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2006

GUIDE TO REGISTRATION

TABLE OF CONTENTS

SEC I: COLLEGE OF ARTS & SCIENCES, MARY WASHINGTON COLLEGE

Important Dates	1
Registration Instructions	2
Tuition and Fees	3
Course & Registration Notes	4
Exam Schedules	5
General Education Requirements	6-7

SEC II: COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

Important Dates	8
Session Calendars	9
General Information	10
Registration Instructions	11

FALL 2006 IMPORTANT DATES

March 17	Last day to withdraw from a Spring 2006 course without automatic F
March 13 - 24	Advising Period for Fall 2006 Advance Registration
March 27 - April 7	Fall 2006 Advance Registration
April 12 - 28	Fall 2006 Schedule Adjustment Period
April 28	Last day to withdraw from the University for Spring 2006
April 28	Last day of classes for Spring 2006
April 29 - 30	Spring 2006 Reading Days
May 1 - 5	Spring 2006 Final Examinations
August 7	Tuition and fee payment due for Fall 2006
August 21	Web registration opens for course adjustment for Fall 2006
August 24	Non-degree registration begins
August 28	First day of classes for Fall 2006
August 28	Late registration and in-person add/drop period begins
September 1	Last day to register or add courses for Fall 2006
September 4	Audit Registration
September 12	Major declaration cards due
September 15	Last day to register for an internship and individual study
September 15	Last day to drop a course without a grade of W
September 15	Last day for 100% reimbursement for dropping a course(s)
October 1	No refunds for withdrawing from the University after this date
October 6	Last day to change to/from a pass/fail grade
October 16 - 17	Fall Break
October 18 - 27	Advising Period for Spring 2007 Advance Registration
October 27	Last day to withdraw from a course without an automatic F
October 27	Deadline for submission of grade change forms for Fall incompletes
October 30 - November 10	Advance Registration Period for Spring 2007
December 8	Last day to withdraw from the University for Fall 2006
December 8	Last day of classes for Fall 2006
December 9 - 10	Fall 2006 Reading Period
December 11 - 15	Final Examinations
December 16	Residence halls close at 10:00 a.m.
May 12, 2007	Spring 2007 Commencement
May 21, 2007	May/June Summer Term Begins
June 25, 2007	June/July Summer Term Begins
January 15	First day of classes for Spring 2007
April 30 - May 4	Final exams for Spring 2007

POLICY STATEMENT REGARDING CHANGES IN THE COURSE OFFERINGS

The classes listed in the "Schedule of Courses" on the Registrar's webpage will be offered except when unforeseen circumstances arise. In such cases, the University reserves the right to cancel, add, or modify any course(s) it deems necessary.

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, 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 SERVICES

Students requesting ADA academic accommodations must contact the Director of Disability Services PRIOR to the Summer term by calling (540) 654-1266 or TTY (540) 654-1102. Current, acceptable, professional documentation of the disability must be submitted, along with an accommodation request form (available in GW Hall 203) as soon as possible in order to ensure timely arrangement of approved accommodations.

INSTRUCTIONS FOR ADVANCE REGISTRATION FOR FALL 2006

BA/BS/BLS

1. Your registration appointment time will be available on the Registrar's web page (www.umw.edu/register) by March 1. Your appointment time is based on completed credits.
2. Seniors may register through the web anytime from their appointment time through 6:00 am on Wednesday, March 29th;
3. Juniors may register through the web anytime from their appointment time through 6:00 am on Friday, March 31st;
4. Sophomores may register through the web anytime from their appointment time anytime through 6:00 am on Wednesday, April 5th;
5. Freshmen may register through the web anytime from their appointment time through 6:00 pm on Friday, April 7th.
6. You **must see your assigned academic advisor** during advising week in order to be advised and approved to register. To be able to register or change your classes, you must get a randomly assigned PIN number from your assigned academic advisor and use it each time you want to make a change. A schedule worksheet has been provided on the back page of this book. You should complete your schedule on this worksheet and take two copies with you to your advising session (one for your advisor's records and one for your records.) If you cannot locate your advisor, you should contact your advisor's department chair.
7. BA/BS/BLS students must have approval for underloads/overloads from the Office of Academic Services, GW 203 during the week of Advising period, March 13 - 24. **Approvals must be turned in to the Office of the Registrar before registering.**
8. For courses taken at the Stafford Campus to count toward major requirements for the BA/BS/BLS program, you must submit a Permission to Take Courses at the Other Campus form with the appropriate signatures for your degree program to the Office of the Registrar. These forms are available in the BLS Office and the Office of the Registrar.
9. Registration for individual study courses or internships will be accepted in the Office of the Registrar during the advance registration period and any time until the end of the add period for the Fall 2006 term. **Registration for these activities cannot be processed through web registration.** Individual study courses require the completion of the green Individual Study Registration form with appropriate signatures. Students wishing to register for Historical Research should see personnel in the History Department. For information on Internships, students should visit the Office of Career Services.

SPECIFIC INSTRUCTIONS FOR BANNER (WEB) REGISTRATION

For web registration instructions, go to http://www.umw.edu/registrar/online_registration.

