

RECORDS OFFICE

Change of Campus Assignment Classes Drop/Add Procedures

Is it time for a change? Timing is something you should think about if you are planning to change your campus location, or if you plan to change your schedule in any term by dropping or adding courses.

The procedures for changing a campus location is officially called "Change of Assignment." Baccalaureate students who begin their studies at Behrend are expected to remain at this location as long as they can schedule courses appropriate to their major programs of study (usually six terms). Students enrolled in those majors for which all four years of the degree program are available at Behrend may elect to remain at Behrend College throughout their undergraduate program. Students majoring in all other degree programs must transfer to the University Park or Capitol Campus to complete their junior and senior years, and may not remain at Behrend College beyond six terms without petitioning to remain. The petitioning procedure is available in the Records Office.

Change of Assignment to University Park is handled during the first ten calendar days of the term preceding the term of transfer. Information and forms are available in the Records Office.

Approval for Change of Assignment to another Penn State campus will usually be granted by Behrend without restriction. Approval by the receiving campus will be subject to availability of



Mr. Robert Schenker, Records, Registration, and Scheduling Officer, is located in the Records Office, first floor RUB.

space in the student's program and of a suitable course schedule at that campus.

If you decide to drop or add a course, you should consult the policies concerning the drop-add procedures in the Policies and Rules for Students, 1979-80, p. 15. Don't forget to check the deadline dates regarding the drop-add procedures. They are listed in the "Important Dates and Deadlines" calendar in this publication.

Further information regarding change of assignment and drop-add procedures is available in the Records Office, first floor RUB.

Grade Reports

Grade reports are mailed to the student's home from the University Park Campus as soon as possible after the end of the term. Questions about grade reports should be directed to the Records Office.



The Behrend College bookstore, first floor RUB, is open throughout the year, Monday through Friday, from 8:30 a.m. to 4:30 p.m. The store provides the required textbooks and supplies, along with greeting cards, toiletries, mugs, Penn State jackets, T-shirts and other clothing, best-selling paperbacks, and a variety of other items. Textbook prices are set by the publisher, not by the bookstore.

IF YOU HAVE DROPPED A COURSE AND WISH TO RETURN A TEXTBOOK, you must do so within twenty-one days after the beginning of that term. The book must be clean (no markings). When returning the book, you must present your cash register receipt and a signed copy of your drop card.

IF YOU WISH TO SELL YOUR

BOOKS BACK TO THE BOOKSTORE AT THE END OF THE TERM, you may do so at the textbook "buy-back" sponsored by the bookstore at the end of the fall, winter, and spring terms. The "buy-back" normally takes place during the last two days of classes through final exams (Monday through Friday); however, exact dates and times are posted ahead of time. Prices depend upon a number of factors. If a text is being used again, is a current edition, or is usable (regardless whether originally purchased new or used), the bookstore will pay one-half the original new price. If the book is not scheduled for use, the price quoted will be that amount which a book company would offer. Any books you wish to sell back must be yours and may not belong to anyone else.

CHAD OLSON

Student Records

Each term when students register, they supply certain information about themselves (name, student number, address, etc.) and are enrolled in specific courses and sections which constitute their official schedule for that term. If anything is done to affect or change the registration information or schedule, the appropriate form must be obtained from the Records Office, completed, and returned to that office.

Actions affecting the students' schedules have stated deadlines for submission which are given in the academic year calendar.

Grade Release Policy

The Records Office will not release student course grades. Students should make arrangements with their course instructors individually for release of their grades.

Know Where to Look for Information



Through student participation, the Behrend College radio station, WBCR, offers recreational, educational, and informational programming to the Behrend community.

Who doesn't want to be well-informed? If you are interested in activities, meetings, and subjects of general interest, don't forget to consult the following:

THE BEHREND COLLEGIAN
The Behrend Collegian newspaper, a student publication under the coordination of a faculty advisor, keeps the Behrend community abreast of the latest news. Watch for it at the RUB Main Desk. And, if you are interested in writing, stop by the Collegian office, first floor RUB, and volunteer your services.

RIDE BOARD

If you want to go home or visit out-of-town friends this weekend, and are wondering how to get there, you may want to consult the Ride Board, first floor RUB near the Back Room. You might find someone who is going your way.

STUDENT INFORMATION SYSTEM (SIS)

The television sets you have probably noticed around campus are not all broadcasting daily network programs. Many of them are part of the Student Information System, better known as SIS, which is coordinated by Mr. Paul Bailey of the Instructional Communications Department. SIS provides a wide variety of information about meetings, activities, financial aid deadlines, and much more. Take a few minutes to watch, and see for yourself.

BULLETIN BOARDS

You can find a good deal of valuable information on the bulletin boards situated around campus. The bulletin boards, first floor RUB, offer information about campus news, notices, and

items for sale. You can find out about part-time, full-time, and summer jobs on the Placement bulletin board, second floor RUB. The bulletin boards throughout the other campus buildings provide information about your academic and other interests. Don't pass them by without taking a look.

MAILBOXES

Besides long-awaited letters from family and friends, the resident students' mailboxes located on first floor RUB near the Mailroom, sometimes contain notices and flyers with important and valuable information. Don't toss them in the basket without reading them — you don't know what you might be missing!

STUDENT ACTIVITIES CALENDAR

The Student Union publishes an activities calendar each term (excluding summer term). This calendar outlines activities, athletic events, and other important dates. It contains information you shouldn't overlook! Pick one up at the RUB Main Desk.

WBCR (BEHREND COLLEGE RADIO STATION)

The Behrend College Radio Club is responsible for the WBCR programming. The station provides recreational and educational radio programming for the Behrend College campus. Tune in when you have the chance!

If you can't find the answers to your questions through the above sources, you may want to consult one of the administrative offices, your RA, or area coordinator.