

Huntingdon College



2019 SUMMER BULLETIN

This bulletin presents information which, at the time of preparation for printing, most accurately described the courses, fees, policies, procedures, regulations, and requirements of the College. The College reserves the right to delete, substitute or supplement any statement in this bulletin without prior notice.

ADMISSION PROCEDURES

TRANSIENT STATUS

Communications regarding courses, attendance as a transient student, and requests for a transient application should be addressed to the Office of the Registrar. An individual desiring to study as a transient student must submit a completed transient application and written certification of good standing from the institution in which the student is regularly enrolled, signed by the student's Registrar or Academic Dean. These documents must be submitted and approved by the Huntingdon College Registrar (334-833-4431) prior to registration for any summer session.

ADMISSION AS A FRESHMAN OR TRANSFER STUDENT

A person who plans to apply for admission as a freshman or transfer student and initiates attendance during the summer should contact the Office of Admission (334-833-4497 or 800-763-0313) for application procedures in advance of the opening date of the summer session.

TUITION, FEES, AND FINANCIAL AID

TUITION

Cost, per semester hour..... \$540
Audit, per semester hour \$540

Typically, tuition for a three credit hour course would cost \$1,620.

COURSE FEES

Accompanist Fee (voice students for 1 half-hour credit lesson) \$100
Accompanist Fee (voice students for 2 half- hour credit lesson) \$125
Studio Instruction Music (2 one-half hour lessons per week) \$450

HOUSING

Housing may be available based upon demonstrated interest of any current Huntingdon College student.

PAYMENT POLICY

Payment is due in full by the first day of class for each Session. For Session I, payment in full is due on Wednesday, May 22. Payment in full is due for Summer Session II classes on Wednesday, July 3. A Summer Deferred Payment Plan fee of \$100 will be charged to students attending summer classes or students charged for summer housing if a balance is not paid in full by Thursday, August 8. Please contact the Student Account Manager at 334-833-4404 for information regarding payment of tuition and other charges and fees.

FINANCIAL AID

Federal financial aid will be determined individually based on courses taken and eligibility. No institutional aid is offered for summer sessions. Dropping or withdrawing from a course may reduce aid eligibility (if applicable). **CONSIDER THIS CAREFULLY BEFORE DROPPING OR WITHDRAWING FROM A COURSE.**

Course Load Reduction Refund Policy-If a student reduces his or her course load, the following schedule will be followed to determine the amount of refund:

<u>Session I</u>	<u>Session II</u>	<u>% refund</u>
May 22 & 23	July 3& 8	100%

No refund of tuition will be made for dropping from a class after May 23 for Session I, or July 8 for Session II.

Withdrawal Refund Policy- If a student receiving Title IV aid for the term voluntarily withdraws from the college by dropping all courses during the summer term, the college will follow federal guidelines to determine the amount of federal aid the student has earned and the amount of institutional charges based on the percentage of the term completed.

MOTOR VEHICLE REGISTRATION

All student vehicles must be registered with the Campus Security Office located in the Wilson building. Campus Security will issue a parking decal, which must be prominently displayed, and provide parking regulations when a vehicle is registered. The College reserves the right to ticket or tow vehicles in violation of the parking regulations. Parking fines must be paid before transcripts will be released.

ADMINISTRATIVE OFFICE HOURS

The Administrative Offices of the College are open Monday through Friday from 8:00 a.m. to 5:00 p.m. mid-August through mid-May and 7:30 a.m. to 4:00 p.m. mid-May through mid-August. The official address is:

Huntingdon College
1500 East Fairview Avenue
Montgomery, Alabama 36106

Contact information for the Office of the Registrar is (P) 334-833-4431, (F) 334-833-4313 and registrar@huntingdon.edu. The College's home page is located at <http://www.huntingdon.edu>.

ACADEMIC POLICIES AND PROCEDURES

- A typical load is six semester hours per session. Permission to exceed a six hour load is limited to students with exceptional grade records, and must be secured from the Provost and Dean of the College.
- **Enrollment changes** - A student may not add a class after it has met twice. Dates for dropping or withdrawing from a course are indicated below.
- Satisfactory Academic Progress (SAP) is reviewed following the end of the Summer semester. **Students should take careful note that withdrawing from a Summer course, especially if they are only enrolled in one course, could jeopardize their Satisfactory Academic Progress (SAP),** which could result in an academic sanction (e.g. Academic Probation or Academic Suspension).
- If a course is offered at Huntingdon College this summer, it is not permitted to be taken elsewhere in the same semester for transfer back to Huntingdon.
- A supplemental learning management system (LMS) provided by **Canvas** is used for courses and requires internet access. Student Canvas courses are not automatically generated upon a student's registration into a course via the Self Serve registration process. Registered students are given access to the Canvas LMS class one week prior to the class beginning.
- Courses listed as **Online (OL)/Distance Education are considered online courses.** As such, Distance Learning/Online courses are not available to California (CA) resident students, per federal guidelines. Courses designated as Distance Learning/Online are notated with "Online" in the title, the section "OL", and have further confirmation in the course description linked in the schedule of classes.
 - Individual online classes **may have specific requirements for physical attendance for tests/presentations.** Specifics regarding required physical attendance can be obtained from the instructor.
 - Online courses **may require the student to secure proctoring services** for specified assignments. Specifics regarding those requirements are available from the instructor
- Enrolled students who do not have any attendance/participation as of the third day of the beginning of a Summer 2019 session will be administratively dropped from the course.
- The 2018-19 Catalog should be referred to for other academic policies and procedures.

