



UNIVERSITY OF
MARY WASHINGTON



UNIVERSITY OF
MARY WASHINGTON
COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES



F
· Fall ·
2007

GUIDE TO REGISTRATION

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FALL 2007 Important Dates

March 16.....	Last day to withdraw from a Spring 2007 course without receiving an F
March 12-23.....	Advising Period for Fall 2007 Advance Registration
March 26 - April 6	Fall 2007 Advance Registration
April 11 - 27	Fall 2007 Schedule Adjustment Period
April 27	Last day to withdraw from the University for Spring 2007
April 27	Last day of classes for Spring 2007
April 28 - 29	Spring 2007 Reading Days
April 30 - May 4	Spring 2007 Final Examinations
August 13	Tuition and fee payment due for Fall 2007
August 20	Online registration opens for course adjustment for Fall 2007
August 23	Non-degree registration begins
August 27	First day of classes for Fall 2007
August 27	Late registration and in-person add/drop period begins
August 31	Last day to register or add courses for Fall 2007
September 3.....	Registration to audit classes
September 11	Major declaration cards due
September 14.....	Last day to register for internships and individual study courses
September 14.....	Last day to drop a course without receiving a grade of W
September 14.....	Last day to receive 100% reimbursement for dropping courses
September 30.....	No refunds for withdrawing from the University after this date
October 5	Last day to change to or from a pass/fail grade
October 15 - 16.....	Fall Break
October 17 - 26.....	Advising Period for Spring 2008 Advance Registration
October 26.....	Last day to withdraw from a course without receiving an F
October 29 - November 9	Advance Registration Period for Spring 2008
December 7	Deadline for removal of incompletes from Spring 2007 and Summer 2007
December 7	Last day to withdraw from the University for Fall 2007
December 7	Last day of classes for Fall 2007
December 8 - 9	Fall 2007 Reading Days
December 10 - 14	Final Examinations
December 15	Residence Halls close at 10 a.m.
January 14, 2008	First day of classes for Spring 2008
April 28 - May 2, 2008	Final examinations for Spring 2008
May 10.....	Spring 2008 Commencement
May 19, 2008.....	May/June Summer Term begins
June 23, 2008.....	June/July Summer Term begins

Policy Statement Regarding Changes in the Course Offerings

The classes listed in the Schedule of Courses on the Registrar's web page www.umw.edu/registrar/course_schedules_registrat will be offered except when unforeseen circumstances arise. In such cases, the University reserves the right to cancel, add, or modify courses.

AAEEO Policy

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 by calling (540) 654-1046.

Disability Services

Students requesting ADA academic accommodations must contact the Director of Disability Services by calling (540) 654-1266. Current, professional documentation of the disability must be submitted as soon as possible to the Office of Disability Services in order to ensure timely arrangement of approved accommodations. Forms are available online at www.umw.edu/disability/forms, and in the Office of Academic Services, Room 203, George Washington Hall.

Instructions for Advance Registration for FALL 2007

BA, BS, and BLS

1. **Student registration appointment times will be available on the Registrar's web page, www.umw.edu/register, by March 12. Appointment times are based on a student's number of completed credits. Students may register through Banner, the University's online registration system. For more information about Banner, see www.umw.edu/banner/students**
2. Seniors may register online from their appointment time through 6 a.m., Wednesday, March 28.
3. Juniors may register online from their appointment time through 6 a.m., Friday, March 30.
4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, April 4.
5. Freshmen may register online from their appointment time through 6 p.m., Friday, April 7.
6. You **must see your assigned academic adviser** during advising week to be given information and approval to register. To be able to register or change classes, you must get a randomly assigned PIN number from your assigned academic adviser and use it each time you make a schedule change. A schedule worksheet is provided on the back page of this book. You should complete your schedule on this worksheet and take two copies to your advising session – one for your adviser's records and one for your records. If you cannot locate your adviser, you should contact your adviser's department chair.
7. BA, BS, and BLS students must have approval for credit overloads from the Office of Academic Services, Room 203, George Washington Hall, during the advising period, March 12 - 23. **Students must submit documentation of such approval to the Office of the Registrar before registering.**

BA, BS, and BLS students must have approval for credit under loads from the Office of Academic Services, Room 203, George Washington Hall, during the add/drop period, August 27 - September 14. **Students must submit documentation of such approval to the Office of the Registrar before adding or dropping a class.**
8. For courses taken at the College of Graduate and Professional Studies to apply toward major requirements for the BA, BS, or BLS program, students must submit a Permission to Take Courses at the Other Campus form with the appropriate signatures for the student's 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 2007 term. **You may not register online for these activities.** Individual study courses require the completion of an 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.

