

SUMMER SESSIONS

GUIDEBOOK 2020

v 4.0



WINSTON-SALEM

STATE UNIVERSITY

TABLE OF CONTENTS

Summer Sessions Dates for 2020	2
Admission Requirements and Instructions	3
Look Up Summer Courses / Cancellations	4
Registration, Payment and Prerequisite Errors	5
Course Cancellation, Drop/Add, and Withdrawal Policies	6
Parking, Housing, and Meal Plan	7
Fees and Refunds	8
Financial Aid	9
 <u>Appendixes</u>	
Abbreviations, Codes, and Campus Maps	10
Telephone Directory	11

For more information on WSSU's Summer Sessions, or to access a PDF copy of this Guidebook, please visit our website:

www.wssu.edu/summer

SUMMER SESSIONS DATES FOR 2020

Application Deadlines for Visiting Students

May 8	Summer Session I Application Deadline
June 17	Summer Session II Application Deadline

Early Registration Dates

March 26	Continuing Student Early Registration Begins (for Seniors with 90+ earned credit hours, and Special Populations)
March 30	Continuing Student Early Registration Begins (for Juniors with 60+ earned credit hours)
April 1	Continuing Student Early Registration Begins (for Sophomores with 30+ earned credit hours)
April 3	Continuing Student Early Registration Begins (for Freshman with under 30 earned credit hours)
April 8	Visiting Student Early Registration Begins
April 16	Early Registration Ends (for continuing/current WSSU students)
April 27	Early Registration Ends (for all new students – Transfers, Readmits, 2 nd Degree, and Visiting Only)

Summer Session I

May 8	Application Deadline
May 11	Registration (and Advising) Begins
May 12	Enrollment Census occurs, Course Cancellations are emailed and posted online by 2pm EST

May 13 **Summer Session I Begins:** 5-week, 6-week, 8-week, 10-week;
Graduate and Accelerated Programs may have different start dates.

May 14 Deadline to Drop/Add Ends

May 25 *No Classes (Memorial Day Holiday)*

June 16 Last Day 5-week

June 17 Exam Day 5-week

June 18 Grades Due 5-week

June 24 Last Day 6-week

June 25 Exam Day 6-week

June 26 Grades Due 6-week

July 3 *No Classes (Independence Day Holiday)*

July 9 Last Day 8-week

July 13 Exam Day 8-week

July 14 Grades Due 8-week

July 23 Last Day 10-week

July 27 Exam Day 10-week

July 28 Grades Due 10-week

Summer Session II

June 17 Summer Session II Application Deadline

June 18 Summer Session II Registration and Advising Begins

June 19 Summer Session II Enrollment Census occurs, Course Cancellations emailed and posted online by 2pm EST

June 22 **Summer Session II Begins:** 5-week only

June 23 Summer Session II Deadline to Drop/Add Ends

July 3 *No Classes (Independence Day Holiday)*

July 23 Last Day Summer Session II 5-week

July 27 Exam Day Summer Session II 5-week

July 28 Grades Due Summer Session II 5-week

***Full payment is required at the time of registration by debit or credit card through the Banner RAMS Online portal (Mastercard or Visa is accepted).** Students must report to Thompson Center 200 to pay in any other way on registration weekdays. **Tuition and fees must be paid at the time of registration, or your class schedule may be purged** (i.e. due to non-payment, your class schedule may be electronically cancelled without notice). Unfortunately, there are no deferments of payment during the Summer Sessions.

ADMISSION REQUIREMENTS AND INSTRUCTIONS

Currently Enrolled WSSU Students

If you are a currently enrolled WSSU student, no application is necessary. Consult with your academic advisor and/or your department chair, then register for the appropriate summer courses as advised. If you are unsure of who your academic advisor is, contact:

Academic Advising
Hill Hall 2nd floor
336-750-2260

Visiting Students

During Summer Sessions, students from other colleges and universities may be admitted as “summer only” students. **Winston-Salem State University assumes no responsibility for determining the student’s course selection when the credits are to be transferred elsewhere.** It is the visiting student’s responsibility to confirm course transferability. Because of this policy, no “Student Advising” per se is offered at WSSU for visiting students, as it is assumed that advising is done with the visiting student’s home institution. If you have further questions, please contact Sharon Stoddard, University Registrar (336-750-3339) or stoddardst@wssu.edu.

