



# GUIDE TO REGISTRATION

## TABLE OF CONTENTS

Introduction and Contact Information .....	1
Important Dates .....	2-3
Tuition and Fees .....	4
Registration Instructions .....	5
Summer Housing Information .....	6
Summer Campus Services .....	6-7
Academic Policies .....	7
General Education Requirements .....	8
Online Course Lists and Registration .....	9
Campus Maps .....	10-11
REGISTRATION FORM .....	12
BIOGRAPHIC/DEMOGRAPHIC FORM .....	13
HIGH SCHOOL STUDENT SUMMER SESSION APPLICATION .....	14
AUDIT APPLICATION AND REGISTRATION .....	15
APPLICATION FOR VIRGINIA IN-STATE TUITION RATES .....	16
SUMMER HOUSING APPLICATION .....	18

Su  
· summer ·  
2011

With over 200 courses available, the summer session schedule at UMW includes a full range of classes that will help you meet your major, concentration, general education, or elective requirements.

Each of UMW's colleges has put together a strong schedule of summer courses. In the College of Arts and Sciences, the variety of options is sure to suit a broad range of student interests and needs: photography, international cinema, graphic novels, money and banking, and gender and society are just a few of the choices. A full range of courses fulfilling general education requirements are also available – see page 8 for the complete list. For students in the College of Business, a number of courses that are sometimes hard to get (accounting, business communication, decision analysis) are on the schedule along with interesting electives in customer service and operations management, plus a comprehensive slate of graduate courses for students in the MBA and MSMS programs. In the College of Education, the summer schedule is built to accommodate graduate students' program completion in a timely fashion; and undergraduate offerings ensure students are on track for degree and licensure requirement completion.

To view the course schedule, go to [www.umw.edu/registrar](http://www.umw.edu/registrar). Then, select the option for "Course Schedules and Registration," then the option for "Schedule of Courses," and follow the instructions provided. Be sure to select Summer 2011 as the term and then the appropriate campus in order to see the courses being offered.

Students take summer session courses for many reasons. Some attend to get ahead on their work toward a degree while others use the summer to catch up by taking a course they need and haven't been able to get. Some visiting students take summer courses that they will transfer to another college or university. Qualified high school students use the summer session to experience the challenges of college-level work. Members of the local community find that taking a summer class offers a great chance to learn more about a topic of interest.

Contact the Office of the Registrar if you have questions about enrolling in summer courses. To learn about the objectives and requirements of any of the courses being offered, contact the instructor.

## IMPORTANT TELEPHONE NUMBERS

### FREDERICKSBURG CAMPUS OFFICES

Academic Services .....	654-1010
Disability Resources .....	654-1266
Registrar .....	654-1063
Summer Session Information .....	654-1255
Bookstore .....	654-1017
EagleOne Center .....	654-1005
Financial Aid Office .....	654-2468
General Information .....	654-1000
Simpson Library .....	654-1059
Police/Parking Office .....	654-1025
Student Accounts .....	654-1250

### STAFFORD CAMPUS OFFICES

Admissions .....	286-8088
Advising Services .....	286-8030
Library .....	286-8025
Summer Session Information .....	286-8030
Security .....	286-8055
Student Accounts .....	286-8058
Financial Aid .....	654-2468
Course Registration .....	286-8030
Disability Services .....	654-1266
Registrar .....	286-8008

## POLICY STATEMENT REGARDING CHANGES IN THE COURSE OFFERINGS

Classes listed in the "Schedule of Courses" on the Registrar's website may be cancelled because of low enrollment or other unforeseen circumstances. In the event that a class is cancelled, reasonable efforts will be made to contact students affected.

## AAEEO POLICY STATEMENT

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, or enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AAEO officer of the University.

## DISABILITY RESOURCES

Students requesting ADA academic accommodations must contact the Director of Disability Resources PRIOR to the summer term by calling (540) 654-1266. Current, professional documentation of the disability must be submitted as soon as possible in order to ensure timely arrangement of approved accommodations.

# IMPORTANT DATES FOR SUMMER SESSION 2011

2

(Students taking courses taught at special times must consult the individual course listing for class meeting dates and times.)

March 7 .....Registration begins

## MAY/JUNE TERM

May/June term courses are only offered at the Fredericksburg campus

May 15.....Residence halls open 2 p.m.  
May 16.....Classes begin  
May 18.....Last day to register or add classes for the May/June term  
May 20.....Last day to receive a 100% refund for dropped class  
May 24.....Last day to drop a course without grade of "W"; last day to change to/from pass/fail  
May 25.....Last day to receive a 50% refund for dropped classes;  
no refund after this date for dropped classes  
May 30.....Memorial Day holiday; no class meetings  
Daytime classes are made up on Friday, June 3. Evening classes will be made up on the first open evening  
(contact course instructor)  
May 31.....Last day to withdraw from a course without an automatic grade of "F"  
June 14.....Last day of classes for May/June term; last day to withdraw from May/June term  
June 15.....Reading day  
June 16.....Exams  
June 17.....Residence halls close 10 a.m.

## JUNE/JULY TERM

June/July term courses are only offered at the Fredericksburg campus

June 19.....Residence halls open 2 p.m.  
June 20.....Classes begin for the June/July term  
June 22.....Last day to register or add classes for the June/July term  
June 24.....Last day to receive a 100% refund for dropped classes  
June 28.....Last day to drop a course without a grade of "W"; last day to change to/from pass/fail  
June 29.....Last day to receive a 50% refund for dropped classes;  
no refund after this date for dropped classes  
July 4.....Independence Day holiday; no class meetings  
Daytime classes are made up on Friday, July 8. Evening classes will be made up on the first open evening  
(contact course instructor)  
July 5.....Last day to withdraw from a course without an automatic grade of "F"  
July 19.....Last day of classes for June/July term; last day to withdraw from June/July term  
July 20.....Reading Day  
July 21.....Exams  
July 22.....Residence halls close 10 a.m.

## COURSES OFFERED AT SPECIAL TIMES AND LOCATIONS: ADD, DROP, WITHDRAW, AND REFUND DATES

For Study Abroad Programs: No changes may be made in the student's enrollment status once the trip has begun.

Individual studies, internships, readings, and senior research courses are subject to the same deadlines and refund policies as regularly scheduled 10-week courses.

## TEN-WEEK AND EIGHT-WEEK COURSES – SEE THE CALENDAR OF DATES ON PAGE 3

## FALL 2011

August 29 .....Fall classes begin



# IMPORTANT DATES FOR SUMMER SESSION 2011

3

March 7 .....Registration begins

## TEN-WEEK COURSES

Fredericksburg and Stafford campuses

May 16 .....Classes begin  
May 20 .....Last day to receive a 100% refund for dropped class  
May 20 .....Last day to register for or add 10-week classes  
May 25 .....Last day to receive a 50% refund for dropped classes;  
no refund after this date for dropped classes  
May 27 .....Last day to change to/from pass/fail; deadline for ALL summer internships  
May 27 .....Last day to drop a course without a grade of "W"  
May 30 .....Memorial Day holiday; no class meetings;  
Evening classes will be made up on the first open evening (contact course instructor)  
June 24 .....Last day to withdraw from a course without an automatic grade of "F"  
July 4 .....Independence Day holiday; no class meetings  
(contact course instructor for make up session information)  
July 22 .....Residence Halls close 10 a.m.  
July 22 .....Last day of the 10-week term; last day to withdraw from the ten week term

NOTE: Exams for ten-week classes are held on the final day of the course.

