SPRING 2016

STUDENT REGISTRATION GUIDE

FAIRMONT STATE UNIVERSITY™

PIERPONT COMMUNITY & TECHNICAL COLLEGE™

FAIRMONT STATE UNIVERSITY
PIERPONT COMMUNITY & TECHNICAL COLLEGE

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Registration Begins:

Seniors, Graduates, Post-Graduates ..... Monday, October 19
Juniors and All Pierpont Students ..... Thursday October 22
Sophomores ..... Thursday, October 29
Freshmen..... Thursday, November 5

OFFICE HOURS:

Campus Offices
Monday – Friday ..... 8:00 am – 4:00 pm

Student Services Center
Monday – Wednesday ..... 8:00 am – 4:00 pm
Thursday……...9:00 am – 4:00 pm
Friday……8:00 am – 4:00 pm

HOMEPAGE

- ✓ www.fairmontstate.edu
- ✓ www.pierpont.edu

Classification	Term Pin
Graduates, Post-Graduates, Transients, *Non-Traditional Seniors	000000
*Non-Traditional Juniors, *Non-Traditional Pierpont Sophomores	100000
*Non-Traditional FSU Sophomores	200000
*Non-Traditional Freshmen	300000

*To be a 'Non-Traditional' student for registration purposes, you must be 25 years of age or older and have taken all off-campus classes the previous semester.

STUDENT REGISTRATION PROCEDURES

All students can access the student web product to register themselves for classes during their appropriate registration window after they have met with their advisor. Students must meet with their advisors in order to select appropriate courses and ensure progress toward their degree completion. Once courses have been selected and approved, students can select open sections of the courses at the times they want. When the schedule is finalized, students can enter the courses via 'FELiX' during the appropriate window.

- **UNIFIED COLLEGE ACCOUNT (UCA) USERNAME AND PASSWORD ARE REQUIRED FOR REGISTRATION.**

- **SOME CLASSES REQUIRE STUDENTS TO HAVE PERMISSION FROM THE INSTRUCTOR BEFORE ENROLLING IN THE CLASS.**

Step 1: Activate your Unified College Account if you have not already. For assistance, go to myFairmontState.fairmontstate.edu or myFairmontState.pierpont.edu and select 'New User.' Follow the instructions listed.

Step 2: 'FELiX – Account Notifications.' Login to myFairmontState to view your account notifications. This screen will notify you of any issues that you have outstanding and will remain until the issues have been resolved. These issues may include, but are not limited to:

- A hold on the account
- Balance due on account.
- Outstanding admissions and/ or financial aid requirement
- Residence Life requirement

Step 3: Make an appointment with your academic advisor. To determine who your advisor is:

- Go to myFairmontState.fairmontstate.edu or myCampus.pierpont.edu
- Log-In to 'myFairmontState'
- Select the 'FELiX' icon in the upper left-hand corner
- After selecting the 'FELiX' icon, the 'FELiX – Account Notifications' screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
- Select 'Student & Financial Aid'
- Select 'Student Records'
- Select 'View Student Information'
- Select the appropriate term and click 'Submit'
- If you do not see an advisor listed, please check the list on page 15 for whom to contact in your college.

Step 4: During the meeting with your advisor, you will discuss your academic progress and will determine which courses you should be taking during the next semester. Once you and your advisor agree on the courses you need to take, your advisor will give you a unique PIN that you will use to access the registration form in FELiX. Do not lose this PIN. Only your advisor and academic department have this number. **Note: If you do not use your PIN prior to the end of the term, it will change. You will have to see your advisor for the new PIN.**

Step 5: You are now ready to select the actual times you want to take your approved courses. This is done by you, not your advisor, at any computer and at your convenience. The 'Class Search,' located on the registration form, is in real time and can be accessed once you access FELiX. (Directions on how to add/drop classes are found on page 8.)

REGISTRATION NOTES:

- All students, except for graduates, post-graduates, and transients, must meet with their advisor prior to scheduling. This will help ensure progress towards graduation requirements. You need to be familiar with your program requirements and seek proper advice.
- If you received an 'Incomplete' from a previous semester and are finishing the work for that class, **do not register for the class**. Once you complete the work, the professor will submit a grade modification form which will change your grade from an 'I' to a letter grade.
- Please check your academic history online and verify that you are not signing up for a class you have already completed, especially if you have transfer work. You are responsible for the classes for which you register.
- If you have an unpaid financial obligation on your account, you will not be able to add/drop classes. Once your hold has been lifted, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account. Please visit the Student Services Center on the 3rd Floor of Turley Center for assistance.
- If you have any problems adding and/or dropping a class or withdrawing for the term, come to the Student Services Center immediately. **Do not wait**.
- You are responsible for your schedule. Every time you add or drop a class, review your schedule on-line and make sure you are registered only for the classes you want.
- If you do not attend a class, you are responsible for dropping that class. You WILL NOT BE AUTOMATICALLY DROPPED FROM THE CLASS.