Please note that visiting students may only enroll in a lifetime maximum of 12 credit hours of summer sessions at WSSU.

Visiting students must submit an application for admission through the Admissions Office and check the box “Summer School Only – Visiting” along with submission of the application fee and their most recent transcript (official or unofficial).

Apply online, or complete and mail back the printed form:

<https://www.wssu.edu/admissions/apply/index.html>

During summer sessions, WSSU will accept high school juniors and seniors who are above average in academic achievement and who have the formal endorsement of, and permission from, their high school principal. Students must submit an application for admission and check the box “Summer School Only – Visiting” along with the application fee and a dual enrollment form from the high school signed by the Principal or Guidance Counselor.

Visiting students who desire to attend summer sessions in order to continue their education, update their resume, or explore their educational options must submit an application for admission and check the box “Summer School Only – Visiting” along with the application fee and a letter of intent stating their purpose for attending classes, and their understanding that admission to Summer Sessions does not guarantee admission to the University as a degree-seeking student.

Non-Degree Seeking Students

Non-Degree Status is designed for students who want to take graduate courses for personal enrichment and/or professional growth, or who wish to take a limited number of courses in order to explore the possibility of entering a degree program in the future. Interested parties must apply to WSSU as stated above. In addition:

Non-degree students are subject to the following conditions:

- Must meet course prerequisites or have permission from the instructor.
- Must get written permission from the program coordinator and then apply to the Graduate School (if applicable).
- May enroll in courses only on a space-available basis. Priority is given to degree-seeking students if enrollment is limited.

Former WSSU Students

Re-Admits

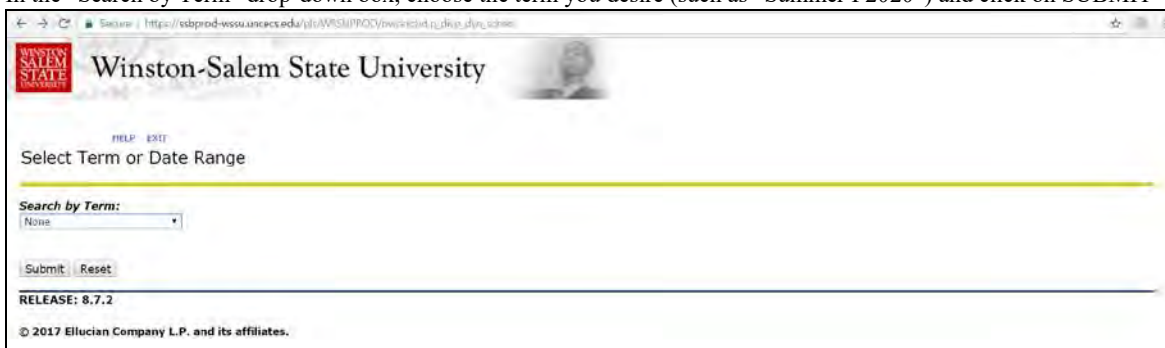
Students who were enrolled at WSSU previously but are not currently enrolled must contact the Office of the Registrar at 336-750-3330. If any other college or university has been attended since the previous enrollment at WSSU, all transcripts must be received by the Registrar’s Office before readmission status can be determined. Readmission after suspension or after an incomplete semester, whether caused by withdrawal or by suspension, is not automatic. The re-admission process includes clearance through the divisions of Business Affairs and Student Affairs. Nursing students must also contact the Dean of the School of Health Sciences.

LOOK UP SUMMER COURSES / CANCELLATIONS

Anyone may find Summer Sessions course information through WSSU's Banner RAMS Online website. The schedule of summer courses is typically established before the first day of Early Registration (typically in late March/early April).

