GENERAL INFORMATION

Admission

Graduates of accredited high schools and students with High School Equivalency Diplomas may register for undergraduate or associate degree courses provided they meet course prerequisites.

Undergraduate credit courses are numbered 0-399. Enrollment in advanced credit course numbered 400-499 requires at least 60 college credits and course prerequisites.

Enrollment in a class does not imply admission to the University. To become a degree candidate, contact the Berks Admission Office at 610-396-6060.

Qualified high school students can register for classes.

Registration

Walk-in registration with payment will take place in the Registration Office, room 125, Franco Building from 8:30am – 8:30pm, Monday – Thursday; and 8:30am – 4:00pm on Friday.

Mail-in registration must be received with payment in the Registration Office one week prior to the start of the session.

Penn State students may use the online registration system: eLion.psu.edu.

Placement Test

To schedule a placement test in English, chemistry, or math, call the Academic Advising Office at 610-396-6280.

Transfer of Credit

Students intending to transfer Penn State credits to another institution should obtain approval through their institution prior to registration.

Veterans Educational Benefits

Veterans using educational benefits for the first time should complete VA Form 22-1190 “Application for Education Benefits.” Those who have used benefits previously at another location (including other Penn State campuses) should complete VA Form 22-1995 “Request for Change of Program or Place of Training.” All students should complete the “Veterans Request for Certification” at the time they register for courses. For questions regarding veterans’ benefits, contact Joe Webb, room 6, Perkins Student Center, at 610-396-6072.

Veterans enrolling exclusively in evening courses must pay tuition at registration. Those enrolling in at least one day-time course may defer their tuition payment until their VA checks arrive.
Course Drop and Refund Policy

Students may drop and/or add courses without charge according to the schedule of the session in which they are enrolled. Following that time, a $6 charge will be imposed for the remainder of the drop/add period and no fee waiver will be allowed. Students are encouraged to make necessary changes promptly to avoid the fee. Call the Finance Office at 610-396-6040 for a refund schedule.

Drop-Add Period

Contact the Registration Office at 610-396-6085 for drop/add dates. A student dropping all the courses he/she is enrolled in must file a withdrawal form. A student failing to complete a course will receive a grade of “F” unless the student has properly dropped or withdrawn from the course. Withdrawal forms must be submitted in room 125, Franco Building by the last day of classes for the session.

Bookstore

The regular hours of operation for the Penn State Bookstore are 8:30am – 5:00pm, Monday – Friday. The bookstore will be open until 6:00pm Monday – Thursday during the first week of each summer session. In addition, books can be ordered online at psuberks.bkstore.com.

Parking Registration

There is no fee for parking, but you must register your car and obtain a parking permit. Cars may be registered online at http://bk.psu.edu/Information/Safety/parking.htm?cn71C.

Limited Enrollment/Cancellation

A maximum class size is established for most courses. The University reserves the right to cancel or postpone any class because of insufficient enrollment or unforeseen circumstances.

Financial Aid

Students seeking state or federal aid must be degree candidates or have provisional student status. Application for admission as a degree candidate or provisional student should be made one semester prior to the semester aid is required. For assistance, contact Judith Rile at 610-396-6070.

Tuition

For current tuition rates, visit http://www.tuition.psu.edu/.

Tuition Payment

Payment can be made by check or money order submitted with a registration form. Payment can also be made by Visa or MasterCard credit cards. See the registration form for instructions. Textbooks, if required, are not included in tuition and must be purchased separately.

Transcripts

An official transcript of credits earned may be obtained only upon written request to the Transcript Department at the University Park campus. There is a fee of $10 for any combination of transcripts, i.e., undergraduate and graduate, when ordered at the same time and sent to the same address. A form for making the request is available at http://www.registrar.psu.edu/transcripts/transcripts.cfm.
Employer Billing

The University can bill an employer for tuition if the student provides a written authorization from the employer at the time of registration.

Flexible Learning

Satisfactory/unsatisfactory, auditing, and credit-by-examination are among the many academic options at Penn State Berks. Ask for details in room 125, Franco Building, or consult “Policy and Rules for Students” at psu.edu/ufs/policies.