Hours Earned	Class Rank
90 and up	Senior
60 - 89	Junior
30 - 59	Sophomore
0-29	Freshman

POTENTIAL REGISTRATION RESTRICTIONS

While registering for classes, you may encounter some restrictions that will block your registration. Listed below are some of those restrictions, along with the correct way to fix them. If you have any other problems, please contact Enrollment Services at 304-367-4141.

NOTE:

NEW PROCEDURE FOR OVERRIDES: ALL OVERRIDES WILL BE ENTERED ONLINE BY THE ACADEMIC COLLEGE/SCHOOL THAT TEACHES THE COURSE YOU WANT TO TAKE. PLEASE GO TO THE DEAN'S OFFICE FOR THE PROCEDURE TO OBTAIN AN ONLINE OVERRIDE.

ONCE THE OVERRIDE HAS BEEN ENTERED ONLINE YOU MUST REGISTER FOR THE CLASS IN FELIX. REGISTRATION WILL NOT BE COMPLETE UNTIL YOU ADD THE CLASS IN FELIX.

PAPER OVERRIDES WILL NO LONGER BE PROCESSED BY THE STUDENT SERVICES CENTER EXCEPT FOR A LEVEL RESTRICTION AND DUPLICATE COURSE RESTRICTION.

You Are Not Permitted to Register Error

- **You are attempting to register for classes prior to your priority date.** Please refer to the Registrar's Calendar for your correct registration date and try again at that time. If you feel you should be able to register, contact Enrollment Services at 304-367-4141.

Student Status Prohibits Registration

- **You are not eligible to register and may need to be readmitted.** For more information, please contact Enrollment Services at 304-367-4141.

You May Not Add or Drop Due to Holds on Your Record

- **You have a hold that prevents registration.** Select the 'View Holds' link under 'Student Records' from the main 'Student and Financial Aid' menu for more information regarding the type of hold and the office to contact. Once the hold is released you may register for classes. However, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account balance.

Pre-Requisite Error

- **You have not completed the pre-requisite for the class.** The pre-requisite for all classes can be found in the current college catalog under each course description. In order to get registered for the class, you must obtain an override (SEE NOTE ABOVE). You may contact the instructor and dean of the class either in person, by phone, or by email. All directory information is found on the homepage under 'Campus Directory.'

- **You have completed the pre-requisite, but the class was completed before the Fall 2003 semester under old course numbers.** Please contact Enrollment Services at 304-367-4141 to register for the class.

- **The class has a math pre-requisite and you have completed a higher math class.** You must obtain an override (SEE NOTE ABOVE).

- **You are a transfer student and have not had your transcript sent to Fairmont State University and/or Pierpont Community & Technical College.** You must do this immediately in order to get credit for classes and pre-requisites. Failure to do so will result in a hold being placed on your account, which will restrict registration.

- **You feel you have completed the pre-requisite.** Please contact Enrollment Services at 304-367-4141.

Closed Section

- **The class is closed and has no more space available**. You can continue to check the online Schedule of Classes (see links above) to see if a seat becomes available due to another student dropping the class. However, it is recommended that you find another class that fits into your schedule. In order to take the class, you must obtain an override (SEE NOTE ABOVE).

Time Conflict

- **You are attempting to register for two or more classes that overlap in time**. You must find another class that fits into your schedule.

Class Restriction

- **You are attempting to register for a class that is restricted for a specific classification (i.e. juniors, seniors)**. This means that you do not have the number of hours needed. Class restrictions can be found in the current college catalog under each course description. In order to take the class, you must obtain an override (SEE NOTE ABOVE).

- **Field of Study Restriction**

- **You are attempting to register for a class that is restricted for a specific major(s) which does not include your major**. Major restrictions are found with each course description in the current college catalog**.** You can change your major prior to the following deadlines by coming to the Student Services Center. In order to have your major changed for spring, your major change must be completed prior to December 15. In order to have your major changed for summer, your major change must be completed prior to May 1. In order to have your major changed for fall, your major change must be completed prior to August 1. Once the instructor has agreed to allow you to take the class even though your major is restricted for that class, s/he will grant the approval online via **'Registration Overrides'** in the Faculty Web System. **You must then register for the class following the registration procedures on page 8. Approval granted online WILL NOT automatically register you for the class**.

Instructor Approval

- **You are attempting to register for a class that requires instructor approval**. You must contact the instructor to receive approval. Once the instructor has agreed to allow you to take the class, s/he will grant the approval online via **'Registration Overrides'** in the Faculty Web System. **You must then register for the class following the registration procedures on page 8. Approval granted online WILL NOT automatically register you for the class**.

Link Error

- **You are attempting to register for a class that is linked with another class (i.e., lab and lecture).** You may not register for one class without also registering for the other correct class. Refer to the class schedule for the sections that are linked. When a link error occurs you will not be registered for either part of the class. Once you find the correct link, you must register for both parts of the class again.

