GUIDE TO REGISTRATION

TABLE OF CONTENTS

Introduction and Contact Information .....................................................................................1
Important Dates ...........................................................................................................................2-3
Tuition and Fees ..........................................................................................................................4
Registration Instructions ..............................................................................................................5
Summer Housing Information ...................................................................................................6
Summer Campus Services ........................................................................................................6-7
Academic Policies .......................................................................................................................7
General Education Requirements ..............................................................................................8
Online Course Lists and Registration .......................................................................................9
Campus Maps ............................................................................................................................10-11
REGISTRATION FORM ........................................................................................................12
BIOGRAPHIC/DEMOGRAPHIC FORM .................................................................................13
HIGH SCHOOL STUDENT SUMMER SESSION APPLICATION .......................................14
AUDIT APPLICATION AND REGISTRATION ..........................................................................15
APPLICATION FOR VIRGINIA IN-STATE TUITION RATES ................................................16
WELCOME TO SUMMER SESSION 2017! - A great time to catch up, get ahead, or take something new

Each of UMW’s three colleges has a strong schedule of undergraduate and graduate courses. Courses that meet major or concentration requirements are scheduled along with courses that fulfill general education requirements (see page 8 for the complete list). With 183 sections available, the summer session schedule at UMW has an assortment of interesting classes in a wide variety of subject areas: arts, business, education, english, languages, literature, philosophy, mathematics, sciences, and social sciences (to name just a few).

Summer classes are smaller and the course load in any one term is more limited and that makes it easier to focus on each class.

In an effort to provide increased flexibility and variety, even more courses will be offered in fully online formats. Forty-eight (55) online sections are being offered, and these are clearly marked on the course schedule.

To view the course schedule, go to academics.umw.edu/registrar. Select the option for “Course Schedules and Registration,” then the option for “Schedule of Courses,” and follow the instructions provided. Select Summer 2017 as the term and then the appropriate campus in order to see the courses offered.

UMW’s summer session serves many different purposes:
- UMW Students: get ahead on work toward a degree or “catch up” by taking a course you need and haven’t been able to take
- Visiting students: take courses to transfer to another college or university
- Qualified high school students: take a summer class to experience the challenges of college-level work
- Community members: see how taking a summer class offers a great chance to learn more about a topic of interest.

Contact the Office of the Registrar if you have questions about enrolling in summer courses. To learn about the objectives and requirements of any of the courses being offered, contact the instructor.

IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>FREDERICKSBURG CAMPUS OFFICES</th>
<th>STAFFORD CAMPUS OFFICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services........................654-1010</td>
<td>Admissions........................286-8088</td>
</tr>
<tr>
<td>Disability Resources...................654-1266</td>
<td>Library............................286-8025</td>
</tr>
<tr>
<td>Parking Office...........................654-1129</td>
<td>Summer Session Information.....286-8031</td>
</tr>
<tr>
<td>Registrar..................................654-1063</td>
<td>Security............................286-8055</td>
</tr>
<tr>
<td>Summer Session Information..........654-1063</td>
<td>Student Accounts.................286-8058</td>
</tr>
<tr>
<td>Bookstore..................................654-1017</td>
<td>Financial Aid.....................654-2468</td>
</tr>
<tr>
<td>EagleOne Center.........................654-1005</td>
<td>Course Registration.............286-8031</td>
</tr>
<tr>
<td>Financial Aid Office..................654-2468</td>
<td>Disability Resources..........654-1266</td>
</tr>
<tr>
<td>Center for Career and Professional Development...654-5646</td>
<td>Registrar..........................286-8008</td>
</tr>
<tr>
<td>Simpson Library........................654-1125</td>
<td></td>
</tr>
<tr>
<td>Police.....................................654-1025</td>
<td></td>
</tr>
<tr>
<td>Student Accounts.......................654-1250</td>
<td></td>
</tr>
</tbody>
</table>

POLICY STATEMENT REGARDING CHANGES IN THE COURSE OFFERINGS

Classes listed in the “Schedule of Courses” on the Registrar’s website may be cancelled because of low enrollment or other unforeseen circumstances. In the event that a class is cancelled, reasonable efforts will be made to contact students affected.

AAEEO POLICY STATEMENT

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, gender identity, veteran status, or age in recruiting, admitting, or 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.

DISABILITY RESOURCES

Students requesting ADA academic accommodations must contact the Office of Disability Resources PRIOR to the summer term by calling (540) 654-1266. Current, professional documentation of the disability must be submitted as soon as possible in order to ensure timely arrangement of approved accommodations.
IMPORTANT DATES FOR SUMMER SESSION 2017

March 13 .......................................................................................................................... Registration begins

MAY/JUNE TERM

May/June term courses are generally offered at the Fredericksburg campus

May 19 ..................................................................................................................................................................... Residency halls open 10 a.m.
May 22 .......................................................................................................................................................... Classes begin
May 24 ..................................................................................................................................................................... Last day to register or add classes for the May/June term
May 26 .......................................................................................................................................................... Last day to receive a 100% refund for dropped class
May 29 ..................................................................................................................................................................... Memorial Day holiday; no class meetings

Daytime classes are made up on Friday, June 2. Evening classes will be made up on the first open evening (contact course instructor)

May 30 .......................................................................................................................................................... Last day to drop a course without grade of “W”
May 31 .......................................................................................................................................................... Last day to receive a 50% refund for dropped classes; no refund after this date for dropped classes
June 5 .......................................................................................................................................................... Last day to withdraw from a course without an automatic grade of “F”; last day to change to/from pass/fail
June 20 .......................................................................................................................................................... Last day of classes for May/June term; last day to withdraw from May/June term (all classes)
June 21 .......................................................................................................................................................... Reading Day
June 22 .......................................................................................................................................................... Exams
June 23 .......................................................................................................................................................... Residence halls close 10 a.m. (for May/June session only students)

