<td>Wednesday, May 8</td>
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</tbody>
</table>

red = MWF regular 50 minute
blue = MW regular 75 minute
green = 100/110 minute
<table>
<thead>
<tr>
<th>Class Period</th>
<th>Exam Date</th>
<th>Exam Time</th>
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</thead>
<tbody>
<tr>
<td><strong>T/R all</strong></td>
<td><strong>Combinations</strong></td>
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<tr>
<td>8:00 – 9:15 AM</td>
<td>Tuesday, May 7</td>
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<td>8:00 – 9:50 AM</td>
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<tr>
<td>9:30 – 10:45 AM</td>
<td>Wednesday, May 9</td>
<td>8:00 – 10:30 AM</td>
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<td>10:00 – 11:50 AM</td>
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<td>11:00 AM – 12:15 PM</td>
<td>Tuesday, May 7</td>
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<td>12:00 – 1:50 PM</td>
<td>Wednesday, May 9</td>
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<td>6:30 – 9:00 PM</td>
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**Make Up or Conflict Resolution Time:**
Friday, 5/10: 2 - 4:30 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.

*Classes that meet on TR from 5:00 - 6:15PM or 6:30 - 7:45PM must meet two days for the final exam or seek an alternative room (if available) from the appropriate department administrative assistant.

10/12/2018