Co-Requisite Error

- **You are attempting to register for a class that is linked with another class.** These are classes which must be taken together during the same semester. You may not register for one class without also registering for the other class. When this error appears, the system will tell you which class you also need to take. You must then register for both classes again.

Duplicate Course Error

- **You are attempting to register for two different sections of the same class.** The system will register you for only one of the sections and list the error with the other section. If you have previously dropped a class on the web with a class status of 'DW', the system will also give you the duplicate error. If you want to register for the dropped class again, you must contact Enrollment Services at 304-367-4141.

- **You are attempting to register for two classes that have the same course number (i.e., 1199).** You will only be able to register for one of these classes. To register for the other class(es) with the same course number, you must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form. Submit the completed form to Enrollment Services.

Level Restriction

- **You are attempting to register for a class that is restricted for a specific level (CC, UG, and GR) which does not include your level.** To take a class that is restricted to level, you must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form.

Submit the completed form to Enrollment Services for approval. Seniors who are near degree-completion may be granted special permission to enroll in a limited number of graduate classes under certain circumstances. Please contact the Office of Graduate Studies for details at 304-367-4098.

Maximum Hours Exceeded

- **You are attempting to register for more than 18 hours.** If you choose to take more than 18 semester hours (up to 21 semester hours), you must first meet the eligibility (see below under ACADEMIC PROCEDURES: Semester Load). If you are eligible, you must obtain a signed 'Overload Approval Form' from your Advisor and the Dean. If you choose to take more 21 semester hours and you are eligible, you must obtain a signed 'Overload Approval Form' from your Advisor, your Dean, and your Provost.

- **THE LAST DAY TO DROP A SPRING FULL-TERM CLASS WITHOUT A NOTATION ON TRANSCRIPT IS MONDAY, JANUARY 25.**

- **THE LAST DAY TO DROP A SPRING FULL-TERM CLASS IS FRIDAY, MARCH 25.**

Non-attendance and/or non-payment are not sufficient notice of intent to drop a course or withdraw. If you do not attend and do not properly withdraw prior to the first day of classes, you will be held responsible for a portion of your tuition and fees.

ACADEMIC PROCEDURES

Semester Load: In order to be considered for permission to carry more than 18 hours in a fall or spring semester or more than 12 hours for the summer semester, you must have an overall GPA of 3.0. In addition, you must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation. Student Credit Load Exception forms must be obtained and signed by the Dean of the College and Provost if the student is taking over 21 hours.

Schedule Changes: You cannot add new classes to your schedule after the schedule change period. However, within this time, you can drop and/or add classes. Classes that are dropped during this period do not appear on your transcript or count as drops toward the Excessive Withdrawal count (see below). Refer to the Registrar's Calendar for schedule change dates.

Dropping a Class(es): You may drop a class(es) with a "W" being recorded on your transcript based on the schedule below. For specific dates for each term and part of term, refer to the Registrar's Calendar.

a.) 10th Week of a Full Semester
b.) 5th Week of the 1st 8 Week Session
c.) 5th Week of the 2nd 8 Week Session
d.) 5th Week of the Weekend College
e.) 3rd Week of the 1st 5 Week Summer Session
f.) 3rd Week of the 2nd 5 Week Summer Session
g.) 5th Week of the Weekend College
h.) 8th Week of the 10 Week Summer Session

Refer to page 8 for instructions on how to drop a class(es).

Withdrawal from Fairmont State University/Pierpont Community & Technical College: You can withdraw from the institution with "W" being recorded prior to the last week of classes. For specific dates, refer to the Registrar's calendar. Be sure to print a copy of the transaction for your records. Refer to page 8 for instructions on how to withdraw from the institution. Failure to properly withdraw may result in failing grades.

Excessive Course Withdrawal Fee: (Effective Fall 2006) When you drop individual courses after the schedule change period has ended, you will be charged a $50.00 fee for each class you drop after the allowable maximum. Pierpont students may drop a total of four courses before the fee is charged. FSU students may drop a total of eight courses before the fee is charged.

Repeating a Course: (Effective Fall 2007) Fairmont State University and Pierpont Community & Technical College enforce Series 22 of the West Virginia Higher Education Policy Commission as follows:

"If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of 'C' or better may not be legally repeated."

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at Fairmont State/Pierpont with a grade of "D" or "F" may be repeated at any accredited institution, provided the course at the other institution is deemed an equivalent course by Fairmont State/Pierpont and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the Registrar before attempting such course work. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at Fairmont State/Pierpont will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Fairmont State/Pierpont and the above stipulations are met.

Application for Graduation: If you are close to graduation, you should sign up for a degree audit in the Student Services Center. Degree audits are done two semesters in advance of graduation. Candidates for graduation must also officially apply for graduation two full semesters prior to the term they want to graduate. Please refer to the graduation homepage for more details.

