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· Spring ·
2010

GUIDE TO REGISTRATION

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SPRING 2010 Important Dates

Oct. 23	Last day to withdraw from a fall 2009 course without receiving an F
Oct. 14 - 23	Advising Period for Spring 2010 Advance Registration
Oct. 26 - Nov. 6	Spring 2010 Advance Registration
Nov. 9 - Dec. 4	Spring 2010 Schedule Adjustment Period
Dec. 4	Last day to withdraw from the University for fall 2009
Dec. 4	Last day of classes for fall 2009
Dec. 5 - 6	Fall 2009 Reading Days
Dec. 7 - 11	Fall 2009 Final Examinations
Jan. 4	Online registration opens for course adjustment for spring 2010
Jan. 8	Non-degree registration begins
Jan. 11	First day of classes for spring 2010
Jan. 11	Late registration and in-person add/drop period begins
Jan. 15	Last day to register or add courses for spring 2010. Must complete by 5 p.m.
Jan. 18	Martin Luther King, Jr. Day (University closed)
Jan. 19	Registration to audit classes
Jan. 21	Major declaration cards due
Jan. 29	Last day to register for internships and individual study courses
Jan. 29	Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
Jan. 29	Last day to receive 100% reimbursement for dropping courses
Feb. 14	No refunds for withdrawing from the University after this date
Feb. 19	Last day to change to or from a pass/fail grade
March 1 - 5	Spring Break
March 8 - 19	Advising Period for Fall 2010 Advance Registration
March 8	Summer 2010 registration begins
March 12	Last day to withdraw from a course without receiving an F
March 22 - April 2	Advance Registration Period for fall 2010
April 23	Deadline for removal of incompletes from fall 2009
April 23	Last day to withdraw from the University for spring 2010
April 23	Last day of classes for spring 2010
April 24 - 25	Spring 2010 Reading Days
April 26 - 30	Spring 2010 Final Examinations
May 1	Residence Halls close at 10 a.m.
May 8, 2010	Spring 2010 Commencement
May 17, 2010	May/June Summer Term begins
June 21, 2010	June/July Summer Term begins
Aug. 23	First day of classes for fall 2010
Dec. 6 - 10	Final examinations for fall 2010

Policy Statement Regarding Changes in the Course Offerings

The classes listed in the Schedule of Courses on the Registrar's website, 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 AAEEO 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 401, Lee Hall.

Instructions for Advance Registration for SPRING 2010

Advance Registration begins Oct. 26, 2009 at 8 a.m. and ends Nov. 6, 2009 at 5 p.m.

BA, BS, and BLS

1. **Student registration appointment times will be available at www.umw.edu/register, by Oct. 9. 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, Oct. 28.
3. Juniors may register online from their appointment time through 5 p.m., Friday, Oct. 30.
4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, Nov. 4.
5. Freshmen may register online from their appointment time through 5 p.m., Friday, Nov. 6.
6. Students **must see their assigned academic advisors** during advising week to be given information and approval to register. To be able to register or change classes, students must get a randomly assigned PIN number from their assigned academic advisors and use it each time they make a schedule change. A schedule worksheet is provided on the back page of this book. Students should complete their schedule on this worksheet and take two copies to their advising session – one for the advisor's records and one for the student's records. If a student cannot locate his or her advisor, the student should contact the advisor's department chair.
7. BA, BS, and BLS students must have approval for credit overloads from the Office of Academic Services, Room 206, Lee Hall, during the advising period, Oct. 14 - 23. **Students must submit documentation of such approval to the Office of the Registrar before registering.**
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, Room 206, Lee Hall.
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/drop period for the 2010 spring 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/course_schedules_registrat/online_registration_in_ban/students/default.php.