JUNE/JULY TERM

June/July term courses are generally offered at the Fredericksburg campus

June 25 .......................................................................................................................................................... Residence halls open 2 p.m. (for June/July session only students)
June 26 .......................................................................................................................................................... Classes begin for the June/July term
June 28 .......................................................................................................................................................... Last day to register or add classes for the June/July term
June 30 .......................................................................................................................................................... Last day to receive a 100% refund for dropped classes
June 30 .......................................................................................................................................................... Last day to drop a course without a grade of “W”
July 3-4 .......................................................................................................................................................... Independence Day holiday; no class meetings

Daytime classes are made up on Friday, July 7 & Friday, July 14. Evening classes will be made up on the first open evenings (contact course instructor)

July 5 .......................................................................................................................................................... Last day to receive a 50% refund for dropped classes; no refund after this date for dropped classes
July 11 .......................................................................................................................................................... Last day to withdraw from a course without an automatic grade of “F”, last day to change to/from pass/fail
July 25 .......................................................................................................................................................... Last day of classes for June/July term; last day to withdraw from June/July term (all classes; if only registered for courses in the June/July term)
July 26 .......................................................................................................................................................... Reading Day
July 27 .......................................................................................................................................................... Exams
July 28 .......................................................................................................................................................... Residence halls close 10 a.m. (for all summer students)

COURSES OFFERED AT SPECIAL TIMES AND LOCATIONS: ADD, DROP, WITHDRAW, AND REFUND DATES

Students taking courses taught at special times must consult the individual course listing for class meeting dates and times.

For Study Abroad Programs: No changes may be made in the student’s enrollment status once the trip has begun.

Individual studies, internships, readings, and senior research courses are subject to the same deadlines and refund policies as regularly scheduled 10-week courses.

TEN-WEEK AND EIGHT-WEEK COURSES – SEE THE CALENDAR OF DATES ON PAGE 3
IMPORTANT DATES FOR SUMMER SESSION 2017

March 13........................................................................................................................................ Registration begins

TEN-WEEK COURSES

Refund dates, College of Education (COE) Courses: 100% up to May 19; 50% from May 20–May 24; 0% after May 24,
Refund dates, All Other Courses: 100% up to May 26; 50% from May 27–May 31; 0% after May 31

May 15..................................................................................................................................................College of Education (COE) Classes begin
May 19.................................................................................................................................................. Last day to register for or add COE 10-week classes
May 19.................................................................................................................................................. Residence halls open 10 a.m
May 22..................................................................................................................................................All Other 10-week Classes begin
May 26.................................................................................................................................................. Last day to register for or add other 10-week classes;
                                                                                                                                                  Last day to drop COE courses without a grade of “W”
May 29..................................................................................................................................................Memorial Day holiday; no class meetings;
                                                                                                                                                  Daytime classes are made up on Friday, June 2. Evening classes will be made up on the first open evening (contact course instructor)
June 2...................................................................................................................................................Deadline for ALL summer internships
June 2................................................................................................................................................... Last day to drop other courses without a grade of “W”
June 23..........................................................Last day to withdraw from COE 10-week courses without an automatic grade of “F”;
                                                                                                                                                  Last day to change to/from pass/fail
June 30........................................................ Last day to withdraw from other 10-week courses without an automatic grade of “F”;
                                                                                                                                                  Last day to change to/from pass/fail
July 3-4.................................................................................................................................................. Independence Day holiday; no class meetings;
                                                                                                                                                  Daytime classes are made up on Friday, July 7 & Friday, July 14. Evening classes will be made up on the first open evenings (contact course instructor)
July 14.................................................................................................................................................. Last day to withdraw from the COE 10-week term
July 20.................................................................................................................................................. Last day for 10-week term for COE classes
July 21.................................................................................................................................................. Last day to withdraw from the 10-week term for all other classes
July 27.................................................................................................................................................. Last day of the 10-week term for all other classes
July 28.................................................................................................................................................. Residence Halls close 10 a.m. (for all summer students)

NOTE: Exams for ten-week classes are held on the final day of the course.

EIGHT-WEEK COURSES

Refund dates: 100% up to May 26; 50% from May 27–May 31; 0% after May 31

May 22.................................................................................................................................................. Classes begin
May 26.................................................................................................................................................. Last day to register for or add eight-week courses
May 29.................................................................................................................................................. Memorial Day holiday;
                                                                                                                                                  Evening classes will be made up on the first open evening (contact course instructor)
June 2................................................................................................................................................... Deadline for ALL summer internships
June 2................................................................................................................................................... Last day to drop a course without a grade of “W”
June 9.................................................................................................................................................... Last day to withdraw from a course without an automatic grade of “F”;
                                                                                                                                                  Last day to change to/from pass/fail
July 3-4.................................................................................................................................................. Independence Day holiday; no class meetings;
                                                                                                                                                  Daytime classes are made up on Friday, July 7 & Friday, July 14. Evening classes will be made up on the first open evenings (contact course instructor)
July 7.................................................................................................................................................... Last day to withdraw from eight-week term (all classes)
July 14.................................................................................................................................................. Last day of classes of the eight-week term

NOTE: Exams for eight-week classes are held on the final day of the course.

