

2018 SUMMMER SCHEDULE

First Session

5 days/week

May 21 - June 15 (4 Weeks)
No classes Monday, May 28
Final Exams: Saturday, June 16

Second Session

5 days/week

June 18 - July 13 (4 Weeks)
No classes Wednesday, July 4
Final Exams: Saturday, July 14

Third Session

5 days/week

July 16 - August 10 (4 Weeks)
Final Exams: Saturday, August 11

Evening Session I

2 nights/week

May 21 - June 27 (6 Weeks)
Monday & Wednesdays
No classes Monday, May 29
Final Exams: Wednesday, June 27

Evening Session II

2 nights/week

May 22 - June 28 (6 Weeks)
Tuesday & Thursday
Final Exams: Thursday, June 28

Evening Session III

2 nights/week

July 2 – August 8 (6 Weeks)
Monday & Wednesday
No classes Wednesday, July 4
Final Exams: Wednesday, August 8

Online Session I

May 16.

May 23-July 3 (6 Weeks) A preview week for registered students begins

Online Session II

July 4.

July 11-August 21 (6 Weeks) A preview week for registered students begins

(2 credit course runs July 11- August 7)

TUITION:

4 Credit Course \$1450.00
(W/O Lab)

4 Credit Course \$1800.00
(W/ Lab)

5 Credit Course w/Lab \$2185.00

Audit Fee \$550.00

2 Credit Course \$725

FEES:

\$75.00 Science Lab fee

Studio Art fee to be determined by course

\$70.00 Registration fee

All students, including faculty dependents and staff, are required to pay the \$70.00 Registration fee.

Fees are non-refundable unless the course is cancelled

PAYMENT CAN BE MADE VIA THE TUITION MANAGEMENT SYSTEM (TMS) AT

www.anselm.afford.com OR IN THE BUSINESS OFFICE AT THE TIME OF REGISTRATION.

GENERAL INFORMATION:

Academic Regulations

The summer courses at Saint Anselm College are intensive academic experiences. Each class is of at least two hours duration, providing a highly concentrated continuous immersion in one subject area. The intensity of the program allows for an in-depth coverage well beyond the usual. **No student is allowed to take more than two courses in any one session or in any two sessions whose schedules overlap.** Students are expected to attend all classes. Instructors may take absences into account when determining a student's academic standing and course grade. For Saint Anselm College students, no more than 12 credit hours from the College's online courses may count toward the College's graduation requirements.

Accreditation and Memberships

Saint Anselm College is accredited by the New England Association of Schools and Colleges. It holds membership in the Association of American Colleges, the American Council on Education, the National Catholic Educational Association, and the National Association of Independent Colleges and Universities. For a complete list, please refer to the College Catalogue.

Saint Anselm College is a co-educational institution. All courses are on the undergraduate level and have been selected to enable:

1. Undergraduate students to accelerate programs, to supplement their academic programs, and/or to make up deficiencies.
2. High school graduates or competent high school seniors to start their college programs, and/or to strengthen a particular area of academic need.
3. People to undertake studies which will further their personal and vocational goals.

Who May Enroll

Saint Anselm College actively seeks a diversity of students. The College admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Transfer of Credit to Other Institutions

College undergraduates who desire that credits earned be applied to their college degree programs should have their summer session course selection approved by an appropriate official of their college or university. All official transcripts must be requested online through <http://transcriptsplus.net/order>. Transcripts will be issued only when all financial accounts have been settled. The transcript fee is \$6.00 per copy.

Registration for Saint Anselm students:

Students who are currently enrolled at the College should register online through the student portal for summer courses. Saint Anselm students who are registering for a summer course do not need to fill out a registration form.

