

Summer Classes 2019
Union College
Office of the Registrar
Silliman Hall – (518) 388-6109
registrar@union.edu

Office Hours: Mon. – Fri. 8:30 am – 4:30 pm through June 14th
8:00 am – 4:00 p.m. starting June 17th

Registration: May 13th- June 17th

Cost per course: \$4,206

***Calendar: Classes start Monday, June 24th**

Late Registration \$100 (after June 17th)

Classes end Wednesday July 31st for M/W and Tuesday August 6th for T/TH

Late Registration for BIO-210 (after June, 10th)

College closed Thursday July, 4th

***Except where noted**

Summer Registration:

Visiting and new students who enroll in summer courses are designated as non-degree students. Visiting students from other colleges and universities should obtain permission from an appropriate official at their school if they wish to transfer credit from Union College. A copy of your college transcript is required.

Qualified high school students may enroll in any of the 100-level undergraduate courses. A high school recommendation and transcript are required.

Union College Students: In accordance with the summer school policy of the College, summer courses may be used to enhance your Union College education. They can be used to fulfill requirements for the major/minor or for the Core Curriculum Program and will appear on your transcript.

There will be a tuition charge for all course credits, including independent studies and internships.

If you are currently behind in credits, summer courses can be used towards the 36 minimum courses required for graduation.

If you are NOT currently behind in credits, summer courses will be an additional credit beyond the 36 required for Graduation and cannot be used to accelerate graduation.

IMPORTANT NOTICE: All students attending New York State colleges and universities, whose birth date is on or after January 1, 1957, are required to show proof of immunity against measles, mumps, and rubella.

If you are registering for more than one course and are not currently a matriculated Union student, proof of immunization must be submitted to the Health Services Office in Wicker Wellness Center **prior to registration**. A form is available for this purpose. Students may also provide a physician's written statement as proof of immunization, but such documentation must provide all required information and be attached to our form. Health Services Office will provide the student with a "Health Clearance" form indicating compliance with the law. This form **must** be presented in order to register.

Student's whose religious beliefs prohibit immunization, or for whom these immunizations would be detrimental to their health, will be required to submit documentation in support of their request for waiver. Questions concerning immunization requirements should be directed to the Health Services Office at (518) 388-6120.

GENERAL INFORMATION

CREDIT SYSTEM

Union College is on a trimester system; course units rather than hours are applied. Unless otherwise noted, each course is equivalent to 3 1/3 semester hours or five-quarter hours.

GRADING

Grades are awarded according to the following system:

A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D = 1.0
B- = 2.7	F = 0.0

DINING

Cafeteria service will be available at the Reamer Campus Center during the summer.

HOUSING

Union undergraduate students have limited housing available on campus. All inquiries should be directed to the Director of Residence Life, Reamer Center, Schenectady, New York 12308, (518) 388-6117.

INDEPENDENT STUDIES

Matriculated Union College students who intend to register for an independent study during the summer must submit their proposal to the faculty member who will supervise the student's study. Approval forms are available at The Office of the Registrar.

PARKING

Temporary parking decals are issued during the summer. Students **must** register their cars with the Office of Campus Safety at the Inn at College Park and should obtain a list of Parking Regulations. There is no fee during the summer.

STUDENT ID CARD

A summer ID card permitting use of campus facilities and services may be obtained from the Campus Safety Office between the hours of 8am- 4pm, Monday thru Friday.

TRANSCRIPTS

Union College has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can now order transcripts using any major credit card. Your card will only be charged after your order has been completed.

Current students can order transcripts online through our secure portal, [Webadvising](#) via the NSC Student Self-Service link using your student login and password.

Non-matriculated students can order transcripts via the web 24/7 through the National Student Clearinghouse at www.studentclearinghouse.org and check on the link for Order-Track-Verify.

Transcripts **will not be released** if there are any outstanding holds on your account, financial or otherwise, including non-payment of any previous transcript requests.

TUITION AND FEES

All non-Union college students will be billed the full amount of course tuition prior to the start of classes. Matriculated Union students will be billed after the summer term starts. **Late Registration fee of \$100** will be charged after the last day of registration, Monday, June 17th. (*Please note, June 10th for those considering BIO 210*).

WITHDRAWALS

To withdraw from a course, a student must complete and submit the [Request to Withdraw Form](#) to the Registrar. Students who withdraw prior to the first class meeting **or** within seven calendar days of the first class meeting will receive tuition refund if they have paid in full. Students who withdraw between the second and the end of the fourth week of classes will be charged **full tuition** and the withdrawal will be recorded on the transcript as a "W". Withdrawal after the fourth week of class will be recorded as an "F" on the transcript. Any student who stops attending a course without submitting the Withdrawal Form will also receive an "F." (Forms can be found at the Registrar's Office.)

VETERANS ADMINISTRATION

Veterans who are eligible to receive educational benefits under the various chapters administered by the V.A. may obtain more information by contacting the Registrar's Office. Entitlement will vary depending on the program. Veterans pay tuition and fees upon registering and subsequently receive benefit checks from the V.A. on a timely basis.

BUILDING CODE KEY

BAIL Bailey Hall
LIPM Lippman Bldg
KARP Karp Hall

OLIN Olin Bldg
TMC Taylor Music Center
WLDC Wold Center

The information in this document was prepared in Spring 2019. Provisions of this publication are not to be regarded as an irrevocable contract between the student and Union College. The College reserves the right to make changes in its course offerings, degree requirements, regulations and procedures, and fees and expenses, as educational and financial considerations require.

Union College does not discriminate on the basis of age, sex, race, color, religious belief, disability, sexual orientation, or national origin. The College's policy of nondiscrimination extends to all areas of college operations, including, but not limited to, admissions, student aid, athletics, employment, and educational programs.

The College retains the right to cancel a course if the enrollment is insufficient. You will be notified by phone or email if a course is cancelled; therefore, it is imperative that your **personal information is up-to-date**.

Union College Undergraduate Course Offerings

SUMMER 2019

Course descriptions may be found in the current 2018-2019 Course Catalog
Or online at: <http://catalog.union.edu>

Biology

*Union Leadership in Medicine Students only. Class begins Tuesday, June 18th.

*BIO-210-01	Behavioral Neuroscience	BAIL 312+	TTH	11:00AM 02:00PM	Egan, E.	SET	1.00
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Science, Med & Tech in Culture

SMT-123-01	Ethics, Technology & Society	WLDC 028+	TTH	09:00AM 12:00PM	Ghaly, A.	SET	1.00
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Theater

ATH-102-01	Introduction to Theatre	YULM THR	TTH	06:00PM 09:00PM	Mannion, A.	HUM	1.00
ATH-370-01	Theater / Dance Internship	TBA			Venning, D.		1.00