Welcome to Clayton State University! We are glad you have decided to study with us this semester. To ensure a successful semester here at Clayton State University, please review the following information:

- **POLICIES**: Policies and business practices vary from school to school. Please familiarize yourself with our policies, as they may be different from those of your home institution. You will be required to follow Clayton State University’s policies regardless of your home institution’s policies.

- **EMAIL ACCOUNT**: Ensure that your Clayton State University email is activated. All communication regarding your student record must be conducted via your Clayton State University email account. Please check this account regularly. For technical support, please contact the HUB at (678) 466-4357 or visit [http://www.clayton.edu/hub](http://www.clayton.edu/hub).

- **FINANCIAL AID**: Regardless of your financial aid status with your home institution, you are responsible for the payment of your tuition and fees by the deadlines listed below. You must be prepared to pay out of pocket and be reimbursed by your home institution if you qualify for financial aid. Contact the Financial Aid Office at (678) 466-4185 for more information.

- **PAYMENT AND FEES**: You may pay your tuition and fees online via the DUCK or in person at the Bursar's Office. To access the DUCK, log into the SWAN at [http://www.clayton.edu](http://www.clayton.edu).

- **NO SHOW**: Clayton State University will cancel the registration of any student who does not attend class by the deadline published in the Academic Calendar ([http://www.clayton.edu/calendar](http://www.clayton.edu/calendar)). Instructors will verify attendance and report no shows to the Registrar's Office. If your registration is cancelled, you may file an appeal for reinstatement if you meet the criteria published on the Registrar’s Office website ([http://www.clayton.edu/registrar/No-Show-Policy](http://www.clayton.edu/registrar/No-Show-Policy)).

- **DROPPING A COURSE**: If you decide to drop a course, you must do so before the drop/add deadline listed below. If you are taking an eCore class, please visit [https://ecore.usg.edu/](https://ecore.usg.edu/) for deadline information as the eCore calendar may vary. If you fail to drop your courses by the drop/add deadline, you will be financially liable for the tuition and fees. THERE ARE NO EXCEPTIONS.

- **TRANSCRIPTS**: Please request a copy of your Clayton State University transcript to be sent to your home institution. You may request the transcript through the Registrar’s Office at any time during the semester. Be sure to check the “Hold for Current Term Grades” box on your request form.

### IMPORTANT DATES FOR TRANSIENT STUDENTS

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<tr>
<th>Session</th>
<th>Fee Deadline*</th>
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<th>Drop/Add</th>
<th>Midpoint**</th>
<th>Last Day of Classes***</th>
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<tr>
<td>FULL Session</td>
<td>DEC 10</td>
<td>JAN 9–weekend JAN 11–weekday</td>
<td>JAN 11-14</td>
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<tr>
<td>FIRST Short Session</td>
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<tr>
<td>SECOND Short Session</td>
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*December 10, 2015 is the fee payment deadline. If you register after December 10, 2015, you will be charged a $100 LATE REGISTRATION FEE.

**Last day to withdraw and receive a W grade. All withdrawals after midterm will be assigned a WF grade.

***For final exam dates, please visit [http://www.clayton.edu](http://www.clayton.edu).