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· Spring ·
2008



GUIDE TO REGISTRATION



UNIVERSITY OF
MARY WASHINGTON



UNIVERSITY OF
MARY WASHINGTON
COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

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SPRING 2008 Important Dates

October 26	Last day to withdraw from a Fall 2007 course without receiving an F
October 17 - 26	Advising Period for Spring 2008 Advance Registration
October 29 - November 9	Spring 2008 Advance Registration
November 12 - December 31	Spring 2008 Schedule Adjustment Period
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	Fall 2007 Final Examinations
December 14	Tuition and fee payment due for Spring 2008
January 7	Online registration opens for course adjustment for Spring 2008
January 11	Non-degree registration begins
January 14	First day of classes for Spring 2008
January 14	Late registration and in-person add/drop period begins
January 18	Last day to register or add courses for Spring 2008. Must complete by 5 p.m.
January 21	Registration to audit classes
January 24	Major declaration cards due
February 1	Last day to register for internships and individual study courses
February 1	Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
February 1	Last day to receive 100% reimbursement for dropping courses
February 17	No refunds for withdrawing from the University after this date
February 22	Last day to change to or from a pass/fail grade
March 3 - 7	Spring Break
March 10 - 21	Advising Period for Fall 2008 Advance Registration
March 14	Last day to withdraw from a course without receiving an F
March 24 - April 4	Advance Registration Period for Fall 2008
April 25	Deadline for removal of incompletes from Fall 2007
April 25	Last day to withdraw from the University for Spring 2008
April 25	Last day of classes for Spring 2008
April 26 - 27	Spring 2008 Reading Days
April 28 - May 2	Spring 2008 Final Examinations
May 3	Residence halls close at 10 a.m.
August 25	First day of classes for Fall 2008
December 8 - 12	Final exams for Fall 2008
May 10	Spring 2008 Commencement
May 19, 2008	May/June Summer Term begins
June 23, 2008	June/July Summer Term begins

Policy 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 Spring 2008

BA, BS, and BLS

1. **Student registration appointment times will be available on the Registrar's web page, www.umw.edu/register, by October 17. 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, October 31.
3. Juniors may register online from their appointment time through 6 a.m., Friday, November 2.
4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, November 7.
5. Freshmen may register online from their appointment time through 5 p.m., Friday, November 9.
6. You **must see your assigned academic advisor** 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 advisor 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 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, and BLS students must have approval for credit overloads from the Office of Academic Services, Room 203, George Washington Hall, during the advising period, October 17-26. **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, January 14 – February 1. **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 Spring 2008 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 Spring Semester Fees

All Spring 2008 semester payments must be received in the Office of Student Accounts by 5 p.m. December 14. 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 Spring 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 January 14	100%
January 14 through January 20	100%
January 21 through January 27	80%
January 28 through February 3	60%
February 4 through February 10	40%
February 11 through February 17	20%
After February 17	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 January 14	100%
January 14 through February 1	100%
After February 1	0%

For students receiving financial aid, awards will appear as credits on the Spring 2008 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 December 14, 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 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 — Spring 2008

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 **April 15, 2008**, official transcripts for approved transfer courses taken in the Fall 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_registrar. 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_registrar, 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 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 Noon-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

FINAL EXAMINATION SCHEDULE SPRING 2008

Saturday, April 26 and Sunday April 27		Reading Days - no classes
Exam day/date	Exam time	For classes meeting
Monday, April 28	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, April 29	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, 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.	10:00-10:50 a.m., MWF Noon-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 1	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 2	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

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 exam, 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

Each student must complete the required number of credits in all of the eight GOAL areas and the five ACROSS-THE-CURRICULUM areas. These requirements may be completed by UMW coursework, by approved equivalent transfer coursework, or by equivalent AP or IB credit as defined by the University's AP-IB Policy. No General Education coursework may be completed on a Pass/Fail basis.

