

# GUIDE to REGISTRATION



UNIVERSITY OF  
MARY WASHINGTON

*where great minds get to work*

# SPRING 2017

## TABLE OF CONTENTS

Important Dates.....	2
Eight-Week Session Calendars .....	3
BA, BS, BLS, and BSN Registration Instructions .....	4
Final Exam Schedules .....	5
MED, MS Elementary Education, MBA, and MSGA Registration Instructions .....	5

Important Course and Registration Notes .....	6
Payment, Refunds, Withdrawal, and Dropping Courses ...	7
Campus Maps .....	8-9
Course Registration Request .....	10



# SPRING 2017 IMPORTANT DATES – SEMESTER COURSES

Oct 28 .....	Last day to withdraw from a Fall 2016 course without receiving an F
Oct 31 - Nov 11 .....	Spring 2017 advance registration
Nov 14 - Jan 23 .....	Spring 2017 schedule adjustment period
Nov 28 .....	Spring 2017 Stafford non-degree registration begins
Dec 9 .....	Deadline for removal of incompletes from Spring and Summer 2016
Dec 9 .....	Last day to withdraw from the University for Fall 2016
Dec 9 .....	Last day of classes for Fall 2016
Dec 12 - Dec 16 .....	Fall 2016 final examinations
Jan 12 .....	Spring 2017 Fredericksburg Campus non-degree registration begins
Jan 17 .....	First day of classes for Spring 2017
Jan 23 ....	Last day to register or add full semester courses for Spring 2017. Must complete by 5 p.m.
Jan 24 .....	Registration to audit classes
Feb 3 .....	Last day to register for internships and individual study courses
Feb 3 .....	Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
Feb 9 .....	BA/BS Major declaration forms due
Mar 6 - Mar 10 .....	Spring Break
Mar 24 .....	Last day to change to or from a pass/fail grade
Mar 24 .....	Last day to withdraw from a course without receiving an F
Mar 27 - Apr 7 .....	Fall 2017 advance registration period
Apr 28 .....	Deadline for removal of incompletes from Fall 2016
Apr 28 .....	Last day to withdraw from the University for Spring 2017
Apr 28 .....	Last day of classes for Spring 2017
May 1 - May 5 .....	Spring 2017 final examinations
May 6 .....	Residence halls close at 10 a.m.
Aug 28 .....	First day of classes for Fall 2017
Dec 11 - Dec 15 .....	Fall 2017 final examinations
May 12 .....	Spring 2017 Graduate Commencement
May 13 .....	Spring 2017 Undergraduate Commencement
May 15 .....	Summer 2017 term begins

See page 7 for Financial Dates

## POLICY STATEMENT REGARDING CHANGES IN THE COURSE OFFERINGS

The classes listed in the Schedule of Courses on the Registrar's website, [academics.umw.edu/registrar/course-schedules-and-registration/](http://academics.umw.edu/registrar/course-schedules-and-registration/), 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 540/654-1214.

## DISABILITY RESOURCES

Students requesting ADA academic accommodations must contact the Office of Disability Resources by calling 540/654-1266. Current, professional documentation of the disability must be submitted as soon as possible to the Office of Disability Resources in order to ensure timely arrangement of approved accommodations. Information on how to register with the office is available online at [academics.umw.edu/disability/how-to-register](http://academics.umw.edu/disability/how-to-register) and in the Office of Disability Resources, Room 401, Lee Hall.

# SPRING 2017 SESSION CALENDARS

## FIRST EIGHT-WEEK SESSION CALENDAR

Oct 31.....	Spring 2017 advance registration begins for continuing graduate students
Nov 9.....	Registration begins for new graduate students registering for graduate courses
Jan 17.....	First day of classes for first eight-week session Courses may not be added after the first class meeting without permission of Instructor.
Jan 25 .....	Last day to drop a course from first eight-week session without a grade of W
Feb 15.....	Last day to change to or from a pass/fail grade for first eight-week session
Feb 15.....	Last day to withdraw from a course for first eight-week session without receiving an F
Mar 3 .....	Last day of classes for first eight-week session
Mar 3 .....	Last day to withdraw from first eight-week session (all courses) Students may not be enrolled for second eight-week session if withdrawing from first eight-week session
Mar 6 - Mar 10.....	Final examinations for first eight-week session