How to look up summer session courses:

1. From the WSSU homepage, on the very top, select CURRENT STUDENTS
2. Select the first option BANNER RAMS
3. Select CLASS SCHEDULE (5th option down)
4. In the "Search by Term" drop-down box, choose the term you desire (such as "Summer I 2020") and click on SUBMIT



5. Choose the subject you are interested in (holding down the Ctrl key to select multiple subjects, if you wish). You MUST choose at least one subject. Alternatively, you may focus your search by selecting other factors to limit the search results
6. When finished choosing your criteria, scroll down and click on CLASS SEARCH at the bottom of the page

Course cancellations:

On occasion there may be courses added or deleted after the end of March/early April, as WSSU reserves the right to change the composition of summer course offerings at any time.

Most importantly, **some courses will be cancelled one business day before classes begin, due to low enrollment in that class.**

This list of cancelled courses will be emailed to all students registered for summer session under their @rams.wssu.edu email account; thus, please make sure to check your WSSU email that day (typically between 12pm and 2pm EST) to make sure your class has NOT been cancelled (i.e. is NOT on that list of cancelled courses).

In addition, this same cancellation list will be posted online at the bottom of www.wssu.edu/summer slightly later that afternoon.

In summary, you should check to see if your course has been cancelled due to low enrollment one business day before classes begin by: (1) checking your @wssu.edu email account around the 12-2pm time frame, or (2) in the early afternoon you may scroll to the bottom of www.wssu.edu/summer under the heading "Cancelled Courses Due to Low Enrollment" and click on the appropriate link for Summer Session I or Summer Session II to see the list of cancelled courses.

REGISTRATION, PAYMENT AND PRE-REQ ERRORS

Online Registration

Registration is typically done online through Banner RAMS Online. To access Banner RAMS Online, you must have your Banner ID (9-digit number) and PIN (Personal Identification Number). Most current WSSU students have this information readily on hand. For visiting students, after your Admissions Application was processed, you should have received a letter and/or email from the Admissions Office regarding your Banner ID and PIN. If you have not received this, please contact the Admissions Office at 336-750-2070 or visit Anderson Center Suite 137 and a member of the Admissions Office can provide you with your PIN number.

The PIN password-secured portion of Banner RAMS Online allows you to view your grades, check your schedule, and access other information. For your own security, your Banner ID will not be given over the telephone. If you need help obtaining your Banner ID, contact the Solutions Center at 336-750-2709.

How to Register for, Add, Drop, or Change a Class, and then Make Payment:

1. From the WSSU homepage, at the top select CURRENT STUDENTS
2. Select the first option BANNER RAMS
3. Select ENTER SECURE AREA
4. Enter your Banner ID and PIN
5. Select STUDENT SERVICES & FINANCIAL AID, then choose REGISTRATION.
6. Select ADD/DROP CLASSES. Select the APPROPRIATE TERM then SUBMIT. Enter the CRN for each course in the numbered box. When you have finished, click SUBMIT.
7. Click on STUDENT SERVICES & FINANCIAL AID. Click on REGISTRATION. Click on STUDENT DETAIL SCHEDULE then click SUBMIT to check your completed schedule.
8. It is recommended that you print out a copy for your records.
9. **Make payment on your courses*:**
 - a. Click on STUDENT SERVICES & FINANCIAL AID. Click on PAY ONLINE NOW to be taken to the WSSU Student Account Suite.
 - b. Enter your Banner ID and PIN again. Click on "Make a Payment" and follow the instructions.
 - c. You must pay for (i.e. "validate") your courses using this online method with a Mastercard or VISA. If for any reason you are unable to pay by credit card online, please visit Student Accounts and Cashiering in Thompson Center 200 to pay by check or cash. For checks, indicate on the memo line "FOR WSSU SUMMER SESSIONS."
 - d. ***It is strongly advised that you pay for your course(s) immediately upon registering, especially if you are registering within a few days of the start date for Summer Session classes. If not, you may be purged (i.e. due to non-payment, your class schedule may be cancelled without notice.)**

Solving "Pre-Req Errors"

When attempting to enroll using the above steps, you may be unable to complete registration because a course requires a pre-requisite (i.e. a "pre-req") and may indicate that there is a "pre-req error" which prevents you from registering for the class. If this occurs:

- A) For current WSSU students, complete and sign the manual "Change of Registration Form" which also needs to include the signatures of your advisor and/or department chair. Return the form to the Office of the Registrar at Thompson Center 202.
- B) For Visiting Students – Summer Only, email the University Registrar, Sharon Stoddard at stoddardst@wssu.edu and state that "you would like to take the following course:" (**including CRN, Course ID, Section, Course Title, and your Banner ID**) along with the statement (in the email) that "you have already taken the pre-requisites required for that course." The Registrar's office will assist you in completing the manual Change of Registration Form which needs to include the advisor signature (for Visiting Students that is Sharon Stoddard). To complete enrollment, you must make payment (i.e. "validate") as soon as possible by paying online (refer to the above step #9) or by visiting the Cashiering Office in Thompson Center 200.

