





# GUIDE TO REGISTRATION

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#### **SPRING 2011 Important Dates - Semester Courses**

Oct. 13-22	Spring 2011 advising
Oct. 22	Last day to withdraw from a fall 2010 course without receiving an F
Oct. 25 - Nov. 5	Spring 2011 Advance Registration
Nov. 8 - Dec. 3	Spring 2011 schedule adjustment period
Dec. 3	
Dec. 3	
Dec. 3	Last day of class fall 2010
Dec. 6 - 10	
Jan. 3	Online registration opens at 8 a.m. for course adjustment for spring 2011
Jan. 7	
Jan. 10	
Jan. 10	Late registration and in-person add/drop period begins at 8 a.m.
Jan. 14	Last day to register or add full semester courses for spring 2011. Must complete by 5 p.m.
Jan. 17	
Jan. 20	
Jan. 28	Last day to register for internships and individual study courses
	Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
Jan. 28	Last day to receive 100% reimbursement for dropping courses
	Last day to change to or from a pass/fail grade
	Spring Break
	Last day to withdraw from a course without receiving an F
	Advance Registration Period for fall 2011
*	Deadline for removal of incompletes from fall 2010
-	Last day to withdraw from the University for spring 2011
	Last day of classes for spring 2011
-	
-	
-	
•	
,	Spring 2011 Undergraduate Commencement
May 16, 2011	

### 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.

## SPRING 2011 Session Calendars First Eight-Week Session Calendar

Oct. 25	Spring 2011 Advance Registration begins for continuing graduate students
Nov. 11	
Jan. 10	First day of classes for first eight-week session
Courses ma	ay not be added after the first class meeting without permission of Department Chair.
Jan. 14	Last day to withdraw from first eight-week session without financial penalty
Jan. 17	
Jan. 19	Last day to drop a course from first eight-week session without a grade of W
Jan. 28	Last day to change to or from a pass/fail grade for first eight-week session
Feb. 9	Last day to withdraw from a course for first eight-week session without receiving an F
Feb. 25	Last day of classes for first eight-week session
Feb. 28 - March 4	Final examinations for first eight-week session

### **Second Eight-Week Session Calendar**

	First day of classes for second eight-week session rses may not be added after first class meeting without permission of Department Chair.
March 11	Last day to withdraw from second eight-week session without financial penalty
March 16	Last day to drop a course from second eight-week session without a grade of W
March 25	Last day to change to or from a pass/fail grade for second eight-week session
April 6 I	ast day to withdraw from a course for second eight-week session without receiving an F
April 22	Last day of classes for second eight-week session
April 22 Las	t 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 25 - 29	
May 6, 2011	Spring 2011 Graduate Commencement
May 7, 2011	Spring 2011 Undergraduate Commencement

# 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 EagleNet (https://eaglenet.umw.edu) 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.

Danielle Davis 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 2011 BA, BS, and BLS Students

- 1. Student registration appointment times will be available at www.umw.edu/ register, by Oct. 8. 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. 27.
- 3. Juniors may register online from their appointment time through 5 p.m., Friday, Oct. 29.
- 4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, Nov. 3.
- 5. Freshmen may register online from their appointment time through 5 p.m., Friday, Nov. 5.
- 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.
- 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. 13 - 22. 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 the end of the add/drop period for the 2011 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. The Registrar's Office is available to assist students with registration problems between 8 a.m. 5 p.m. during the online registration period.
- 2. Holds, such as those from Student Accounts, 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. 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.
- 4. Students must make pass/fail changes in person in the Office of the Registrar after the last day to add a course.
- 5. Students must register for the following courses and/or resolve the following issues in the Office of the Registrar:
  - Individual study courses
  - Internships
- 6. Student must resolve the following issues in the Office of Academic Services:
  - Overloads
  - Prerequisite/Co-requisite Waivers
  - Out-of-sequence forms
- 7. 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