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, Room 206, Lee Hall.**
2. Holds, such as those from Student Accounts or Instructional Technology, will stop students from registering online just as they stop students from registering in person. Students should go to the appropriate office to resolve the problem; once the hold is released, they may register if their 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. Students must make pass/fail changes in person in the Office of the Registrar after the last day to add a course.
5. The Office of the Registrar will be open during the registration period to assist students. Additionally, students may register in person if their appointment time has not expired.
6. 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

SI – Speaking Intensive

WI – Writing Intensive

Payment of SPRING Semester Fees

All spring 2010 semester payments for continuing students must be received in the Office of Student Accounts by the due date on the student's bill. 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 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 Jan. 11	100%
Jan. 11 - 17	100%
Jan. 18 - 24	80%
Jan. 25 - 31	60%
Feb. 1 - 7	40%
Feb. 8 - 14	20%
After Feb. 14	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 Jan. 11	100%
Jan. 11 - 29	100%
After Jan. 29	0%

For students receiving financial aid, awards will appear as credits on the spring 2010 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 the due date on the student's bill.

Questions concerning the spring semester bill should be addressed to:

Office of Student Accounts
1301 College Avenue
Lee Hall, Room 206
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
Lee Hall, Room 206
Fredericksburg, VA 22401-5300
(540) 654-2468

Important Course and Registration Notes — SPRING 2010

Class of 2010 Degree Information

Degree applications were due Feb. 13, 2009. The class of 2010 will include students completing requirements during the summer of 2009, fall of 2009, and spring of 2010.

Bookstore Information

Go to www.umw.edu/bookstore.

Fall Transfer Work

Permission must be obtained to receive UMW transfer credit for fall 2009 courses taken at other schools. The Transfer Credit Permission form is available online at www.umw.edu/registrar.

The Office of the Registrar must receive by **April 15, 2010**, official transcripts for approved transfer courses taken in fall 2009.

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. For more information, visit www.umw.edu/cas/acservices.

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 students will need to have before registering for it. To find that information, students should 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 a student finds the course through the "Searchable Course Descriptions" link, he or she should click on the course name to find out about course restrictions.

Registration in Closed Classes, CC Permit

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

1. The instructor must put the closed class permission on the student's record in Banner.
2. Once permission has been entered, the student must register for the course. It is the student's responsibility to do so. 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.

NOTE: If the course requires POI and is closed, the instructor must put **both** codes on the student record before the student may register.

Registration in Permission of Instructor Classes, POI Permit

Students may register by permission of the instructor for courses that are marked POI. If the instructor gives permission, two separate actions must occur to register for a POI course:

1. The instructor must put the permission of instructor code on the student's record in Banner.
2. Once permission has been entered, the student must register for the course in order to receive credit.

NOTE: If the course is closed and also requires POI, the instructor must put **both** codes on the student record before the student may register.

High School Students

High school students who will be seniors in the fall are eligible to take classes in either the spring or fall, **but before registering for classes** they must be accepted to University of Mary Washington for the semester for which they wish to register. Students and their parents must complete an application form. At least two weeks before the start of the semester in which the student plans to enroll, students must submit the completed application form, an official high school transcript, and a letter of support from the student's principal or high school guidance counselor. Students will be notified of their acceptance in time to register for classes. Materials may be mailed to the Office of Academic Services, University of Mary Washington, 1301 College Avenue, Fredericksburg, VA 22401-5358.

FINAL EXAMINATION SCHEDULE FALL 2009

Saturday, Dec. 5 and Sunday, Dec. 6		Reading Days - no classes
Exam day/date	Exam time	For classes meeting
Monday, Dec. 7	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 6:00 p.m., MW 7:00 p.m., MW
Tuesday, Dec. 8	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 7:30 p.m., TR 8:30 p.m., TR
Wednesday, Dec. 9	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 11:00-11:50 a.m., MWF 2:00-2:50 p.m., MWF 6:00 p.m., W only 7:00 p.m., W only 7:30 p.m., MW 8:30 p.m., MW
Thursday, Dec. 10	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 6:00 p.m., TR 7:00 p.m., TR
Friday, Dec. 11	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	8:00-8:50 a.m., MWF 1:00-1:50 p.m., MWF 4:00-4:50 p.m., MWF