SPECIAL REGISTRATION NOTES

1. A help desk will be staffed from 8:00 am to 5:00 pm throughout the web registration period. The help desk can be reached by calling extension 1063 **or by visiting the Office of the Registrar.**
2. Holds (such as those from Voice Services, Student Accounts, or Instructional Technology) will stop you from registering through the web just as they do when you are registering in person at the Office of the Registrar. You should go to the appropriate office to resolve the problem creating the hold; once the hold is released, you may proceed to register as long as your appointment time has not expired.
3. Students must register for the following courses in the Office of the Registrar and/or resolve the following issues in the Office.
 - Individual Study Courses
 - Internships
 - Overloads
 - Prerequisite Waivers
 - Out-of-Sequence forms
4. The Office of the Registrar will be open during the registration period to help assist you with these processes. Additionally, you may register for all your courses in person if you choose to do so as long as your appointment time has not expired.
5. **Classes requiring special permission** - to register for special permission courses, a student must have the instructor of the course input a permission flag into the computer system for the course. Only the instructor may enter the permission. **Once the permission has been entered, it is the student's responsibility to register for the course.**

ACROSS-THE-CURRICULUM ABBREVIATIONS

EA - Environmental Awareness

GA - Global Awareness

RA - Race & Gender Intensive

SI - Speaking Intensive

WI - Writing Intensive

PAYMENT OF FALL SEMESTER FEES

All Fall 2006 semester payments must be received in the Office of Student Accounts by 5 PM on August 7. Any payment received after this date will be considered late and a late payment fee of 10% of the outstanding balance may be assessed. **Failure to pay tuition and fees does not serve as a student's notice of cancellation, nor does it relieve the student of the responsibility of submitting a notice of cancellation in writing before the first day of classes.**

Students who decide not to attend the University after registering for the Fall term **but before** the first day of classes must notify both the Office of the Registrar and the Office of Student Accounts immediately. After the first day of classes, any registered student, regardless of class attendance, is liable for payment of all fees per the schedule below. Any absence from continuous enrollment at UMW may affect your UMW General Education and/or your UMW major requirements for graduation. **Before** discontinuing your attendance, consult with the Office of Academic Services to ensure that you will be returning under the **same** degree requirements.

REIMBURSEMENT FOR WITHDRAWING

Students withdrawing from UMW are subject to the following reimbursement schedule for tuition and mandatory fees:

DATES	REIMBURSEMENT
Prior to August 28	100%
August 28 through September 3	100%
September 4 through September 10	80%
September 11 through September 17	60%
September 18 through September 24	40%
September 25 through October 1	20%
After October 1	0%

Residential students withdrawing from the University will receive a reimbursement for housing and dining charges based on a daily proration.

REIMBURSEMENT FOR DROPPING A COURSE(S)

Students dropping a course(s) are subject to the following reimbursement schedule for tuition and mandatory fees:

DATES	REIMBURSEMENT
Prior to August 28	100%
August 28 - September 15	100%
After September 15	0%

For students receiving financial aid, awards will appear as credits on the Fall 2006 semester bill in the amount of one-half of the annual award. Any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by August 7, 2006, for the account to remain in good standing.

ANY QUESTIONS CONCERNING THE FALL SEMESTER BILL MUST BE ADDRESSED TO:

Office of Student Accounts
George Washington Hall, Room 111
Fredericksburg, VA 22401-5300
(540) 654-1250/1289 or email umwbills@umw.edu

ANY QUESTIONS CONCERNING FINANCIAL AID AWARDS MUST BE ADDRESSED TO:

Office of Financial Aid
Lee Hall, Room 301
Fredericksburg, VA 22401-5300
(540) 654-2468

IMPORTANT COURSE AND REGISTRATION NOTES — FALL 2006

CLASS OF 2007 DEGREE INFORMATION

Degree applications are due by February 10, 2006. The Class of 2007 will include students completing requirements during the Summer of 2006, Fall of 2006, and Spring of 2007.

BOOKSTORE INFORMATION

Go to www.umw.edu/bookstore.

SUMMER TRANSFER WORK

Permission must be obtained to take summer courses at other schools for UMW transfer credit. The Transfer Credit Permission form is available on the Registrar's web page www.umw.edu/registrar.

The deadline for official transcripts to be received by the Office of the Registrar for approved transfer courses taken in the spring and summer of 2006 is November 15, 2006.

PREREQUISITE WAIVER NOTE

To seek a waiver of prerequisite(s), students should contact the appropriate department and submit the approval form to the Office of the Registrar. Students must register in person in the Office of the Registrar for any course in which the prerequisite is being waived.

OVER OR UNDER LOAD

BA/BS/BLS students should contact the Office of Academic Services before Fall registration. The maximum course load without special permission is 18 credits. The minimum course load for regular full-time students is 12 credits per semester.

WITHDRAWING WITH LESS THAN A 2.0 GPA

Any student voluntarily withdrawing from UMW with less than a 2.0 GPA must apply for readmission through the Committee on Academic Standing. Contact the Office of Academic Services for more information.

PASS/FAIL OPTION

The pass/fail option may be used only for elective courses. Courses taken **pass/fail** do not count for general education, ATC, requirements, or the major program.

CLASSES REQUIRING INSTRUCTOR PERMISSION

In order to register for the following courses, a student must have the instructor for the course input a permission flag into the computer system for the course. Once the permission has been entered, **it is the student's responsibility to register for the course.**

PREREQ, COREQ AND COMMENTS

There are three new columns on the Schedule of Courses: CO=Corequisites, PR=Prerequisites and COMMENTS. If there is data present, there will be a "Y" in one or all of these columns. In order to see the data you will need to view the course online and double-click on the course.