## EIGHT-WEEK COURSES

Eight-week courses are only offered at the Stafford campus

May 16 .....Classes begin  
May 20 .....Last day to receive a 100% refund for dropped class  
May 20 .....Last day to register for or add eight-week courses  
May 25 .....Last day to receive a 50% refund for dropped classes;  
no refund after this date for dropped classes  
May 27 .....Last day to change to/from pass/fail; deadline for ALL summer internships  
May 27 .....Last day to drop a course without a grade of "W"  
May 30 .....Memorial Day holiday;  
Evening classes will be made up on the first open evening (contact course instructor)  
June 10 .....Last day to withdraw from a course without an automatic grade of "F"  
July 4 .....Independence Day holiday; no class meetings;  
Evening classes will be made up on the first open evening (contact course instructor)  
July 8 .....Last day of the eight-week term; last day to withdraw from eight-week term

NOTE: Exams for eight-week classes on the Stafford campus are held on the final day of the course.

## Fall 2011

August 29 .....Fall classes begin

### UMW BOOKSTORE TEXTBOOK RETURN POLICIES

For textbooks purchased at the UMW Bookstore, the UMW Bookstore textbook return policy will be found stapled to your UMW Bookstore receipt. Details about textbook return policies are also available at the store's website, [www.umw.edu/bookstore](http://www.umw.edu/bookstore), or by calling the Bookstore at 540-654-1017.

## SUMMER TUITION AND FEES

4

**Processing fee** (paid by all students): .....\$30

### **Undergraduate tuition and fees:**

Virginia resident ..... \$280/credit hour  
Non-Virginia resident ..... \$768/credit hour

### **Graduate tuition and fees:**

Virginia resident ..... \$362/credit hour  
Non-Virginia resident ..... \$772/credit hour

### **Housing fees:**

Double occupancy room ..... \$905/term  
Single occupancy room ..... \$1,100/term

**Meals:** Meals for residential students ..... \$275 minimum/term, recommended\*

\*Meal schedule is tentatively Monday – Thursday during the summer sessions.

## PAYMENT OF TUITION AND FEES

**UMW DEGREE-SEEKING STUDENTS** will be billed for summer session expenses to their UMW email addresses.

For **ALL NON-DEGREE STUDENTS**, full payment of tuition and fees is due along with registration materials.  
All checks should be made payable to the University of Mary Washington.

All students should take note of the refund schedules. Address questions concerning payment to:

Office of Student Accounts  
University of Mary Washington  
Fredericksburg, VA 22401  
(540) 654-1250 or 286-8058 (Stafford campus students)

## TUITION REFUND SCHEDULE

The refund schedules outlined below are effective for summer 2011. Please contact the Office of the Registrar immediately if you are not planning to attend. Non-attendance does not constitute an automatic cancellation nor does it relieve the student of the responsibility of payment for courses not dropped officially.

Please note that online courses are subject to the same refund policy as regularly scheduled courses. Individual studies, internships, readings, and senior research courses are also subject to the same refund policy as regularly scheduled courses. For policies regarding refunds for study abroad courses, contact the Office of International Academic Services (654-1261).

### **May/June Term, Eight-week and Ten-week courses:**

Prior to May 16, 2011 ..... 100%  
May 16, 2011 through May 20, 2011 ..... 100%  
May 21, 2011 through May 25, 2011 ..... 50%  
After May 25, 2011 ..... 0%

### **June/July Term:**

Prior to June 20, 2011 ..... 100%  
June 20, 2011 through June 24, 2011 ..... 100%  
June 25, 2011 through June 29, 2011 ..... 50%  
After June 29, 2011 ..... 0%

## RESIDENTIAL AND MEAL PLAN REFUND SCHEDULE

Residential and meal plan charges will be assessed and refunded on a daily rate.

Registration begins March 7, 2011. All forms are available on the website for the Office of the Registrar at [www.umw.edu/registrar/registrar\\_forms\\_to\\_download/forms\\_for\\_summer\\_session\\_s/default.php](http://www.umw.edu/registrar/registrar_forms_to_download/forms_for_summer_session_s/default.php). Please read the section on Academic Policies (page 7) before completing your Summer Course Registration and Fees form.

Grades will be available online at the end of each of the summer terms for all students.

## CONTINUING STUDENTS

Continuing UMW degree-seeking students who attended during the fall 2010 and/or spring 2011, terms may register without completing a Summer Session Biographic and Demographic Information form. Continuing UMW degree-seeking students will be billed for summer session tuition and fees. If you have filed an Application for Virginia In-State Tuition form either during the fall 2010 or spring 2011 terms, you need not file again for the summer session. An advisor's signature is not required for summer session enrollment; however, it is strongly recommended that you speak with your advisor to assure that the courses you have chosen will help you complete degree requirements. Non-degree students intending to apply for admission to a University of Mary Washington degree program must do so before completing 30 credits of graded work at Mary Washington.

Continuing UMW students may register by mail (see the addresses below), in person at the Office of the Registrar, or at the Stafford campus, or online via Banner. Online registration instructions are on page 10 of this booklet. When registering by mail or in person, the materials you'll need to complete and return are:

- Summer Session Course Registration and Fees form
- Summer Housing Application (if housing is requested)

## NEW NON-DEGREE STUDENTS

Students who attend other institutions and new non-degree students who have not attended UMW during the 2010-2011 academic year are welcome to attend the summer session. (High school students, see section in next column.) Admission for attendance during the UMW summer session is not an admission to a degree program at the University. Students wishing to apply for admission to a degree program should contact the Office of Admissions in Lee Hall or at the Stafford Campus.

Materials to complete and return:

(all forms are available at [http://www.umw.edu/registrar/registrar\\_forms\\_to\\_download/forms\\_for\\_summer\\_session\\_s/default.php](http://www.umw.edu/registrar/registrar_forms_to_download/forms_for_summer_session_s/default.php))

- Summer Session Biographic and Demographic Information form
- Application for Virginia In-State Tuition
- Summer Session Course Registration and Fees form

- Payment of tuition and fees
- Transcripts from other colleges you have attended (if the course you wish to take has a prerequisite(s) that you have had at another college, or if it is a graduate course.)