FINAL EXAMINATION SCHEDULE SPRING 2010

Saturday, April 24 and Sunday, April 25		Reading Days - no classes
Exam day/date	Exam time	For classes meeting
Monday, April 26	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 6:00 p.m., MW 7:00 p.m., MW
Tuesday, April 27	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 6:00 p.m., TR 7:00 p.m., TR
Wednesday, 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.	8:00-8:50 a.m., MWF 11:00-11:50 a.m., MWF 4:00-4:50 p.m., MWF 6:00 p.m., W only 7:00 p.m., W only 7:30 p.m., MW 8:30 p.m., MW
Thursday, 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.	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 7:30 p.m., TR 8:30 p.m., TR
Friday, April 30	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	9:00-9:50 a.m., MWF 1:00-1:50 p.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_fburlg. 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: Students should report any illness or emergency that will prevent them 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 the absence. It is the student's 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, students should 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, a student may request that the Associate Dean of Academic Services intervene on his or her behalf. Requests for rescheduled examinations for religious reasons will be honored. See *Dictionary of Academic Regulations* at www.umw.edu/publications/dictionary_ar_fburlg for complete regulations.

SPRING 2010 Important Dates

Oct. 26 - Nov. 6	Advance registration for continuing CGPS students registering for CGPS courses
Nov. 11	Registration begins for new CGPS students registering for CGPS courses
Nov. 30	Registration begins for non-degree students registering for CGPS courses
Jan. 11	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	
Jan. 16	Last day to register or add courses for 16-week semester
Jan. 17	Last day to withdraw from CGPS without financial penalty – applies to 16-week semester and first eight-week session
Jan. 18	Martin Luther King, Jr. Day (University Closed)
Jan. 20	Last day to drop a course for first eight-week session without a grade of W
Jan. 29	Last day to change to or from pass/fail grade for first eight-week session
Jan. 29	Last day to drop a course for 16-week semester without a grade of W. Must complete by 5 p.m.
Feb. 10	Last day to withdraw from a course for first eight-week session without a receiving an F
Feb. 19	Last day to change to or from pass/fail grade for 16-week semester
Feb. 27	Last day of classes for first eight-week session
Feb. 27	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 1 - 6	Final examinations for first eight-week session
March 1 - 7	Spring Break for 16-week semester courses
March 8	First day of classes for second eight-week session
Courses may not be added for second eight-week session after first class meeting without permission of Program Director	
March 8	Summer 2010 registration begins
March 13	Last day to withdraw from a course for 16-week semester without an automatic F
March 14	Last day to withdraw from CGPS without financial penalty for second eight-week session
March 17	Last day to drop a course for second eight-week session without a grade of W
March 17	Last day to drop a course for second eight-week session without a grade of W
March 23 - April 3	Fall 2010 Advance Registration
April 7	Last day to withdraw from a course for second eight-week session without an automatic F
April 24	Last day to withdraw for the semester for students registered for 16-week semester
April 24	Last day of classes for 16-week session
April 24	Last day to withdraw for the semester for students registered for the second eight-week session, if the student is registered for the second eight-week session only
April 24	Last day of classes for second eight-week session
April 26 - May 1	Final examinations for 16-week semester
April 26 - May 1	Final examinations for second eight-week session
Aug. 23	First day of classes for fall 2010

NOTE: On Saturdays CGPS offices are closed, so 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
	(866) 261-4458
CGPS Advising Services	(540) 286-8030
Registrar	(540) 286-8030
Student Accounts	(540) 286-8058
Financial Aid	(540) 654-2468
UMW Information Hotline	(540) 654-2424