FALL 2017

August 28............................................................................................................................................. Fall classes begin
**SUMMER TUITION AND FEES**

**Processing fee** (paid by all students): ....................................................................................................................................................... $30

**Undergraduate tuition and fees:**
- Virginia resident......................................................................................................................................................... $413/credit hour
- Non-Virginia resident ............................................................................................................................................$1,018/credit hour

**Graduate tuition and fees:**
- Virginia resident......................................................................................................................................................... $531/credit hour
- Non-Virginia resident ............................................................................................................................................$1,024/credit hour

**MSGA Program tuition and fees:**
- Virginia resident......................................................................................................................................................... $631/credit hour
- Non-Virginia resident ............................................................................................................................................$1,124/credit hour

**Summer School will be in the UMW Apartments. The pricing (per session) is as follows:**
- Single occupancy room ................................................................................................................................................... $1,510/term
- Double occupancy room .................................................................................................................................................$1,243/term
- Triple occupancy room ....................................................................................................................................................$1,119/term

**Meal Plans (residential students are required to have a meal plan)**
- 15 Meal Block Plan (commuter students only) ...............................................................................................................$129/term
- 30 Meal Block Plan ..............................................................................................................................................................$256/term
- 50 Meal Block Plan ...............................................................................................................................................................$373/term

**Parking (fee required for Fredericksburg campus only): ...................... $35/term five-week term; $55 for eight-week term; $70 for 10-week term**

**PAYMENT OF TUITION AND FEES**

**UMW DEGREE-SEEKING STUDENTS** will be billed for summer session expenses to their UMW email addresses.

For **ALL NON-DEGREE STUDENTS**, full payment of tuition and fees is due along with registration materials. All checks should be made payable to the University of Mary Washington.

All students should take note of the refund schedules. Address questions concerning payment to:
- Office of Student Accounts
- University of Mary Washington
- Fredericksburg, VA 22401
- (540) 654-1250 or 286-8058 (Stafford campus students)

**TUITION REFUND SCHEDULE**

The refund schedules outlined below are effective for summer 2017. Please contact the Office of the Registrar immediately if you are not planning to attend. Non-attendance does not constitute an automatic cancellation nor does it relieve the student of the responsibility of payment for courses not dropped officially.

**May/June Term, Eight-week and Ten-week courses:**
- Prior to May 22, 2017 ................................................. 100%
- May 22, 2017 through May 26, 2017 ................. 100%
- May 27, 2017 through May 31, 2017 ......................... 50%
- After May 31, 2017 .......................................................... 0%

**June/July Term:**
- Prior to June 26, 2017 ................................................. 100%
- June 26, 2017 through June 30, 2017 ................. 100%
- July 1, 2017 through July 5, 2017 ......................... 50%
- After July 5, 2017 .......................................................... 0%

Please note that online courses are subject to the same refund policy as on-campus courses. Individual studies, internships, readings, and senior research courses are also subject to the same refund policy as regularly scheduled courses. For policies regarding refunds for study abroad courses, contact the Center for International Education (654-1261).

**College of Education Ten-Week Graduate Courses:**
- Prior to May 15, 2017 ................................................. 100%
- May 15, 2017 through May 19, 2017 ......................... 100%

**RESIDENTIAL AND MEAL PLAN REFUND SCHEDULE**

Residential and meal plan charges will be assessed and refunded on a daily rate. See the terms of the Summer Housing Agreement.
INSTRUCTIONS FOR REGISTRATION

Registration begins March 13, 2017. All forms are available on the website for the Office of the Registrar at academics.umw.edu/registrar/forms. Please read the section on Academic Policies (page 7) before completing your Summer Course Registration and Fees form.

Grades will be available online at the end of each of the summer terms for all students.

CONTINUING STUDENTS
Continuing UMW degree-seeking students who attended during the fall 2016 and/or spring 2017 terms may register without completing a Summer Session Biographic and Demographic Information form. Continuing UMW degree-seeking students will be billed for summer session tuition and fees. If you have filed an Application for Virginia In-State Tuition form either during the fall 2016 or spring 2017 terms, you need not file again for the summer session. An advisor’s signature is not required for summer session enrollment; however, it is strongly recommended that you speak with your advisor to ensure that the courses you have chosen will help you complete degree requirements. Non-degree students intending to apply for admission to a University of Mary Washington degree program must do so before completing 30 credits of graded work at Mary Washington.

Continuing UMW students may register by mail (see the addresses below), in person at the Office of the Registrar, or at the Stafford campus, or online via Banner. Online registration instructions are on page 9 of this booklet. When registering by mail or in person, the materials you’ll need to complete and return are:

- Summer Session Course Registration and Fees form
- Summer Housing Application (if housing is requested)

NEW NON-DEGREE STUDENTS
Students who attend other institutions and new non-degree students who have not attended UMW during the 2016-2017 academic year are welcome to attend the summer session. (High school students, see section in next column.) Admission for attendance during the UMW summer session is not an admission to a degree program at the University. Students wishing to apply for admission to a degree program should contact the Office of Admissions in Lee Hall or at the Stafford Campus.

Materials to complete and return:
(all forms are available at academics.umw.edu/registrar/forms)

- Summer Session Biographic and Demographic Information form
- Application for Virginia In-State Tuition
- Summer Session Course Registration and Fees form
- Payment of tuition and fees and housing deposit (if applicable)
- Transcripts from other colleges you have attended (if the course you wish to take has a prerequisite(s) that you have had at another college, or if it is a graduate course.)

HIGH SCHOOL STUDENTS
Qualified high school students are welcome to attend the summer session. To do so, the high school student should submit the high school application, a letter of recommendation from the guidance counselor or principal of the school, and an official high school transcript. The high school application is available at academics.umw.edu/registrar/forms. Students will be notified of their acceptance and asked to send (forms available at academics.umw.edu/registrar/forms):

- Summer Course Registration and Fees form
- Application for Virginia In-State Tuition form
- Payment of tuition and fees and housing deposit (if applicable)

AUDIT REGISTRATION
Auditing (sitting in on a course for no credit) is allowed by written permission of the instructor in courses in which space is available. The fee is $30 (non-refundable) per credit hour. Students should submit the Audit Application and Registration form. Au pairs should bring their visa when registering to audit. Please consult the audit policies and restrictions, found at academics.umw.edu/registrar/registration-instructions-for-nondegree-students-and-auditors

FOR REGISTRATION BY MAIL OR IN PERSON, RETURN REQUIRED MATERIALS TO:

FOR COURSES ON THE FREDERICKSBURG CAMPUS
Office of the Registrar, Summer Session
University of Mary Washington
1301 College Ave.
Fredericksburg, VA 22401

FOR COURSES ON THE STAFFORD CAMPUS
University of Mary Washington
Stafford Campus
Registration
121 University Blvd.
Fredericksburg, VA 22406

NOTE: all forms mentioned on this page are available at the back of this booklet.
SUMMER HOUSING INFORMATION

Students wishing to obtain on-campus summer housing should review information at students.umw.edu/residencelife/summer. Submitting an online application form from that webpage is essential to notify the Office of Residence Life of your request for housing. The application must be submitted electronically no later than April 3, 2017 to participate in the first-round of approval and housing assignments. All applications received after April 3 will be approved and assigned on a rolling basis. Summer housing is located in the UMW Apartments and most rooms will be double occupancy. Please see the section on Tuition and Fees for room costs. Single rooms will be available only as space permits. If available, singles will be limited and early registration is encouraged to increase the possibility of securing one. All residence life and housing policies are in effect during the summer session; these can be found in the Student Handbook.

SUMMER CAMPUS SERVICES

Computer Facilities: A computer lab with Windows computers will be available in the basement of Trinkle Hall, Room B-12. Hours of operation and availability of student aide assistance for this lab will be posted. The Hurley Convergence Center also has a computer lab and several self-service “collaboration” rooms and spaces outfitted with a computer and display screen. Computer labs are also available in the South Building on the Stafford campus.

Bookstore: The University Bookstore offers course materials for classes on the Fredericksburg campus both in-store and online. Course materials are available for sale or rent through the UMW Bookstore website at umw.edu/bookstore. The Bookstore, located in Lee Hall, also carries a wide range of supplies, personal and gift items, and UMW apparel.

Financial Assistance: UMW provides limited part-time employment opportunities to assist students in meeting summer session costs. For information and applications, contact the Office of Financial Aid at (540) 654-2468.

Grades: Grades for all students will be available online at the end of each of the summer terms. To view grades online, select the “Final Grades” option from the student records menu in Banner.

Health Center: The Health Center will operate during the summer session. All residential students wishing service, including emergencies, must have a Medical Information form on file in the Health Center. Continuing UMW students may use their Medical Information form that is already on file. Non-continuing summer residential students must complete the Health Form and submit it to the Health Center.

Identification Cards: Student identification cards are obtained through the EagleOne ID Card Center located in Lee Hall, room 110. The Library on the Stafford campus also provides identification cards. ID cards are used for meals, on and off campus purchases, and library checkout. They are also needed for admission to the fitness center, tennis courts, and University-sponsored events. The card is the property of the University, and is not transferable, and may not be loaned.

Internships: Internships for the summer may be arranged through the Center for Career and Professional Development, University Center, room 206. All internships for the summer must be registered by June 2, 2017.

Library: The Simpson Library’s dynamic information portal libraries.umw.edu provides access to guides to library services, subject-specific research guides, links to library resources, and the library’s on-line catalog. The library has an extensive collection of print format books and periodicals in addition to a wide array of online resources ranging from full-text books, periodicals, and indexes. The reference desk is staffed with librarians who provide assistance in students’ research needs. The summer session hours of operation at the main library are Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to Noon. The Stafford campus library’s summer hours are Monday through Thursday, 12 to 9 p.m., Friday, 12 to 5 p.m., and Saturday, 9 a.m. to 3 p.m.

Meals: Summer session residential students must select a summer meal plan for each five week summer term. The specific details of each meal plan will be outlined on the Residence Life and Dining Services web sites during the Spring semester.

Motor Vehicle Registration: All motor vehicles operated by University of Mary Washington students must be registered with the Office of Parking Management within 24 hours of bringing the vehicle to campus in order to be allowed parking privileges on campus. Failure to register a motor vehicle will result in both a fine and a review of privileges to operate a motor vehicle on campus. In order to register a vehicle, a student should bring both a valid operator’s license and vehicle registration to the Office of Parking Management in Lee Hall. New students who need to register their car may do so using the myUMW portal and may pay fees at the Cashiers office. Summer parking decals for the Fredericksburg campus are $35 for a 5-week term, $55 for an 8-week term, and $70 for a 10-week term. (These regulations do not apply at the Stafford or Dahlgren campuses.)

Parking: Students should not park vehicles in areas designated for faculty/staff parking or on the residential streets in the vicinity of the University. Illegally parked cars will be ticketed. For more information, see Parking at adminfinance.umw.edu/parking. During the summer sessions, students with a summer parking decal may park in any student space on campus.

UMW BOOKSTORE TEXTBOOK RETURN POLICIES

For textbooks purchased at the UMW Bookstore, the UMW Bookstore textbook return policy will be found stapled to your UMW Bookstore receipt. Details about textbook return policies are also available at the store’s website, umw.edu/bookstore, or by calling 540/654-1017.

May 19, 2017 is the last day to return or exchange a May/June session textbook.

June 30, 2017 is the last day to return or exchange a June/July session textbook.
ACADEMIC POLICIES

All academic regulations are in effect during the summer session. Students taking undergraduate courses should consult the academic policies in the Undergraduate Catalog, found at publications.umw.edu/undergraduatetocatalog/academic_policies. Students may also contact the Office of Services in Lee Hall 206.

Students taking graduate courses should consult the academic policies in the Graduate Catalog, available at publications.umw.edu/graduatetocatalog/admissions-and-enrollment. Students may also contact the designated academic advisors in the College of Business or the College of Education.

Below are specific policies, procedures, and regulations that apply generally to both campuses.

Course cancellations: Classes shown in the Schedule of Courses will be taught except for when unforeseeable circumstances arise. In the unlikely event a course is cancelled, the student will be given the option of enrolling in another course or receiving a full refund.