Instructions for Online Registration Using Banner

Find instructions online at www.umw.edu/registrar/online_registration.

Special Registration Notes

1. A help desk will be staffed from 8 a.m. to 5 p.m. during the online registration period. Reach the help desk at 654-1063, **or visit the Office of the Registrar.**
2. Holds, such as those from Student Accounts or Instructional Technology, will stop you from registering online just as they do when you register in person. Go to the appropriate office to resolve the problem; once the hold is released, you may register if your appointment time has not expired.
3. Students must register for the following courses and/or resolve the following issues in the Office of the Registrar.
 - 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 assist you. Additionally, you may register in person if your appointment time has not expired.
5. To register for classes that require special permission, the instructor must indicate permission online in Banner. **Only the instructor may enter permission. Once permission has been entered, it is the student's responsibility to register for the course.**

Across-The-Curriculum Abbreviations

ATC – Across The Curriculum
EA – Environmental Awareness
GA – Global Awareness
RA – Race and Gender Intensive
SI – Speaking Intensive
WI – Writing Intensive

Payment of FALL Semester Fees

All Fall 2007 semester payments for continuing students must be received in the Office of Student Accounts by 5 p.m., August 13. Freshman and transfer bill dates will be posted when available at www.umw.edu/studentaccounts. Any payment received after the posted date will be considered late, and a late payment fee of 10 percent of the outstanding balance may be assessed. **Failure to pay tuition and fees does not serve as a student's notice of cancellation of classes, 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 immediately notify both the Office of the Registrar and the Office of Student Accounts. 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 a student's UMW general education and/or UMW major requirements for graduation. **Before** discontinuing attendance, students should consult with the Office of Academic Services to ensure that they will be returning under the **same** degree requirements.

Reimbursement For Withdrawing

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

DATES	REIMBURSEMENT
Prior to August 27	100%
August 27 through September 2	100%
September 3 through September 9	80%
September 10 through September 16	60%
September 17 through September 23	40%
September 24 through September 30	20%
After September 30	0%

Residential students who withdraw from the University will receive a reimbursement, prorated daily, for housing and dining charges.

Reimbursement For Dropped Courses

Dropped courses are subject to the following reimbursement schedule for tuition and mandatory fees:

DATE	REIMBURSEMENT
Prior to August 27	100%
August 27 - September 14	100%
After September 14	0%

For students receiving financial aid, awards will appear as credits on the Fall 2007 semester bill in the amount of one-half of the annual award. For the account to remain in good standing, any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by August 13, 2007.

Questions concerning the Spring semester bill should be addressed to:

Office of Student Accounts
1301 College Avenue
George Washington Hall, Room 111
Fredericksburg, VA 22401-5300
(540) 654-1250/1289 or email umwbills@umw.edu

Any questions concerning financial aid awards should be addressed to:

Office of Financial Aid
1301 College Avenue
Annex B
Fredericksburg, VA 22401-5300
(540) 654-2468

Important Course and Registration Notes — FALL 2007

Class of 2008 Degree Information

Degree applications are due by February 9, 2007. The Class of 2008 will include students completing requirements during the Summer of 2007, Fall of 2007, and Spring of 2008.

Bookstore Information

Go to www.umw.edu/bookstore.

Summer Transfer Work

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

The Office of the Registrar must receive by **November 15, 2007**, official transcripts for approved transfer courses taken in the Spring and Summer of 2007.

Prerequisite and Corequisite Waiver

To seek a waiver of prerequisites, students should contact the appropriate department and submit a Permanent Waiver of Prerequisite or Corequisite form to the Office of the Registrar. Students must register in person in the Office of the Registrar for any course for which a prerequisite is being waived.

Withdrawing With A GPA of Less Than 2.0

Any student voluntarily withdrawing from UMW with a GPA of less than 2.0 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.