GOALS 1-8 and REQUIRED COURSES:

GOAL 1: The ability to write logically, clearly, precisely, and the ability to acquire, organize, present, and document ideas and information. (3 credits)

ENGL 101	OR	EXEMPTION: scores of 670 or higher on BOTH the Critical Reading and Writing portions of the SAT. Note: This exemption policy only applies to students who took the new three-part SAT beginning in March 2005. Students who took the old SAT tests prior to March 2005 need to submit scores from the SAT Verbal AND the SAT-II Writing Tests of 670 or higher to be exempt from English 101.
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GOAL 2: An understanding of mathematical thought, and the ability to conceptualize and apply mathematical logic to problem solving. (6 credits, 3 of which must be from a **MATH** course)

CPSC 110, 125, 220, 230A	MATH 110, 115A ² , 121, 122, 125 (CPSC125A), 200	MUTH 181A	PHIL 151B
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GOAL 3: An appreciation of major contributions of science to an understanding of the natural world and to the possible solution of contemporary problems; the application of laboratory science methods to the acquisition of knowledge through a two-semester, vertically-building sequence of laboratory courses in the same discipline (8 credits)

BIOL 121-122	CHEM 105A-106A, 111-112	GEOG 110 ² -111 ²	GEOL 111-112A	PHYS 101-102, 105-106
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GOAL 4: An understanding of human culture as expressed in artistic achievements and as revealed in literature. (6 credits; one course in the arts and one in literature)

arts:	ARTH 114A, 115A	ARTS 101 ⁵ , 102 ⁵	CLAS 110	ENGL 245	IDIS 204	MUHL 151A, 152	THEA 111
literature:	CLAS 110	ENGL 205, 206A	MDFL 201 (All Suffixes)	THEA 211A, 212A			

GOAL 5: An understanding of the intellectual foundations and development of Western civilization. (6 credits)

CLAS 101	GEOG 205	HISP 101	HIST 121, 122, 131, 132	MATH 207	PHIL 102, 201, 202	RELG 103, 205, 206A
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GOAL 6: An understanding of the forces shaping human behavior, social structures, institutions, and spatial relationships. (6 credits)

ANTH 101, 102	BUAD 105	ECON 201B, 202B	GEOG 102 ⁴	LING 101B	PHIL 100	PSCI 101A, 102A	PSYC 100	RELG 102	SOCG 100, 200
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²Taken Fall 2003 or later ⁴Taken before Fall 2007 ⁵Taken Fall 2007 or later

General Education Requirements

For Use By Students Who Matriculated Fall 1997 or Later

GOALS 1-8 and REQUIRED COURSES (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	FREN 101, 102, 201A, 202A	GERM 101, 102, 201A, 202A	SPAN 101, 102, 201A, 202A
	FREN 101, 102, 205 ³	GREK 101, 102, 201, 202	SPAN 101, 102, 205 ¹
	FREN 102, 205 ³	ITAL 101, 102, 201, 202	SPAN 102, 205 ¹
		LATN 101, 102, 201, 202	SPAN 105 ² , 201A, 202A
			SPAN 105 ² , 205 ¹

¹Taken Spring 2002 or later ²Taken Fall 2003 or later ³Taken Fall 2004 or later

OR Intermediate-level competence demonstrated by:

- a) A score of 620 or higher on any foreign language SAT II subject test or passing UMW competency test, or
- b) A score of 4 or higher on French Language, German Language, Latin Literature, Latin: Virgil, or Spanish Language ;or a score of 5 on the Spanish Literature Advanced Placement Examination
- c) A score of 5 or higher on the French, German, Italian, Russian or Spanish IB Exam
- d) Successful completion of an advanced-level (300-400) foreign language course, or
- e) Submitting pertinent documents which verify the student had a high school education conducted in a language other than English or has lived extensively in and become fluent in the language of a non-English-speaking country; demonstrating intermediate college-level (202 or 205) competency, and by 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 coursework (not Dance 225, 226).

Physical Education for Military Service. A student who has been in military service may request to receive up to two credits in physical education, with one credit awarded for each full year of active duty. No credit is given for service or training which lasts less than one year. A copy of the discharge form with dates of service must be submitted to the Office of Admissions to request the awarding of these credits.

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

Environmental Awareness: To promote an understanding of the fragility of the biosphere and the degree to which human activity can affect it. (1 course)

Global Awareness: To promote an understanding of other places, cultures, and societies. (2 courses)

Race and Gender Intensive: To ensure an understanding of race and/or gender issues in Western culture. (1 course)

Speaking Intensive: To ensure the development of competence in oral communication. (2 courses)

Writing Intensive: To ensure the development of competence in written composition. (4 courses beyond GOAL 1). Students who are exempt from the Goal 1 requirement by virtue of SAT scores must complete five Writing Intensive courses.