FINAL EXAMINATION SCHEDULE SPRING 2006

Exam day/date	Exam time	Exam for...
Saturday, April 29 and Sunday, April 30		Reading Days
Monday, May 1	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 9:00-9:50 a.m., MWF Classes taught at 11:00-11:50 a.m., MWF Classes taught at 2:00-2:50 p.m., MWF Classes taught at 6:00 p.m., M only Classes taught at 7:00 p.m., M only Classes taught at 7:30 p.m., MW Classes taught at 8:30 p.m., MW
Tuesday, May 2	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-9:15 a.m., TR Classes taught at 11:00-12:15 p.m., TR Classes taught at 2:00-3:15 p.m., TR Classes taught at 6:00 p.m., T only Classes taught at 7:00 p.m., T only Classes taught at 7:30 p.m., TR Classes taught at 8:30 p.m., TR
Wednesday, May 3	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-8:50 a.m., MWF Classes taught at 12:00-12:50 p.m., MWF Classes taught at 4:00-4:50 p.m., MWF Classes taught at 6:00 p.m., W only Classes taught at 7:00 p.m., W only Classes taught at 6:00 p.m., MW Classes taught at 7:00 p.m., MW
Thursday, May 4	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 9:30-10:45 a.m., TR Classes taught at 12:30-1:45 p.m., TR Classes taught at 3:30-4:45 p.m., TR Classes taught at 6:00 p.m., R only Classes taught at 7:00 p.m., R only Classes taught at 6:00 p.m., TR Classes taught at 7:00 p.m., TR
Friday, May 5	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	Classes taught at 10:00-10:50 a.m., MWF Classes taught at 1:00-1:50 p.m., MWF Classes taught at 3:00-3:50 p.m., MWF

FINAL EXAMINATION SCHEDULE FALL 2006

Exam day/date	Exam time	Exam for...
Saturday, Dec. 9 & Sunday, Dec. 10		Reading Days
Monday, December 11	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 10:00-10:50 a.m., MWF Classes taught at 12:00-12:50 p.m., MWF Classes taught at 3:00-3:50 p.m., MWF Classes taught at 6:00 p.m., M only Classes taught at 7:00 p.m., M only Classes taught at 7:30 p.m., MW Classes taught at 8:30 p.m., MW
Tuesday, December 12	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 9:30-10:45 a.m., TR Classes taught at 12:30-1:45 p.m., TR Classes taught at 3:30-4:45 p.m., TR Classes taught at 6:00 p.m., T only Classes taught at 7:00 p.m., T only Classes taught at 6:00 p.m., TR Classes taught at 7:00 p.m., TR
Wednesday, December 13	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-8:50 a.m., MWF Classes taught at 1:00-1:50 p.m., MWF Classes taught at 4:00-4:50 p.m., MWF Classes taught at 6:00 p.m., W only Classes taught at 7:00 p.m., W only Classes taught at 6:00 p.m., MW Classes taught at 7:00 p.m., MW
Thursday, December 14	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-9:15 a.m., TR Classes taught at 11:00-12:15 p.m., TR Classes taught at 2:00-3:15 p.m., TR Classes taught at 6:00 p.m., R only Classes taught at 7:00 p.m., R only Classes taught at 7:30 p.m., TR Classes taught at 8:30 p.m., TR
Friday, December 15	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	Classes taught at 9:00-9:50 a.m., MWF Classes taught at 11:00-11:50 a.m., MWF Classes taught at 2:00-2:50 p.m., MWF

NOTE: Students who have more than two final examinations scheduled on the same day may elect to have additional exam(s) rescheduled. For additional policies related to final examinations, see *Examinations, Final* in the *Dictionary of Academic Regulations*. Accommodations will be made for religious observances.

POLICIES REGARDING FINAL EXAMINATIONS

All final examinations or alternative assessments given in lieu of final examinations must be given during the **regularly scheduled examination period** at the end of each semester at the time listed for the course in the officially announced schedule. In instances of multiple sections of the same course taught by the same instructor (including lab periods), it is permissible, at the discretion of the instructor, to allow students to take final exams in either scheduled exam period.

Take home examinations may be distributed as early as the last day of classes and cannot be due before the regularly scheduled examination period for that class.

Failure to complete a required final examination in a course results in a course failure because the requirements for the course were not met.

Illness or Emergency: Report any illness or emergency which will prevent you from taking a final examination at the scheduled time to the Office of Academic Services **before** the examination time. The Office of Academic Services will report your absence; however, it is your responsibility to contact the instructor to make up the examination as soon as possible within the exam period. If the final exam cannot be made up during the exam period, you should request an incomplete grade from the Office of Academic Services. Instructors do not grant incompletes. **No examinations may be taken in the Health Center.**

Conflicts: Students who have **more than two** examinations scheduled **within a 24-hour period may reschedule until there are only two exams within that 24-hour period.** Rescheduling an individual's examination is at the discretion of the instructor and may not be possible given the nature of the course or the examination. However, if none of the instructors is willing to reschedule your exam, you may ask assistance from the Associate Dean of Academic Services to intervene on your behalf. Requests for rescheduled examinations for religious reasons will be honored. See *Dictionary of Academic Regulations*, for complete regulations.