## HIGH SCHOOL STUDENTS

Qualified high school students are welcome to attend the summer session. To do so, the high school student should submit the high school application, a letter of recommendation from the guidance counselor or principal of the school, and an official high school transcript. The high school application is available at [www.umw.edu/registrar/registrar\\_forms\\_to\\_download/forms\\_for\\_summer\\_session\\_s/default.php](http://www.umw.edu/registrar/registrar_forms_to_download/forms_for_summer_session_s/default.php)

Students will be notified of their acceptance and asked to send (forms available at [www.umw.edu/registrar/registrar\\_forms\\_to\\_download/forms\\_for\\_summer\\_session\\_s/default.php](http://www.umw.edu/registrar/registrar_forms_to_download/forms_for_summer_session_s/default.php)):

- Summer Course Registration and Fees form
- Application for Virginia In-State Tuition form
- Payment of tuition and fees

## AUDIT REGISTRATION

Auditing (sitting in on a course for no credit) is allowed by written permission of the instructor in courses in which space is available. The fee is \$30 per credit hour. Students should submit the Audit Application and Registration form. Auditors should bring their visa when registering to audit. Please consult the audit policies and restrictions, found at [www.umw.edu/registrar/non\\_degree\\_auditors/default.php](http://www.umw.edu/registrar/non_degree_auditors/default.php)

## FOR REGISTRATION BY MAIL OR IN PERSON, RETURN REQUIRED MATERIALS TO:

### FOR COURSES ON THE FREDERICKSBURG CAMPUS.

Office of the Registrar, Summer Session  
University of Mary Washington  
1301 College Ave.  
Fredericksburg, VA 22401

### FOR COURSES ON THE STAFFORD CAMPUS.

University of Mary Washington  
Stafford Campus  
Registration  
121 University Blvd.  
Fredericksburg, VA 22406

**NOTE:** all forms mentioned on this page are available at the back of this booklet.

Summer session housing will be coordinated by the Office of Residence Life. Students wishing to reside on campus should complete and return the housing application which is a formal commitment for summer housing. The housing application can be found on the Residence Life website or picked up in the Residence Life Office in Marye House. Summer housing is located in an air-conditioned residence hall and most rooms will be double occupancy. Please see the section on Tuition and Fees for room costs. Single rooms will be available only as space permits. If available, singles will be limited and early registration is encouraged to increase the possibility of securing one. All residence life and housing policies are in effect during the summer session; these can be found in the Student Handbook. If a specific roommate is requested for the summer session, each student must request the other on the Housing Application form. The housing form appears at the back of this booklet and is also available at [www.umw.edu/registrar/registrar\\_forms\\_to\\_download/forms\\_for\\_summer\\_session\\_s/default.php](http://www.umw.edu/registrar/registrar_forms_to_download/forms_for_summer_session_s/default.php)

## SUMMER CAMPUS SERVICES

(For more information regarding opportunities and services, please see the Student Handbook. See page one for important phone numbers.)

**Computer Facilities:** A computer lab with Windows computers will be available in the basement of Trinkle Hall, Room B-12. Hours of operation and availability of student aide assistance for this lab will be posted. Computer labs are also available in the South Building on the Stafford campus.

**Bookstore:** The University Bookstore sells textbooks required for courses taught on the Fredericksburg campus, and also offers a wide range of instructional supplies, office supplies, and personal and gift items. Fredericksburg campus students may also order textbooks online at [www.umw.edu/bookstore](http://www.umw.edu/bookstore) (click on "textbooks"). Stafford campus students order textbooks online at <http://bookstore.mbsdirect.net/CGPS.htm>. The Bookstore is located in Lee Hall.

**Financial Assistance:** UMW provides limited part-time employment opportunities to assist students in meeting summer session costs. For information and applications, contact the Office of Financial Aid at (540) 654-2468.

**Grades:** Grades for all students will be available online at the end of each of the summer terms. To view grades online, select the "Final Grades" option from the student records menu in Banner.

**Health Center:** The Health Center will operate during the summer session. All residential students wishing service, including for emergencies, must have a Medical Information form on file in the Health Center. Continuing UMW students may use their Medical Information form that is already on file. Non-continuing summer residential students must complete the Health Form and submit it to the Health Center.

**Identification Cards:** Student identification cards are obtained through the EagleOne ID Card Center located in Lee Hall, room 110. The Office of Advising Services on the Stafford campus also provides identification cards. ID cards are needed for meals, EagleOne, and library checkout. They are also needed for admission to the gym, tennis courts, and University-sponsored events. The card is the property of the University, and is not transferable, and may not be loaned.

**Internships:** Internships for the summer may be arranged through the Office of Career Services, Lee Hall, room 309. All internships for the summer must be registered by May 27, 2011.

**Library:** The Simpson Library's dynamic information portal "eaglei" ([www.library.umw.edu](http://www.library.umw.edu)) provides access to news, weather, guides to library services, subject-specific research guides, links to library resources, and the library's on-line catalog. The library has an extensive collection of print format books and periodicals in addition to a wide array of online resources ranging from full-text books, periodicals, and indexes. The reference desk is staffed with librarians who provide assistance in students' research needs. The summer session hours of operation at the main library are Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to Noon. The Stafford campus library's summer hours are Monday through Thursday, 1 to 9 p.m., Friday, 1 to 7 p.m., and Saturday, 9 a.m. to 3 p.m.

**Meals:** Summer session residential students may purchase Dining Flex Dollars for \$275 per five week summer term. Dining Flex Dollars may be used for any meals throughout the five week term. Please note that the tentative dining schedule is for meal service to be available from Monday through Thursday only. Unused Flex Dollars purchased for the May/June term will roll and be available for use in the June/July term. At the conclusion of the summer session, any unused Flex Dollars will not carry over and will be forfeited. Flex Dollars are only refundable if the student withdraws under the rules of the University. If additional money is needed during the summer session, it may be added to the student's Eagle One card.

**Motor Vehicle Registration:** All motor vehicles operated by University of Mary Washington students must be registered with the Office of University Police within 24 hours of bringing the vehicle to campus in order to be allowed parking privileges on campus. Failure to register a motor vehicle will result in both a fine and a review of privileges to operate a motor vehicle on campus. In order to register a vehicle, a student should bring both a valid operator's license and vehicle registration to the Office of University Police in Brent Hall. Student parking decals from the spring semester are valid until the summer sessions are completed. Students who need to register their cars may do so using the EagleLink portal. There is no fee for summer vehicle registration. (These regulations do not apply at the Stafford campus.)

**Parking:** Students should not park vehicles in areas designated for faculty/staff parking or on the residential streets in the vicinity of the University. Illegally parked cars will be ticketed. For more information, see the Parking Regulation booklet.

During the summer sessions, students may park in any student space on campus.

**Multicultural Center:** Multicultural Student Affairs (and the James Farmer Multicultural Center) strives to facilitate students' learning and personal development, including that of under-represented groups, by increasing students' awareness and knowledge of diversity issues that frame both the individual and the community. The Center is located in Lee Hall, room 211.

**Transcript Services:** Students requiring an official transcript to be sent to another institution or agency at the end of the summer session must complete a transcript request in the Office of the Registrar, located in Lee Hall, room 206. Transcripts displaying summer grades will be mailed within two weeks of the completion of the summer session. Students may also request assistance on the Stafford campus or online at [www.umw.edu/registrar/transcripts/default.php](http://www.umw.edu/registrar/transcripts/default.php)

**Services for Students with Disabilities:** The Office of Disability Resources coordinates reasonable and appropriate accommodations for qualified students with disabilities. These accommodations may include, but are not limited to, extended time on tests, note-taking assistance, sign language interpreters, enlarged print materials, permission to tape record lectures, and distraction-reduced testing sites.