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.

Spring 2008 Important Dates

October 29	Advance registration begins for continuing CGPS students registering for CGPS courses
November 14	Registration begins for new CGPS students registering for CGPS courses
December 3	Registration begins for non-degree students registering for CGPS courses
January 14	First day of classes for first eight-week session and 16-week semester
Courses may not be added for first eight-week session after first class meeting without permission of Program Director.	
January 19	Last day to register or add courses for 16-week semester
January 20	Last day to withdraw from CGPS without financial penalty - applies to 16-week semester and first eight-week session
January 23	Last day to drop a course for first eight-week session without a grade of W
February 1	Last day to change to or from pass/fail grade for first eight-week session
February 1	Last day to drop a course for 16-week semester without a grade of W. Must complete by 5 p.m.
February 13	Last day to withdraw from a course for first eight-week session without a receiving an F
February 22	Last day to change to or from pass/fail grade for 16-week semester
March 1	Last day of classes for first eight-week session
March 1	Last day to withdraw from first eight-week session (all courses)
Students may not withdraw for the semester once a grade is received in a first eight-week session	
March 3 - 8	Final examinations for first eight-week session
March 3 - 7	Fall break for 16-week semester courses
March 10	First day of classes for second eight-week session
March 15	Last day to withdraw from a course for 16-week semester without an automatic F
Courses may not be added for second eight-week session after first class meeting without permission of Program Director	
March 16	Last day to withdraw from CGPS without financial penalty for second eight-week session
March 19	Last day to drop a course for second eight-week session without a grade of W
March 28	Last day to change to or from pass/fail grade for second eight-week session
April 9	Last day to withdraw from a course for second eight-week session without an automatic F, if the student is registered for the second eight-week session only
April 26	Last day to withdraw for the semester for students registered for 16-week semester and/or second eight-week session
April 26	Last day of classes for 16-week semester
April 26	Last day of classes for second eight-week session
April 28 – May 3	Final examinations for 16-week semester
April 28 – May 3	Final examinations for second eight-week session
August 25	First day of classes for Fall 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 Services	(540) 286-8030
Registrar	(540) 654-8008
Student Accounts	(540) 654-8058
Financial Aid	(540) 654-2468
UMW Information Hotline	(540) 654-2424

Spring 2008 Session Calendars

First Eight-Week Session Calendar

October 29.....	Spring 2008 Advance Registration begins for continuing CGPS students
November 14	Registration begins for new CGPS students registering for CGPS courses
January 14	First day of classes for first eight-week session
Courses may not be added after the first class meeting without permission of program Director	
January 20	Last day to withdraw from first eight-week session without financial penalty
January 23	Last day to drop a course from first eight-week session without a grade of W
February 1	Last day to change to or from a pass/fail grade for first eight-week session
February 13	Last day to withdraw from a course for first eight-week session without receiving an F
March 1	Last day of classes for first eight-week session
March 1	Last day to withdraw from first eight-week session (all courses)
Students may not withdraw for the semester once a grade is received in first eight-week session	
March 3 - 8.....	Final examinations for first eight-week session

Second Eight-Week Session Calendar

October 29.....	Spring 2008 Advance Registration begins for continuing CGPS students
November 14	Registration begins for new CGPS students registering for CGPS courses
March 10.....	First day of classes for second eight-week session
Courses may not be added after first class meeting without permission of Program Director	
March 16.....	Last day to withdraw from second eight-week session without financial penalty
March 19.....	Last day to drop a course from second eight-week session without a grade of W
March 28.....	Last day to change to or from a pass/fail grade for second eight-week session
April 9	Last day to withdraw from a course for second eight-week session without receiving an F, if only registered for courses in the second eight-week session
April 26	Last day of classes for second eight-week session
April 26	Last day to withdraw for the semester for students registered for second eight week session
April 28 – May 13	Final examinations for second eight-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. Please log into Eaglelink (eaglelink.umw.edu) in order to register your vehicle online and obtain a decal.

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.

