

**Cost of attending  
summer session has  
been reduced!  
See page 1!**



**Su**  
·summer·  
2014

## GUIDE TO REGISTRATION

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UNIVERSITY OF  
MARY WASHINGTON

*where great minds get to work*

## WELCOME TO SUMMER SESSION 2014!

The big news is that summer session tuition/fee rates have been "**frozen**" at 2013 rates, and rates for on-campus housing have been **cut by 20%** from last year's charges! This should help make taking classes this summer more affordable.

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 over 200 courses 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).

To view the course schedule, go to [academics.umw.edu/registrar](http://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 2014 as the term and then the appropriate campus in order to see the courses offered.

UMW's summer session serves many different purposes:

- Current UMW Students -- get ahead on work toward a degree or "catch up" by taking a course you need and haven't been able to get
- 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

### FREDERICKSBURG CAMPUS OFFICES

Academic and Career Services .....	654-1010
Disability Resources .....	654-1266
Parking Office .....	654-1129
Registrar .....	654-1063
Summer Session Information .....	654-1063
Bookstore .....	654-1017
EagleOne Center .....	654-1005
Financial Aid Office .....	654-2468
General Information .....	654-1000
Simpson Library .....	654-1125
Police .....	654-1025
Student Accounts .....	654-1250

### STAFFORD CAMPUS OFFICES

Admissions .....	286-8088
Advising Services .....	286-8030
Library .....	286-8025
Summer Session Information .....	286-8030
Security .....	286-8055
Student Accounts .....	286-8058
Financial Aid .....	654-2468
Course Registration .....	286-8030
Disability Resources .....	654-1266
Registrar .....	286-8008

## 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, 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 AAEO 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 2014

March 10 ..... Registration begins

### MAY/JUNE TERM

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

May 18.....Residence halls open 2 p.m.  
 May 19.....Classes begin  
 May 21.....Last day to register or add classes for the May/June term  
 May 23.....Last day to receive a 100% refund for dropped class  
 May 26.....Memorial Day holiday; no class meetings  
                   Daytime classes are made up on Friday, May 30. Evening classes will  
                   be made up on the first open evening (contact course instructor)  
 May 27.....Last day to drop a course without grade of "W"  
 May 28.....Last day to receive a 50% refund for dropped classes; no refund after this date for dropped classes  
 June 2.....Last day to withdraw from a course without an automatic grade of "F"; last day to change to/from pass/fail  
 June 17.....Last day of classes for May/June term; last day to withdraw from May/June term  
 June 18.....Reading Day  
 June 19.....Exams  
 June 20.....Residence halls close 10 a.m.

### JUNE/JULY TERM

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

June 22.....Residence halls open 2 p.m.  
 June 23.....Classes begin for the June/July term  
 June 25.....Last day to register or add classes for the June/July term  
 June 27.....Last day to receive a 100% refund for dropped classes  
 July 1.....Last day to drop a course without a grade of "W"  
 July 1.....Last day to receive a 50% refund for dropped classes;  
                   no refund after this date for dropped classes  
 July 4.....Independence Day holiday; Evening classes will  
                   be made up on the first open evening (contact course instructor)  
 July 7.....Last day to withdraw from a course without an automatic grade of "F";  
                   last day to change to/from pass/fail  
 July 22.....Last day of classes for June/July term; last day to withdraw from  
                   June/July term (if only registered for courses in the June/July term)  
 July 23.....Reading Day  
 July 24.....Exams  
 July 25.....Residence halls close 10 a.m.

### 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.

For College of Education (COE) undergraduate courses starting on May 12, refund dates follow those for ten-week COE graduate courses. Last day to register is May 16; last day to drop without a W grade is May 20; last day to withdraw without a grade of F is May 27. Classes end June 10. Reading day is June 11. Exams are on June 12.