GENERAL EDUCATION REQUIREMENTS****FOR USE BY STUDENTS WHO MATRICULATED FALL 1997 OR LATER****GOALS 1-8 REQUIREMENTS (continued):**

GOAL 7: Intermediate-level (202) competence in a foreign language (0–12 credits). A UMW student may begin at any level of language for which they are prepared, but must then successfully complete the remaining sequence of courses through the 202 (intermediate) level. Any skipping of courses in the sequence, or substitution of a course at the 300 level or above in place of 202, requires permission of the instructor and also of the chair of the UMW department which offers the course in question. No course may be taken pass/fail.

ARAB 101, 102, 201, 202	GERM 101, 102, 201A, 202A	SPAN 101, 102, 201A, 202A
FREN 101, 102, 201A, 202A	GREK 101, 102, 201, 202	SPAN 101, 102, 205*
FREN 101, 102, 205***	ITAL 101, 102, 201, 202	SPAN 102, 205*
FREN 102, 205***	LATN 101, 102, 201, 202	SPAN 105**, 201A, 202A
		SPAN 105**, 205*

OR Intermediate - level competence demonstrated by:

- a) a score of 620 or higher on an SAT II foreign language subject test or passing the UMW competency test, or
- b) a score of 4 or higher on French Language, German Language, Latin Literature or Latin: Virgil or Spanish Language Advanced Placement Examination or a score of 5 on the Spanish Literature 2005-2006 Advanced Placement Examination
- c) a score of 5 or higher on the French, German, Italian or Spanish Upper Level IB Exam
- d) successful completion of an advanced-level (300-400) foreign language course, or
- e) submitting pertinent documents which verify the student has been educated through high school in a language other than English or the student has lived extensively in and become fluent in the language of a non-English-speaking country; demonstrating intermediate college-level (202) competency, and successfully completing Writing Workshop (ENGL 101) or obtaining an exemption therefrom.

GOAL 8: Physical fitness through physical activity (2 courses, 2 credit minimum)

Satisfied by 2 courses of currently offered UMW PHYD and DANC course work (not DANC 225, 226).

ACROSS-THE-CURRICULUM REQUIREMENTS: These courses may be met by general education courses, electives, or courses in the major.

WRITING INTENSIVE: 4 courses beyond the GOAL 1 requirement (**Exception: Students exempted from ENGL 101 through SAT scores must complete five writing intensive courses.**)

GLOBAL AWARENESS: 2 courses promoting an understanding of other places, cultures, and societies

SPEAKING INTENSIVE: 2 courses in which oral assignments are a significant portion of the student's graded work

RACE/GENDER INTENSIVE: 1 course examining issues of race and/or gender

ENVIRONMENTAL AWARENESS: 1 course examining human activity and the biosphere

TO COUNT FOR GENERAL EDUCATION PURPOSES (GOALS 1-8 AND ACROSS-THE-CURRICULUM), A COURSE MUST BE DESIGNATED AS A GENERAL EDUCATION COURSE IN THE OFFICIAL SCHEDULE OF COURSES FOR THE SEMESTER IT IS TAKEN. (02/05)

*Taken Spring 2002 or later

**Taken Fall 2003 or later

***Taken Fall 2004 or later

FALL 2006 IMPORTANT DATES

March 27	Advance registration begins for continuing CGPS students registering for CGPS courses
April 12	Registration begins for new CGPS students registering for CGPS courses
July 24	Registration begins for non-degree students registering for CGPS courses
August 22	New Student Orientation at CGPS
August 28	First day of classes for the 1st seven-week session and the 14-week semester
September 2	Last day to register or add 1st seven-week courses
September 2	Last day to register or add courses for 14-week semester
September 3	Last day to withdraw from CGPS without financial penalty (14-week & 1st seven-week)
September 6	Last day to drop a 1st seven-week course without a grade of W
September 15	Last day to change to/from pass/fail grade for 1st seven-week session
September 15	Last day to drop a 14-week semester course without a grade of W
September 20	Last day to withdraw from a 1st seven-week session course without an automatic F
October 6	Last day to change to/from pass/fail grade for the 14-week semester
October 14	Last day of classes for the 1st seven-week session
October 14	Last day to withdraw from the first seven-week session (all courses) Students may not withdraw from the semester once a grade is received in a first seven-week session
October 16 - 21	Finals for the 1st seven-week session
October 16 - 17	Fall break for the 14-week semester courses
October 23	First day of classes for the 2nd seven-week session
October 27	Last day to withdraw from a 14-week course without an automatic F
October 28	Last day to register or drop/add for the 2nd seven-week session
October 29	Last day to withdraw from CGPS without financial penalty for 2nd seven-week session
November 1	Last day to drop a 2nd seven-week course without a grade of W
November 10	Last day to change to/from pass/fail grade for 2nd seven-week session
November 21	Last day to withdraw from a 2nd seven-week course without an automatic F if the student is registered for the 2nd seven-week session only
December 9	Last day to withdraw from the semester for students registered for the 14-week semester and /or the 2nd seven-week session
December 9	Last day of classes for the 14-week semester
December 9	Last day of classes for the 2nd seven-week session
December 11 - 16	Finals for the 14-week semester
December 11 - 16	Finals for the 2nd seven-week session
January 15	First day of class for Spring 2007

NOTE

Any transactions on a Saturday must take place through the CGPS drop box or online. Any transactions on a Sunday must take place online.