Credit / No Credit Option: Any student who has completed 58 or more semester hours of credit may select one course per semester on a credit/no credit basis; such courses are to be considered part of the regularly scheduled load. A maximum of 18 semester hours may be completed with this option.

Students may not choose this option for the following courses:

(a) Major, minor or skill set
(b) Education certification program

Courses taken under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit/no credit must be made at registration with the approval of the student's academic advisor, and may not be changed after the end of the add-drop period.

The grade CR means C or better.

Auditing a Course: Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. A student who enrolls in any class as an auditor may not, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration process and pay regular fees. The decision to audit a course must be made during the add/drop period.

HOW TO ADD/DROP A CLASS(ES)

To Log-in:

1. Go to myFairmontState.fairmontstate.edu or myCampus.pierpont.edu
2. Log-In to 'myFairmontState'
3. Select the 'FELiX' icon
4. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Class Scheduling'

To Add Classes:

1. Log-in (see above)
2. Select 'Add or Drop Classes'
3. Select the Term – Spring 2016, Summer 2016, Fall 2016, etc.
4. Enter the appropriate Alternate PIN as indicated on the webpage or given by the advisor
5. Enter CRN's
6. Click 'Submit'
7. Note: You must scroll back down after adding courses to make sure the classes were added appropriately. If there was an error, it will be listed at the bottom of the page. For resolutions to these errors, please see 'Potential Registration Restrictions' listed above.

To Drop Classes:

1. Log-In (see above)
2. Select 'Add or Drop Classes'
3. Select the Term – Spring 2016, Summer 2016, Fall 2016, etc.
4. Enter the appropriate Alternate PIN as indicated on the webpage
5. Select the drop code from the pull down box under 'Action' for all classes you want to drop.
6. When done, click 'Submit Changes'.
7. BE SURE TO LOOK AT YOUR SCHEDULE TO VERIFY THE CLASS(ES) HAVE BEEN DROPPED.
8. If you try to drop your last class, the system WILL NOT ALLOW YOU TO DO THIS. Dropping your last class is actually withdrawing from the Institution for the term. Refer to the section 'Withdrawing from the Institution' for more information.

WITHDRAWING FROM THE INSTITUTION

1. Log-in (see above)
2. Select 'Withdraw From The Institution'
3. Read all information before proceeding.
4. Check the 'CONFIRM' box.
5. Enter your Social Security Number.
6. Select the CURRENT Term – Spring 2016, Summer 2016, Fall 2016 etc.
7. Click 'Submit'.
8. PLEASE PRINT THE PAGE OR MAKE NOTE OF THE CONFIRMATION NUMBER

REFUND POLICY FOR TUITION AND FEES

A student who officially withdraws from the college may arrange for a refund of fees, excluding special fees, in accordance with the refund schedule listed on the Registrar's calendar. Refunds are determined from the first day of the school term. Students who have paid in advance and withdraw prior to first day of classes will receive a 100% refund.

PAYMENT PROCEDURE

WEB PAYMENT SERVICES ARE AVAILABLE AT:
'Payment Services (EPAY)'

This service allows you to pay by check or credit card. This service allows you to authorize your financial aid to be credited to your account (which is required), and to verify your permanent address for difference check mailings.

✓ **TUESDAY, JANUARY 19 BEGINS THE LATE PAYMENT FEE OF $50.**

FINANCIAL ASSISTANCE

You may access information regarding your financial aid on-line through your UCA. Financial Aid counselors are also available by coming to the Student Services Center or by calling 304-367-4141.

FINAL GRADES

Final grades are available online on the Wednesday following finals. To access your final grades:

1. Go to myFairmontState.fairmontstate.edu or myCampus.pierpont.edu
2. Log-In to 'myFairmontState'
3. Select the 'FELiX' icon
4. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Student Records'
7. Select 'Final Grades'
8. Select 'Spring Semester 2016,' 'Summer Semester 2016,' 'Fall Semester 2016,' etc.
9. Click 'Submit'

If your final grade does not appear, do not contact Enrollment Services. You must contact your professor.

ENROLLMENT VERIFICATION

Enrollment verifications are now completed through student service (UCA). To access an enrollment verification:

1. Go to myFairmontState.fairmontstate.edu or myCampus.pierpont.edu
2. Log-In to 'myFairmontState'
3. Select the 'FELiX' icon
4. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Class Scheduling'
7. Select 'Enrollment Verification'
8. Select 'Request enrollment verification for …'
9. Select 'Obtain an enrollment certificate for either the current enrollment (default) or for all enrollment
10. Check your campus email account for the specific dates when verifications can be printed for the spring term.

STUDENT ADDRESSES

Physical Address

It is very important to keep your address updated as important information, as well as refund check(s), is mailed to your permanent address on file. You may change your address by coming to the 3rd Floor of Turley Student Services Center or by printing the 'Change of Name and/or Address Form' and submitting it to the Office of Student Services, via email to enrollmentservices@fairmontstate.edu or enrollmentservices@pierpont.edu, or by fax to 304-367-4789. You may also mail the form to:

Fairmont State University
Pierpont Community & Technical College
ATTN: Enrollment Services
1201 Locust Avenue
Fairmont, WV 26554

If you have any questions or need additional assistance, please contact Enrollment Services at 304-367-4141.