Accessing Online Course Information – prerequisites, corequisites, and more

Find the links to online schedules of courses at www.umw.edu/registrar/course_schedules_registrat. The schedules include all courses and information about each course. To learn about any restrictions for any course, such as prerequisites or corequisites, find the course in the listing, which will be followed by columns listing information about the course. Look under the column headings "Additional Requirements," "CO" for corequisites, and "PR" for prerequisites. If any of these categories contain the letter "Y," there is more information about the course that you will need to have before registering for it. To find that information, return to the online schedule of courses, www.umw.edu/registrar/course_schedules_registrat, and click on "Searchable Course Descriptions" in the left navigation bar. Once you find the course through the "Searchable Course Descriptions" link, click on the course name to find out about course restrictions.

Registration in closed classes

Students may register for courses that are closed or full only by permission of the instructor. If the instructor gives permission, two separate actions must occur to complete registration for a closed course.

1. The instructor must indicate permission online in Banner.
2. Once permission has been entered, it is the student's responsibility to register for the course. To register, the student must add the Course Registration Number, CRN, at the bottom of the registration page, then click "submit." Students must complete the registration process for closed courses in order to receive credit for them.

FINAL EXAMINATION SCHEDULE SPRING 2007

Saturday, April 28 and Sunday, April 29 Reading Days - no classes

Exam day/date	Exam time	For classes meeting
Monday, April 30	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	9:00-9:50 a.m., MWF 1:00-1:50 p.m., MWF 2:00-2:50 p.m., MWF 6:00 p.m., M only 7:00 p.m., M only 7:30 p.m., MW 8:30 p.m., MW
Tuesday, 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.	8:00-9:15 a.m., TR 11:00-12:15 p.m., TR 2:00-3:15 p.m., TR 6:00 p.m., T only 7:00 p.m., T only 7:30 p.m., TR 8:30 p.m., TR
Wednesday, 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.	10:00-10:50 a.m., MWF 12:00-12:50 p.m., MWF 3:00-3:50 p.m., MWF 6:00 p.m., W only 7:00 p.m., W only 6:00 p.m., MW 7:00 p.m., MW
Thursday, 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.	9:30-10:45 a.m., TR 12:30-1:45 p.m., TR 3:30-4:45 p.m., TR 6:00 p.m., R only 7:00 p.m., R only 6:00 p.m., TR 7:00 p.m., TR
Friday, May 4	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	8:00-8:50 a.m., MWF 11:00-11:50 a.m., MWF 4:00-4:50 p.m., MWF

FINAL EXAMINATION SCHEDULE FALL 2007

Saturday, Dec. 8 and Sunday, Dec. 9 Reading Days - no classes

Exam day/date	Exam time	For classes meeting
Monday, December 10	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	10:00-10:50 a.m., MWF 12:00-12:50 p.m., MWF 3:00-3:50 p.m., MWF 6:00 p.m., M only 7:00 p.m., M only 7:30 p.m., MW 8:30 p.m., MW
Tuesday, 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.	9:30-10:45 a.m., TR 12:30-1:45 p.m., TR 3:30-4:45 p.m., TR 6:00 p.m., T only 7:00 p.m., T only 6:00 p.m., TR 7:00 p.m., TR
Wednesday, 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.	8:00-8:50 a.m., MWF 1:00-1:50 p.m., MWF 4:00-4:50 p.m., MWF 6:00 p.m., W only 7:00 p.m., W only 6:00 p.m., MW 7:00 p.m., MW
Thursday, 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.	8:00-9:15 a.m., TR 11:00-12:15 p.m., TR 2:00-3:15 p.m., TR 6:00 p.m., R only 7:00 p.m., R only 7:30 p.m., TR 8:30 p.m., TR
Friday, December 14	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	9:00-9:50 a.m., MWF 11:00-11:50 a.m., MWF 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 the additional exams rescheduled. For additional policies related to final examinations, see *Examinations, Final* in the *Dictionary of Academic Regulation* at www.umw.edu/publications/dictionary_ar_fburl. 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. Examinations must be given at the time listed for the course in the official schedule. In instances of multiple sections of the same course taught by the same instructor, including lab periods, instructors may, at their discretion, allow students to take final examinations in either scheduled examination 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 will result in 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 its scheduled time to the Office of Academic Services **before** the examination time. The Office of Academic Services will report your absence. It is your responsibility to contact the instructor to complete the examination as soon as possible within the examination period. If the final examination cannot be completed during the examination period, request a grade of incomplete 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 examinations within that 24-hour period.** Instructors may reschedule an individual's examination, but it is at the discretion of the instructor. Rescheduling may not be possible given the nature of the course or the examination. If no instructor is willing to reschedule an examination, you may request that the Associate Dean of Academic Services intervene on your behalf. Requests for rescheduled examinations for religious reasons will be honored. See *Dictionary of Academic Regulations* at www.umw.edu/publications/dictionary_ar_fburl 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 he or she is 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 ¹
FREN 101, 102, 205 ³	ITAL 101, 102, 201, 202	SPAN 102, 205 ¹
FREN 102, 205 ³	LATN 101, 102, 201, 202	SPAN 105 ² , 201A, 202A
		SPAN 105 ² , 205 ¹