See page 7 for Financial Dates

## SECOND EIGHT-WEEK SESSION CALENDAR

Mar 13 .....	First day of classes for second eight-week session Courses may not be added after first class meeting without permission of Instructor.
Mar 22 .....	Last day to drop a course from second eight-week session without a grade of W
Apr 12 .....	Last day to change to or from a pass/fail grade for second eight-week session
Apr 12 .....	Last day to withdraw from a course for second eight-week session without receiving an F
Apr 28.....	Last day of classes for second eight-week session
Apr 28.....	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
May 1 - May 5.....	Final examinations for second eight-week session
May 12.....	Spring 2017 Graduate Commencement
May 13.....	Spring 2017 Undergraduate Commencement

See page 7 for Financial Dates

## STUDENT PARKING ON THE STAFFORD CAMPUS

Parking is free to all who attend courses offered on the Stafford Campus and no parking permit is required. However, a UMW parking decal is required for students parking on the Fredericksburg campus. Log into **myUMW** to register a vehicle online and obtain a decal.

## 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, students should direct inquiries to the staff member on the campus on which they will take the most classes.

Robert Louzek  
University of Mary Washington  
Stafford Campus  
121 University Boulevard  
Fredericksburg, VA 22406  
Phone: 540/286-8075

Patricia Sarkuti  
University of Mary Washington  
Fredericksburg Campus  
1301 College Avenue  
Fredericksburg, VA 22401  
Phone: 540/654-2140

# INSTRUCTIONS FOR ADVANCE REGISTRATION FOR SPRING 2017 BA, BS, BLS, AND BSN STUDENTS

1. Student registration appointment times will be available at **myUMW**, by October 1. 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 **[academics.umw.edu/registrar](http://academics.umw.edu/registrar)**.
2. Seniors may register online from their appointment time through 6 a.m., Wednesday, November 2.
3. Juniors may register online from their appointment time through 5 p.m., Friday, November 4.
4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, November 9.
5. Freshmen may register online from their appointment time through 5 p.m., Friday, November 11.
6. Students must see their assigned academic advisors to be given information and approval to register. 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. Students must submit documentation of such approval to the Office of the Registrar before registering.
8. 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 February 3, 2016. 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 Center for Career and Professional Development.

## WAITLIST INFORMATION

Some classes have a waitlist option. If a class with a waitlist option is full, students may put themselves on the waitlist through myUMW Student Self Service. When an open seat becomes available, the student in the first waitlist position will receive an email and have 48 hours to go online and add the class. The open seat will be reserved for that student for 48 hours FROM the time the email was sent. During this 48-hour time period, the student can add and drop the waitlisted class in the Add/Drop screen in Self Service. If the student fails to register for the class within those 48 hours, the next student on the list will be notified and have 48 hours to

register for the class. If you have a Registration Hold on your record, you will not be able to register for the class. It's imperative that you check your email constantly.

**[academics.umw.edu/registrar/course-schedules-and-registration/online-registration-in-banner](http://academics.umw.edu/registrar/course-schedules-and-registration/online-registration-in-banner)**

## INSTRUCTIONS FOR ONLINE REGISTRATION USING BANNER

Find instructions online at **[academics.umw.edu/registrar/students/online-registration-in-banner](http://academics.umw.edu/registrar/students/online-registration-in-banner)**

## SPECIAL REGISTRATION NOTES

1. The Office of the Registrar will be open 8 a.m. - 5 p.m. during the online registration period to assist students. Additionally, students may register in person if their appointment time has not expired.
2. Holds, such as those from Student Accounts, will stop students from registering. 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 make pass/fail changes in person in the Office of the Registrar after the last day to add a course.
4. Students must register for individual study courses in the Office of the Registrar.
5. Students must see the Office of the Registrar to process out-of-sequence forms, and Prerequisite/Co-requisite Waivers.
6. Student must resolve the following issues in the Office of Academic Services:
  - Overloads
7. Students must see the Center for Career and Professional Development to be registered for internships.

