

## LOCK HAVEN UNIVERSITY REGISTRAR'S OFFICE

Ulmer Hall 224 – 570-484-2006

[registrar@lockhaven.edu](mailto:registrar@lockhaven.edu) -- <https://myhaven.lhup.edu/ICS/Registrar/>

TOPIC	REGISTRATION – SUMMER SESSIONS 2021
<b>WHEN</b>	Registration begins on Monday, February 1, 2021, for both Graduate program students and Undergraduate program students <i>Once a registration time opens, access is available through drop/add/withdrawal dates of each session.</i>
<b>WHO</b>	All students who plan to take summer courses at LHU.
<b>PROCESS</b>	<p>Currently enrolled students register using myHaven. Login to myHaven &gt; Student tab &gt; Course Schedule and Registration &gt; Add/Drop Courses &gt; Set the Term &gt; choose Add by Course Code (if courses are known) OR choose Course Search (if courses are not known)</p> <p>Individuals not currently enrolled at LHU need to complete the Walk-In Registration form: <a href="https://admissions.lockhaven.edu/register/walkinregistration">https://admissions.lockhaven.edu/register/walkinregistration</a></p> <p>High school students need to complete the Dual Enrollment Application: <a href="https://lockhaven.edu/admissions/dualenrollment/index.html">https://lockhaven.edu/admissions/dualenrollment/index.html</a></p>
<b>REGISTRATION TIME</b>	Summer registration begins February 1
<b>REGISTRATION CLEARANCE</b>	Students do not need registration clearance from their academic advisor to register for summer classes, although students should seek the advice from the advisor to ensure satisfactory progression toward degree completion.
<b>WHERE TO FIND SCHEDULE OF CLASSES</b>	The schedule of classes and other registration information is available at <a href="https://myhaven.lhup.edu/ICS/Registrar/Registration_Information_-_Summer_Sessions.jnz">https://myhaven.lhup.edu/ICS/Registrar/Registration_Information_-_Summer_Sessions.jnz</a>
<b>CREDIT HOUR LIMIT</b>	Students are limited to no more than 7.0 semester hours in each summer session. Requests for more than 7.0 semester hours must have advisor approval
<b>PREREQUISITES AND OTHER REGISTRATION "BLOCKS"</b>	Registration into courses will not be permitted if there are unmet prerequisites or requirements. Overrides of registration blocks is at the discretion of the department chairperson. This list of department chairs can be found at <a href="http://www.lockhaven.edu/academics/deptchairs/index.html">http://www.lockhaven.edu/academics/deptchairs/index.html</a>
<b>HOLDS ON STUDENT ACCOUNTS</b>	Students with holds (normally financial but there are some other types of holds) are not able to register for courses. Some students may have a "hold" on their account, but it does not prevent registration. It is for notification only. Carefully read the message associated with the hold.
<b>DROP/ADD</b>	Students may drop and add any time after their registration time starts. Deadlines for dropping and adding are on the <a href="#">academic calendar</a> (choose the correct session's calendar).
<b>QUESTIONS</b>	Contact the Registrar's Office at 570-484-2006