### BPS, MED, MBA, and MSMIS Students

- Continuing degree students and those with an official leave of absence may register for spring 2011 from Oct. 25, 2010 Jan. 10, 2011. 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 fall tuition and fees. For more information about Banner, visit www.umw.edu/banner/
  students.
- 2. 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 Nov. 11. A re-enrollment form and full tuition must be submitted to their academic advisor on the Stafford Campus.
- 3. New degree students for spring 2011 may register online through the Banner system beginning Nov. 11.
- 4. Non-degree students registering for courses held at the Stafford Campus only may register beginning Nov. 29 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.
- 5. Returning M.Ed. and licensure students are required to meet with their faculty advisors. Each new M.Ed. student should meet with Constance Gallahan at the Stafford Campus.
- 6. 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.
- 7. Any student repeating a course or taking a credit overload must have approval from their academic advisor at the Stafford Campus.
- 8. 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 www.umw.edu/cas/acservices/schedules/final\_exams/default.php.

#### **Class of 2012 Degree Information**

Degree applications are due by Feb. 11, 2011. The class of 2012 will include students completing requirements during the summer of 2011, fall of 2011, and spring of 2012.

#### **Bookstore Information**

Go to **www.umw.edu/bookstore**. Textbooks for courses taught on the Stafford Campus are sold only online and are available at **mbsdirect.net**.

#### **Summer Transfer Credit**

Permission must be obtained to receive UMW transfer credit for summer 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, 2011, official transcripts for approved transfer courses taken in the fall of 2010.

#### **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 Academic Services. Students must register in person in the Office of the Registrar for any course for which a prerequisite is being waived.

#### Withdrawing With A GPA of Less Than 2.0

Any student voluntarily withdrawing from UMW with a GPA of less than 2.0 must apply for readmission through the Committee on Academic Standing. Contact the Office of Academic Services for more information.

#### **Pass/Fail Option**

The pass/fail option may be used only for elective courses. Courses taken **pass/fail** do not count for general education, ATC requirements, or the major program.

# Accessing Online Course Information – prerequisites, corequisites, and more

Find the links to online schedules of courses at **www.umw.edu/registrar/course\_ schedules\_registrat**. The schedules include all courses and information about each course. To learn about any restrictions for any course, such as prerequisites or corequisites, find the course in the listing, which will be followed by columns listing information about the course. Look under the column headings "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, 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, 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 **<u>both</u>** 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 requires POI and is closed, the instructor must put <u>both</u> 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.

#### **Payment of SPRING Semester Fees**

All spring 2011 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 2011 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 or the Office of Advising Services 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 eightweek session courses should see the withdrawal schedule below.

DATES	REIMBURSEMENT
Prior to Jan. 10	100%
Jan. 10 - 14	100%
Jan. 15 - 21	80%
Jan. 22 - 28	60%
Jan. 29 - Feb. 4	40%
Feb. 5 - 11	20%
After Feb. 11	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

#### SECOND EIGHT-WEEK SESSION

Reimbursement Schedule Withdrawing from all courses

DATE	REIMBURSEMENT	DATE	REIMBURSEMENT
Prior to Jan. 10	100%	Prior to March 7	100%
Jan. 10 - 14	100%	March 3 - 11	100%
Jan. 15 - 21	50%	March 12 - 18	50%
After Jan. 21	0%	After March 18	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 schedule for dropping courses below.

DATE	REIMBURSEMENT
Prior to Jan. 10	100%
Jan. 10 - 28	100%
After Jan. 28	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

