

## Frequently Asked Questions (FAQs) for Students:

### 1. When will classes begin?

Classes start on January 26, 2009 and end May 12, 2009

### 2. If I register for a course, but decide not to take it, what must I do?

You *must* notify the Registrar's Office immediately using your Coppin email account or fax an official Course Drop Form to (410) 951-3701. The form must be completed and signed. *If the official drop form is not completed and returned to the Registrar's office, you will receive a failing grade (F) on your transcript.*

### 3. Is there a penalty for dropping a course?

Yes. Fees are usually applied depending on when the course is dropped. Be certain to check with the Controller's Office to determine fees.

### 4. When and where do classes meet?

#### BTU

Classes meet from 5-8 P.M. at the BTU Office on Metro Drive and the BCPSS Professional Center located at 2500 Northern Parkway. You may visit the OCI website to find the exact location.

#### PG County

Classes meet from 5 – 8 P.M. at Charles Carroll Middle School on 6130 Lamont Drive.

### 5. How will I know the course requirements?

You will receive a course syllabus and the instructor will discuss course requirements.

### 6. How do I know if I am registered for a course?

Your name will appear on the Instructor's class roster if you are registered. *If you are not on the class roster*, then you may not be registered for the course and you will not receive a grade. When your name does not appear on the course roster, you **MUST** give the professor a copy of your course request card or your schedule, if you registered online.

### 7. What provisions are made for obtaining textbooks?

You are strongly encouraged to order textbooks on line at Amazon.com. Of course, you may purchase textbooks on Coppin's campus.

### 8. How will I get my grade for a course completed?

You will be able to access your transcript using your EagleLinks User ID and Password.

### 9. Will I have access to the Coppin online Library resources?

Yes. You will use your *EagleLinks ID* and Password to access the library resources online.

**10. What is the Inclement Weather Policy?**

When Public Schools are closed, Classes are canceled. When schools open late, classes will be held as scheduled.

**11. What is the web address to find information about the Off-Campus Initiative (OCI)?**

***<http://www.coppin.edu/education/offcampus.asp>***

**12. How will students be notified if a course is dropped from the schedule?**

Someone from Coppin will notify you and you may also check the website.

**13. I do not have a Billing Authorization Letter, is there a payment plan for students who will be self-paying?**

**Yes.** Sallie Mae offers a **Tuition Pay Plan** that makes payment convenient. Visit: [www.TuitionPay.com/coppin](http://www.TuitionPay.com/coppin) Click “Enroll Now” and in a few easy steps, your enrollment will be complete.