COURSE CANCELLATION, DROP/ADD, WITHDRAWAL

Course Cancellation

Summer Session courses are contingent upon a sufficiently large class enrollment. If a course is cancelled due to insufficient enrollment (which generally means fewer than 10 students for undergraduate classes, or fewer than 5 students for graduate classes), students will be eligible for a full refund of tuition and fees. However, the application processing fee is non-refundable. If a Visiting Student / Summer-Only is registered for one course in Summer Session I and that course is cancelled, the student will be allowed to choose one of the following:

1. Enroll in another available course in Summer Session I (with no late charge) or
2. The application processing fee will remain active through the first and/or second summer sessions, and the student can choose to take a course in Summer Session II without additional application processing fee

Drop/Add Course Policy

Students requesting to add or drop a course after the drop/add date will encounter the following:

1. TO ADD: You will be required to pay for the added course.
2. TO DROP: You will not be eligible to receive a refund for the dropped course.
3. TO DROP: The last day to receive “financial credit” for a course that is dropped is the day after the Drop Deadline. If you are enrolled in only one course, you must officially withdraw from the university.

Withdrawal Policy

A student who officially withdraws from the University before the first day of class will receive a 100% refund of tuition and fees. A student withdrawing on or after the first day of class will receive a prorated refund as follows:

Day of Withdrawal:	Percent of Reimbursement
Enrollment Census	100%
First Day of Class	90% Second
Day of Class	80%
Third Day of Class	50%
Fourth Day Class	25%

No refunds will be given for withdrawal after the fourth day of class instruction.

Charges are only refundable by administrative action on a prorated basis for the remaining portion of the term for the following reasons: death of the student; withdrawal for adequate medical reasons as certified by the University Student Health Center or family doctor; or death in the immediate family which necessitates student withdrawal. Appropriate documentation must be provided to the Registrar. No adjustment fee will be processed for students dismissed or suspended from the institution for disciplinary reasons.

Please contact the Student Accounts and Cashiering Office, Thompson Center 200, for disbursement of reimbursement checks. A \$25 processing fee is charged for checks returned for insufficient funds.

PARKING, HOUSING, AND MEAL PLAN

Parking

A parking decal for summer is required for all students. The cost for the decal is \$60.00 and is good for both summer sessions 1 and 2. Summer parking decals are typically available for purchase beginning in early May. To purchase your parking decal, contact:

Parking Permit Office

Old Maintenance Building – building #22 on the campus map:

https://www.wssu.edu/about/news/_files/Documents/campus-map.pdf 336-750-2905

Housing

On-campus housing accommodations are optional for summer sessions students.

For the latest summer housing application, information, costs, and other details, please visit:

<https://www.wssu.edu/student-life/housing-and-residence-life/index.html>

Housing and Residence Life Thompson

Center 301

336-750-3400

General guidelines on housing during summer sessions are as follows:

- There is a non-refundable application fee is \$50.
- Rooms will likely consist of two beds (i.e. two roommates) per room, with fixed furnishings and amenities in the hallways.
- Typically, there is only one housing complex being put in use during summer sessions.
- All students enrolled in summer sessions AND choosing to live in on-campus housing MUST ALSO have a meal plan.