¹Taken Spring 2002 or later²Taken Fall 2003 or later³Taken Fall 2004 or later

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 Advanced Placement Examinations in French Language, German Language, Latin Literature, Latin: Virgil, or Spanish Language; 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 that verify the student has been educated through high school in a language other than English or that 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 there from.

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.

All B.A. and B.S. degree-seeking students who matriculated Fall 2001 and later must demonstrate proficiency with information technology prior to graduation.

FALL 2007 Important Dates

March 26.....	Advance registration begins for continuing CGPS students registering for CGPS courses
April 11	Registration begins for new CGPS students registering for CGPS courses
July 30.....	Registration begins for non-degree students registering for CGPS courses
August 27	First day of classes for first seven-week session and 14-week semester
September 1	Last day to register or add courses for first seven-week session
September 1	Last day to register or add courses for 14-week semester
September 2.....	Last day to withdraw from CGPS without financial penalty – applies to 14-week semester and first seven-week session
September 5.....	Last day to drop a course for first seven-week session without a grade of W
September 14.....	Last day to change to or from pass/fail grade for first seven-week session
September 14.....	Last day to drop a course for 14-week semester without a grade of W
September 19.....	Last day to withdraw from a course for first seven-week session without a receiving an F
October 5.....	Last day to change to or from pass/fail grade for 14-week semester
October 13.....	Last day of classes for first seven-week session
October 13.....	Last day to withdraw from first seven-week session (all courses) Students may not withdraw for the semester once a grade is received in a first seven-week session
October 15 - 20.....	Final examinations for first seven-week session
October 15 - 16.....	Fall break for 14-week semester courses
October 22.....	First day of classes for second seven-week session
October 26.....	Last day to withdraw from a course for 14-week semester without an automatic F
October 27.....	Last day to register or add a course for second seven-week session
October 28.....	Last day to withdraw from CGPS without financial penalty for second seven-week session
October 31.....	Last day to drop a course for second seven-week session without a grade of W
November 9	Last day to change to or from pass/fail grade for second seven-week session
November 20	Last day to withdraw from a course for second seven-week session without an automatic F, if the student is registered for the second seven-week session only
December 8	Last day to withdraw for the semester for students registered for 14-week semester and /or second seven-week session
December 8	Last day of classes for 14-week semester
December 8	Last day of classes for second seven-week session
December 10 - 15	Final examinations for 14-week semester
December 10 - 15	Final examinations for second seven-week session
January 14	First day of classes for Spring 2008

NOTE: Because CGPS offices are closed on Saturdays, documents may be placed in the CGPS drop box or transactions may take place online. On Sundays, the drop box is not accessible, so all transactions – such as registration, dropping a class, or adding a class – must take place online.

CGPS Phone Numbers

For Information on all programs offered by CGPS, call (540) 286-8000 or (888) 692-4968.