In order to receive services, students must provide appropriate professional documentation of a substantially limiting disability and discuss appropriate accommodations with the Director of Disability Resources. Documentation guidelines for specific disabilities may be found on the Disability Resources website at [www.umw.edu/disability](http://www.umw.edu/disability) or by requesting it from the office at (540) 654-1266. The Director verifies the disability, assists in arranging reasonable accommodations, and acts as a liaison between students, faculty, and administration on issues relating to services or accommodations. The Office of Disability Resources is located in Lee Hall, room 401.

## ACADEMIC POLICIES

All academic regulations are in effect during the summer session. Students taking courses at the Stafford campus should consult the academic policies for that campus, found at [www.umw.edu/orientation/stafford/advising/academic\\_policies.php](http://www.umw.edu/orientation/stafford/advising/academic_policies.php)

Students taking courses at the Fredericksburg campus should review the Dictionary of Academic Regulations, available from the Office of Academic Services or online at [www.umw.edu/publications/dictionary\\_ar\\_fb.org](http://www.umw.edu/publications/dictionary_ar_fb.org). Academic Services is located in Lee Hall 206.

Below are specific policies, procedures, and regulations that apply generally to both campuses.

**Course cancellations:** Classes shown in the Schedule of Courses will be taught except for when unforeseeable circumstances arise. In the unlikely event a course is cancelled, the student will be given the option of enrolling in another course or receiving a full refund.

**Course load maximums (undergraduate students):** During the summer session, students may take a maximum of 18 credits. The maximum allowable course load in one five-week term is nine credits. Students wishing to exceed nine credits in one five-week term must receive permission from the Office of Academic Services for an overload.

**Dropping or withdrawing from a course:** Discontinuing attendance in a course does not constitute dropping the course. A course is not officially dropped unless the student has dropped the course online or completed the appropriate form in the Office of the Registrar or at the Stafford campus. Consult the calendars published in this document for deadlines.

**Incomplete grades:** An incomplete grade is ONLY granted when the course work cannot be completed due to extensive illness or serious emergency in the final days of the term. Students taking courses on the Fredericksburg campus must contact the Associate Dean for Academic Services to make arrangements for an incomplete. Students taking courses on the Stafford campus should contact the Office of Advising Services. These offices, in conjunction with the instructor, will approve or disapprove the request for the incomplete. If approved, the course work for the incomplete must be finished and the grade change submitted to the Office of the Registrar by the instructor no later than the "Last Day to Withdraw from a Course" during the fall term.

**Instructor-initiated drops:** An instructor may drop a student from a class roster if the student fails to come to the first meeting of any class. Students who will miss the first class for legitimate reasons should contact the instructor in advance and make the necessary arrangements for keeping up with material that will be missed.

**Pass/Fail:** Students may take only one course during the entire summer session on a pass/fail basis. A grade of "PA" (pass) does not have an effect on the grade point average; however, a grade of "FA" (fail) counts the same as an "F" in a graded course and will lower the grade-point average. Pass/fail grades are not the same as "S/U" grades (satisfactory, unsatisfactory) that are used to evaluate physical education courses. Courses taken pass/fail do not fulfill major or general education requirements.

**Refunds:** Refunds for courses dropped are granted according to the refund schedule published on page 4.

**Repeating a Course:** Students who have received a grade of "C-" or lower may repeat that course if they have not already received credit for a higher-level course for which the repeated course is a prerequisite. Repeated courses must be taken for graded credit. No more than two courses may be repeated during the entire summer session.



A degree-seeking UMW student must complete the general education credits/courses as required by the degree program in which the student is enrolled. General education requirements may be completed by UMW coursework or by approved equivalent transfer coursework, as defined by the University's transfer credit policies. With the exception of an internship taken to fulfill the Experiential Learning requirement, no General Education coursework may be completed on a pass/fail basis. To count for General Education purposes, a course MUST be designated as a General Education course in the official Schedule of Courses for the semester it is taken. (This rule applies to Speaking and Writing Intensive courses, too.) Courses tentatively scheduled for the 2011 summer session that meet various General Education requirements are listed below. The list is subject to change – check the online course schedule for current information and to see when the course will be offered.

“OLD” BA/BS General Education Requirements (in effect from fall 1997 – summer 2008)	“NEW” BA/BS General Education Requirements (beginning fall 2008)
<b>GOAL 2:</b> Mathematical thoughts and the application of mathematical logic to problem-solving. (6 credits, 3 of which must be a MATH course). CPSC 110, MATH 110, 115, 121, 122, 200, MUTH 181, PHIL151	<b>Quantitative Reasoning:</b> (2 courses). BUAD 353, CPSC 110, MATH 110, 115, 121, 122, 200, MUTH 181, PHIL151, PSYC 360
<b>GOAL 3:</b> The natural world and the application of laboratory science methods. (8 credits in a two-semester sequence). BIOL 121-122, CHEM 111-112, GEOL 111-112, PHYS 101-102	<b>Natural Science:</b> (1 of the following course sequences). BIOL 121-122, CHEM 111-112, GEOL 111-EESC 210, GEOL 111-112, PHYS 101-102, PHYS 101-108, PHYS 103-104
<b>GOAL 4:</b> Art and literature. (6 credits with one course in arts and one in literature). <u>Arts:</u> ARTH 114, 115, ARTS 105, CLAS 110, IDIS 204, MUHL 151, <u>Literature:</u> ENGL 206, ENGL 251, CLAS 110	<b>Arts, Literature, and Performance:</b> (2 courses, 1 appreciation, 1 process). <u>Appreciation:</u> ARTH 114, ARTH 115, ARTS 105, CLAS 110, ENGL 206, ENGL 251, IDIS 204, MUHL 151. <u>Process:</u> ARTS 105, ARTS 120, ENGL 202, ENGL 207, CPSC 106, MUPR 441
<b>GOAL 5:</b> Western civilization. (6 credits) HISP 101, HIST 131, HIST 132, PHIL101, PHIL 201	<b>Global Inquiry:</b> (1 course). ANTH 101, ECON 382, GEOG 101, GEOG 102, RELG 210
<b>GOAL 6:</b> Human behavior, social structures, institutions, and spatial relationships. (6 credits). ANTH 101, LING 101, ECON 201, ECON 202, GEOG 101, HISP 101, PSYC 100	<b>Human Experience and Society:</b> (2 courses from two different disciplines). ANTH 101, CLAS 110, ECON 201, ECON 202, GEOG 102, HISP 101, HIST 131, HIST 132, HIST 377, LING 101, PHIL 101, PHIL 201, PHIL 210, PHIL 220, PHIL 244, PHIL 283, PHIL 284, PSCI 201, PSYC 100, RELG 101, RELG 210, RELG 283, RELG 284
<b>GOAL 7:</b> Language. (Intermediate competence). FREN 101, 102, 201, 202, LATN 101, 102, 201, 202, SPAN 102, 201, 202	<b>Language:</b> (Intermediate competence). FREN 101, FREN 102, 201, 202, LATN 101, 102, 201, 202, SPAN 102, 201, 202
<b>GOAL 8:</b> Physical fitness through physical activity (2 courses, 2 credit minimum). PHYD 102/302, PHYD 110/310, 113/313	<b>Experiential Learning:</b> (1 faculty supervised experience). As arranged by the student and faculty member.

