Welcome to Temple University Continuing Studies!

Continuing Studies, the home of Temple’s visiting students, is excited to welcome you to the Temple community. This packet provides you with pertinent information about being registered for courses at Temple. Please read through carefully and if you have any questions please don’t hesitate to contact us.

Drop/Add and Withdrawal Policy
Know the drop/add and withdraw policies http://policies.temple.edu/. After the drop deadline registered students are responsible for full tuition and fees. As a Continuing Studies student you must drop/add and withdraw through an advisor, you do not have access to doing this online. We will provide you with written confirmation or email when you make a schedule revision. Please keep the confirmation for your records. You should always verify your schedule for accuracy by logging into the TUportal.

Policies and Procedures
Become familiar with Temple’s policies and procedures http://policies.temple.edu/. As a Temple non-degree student, you are responsible for abiding by all policies and procedures.

TUID Card
After you register you are able to obtain an ID card at the Diamond Dollars office located at 1910 Liacouras Walk temple.edu/diamonddollars. You will need this ID card to enter Temple University buildings and to have access to services such as the library and computer labs.

Books
Course books can be obtained at Temple University’s main campus bookstore which located at the corner of 13th and Montgomery streets in the Howard Gittis Student Center temple.edu/bookstore.

Campus Map
Classroom building names and locations can be found on the building map at the following link: http://temple.edu/sites/temple/files/uploads/documents/TUMain_map.pdf.

Future Registration
As a non-degree student, all registrations and schedule revisions take place through your advisor. Once you have arrived at Temple, all registration activity can be done with your advisor by calling for an appointment. If you have questions concerning your registration or academic advising, please contact Continuing Studies, www.temple.edu/arc or 215.204.2500.

Important Dates Spring 2016
For full-term 16-week courses:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Full-term semester begins</td>
<td>Monday, January 11</td>
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<tr>
<td>Last day to drop</td>
<td>Friday, January 22</td>
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<tr>
<td>Last day to withdraw</td>
<td>Tuesday, March 15</td>
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Please refer to the full academic calendar for other important dates: www.temple.edu/registrar then click on academic calendar.
Financial Responsibility Agreement

Students will receive an e-mail reminder of this Financial Responsibility Agreement whenever a registration transaction is processed by you or an academic advisor on your behalf.

Your registration will not automatically be cancelled for non-payment of tuition and fees. If you do not plan to attend the semester, you must drop your registration by the end of the drop-add period as shown on the academic calendar. You will remain financially responsible for your tuition and fee charges if your registration is not dropped.

Click here to read Temple University's Financial Responsibility Agreement (PDF format):

Temple University

Student Financial Responsibility Agreement

I acknowledge that by registering for classes at Temple University, I agree to pay all assessed tuition and fees that result from my initial registration and/or future drop/add activity. I understand that I am responsible to pay for all classes in which I am registered after the final day of the term’s drop/add period, which is published on the University’s Academic Calendar.

I understand that if I am not planning to attend, it is my responsibility to drop my classes as the University will not automatically cancel my registration.

I understand that Temple University will notify me about my outstanding charges and debt via my Temple.edu e-mail account or through TUportal. I further acknowledge that payments must be received on or before the due dates listed on my e-bills and that I may be charged late payment fees for delinquent payments.

I agree that Temple University may restrict my right to register or receive other University services in accordance with University policies until I pay all past due balances. I understand that any delinquent debts may/will be reported to a credit bureau and referred to an outside collection agency and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration because of a delinquent unpaid debt.

In addition, I agree to allow Temple University and its agents to contact me at any cell phone number that I provide now or use in the future, using automated telephone dialing systems, artificial or pre-recorded voice or text messages, or personal calls regarding my obligation to repay my debts to Temple University. I also authorize Temple University or its agents to contact me via my temple.edu address or an email address that I provide to the University. I understand that others may be able to access my messages and/or emails and their contents, which may include information about my debt and its status.
Campus Resources

While taking courses at Temple, you have access to services including:

**Career Center** (www.temple.edu/careercenter)
The Career Center provides all Temple students and alumni with a full range of services to optimize their internship and employment opportunities and enhance their life-long career success.

**Computer Services** (www.temple.edu/cs)
Consultants are available to assist you with computer related problems or questions in person, over the phone or via email.

**Disability Resources & Services** (www.temple.edu/disability)
DRS serves students with physical, learning, and psychological disabilities.

**Libraries** (library.temple.edu)
Temple’s libraries offer increasingly rich electronic, print, and special collections. Services include research databases, interlibrary loan, and subject specialists available to help you.

**Center for Learning and Student Success** (www.temple.edu/class)
The CLASS offers academic supports like peer academic coaching, supplemental instruction, and course-specific tutoring in science and mathematics.

**The Writing Center** (www.temple.edu/writingctr)
Temple's Writing Center provides free face-to-face tutoring, email tutoring, writing workshops, and in-center seminars. Bring a draft of your paper if you have one, or notes and ideas.

**Russell Conwell Education Services Center** (www.temple.edu/rcc)
The RCC provides Temple University students with a range of specialized services designed to enhance students' academic success including tutorial services and academic workshops.

**Office of Pre-Professional Health Studies** (www.temple.edu/healthadvising)
Advising for students preparing for: Dentistry, Medicine, Optometry, Pharmacy, Podiatry, and Veterinary Medicine, Physician's Assistant, Physical Therapy and Occupational Therapy.

**Student Financial Services** (www.temple.edu/sfs)
SFS is eager to assist all Temple students to afford a college education.

**Student Health Services** (www.temple.edu/studenthealth)
Student Health Services provides the eligible Student and Temple University community with affordable, accessible and high quality primary health care.

**Tuttleman Counseling Services** (www.temple.edu/counseling)
TCS offers support for your emotional, educational or vocational concerns.

**Office of Parking Services** (www.temple.edu/parking)
Parking Services provides information regarding parking registration, pricing, and parking lot locations.