CGPS Admissions	(540) 286-8088
	(800) 468-5614
CGPS Advising Center	(540) 286-8019
Registrar	(540) 654-1063
Student Accounts	(540) 654-1250
Financial Aid	(540) 654-2468
UMW Information Hotline	(540) 654-2424

FALL 2007 Session Calendars

First Seven-Week Session Calendar

March 26.....	Fall 2007 Advance Registration begins for continuing CGPS students
April 11	Registration begins for new CGPS students registering for CGPS courses
August 27	First day of classes for first seven-week session
September 1	Last day to register for a first seven-week-session course
September 2	Last day to withdraw from first seven-week session without financial penalty
September 5	Last day to drop a course from first seven-week session without a grade of W
September 14.....	Last day to change to or from a pass/fail grade for first seven-week session
September 19.....	Last day to withdraw from a first seven-week-session course without receiving an F
October 13.....	Last day of classes for first seven-week session
October 13.....	Last day to withdraw from first seven-week session (all courses)
(Students may not withdraw for the semester once a grade is received in first seven-week session.)	
October 15 - 20.....	Final examinations for first seven-week session

Second Seven-Week Session Calendar

March 26.....	Fall 2007 Advance Registration begins for continuing CGPS students
April 11	Registration begins for new CGPS students registering for CGPS courses
October 22.....	First day of classes for second seven-week session
October 27.....	Last day to register or add courses for second seven-week session
October 28.....	Last day to withdraw from second seven-week session without financial penalty
October 31	Last day to drop a course from second seven-week session without a grade of W
November 9	Last day to change to or from a pass/fail grade for second seven-week session
November 20	Last day to withdraw from a second seven-week-session course without receiving an F if only registered for courses in the second seven-week session
December 8	Last day of classes for second seven-week session
December 8	Last day to withdraw for the semester for students registered for second seven-week session
December 10 - 15	Final examinations for second 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 parking decal will be required for students parking on the Mary Washington College Fredericksburg campus. These permits are available at no charge at the Information Desk at CGPS1.

Student ID

CGPS students must have a University of Mary Washington identification card. Contact CGPS at 540/286-8015 for details.

Veterans Benefits

Before admission, students with questions regarding Veterans Affairs benefits should address inquiries to:

Veterans Inquiry Unit
Veterans Administration Regional Office
210 Franklin Road, S.W.
Roanoke, VA 24011
Phone: (888) 442-4551

After matriculation, inquiries may be addressed to:

Danielle Davis
CGPS
121 University Boulevard
Fredericksburg, VA 22406
Phone: (540) 286-8075

Textbook Purchases/Student Store

Textbooks for CGPS courses are sold only online, and they are available at www.mbsdirect.net. Books can be delivered to your home or 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.

NOTE: Because CGPS offices are closed on Saturdays, documents may be placed in the CGPS drop box or transactions may take place online. On Sundays, the drop box is not accessible, so all transactions – such as registration, dropping a class, or adding a class – must take place online.

14-WEEK SEMESTER Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to August 27	100%
August 27 - September 2	100%
September 3 - 9	80%
September 10 - 16	60%
September 17 - 23	40%
September 24 - 30	20%
After September 30	0%

FIRST SEVEN-WEEK SESSION Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to August 27	100%
August 27 - September 2	100%
September 3 - 9	50%
After September 9	0%

SECOND SEVEN-WEEK SESSION Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to October 22	100%
October 22 - 28	100%
October 29 - November 4	50%
After November 4	0%

Reimbursement Schedule for Dropping Courses

Should CGPS students need to drop courses, they are entitled to be reimbursed based on the following timetable.

NOTE: Because CGPS offices are closed on Saturdays, documents may be placed in the CGPS drop box or transactions may take place online. On Sundays, the drop box is not accessible, so all transactions – such as registration, dropping a class, or adding a class – must take place online.

14-WEEK SEMESTER Reimbursement Schedule for Dropping a Course

DATE	REIMBURSEMENT
Prior to August 27	100%
August 27 - September 14	100%
After September 14	0%

FIRST SEVEN-WEEK SESSION Reimbursement Schedule for Dropping a Course

DATE	REIMBURSEMENT
Prior to August 27	100%
August 27 - September 5	100%
After September 5	0%

SECOND SEVEN-WEEK SESSION Reimbursement Schedule for Dropping a Course

DATE	REIMBURSEMENT
Prior to October 22	100%
October 22 - 31	100%
After October 31	0%

Registration Instructions for FALL 2007 for CGPS Students

Continuing degree students and those with an official leave of absence may register for Fall 2007 from March 26 - April 6, 2007. **Adjustments to schedules can be made April 11 - 28. These students will be able to register through Banner, the University's online 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 online registration.** These students will be billed for fall tuition and fees. For more information about Banner, visit www.umw.edu/banner/students.