Speaking and Writing Intensive Courses
<p>These apply to the “old” and “new” BA/BS General Education programs, and to the BLS program as well.</p> <ul style="list-style-type: none"> <li>• WRITING INTENSIVE (WI) courses in summer 2011: BUAD 350, BUAD 490, CPSC 104, EDUC 420, ENGL 202, ENGL 295, ENGL 302A, ENGL 313, HIST 380, HIST 390, PHYS 101, PHYS 102, SOCG 365</li> <li>• SPEAKING INTENSIVE (SI) courses in summer 2011: BIOL 260, BUAD 350, COMM 205, COMM 206, ENGL 207, EDUC 420, HIST 380, HIST 390, MATH 115, PHIL 220, SOCG 365</li> </ul>

BLS General Education Requirements
See pages 68-69 of the 2010-2011 Undergraduate Academic Catalog, or <a href="http://www.umw.edu/publications/catalog_cas_mwc/academic_programs/default.php#bls">www.umw.edu/publications/catalog_cas_mwc/academic_programs/default.php#bls</a> . Courses listed above as part of the “new” BA/BS General Education program will meet the corresponding BLS requirements.

BPS General Education Requirements
See pages 202-203 of the 2010-2011 Undergraduate Academic Catalog, or <a href="http://www.umw.edu/publications/catalog_undergraduate/courses_study/adult_degree/default.php#gened">http://www.umw.edu/publications/catalog_undergraduate/courses_study/adult_degree/default.php#gened</a> . Upper-level BPS general education courses scheduled for summer 2011: BPST 311, 312, 316. Writing Intensive and Speaking Intensive courses: BPST 311, 312. Writing Intensive course: COMM 315. Global Inquiry courses: BPST 314, LRSP 306.

## REGISTERING FOR SUMMER SESSION COURSES:

### *Online course lists and registration instructions*

1. Online registration for summer session will be available beginning March 7, 2011, for continuing UMW degree-seeking students. Detailed instructions for using the online registration system are available at [www.umw.edu/registrar/course\\_schedules\\_registrat/online\\_registration\\_in\\_ban/default.php](http://www.umw.edu/registrar/course_schedules_registrat/online_registration_in_ban/default.php).

2. Advisors will not assign Registration Permission Numbers for summer session registration, although students are strongly encouraged to consult with their advisors about courses they plan to take in the summer. Please note: **M.Ed. students at the Stafford campus must meet with their faculty advisors and are required to get a RPN from the advisors before they may register.**

3. Registration appointment times are not assigned for summer session registration. Students may go online to register at any time starting on March 7 until registration closes.

4. THE SCHEDULE OF SUMMER SESSION COURSES is available at [www.umw.edu/registrar/course\\_schedules\\_registrat](http://www.umw.edu/registrar/course_schedules_registrat).

This schedule is dynamic and is updated as soon as any course changes occur.

Select the option for "Schedule of Courses," term summer 2011, and then the campus where you wish to take classes to see a listing of all courses. Select the option for "Open Courses" (with the same term and college) to see a list of courses in which spaces are available.

5. Registration for courses requiring special permission of any kind (to take an overload, to take a course out of sequence, etc.) must be done in person at the Academic Services Office (Lee Hall) or the Office of Advising Services at the Stafford campus. Necessary forms, signed by all required parties, must be presented at the time of registration.

6. Registration for the fall 2011 semester overlaps part of the summer session registration period. Students will be able to register for fall 2011 during the assigned appointment times only and a Registration Permission Number (assigned by the advisor) will be required. (For Stafford campus students, only the M.Ed. program requires these numbers for registration.)

7. Prior to registering, students should check to see that there are no **holds** on their record. Students may see if there are any holds by selecting the "View Holds" option from the student menu in Banner. Holds will prevent students from registering online for the summer session, just as they do during online registration for the fall and spring semesters. Contact the appropriate office about a hold to resolve the problem and have the hold released. Once the hold is released, a student will be able to register.

8. When registering online or making schedule changes, STUDENTS SHOULD PRINT A COPY OF THEIR SCHEDULE.

9. NOTE: Once students have registered for summer classes, they will not be able to drop their last summer course without the assistance of a staff member in the Office of the Registrar.

## UNIVERSITY BOOKSTORE SUMMER HOURS

### SUMMER RUSH HOURS

Monday, May 16 ..... 8 a.m. - 6 p.m.  
Monday, June 20..... 8 a.m. - 6 p.m.

### SUMMER BOOKSTORE HOURS

Monday – Thursday, 9 a.m. - 5 p.m.; Friday, 9 a.m. - 3 p.m.  
Bookstore Offices: Monday – Friday, 8 a.m. – 5 p.m.

**Fredericksburg campus students may order books online** at [www.umw.edu/bookstore](http://www.umw.edu/bookstore) (click on "textbooks").  
**Stafford campus students order books online** at [bookstore.mbsdirect.net/umw.htm](http://bookstore.mbsdirect.net/umw.htm)



## UMW Stafford Campus

- 1 - North Building  
2 - South Building



# Fredericksburg Area



### University of Mary Washington Fredericksburg Campus 540/654-1000 • [www.umw.edu](http://www.umw.edu)

*Directions from I-95 (to UMW parking deck):*

- Exit 130-A, Rt. 3 East to sixth traffic light
- Turn left on William St. — keep left — to first light
- Turn left on College Ave.

*The UMW Fredericksburg Campus main gate is on right at first light.*

- Pass the UMW gate; turn right on U.S. 1
- Turn right on Alvey Drive; follow signs to parking deck.

### University of Mary Washington Stafford Campus 540/286-8000 • [www.umw.edu/cgps](http://www.umw.edu/cgps)

*Directions from I-95:*

- Exit 133, U.S. 17 North, travel about 4 miles
- Turn left onto Village Parkway at traffic light
- Turn right on University Boulevard

*Directions from Warrenton/U.S. 29:*

- Travel U.S. 29/U.S. 17 South from Warrenton, about 5 miles
- Turn left on U.S. 17 South where it leaves U.S. 29
- Travel about 25 miles on U.S. 17 South
- Turn right on Village Parkway at traffic light
- Turn right on University Boulevard

### University of Mary Washington Centre Court

*Directions from I- 95:*

- Exit 130-A, Rt. 3 East
- Travel through four lights
- Centre Court will be on the left after fourth light, but LEFT TURN PROHIBITED here*
- Exit right on U.S. 1 North toward Washington
- **Exit immediately** onto Route 3 West
- Turn right into Centre Court