ATR - Attribute  
SI - Speaking Intensive

HN - Honors Course  
WI - Writing Intensive

# MED, MS ELEMENTARY EDUCATION, MBA, AND MSGA STUDENTS

Continuing MED, MS Elementary Education, MBA, and MSGA degree students and those with an official leave of absence may begin registering for the Spring 2017 semester on October 31. These students will be able to register through Banner, the University's online registration system. Students should check [academics.umw.edu/registrar](http://academics.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.

1. Degree students who have been away from the University for one semester or longer without a leave of absence and who are in good academic standing may register beginning November 9.
2. New degree students for Spring 2017 may register online through the Banner system beginning November 9.
3. Non-degree students registering for courses held at the Stafford Campus only may register beginning November 28, by mailing registration materials or bringing them to the Stafford Campus 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 the Emergency Contact Information form.
4. Returning M.Ed. and licensure students are required to meet with their faculty advisors. Each new M.Ed. student should meet with Dr. April Brecht at the Stafford Campus.
5. MBA, MS Elementary Education, and MSGA students should follow the registration directions for continuing students, which are noted above.
6. Any student repeating a course or taking a credit overload must have approval from their academic advisor.
7. 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.

## FINAL EXAM SCHEDULES

Find final exam schedules at [academics.umw.edu/registrar](http://academics.umw.edu/registrar)

# IMPORTANT COURSE AND REGISTRATION NOTES

## CLASS OF 2018 DEGREE INFORMATION

Degree applications are due by February 20, 2017. The class of 2018 will include students completing requirements during the Summer of 2017, Fall of 2017 and Spring of 2018.

## BOOKSTORE INFORMATION

Go to [www.umw.edu/bookstore](http://www.umw.edu/bookstore). Textbooks for courses taught on the Stafford Campus are sold only online and are available at [mbsdirect.net](http://mbsdirect.net).

## TRANSFER CREDIT

Permission must be obtained to receive UMW transfer credit for courses taken at other schools. The Transfer Credit Permission form is available online at [academics.umw.edu/registrar/transfer-information](http://academics.umw.edu/registrar/transfer-information). The Office of the Registrar must receive by April 15, 2017, official transcripts for approved transfer courses taken in Summer and Fall 2016.

## 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, ATR requirements, or the major program.

## ACCESSING ONLINE COURSE INFORMATION – PREREQUISITES, COREQUISITES, AND MORE

Find the links to online schedules of courses at [academics.umw.edu/registrar/course-schedules-and-registration](http://academics.umw.edu/registrar/course-schedules-and-registration). 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 "CO" for corequisites and "PR" for prerequisites. If any of these categories contain the letter "Y," there is more information required you need to know before registering for the course. To find that information, click on the CRN number. This will take you to the section. Click on the title to review any 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, utilizing the "Enter CRNs" tab at the top of the screen then click "Add to Summary." Students must then complete the registration process by clicking "Submit Changes" and ensuring the class is successfully added to their schedule for closed courses in order to receive credit for them.

**NOTE:** If the course requires CC and POI (see below), the instructor must put both codes on the student's record before the student may register. Additional help regarding Registration Overrides can be found here: [academics.umw.edu/registrar/students/online-registration-in-banner/students/registration-overrides-in-banner](http://academics.umw.edu/registrar/students/online-registration-in-banner/students/registration-overrides-in-banner).

## 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 requires POI and is closed, the instructor must put both CC and POI codes on the student's record before the student may register. Additional help regarding Registration Overrides can be found here: [academics.umw.edu/registrar/students/online-registration-in-banner/students/registration-overrides-in-banner](http://academics.umw.edu/registrar/students/online-registration-in-banner/students/registration-overrides-in-banner).

## HIGH SCHOOL STUDENTS

High school students who will be seniors in the fall are eligible to take classes in either the Fall or Spring, 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 22401-5300.

# PAYMENTS, REFUND POLICY, AND PROCEDURE FOR WITHDRAWING OR DROPPING COURSES

## PAYMENT OF FALL SEMESTER FEES

All Spring 2017 semester payments for continuing students must be received in the Office of Student Accounts by the due date on the student's bill which will be posted in EaglePAY. For students receiving financial aid, awards will appear as credits on the Spring 2017 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, which will be posted in EaglePAY. 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 at the Fredericksburg Campus or their Academic Advisor at the Stafford Campus 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 comprehensive fees. Students enrolled only in the eight-week session courses should see the corresponding withdrawal schedule.

