

SAS On-line Check-in Open Now

Sent to all students via campus announcement 8/19/11

SAS On-line Check-in is now open.

Every student (including students out on Co-op or Study Abroad) enrolled for Fall is required to complete SAS Check-in on-line beginning now, but no later than the end of the first week of classes, Friday, September 2. In order to avoid a \$50 late registration fee or being administratively withdrawn from the university, please take care of this by 4:00 p.m., Friday, September 2.

Log in now to PeopleSoft and you will see check-in instructions.

As we did last year, there is additional information for you to review. This information is to assist us and ensure we have your directory information accurate in our system. Please note, Clarkson University will release directory information (FERPA – Directory Information: http://www.clarkson.edu/sas/ferpa/directory_info.html) about an individual student upon request (example: to friends, prospective employers, insurers). However, we do not release data (for example all students' address information) to any commercial organization, nor is any such data sold. Since academic information such as grades is not directory information, this is never released outside the University without a specific student release.

If you wish to have any directory information withheld and not released, you must come to SAS and complete a Request to Prevent Disclosure of Directory Information form <http://www.clarkson.edu/sas/forms/directoryinfoholdfillable.pdf> no later than Friday, September 9. Any directory information you withhold will not be released in any way and not printed in the printed Clarkson student directory.

CHECK-IN Information:

If you are financially clear, to complete check-in you must review your student information, confirm or correct the local address and telephone information (specifically, where you are living while attending school and a phone number where we can reach you*), and update your ethnicity.

If you are not financially clear, you will need to come to or contact SAS as well as confirm your contact information. You still will be able to review your student information, confirm or correct the local address and telephone information (specifically, where you are living while attending school and a phone number where we can reach you*), and update your ethnicity. Until the check-in hold has been released, you will be unable to add, drop or swap classes. If you do not intend to enroll this fall, you must contact your SAS Rep immediately in order to avoid charges for the semester.

SAS will be open on Sunday, August 28, from 10:00am – 3:00pm

Do note SAS has moved and is now located at 1003 Graham Hall.

Some of you may already have noticed a screen requesting confirmation of health insurance coverage. Every student must either have or purchase health insurance, and this confirmation is required every academic year. This panel eliminates the need for a paper insurance form previously required by SAS.

To Do List – is yours complete? Log into PeopleSoft to see if you have any outstanding To Do's. These need to be completed as part of your check-in as well.

If you have questions about check-in, contact your SAS Rep, sas@clarkson.edu or 315-268-6451.

Student Administrative Services

*If you do not know your local address and/or telephone number, and you do not expect to have this information by the deadline, please contact SAS for assistance.