SPRING 2010 Session Calendars

First Eight-Week Session Calendar

Oct. 26 - Nov. 6	Spring 2010 Advance Registration for continuing CGPS students
Nov. 11	Registration begins for new CGPS students registering for CGPS courses
Jan. 11	First day of classes for first eight-week session
Courses may not be added after the first class meeting without permission of Program Director	
Jan. 17	Last day to withdraw from first eight-week session without financial penalty
Jan. 18	Martin Luther King, Jr. Day (University Closed)
Jan. 20	Last day to drop a course from first eight-week session without a grade of W
Jan. 29	Last day to change to or from a pass/fail grade for first eight-week session
Feb. 10.....	Last day to withdraw from a course for first eight-week session without receiving an F
Feb. 27.....	Last day of classes for first eight-week session
Feb. 27.....	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 1 - 6.....	Final examinations for first eight-week session

Second Eight-Week Session Calendar

Oct. 26 - Nov. 6	Spring 2010 Advance Registration for continuing CGPS students
Nov. 11	Registration begins for new CGPS students registering for CGPS courses
March 8.....	First day of classes for second eight-week session
March 8.....	Summer 2010 Registration Begins
Courses may not be added after first class meeting without permission of Program Director	
March 14.....	Last day to withdraw from second eight-week session without financial penalty
March 17.....	Last day to drop a course from second eight-week session without a grade of W
March 23.....	Fall 2010 advance registration begins
March 26.....	Last day to change to or from a pass/fail grade for second eight-week session
April 7	Last day to withdraw from a course for second eight-week session without receiving an F
April 24	Last day of classes for second eight-week session
April 24	Last day to withdraw for the semester for students registered for second eight week session, if only registered for courses in the second eight-week session
April 26 - May 1	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 temporary parking permit (available at CGPS) will be required for students parking on the Fredericksburg campus.

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: On Saturdays CGPS offices are closed, so 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 Jan. 11	100%
Jan. 11 - 17	100%
Jan. 18 - 24	80%
Jan. 25 - 31	60%
Feb. 1 - 7	40%
Feb. 8 - 14	20%
After Feb. 14	0%

FIRST EIGHT-WEEK SESSION Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to Jan. 11	100%
Jan. 11 - 17	100%
Jan. 18 - 24	50%
After Jan. 24	0%

SECOND EIGHT-WEEK SESSION Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to March 8	100%
March 8 - 14	100%
March 15 - 21	50%
After March 21	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: On Saturdays CGPS offices are closed, so 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 a Course

DATE	REIMBURSEMENT
Prior to Jan. 11	100%
Jan. 11 - 29	100%
After Jan. 29	0%

FIRST EIGHT-WEEK SESSION Reimbursement Schedule for Dropping a Course

DATE	REIMBURSEMENT
Prior to Jan. 11	100%
Jan. 11 - 20	100%
After Jan. 20	0%

SECOND EIGHT-WEEK SESSION Reimbursement Schedule for Dropping a Course

DATE	REIMBURSEMENT
Prior to March 8	100%
March 8 - 17	100%
After March 17	0%

Registration Instructions for SPRING 2010 for CGPS Students

Continuing degree students and those with an official leave of absence may register for spring 2010 from Oct. 26, 2009 to Jan. 11, 2010. **These students will be able to register through Banner, the University's online registration system.** Students should check 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 Nov. 11. A re-enrollment form and full tuition must be submitted to the CGPS Office of Advising Services.

New degree students for spring 2010 may register online through the Banner system beginning Nov. 11.

Non-degree students registering for CGPS courses only may register beginning **Nov. 30** by faxing or mailing registration materials or bringing them to the CGPS Office of the Registrar. **(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), and Emergency Contact Form.

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 or on paper.

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 2010 Semester Tuition and Fees

Payment of Tuition and Fees

All billed spring 2010 semester payments must be received by the due date on the student's bill which will be posted on Eaglelink. **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 eight of this book. For students receiving financial aid, awards will appear as credits on the fall 2010 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 the due date on the student's bill, for the account to remain in good standing.