CGPS IMPORTANT NUMBERS

For Information on all programs offered by the College, call 540-286-8000 or 888-692-4968.

Other important phone numbers:

CGPS Admissions	(540) 286-8088
	(800) 468-5614
CGPS Advising Center	(540) 286-8030
Registrar	(540) 654-1063
Student Accounts	(540) 654-1250
Financial Aid	(540) 654-2468
UMW Information Hotline	(540) 654-2424

FALL 2006 SESSION CALENDARS

1st SEVEN-Week Session Calendar

March 27	Fall 2006 Advance Registration begins for continuing CGPS students
April 12	Registration begins for new CGPS students registering for CGPS courses
August 22	New student orientation at CGPS
August 28	First day of classes for the 1st seven-week session
September 2	Last day to register for a 1st seven-week session course
September 3	Last day to withdraw from the 1st seven-week session without financial penalty
September 6	Last day to drop from a 1st seven-week course without a grade of W
September 15	Last day to change to/from a pass/fail grade for 1st seven-week session
September 20	Last day to withdraw from a 1st seven-week course without a grade of F
October 14	Last day of classes for the 1st seven-week session
October 14	Last day to withdraw from the first seven-week session (all courses)
Students may not withdraw from the semester once a grade is received in a first seven-week session	
October 16 - 21	Finals for the 1st seven-week session

2nd SEVEN-Week Session Calendar

March 27	Fall 2006 Advance Registration begins for continuing CGPS students
April 12	Registration begins for new CGPS students registering for CGPS courses
August 22	New student orientation at CGPS
October 23	First day of classes for the 2nd seven-week session
October 28	Last day to register or add courses for the 2nd seven-week session
October 29	Last day to withdraw from a 2nd seven-week session without financial penalty
November 1	Last day to drop from a 2nd seven-week session without a grade of W
November 10	Last day to change to/from a pass/fail grade for the 2nd seven-week session
November 21	Last day to withdraw from a 2nd seven-week course without a grade of F
if registered for courses in the 2nd seven-week session only	
December 9	Last day of classes for the 2nd seven-week session
December 9	Last day to withdraw from the semester for students
registered for the 2nd seven-week session	
December 11 -16	Finals for the 2nd seven-week session

STUDENT PARKING

Parking is free to all who attend courses offered by the College of Graduate and Professional Studies. No parking permit is required at CGPS; however, a UMW sticker will be required for students parking on the UMW campus. These permits are available at the Information Desk at CGPS at no charge.

STUDENT ID

CGPS students must have a University of Mary Washington identification card. Contact CGPS at 540/286-8024 for details.

VETERANS BENEFITS

Students with questions regarding VA benefits before admission should address inquiries to the Veterans Inquiry Unit; Veterans Administration Regional Office; 210 Franklin Road SW; Roanoke, Virginia, 24011; or call 1-888-442-4551. After matriculation, inquiries may be addressed to: Peggy Soulliere, CGPS, 121 University Boulevard, Fredericksburg, VA 22406 or call 540/286-8019.

TEXTBOOK PURCHASES/STUDENT STORE

Textbooks for CGPS courses are sold only through the web site (www.umw.edu/cgps/students/default.php) and books can be delivered to either your home or your office.

REIMBURSEMENT SCHEDULE FOR WITHDRAWING FROM ALL COURSES

CGPS students are entitled to a reimbursement based on the following timetable should they need to withdraw from CGPS. Students may not withdraw if they have received a grade in a course in an already completed session of the semester. **Any transactions on a Saturday must take place through the CGPS drop box or online. Any transactions on a Sunday must take place online.**

14 WEEK

Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to August 28	100%
August 28 - September 3	100%
September 4 - September 10	80%
September 11 - September 17	60%
September 18 - September 24	40%
September 25 - October 1	20%
After October 1	0%

1st SEVEN WEEK SESSION

Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to August 28	100%
August 28 - September 3	100%
September 4 - 10	50%
After September 10	0%

2nd SEVEN WEEK SESSION

Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to October 23	100%
October 23 - October 29	100%
October 30 - November 5	50%
After November 5	0%

REIMBURSEMENT SCHEDULE FOR DROPPING A COURSE(S)

CGPS students are entitled to a reimbursement based on the following timetable should they need to drop a course(s). **Any transactions on a Saturday must take place through the CGPS drop box or online. Any transactions on a Sunday must take place online.**

14 WEEK

Reimbursement Schedule for Dropping a Course(s)

DATE	REIMBURSEMENT
Prior to August 28	100%
August 28 - September 15	100%
After September 15	0%

1st SEVEN WEEK SESSION

Reimbursement Schedule for Dropping a Course(s)

DATE	REIMBURSEMENT
Prior to August 28	100%
August 28 - September 6	100%
After September 6	0%

2nd SEVEN WEEK SESSION

Reimbursement Schedule for Dropping a Course(s)

DATE	REIMBURSEMENT
Prior to October 23	100%
October 23 - November 11	100%
After November 11	0%

REGISTRATION INSTRUCTIONS FOR FALL 2006 FOR CGPS STUDENTS

Continuing degree students and those with an official leave of absence may register for Fall 2006 from March 27 - April 7, 2006. **Adjustments to schedules can be made April 12 - 29. These students will be able to register through Banner, the University's web registration system.** These students should check the Registrar's web page at www.umw.edu/registrar to **obtain their registration appointment time and for specific instructions for Banner (web) registration.** Students may also mail the Course Registration Form or bring it to the CGPS Office of Advising and Student Services. Fall tuition and fees for these students will be billed by July 12 and will be due by August 7.