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 11. A re-enrollment form and full tuition must be submitted to the CGPS Office of Advising Services.

New degree students for Fall 2007 may register online through the Banner system beginning April 11.

Non-degree students registering for CGPS courses only may register beginning **July 30** by mailing registration materials or bringing them to the CGPS Office of Advising Services. **All non-degree registrations must be accompanied by full tuition and fee payment.** In addition, all new non-degree seeking 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).

Returning M.Ed. and licensure students are required to meet with their faculty advisers. All New M.Ed. students should meet with an academic adviser in the CGPS Office of Advising Services.

MBA and BPS students should follow the registration directions for continuing students, which are noted above. MBA and BPS students are not required to meet with an adviser. New MBA and BPS students will register online.

Additional registration policy for BPS students: for course credit to apply toward a concentration requirement, BPS students must have the Permission to take Courses at the Other Campus form signed by the program director. 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 Associate Dean of Advising Services or an Academic Adviser.

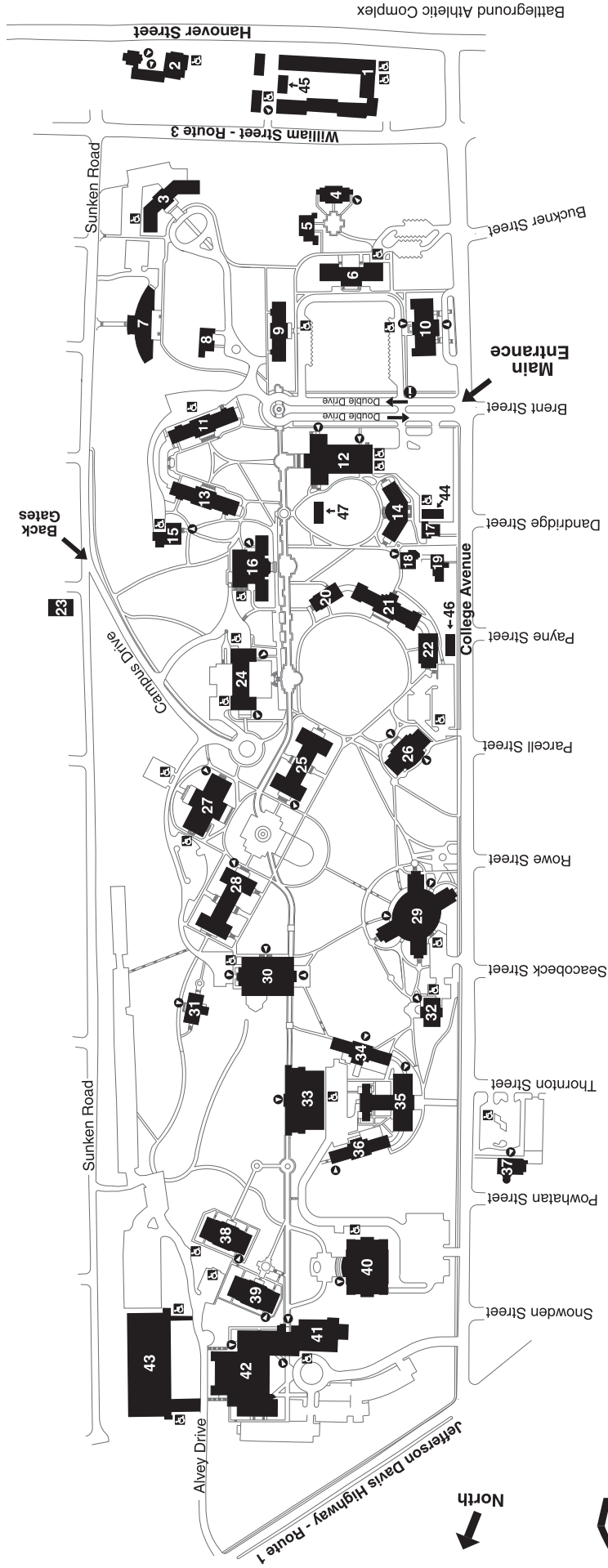
All international students are required to show proof of visa status at registration. To do so, they should provide a photocopy of the following pages of their passports: (1) page showing picture and name, and (2) page displaying visa stamp.