Meal Plan

As mentioned previously, all students enrolled in summer sessions AND choosing to live in on-campus housing MUST ALSO have a meal plan. Meal plan information can be found by contacting:

Auxiliary Services 336-750-2770

auxiliaryservices@wssu.edu

<https://wssu.campusdish.com/>

FEES AND REFUNDS

Course Fees

For the latest Summer Sessions fees, scroll to the bottom of the page for “+ WSSU TUITION AND FEES” within Student Accounts:
<https://www.wssu.edu/about/offices-and-departments/student-accounts/index.html>

Or contact:

Student Accounts and Cashiering Office
billings@wssu.edu Thompson Center
200
336-750-2800

As a rough estimate of what the upcoming summer session’s fees may look like, here is the fee schedule from last year (note that fees are subject to change from year to year):

https://www.wssu.edu/about/offices-and-departments/student-accounts/_files/documents/tuition-fees-summer-2017.pdf

Students are subject to the following conditions:

- Tuition & Fees must be paid at the time of registration, or class schedule may be purged (i.e. student removed from classes).
- There are no deferments of payment allowed during the summer sessions.
- All students living in campus housing are required to purchase a meal plan. (See Summer Housing Information)
- For WSSU students, there is a maximum of 9 credit hours per summer session.
- A \$25 late fee will be charged on Late Registration day.

Visiting Students* are additionally subject to the following conditions:

- A visiting student must pay an Application Fee of \$50.
- A visiting student may only take a lifetime maximum of 12 total hours of Summer Sessions at WSSU. (Thus, if a visiting student has taken WSSU Summer Sessions before, she may be very limited as to how many additional hours she may take.)

**A visiting student is defined as any student (high school, college, or otherwise) who has not been admitted to Winston-Salem State University as a student during the regular academic year.*

Refund and Withdrawal Policies

Any credit balance which results because of an overpayment will be refunded according to the schedule set by the Student Accounts and Cashiering Office.

FINANCIAL AID

Financial Aid – Visiting Students

Visiting Students – Summer Only are not eligible for WSSU financial aid. Only students who are admitted into a degree program at WSSU can receive financial aid at WSSU. Visiting students should contact the Financial Aid Office at their respective institution in regards to financial aid assistance for the summer sessions at Winston-Salem State University.

Students may not make payment by being enrolled in the Tuition Management Payment Plan (TMS); this option is not available during the Summer Sessions.

Financial Aid – Continuing WSSU Students

Financial Aid for Summer Sessions tends to be **most applicable to readmitted and transfer students** rather than continuing students. The reason is that Summer Sessions is typically an optional term, and as such, students who attend WSSU (or most other institutions of higher education) on a full-time basis for Fall and Spring will usually have no financial aid eligibility remaining.

Therefore, if a regular full-time student who receives financial aid wishes to take Summer Sessions, it is the student's responsibility to save the necessary amount of their Spring term financial aid receipt money to completely pay for any Summer Sessions he wishes to take at WSSU. Alternatively, he may apply for an alternate/private loan via the lender of his choice in order to acquire the funds necessary to take Summer Sessions.

There may be some limited funds mainly based on remaining loan eligibility that is available for Summer Sessions. The Summer Financial Aid Application is for continuing WSSU students interested in applying for financial assistance (loans, limited grants, and work opportunities), and the application is made available typically in March and due by mid-April. You must be registered for classes prior to the submission of your summer application. For more details and to access the Summer Financial Aid Application, go to:

<https://www.wssu.edu/admissions/scholarships-and-financial-aid/index.html>

All students who receive financial aid and plan to use that aid for payment of tuition and fees are required to do the following:

1. Students must contact Student Accounts and Cashiering for review of the Financial Aid award to validate their schedule.
2. If there is a cash balance due to finish payment of registration fees, the student must pay the difference in order to complete registration. Failure to complete registration will result in the cancellation of the class schedule.

All students applying for aid to attend the summer sessions must have a completed, current FAFSA (Free Application for Federal Student Aid) on file in the Financial Aid Office at Winston-Salem State University. Continuing students must register for at least (6) hours in the first session of the Summer Sessions program to be eligible for aid. Dropping classes will result in forfeiture of financial aid.