### Gari Melchers Home & Studio

224 Washington Street  
Fredericksburg, VA 22405





# SUMMER SESSION, 2011 REGISTRATION AND FEES

NAME \_\_\_\_\_ BANNER ID # \_\_\_\_\_ DATE \_\_\_\_\_

SUMMER MAILING ADDRESS \_\_\_\_\_

DAYTIME TELEPHONE NO. \_\_\_\_\_ EVENING TELEPHONE NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_

UMW DEGREE PROGRAM: ☐ BA/BS ☐ BLS ☐ BPS ☐ MS in ED ☐ Med ☐ MBA ☐ MSMIS ☐ MBA-MSMIS ☐ NON DEGREE STUDENT

## SECTION I: COURSE REGISTRATION INFORMATION

Write the complete course reference number in the space below. Be sure to include the 3 letter discipline code, the 5 digit CRN number, any suffixes that are shown (either 1 or 2 letters), and the 2 digit section number:

TERM	CRN#	DISC	CRS. NO.	SUFF	SECT	COURSE TITLE	NO. CRDTS	GRADE TYPE	P/F S/U	Rep. Course
MAY/JUNE TERM										
JUNE/JULY TERM										
10-week, 8-week, or Special Time/Location										

Undergraduate students may take a maximum of 18 credits during the summer session. Further, only one course may be taken on a pass/fail basis over the entire summer.

Overload Authorization: \_\_\_\_\_

Academic Services

**ELIGIBILITY RULES FOR REPEATING A COURSE:**

To repeat a course, the original grade must be less than a "C."

No course can be repeated more than once.

No more than 2 courses can be repeated in a single semester.

## SECTION II: TUITION AND FEES

Use the costs listed below to calculate tuition and fee charges for summer, 2010. Write amounts in the column to the right.

<b>Processing Fee:</b>	\$30.00	<b>Graduate</b>	
<b>Tuition and Fees:</b>			
Virginia Resident:	\$280 x _____ (total # of credits)	\$362 x _____ (total # of credits)	
Non-Virginia Resident:	\$768 x _____ (total # of credits)	\$772 x _____ (total # of credits)	
<b>Housing Fees:</b>			
Double Occupancy Room:	\$905 x _____ (number of terms attending)		
Single Occupancy Room:	\$1,100 x _____ (number of terms attending)		
<b>Meals:</b>			
Residential Students: (Optional but recommended fee) (For commuting students, this fee is optional)	\$275 x _____ (number of terms attending)		
<b>GRAND TOTAL</b>			

## SUBTOTAL


## SECTION III: METHOD OF PAYMENT

UMW DEGREE PROGRAM STUDENTS will be billed. For ALL **NON DEGREE STUDENTS**, payment must accompany registration form for processing. Please make checks payable to University of Mary Washington. Do not send cash through the mail.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BIOGRAPHIC AND DEMOGRAPHIC INFORMATION SUMMER SESSION YEAR \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_

Last First Middle

### ADDRESS INFORMATION:

CURRENT MAILING ADDRESS: \_\_\_\_\_

### BILLING ADDRESS:

**NOTE:** This is the person whom additional charges should be billed \_\_\_\_\_

SUMMER MAILING ADDRESS: \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ (mo/day/yr) PLACE OF BIRTH \_\_\_\_\_ SEX ☐ M ☐ F

### DEMOGRAPHIC INFORMATION:

**Note:** This information in the demographic section is optional. Answers to these questions will not be used in a discriminatory manner. Your cooperation is appreciated.

Are you Hispanic/Latino? ☐ Yes, Hispanic or Latino (including Spain) ☐ No

Regardless of your answer to the prior questions, please select one or more of the following ethnicities that best describe you:

☐ American Indian or Alaska Native (including all Original Peoples of the Americas)

☐ Asian (including Indian subcontinent and Philippines)

☐ Black or African American (including Africa and Caribbean)

☐ Native Hawaiian or Other Pacific Islander (Original Peoples)

☐ White (including Middle Eastern)

**DOMICILE:** Do you wish to claim tuition rates based on Virginia Domicile? ☐ Yes ☐ No \_\_\_\_\_

If yes, in which Virginia county or city are you a resident? \_\_\_\_\_

You must complete the *Virginia In-State Tuition Form* and submit it with this form.

### ACADEMIC INFORMATION:

Have you attended the University of Mary Washington before? ☐ Yes ☐ No \_\_\_\_\_

If yes, please list the dates of attendance: \_\_\_\_\_

Have you been accepted as a degree-seeking student at Mary Washington for the Fall semester? ☐ Yes ☐ No

Have you attended another institution during the past calendar year? ☐ Yes ☐ No

If yes, do you attest that you have earned at least a 2.0 grade point average and that you are/were in good academic standing? ☐ Yes ☐ No

Name of Institution and Dates of Attendance \_\_\_\_\_

**Please read and sign the Honor Pledge, Arrangements Agreement, and Citizenship Statement on the right**

**side of this form.** Also, you will need to complete a transcript request in the Office of the Registrar to have your transcript sent to your home institution at the conclusion of the summer session.

**Please read the UMW Education Records policy** at [www.umw.edu/registrar/ferpa\\_policies\\_procedures/ferpa\\_educational\\_records2.php](http://www.umw.edu/registrar/ferpa_policies_procedures/ferpa_educational_records2.php)

### HONOR PLEDGE:

*Your registration as a student at the University of Mary Washington is not complete without you signature affixed to the Honor Pledge below. The Honor Pledge applies to every student enrolled at the University. Every student is required to sign the Honor Pledge as part of the application process.*

I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.

Student Signature \_\_\_\_\_

### Academic and Financial Arrangements Agreement:

I understand that this registration is subject to all terms and conditions, financial and otherwise, set forth in the current Academic Catalog and other official documents. Further, I accept all terms and conditions, financial and otherwise, which are in effect during the entire period of my enrollment at the University. I agree that, in the event of default of payment in any form, I am responsible for penalties as published by the university and for all reasonable administrative cost, collection fees, or attorney fees incurred in the collection of whatever funds are due.

Student signature (or parent/guardian if student is younger than 18 at the time of registration) \_\_\_\_\_

**Citizenship:** Country of Citizenship \_\_\_\_\_

If not a United States Citizen, please indicate

☐ Permanent resident; ☐ VISA holder;

If VISA holder, indicate type \_\_\_\_\_



## HIGH SCHOOL STUDENT SUMMER SESSION APPLICATION

YEAR \_\_\_\_\_  
NAME \_\_\_\_\_ SSN \_\_\_\_\_  
last middle first  
CURRENT MAILING ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ (mo/day/yr) PLACE OF BIRTH \_\_\_\_\_ SEX ☐ M ☐ F

### DEMOGRAPHIC INFORMATION:

**Note:** This information in the demographic section is optional. Answers to these questions will not be used in a discriminatory manner. Your cooperation is appreciated.