2019 SUMMER CALENDAR

November 26	Monday	Summer Pre-Registration Period Begins
April 12	Friday	Summer Pre-Registration Period Ends* 11:30 a.m.

* On Monday, April 15, 2019, the College will begin to reevaluate which courses will be offered and which will be cancelled based on enrollment. Eligible students will be permitted to register after the end of the Registration Period until the end of the Drop/Add period.

Session I

May 22	Wednesday	Classes begin.
May 23	Thursday	Drop/Add period ends – Last Day to receive a reduction in tuition charges due to course load reduction.
May 27	Monday	Memorial Day- No Classes / Offices Closed
June 5	Wednesday	Last day to withdraw from a course without grade penalty and receive a "W."
June 13	Thursday	Last day to change to P/N grading, audit or noncredit in courses.
June 19	Wednesday	Last day to withdraw from course without grade penalty and receive a "WP" or "WF."
June 26	Wednesday	Classes end.
June 27	Thursday	Final Exams (during regularly scheduled meeting time).
June 28	Friday	Grades due to the Office of the Registrar by 12:00 p.m.

Session II

July 3	Wednesday	Classes begin.
July 4	Thursday	Independence Day – No Classes / Offices Closed
July 8	Monday	Drop/Add period ends. Last Day to receive a reduction in tuition charges due to course load reduction
July 17	Wednesday	Last day to withdraw from a course without grade penalty and receive a "W."
July 25	Thursday	Last day to change to P/N grading, audit or noncredit in courses.
July 31	Wednesday	Last day to withdraw from a course without grade penalty and receive a "WP" or "WF."
August 7	Wednesday	Classes End.
August 8	Thursday	Final Exams (during regularly scheduled meeting time).
August 9	Friday	Grades due to the Office of the Registrar by 12:00 p.m.

SCHEDULE OF CLASSES AND FINAL EXAMINATIONS

Courses to be offered during Summer 2019 are listed online at the links below. The schedule of classes published for the summer sessions are for informational purposes. The College reserves the right to cancel any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution. The credit in semester hours and the time the class is offered appear after each title. Prerequisites are listed in the Catalog and schedule available in Self Service. Courses in Marine Science are available to Huntingdon College students with the Marine Environmental Science Consortium housed at Dauphin Island Sea Laboratory (DISL). Further information can be obtained from the Biology Program, specifically Dr. Paul Gier. In order to be enrolled at both DISL and the corresponding HC class for credit, students will need to complete an enrollment form for Summer registration related to DISL courses for credit. Internships are available to Huntingdon College students. Students should contact the Coordinator of Internship Development.

Please consult the 2018-2019 Huntingdon College Catalog course descriptions for prerequisites.

Course meeting days and times can be found in the online schedule. Lecture classes typically meet 4 days a week (Monday through Thursday; MTWR) for 1 hours and 45 minutes each meeting day. Labs typically meet twice a week for 3 hours and 30 minutes each meeting day. Click links below to view full schedule information.

Final exams will be held during the regularly scheduled meeting time in the regularly scheduled location on Thursday, June 27th for Summer Session I and Thursday, August 8th for Summer Session II.

Session I

<https://selfserve.huntingdon.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&num=10&year=2019&term=SUMMER&type=Trad&session=MSESI>

Session II

<https://selfserve.huntingdon.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&num=10&year=2019&term=SUMMER&type=Trad&session=MSESII>

NONDISCRIMINATORY POLICY

Huntingdon College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. Therefore, the College, in accordance with applicable federal and state law and stated College policy, prohibits discrimination on the basis of actual or perceived race, color, ethnicity, gender, gender identity, sexual orientation, disability, religion, age and/or national origin. Inquiries and or complaints may be addressed to the Huntingdon College Title IX Coordinator / 1500 East Fairview Ave. / Montgomery, AL 36106, phoned to 334-833-4420, or e-mailed to TitleIXCoordinator@hawks.huntingdon.edu. Inquiries or complaints regarding disability services may be addressed to Huntingdon College / ADA Section 504 Coordinator / Director of Disability Services at 1500 East Fairview Ave. / Montgomery, AL 36106, phoned to 334-833-4465 or e-mailed to DisabilityServices@hawks.huntingdon.edu. For additional information contact the Atlanta office of the U.S. Department of Education, Office for Civil Rights, 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303-8927 at 404-874-9406; OCR.Atlanta@ed.gov.