Degree students who have been away from the College for one semester or longer without a leave of absence and who are in good academic standing may register beginning April 12. A re-enrollment form and full tuition must be submitted to the CGPS Office of Advising and Student Services.

New degree students for Fall 2006 may register beginning April 12 by mailing in or dropping off the Course Registration Request form in the CGPS Office of Advising and Student Services.

Non-degree students registering for CGPS courses only may register beginning **July 24** by mailing registration materials or bringing them to the CGPS Office of Advising and Student Services. **All non-degree registrations must be accompanied by full tuition and fee payment.** In addition, all non-degree students must complete and return the following forms: Biographic Information for Non-Degree Students and Application for In-state Tuition Rates (for those qualifying as Virginia residents).

All registrations submitted July 12 forward must be accompanied by full tuition payment.

Returning M.Ed. and licensure students are required to register with their faculty advisor. Please print your schedule from Banner by April 7. **All New M.Ed. students** should register with the CGPS Office of Advising and Student Services.

MBA and BPS students should follow directions noted above for Continuing Students. MBA and BPS students are not required to meet with an advisor. New MBA and BPS students cannot register online. They may mail in the course registration form or bring it to the CGPS Office of Advising and Student Services.

Additional registration policy for BPS students: BPS students must have the Permission to take Courses at the Other Campus form signed by the Program Director to have the course count toward a concentration requirement. Without this form, all courses taken at the Fredericksburg campus will be counted as elective credit.

Any student repeating a course or taking a credit overload must have approval from the CGPS Director of Advising and Student Services or an Academic Advisor.

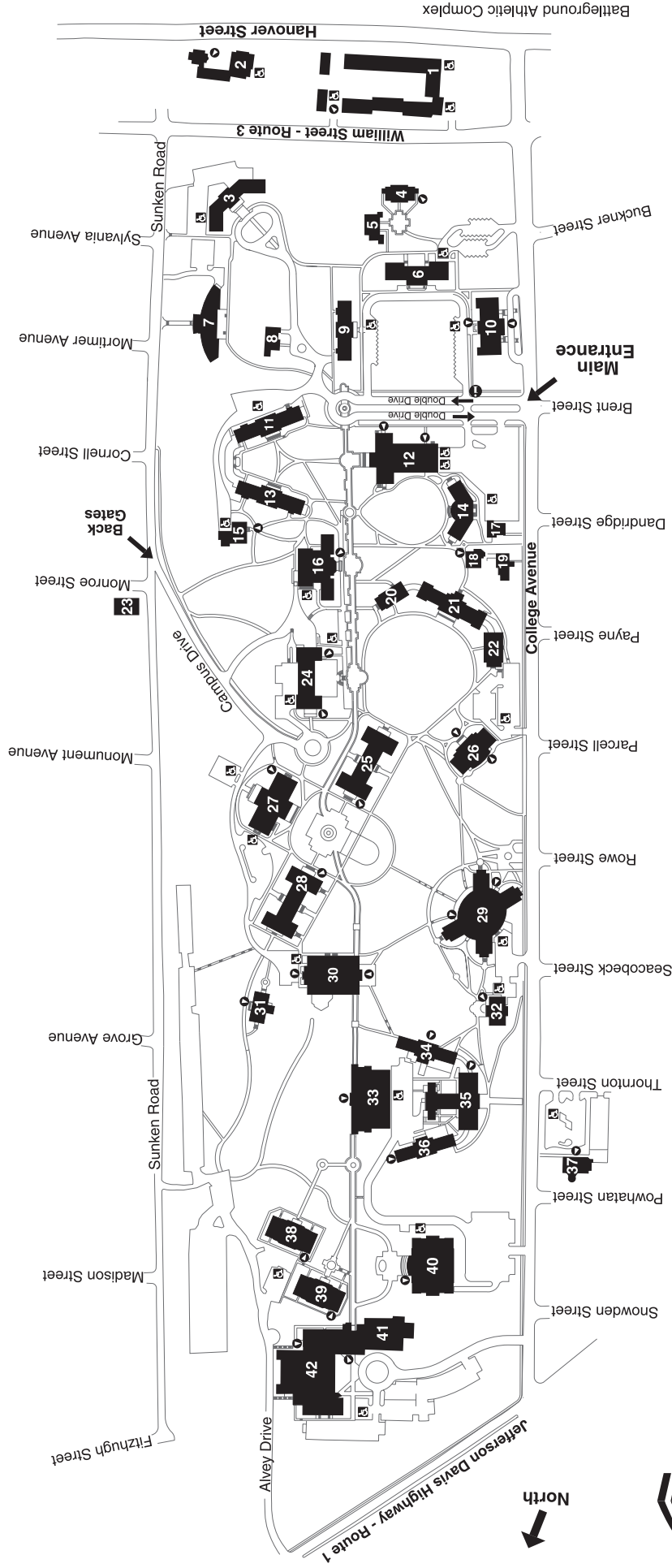
All international students are required to show proof of their visa status at the point of registration by providing a photocopy of the following pages of their passports: 1) page showing picture and name and 2) page displaying their visa stamp.