16-WEEK SEMESTER Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to January 14	100%
January 14 - 20	100%
January 21 - 27	80%
January 28 - February 3	60%
February 4 - February 10	40%
February 11 - February 17	20%
After February 17	0%

FIRST EIGHT-WEEK SESSION Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to January 14	100%
January 14 - 20	100%
January 21 - 27	50%
After January 27	0%

SECOND EIGHT-WEEK SESSION Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to March 10	100%
March 10 - 16	100%
March 17 - 23	50%
After March 23	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.

16-WEEK SEMESTER Reimbursement Schedule for Dropping Courses

DATE	REIMBURSEMENT
Prior to January 14	100%
January 14 - February 1	100%
After February 1	0%

FIRST EIGHT-WEEK SESSION Reimbursement Schedule for Dropping Courses

DATE	REIMBURSEMENT
Prior to January 14	100%
January 14 - January 23	100%
After January 23	0%

SECOND EIGHT-WEEK SESSION Reimbursement Schedule for Dropping Courses

DATE	REIMBURSEMENT
Prior to March 10	100%
March 10 - March 19	100%
After March 19	0%

Registration Instructions for Spring 2008 for CGPS Students

Continuing degree students and those with an official leave of absence may register for Spring 2008 from October 29 – January 14. **These students will be able to register through Banner, the University's online registration system.** Students should check the Registrar's web page at www.umw.edu/registrar to **obtain their registration appointment times and for specific instructions for online registration.** Students will be billed for spring 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 November 14. A re-enrollment form and full tuition must be submitted to the CGPS Office of Advising Services.

New degree students for Spring 2008 may register online through the Banner system beginning November 14.

Non-degree students registering for CGPS courses only may register beginning **December 3** 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 advisors. Each new M.Ed. student should meet with an academic advisor in the CGPS Office of Advising Services.

MBA, MSMIS, Dual Degree, and BPS students should follow the registration directions for continuing students, which are noted above. MBA, MSMIS, Dual Degree, and BPS students are not required to meet with advisors. New MBA, MSMIS, Dual Degree, 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 Advisor.

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 Spring 2008 Semester Tuition and Fees

Payment of Tuition and Fees

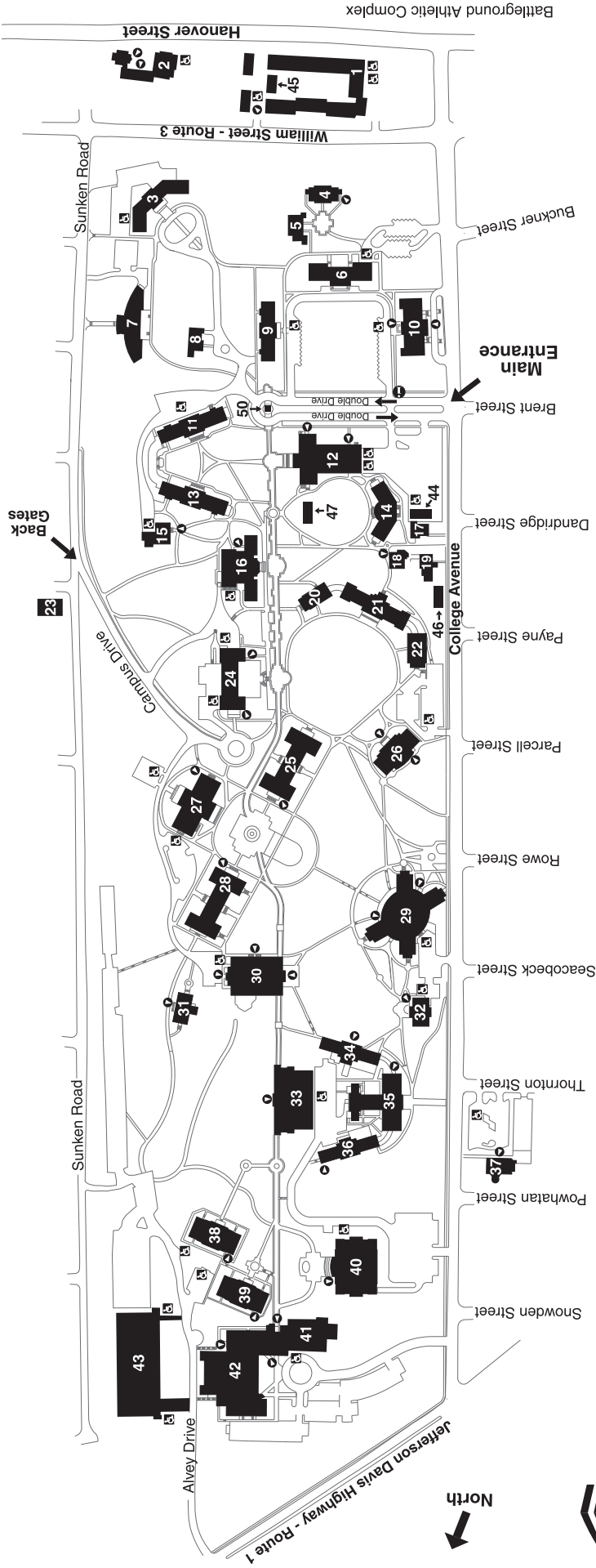
All billed Spring 2008 semester payments must be received by December 14. **Failure to pay tuition and fees does not serve as a student's notice of cancellation of classes, nor does it relieve the student of the responsibility of submitting notice of cancellation in writing before the first day of classes.**