Email Address

Once you have been admitted to Fairmont State University or Pierpont Community & Technical College, you are issued a Fairmont State/Pierpont email address. Please check this address frequently as important information will be sent to you from Enrollment Services (formerly the Financial Aid, Student Accounts, Office of the Registrar, and Office of Admissions).

BUILDING CODES

Fairmont Campus	Code	Off-Campus	Code	Off-Campus	Code
Colebank Hall	CH	Barbour County	BC	Aerospace Center	MT
Education Building	ED	Braxton County	BX	Mon County Tech	MV
Feaster Center	FC	Calhoun County	CL	Preston County	PC
Hardway Hall	HB	Clinical Affiliate	CA	Pocahontas County	PO
Hunt Haught Hall	HHH	Doddridge County	DC	Public Schools	PS
Jaynes Hall	JH	Upshur County Tech	FE	Randolph County	RC
Library	LB	Lewis County	LW	Tygart Valley	RT
Turley Student Srv Ctr	TC	Television	TV	Taylor County	TY
Wallman Hall	WH	West Virginia University	WVU	Gaston Caperton Ct	CC
Falcon Center	FAL	United Technical Center	UTC	Pratt Whitney	PWH
Virtual Online	V				
Engineering Technology	ET				
Folk Life Center	FOLK				
Crim. Justice Crime House	CJHOUS				

Registrar's Full Semester Calendar

Spring 2016

Please visit myCampus for Weekend and 8 Weeks calendars
All dates are subject to change

Monday, October 19 – Monday, January 18	100% Refund
Monday, January 4	Last Day to be Admitted
Monday, January 18	Martin Luther King Day – No Classes
Tuesday, January 19	Classes Begin Late Payment Fee in Effect
Tuesday, January 19 – Monday, January 25	Schedule Changes **(Add/Drop Period)**
Tuesday, January 19 – Monday, February 1	90% Refund Period
Monday, January 25	**Last Day to Drop a Class** Without Notation ('W') on Transcript Last Day to Make Schedule Changes
Tuesday, February 2– Monday, February 15	75% Refund Period
Friday, February 5	FSU Deadline to Apply for December 2016 Graduation
Monday, February 8	Begin Late Graduation Fee for December
Friday, February 11	4 Week Grade Check – Check Mid-Term Grades
Tuesday, February 16 – Friday, March 11	50% Refund Period
Friday, March 11	**Midterm**
Monday, March 14 - Friday, March 18	**Spring Break** – No Classes
Monday, March 21	Classes Resume
Friday, March 25	**Last Day to Drop a Class**
Friday, March 25	**Spring Holiday –** No Classes
Monday, March 28 – Friday, August 12	Fall/Summer 2016 Registration for Graduate Students, Seniors, Priority
Thursday, March 31 – Friday, August 12	Fall/Summer 2016 Registration for Juniors and Community College Students
Thursday, April 7 – Friday, August 12	Fall/Summer 2016 Registration for Sophomores
Thursday, April 14 – Friday, August 12	Fall/Summer 2016 Registration for Freshmen
Friday, April 29	**Last Day to Withdraw from the Institutions**
Friday, May 6	**Last Day of Classes**
Monday, May 9– Friday, May 13	**Final Exams**
Saturday, May 14	**University Commencement**
Thursday, May 19	**Grades Available Online**

ACADEMIC ADVISING CENTER

The Academic Advising Center offers direct advising services to students who have not selected a degree program (undeclared majors) and to part-time/non-degree seeking students.

- Location: 3rd Floor TC
- Hours: Monday - Friday, 8:00am - 4:00pm (Evening appointments available upon request.)
- Telephone: (304) 367-4709

HOW TO FIND US

If you have any questions about Fairmont State University or Pierpont Community & Technical College, or would like more information about us, please contact us at:

US MAIL ..... FAIRMONT STATE UNIVERSITY
..... PIERPONT COMMUNITY & TECHNICAL COLLEGE
..... 1201 LOCUST AVENUE
..... FAIRMONT, WV 26554

TELEPHONE ..... (304) 367-4892
..... 1-800-641-5678

TDD ..... (304) 367-4200

FAX ..... (304) 367-4789

EMAIL..... enrollmentservices@fairmontstate.edu
.....enrollmentservices@pierpont.edu