CGPS FALL 2006 SEMESTER TUITION AND FEES

Payment of Tuition and Fees

All billed Fall 2006 semester payments must be received by August 7. All course registrations beginning July 12, 2006, must be accompanied by full payment. **Failure to pay tuition and fees does not serve as a student's notice of cancellation nor does it relieve the student of the responsibility of submitting notice of cancellation in writing before the first day of classes.**

Students who decide not to attend CGPS after registering for the Fall Semester must notify the CGPS Office of Advising and Student Services immediately. Once the semester begins, any registered student, regardless of class attendance, is liable for payment of all fees per the schedule on page 10 of this book. For students receiving financial aid, awards will appear as credits on the Fall 2006 semester bill in the amount of one-half of the annual award. Any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by August 7, 2006, for the account to remain in good standing.

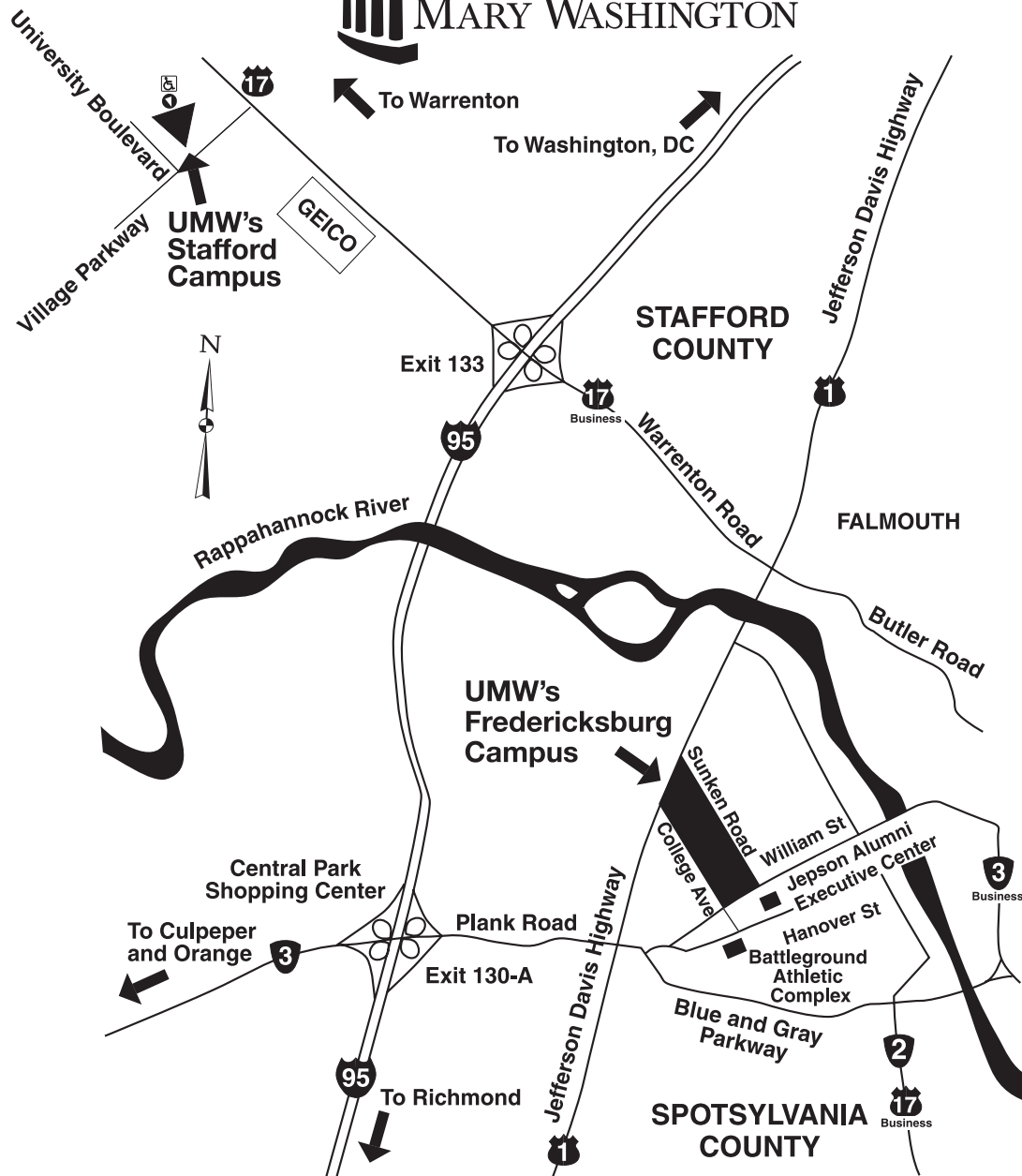


Fredericksburg Campus

Alvey Hall (39)	Residence
Arrington Hall (38)	Residence
Ball Hall (21)	Residence
Ballroom (24)	Lee Hall
Brent House (8)	Administration
Bushnell Hall (9)	Residence
Chandler Hall (26)	Academic
Combs Hall (10)	Academic
Cornell House (23)	Residence
Custis Hall (22)	Residence
Dodd Auditorium (12)	George Washington Hall
duPont Hall (35)	Academic
Fairfax House (19)	Administration
Fitness Center (41)	
Framar House (5)	Residence
George Washington Hall (12)	Administration