CGPS FALL 2007 Semester Tuition and Fees

Payment of Tuition and Fees

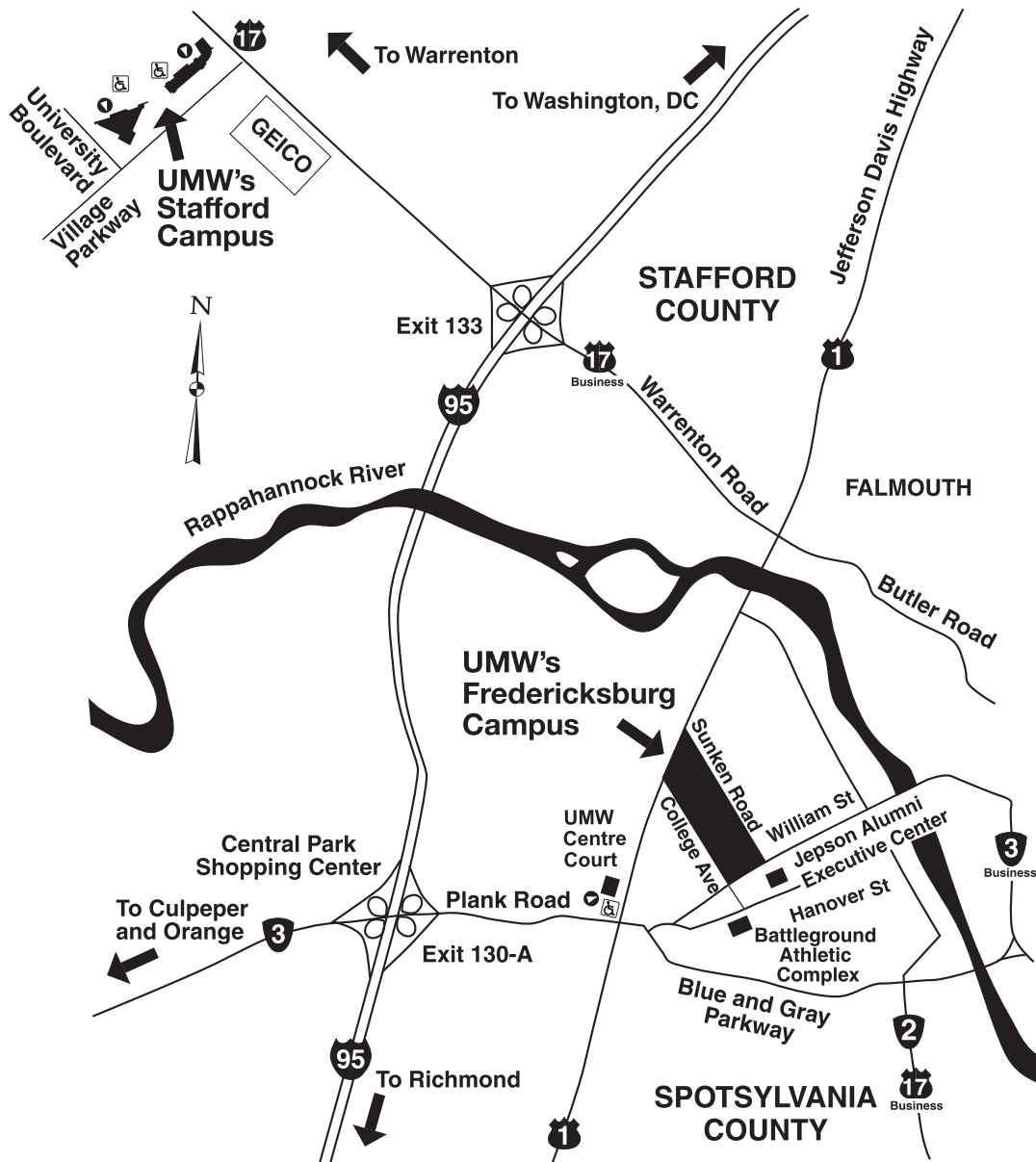
All billed Fall 2007 semester payments must be received by August 13. **Failure to pay tuition and fees does not serve as a student's notice of cancellation of classes, nor does it relieve the student of the responsibility of submitting notice of cancellation in writing before the first day of classes.**

Students who decide not to attend CGPS after registering for the Fall Semester must notify the CGPS Office of Advising 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 2007 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 13, 2007, for the account to remain in good standing.