Course load maximums (undergraduate students): During the summer session, students may take a maximum of 18 credits. The maximum allowable course load in one five-week term is nine credits. Students wishing to exceed nine credits in one five-week term must receive permission from the Office of Academic Services for an overload.

Dropping or withdrawing from a course: Discontinuing attendance in a course does not constitute dropping the course. A course is not officially dropped unless the student has dropped the course online or completed the appropriate form in the Office of the Registrar or at the Stafford campus. Consult the calendars published in this document for deadlines.

Incomplete grades: Incomplete grades are issued on a case-by-case basis when students cannot complete the assigned work or final examination for a particular course due to unforeseen circumstances. Supporting documentation may be required. A grade of I is issued in lieu of an actual grade for the course. To secure permission for an incomplete grade, the student and faculty member must communicate in writing (such as an email), clearly stating the reason for the incomplete, the work to be completed, and the due date. If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite. Students must complete the course work by the specified contract date which will be no later than the last day of classes for the fall 2017 semester, whether enrolled in University course work or not. A grade of F will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade. The grade change must be submitted to the Office of the Registrar by the instructor no later than last day of classes for the fall 2017 semester.

Instructor-initiated drops: An instructor may drop a student from a class roster if the student fails to come to the first meeting of any class. Students who will miss the first class for legitimate reasons should contact the instructor in advance and make the necessary arrangements for keeping up with material that will be missed.

Pass/Fail: Students may take only one course during the entire summer session on a pass/fail basis. A grade of “PA” (pass) does not have an effect on the grade point average; however, a grade of “FA” (fail) counts the same as an “F” in a graded course and will lower the grade point average. Pass/fail grades are not the same as “S/U” grades (satisfactory, unsatisfactory) that are used to evaluate physical education courses. Courses taken pass/fail do not fulfill major or general education requirements.

Refunds: Refunds for courses dropped are granted according to the refund schedule published on page 4.

Repeating a Course: Students who have received a grade of “C-” or lower may repeat that course if they have not already received credit for a higher-level course for which the repeated course is a prerequisite. No more than three courses may be repeated during the entire summer session.
GENERAL EDUCATION REQUIREMENTS

A degree-seeking UMW student must complete the general education credits/courses as required by the degree program in which the student is enrolled. General education requirements may be completed by UMW coursework or by approved equivalent transfer coursework, as defined by the University’s transfer credit policies. With the exception of an internship taken to fulfill the Experiential Learning requirement, no General Education coursework may be completed on a pass/fail basis. To count for General Education purposes, a course MUST be designated as a General Education course in the official Schedule of Courses for the semester it is taken. (This rule applies to Speaking and Writing Intensive courses, too.) Courses tentatively scheduled for the 2017 summer session that meet various General Education requirements are listed below. The list is subject to change – check the online course schedule for current information and to see when the course will be offered.

### BA/BS General Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantitative Reasoning:</strong> (2 courses)</td>
<td>CPSC 110, DSCI 353, MATH 110, MATH 115A, MATH 120, MATH 122, MATH 200,</td>
</tr>
<tr>
<td></td>
<td>MATH 207, PHIL 151B</td>
</tr>
<tr>
<td><strong>Natural Science:</strong> (1 of the following course sequences)</td>
<td>BIOL 121-132, CHEM 111-112, GEOL 111-112, PHYS 101-102, PHYS 101-108,</td>
</tr>
<tr>
<td></td>
<td>PHYS 103-104</td>
</tr>
<tr>
<td><strong>Arts, Literature, and Performance:</strong> (2 courses, 1 appreciation, 1 process)</td>
<td>Appreciation: ARTH 114A, ARTH 115A, CLAS 110, ENGL 206A, THEA 111. Process: ARTS 105, COMM 209, CPSC 106, ENGL 202A, ENGL 207, ENGL 302A</td>
</tr>
<tr>
<td><strong>Global Inquiry:</strong> (1 course). CLAS 103, CLAS 105, CPSC 104, ECON 382, ENGL 206A, GEOG 101, GEOG 102, MDFL 201E, PSYC 399, RELG 210</td>
<td></td>
</tr>
<tr>
<td><strong>Human Experience and Society:</strong> (2 courses from two different disciplines; one must be from ANTH, ECON, GEOG, LING, PSCI, PSYC, or SOCG.)</td>
<td>CLAS 110, CLAS 211, ECON 201B, ECON 202B, GEOG 102, LING 101B, PHIL 101, PHIL 201, PHIL 202, PHIL 210, PHIL 226, PSCI 101A, PSCI 201, RELG 101, RELG 103, RELG 210, RELG 211, SOCG 155</td>
</tr>
<tr>
<td><strong>Language:</strong> (Intermediate competence). FREN 202, GERM 202, SPAN 202</td>
<td></td>
</tr>
<tr>
<td><strong>Experiential Learning:</strong> (1 faculty supervised experience). HISP 467, PSYC 322; as arranged by the student and faculty member.</td>
<td></td>
</tr>
</tbody>
</table>

### Speaking and Writing Intensive Courses

These apply to the BA/BS and the BLS General Education programs.
- **WRITING INTENSIVE (WI) courses in summer 2017**: CPSC 104, DSCI 259, EDUC 420D, ENGL 202A, ENGL 302A, ENGL 308, MATH 120, RELG 210, SOCG 304, SOCG 365
- **SPEAKING INTENSIVE (SI) courses in summer 2017**: COMM 205, COMM 209, CPSC 302, ENGL 206A, ENGL 206, ENGL 207, EUDC 420D, MATH 115A, MKTG 450, RELG 210, SOCG 365

### BLS General Education Requirements

See pages 217-218 of the 2016-2017 Undergraduate Academic Catalog, or [publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/bachelor-of-liberal-studies-general-education-requirements/](http://publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/bachelor-of-liberal-studies-general-education-requirements/). Courses listed above as part of the BA/BS General Education program will satisfy the corresponding BLS program general education requirements.