WEBPAGE ..... www.fairmontstate.edu
..... www.pierpont.edu

TELEPHONE NUMBERS AND LOCATIONS

ADMINISTRATIVE OFFICES

Office	Location	Phone
ADMISSIONS	3RD FLOOR TC	367-4892
ADVISING CENTER	3RD FLOOR TC	367-4709
STUDENT ACCOUNTS	3RD FLOOR TC	367-4141
BOARD OF GOV AAS	207 JH	367-4990
DINING HALL	3RD FLOOR FAL	367-4119
FINANCIAL AID	3RD FLOOR TC	367-4141
HONORS PROGRAM	225 TC	367-4260
WIA ADVISOR	231A HB	367-4907
STUDENT HEALTH SVCS	3RD FLOOR FAL	367-4155
STUDENT ACTIVITIES	1ST FLOOR FAL	367-4705
TUTORIAL SERVICE	207 JH	367-4294
STDN SERVICES CNTR	3RD FLOOR TC	

Office	Location	Phone
REGISTRAR	3RD FLOOR TC	367-4141
BOOKSTORE	2ND FLOOR FAL	333-3636
REGENTS BA PROGRAM	104 CH	367-4801
PUBLIC SAFETY	3RD FLOOR FAL	367-4157
EMS	MSF	367-4847
TTY	307 CH	367-4906
HOUSING	3RD FLOOR TC	367-4216
LIBRARY	LIBRARY	367-4733
SIGN LANGUAGE OFF	305 JH	367-4252
STUDENT ID'S	1ST FLOOR FAL	368-7227
VETERANS' SERVICES	3RD FLOOR TC	367-4660
ENROLLMENT SERVICES	3RD FLOOR TC	367-4141

FAIRMONT STATE UNIVERSITY SCHOOLS

School of	Location	Phone
BUSINESS	111A JH	367-4261
FINE ARTS	304 WH	367-4219
SCIENCE & TECH	302C ET	367-4642
NURSING & ALLD HLTH	244 ED	367-4133
LIBERAL ARTS	110A HB	367-4161
EDUCATION	352 ED	367-4241

PIERPONT COMMUNITY & TECHNICAL COLLEGE SCHOOLS

School of	Location	Phone
HUMAN SERVICES	137 ED	367-4919
ADVISING	200 HB	367-4746
HEALTH CAREERS	211 ED	367-4284
BUSN/AVIATION & TECH	302A ET	367-4632
WORKFORCE DEV	VET SQ	333-3718

EMERGENCY CONTACTS

Office	Phone
CAMPUS POLICE	367-4157
STATE POLICE	367-2701
CITY POLICE	366-4200
COUNTY POLICY	367-5300
FIRE DEPARTMENT	911
AMBULANCE	911

REGIONAL ACADEMICS FACILITIES & CONTACTS

Braxton County
Beverly Rollins
Beverly.Rollins@pierpont.edu
304-368-7235

Gaston Caperton Center
Dr. Jeani Hawkins
Jeani.Hawkins@pierpont.edu
304-368-7248

Monongalia County Technical Education Center
Lyla Grandstaff
Lyla.Grandstaff@pierpont.edu
304-367-4738

Lewis County
Debbie Barker
Deborah.Barker@pierpont.edu
RegionalAcademics@pierpont.edu
304-368-7256

Lisa Phillips
Lisa.Phillips@pierpont.edu
304-368-7256

OFF CAMPUS FACILITIES & CONTACTS

Barbour County Technical Center
John Armentrout
offcampusprograms@pierpont.edu
304-457-4807

Braxton County
Jasmine Bennett
offcampusprograms@pierpont.edu
304-368-7235

Calhoun Co. /Calhoun-Gilmer Career Center
Debbie Barker
offcampusprograms@pierpont.edu
304-368-7256

Gaston Caperton Center
Dr. Nancy McClure
nmcclure@fairmontstate.edu
304-367-4037

Doddridge Co. /Doddridge High School
Debbie Barker
offcampusprograms@pierpont.edu
304-368-7256

Lewis County
Debbie Barker
offcampusprograms@pierpont.edu
304-368-7256

Marion County Merchant Street Center
304-367-4847
Ben Tacy
Ben.Tacy@pierpont.edu
304-367-4501
Rusty Taylor
Rusty.Taylor@pierpont.edu
304-367-4718

Monongalia County Technical Education Center
Lyla Grandstaff
Lyla.Grandstaff@pierpont.edu
304-367-4738

Preston County Technical Center
Tom Bern
offcampusprograms@pierpont.edu
304-329-0400

Randolph County/Vocational Technical Center
Debbie Barker
offcampusprograms@pierpont.edu
304-368-7256

Randolph County/Tygart Valley High School
Debbie Barker
offcampusprograms@pierpont.edu
304-368-7256

Robert C Byrd Aerospace Education Center
Tom Stose
thomas.stose@pierpont.edu
304-367-4800

Taylor County Technical Center
Robert Brown
offcampusprograms@pierpont.edu
304-265-3046 ext. 39

Upshur Co./Fred Eberle Vocational Technical Center
Mike Sharpolisky
offcampusprograms@pierpont.edu
304-613-5550

Fairmont State University Departmental Points of Contact
NOTE: Not all contacts listed are advisors, but each can assist in identifying/contacting advisors

