

# REGISTRAR'S OFFICE

**OFFICE HOURS:** Monday through Friday, 8:00 AM – 4:00 PM

**Email:** [registrar@lockhaven.edu](mailto:registrar@lockhaven.edu)

**Phone:** 570-484-2006

**Web Page:** <https://myhaven.lhup.edu/ICS/Registrar/>  
(myHaven, Registrar tab)

**Office Location:** Ulmer Hall 224

## Frequently Asked Questions

### **I want to change my major or add a minor.**

- Complete the Change of Major form available on myHaven > Registrar tab > Forms > Change of Major and Declare Academic Minor (UNDERGRADUATE)

### **I want to change my schedule.**

- New freshmen: Contact your advisor (myHaven > Student tab) or major department chairperson (myHaven > Registrar tab > Registration Information – General > Department Chair > List of Department Chairs)
- All other students: Process the changes on myHaven > Student tab > Course Schedule and Registration
- Be aware of calendar deadlines to drop/add/withdraw from classes.
  - Calendar - <http://www.lockhaven.edu/academics/calendar.html>

### **When is the last day to add / drop / withdraw from a course for the semester or session?**

- Review the Academic Calendar to know these dates.
  - Calendar - <http://www.lockhaven.edu/academics/calendar.html>

### **How can I find what courses are offered for the semester or session?**

- Access the Course Search on myHaven (myHaven > Registrar tab > Registration Information – General)

### **Who is my advisor?**

- Access myHaven > Student tab
- If the advisor is listed as unassigned, one will be assigned soon. In the meantime, direct questions and concerns to your major department chairperson (myHaven > Registrar tab > Registration Information – General > Department Chair > List of Department Chairs).

## I have a question about my transfer courses, my Advanced Placement courses, or my dual enrollment courses.

- Access myHaven > Student tab > Academic Information > Unofficial Transcript
- Not sure if a course transferred correctly?
  - Submit a Transfer Credit Appeal available on myHaven > Registrar tab > Forms > Transfer Credit Appeal
- If you think a course should have transferred but is not appearing on your record, we may not have received a transcript or AP score report that includes the course.

## How do I take or retake the math placement assessment?

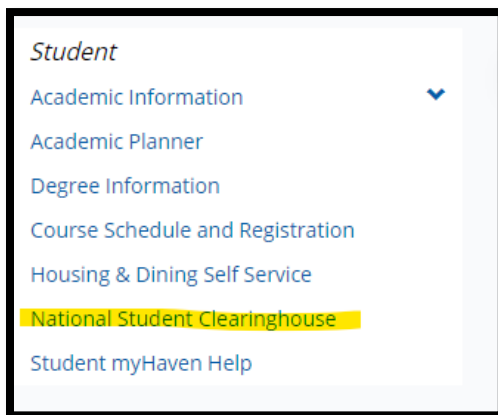
- Visit [www.lockhaven.edu/mathplacement](http://www.lockhaven.edu/mathplacement) for information about the assessment
  - The assessment should be available on your D2L account.
- To retake the assessment, your account needs to be reset.
  - Contact the math department chair for assistance: Dr. Steve Williams, 570-484-2275, [swillia6@lockhaven.edu](mailto:swillia6@lockhaven.edu) or [mathchair@lockhaven.edu](mailto:mathchair@lockhaven.edu)

## How do I request a transcript?

- All transcript ordering is done online at <https://www.lockhaven.edu/registrar/transcriptrequest.html> (or from the main LHU webpage, type 'transcript request' in the search box)

## How do I verify my enrollment?

- Enrollment verification is done using the National Student Clearinghouse.
  - Students have access to this service after logging in to myHaven and selecting the Student tab



- Enrollments are reported monthly to the Clearinghouse by the Registrar's Office
  - If the requestor will not accept this enrollment report, the student will provide the denial letter or email from the requestor to the Registrar's Office.
- For enrollment verifications needed before a session begins, the student will complete LHU's Enrollment Verification Form (<https://www.emailmeform.com/builder/form/566i37dfa9ao5k>) available under the Registrar tab on myHaven and then select Forms on the left-hand side.

## How do I apply for graduation?

- Students apply for graduation by completing the form available on myHaven > Registrar tab > Graduate (on the left-hand side) > Graduation Forms ([https://myhaven.lhup.edu/ICS/icsfs/graduation\\_application\\_effective\\_2018.pdf?target=beb4fffd-7361-4334-ac92-2c54555a2d9b](https://myhaven.lhup.edu/ICS/icsfs/graduation_application_effective_2018.pdf?target=beb4fffd-7361-4334-ac92-2c54555a2d9b))

- Students with a declared minor, also need to complete the Verification of Minor form available on myHaven > Registrar tab > Graduate (on the left-hand side) > Graduation Forms ([https://myhaven.lhup.edu/ICS/icsfs/verification\\_minor.pdf?target=22944b56-21f3-494e-825a-6c0cadca47e2](https://myhaven.lhup.edu/ICS/icsfs/verification_minor.pdf?target=22944b56-21f3-494e-825a-6c0cadca47e2))

## **I want to take a course at another college/university. What do I need to do?**

- Complete the transfer credit approval form (myHaven > Registrar tab > Forms > Transfer Credit Approval Form ([https://myhaven.lhup.edu/ICS/icsfs/transfer\\_credit\\_approval.pdf?target=158ff8d9-e814-4259-b656-d6053943bca2](https://myhaven.lhup.edu/ICS/icsfs/transfer_credit_approval.pdf?target=158ff8d9-e814-4259-b656-d6053943bca2))
- Use the transfer course equivalency database (<http://www.lockhaven.edu/admissions/transfer/courseequivalency.html>) to determine if LHU has already created an equivalency for the course.
  - Even with an equivalency already determined, students should complete the approval form to ensure the course will meet requirements for his/her individual program.

## **I want to withdraw (drop all classes) from the University. How do I do that?**

- Before the semester begins, students may drop all classes using myHaven.
  - New freshmen and new transfers for the semester must notify admissions of their desire not to attend LHU.
- After the semester begins, students will complete the Withdrawal/Not Returning Form available on myHaven > Registrar tab (select this option from the left-side menu)