Fredericksburg Campus

Alumni Executive Center, Jepson (2)	Administration	Monroe Hall (27)	Academic
Alvey Hall (39)	Residence	Parking Deck (43)	Academic
Annex A (modular) (44)	Administration	Pollard Hall (36)	Residence
Annex B (modular) (46)	Administration	Randolph Hall (11)	Residence
Arrington Hall (38)	Residence	Ridderhof Martin Gallery (32)	Art Gallery
Ball Hall (21)	Residence	Russell Hall (7)	Residence
Brent House (8)	Police	Seacobeck Hall (29)	Student Activities, Dining
Bushnell Hall (9)	Residence	Simpson Library (33)	Academic
Campus Center, Woodard (30)	Student Center	South Hall (4)	Residence
Centre Court	Administration	Trinkle Hall (16)	Academic, Administration, Admissions
Chandler Hall (26)	Academic	Tyler House (18)	Administration
Combs Hall (10)	Academic	UMW Apartments (1)	Residence
Cornell House (23)	Residence	UMW Apartments Clubhouse (45)	Administration
Custis Hall (22)	Residence	Virginia Hall (25)	Residence
Dodd Auditorium (12)	George Washington Hall	Westmoreland Hall (14)	Residence
duPont Hall (35)	Academic, Administration	Willard Hall (28)	Residence
Fairfax House (19)	Human Resources	Woodard Campus Center (30)	Student Center
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)	Administration		
Library, Simpson (33)	Academics		
Madison Hall (20)	Residence		
Marshall Hall (3)	Residence		
Marye House (15)	Student Life		
Mason Hall (13)	Residence		
Melchers Hall (34)	Academic		
Mercer Hall (31)	Health Center and Psychological Services		



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, Double Drive inbound, and behind George Washington Hall

University of Mary Washington
Phone: (540) 654-1000
Web site: www.umw.edu

Directions to University of Mary Washington, Stafford Campus, College of Graduate and Professional Studies

From Interstate 95:

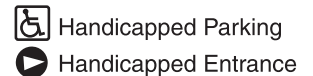
- Exit 133, Rt. 17 North
- Travel about 3 miles north on Rt. 17
- Turn left onto Village Parkway at traffic light
- Turn right onto University Boulevard

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

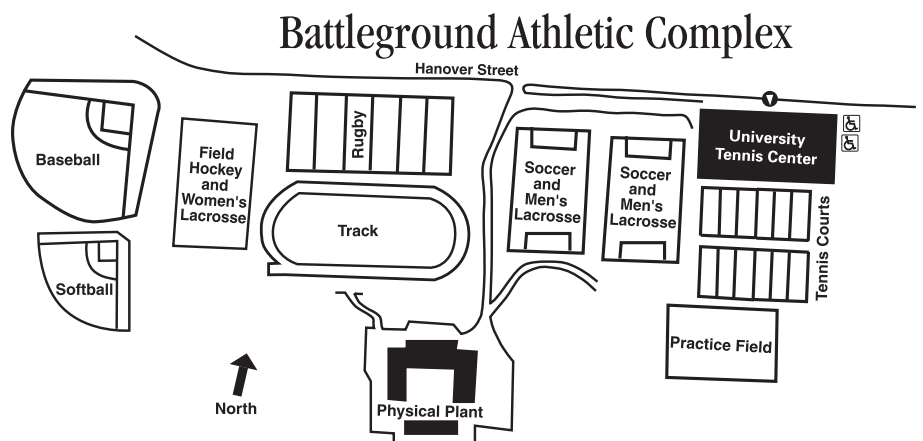
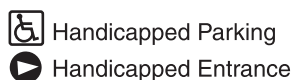
College of Graduate and Professional Studies

Phone: (540) 286-8000
Web site: www.umw.edu/cgps



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





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 they appear on the course listing on the Registrar's web page at www.umw.edu/registrar/course_schedules_registrat. 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. At the time of registration, students are required to have written, signed permission to take a major course at the campus other than the one at which they enrolled.

[illegible]

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]

To repeat a course, the original grade must be less than a C. No course may be repeated more than once. No more than two courses may be repeated in a single semester.

DATE



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

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