Great Hall (30)	Woodard Campus Center
Goolrick Hall (42)	Gymnasium
Hamlet House (17)	Administration
Heating Plant (37)	
Jefferson Hall (6)	Residence
Jepson Alumni Executive Center (2)	Administration
Jepson Science Center (40)	Academic
Klein Theatre (35)	duPont Hall
Lee Hall (24)	Admissions, Bookstore, Police, Underground
Madison Hall (20)	Residence
Marshall Hall (3)	Residence
Marye House (15)	Student Life
Mason Hall (13)	Residence
Melchers Hall (34)	Academic
Mercer Hall (31)	Residence
Monroe Hall (27)	Academic

Pollard Hall (36)	Academic
Randolph Hall (11)	Residence
Ridderhof Martin Gallery (32)	Art Gallery
Russell Hall (7)	Residence
Seacobeck Hall (29)	Student Activities, Dining
Simpson Library (33)	Academic
South Hall (4)	Residence
Trinkle Hall (16)	Academic
Tyler House (18)	Administration
University of Mary Washington Apartments (1)	Residence
Virginia Hall (25)	Residence
Westmoreland Hall (14)	Residence
Willard Hall (28)	Residence
Woodard Campus Center (30)	Student Center



Directions to University of Mary Washington, Fredericksburg Campus

- Exit 130-A off I-95 Rt. 3 East to 6th traffic light
- Turn left onto Rt. 3 Bus./William Street, keep left
- Turn left onto College Avenue at 1st light
- Turn right at University entrance at 1st light
- Visitor Parking is available along College Avenue and Double Drive inbound

University of Mary Washington

Phone: (540) 654-2000

Web site: www.umw.edu

Directions to University of Mary Washington – College of Graduate and Professional Studies

From Interstate 95:

- Exit 133, Rt. 17 North
- Travel about 3 miles north on Rt. 17
- Turn left onto Village Parkway at traffic light
- Turn right onto University Boulevard

From Warrenton:

- From Rt. 29, travel about 30 miles on Rt. 17 South
- Turn right at traffic light onto Village Parkway
- Turn right onto University Boulevard

College of Graduate and Professional Studies

Phone: (540) 286-8000

Web site: <http://cgps.umw.edu>



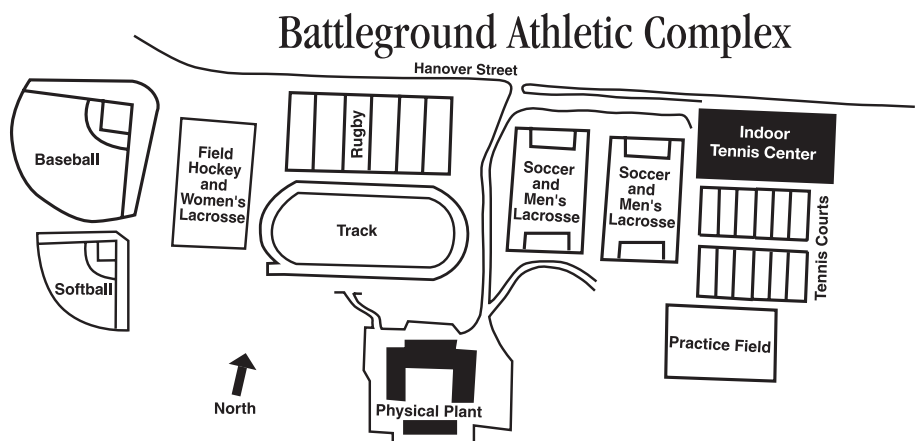
Handicapped Parking



Handicapped Entrance

Directions to University of Mary Washington Battleground Athletic Complex

- Follow the above directions to the Fredericksburg Campus except turn right onto College Avenue at 1st light on Rt. 3 Bus./William St.
- Turn right onto Hanover Street after one block
- The Battleground Athletic Complex entrance is on the left





Local Mailing Address _____
Daytime Phone _____

Circle the degree you are seeking:

BA/BS	BLS	BPS	MEd	MBA
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A. COURSE REGISTRATION INFORMATION: Write your course request in the spaces below. Enter the course reference number (CRN) and course, including suffixes and section numbers, **EXACTLY** as it appears on the course listing on the Registrar's web page. Write the course credits for each course to be taken for a letter grade or pass/fail in the appropriate columns. Place the TOTAL credits for the term in the box below. Place a check in the Repeat Course column next to any course to be repeated. Students are required to have signed permission to take a major course at the other campus at the time of registration.

CRN	COURSE NUMBER										SECT	GRADE TYPE		*REPEAT COURSE	ABBREVIATED COURSE TITLE
												GRADED	P/F or S/U		
TOTAL CREDITS											Overload Authorization (Academic Services or CGPS)				MAX: _____ Authorized by: _____

B. ALTERNATIVE COURSES: The courses listed below may be used as alternatives to replace any of the above courses should they not be available.

[illegible]

***Permission to Repeat a Course Rules:**
To repeat a course, the original grade must be less than a C-. No course can be repeated more than once. No more than two courses can be repeated in a single semester.

ADVISER SIGNATURE _____ **DATE** _____

STUDENT SIGNATURE _____ **DATE** _____



UNIVERSITY OF
MARY WASHINGTON

Office of the Registrar
1301 College Avenue
Fredericksburg, Virginia 22401-5300

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