

ITEMS FOR ACTION

SCHEDULING/ REGISTRATION: SPRING SEMESTER 2010*

All students should consult with their academic adviser with regard to scheduling courses for the Spring 2010 semester. Registration instructions may be accessed on the Registrar's Home Page: <http://registrar.psu.edu/index.cfm>. Registration methods include either using the **eLion Web Registration System**, or registering in person. Students should consult the University Park Registration Timetable – Spring 2010, to learn their “first day to schedule”. Please be advised that the timetable is based on the number of total credits earned to date (including transfer credits), as well as the credits for which you are currently enrolled.

COMPLETING REGISTRATION

The registration process consists of two steps. First, the student “schedules” specific courses. Secondly, the student becomes “registered” upon payment of tuition and fees, or confirmation of registration electronically, via **eLion** (i.e., when all charges will be covered by financial aid). Most CH 31 Veterans fall into the latter category. After students schedule their courses, the Bursar's office will send an e-mail message to the student's official University e-mail account announcing that the eBill is available. **Regardless of the amount due, action is required to complete the registration process (see below).**

BILLING PROCEDURES: SPRING SEMESTER 2010

An e-mail message will be sent to the student's official University e-mail account announcing that the eBill is available to view and/or pay via **eLion**. Please refer to the due date provided within the e-mail. eBill notifications will be sent approximately three weeks prior to the due date. Payment of tuition/fees or confirmation of registration must be completed prior to the due date to avoid the \$50 Late Payment Fee. In order to access more detailed instructions regarding your semester bill, use the following URL: <http://www.bursar.psu.edu/instructions.cfm> . **If you do not receive an eBill announcement, contact the Bursar's Office, (814) 865-6528.**

FINAL EXAM SCHEDULE: FALL SEMESTER 2009*

The final exam period will begin on Monday, December 14 and will end on Friday, December 18. Students and faculty are provided personalized final exam schedules. These schedules are available approximately the fifth week of the semester and are available on **eLion**. Plans to leave campus at the end of the semester should not be made until the personalized final exam schedules are reviewed.

OVERLOAD FINAL EXAM CONFLICT INFORMATION: FALL SEMESTER 2009*

A final exam overload situation exists if the Registrar's office has scheduled three exams in consecutive periods or within one calendar day. Overload situations are identified on the student's final exam schedule. Students may elect to take their exams as scheduled, or request that a final exam be rescheduled. To request relief from an overload situation, the student uses the **eLion "Final Exam Schedule"** application. The Registrar's office determines which exam will be rescheduled and notifies the student and the instructor by e-mail. The overload exam conflict filing period for Fall Semester 2009 extends from September 28 through October 18. **No requests for a conflict exam will be accepted after October 18.**

STUDENTS INTENDING TO GRADUATE*

It is your responsibility to notify the University of your intent to graduate. This should be done by using the “**Graduating This Semester**” eLion application at the beginning of the semester in which you plan to graduate (see activation period below). During the graduation activation period you may enter your intent, or remove your name from the graduation list. After the graduation activation period expires, only the status is available via eLion. In order to change the status, graduate students should contact Graduate Enrollment Services, 114 Kern Building, (814) 865-1795 and undergraduate students should contact their College Dean’s office. The commencement schedule for Fall Semester 2009 semester is available on-line through the Registrar's Home Page at: <http://commencement.psu.edu/future.html> .

SEMESTER	ACTIVATION PERIOD	STATUS ONLY PERIOD
FALL 2009	AUGUST 17 - SEPTEMBER 7	SEPTEMBER 8 - DECEMBER 18
SPRING 2010	JANUARY 2 - JANUARY 25	JANUARY 26 - MAY 13
SUMMER 2010	MAY 17 - JUNE 18	JUNE 19 - AUGUST 13

PENN STATE LEARNING

Penn State Learning (PSL), formerly the University Learning Centers, provides a trained staff of peer tutors, an encouraging learning environment and diverse resources to enhance your academic success. A staff of peer tutors provides free out-of-class assistance through an array of PSL centers at three convenient campus locations. Penn State Learning provides free peer tutoring for individual and group work, access to reserve course materials and a variety of academic resources. PSL also provides teamwork areas where groups of up to six students can work on projects, assignments, or presentations for classes. Additional information about the services provided by Penn State Learning is available on-line at the following URL: <http://pennstatelearning.psu.edu/> .

SUBSISTENCE ALLOWANCE RATE INCREASE

The VA recently announced a legislative rate increase for CH 31 subsistence allowance recipients, based on a 1.2% cost of living adjustment. This increase went into effect on October 1, 2009. Since the VA pays subsistence allowance for training that has been completed in the previous month, the first payment at these new rates will be reflected in the November 1, 2009 disbursement. The new CH 31 subsistence allowance rate schedule can be viewed at the following URL: <http://www.vba.va.gov/bln/vre/sa.htm> .

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* **This information is subject to periodic update. The most current information is available from the Registrar’s Home Page at: <http://registrar.psu.edu/index.cfm>.**