### TEN-WEEK AND EIGHT-WEEK COURSES – SEE THE CALENDAR OF DATES ON PAGE 3

### FALL 2014

August 25 ..... Fall classes begin

## IMPORTANT DATES FOR SUMMER SESSION 2014

March 10 ..... Registration begins

### TEN-WEEK COURSES

Refund dates, College of Education Courses: 100% up to May 16; 50% from May 17-May 21; 0% after May 21,  
Refund dates, All Other Courses: 100% up to May 23; 50% from May 24-May 28; 0% after May 28

May 12 ..... College of Education (COE) Classes begin  
May 16 ..... Last day to register for or add COE 10-week classes  
May 18 ..... Residence halls open 2 p.m.  
May 19 ..... All Other 10-week Classes begin  
May 23 ..... Last day to register for or add other 10-week classes;  
Last day to drop COE courses without a grade of "W"  
May 26 ..... Memorial Day holiday; no class meetings;  
Evening classes will be made up on the first open evening (contact course instructor)  
May 30 ..... Deadline for ALL summer internships  
May 30 ..... Last day to drop other courses without a grade of "W"  
June 20 ..... Last day to withdraw from COE 10-week courses without an automatic grade of "F";  
Last day to change to/from pass/fail  
June 27 ..... Last day to withdraw from other 10-week courses without an automatic grade of "F";  
Last day to change to/from pass/fail  
July 4 ..... Independence Day holiday; no class meetings  
(contact course instructor for make up session information)  
July 11 ..... Last day to withdraw from the COE 10-week term  
July 17 ..... Last day for 10-week term for COE classes;  
July 18 ..... Last day to withdraw from the 10-week term for all other classes  
July 24 ..... Last day of the 10-week term for all other classes  
July 25 ..... Residence Halls close 10 a.m.

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

### EIGHT-WEEK COURSES

Refund dates: 100% up to May 23; 50% from May 24-May 28; 0% after May 28

May 19 ..... Classes begin  
May 23 ..... Last day to register for or add eight-week courses  
May 26 ..... Memorial Day holiday;  
Evening classes will be made up on the first open evening (contact course instructor)  
May 30 ..... Deadline for ALL summer internships  
May 30 ..... Last day to drop a course without a grade of "W"  
June 6 ..... Last day to withdraw from a course without an automatic grade of "F";  
Last day to change to/from pass/fail  
July 3 ..... Last day to withdraw from eight-week term  
July 4 ..... Independence Day holiday; no class meetings;  
Evening classes will be made up on the first open evening (contact course instructor)  
July 11 ..... 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 2014

August 25 ..... Fall classes begin

#### 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, [www.umw.edu/bookstore](http://www.umw.edu/bookstore), or by calling the Bookstore at 540-654-1017.

## SUMMER TUITION AND FEES

**Processing fee** (non-refundable, paid by all students): ..... \$30

### Undergraduate tuition and fees:

Virginia resident.....\$329/credit hour  
Non-Virginia resident.....\$841/credit hour

### Graduate tuition and fees:

Virginia resident.....\$426/credit hour  
Non-Virginia resident.....\$846/credit hour

### Housing fees:

Double occupancy room.....\$917/term  
Single occupancy room.....\$1,124/term

Meal plan for residential students is not required (\$350 per five week term is suggested "flex card" amount)\*

\*Meal schedule is tentatively Monday – Thursday during the summer sessions

**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 2014. 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.

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).

### May/June Term, Eight-week and Ten-week courses:

Prior to May 19, 2014..... 100%  
May 19, 2014 through May 23, 2014 ..... 100%  
May 24, 2014 through May 28, 2014..... 50%  
After May 28, 2014 ..... 0%

### June/July Term:

Prior to June 23, 2014..... 100%  
June 23, 2014 through June 27, 2014 ..... 100%  
June 28, 2013 through July 1, 2014 ..... 50%  
After July 1, 2014 ..... 0%

### College of Education Five-Week Undergraduate and Ten-Week Graduate Courses:

Prior to May 12..... 100%  
May 12, 2014 through May 16, 2014..... 100%  
May 17, 2014 through May 21, 2014 ..... 50%  
After May 21, 2014..... 0%

## RESIDENTIAL AND MEAL PLAN REFUND SCHEDULE

Residential and meal plan charges will be assessed and refunded on a daily rate.