For more information, contact:

Office of Scholarships and Financial Aid
Thompson Center 201 336-750-3296
finaid@wssu.edu

ABBREVIATIONS, CODES, AND CAMPUS MAPS

Site codes

Section	Site	Abbreviation
60	Rowan-Cabarrus Community College	RC
61	Surry Community College	SC
62	Davidson County Community College	DC
63	VA Medical Center	VA
64	Rockingham Community College	RO
66	Wilkes Community College	WI
67	Randolph Hospital-Asheboro	AS
72	Forsyth Medical Center	FC
76	WakeMed	WK
77	Cleveland Community College	CC
80	Hickory Metro Higher Ed Center	HMC
83	Wake Forest Baptist Medical Center	BMH
84	South Piedmont Community College	SOP
85	High Point Regional Health System	HPR
86	FirstHealth Moore Regional Hospital	FHM

Codes for Days of the Week

Code	Day
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
TBA	To Be Announced

Academic Building Codes

Code	Building
ANDER	Anderson Conference Center
CAROL	Carolina Hall
COLTR	Coltrane Hall
EJONES	Elva Jones Computer Sci Bldg
FINE	Fine Arts Building
FLATK	F L Atkins Health Sci Bldg
HALLPA	Hall-Patterson Communications Bldg
OKELLY	O'Kelly Library
RAY	A H Ray – Old Nursing Building
REYNOL RJ	Reynolds Business Building
THOMP	C F Thompson Student Center
WBATKI	W B Atkinson Science Building

Web-based Codes

Code	
WC	Web course for Distance Learning Students <u>only</u>
W1	Web course for Traditional (on-campus) Students <i>(this is the online course <u>most</u> people should take)</i>
W2	Web course for Traditional (on-campus) Students – 2nd section
W3	Web course for Traditional (on-campus) Students – 3rd section
W4	Web course for Traditional (on-campus) Students – 4th section
EW	Web course for Evening/Weekend Students <u>only</u>
WA	Web Assisted course for Distance Learning Students only
A1	Web Assisted course for Traditional (on-campus) Students only
A2	Web Assisted course for Traditional (on-campus) Students only – 2nd Section

CAMPUS MAPS (printable and online)

WSSU CAMPUS MAP – PRINTABLE PDF:

<https://www.wssu.edu/about/news/files/Documents/campus-map.pdf>

WSSU CAMPUS MAP – ONLINE INTERACTIVE: <https://map.wssu.edu>

TELEPHONE DIRECTORY

NOTE: Departments and contact numbers are subject to change. All are in the 336 area code.

Academic Affairs Office	750-2200	Health Services/Infirmary.....	750-3300
Academic Advising Center.....	750-2260	HCOP Program.....	750-2650
Academic Computer Center.....	750-2230	Housing/Residence Life.....	750-3400
Accounting and MIS	750-2280	Human Performance & Sports Science	750-2580
Admissions Office.....	750-2070	Library.....	750-2449
Behavioral Science and Social Work.....	750-2061	Life Sciences.....	750-2210
Billings & Receivables “Student Accounts” Office.....	750-2800	Management & Marketing	750-2344
Campus Bookstore.....	750-2780	Mass Communications.....	750-2320
Campus Police.....	750-2900	Mathematics.....	750-2489
Chancellor’s Office.....	750-2041	Military Science.....	750-2679
Chemistry/Physical Science	750-2540	Motorsport Management Program.....	750-3266
Clinical Laboratory Science	750-2510	Nursing.....	750-2560
College of Arts and Sciences.....	750-2400	Occupational Therapy.....	750-3170
Computer Help Desk.....	750-3431	Physical Science.....	750-2540
Computer Science.....	750-2480	Ram Card Office.....	750-3112
Counseling Center.....	750-3270	Rams Commons.....	750-2174
Distance Learning.....	750-2630	Ram City Coffee Shop.....	750-3337
Economics & Finance.....	750-2356	Registrar.....	750-3330
Education Department.....	750-2383	School of Business and Economics.....	750-2330
English & Foreign Languages.....	750-2300	School of Education and Human Performance.....	750-2370
Enrollment Services.....	750-2078	School of Graduate Studies and Research.....	750-2102
Evening Weekend College.....	750-2799	School of Health Sciences.....	750-2570
Financial Aid.....	750-3280	Social Sciences.....	750-2003
Fine Arts.....	750-2520	Summer Sessions.....	750-3410
First Year College.....	750-2582	University Information.....	750-2000