**ALBION COLLEGE SUMMER SCHOOL 2015**

**The summer term is seven weeks, from Monday, May 18 to Friday, July 3**. Current Albion students as well as guest students from other colleges are offered opportunities to accelerate an academic program or relax a tight course schedule.

The program offers personal attention, small classes and modern educational facilities. All courses are taught by members of the Albion College faculty.

**Summer Term Admission**

**Regular Students**

All regular students may enroll in the summer term via [ACIS](https://acisr2.albion.edu/pls/brit3/twbkwbis.P_GenMenu?name=homepage).

Note: Regular students include those currently enrolled at Albion College.

**Guest Students**

Students enrolled at other institutions who wish to take summer courses at Albion College are welcome as guest students. Application for guest student status requires a [Michigan Undergraduate Guest Application](http://www.albion.edu/images/stories/registrar/documents/GUEST_APP.pdf) form available at the Registrar’s or Admission’s Offices in Michigan colleges. Application may also be made by submitting the [Summer School Application](http://www.albion.edu/images/sites/3-18-2015_AC_SUMMER_SCHOOL_APP_REV_III.pdf). The application must be certified by the Registrar of the college which the student regularly attends. The guest student assumes responsibility for determining whether the course he/she takes at Albion will apply to his/her program of study by having the courses approved in advance by the Registrar of the institution to which the credits are to be transferred.

**Special Students**

Persons who are not enrolled in a degree program may apply as special students by submitting the [Summer School Application](http://www.albion.edu/images/sites/3-18-2015_AC_SUMMER_SCHOOL_APP_REV_III.pdf).

**Registration**

Registration may be completed at the Office of the Registrar until May 18, 2015. There is a $30.00 registration fee for all Guest and Special Students due at the time of registration, non-refundable after May 18. Payment in full is expected by the first day of classes. Late registrations, if approved, require payment in full at that time. Housing arrangements must be made by April 17.

Students enrolling for internships and directed studies must register by submitting the appropriate completed [form](http://www.albion.edu/academics/registrar/students/forms) to the Registrar’s office by May 18, 2015.

[Schedule of Courses](http://www.albion.edu/academics/registrar/course-schedules) offered Summer 2015.

**Tuition and Fees**

For information on summer term costs, see the [Accounting Office](http://www.albion.edu/about-albion/administrative-divisions/finance-and-administration/offices-and-programs/accounting/tuition-and-fees/summer-tuition-and-fees) web site.

**Credits**

All credits will be issued in terms of units, half-units or quarter-units. A unit is equivalent to four semester hours or six quarter hours.

**Student Load**

A standard student load for the summer term is 2 units, although fewer may be taken. A student will automatically be eligible to elect 3 units if the student has a cumulative grade point average of 3.3 or above. An Albion student who does not meet this eligibility requirement must petition the Committee on Academic Status for permission to enroll in more than 2 units. **Auditing summer courses is not permissible.**

**Other Regulations**

**Drop/Add -** The last day to drop or add a course is Wednesday, May 20.

**Credit/No Credit -** The last day to elect the Credit/No Credit option is Tuesday, May 26.

**Withdrawal from a course -** The last day to withdraw from a course with a grade of “W” is Monday, June 1.

**Incomplete grade -** All students who receive an incomplete grade in a course must complete their course work by Wednesday, August 19, 2015.

All students who accept admission to Albion College summer term agree to adhere to academic regulations as outlined in the Albion College 2014-2015 [Academic Catalog](http://www.albion.edu/academics/academic-catalogs/2014-15-catalog).

**For Further Information**

Questions concerning the Albion College summer term should be addressed to: Office of the Registrar, Albion College, 611 E. Porter St., Albion, MI 49224. PHONE: 517-629-0216, FAX: 517-629-0476, or by e-mailing [Registrar@albion.edu](mailto:Registrar@albion.edu).

**Student Life**

**Residence and Dining Facilities**

Housing accommodations are available during the summer term. Those students who are interested in living on-campus for summer term should visit the [Office of Residential Life](http://www.albion.edu/student-life/residential-life/summer-housing) web page or contact the Residential Life office at 517-629-0224 for further information. Students who desire to live off-campus are responsible for making their own arrangements. Living off-campus for the summer term does not exempt a student from the college residency requirement for the academic year.

**There are no board plans available during the summer term**.

**Recreational Opportunities**

On-campus facilities that are available to the summer term students during scheduled hours are: Dow Recreation and Wellness Center, Kresge Gymnasium, Whitehouse Nature Center, tennis courts, and athletic practice fields. Golf, swimming, canoeing, bike riding and other activities are available in surrounding areas.

**Campus Regulations**

Regulations are in effect which maintain the character and educational aims of Albion College as a continuing community as well as serving the best interests of the students. Student regulations are covered in the Albion College 2014-2015 [Student Handbook](http://www.albion.edu/student-life/student-affairs/current-students/student-handbook) and subsequent amendments are available from the Office of the Vice President and Dean for Student Affairs.

**About Albion College**

An independent, coeducational, residential college in south-central Michigan, Albion is committed to the liberal arts tradition. Founded in 1835 and historically related to the United Methodist Church, the College is dedicated to preserving the values of the past, to serving the needs of the present, and to anticipating the goals of the future.

Bordered by the scenic Kalamazoo River, Albion’s campus has more than 30 major buildings including 10 built during the past 25 years. Nearby is the Whitehouse Nature Center.

*Albion College is committed to a policy of equal and non-discrimination on the basis of sexual orientation and of race, color, national origin, religion, sex, age or disability, as protected by law, in all educational programs and activities, admission of students, and conditions of employment*.