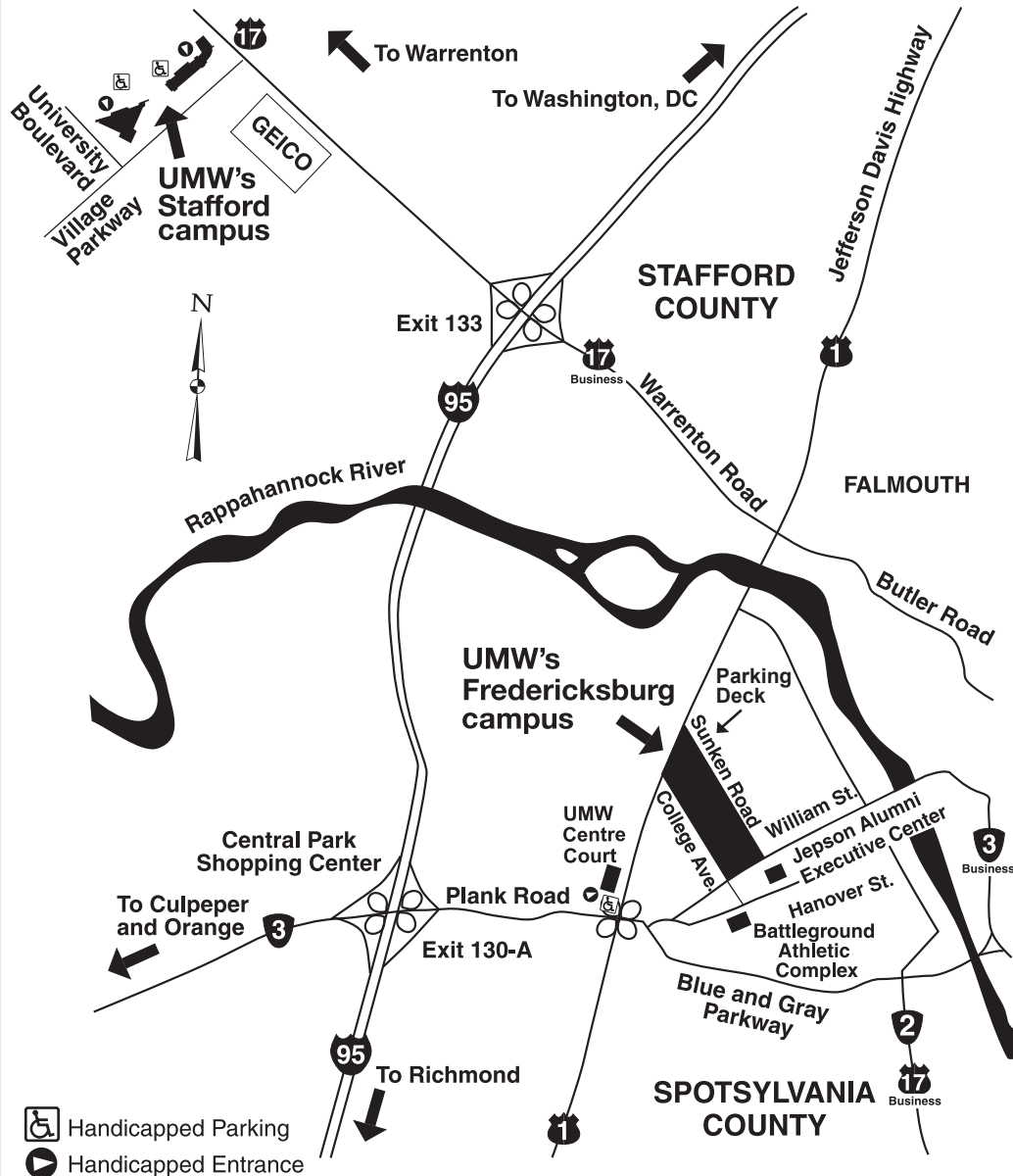


Fredericksburg Campus

1004 College Avenue (48) Academic
 1201 William Street (49) Academic
 Alumni Executive Center, Jepson (2) Administration
 Alvey Hall (39) Residence
 Annex A (47) Academic
 Annex B (46) Academic
 Arrington Hall (38) Residence
 Athletic Complex, Battleground (see next page)
 Ball Hall (21) Residence
 Bookstore (24) Lee Hall
 Brent House (8) Public Safety
 Bushnell Hall (9) Residence
 Campus Recreation Field (44)
 Carmen Culpeper Chappell Centennial Campanile (50)
 Centre Court (see next page) Administration
 Chandler Hall (26) Academic
 Combs Hall (10) Academic
 Cornell House (23) Residence
 Custis Hall (22) Residence
 Dodd Auditorium (12) within George Washington Hall

duPont Hall (35) Academic, Administration
 Fairfax House (19) Human Resources
 Financial Aid (24)
 Fitness Center (41)
 Framar House (5) Residence
 George Washington Hall (12) Administration
 Great Hall (30) within Woodard Campus Center
 Goolrick Hall (42) Gymnasium
 Gymnasium (45) (future site)
 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) Academic
 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 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
 University 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
College of Arts and Sciences
(Fredericksburg Campus)
(540) 654-1000 • www.umw.edu

From Interstate 95:

- Exit 130-A off I-95, Rt. 3 East to sixth traffic light
- Turn left onto Rt. 3 Bus./William Street, keep left
- Turn left onto College Avenue at first light
- Turn right at University entrance at first light