Students who decide not to attend CGPS after registering for the Spring 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 Spring 2008 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 December 14, 2007, for the account to remain in good standing.



UNIVERSITY OF MARY WASHINGTON

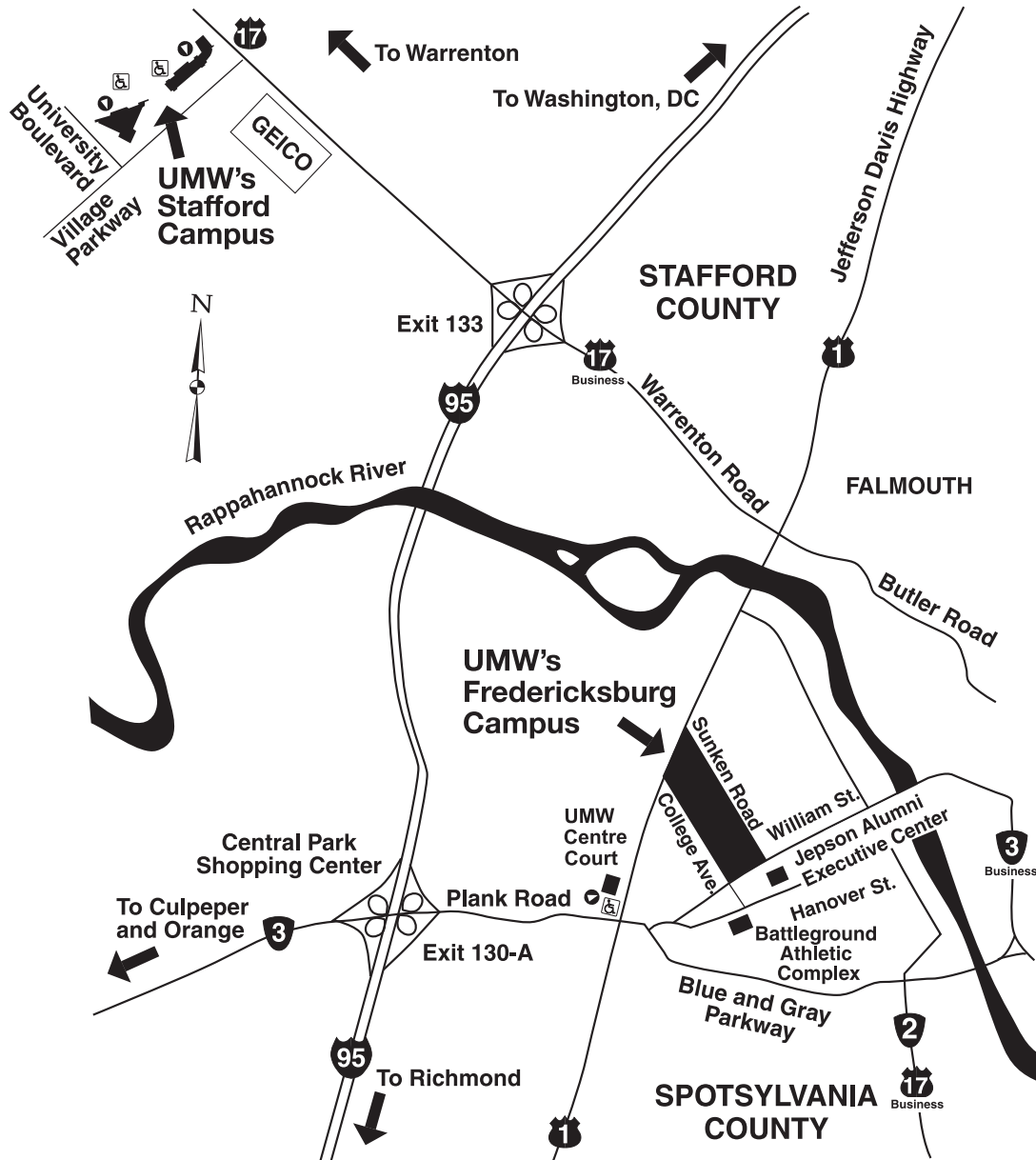
Fredericksburg Campus



Alumni Executive Center, Jepson (2)	Administration
Alvey Hall (39)	Residence
Annex A (44)	Administration
Annex B (46)	Financial Aid
Arrington Hall (38)	Residence
Ball Hall (21)	Residence
Bookstore (47)	
Brent House (8)	Police
Bushnell Hall (9)	Residence
Carmen Culpeper Chappell Centennial Campanile (50)	
Campus Center, Woodward (30)	Student Center
Centre Court	Administration
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, Administration
Fairfax House (19)	Human Resources

Fitness Center (41)	
Framar House (5)	Residence
George Washington Hall (12)	Administration
Great Hall (30)	Woodward 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)	(under renovation)
Library, Simpson (33)	Academic
Madison Hall (20)	Residence
Marshall Hall (3)	Residence
Marvey House (15)	Student Life
Mason Hall (13)	Residence
Melchers Hall (34)	Academic
Mercer Hall (31)	Health Center and CAPS

Monroe Hall (27)	Academic
Parking Deck (43)	