### BSN General Education Requirements

See page 231 of the 2016-2017 Undergraduate Catalog, or [publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/requirements-for-the-bachelor-of-science-in-nursing-bsn-completion-degree/](http://publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/requirements-for-the-bachelor-of-science-in-nursing-bsn-completion-degree/). Some of the courses listed above may be used to satisfy general education requirements in the BSN Program. Contact the Program Director, Dr. Pamela McCullough (pmccullo@umw.edu), for guidance.
REGISTERING FOR SUMMER SESSION COURSES:

ONLINE COURSE LISTS AND REGISTRATION INSTRUCTIONS

1. Online registration for the summer session will be available beginning March 13, 2017, for continuing UMW degree-seeking students. Detailed instructions for using the online registration system are available at academics.umw.edu/registrar/course-schedules-and-registration.

2. Advisors are not required to meet with students and approve course selections for summer session registration, although students are strongly encouraged to consult with their advisors about courses they plan to take in the summer. Please note: M.Ed. students at the Stafford campus must meet with their faculty advisors before they may register.

3. Registration appointment times are not assigned for summer session registration. Students may go online to register at any time starting on March 13 until registration closes.

4. The schedule of summer session courses is available at academics.umw.edu/registrar. This schedule is dynamic and is updated as soon as any course changes occur.

Select the option for “Schedule of Courses,” term summer 2017, and then select undergraduate or graduate level. Select the option for “Open Courses” (with the same term and level) to see a list of courses in which spaces are available.

5. Registration for courses requiring special permission of any kind (to take an overload, to take a course out of sequence, etc.) must be done in person at the Office of the Registrar (Lee Hall, room 206) or through the student’s academic advisor at the Stafford campus. Necessary forms, signed by all required parties, must be presented at the time of registration.

6. Registration for the fall 2017 semester overlaps part of the summer session registration period. Students will be able to register for fall 2017 during the assigned registration time after meeting with their advisor. (For Stafford campus students, only the M.Ed. program requires students to meet with an advisor before being able to register online.)

7. Prior to registering, students should check to see that there are no holds on their record. Students may see if there are any holds by selecting the “View Holds” option from the student menu in Banner. Holds will prevent students from registering online for the summer session, just as they do during online registration for the fall and spring semesters. Contact the appropriate office about a hold to resolve the problem and have the hold released. Once the hold is released, a student will be able to register.

8. When registering online or making schedule changes, STUDENTS SHOULD PRINT A COPY OF THEIR SCHEDULE.

9. NOTE: Once students have registered for summer classes, they will not be able to drop their last summer course without the assistance of a staff member in the Office of the Registrar.

UNIVERSITY BOOKSTORE SUMMER HOURS

SUMMER RUSH HOURS
Monday, May 15 ................................. 8 a.m. - 6 p.m.
Monday, June 26 ............................... 8 a.m. - 6 p.m.

SUMMER BOOKSTORE HOURS
Monday – Thursday, 9 a.m. - 5 p.m.; Friday, 9 a.m. - 3 p.m.
Bookstore Offices: Monday – Friday, 8 a.m. – 5 p.m.

Students may order books online at www.umw.edu/bookstore (click on “textbooks”).
Places to stay
Fredericksburg offers a variety of hotels for overnight visits, and many are within two to three miles of the UMW campus. Special discounts may apply for University of Mary Washington visitors at many of these hotels, so please be sure to ask. For a complete list of area hotels, visit fredericksburg-va.worldweb.com

Area Attractions
- Mary Washington House
- Kenmore Plantation (Home of Fielding Lewis and Betty Lewis, George Washington's sister)
- James Monroe Museum and Memorial Library
- Rising Sun Tavern
- National Park Service Visitor Center
- Gari Melchers Home and Studio
- National Historic District
- Ridderhof Martin Gallery and duPont Gallery

Visit Historic Fredericksburg
The Fredericksburg community is one of the fastest growing in Virginia with an area population exceeding 300,000. Fredericksburg is a blend of old and new. New is the dynamic retail, restaurant, and entertainment area of Central Park, which is balanced by the charm of the historic downtown area full of sites and interesting restaurants and shops. Please take time to explore Fredericksburg. You may want to begin with the Fredericksburg Visitor Center.
**SECTION II: TUITION AND FEES**

Use the costs listed below to calculate tuition and fee charges for summer, 2016. Write amounts in the column to the right.

<table>
<thead>
<tr>
<th>Processing Fee:</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>MSGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Resident:</td>
<td>$413 x (total # of credits)</td>
<td>$531 x (total # of credits)</td>
<td>$631 x (total # of credits)</td>
</tr>
<tr>
<td>Non-Virginia Resident:</td>
<td>$1,018 x (total # of credits)</td>
<td>$1,024 x (total # of credits)</td>
<td>$1,124 x (total # of credits)</td>
</tr>
</tbody>
</table>

**Parking Fees:**
(Fredericksburg campus only; 5-week term, $35; 8-week term $55; 10-week term, $70.)

**SECTION III: METHOD OF PAYMENT** (I agree to pay all tuition & fees relating to this Course Registration Request.)

UMW DEGREE PROGRAM STUDENTS will be billed. For ALL NON DEGREE STUDENTS, payment must accompany registration form for processing. Please make checks payable to University of Mary Washington. Do not send cash through the mail.

Signature: ____________________________ Date ____________________
Biographic and Demographic Information

SUMMER SESSION YEAR __________

NAME ______________________________________________________________   SSN _____________________

ADDRESS INFORMATION:
CURRENT MAILING ADDRESS: ____________________________________________________________________
_______________________________________________________________________________________________
BILLING ADDRESS:
NOTE: This is the person whom additional charges should be billed _________________________________________
__________________________________________________________________________________
SUMMER MAILING ADDRESS: ________________________________________________________
DAYTIME PHONE ___________________________ EVENING PHONE _____________________________________
DATE OF BIRTH __________________ (mo/day/yr)   PLACE OF BIRTH ____________________  SEX ❑ M ❑ F

DEMOGRAPHIC INFORMATION:
Note: This information in the demographic section is optional. Answers to these questions will not be used in a
discriminatory manner. Your cooperation is appreciated.