Are you Hispanic/Latino? ☐ Yes, Hispanic or Latino (including Spain) ☐ No  
Regardless of your answer to the prior questions, please select one or more of the following ethnicities that best describe you:  
☐ American Indian or Alaska Native (including all Original Peoples of the Americas)  
☐ Asian (including Indian subcontinent and Philippines)  
☐ Black or African American (including Africa and Caribbean)  
☐ Native Hawaiian or Other Pacific Islander (Original Peoples)  
☐ White (including Middle Eastern)

**CITIZENSHIP:** Country of Citizenship \_\_\_\_\_  
If not a United States citizen, please indicate ☐ Permanent Resident ☐ VISA Holder  
If VISA holder, indicate type \_\_\_\_\_

### STUDENT STATUS INFORMATION:

Have you attended the University of Mary Washington before this summer term? ☐ Yes ☐ No  
If yes, please provide dates you attended the University.  
What high school are you attending? \_\_\_\_\_  
What courses (course number and title) do you wish to enroll in during the summer term?  
\_\_\_\_\_

Please provide the name/address of a parent/guardian to whom all tuition & fee bills & grade reports shall be mailed.  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Instructions:** High school students who will not graduate as of June of this year must be accepted to the University of Mary Washington Summer Session before registering for classes. Complete and submit this form along with an official high school transcript and a letter of support from the principal or high school guidance counselor. Students will be notified of their acceptance in time to register for classes.

**MAIL TO: Office of the Registrar  
Summer Session  
University of Mary Washington  
1301 College Avenue  
Fredericksburg, VA 22401-5300**

### HONOR PLEDGE:

Your registration as a student at the University of Mary Washington is not complete without your signature affixed to the Honor Pledge below. The Honor Pledge applies to every student enrolled at the University. Every student is required to sign the Honor Pledge as part of the application process.

*I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.*

\_\_\_\_\_  
Student Signature

### Academic and Financial Arrangements Agreement:

I understand that this registration is subject to all terms and conditions, financial and otherwise, set forth in the current Academic Catalog and other official documents. Further, I accept all terms and conditions, financial and otherwise, which are in effect during the entire period of my enrollment at the University. I agree that, in the event of default of payment in any form, I am responsible for penalties as published by the University and for all reasonable administrative costs, collection fees, or attorney's fees incurred in the collection of whatever funds are due.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

*Note: If the applicant is not 18 years of age, both the applicant and the parent or guardian must sign this application.*

Please print the information requested below:

Are you currently enrolled at the University of Mary Washington? ☐ Yes ☐ No

If yes, please complete items 1, 2, 3, and 11 below. Otherwise, complete the entire form.

1. Application for: ☐ Summer ☐ Spring ☐ Fall

2. Full Legal Name: \_\_\_\_\_  
last first middle

3. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Business Phone Home Phone

4. Local Address: \_\_\_\_\_  
\_\_\_\_\_

5. Please check the appropriate race/ethnic designation:

NOTE: This information in the demographic section is optional. Answers to these questions will not be used in a discriminatory manner. Your cooperation is appreciated.

Are you Hispanic/Latino? ☐ Yes, Hispanic/Latino (including Spain) ☐ No

Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

- ☐ American Indian or Alaska Native (including all Original Peoples of the Americas)
- ☐ Asian (including Indian subcontinent and Phillippines)
- ☐ Black or African American (including African and Caribbean)
- ☐ Native Hawaiian or Other Pacific Islander (Original Peoples)
- ☐ White (including Middle Eastern)

6. Sex: ☐ Male ☐ Female 7. Place of Birth: \_\_\_\_\_ 8. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
city or county/state/country mo. day yr.

9. Do you live in Virginia? ☐ Yes ☐ No If yes, list county or city of residence \_\_\_\_\_

10. Have you ever attended the University of Mary Washington? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

## 11. REGISTRATION

CRN #	DSC	CRS	SUF	SCN	TITLE OF COURSE	NO. OF CREDITS	CHARGE

Audit fee: \$30.00 per credit hour

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The University of Mary Washington subscribes to the principles of equal and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO officer of the University. The information regarding race, sex, place and date of birth is requested for reports the University provides to Federal and other agencies collecting data to assure equal opportunity. Your cooperation is appreciated.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Application for Virginia In-State Tuition Rates

This form should be completed if you are claiming entitlement to Virginia's in-state tuition pursuant to section 23-7.4, Code of Virginia. Supporting documents and additional information may be requested.

## Section A - Student Information

1) Name of applicant \_\_\_\_\_  
Last First Middle

2) Social Security Number (optional) \_\_\_\_\_ 3) Date of birth \_\_\_\_\_

4) How long have you lived in Virginia? \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

5) Where have you lived, in the sense of physical presence, during the last two years? (List current address first.)

Street address City State Zip code From To

6) Employment information for at least one year prior to the date for which in-state tuition rates are sought (*If not employed, or if retired, please indicate.*):

Street address City State Zip code From To

- |  |  |
|--|--|
| <p>7) Do your parents/legal guardian provide 50% or more of your financial support or claim you as a tax dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8) a.) If you are married, do you wish to claim eligibility for in-state tuition rates based on your spouse's domicile? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>b.) <i>If Yes</i>, does your spouse provide more than 50% of your financial support? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9) Do any of the following characteristics apply to you?<br/>Place a check beside all that apply.<br/><input type="checkbox"/> Age 24 or older as of the first day of the term in which you intend to enroll<br/><input type="checkbox"/> Veteran or active duty member of the U.S. Armed Forces<br/><input type="checkbox"/> Graduate or first-professional student<br/><input type="checkbox"/> Ward of the court or was a ward of the court until age 18<br/><input type="checkbox"/> If both parents are deceased, no adoptive or legal guardian<br/><input type="checkbox"/> Legal dependents other than a spouse</p> <p>10) In the last tax year did you file a state return to any state other than Virginia? <i>If yes, please explain:</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11) For at least one year immediately prior to the term in which you are claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? <i>If no, please explain:</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12) Are you a registered voter in Virginia?<br/>Date registered _____ Original _____ Re-registered _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13) Do you hold a valid Virginia driver's license?<br/>Date issued _____ Original _____ Renewal _____ <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If no, indicate your driver's license status:</i><br/>Hold in another state _____ Not licensed _____</p> | <p>14) Did you own or operate a motor vehicle registered in Virginia during the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If no</i>, indicate registration status:<br/>Registered in another state _____<br/>Did NOT own or operate a motor vehicle _____</p> <p>15) Are you or your spouse an active duty member of the U.S. armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If No</i>, continue to Question 16.<br/><i>If yes</i>, who is a member: self _____ spouse _____<br/>and answer the following:<br/>a.) Are Virginia income taxes paid on all military income? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If yes</i>, as of what date? _____<br/>Where were you stationed on that date? _____<br/><i>Please submit a copy of the most recent Leave and Earnings Statement.</i><br/>b.) If you are in the military, or if your spouse is, are you assigned to a Permanent Duty Station in Virginia? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If yes</i>, as of what date? _____<br/>Where are you stationed? _____<br/><i>Please submit a copy of the military orders permanently assigning you or your spouse to this station AND a copy of the military ID card showing your relationship to the military member.</i></p> <p>16) Answer this question only if you <i>live outside</i> Virginia but <i>work</i> in Virginia:<br/>Will you have lived outside Virginia, been employed in Virginia, earned at least \$15,080, and paid Virginia income taxes on all taxable income earned in this Commonwealth, for at least one year prior to the term in which you will enroll? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.</i></p> |
|--|--|

I certify under penalty of disciplinary action that the information I have provided is true.