## INSTRUCTIONS FOR REGISTRATION

Registration begins March 10, 2014. All forms are available on the website for the Office of the Registrar at [academics.umw.edu/registrar/downloadable-forms-for-summer-students](http://academics.umw.edu/registrar/downloadable-forms-for-summer-students). 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 2013 and/or spring 2014 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 2013 or spring 2014 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 assure 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 2013-2014 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/downloadable-forms-for-summer-students](http://academics.umw.edu/registrar/downloadable-forms-for-summer-students))

- 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
- 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/downloadable-forms-for-summer-students](http://academics.umw.edu/registrar/downloadable-forms-for-summer-students)

Students will be notified of their acceptance and asked to send (forms available at [academics.umw.edu/registrar/downloadable-forms-for-summer-students](http://academics.umw.edu/registrar/downloadable-forms-for-summer-students)):

- Summer Course Registration and Fees form
- Application for Virginia In-State Tuition form
- Payment of tuition and fees

### 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 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](http://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 housing during the summer should review information at URL [students.umw.edu/residencelife](http://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 14, 2014 to participate in first-round of approval and housing assignments. Students will be notified by April 18 of their housing assignments. All applications received after April 14 will be approved and assigned on a rolling basis. Summer housing is located in the air-conditioned Eagle Landing residence hall 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

(For more information regarding opportunities and services, please see the Student Handbook. See page one for important phone numbers.)

**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. 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](http://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 for 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 Office of Academic and Career Services, Lee Hall, room 308. All internships for the summer must be registered by May 30, 2014.

**Library:** The Simpson Library's dynamic information portal

[libraries.umw.edu](http://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, 1 to 9 p.m., Friday, 1 to 7 p.m., and Saturday, 9 a.m. to 3 p.m.

**Meals:** Summer session residential students may purchase Dining Flex Dollars for \$350 per five-week summer term. Dining Flex Dollars may be used for any meals throughout the five-week term. Please note that the tentative dining schedule is for meal service to be available from Monday through Thursday only. Unused Flex Dollars purchased for the May/June term will roll and be available for use in the June/July term. At the conclusion of the summer session, any unused Flex Dollars will not carry over and will be forfeited. Flex Dollars are only refundable if the student withdraws under the rules of the University. If additional money is needed during the summer session, it may be added to the student's Eagle One card.

**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 EagleNet 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](http://adminfinance.umw.edu/parking). During the summer sessions, students may park in any student space on campus.

## SUMMER CAMPUS SERVICES (CONTINUED)

**Multicultural Center:** Multicultural Student Affairs (and the James Farmer Multicultural Center) strives to facilitate students' learning and personal development, including that of under-represented groups, by increasing students' awareness and knowledge of diversity issues that frame both the individual and the community. The Center is located in Lee Hall, room 211.

**Transcript Services:** Students requiring an official transcript to be sent to another institution or agency at the end of the summer session must complete a transcript request via the online transcript request process available in EagleNet. Transcripts displaying summer grades will be mailed within two weeks of the completion of the summer session. Students may also request assistance on the Stafford campus or online at [academics.umw.edu/registrar/transcripts](https://academics.umw.edu/registrar/transcripts)

## 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/undergraduatedcatalog/academic\\_policies](https://publications.umw.edu/undergraduatedcatalog/academic_policies). Students may also contact the Office of Academic and Career Services in Lee Hall 206.

Students taking graduate courses should consult the academic policies in the Graduate Catalog, available at [publications.umw.edu/graduatecatalog/admissions-and-enrollment](https://publications.umw.edu/graduatecatalog/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 and Career 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.