Department	*Programs***	*Contact(s)*	*Location*	*Phone #*
Advising Center	Undeclared	Advising Center Staff	TC 317	367-4709
Business	Accounting Business Administration Info Systems Management	Trudy Harton Martha Amos	JH 111 JH 111b	367-4261 367-4395
Education	Physical Education Elementary Pre-Elementary Exercise Science School Health Education Community Health Education	Joyce Rose	ED 352	367-4241
Fine Arts	Art Theatre Music Communication Arts	Valerie Woofter	WH 304	367-4219
Honors Program		J. Robert Baker	JH 311	367-4260
Liberal Arts	Social Science Behavior Science ---------- Language & Literature	Andrea 'Andy' Ridgway Priscilla Steed ---------- Zach Curry	HB 110N HB 105 ----- JH 311	367-4161 367-4136 ----- 367-4717
Nursing	Allied Health Administration Nursing AS & BS	Janice Porto Francine Jurosko	ED 239 CH 137	367-4133 367-4003
Science & Tech	Biology Chemistry Geoscience Forensic Science Computer Science Computer Security Mathematics Mathematics Education Civil Engineering Technology Electronics Engineering Technology Mechanical Engineering Technology Architecture Graphics ---------- Aviation	Dr. Don Trisel Rosetta Kolar ---------- Tom Stose Annette Schorr	ET 302 ET 302 ----- NAEC 116 NAEC 119	367-4308 367-4869 ----- 367-4800 367-4061

Updated 10/02/2015

** Not all programs listed

Pierpont Community & Technical College Departmental Points of Contact
NOTE: Not all contacts listed are advisors, but each can assist in identifying/contacting advisors

Department	*Programs***	*Contact(s)*	*Location*	*Phone #*
Advising Center	Liberal Studies	Nancy Parks	HB 201	367-4990
	General Undeclared Students	Jennifer Hawkinberry	HB 200	367-4746
Business, Aviation & Technology	Business/Tech Administration	Jerry Bacza	ET 302 A	367-4632
		Bev Jones	ET 202	367-4221
		Vijay Raol	ET 302 B	367- 4104
	Business	Jim Davis	ET 202 C	367-4188
	Information Systems	Matthew DeMaria	ET 201 E	367-4184
	Entrepreneurial Studies	Jim Davis	ET 202 C	367-4188
	Graphics Technology	Vijay Raol	ET 302 B	367-4104
	Drafting/Design Engineering Technology	Chris Toothman	ET 408	367-4977
	Aviation	Tom Stose	NAEC 116	367-4800
		Annette Schorr	NAEC 119	367-4061
Health Careers	Health Information Tech	Amy Cunningham	CH 127	367-4764
	Medical Laboratory Tech	Rosemarie Romesburg	ED 211	367-4284
	Physical Therapy Asst	Beverly Born	CC 310 A	367-4042
	Respiratory Care	Michael Walls	WH 316 D	367-4874
	Radiological Technology	Rosemarie Romesburg	ED 211	367-4284
	Veterinary Technology	Anna Romano	HHH 116	367-4763
	Laboratory Assistant	Michael Waide	ED 201	333-3634
	Licensed Practical Nurse	Deanne Broscious	Braxton County	367-7239
		Deanne Broscious	CH 104	333-3734
	Administrative Support	Nancy Keller	CH 130	367-4882
Human Services	AMSL/Interpreter Training	Ruby Losh	JH 301 A	816-0658
	Applied Design/Fashion Design	Beth Newcome	VS 104	367-4298
	Applied Design/Interior Design	Rachel Plybon Beach	VS 104	367-4367
	Criminal Justice	Les Boggess	HB 315	367-4678
	Homeland Security	Keegan App	HB 309	367-4288
	CRJU Advisor	Stevie McDonald	HB 315	367-4211
	Early Childhood	Barbara Pavel-Alvarez	ED 142	367-4848
	Early Childhood - Preschool	Lori Barrett	ED 140	367-4846
	EMS	Ben Tacy	214 Merchant St	367-4501
		Rusty Taylor		367-4718
	Food Service Management	Brian Floyd	ED 137	367-4501
	-Culinary	Jay Mahoney	ED 132	367-4409
	-Pastry & Baking	Allison McCue	ED 138	367-4306
	-Dietary Mgmt/Resort &Hotel Mgmt	Pam Hamilton	ED 139	367-4939
	-Culinary Arts	Maria Provencher	ED 115	367-4297
	Liberal Studies/Para-Education	Mary Jo Rutherford	ED 137	367-4919
	Liberal Studies/Social Work	Debra Benedetti	JH 200	367-4803
	Liberal Studies	Amanda Hawkinberry	JH 200	367-4596
	Paralegal/Paralegal Land Mgmt	Susan Coffindaffer	ED 144	333-3668
	Events Management	Pamela Hamilton	ED 139	367-4939
	Interior Design/Applied Design	Rachel Plybon Beach	VS 104	333-3668
	WVCNC-WV Child Nutrition	Brooke Nissim-Sabat	ED 141	367-4843
Workforce Development	Advanced Process Tech.	Doug Furr	ET 411	367-4911
	Electrical Utility Technology (Power Systems Institute)	Jhaye Jones	Vet. Square	367-4931
	Petroleum Technology	Ronald Walsmith	1-79 Tech Park	366-6762
	Administration	Paul Schreffler	Vet Square	367-4920
		Kimberly Cale		367-4961
		Lynn Ebbert		333-3718

