

SUMMER TERM 2022 PRESCHEDULING INSTRUCTIONS

FOLLOW US ON FACEBOOK INSTAGRAM AND TWITTER @UNIONREGISTRAR

Cost per course: \$4,691

Registration: May 9th - June 13th

Classes start Monday, June 20th

The college is closed Monday, July 4th and no classes will be held

Classes end Friday, July 29th for M/W/F courses (Thursday, July 28th for T/Th courses)

REGISTRATION

To register for summer courses, please fill out the **Summer Registration Form for Union Students or Part Time Registration Form for other students.** <https://www.union.edu/registrar/forms>

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 toward requirements for your Union College education. They can be used to satisfy your major, your minor and the General Education Program and will appear on your transcript. Summer school course credits will count toward the credits needed for graduation, whether or not they are being taken to make up for credit deficiencies due to withdrawal or failure, and can be used to accelerate graduation. There will be a tuition charge for all course credits, including independent studies and internships.

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.

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

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 here:

<https://www.union.edu/registrar/forms>

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 via the web 24/7 using the [Application Dashboard \(My Apps\)](#) using the **National Student Clearinghouse (NCS)** tile and click on "Order Transcript(s)".

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 13th.

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 are available here: <https://www.union.edu/registrar/forms>)

VETERANS ADMINISTRATION

Veterans who are eligible to receive educational benefits under the various chapters administered by the VA 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 VA on a timely basis.

The information in this document was prepared in Spring 2022. 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 via email if a course is cancelled; therefore, it is imperative that your **personal information is up-to-date**.

Course #	Title	Waitlist	Location	Meeting Times	Instructor	CC	Credit
Biology							
*BIO-210/PSY210 begins Mon. June 13th							
*BIO-210-01	Neuroscience: Mind & Behavior		KARP 105+	TTH 09:30AM 12:30PM	Rogers, C.	SET	1.00
Chemistry							
CHM-101-01	Intro Chemistry 1 w/Lab		OLIN 204+	TTH 09:00AM 01:00PM	Reardon, M.	SCLB	1.00
			OLIN 206+	TTH 09:00AM 01:00PM			
CHM-101L-01	Intro Chemistry 1 Lab		OLIN 204+	TTH 09:00AM 01:00PM	Reardon, M.		0.00
			OLIN 206+	TTH 09:00AM 01:00PM			
Environmental Science & Policy							
CHM-101-01	Intro Chemistry 1 w/Lab		OLIN 204+	TTH 09:00AM 01:00PM	Reardon, M.	SCLB	1.00
			OLIN 206+	TTH 09:00AM 01:00PM			
CHM-101L-01	Intro Chemistry 1 Lab		OLIN 204+	TTH 09:00AM 01:00PM	Reardon, M.		0.00
			OLIN 206+	TTH 09:00AM 01:00PM			
Psychology							
*BIO-210/PSY210 begins Mon. June 13th							
*PSY-210-01	Neuroscience: Mind & Behavior		KARP 105+	TTH 09:00AM 12:30PM	Rogers, C.	SET	1.00
Science, Med & Tech in Culture							
SMT-123-01	Ethics, Technology & Society		TBA	TTH 09:00AM 12:00PM	Ghaly, A.	SET	1.00
SMT-123-01	Ethics, Technology & Society		TBA	TTH 09:00AM 12:00PM	Ghaly, A.	SET	1.00