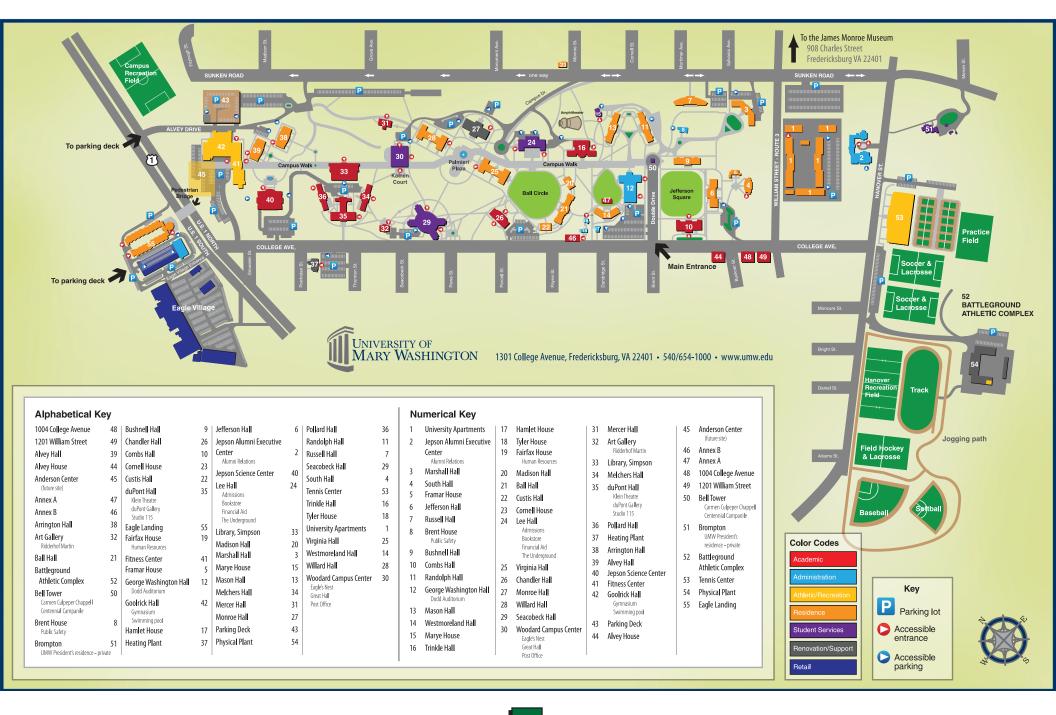
SECOND EIGHT-WEEK SESSION Reimbursement Schedule for

Dropping a Course

DATE	REIMBURSEMENT	DATE	REIMBURSEMENT
Prior to Jan. 10	100%	Prior to March 7	100%
Jan. 10 - 19	100%	March 7 - 16	100%
After Jan. 19	0%	After March 16	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.

#### **University of Mary Washington - Fredericksburg Campus**



#### **University of Mary Washington - Stafford Campus**





#### COURSE REGISTRATION REQUEST OFFICE OF THE REGISTRAR

Name _					IC	D#					_Term
	last	first	middle ir	itial							
Local M	ailing Address				D	aytime	Phone_				_ Email Address
Circle th	ne degree you d	are seeking:	BA/BS	BLS I	BPS	MEd	MBA	MS	MSMIS	MBA-MS	

A. COURSE REGISTRATION INFORMATION: Write your course request in the spaces below. Enter the course reference number (CRN) and course, including suffixes and section numbers, **EXACTLY** as they appear on the course listing on the Registrar's web page at www.umw.edu/registrar/course\_schedules\_registrat. Write the course credits for each course to be taken for a letter grade or pass/fail in the appropriate columns. Place the TOTAL credits for the term in the box below. Place a check in the Repeat Course column next to any course to be repeated. At the time of registration, students are required to have written, signed permission to take a major course at the campus other than the one at which they enrolled.

CRN			COURSE NUMBER											E TYPE	1 1			
									_				SE	CT	GRADED	GRADED P/F or S/U C		
TOTAL CREDITS										TOT	AL C	REC	DITS		1	Overload	Authorization (Academic Services or CGPS) MAX: Authorized by:	
															1		ust pay additional fees for taking more than 18 credits.	

B. ALTERNATIVE COURSES: The courses listed below may be used as alternatives to replace any of the above courses should they not be available.

CRN				COURSE NUMBER											GRADE TYPE GRADED P/F or S/U				
·	,																		*Derminian to Denert & Course

ADVISOR SIGNATURE	DATE	*Permission to Repeat a Course:
STUDENT SIGNATURE	DATE	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.

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