DATE	REIMBURSEMENT
Prior to Jan 16	100%
Jan 16 - Jan 20	100%
Jan 21 - Jan 27	80%
Jan 28 - Feb 3	60%
Feb 4 - Feb 10	40%
Feb 11 - Feb 17	20%
After Feb 17	0%

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

## REIMBURSEMENT FOR WITHDRAWING – EIGHT-WEEK SESSIONS

UMW students who are enrolled in eight-week session courses are entitled to reimbursement based on the following timetable. Students may not withdraw from UMW if they have received a grade in a course in an already-completed session of the semester.

### FIRST EIGHT-WEEK SESSION

Reimbursement Schedule  
Withdrawing from all courses

DATE	REIMBURSEMENT
Prior to Jan 16	100%
Jan 16 - Jan 20	100%
Jan 21 - Jan 27	50%
After Jan 27	0%

### SECOND EIGHT-WEEK SESSION

Reimbursement Schedule  
Withdrawing from all courses

DATE	REIMBURSEMENT
Prior to Mar 13	100%
Mar 13- Mar 17	100%
Mar 18 - Mar 24	50%
After Mar 24	0%

## REIMBURSEMENT FOR DROPPED COURSES

Dropped courses are subject to the following reimbursement schedule for tuition and comprehensive fees. Students enrolled only in the eight-week session courses should see the corresponding schedule for dropping courses.

DATE	REIMBURSEMENT
Prior to Jan 16	100%
Jan 16 - Feb 3	100%
After Feb 3	0%

## REIMBURSEMENT FOR DROPPED COURSES – EIGHT-WEEK SESSIONS

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

### FIRST EIGHT-WEEK SESSION

Reimbursement Schedule for  
Dropping a Course

DATE	REIMBURSEMENT
Prior to Jan 16	100%
Jan 16 - Jan 25	100%
After Jan 25	0%

### SECOND EIGHT-WEEK SESSION

Reimbursement Schedule for  
Dropping a Course

DATE	REIMBURSEMENT
Prior to Mar 13	100%
Mar 13 - Mar 22	100%
After Mar 22	0%

NOTE: Offices are closed on Saturdays. Documents may be placed in the Stafford Campus 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.

**WITHDRAWING.....Student has no remaining classes**  
**DROPPING.....Student has at least one class remaining**



# UNIVERSITY OF MARY WASHINGTON – FREDERICKSBURG CAMPUS





# UNIVERSITY OF MARY WASHINGTON – STAFFORD CAMPUS



**OFFICE OF THE REGISTRAR**

Fredericksburg Campus  
Lee Hall 206  
Phone: (540) 654-1063  
Fax: (540) 654-2145

Stafford Campus  
South Building 144  
Phone: (540) 286-8008  
Fax: (540) 286-8005

Office Use Only

DATE \_\_\_\_\_

USER \_\_\_\_\_

**COURSE CHANGE REQUEST**Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Term: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**A. COURSES TO BE DROPPED:** Indicate below the courses to be dropped from your schedule for the current term. Courses may be dropped without instructor or advisor signatures during the first three weeks of the term. A course drop is not official until this form is completed and received by the Office of the Registrar. You are required to see the Athletic, Financial Aid, and Housing offices to determine how an underload will affect your status.

CRN	Course	Sect	Abbreviated Course Title

**B. COURSES TO BE ADDED:** Courses may be added during the Add/Drop period and during the first week of the semester only. If the total number of credits taken this term, including the course(s) added below, creates an overload, approval must be obtained from the Office of Academic Services.

CRN	Course	Sect	Grade Type		Repeat Course*	Abbreviated Course Title
			Graded	P/F or S/U		

\*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 three courses may be repeated in a single semester.

Overload Authorization (Academic Services or Stafford) MAX: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
Students must pay additional fees for taking more than 18 credits

**C. PASS/FAIL CHANGES:** Use this section to change to or from a pass/fail grade.

CRN	Course	Sect	Change To:		Abbreviated Course Title
			Graded	P/F or S/U	

**TOTAL CREDITS** registered for this term,  
including the above changes: \_\_\_\_\_

I accept responsibility for my course schedule, including the above change(s).

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