Registration for Non-Degree students:

Students may register for courses in the Registrar's Office on the first floor of Alumni Hall Mon-Thurs 8:30 AM to 4:00 PM and Friday 8:30 AM to 2:30 PM. The office is closed from 12-1pm Mon-Friday. Students may also register by mailing, scanning and emailing or faxing the registration form available on the Saint Anselm College web page at <https://www.anselm.edu/summer-school> Mail to: Summer School, Box #1732, Saint Anselm College, 100 Saint Anselm Drive, Manchester, NH 03102-1310. Scan and email to Registrar@anselm.edu. Fax to: 603-656-6297. Registrations are not permitted after the second meeting of an on-ground class or the second day of an online session without the permission of the course instructor and the Director of Summer School. Registration is not completed until tuition has been paid in full. The college reserves the right to cancel classes due to inadequate enrollment and to close registration for classes which are fully enrolled. There will be NO confirmation of registration sent to the student. Students will be contacted ONLY if classes are cancelled.

PAYMENT

Payments can be made in person by cash, personal check or mail by check. Checks are to be made payable to Saint Anselm College. Payment can be made by credit card by using the TMS (Tuition Management System) at www.anselm.afford.com.

Financial Aid

There are no specific grants of financial aid made for the summer program.

Housing for Summer School Students

Summer housing will be provided on a limited, first come - first served basis for Saint Anselm College students only. Summer residences will open on Sunday, May 20, 2018 and will close on July 29, 2018. All students **MUST** be out of summer residence within 24 hours of completion of final exams. Exceptions will be made only by special permission through the Office of Residential Life and Education. All College rules and regulations will remain in effect and residents are subject to enforcement of College policies found in the current Student Handbook and in Summer Housing information booklets. The fee for summer housing is \$200 per week. A security deposit of \$200 is required to reserve a space for summer housing and will serve as last week's payment. To apply for summer housing or for more information, please contact the Office of Residential Life and Education at 603-222-4006 or by e-mail at residencelife@anselm.edu.

Tuition Refund Policy

A student withdrawing during the summer session will be refunded tuition according to the following percentages:

Within the first week	60%
Within two weeks	20%
Over two weeks	0%

In determining the percentage of refund, the date of withdrawal will be the date the student notifies the Director of Summer School in writing. Absence from class does not constitute withdrawal, nor does it relieve the student of the responsibility for tuition charges.

Grades and Notations

The designations A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, HP, LP, P, NP are employed to indicate the quality of student work. "A" indicates excellent work; "B" indicates above-average work; "C" indicates average work; "D" indicates below-average work; "F" indicates failure; the symbols "+" and "-" indicate intermediate levels; "HP" indicates High Pass; "LP" indicates Low Pass; "P" indicates Pass; "NP" indicates No Pass. The designations "HP", "LP", "P" and "NP" are used only in grading some internship and clinical area programs. Notations that may be assigned by the Office of the Dean of the College are: I, W, and WF. "I" indicates incomplete work because of illness or other serious reason reported to and accepted by the Director of Summer School; "W" indicates withdrawal from a course with permission of the Director of Summer School; "WF" indicates the withdrawal from a course at a time when the student's work is below passing quality.

Nursing students should refer to the "Nursing Class Standing and Grading Procedure" in the Nursing section of this catalogue. "P" and "NP" are used only in grading some internship and clinical area programs.

Incomplete work must be made up by November 3, 2018.

ADA/504 COMPLIANCE STATEMENT

Saint Anselm College is committed to meeting the needs of students with documented physical, sensory, psychiatric, and learning disabilities. To disclose a disability and request accommodations, please contact Kenneth Walker in the Academic Resource Center (ARC), who will assist you in making contact with faculty members and arranging available support services and accommodations. **To ensure that**

accommodations are arranged in a timely manner, you are encouraged to make your request immediately after you register for a summer course.

For questions concerning support services, documentation guidelines, or disability:

Academic Resource Center (ARC)

Kenneth J. Walker, Director

Tel. (603) 641-7193

kwalker@anselm.edu

For additional information on documentation guidelines:

<http://www.anselm.edu/Current-Students/Academic-Resources/Disability-Services.htm>

Any other inquiries may be addressed to: Summer School Office, Box #1732, Saint Anselm College, 100 Saint Anselm Drive, Manchester, NH 03102-1310 or call at (603) 641-7400.