Signature of applicant

Date

over, please

## Section B - Parent, legal guardian, or spouse

This section must be completed by the applicant's parent, legal guardian, or spouse, who during the last tax year claimed the applicant as a dependent, or who, for the twelve months immediately preceeding the first day of classes, provided more than half of the applicant's financial support.

1) Name of <input type="checkbox"/> parent <input type="checkbox"/> legal guardian <input type="checkbox"/> spouse <input type="checkbox"/> _____	
2) Citizenship <input type="checkbox"/> U.S. <input type="checkbox"/> U.S. permanent resident <input type="checkbox"/> Non-U.S. Please specify visa type _____ Exp. date _____ (Please provide copy of I-94)	
3) How long have you lived in Virginia? _____ year(s) _____ month(s)	
4) Where have you lived, in the sense of physical presence, during the last two years? (List current address first.)	
Street address	City State Zip code From To
_____	
_____	
5) Employment information for at least one year prior to the date for which in-state tuition rates are sought (If not employed, or if retired, please indicate.):	
Street address	City State Zip code From To Full-time/part-time
_____	
_____	
6) In the last tax year, did you file a state return to any state other than Virginia? If yes, please explain: _____	
	Yes No <input type="checkbox"/> <input type="checkbox"/>
7) Will you have claimed the applicant as a dependent on your federal and Virginia income tax return for the tax year prior to the term in which the applicant will enroll? If no, please explain: _____	
	<input type="checkbox"/> <input type="checkbox"/>
8) Will you have provided more than half of the applicant's financial support for at least twelve months prior to the term in which the applicant will enroll? If no, please explain: _____	
	<input type="checkbox"/> <input type="checkbox"/>
9) For at least one year immediately prior to the term in which the applicant is claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? If no, please explain: _____	
	<input type="checkbox"/> <input type="checkbox"/>
10) Are you a registered voter in Virginia? Date registered _____ Original _____ Re-registered _____ If no, indicate your registration status: Registered in another state _____ Not registered _____	
	<input type="checkbox"/> <input type="checkbox"/>
11) Do you hold a valid Virginia driver's license? Date issued _____ Original _____ Renewal _____ If no, indicate your driver's license status: Hold in another state _____ Not licensed _____	
	<input type="checkbox"/> <input type="checkbox"/>
12) Did you own or operate a motor vehicle registered in Virginia during the last year? If no, indicate your auto registration status: Registered in another state _____ Did NOT own or operate a motor vehicle _____	
	<input type="checkbox"/> <input type="checkbox"/>
13) Are you or your spouse an active duty member of the U.S. armed forces? <input type="checkbox"/> <input type="checkbox"/> If no, continue to Question 14. If yes, who is a member: self _____ spouse _____ and answer the following:	
a.) Are Virginia income taxes paid on all military income? <input type="checkbox"/> <input type="checkbox"/> If yes, as of what date? _____ Where were you stationed on that date? _____ Please submit a copy of the most recent Leave and Earnings Statement.	
b.) Are you or your active-duty spouse assigned to a Permanent Duty Station in Virginia? <input type="checkbox"/> <input type="checkbox"/> If yes, as of what date? _____ Where are you stationed? _____ Please submit a copy of the military orders permanently assigning you or your spouse to this station AND a copy of the military ID card showing the applicant's relationship to the military member.	
14) Answer this question only if you live outside Virginia but work in Virginia: Will you have lived outside Virginia, been employed in Virginia, earned at least \$15,080, paid Virginia income taxes on all taxable income earned in this Commonwealth, and claimed the applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant is claiming in-state status? <input type="checkbox"/> <input type="checkbox"/> If yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.	

I certify that the information I have provided is true.

Signature of parent/guardian

Date

**UNIVERSITY OF MARY WASHINGTON**  
**Office of Residence Life**  
**Summer Housing Application and Agreement 2011**

**Before submitting your completed contract, please reference the contract conditions for residential students on the Residence Life web site at [http://www.umw.edu/cas/residencelife/summer\\_housing/2011\\_summer\\_housing\\_contra.php](http://www.umw.edu/cas/residencelife/summer_housing/2011_summer_housing_contra.php).**

*Non-discrimination Policy Information:* In keeping with University policy, all housing assignments are made without discrimination by reason of race, religion, color, national origin, disability, or sexual orientation.

Full legal name: 











 Date of Birth:

UMW E-mail Address: 



@umw.edu Telephone Number:

Banner ID Number (# on ID Card, not e-mail address): 



 Sex: ☐ Male ☐ Female

Current Classification: ☐ Freshman (0-29 credits) ☐ Sophomore (30-59) ☐ Junior (60-89) ☐ Senior (90+)

Check the type of room you desire: ☐ Double ☐ Single (Singles are provided ONLY if space is available.)

**2010 Summer Housing is in Eagle Landing North. We will try to accommodate single rooms. However, as space is limited, double room assignments will be made. The Summer Housing contact is Joyce Baldwin, Housing Coordinator in the Office of Residence Life. Questions? E-mail [jbaldwin@umw.edu](mailto:jbaldwin@umw.edu) or call 540-654-1058.**

Roommate preferences: (Leave blank if without a preferred roommate(s). All students must request each other on their application.)

Name:

Name:

Name:

Name:

Please indicate your preferences:

- ☐ I am a Smoker ☐ I am a Non-Smoker ☐ I am a Non-Smoker who will accept a smoking roommate  
☐ I Stay Up Late Regularly (past 11 pm) ☐ I Wake Up Early Regularly (Before 8 am)  
☐ I Prefer a "Louder" Environment in which to live ☐ I Prefer a "Quieter" Environment in which to live

Which summer term(s) do you plan to attend (CHECK BOX BELOW)? *You must be registered as a summer student to receive housing. If attending both sessions, you will be allowed to remain in residence between sessions; however, dining services may not be available.*

☐ First Summer Term ☐ Second Summer Term ☐ Both Summer Terms

Notes: Contracts submitted BY Friday, March 18, 2011 receive priority. Priority assignments will be e-mailed by Monday, April 4, 2011.  
\*\*\* PLEASE NOTE: Contracts submitted after March 18, 2011 will still be accepted based on available space.

Summer Residence Check-Ins are from 2:00PM-5:00PM on Sunday, May 15, 2011 and Sunday, June 19, 2011  
Summer Residence Check-Outs are by 10:00AM on Friday, June 17, 2011 and Friday, July 22, 2011

*By signing this document, you agree to abide by all University and Residence Life policies. Your signature commits you to your summer housing agreement and guarantees payment of this contract. You will be notified of your assignment via UMW email.*

Date:	<table border="1" style="width: 100%; height: 20px;"></table>	Signature:	<table border="1" style="width: 100%; height: 20px;"></table>
Residence Life use ONLY: Assignment: ELEV			Date entered on computer: