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You Have Our Commitment

A quality college education is an investment that will provide lifelong personal and professional rewards.

At Clarkson University, Student Administrative Services (SAS) is committed to providing excellent communication, quality service and informed guidance and direction. We are empowering partners, assisting you in the realization of your academic goals.

This brochure is designed to provide general information and answer any questions you may have about your invoice, financial clearance, and check-in. Information about course enrollment and academic regulations are also included.

Contact Information

New Students, Transfer Students and Clarkson School Students will continue to contact the following departments regarding any questions:

New Students — Admissions Office at 315-268-6480 or 800-527-6577 or email admission@clarkson.edu

Transfer Students — Transfer Admissions Office at 315-268-2125 or 800-527-6577 or email tradmission@clarkson.edu

Clarkson School Students — The Clarkson School Office at 315-268-4425 or 800-574-4425 or email tcs@clarkson.edu

Once you are on campus, your records are then transferred to SAS and we will be your contact for the remainder of your Clarkson career.

Continuing Students

Call SAS at 315-268-6451 or email sas@clarkson.edu with any questions. Ask to speak with your Student Service Representative.

Office Hours

Summer hours in effect through August 7, 2015:

Monday – Friday 9 a.m. – 4 p.m.

Regular office hours:

Monday – Friday 9 a.m. – 4:30 p.m.

During Check-in, SAS will be open:

August 24 – 28 8:30 a.m. – 4:30 p.m. January 7 – 13 8:30 a.m. – 4:30 p.m.

Your Invoice

Your invoice for the current term is enclosed showing all charges, credits, anticipated aid and balance due as of the invoice date. If no amount due appears in the box in the lower right-hand corner of your invoice, you are financially cleared. Follow the online check-in process outlined in this brochure. If at any time you need to see the entire detail, log onto PeopleSoft Self-Service and go to Student Center, Account Inquiry and click on the Activity tab.

Payment Due Dates

Fall 2015 August 7, 2015 Spring 2016 December 18, 2015

New Students please note that your invoice reflects actual charges and the amount due may differ from the approximate invoice amount shown on your Financial Aid Notification (FAN).

Financial Responsibility

Every student must complete the Financial Registration Terms and Conditions Agreement. Students who have not completed the registration will have it as a To Do List item on their Student Center in PeopleSoft. Failure to complete the registration may result in a hold on your student account.

Payment Options

All payments must be received in Student Administrative Services by the due date. Failure to keep payment current may result in restriction to register for future terms. Students who pay after the payment due date are subject to a 1.0% finance fee, will have a check-in hold in PeopleSoft, and will be unable to access their class schedule on PeopleSoft as well as any course material available on Moodle until payment is received.

Invoices can be paid in person, by mail or online. Students may opt to enroll in Clarkson's monthly payment plan — see next page for more information.

Checks must be made payable to Clarkson University.

Paying in person: Cash, checks or money orders are accepted in person by the SAS cashier. The cashier is currently located at the SAS front desk in the central area of Graham Hall.

Payments by mail: Return the bottom portion of the invoice with your payment, noting the student account number on your check or money order.

Please mail the remittance portion of your invoice along with your payment to:

Student Administrative Services Clarkson University Box 5548, 8 Clarkson Avenue Potsdam, NY 13699

Please do not postdate checks; all payments are deposited the day they are received. There will be a \$20 charge for any checks returned to us by the bank. It is strongly advised that you do not send cash through the mail.

Paying online: Pay your student account and undergraduate admission deposit online. Clarkson is now accepting ACH payments and credit cards (for an additional convenience fee) for student accounts, payment plans and undergraduate admission deposits.

You may choose to pay via direct ACH bank transfer from your checking or savings account. Credit cards accepted are MasterCard and Discover. Please keep the following in mind:

- There is a payment processing fee of \$1 per transaction. The credit card fee is \$1 plus 3.95% of the payment amount.
- You may make one single payment or multiple payments if you are on the Clarkson University payment plan.

Please note that ePayments are accepted on U.S. banks only.

To pay online, go to **www.clarkson.edu/sas** and click Pay My Bill under Student Accounts and click on the link Login now to start the process.

EXPLANATION OF CHARGES

Tuition

Undergraduate Students	
Full-time (per term)	\$21,845
Credit-Hour Rate	\$1,457

Undergraduate students enrolled for 12 to 19 credit hours (inclusive) are designated as full-time students and are charged at the full-time rate. Students exceeding the full-time load of 19 credit hours will be charged at the credit-hour rate for each credit hour over 19.

Housing Pates (nor student nor term)

Traditional Residence Halls (Cubley, Reynolds, Ross, Brooks, Hamlin, Powers)
Double Occupancy\$3,667
Suite-type Residence Halls
(Graham, Price, Moore)
Double Occupancy\$3,768
(Graham)
Single Occupancy\$4,244
Apartments
Townhouse and Woodstock Village\$4,244
Riverside Apartments\$4,180
Craig Houses and Weston's\$3,940

Freshmen will be assigned to the conventional residence halls of Hamlin, Powers, Cubley, Reynolds, and Brooks. Room assignments are made at the discretion of the Residence Life/Housing Office. Costs may vary for students residing in theme housing. Changes in housing and meals may be made only through Residence Life (315-268-6642).

Meal Rate

Meal Plan (all options per term)\$3,255
Students may select the meal plan of their choice
but may only change plans during the first two
weeks of the term. Students assigned to university
housing not equipped with kitchen facilities are
required to purchase a meal plan.

Student Activity Fee

Per-Term Charge\$300
Assessed by the Student Association on all undergraduate students carrying a minimum of 6 credit hours per term. Fees may vary for students attending The Clarkson School.

Facilities Usage Fee

Knight Card

Undergraduate Students (per term)\$500* The Knight Card program is a discretionary spending account selected by students, which can be used at the University Bookstore. The Convenient Store in the Student Union, vending machines and many local off-campus vendors. Should you wish to opt out or change the current amount to be put on your Knight Card, log into vour Student Service Center in PeopleSoft. Under the Finances section, you will see the Knight Card Program with the current amount and a link to opt out or to change the amount. Click on the link and make your change in one easy step. Deadline for any change is August 13, 2015, with funds available on your Knight Card on August 17, 2015. For more information, go to www.cuknightcard.com.

^{*}This amount will be charged unless you opt out of the program.

Additional Information

Clarkson University's Payment Plan

For those enrolled in the Payment Plan, please pay monthly using the coupons you previously received or through ePayment. If additional charges above tuition, fees, housing and meals are on the invoice, please pay the difference by the due date indicated. For more information, visit www.clarkson.edu/sas and click on Student Accounts.

Unpaid Balances

At the end of each month, all accounts will be assessed a finance charge of 1% on all unpaid balances, including those created by deferrals. All attorneys' fees and other reasonable collection costs necessary for the collection of any amount not paid when due will be added to the unpaid balance. It is the University's policy to withhold transcripts and diplomas until the balance of the account is paid in full. Indebtedness to the University may automatically terminate current enrollment and indefinitely suspend future enrollment. The University reserves the right to request prepayment before allowing registration for future terms. For more information about financial responsibility, visit www.clarkson.edu/sas/student_account.

Credit Refunds/Overpayments

If total credits result in an overpayment to Clarkson, a refund may be obtained. An overpayment is not valid when the credit balance on the student account is the result of anticipated awards. All overpayments are considered credit refunds due to the student and are processed as payable to the student, with the exception of the Parent PLUS Loans calculation described on the next page.

Student accounts financed by the Payment Plan are not eligible for credit refunds until all obligations to the payment plan have been met. Any authorization obtained from a student for disbursing financial aid funds continues to be valid in subsequent years unless rescinded.

Credit Refunds and the Parent Borrower

The Federal Direct Parent PLUS Loan funds are first applied to the student's tuition, fees, room, and board, and, if the parent provides authorization, other educationally related charges. Since the student may receive additional unrestricted aid creating a credit refund subsequent to the Federal Direct Parent PLUS Loan posting to these charges, the refund will go directly to the student.

Any Parent PLUS Loan amount that remains after the aforementioned charges have been paid may be refunded to the parent.

Credit Refund Direct Deposit

Students must enroll in direct deposit to receive student account credit balance refunds. In preparation for timely processing and receipt of funds, students are encouraged to enroll 2 weeks prior to the refund request. For more information about how to enroll in direct deposit, visit:

www.clarkson.edu/sas/student_accounts/ directdeposit.html

Please allow for 10-14 business days for direct deposit enrollment authorization.

Health Insurance

Health insurance is mandatory at Clarkson University. Students must either have health insurance coverage under their own policy, be covered by their parent's policy, or enroll in Clarkson's contracted insurance. Students will be required to provide their insurance information, or elect to purchase insurance through Clarkson each academic year. Students will have an opportunity to do so in PeopleSoft as part of the online check-in process.

Changes in Address Information

It is the responsibility of the student to inform SAS of any change in their address information.

Forms

Looking for a form? Check out the SAS website at www.clarkson.edu/sas/forms/.

Financial Aid on Your Invoice

New York State Higher Education Services Corporation Awards (TAP)

Clarkson will defer a portion of a student's tuition for a TAP award for eligible NY state residents. TAP awards are credited to the student's account after certification of eligibility in October for Fall term and February for the Spring term.

Outside Scholarship/Sponsor Awards

If you are receiving an outside scholarship or sponsored award made payable to Clarkson and it is not showing as anticipated aid, you will need to submit the 2015-2016 Outside Scholarship form found at www.clarkson.edu/sas/financial/forms. You may then deduct this amount from the total due. If payment has not been received after 30 days, then payment must be made by the student.

Federal Direct Student Loans

Clarkson University participates in the Federal Direct Loan Program. If you have previously borrowed under this program, the master promissory note (MPN) you signed is valid for up to 10 years. If you have never completed an MPN, refer to the information included with your FAN. The estimated net Direct Loan will appear as anticipated aid on your invoice.

Parent Federal PLUS Loan

Please refer to the 2015-2016 Financing Brochure for information on the Parent Plus Ioan. This brochure is located online at www.clarkson.edu/sas/financial.

Alternative Loans

Please refer to the 2015-2016 Financing Brochure for general information on alternative loans. This brochure is located online at **www.clarkson.edu/sas/financial**.

Online Check-In Requirement

Every student is required to complete SAS online check-in no later than the end of the first week of classes. This process confirms that you are on campus and financially cleared. It also provides the University with your correct contact information.

Financial Clearance

Any balance due must be received by the payment deadline in order to be financially cleared for check-in. The balance will take into consideration all Clarkson awarded financial aid provided the required paperwork has been completed. Any student with a balance due after the payment due date is subject to a 1.0% finance fee, will have a check-in hold in PeopleSoft, and will be unable to access their class schedule on PeopleSoft as well as any course material available on Moodle until payment is received.

How to verify if you are financially cleared

After the payment deadline, every student is assigned a check-in status which can be viewed through PeopleSoft on your Student Center. Your financial clearance status will be displayed in the right-side menu, under "Holds."

How do you check-in online?

Login to PeopleSoft after the payment due date you will see check-in instructions, as well as your financial clearance status. You must enter or confirm your personal information, including where you are living while attending school and a phone number where we can reach you.

If you are not financially cleared, you will need to come to or contact SAS prior to the first day of classes. To view the Online Check-in tutorial go to www.clarkson/edu/sas/student_accounts/clearance_checkin.html.

Deadline for Check-In

Not Cleared — If you are not cleared, you will need to contact or come to SAS prior to the first day of classes.

Cleared — Check-in must be completed by 4 p.m. on the last day as indicated:

LAST DAY

Fall 2015 Friday, August 28

Spring 2016 Wednesday, January 13

Failure to complete Check-in by deadline:

- You will be charged a \$50 late fee; we may contact your faculty or parents if you cannot be reached.
- · You will be dropped from your classes.
- · Financial aid may be revoked.
- · You may be excluded from housing and dining services.

Class Schedule and Course Add/Drop

Get your schedule from PeopleSoft via Student Self Service. New student's class schedule will be available on PeopleSoft by the end of the first week in August. Check your schedule carefully to see if you have the correct courses, sections and number of credit hours. Even if you plan to make changes to your schedule, you must complete check-in before going through the add/drop process. You will have direct access to add/drop in PeopleSoft once the check-in hold has been removed. This direct access continues through:

Fall 2015.......Friday, September 4
Spring 2016........Wednesday, January 20
Approved add/drop forms will need to be brought to SAS for course adds and drops after the above dates. First semester, first-year students cannot add or drop courses in PeopleSoft. An add/drop form will be required.

The add period is the first two weeks of classes. A course may be dropped until the last day of classes prior to final exams. Please see the Important Dates calendar on the following pages regarding other deadlines such as last date to drop without a "W" on your transcript, etc.

Election of Pass/No Credit

Certain courses may be designated as pass/no credit during the first two weeks of classes. Grades of A, B, or C convert to P; D or F convert to a grade of NC. Be sure to consult your advisor and *University Regulations* before selecting this option.

Important Dates

Last day to add/drop online prior to completion of online Check-in
Clarkson School Student Arrival
New First-Year Students and Transfers Arrival
Returning Undergraduate Students Arrival
First day of classes
Last day to Check-in without penalty Check-in completed after this date will incur a \$50 late fee.
Students who have not completed Check-in will be dropped from classes. These students may have financial aid revoked and be excluded from housing and dining.
 Last day to add a course Last day to add/drop online Last day to select pass/no credit option
Approved forms required for any additional course changes
Last day to drop a course without a grade of "W" recorded on student transcript.
Drop notation of "LW" will appear on student transcript.
Breaks
Last day to drop a course
Exam week
December Recognition/May Commencement

FALL 2015	SPRING 2016
Thursday	Thursday
August 6	December 17
Tuesday August 18	N/A
Friday	Tuesday
August 21	January 5
Sunday	Wednesday
August 23	January 6
Monday	Thursday
August 24	January 7
Friday	Wednesday
August 28	January 13
Friday	Wednesday
September 4	January 20
Friday	Wednesday
September 4	January 20
Monday	Thursday
September 7	January 21
Friday	Friday
September 18	February 5
Monday	Monday
November 2	March 28
Sept. 28 – 29	February 11 – 14
November 25 – 29	March 14 – 18
Friday	Friday
December 4	April 22
December 7 – 11	April 25 – April 29
Saturday	Saturday
December 12	May 7

PeopleSoft Self Service

Through the Student Service Center, students can view in PeopleSoft:

- ✓ class schedule
- ✓ address and bio-demographic information
- ✓ financial aid summary
- ✓ current student account summary
- ✓ grades
- ✓ transcript
- ✓ transfer credit evaluation
- ✓ The Course Catalog
- ✓ The Class Schedule

In addition, students will be able to enroll in Direct Deposit and directly request or print enrollment verifications.

PeopleSoft Access

New Students — Should have received their password for PeopleSoft access in their welcome packet. To access PeopleSoft from Clarkson's Home Page (http://www.clarkson.edu), click on "Clarkson students" at the top of the page. From the Clarkson Community menu, select "PeopleSoft" and then click on "Student Login" or view additional documentation by clicking on the "PeopleSoft 9.0 Documentation" link.

If you have questions about your PeopleSoft login name or password, contact the IT Help Desk, 171A CAMP Building, at 315-268-HELP or helpdesk@clarkson.edu.

To Do List

It is very important you check your Student Center in PeopleSoft often for any "To Do List" items. Be sure to complete any items by the date indicated. Failure to do so may result in a check-in hold.

Class Enrollment

First-Year Students — By the second week in August, classes will be assigned based on your major and any advanced placement credit received. This schedule can be viewed online.

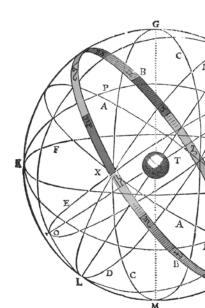
New Transfer Students — Will be pre-enrolled in classes as directed by your major department; schedules can be viewed online.

Student Accounts and Invoices

Through Student Self Service, students are able to review their student account summary specifying the charges, credits and amount due. Invoices will be mailed to the student's home address.

Financial Aid

Students have the ability to view financial aid through PeopleSoft including: the most current Financial Aid Summary, scheduled disbursements for the different types of aid, the breakdown of the Cost of Attendance, and the breakdown of Expected Family Contribution. Continuing undergraduate students must "Accept," "Reduce" or "Decline" Federal and/or Clarkson loans online via Financial Aid self-service.



Notes