Are you Hispanic/Latino? ❑ Yes, Hispanic or Latino (including Spain) ❑ No

Regardless of your answer to the prior questions, please select one or more of the following ethnicities that best describe you:
❑ American Indian or Alaska Native (including all Original Peoples of the Americas)
❑ Asian (including Indian subcontinent and Philippines)
❑ Black or African American (including Africa and Caribbean)
❑ Native Hawaiian or Other Pacific Islander (Original Peoples)
❑ White (including Middle Eastern)

DOMICILE: Do you wish to claim tuition rates based on Virginia Domicile? ❑ Yes ❑ No __________

If yes, in which Virginia county or city are you a resident? __________________________________________

You must complete the Virginia In-State Tuition Form and submit it with this form.

ACADEMIC INFORMATION:
Have you attended the University of Mary Washington before? ❑ Yes ❑ No __________

If yes, please list the dates of attendance: ________________________________________________________

Have you been accepted as a degree-seeking student at Mary Washington for the Fall semester? ❑ Yes ❑ No __________

If yes, do you attest that you have earned at least a 2.0 grade point average and that you are/were in good academic
standing? ❑ Yes ❑ No __________

Name of Institution and Dates of Attendance __________ __________

Please read and sign the Honor Pledge, Arrangements Agreement, and Citizenship Statement on the right
side of this form. Also, you will need to complete a transcript request in the Office of the Registrar to have your transcript sent
to your home institution at the conclusion of the summer session.

Please read the UMW Education Records policy at academics.umw.edu/registrar/ferpa-policies-procedures-services/ferpa-and-educational-records/
**HIGH SCHOOL STUDENT SUMMER SESSION APPLICATION**

**YEAR** ________________

**NAME** __________________________________________________________ SSN ___________________

**last**  middle  **first**

**CURRENT MAILING ADDRESS ________________________________________________**

__________________________________________________________________________________________________________________________

**PHONE ___________________________________**

**DATE OF BIRTH_________(mo/day/yr)   PLACE OF BIRTH______________________**

**SEX**

❏ M  ❏ F

**DEMOGRAPHIC INFORMATION:**

*Note: This information in the demographic section is optional. Answers to these questions will not be used in a discriminatory manner. Your cooperation is appreciated.*

Are you Hispanic/Latino?  ❏ Yes, Hispanic or Latino (including Spain)  ❏ No

Regardless of your answer to the prior questions, please select one or more of the following ethnicities that best describe you:

❏ American Indian or Alaska Native (including all Original Peoples of the Americas)

❏ Asian (including Indian subcontinent and Philippines)

❏ Black or African American (including Africa and Caribbean)

❏ Native Hawaiian or Other Pacific Islander (Original Peoples)

❏ White (including Middle Eastern)

**CITIZENSHIP:** Country of Citizenship __________________________________________________________

If not a United States citizen, please indicate □ Permanent Resident □ VISA Holder

If VISA holder, indicate type __________________________________________________________

**STUDENT STATUS INFORMATION:**

Have you attended the University of Mary Washington before this summer term?  ❏ Yes  ❏ No

If yes, please provide dates you attended the University.

What high school are you attending? _____________

What courses (course number and title) do you wish to enroll in during the summer term?

____________________________________________________________________________

____________________________________________________________________________

Please provide the name/address of a parent/guardian to whom all tuition & fee bills & grade reports shall be mailed.

**Name:** ___________________________________________ **Phone:** __________________________

**Address:** ___________________________________________
Audit Application & Registration

Please print the information requested below:

Are you currently enrolled at the University of Mary Washington?  ❑ Yes  ❑ No
If yes, please complete items 1, 2, 3, and 11 below. Otherwise, complete the entire form.

1. Application for:  ❑ Summer  ❑ Spring  ❑ Fall

2. Full Legal Name: ________________________________________________________________

3. Social Security Number: ______-____-________  ( ___ ) ____________ ( ___ ) _____________

4. Local Address: ____________________________________________________________________

5. Please check the appropriate race/ethnic designation:

   NOTE: This information in the demographic section is optional. Answers to these questions will not be used in a discriminatory manner. Your cooperation is appreciated.

   Are you Hispanic/Latino?  ❑ Yes, Hispanic/Latino (including Spain)  ❑ No

   Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

   ❑ American Indian or Alaska Native (including all Original Peoples of the Americas)
   ❑ Asian (including Indian subcontinent and Philippines)
   ❑ Black or African American (including African and Caribbean)
   ❑ Native Hawaiian or Other Pacific Islander (Original Peoples)
   ❑ White (including Middle Eastern)

6. Sex: ❑ Male  ❑ Female

7. Place of Birth: __________________________

8. Date of Birth: ____/____/___

9. Do you live in Virginia?  ❑ Yes  ❑ No

   If yes, list county or city of residence __________________________

10. Have you ever attended the University of Mary Washington?  ❑ Yes  ❑ No

    If yes, when? __________________________

11. REGISTRATION

   CRN #  DSC  CRS  SUF  SCN  TITLE OF COURSE  NO. OF CREDITS  CHARGE

   Audit fee: $30.00 per credit hour (non-refundable)

   Instructor Signature: __________________________     Date: __________________________

   Instructor Signature: __________________________     Date: __________________________

   Instructor Signature: __________________________     Date: __________________________

The University of Mary Washington subscribes to the principles of equal 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 AA/EOO officer of the University. The information regarding race, sex, place and date of birth is requested for reports the University provides to Federal and other agencies collecting data to assure equal opportunity. Your cooperation is appreciated.