- Visitor parking is available in the parking deck, which is located off of Route 1. To reach the parking deck, continue along College Avenue, past the gates, and make a right at the light onto Jefferson Davis Highway. Make the next right to access the deck.

Directions to:
University of Mary Washington
College of Graduate and Professional Studies (Stafford Campus)
(540) 286-8000 • www.umw.edu/cgps

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

Directions to:
University of Mary Washington
Centre Court

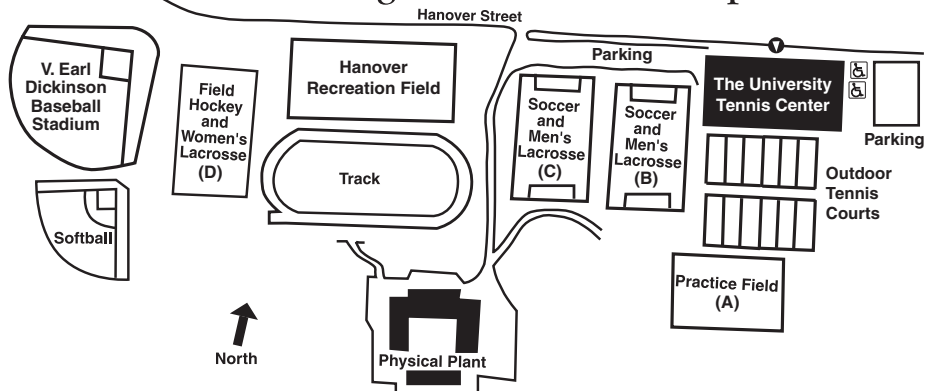
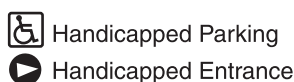
From Interstate 95:

- Exit 130A - Rt. 3 East
- Go through four lights
- After fourth light, Centre Court will be on the left (left turn prohibited here)
- Take right exit onto Rt. 1 North.
- Immediately exit onto Rt. 3 West
- Turn right into Centre Court

Battleground Athletic Complex

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 Street
- Turn right onto Hanover Street after one block
- The Battleground Athletic Complex entrance is on the left





Local Mailing Address _____
Daytime Phone _____
Email Address _____

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 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.

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]

ADVISOR SIGNATURE

DATE

***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.

STUDENT SIGNATURE

DATE



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 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.

Overload Authorization (Academic Services or CGPS) MAX: _____ **Authorized by:** _____

Students must pay additional fees for taking more than 18 credits.

[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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FREDERICKSBURG, VA

