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?
  o 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 for information about the assessment
  o The assessment should be available on your D2L account.
➢ To retake the assessment, your account needs to be reset.
  o Contact the math department chair for assistance: Dr. Steve Williams, 570-484-2275, swillia6@lockhaven.edu or 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.
  o Students have access to this service after logging in to myHaven and selecting the Student tab
  o Enrollments are reported monthly to the Clearinghouse by the Registrar’s Office
  o 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)
➢ 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)

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转让_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.
  o 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.
  o 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)