Student Signature: __________________________     Date: __________________________

Please read the UMW Education Records policy at academics.umw.edu/registrar/ferpa-policies-procedures-services/ferpa-and-educational-records/
This form should be completed if you are claiming entitlement to Virginia’s in-state tuition pursuant to section 23-7.4, Code of Virginia. Supporting documents and additional information may be requested.

Section A - Student Information

1) Name of applicant ____________________________________________________________
2) Social Security Number (optional) __________________________________ 3) Date of birth ____________________________
4) How long have you lived in Virginia? _____ year(s) _______ month(s)
5) Where have you lived, in the sense of physical presence, during the last two years? (List current address first.)
   Street address City State Zip code From To
   ___________________________________________________________________________________
   ___________________________________________________________________________________
6) Employment information for at least one year prior to the date for which in-state tuition rates are sought (If not employed, or if retired, please indicate.).
   Street address City State Zip code From To
   ___________________________________________________________________________________
   ___________________________________________________________________________________
7) Do your parents/legal guardian provide 50% or more of your financial support or claim you as a tax dependent? Yes  No
8) a.) If you are married, do you wish to claim eligibility for in-state tuition rates based on your spouse’s domicile? Yes  No
   b.) If Yes, does your spouse provide more than 50% of your financial support? Yes  No
9) Do any of the following characteristics apply to you? Place a check beside all that apply.
   ☐ Age 24 or older as of the first day of the term in which you intend to enroll
   ☐ Veteran or active duty member of the U.S. Armed Forces
   ☐ Graduate or first-professional student
   ☐ Ward of the court or was a ward of the court until age 18
   ☐ If both parents are deceased, no adoptive or legal guardian
   ☐ Legal dependents other than a spouse
10) In the last tax year did you file a state return to any state other than Virginia? If yes, please explain: ____________________________
11) For at least one year immediately prior to the term in which you are claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? If no, please explain: ____________________________
12) Are you a registered voter in Virginia? Date registered ______ Original ______ Re-registered ______
13) Do you hold a valid Virginia driver’s license? Date issued ______ Original ______ Renewal ______
   If no, indicate your driver’s license status: Hold in another state ______ Not licensed ______
14) Did you own or operate a motor vehicle registered in Virginia during the last year? Yes  No
   If no, indicate registration status: Registered in another state ______
   Did NOT own or operate a motor vehicle ______
15) Are you or your spouse an active duty member of the U.S. armed forces? Yes  No
   If No, continue to Question 16.
   If Yes, who is a member: self _____ spouse _____
   and answer the following:
   a.) Are Virginia income taxes paid on all military income? Yes  No
   If Yes, as of what date? ____________________________
   Where were you stationed on that date? ____________________________
   Please submit a copy of the most recent Leave and Earnings Statement.
   b.) If you are in the military, or if your spouse is, are you assigned to a Permanent Duty Station in Virginia? Yes  No
   If Yes, as of what date? ____________________________
   Where are you stationed? ____________________________
   Please submit a copy of the military orders permanently assigning you or your spouse to this station AND a copy of the military ID card showing your relationship to the military member.
16) Answer this question only if you live outside Virginia but work in Virginia:
   Will you have lived outside Virginia, been employed in Virginia, earned at least $15,080, and paid Virginia income taxes on all taxable income earned in this Commonwealth, for at least one year prior to the term in which you will enroll? Yes  No
   If Yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.

I certify under penalty of disciplinary action that the information I have provided is true.

Signature of applicant ____________________________ Date ____________

over, please
Section B - Parent, legal guardian, or spouse

This section must be completed by the applicant's parent, legal guardian, or spouse, who during the last tax year claimed the applicant as a dependent, or who, for the twelve months immediately preceding the first day of classes, provided more than half of the applicant's financial support.

1) Name of ❑ parent ❑ legal guardian ❑ spouse ____________________________

2) Citizenship ❑ U.S. ❑ U.S. permanent resident ❑ Non-U.S. Please specify visa type _________ Exp. date __________ (Please provide copy of I-94)

3) How long have you lived in Virginia? _______ year(s) ________ month(s)

4) Where have you lived, in the sense of physical presence, during the last two years? (List current address first.)

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________________________________________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___________________________________________________________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) Employment information for at least one year prior to the date for which in-state tuition rates are sought (If not employed, or if retired, please indicate.):

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>From</th>
<th>To</th>
<th>Full-time/part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________________________________________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___________________________________________________________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6) In the last tax year, did you file a state return to any state other than Virginia? If yes, please explain: ______________

7) Will you have claimed the applicant as a dependent on your federal and Virginia income tax return for the tax year prior to the term in which the applicant will enroll? If no, please explain: ______________

8) Will you have provided more than half of the applicant's financial support for at least twelve months prior to the term in which the applicant will enroll? If no, please explain: ______________

9) For at least one year immediately prior to the term in which the applicant is claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? If no, please explain: ______________

10) Are you a registered voter in Virginia? Date registered _____ Original ________ Re-registered _____

If no, indicate your registration status: Registered in another state _____ Not registered _____

11) Do you hold a valid Virginia driver's license? Date issued ________ Original ________ Renewal ________

If no, indicate your driver's license status: Hold in another state _____ Not licensed _____

12) Did you own or operate a motor vehicle registered in Virginia during the last year? If no, indicate your auto registration status: Registered in another state _____ Did NOT own or operate a motor vehicle _____

13) Are you or your spouse an active duty member of the U.S. armed forces?

Yes ❑ No ❑

If no, continue to Question 14.

14) Answer this question only if you live outside Virginia but work in Virginia:

Will you have lived outside Virginia, been employed in Virginia, earned at least $15,080, paid Virginia income taxes on all taxable income earned in this Commonwealth, and claimed the applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant is claiming in-state status?

Yes ❑ No ❑

If yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.

I certify that the information I have provided is true.

Signature of parent/guardian ____________________________ Date ___________