



# spring high school concurrent program

## MANDATORY STEPS & OTHER IMPORTANT INFORMATION

### ■ Check your class schedule

Make sure you have been enrolled in the correct class section. Verify your professor's name, class time, and class location. If there is an error, contact Maria-Elena Whaples in the Office of Admissions at 826-6209. The last day to edit your schedule is February 1, 2007.

### ■ Acquire a Humboldt State University ID Card

The HSU ID card with a current validation sticker which will be received when you pay your fees:

- is required to use on-campus computer labs
- gives you access to Humboldt's Library services
- provides discounts to Center Activities programs
- is required by different departments to provide services
- allows you to ride Arcata buses for free

To obtain an HSU ID card, take your semester schedule and ID card validation sticker to the University Library's ID Office.

Picture ID hours: M - F 11 a.m. to 1 p.m.  
 M - Th 6 p.m. to 9 p.m.

*To schedule individual appointments,  
 please call 826-5601.*

### ■ Activate your Humboldt Email account

All students receive a free email account on our "Axe" server. As soon as you register, please activate this account to receive billing and other important information. You may activate your email from any computer, on or off campus:

On the Web, go to [www.humboldt.edu](http://www.humboldt.edu). Click on WebMail (under "Quick Links"), then "HSU User Name Activation/Password Change" at the bottom of the page. Complete the form and click Activate. You will then receive your login name.

*If you experience any problems setting up your "axe" email account, please call Humboldt's Help Desk at 707-826-4357.*

### ■ PIN (Personal Identification Number)

Your PIN is 2 digits for the month and 4 digits for the year in which you were born, *i.e.* February 1988 = 021988. You may individualize your PIN.

### ■ Change your preferred email account

You can change your preferred email so that we can bounce our messages to the email address you normally use.

To forward your axe account messages to another email account login at [www.humboldt.edu](http://www.humboldt.edu) and click on Records and Registration link. Select Humboldt Web Information System. Your user ID is your HSU ID number (found on your ID card); enter your PIN. Select Personal Information and then select Update Email Address(es).

## ■ Important Deadlines

- DEC 3-FEB 1 Filing application / registration period
- JAN 21 Martin Luther King, Jr. Day — Campus closed
- JAN 21 Deadline – withdraw from the university & receive full refund of fees, less a \$27 administrative charge
- JAN 22 Instruction begins
- FEB 5 Deadline – **pay spring late registration fees** if registered after DEC 2. If fees are not received by 5:00 pm, a non-refundable \$30 late payment fee will be assessed and a hold placed on the student's account.
- FEB 5 Deadline – **Add/Drop** course without \$2.00 late fee
- FEB 18 Deadline – Last day to **ADD** courses
- FEB 18 Deadline – Last day to **DROP** courses without instructor's & department chair's signatures, and serious & compelling reason. After this date, a \$10 fee required and a "W" grade will be recorded. Also, last day to drop to lower fee level & receive refund of fees, less a \$27 administrative charge.
- MAR 17-21 SPRING BREAK
- MAR 24 Deadline – Last day to change registered class grade option to **Credit/No Credit**.
- MAR 31 Cesar Chavez Holiday — Campus closed
- APR 3 Deadline – Last day to **WITHDRAW** from spring semester & receive prorated refund less a \$27 administrative charge
- APR 18 Deadline – Last day to **DROP** a class with serious & compelling reason (not eligible for fee refund); need instructor's & department chair's signatures. A \$10 fee required and a "W" grade will be recorded
- APR 18 Deadline – Last day to **WITHDRAW** from spring semester (not eligible for fee refund)
- MAY 12-16 Spring 2008 **final exams**

## ■ Requesting a Humboldt Transcript

At the end of each semester of enrollment, a courtesy transcript will be mailed to your high school counselor. To order additional transcripts call 826-6185. You may also pick up a transcript request form at the Academic Information and Referral Center (AIR), Student & Business Services Building (SBS).

## ■ Grades

For access to your student records, including grades, go to [www.humboldt.edu](http://www.humboldt.edu). Click on WebReg (under "Quick Links"), then enter your User ID (HSU-ID) and PIN.

**Questions? Contact contact Maria-Elena Whaples in the Office of Admissions; phone 707.826.6209 or email [mw61@humboldt.edu](mailto:mw61@humboldt.edu).**

