

---

## FREQUENTLY ASKED QUESTIONS

---

### **Admission**

Graduates of accredited high schools and students with High School Equivalency Diplomas may register for undergraduate courses provided they meet course prerequisites.

Undergraduate credit courses are numbered 0-399. Enrollment in advanced credit course numbered 400-499 requires at least 60 college credits and course prerequisites.

Enrollment in a class does not imply admission to the University. To become a degree candidate, contact the Berks Admission Office at 610-396-6060.

Qualified high school students can register for classes by contacting the admissions office.

### **Registration**

Students who have previously completed their nondegree enrollment and activated their LionPATH account should use LionPATH to enroll in classes. They may also register for classes in person at the Registration Office, room 125, Franco Building from 8:30am – 8:30pm, Monday – Thursday; and 8:30am – 4:00pm on Friday.

Students who appear in person but who have *not* already completed the nondegree enrollment form and activated their LionPATH account will need to wait an additional two days to enroll in classes in person. All non-degree enrollment forms must be received in the Registration Office one week prior to the start of the session. Once your nondegree enrollment form has been processed, you will receive an e-mail with instructions to finalize your registration allowing you to register for classes.

### **Placement Test**

For students who haven't already completed the math prerequisites at their own college. To schedule a placement test in math, call the Academic Advising Office at 610-396-6280.

### **Transfer of Credit**

Students intending to transfer Penn State credits to another institution should obtain approval through their institution prior to registration.

### **Veterans Educational Benefits**

Veterans using educational benefits for the first time should complete VA Form 22-1190 "Application for Educational Benefits." Those who have used benefits previously at another location (including other Penn State campuses) should complete VA Form 22-1995 "Request for Change of Program or Place of Training." All students should complete the "Veterans Request for Certification" at the time they register for courses. For questions regarding veterans' benefits, contact Judith Rile, room 6D, Perkins Student Center, at 610-396-6071.

## **Course Drop and Refund Policy**

Students should make changes to their schedule prior to the beginning of the class to avoid losing tuition money. Call the Finance Office at 610-396-6040 for a refund schedule.

## **Drop-Add Period**

Drop dates can be obtained using LionPATH-Student Center by clicking on the icon to the left of enrollment classes. A student dropping all the courses he/she is enrolled in must file a withdrawal form. A student failing to complete a course will receive a grade of "F" unless the student has properly dropped or withdrawn from the course. Withdrawal forms can be obtained from the website [http://www.registrar.psu.edu/student\\_forms/withdrawal\\_form.cfm](http://www.registrar.psu.edu/student_forms/withdrawal_form.cfm) and received at the address on the form by 5:00pm on the last day of class.

## **Bookstore**

The regular hours of operation for the Penn State Bookstore are 8:30am – 5:00pm, Monday – Friday. The bookstore will be open until 6:00pm Monday – Thursday during the first week of each summer session. In addition, books can be ordered online at [psubers.bkstore.com](http://psubers.bkstore.com).

## **Parking Registration**

There is no fee for parking, but you must register your car and obtain a parking permit. Cars may be registered online at <http://bk.psu.edu/Information/Safety/parking.htm?cn71C>.

## **Limited Enrollment/Cancellation**

A maximum class size is established for most courses. The University reserves the right to cancel or postpone any class because of insufficient enrollment or unforeseen circumstances.

## **Financial Aid**

Students seeking state or federal aid must be degree candidates and enrolled for at least 6 credits. Application for admission as a degree candidate should be made one semester prior to the semester aid is required. For assistance, contact Judith Rile at 610-396-6071.

## **Tuition and Tuition payment**

For current tuition rates, visit <http://www.tuition.psu.edu/>. Payment information is available on LionPATH.

## **Transcripts**

Transcripts must be ordered electronically, visit [http://www.registrar.psu.edu/transcripts/transcripts\\_index.cfm](http://www.registrar.psu.edu/transcripts/transcripts_index.cfm).

**Employer Billing**

The University can bill an employer for tuition if the student provides a written authorization from the employer at the time of registration.

**Flexible Learning**

Satisfactory/unsatisfactory, auditing, and credit-by-examination are among the many academic options at Penn State Berks. Ask for details in room 125, Franco Building, or consult “Policy and Rules for Students” at <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/>.