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, Administration, Admissions
Tyler House (18)	Administration
UMW Apartments (1)	Residence
UMW Apartments Clubhouse (45)	Administration
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, 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



Handicapped Parking



Handicapped Entrance

Directions to University of Mary Washington Battleground Athletic Complex

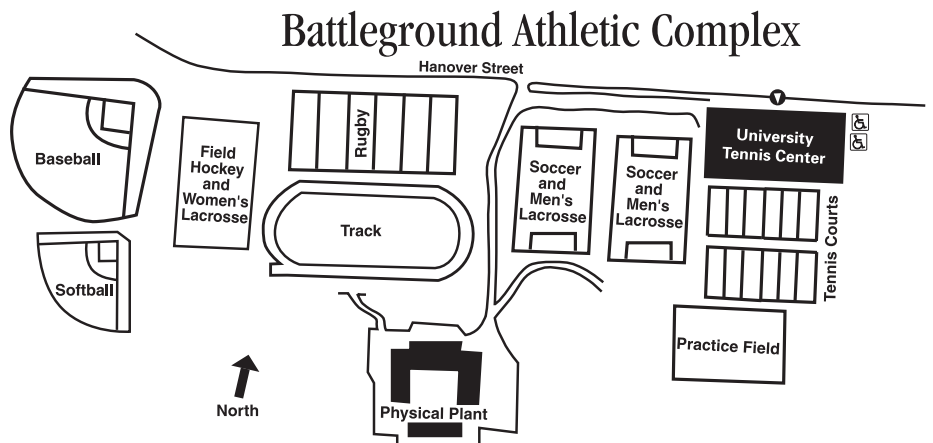
- Follow the above directions to the Fredericksburg Campus except turn right onto College Avenue at first light on Rt. 3 Bus./William St.
- Turn right onto Hanover Street after one block
- The Battleground Athletic Complex entrance is on the left



Handicapped Parking



Handicapped Entrance





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.

CRN	COURSE NUMBER										SECT	GRADE TYPE		*REPEAT COURSE	ABBREVIATED COURSE TITLE
												GRADED	P/F or S/U		
								</							

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:**
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.

ADVISOR SIGNATURE _____ **DATE** _____

STUDENT SIGNATURE _____ **DATE** _____



UNIVERSITY OF
MARY WASHINGTON

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

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