Updated 10/02/2015

** Not all programs listed

TUITION AND FEES

❖ **Fees are subject to change upon approval of the Fairmont State and/or Pierpont Board of Governors and the Higher Education Policy Commission.**

FSU Enrollment Fees per Semester: On Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$3,310.00	$6,985.00
11 hours	2,948.00	6,314.00
10 hours	2,680.00	5,740.00
9 hours	2,412.00	5,166.00
8 hours	2,144.00	4,592.00
7 hours	1,876.00	4,018.00
6 hours	1,608.00	3,444.00
5 hours	1,340.00	2,870.00
4 hours	1,072.00	2,296.00
3 hours	804.00	1,722.00
2 hours	536.00	1,148.00
1 hour	268.00	574.00

FSU Enrollment Fees per Semester: Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$2,828.00	$6,503.00
11 hours	2,618.00	5,984.00
10 hours	2,380.00	5,440.00
9 hours	2,142.00	4,896.00
8 hours	1,904.00	4,352.00
7 hours	1,666.00	3,808.00
6 hours	1,428.00	3,264.00
5 hours	1,190.00	2,720.00
4 hours	952.00	2,176.00
3 hours	714.00	1,632.00
2 hours	476.00	1,088.00
1 hour	238.00	544.00

Pierpont Enrollment Fees per Semester: On Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$2,230.00	$5,287.00
11 hours	2,090.00	4,884.00
10 hours	1,900.00	4,440.00
9 hours	1,710.00	3,996.00
8 hours	1,520.00	3,552.00
7 hours	1,330.00	3,108.00
6 hours	1,140.00	2,664.00
5 hours	950.00	2,220.00
4 hours	760.00	1,776.00
3 hours	570.00	1,332.00
2 hours	380.00	888.00
1 hour	190.00	444.00

Pierpont Enrollment Fees per Semester: Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$2,110.00	$5,167.00
11 hours	1,969.00	4,763.00
10 hours	1,790.00	4,330.00
9 hours	1,611.00	3,897.00
8 hours	1,432.00	3,464.00
7 hours	1,253.00	3,031.00
6 hours	1,074.00	2,598.00
5 hours	895.00	2,164.00
4 hours	716.00	1,732.00
3 hours	537.00	1,299.00
2 hours	358.00	866.00
1 hour	179.00	433.00

Graduate School Enrollment Fees per Semester: On Campus

	WV Resident	Non-Resident
9 hours or more, full-time students	$3,574.00	$7,648.00
8 hours	3,080.00	6,696.00
7 hours	2,695.00	5,859.00
6 hours	2,310.00	5,022.00
5 hours	1,925.00	4,185.00
4 hours	1,540.00	3,348.00
3 hours	1,155.00	2,511.00
2 hours	770.00	1,674.00
1 hour	385.00	837.00

Graduate School Enrollment Fees per Semester: Off Campus

	WV Resident	Non-Resident
9 hours or more, full-time students	$2,605.00	$7,166.00
8 hours	2,336.00	6,376.00
7 hours	2,044.00	5,579.00
6 hours	1,752.00	4,782.00
5 hours	1,460.00	3,985.00
4 hours	1,168.00	3,188.00
3 hours	876.00	2,391.00
2 hours	584.00	1,594.00
1 hour	292.00	797.00

New Student Fee (Non-refundable Fee)	$120.00
Course Fee (per credit hour)	$6.00
Late Registration Fee (Non-Refundable Fee)	$50.00
Reinstatement Fee (Non-Refundable Fee)	$25.00
Aviation Course Fee (per credit hour)	$35.00
Late Payment Fee (Non-Refundable Fee)	$50.00

- **Some classes are subject to having course fees assessed because of lab costs, computer costs, or other excessive expenses for the course. These fees are not printed in this schedule.**
- **See catalog for a complete listing of other fees.**
- **The term "resident" refers to classification for fee purposes only.**
- **Registration is not complete until payment is arranged and/or fees are collected.**

CLASS SCHEDULING REMINDERS

- **The college reserves the right to make changes in the schedule.**
- **Assignments of instructors are tentative and subject to change.**
- **Classes scheduled on Monday, Wednesday, and Friday will usually begin on the hour (i.e. 8:00).**
- **Classes scheduled on Tuesday and Thursday will usually begin at 8:00, 9:30, 11:00, 1:30, and 3:00.**
- **Arranged classes - Students taking arranged classes should contact the instructor during the first week of class.**