**Services for Students with Disabilities:** The Office of Disability Resources coordinates reasonable and appropriate accommodations for qualified students with disabilities. These accommodations may include, but are not limited to, extended time on tests, note-taking assistance, sign language interpreters, enlarged print materials, permission to record lectures, and distraction-reduced testing sites.

In order to receive services, students must provide appropriate professional documentation of a substantially limiting condition and discuss appropriate accommodations with the Director of Disability Resources. Documentation guidelines for specific disabilities may be found on the Disability Resources website at [academics.umw.edu/disability](https://academics.umw.edu/disability) or by requesting it from the office at (540) 654-1266. The Director verifies the disability, determines reasonable accommodations in collaboration with the student, and acts as a liaison between students, faculty, and administration on issues relating to services or accommodations. The Office of Disability Resources is located in Lee Hall, room 401.

**Incomplete grades:** An incomplete grade is ONLY granted when the course work cannot be completed due to extensive illness or serious emergency in the final days of the term. Students taking courses on the Fredericksburg campus must contact the Office of Academic and Career Services to make arrangements for an incomplete. Students taking courses on the Stafford or Dahlgren campus should contact their academic advisor. These offices, in conjunction with the instructor, will approve or disapprove the request for the incomplete. If approved, the course work for the incomplete must be finished and the grade change submitted to the Office of the Registrar by the instructor no later than the "Last Day to Withdraw from a Course" during the fall term.

**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 2014 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

**Quantitative Reasoning:** (2 courses). BUAD 353, CPSC 110, CPSC 125, MATH 110, 115, 121, 122, 200, 201, PHIL 151, PSYC 360, SOCG 364

**Natural Science:** (1 of the following course sequences). BIOL 121-122, CHEM 111-112, EESC 110-GEOL 112, GEOL 111-112, PHYS 101-102, PHYS 101-108

**Arts, Literature, and Performance:** (2 courses, 1 appreciation, 1 process). Appreciation: ANTH 309, ARTH 114, ARTH 115, CLAS 110, ENGL 205, ENGL 206, ENGL 251, IDIS 204. Process: ARTS 105, COMM 209, CPSC 106, ENGL 202

**Global Inquiry:** (1 course). ANTH 101, CLAS 103, CLAS 105, ECON 382, ENGL 206, GEOG 101, HIST 372, HIST 390

**Human Experience and Society:** (2 courses from two different disciplines). ANTH 101, CLAS 110, CLAS 211, ECON 201, ECON 202, HISP 101, HIST 372, LING 101, PHIL 101, PHIL 210, PHIL 225, PHIL 260, PSCI 101, PSCI 201, PSYC 100, RELG 101, RELG 211

**Language:** (Intermediate competence). ARAB 101, 102; FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; SPAN 101, 102, 201, 202

**Experiential Learning:** (1 faculty supervised experience). As arranged by the student and faculty member.

### Speaking and Writing Intensive Courses

These apply to the BA/BS and the BLS General Education programs.

- WRITING INTENSIVE (WI) courses in summer 2014: BUAD 259, ECON 201, EDUC 420, ENGL 202, ENGL 205, ENGL 302A, HIST 314, HIST 320, HIST 380, HIST 390, PHYS 101, PHYS 102, SOCG 364, SOCG 365
- SPEAKING INTENSIVE (SI) courses in summer 2014: COMM 205, COMM 206, COMM 209, EDUC 420, ENGL 205, ENGL 207, HIST 314, HIST 320, HIST 380, HIST 390, MATH 115, MATH 321, SOCG 365

### BLS General Education Requirements

See pages 204-205 of the 2013-2014 Undergraduate Academic Catalog, or [publications.umw.edu/undergraduatedcatalog/courses-of-study/general-education/bachelor-of-liberal-studies-general-education-requirements/](http://publications.umw.edu/undergraduatedcatalog/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 meet the corresponding BLS requirements.

## REGISTERING FOR SUMMER SESSION COURSES:

### ONLINE COURSE LISTS AND REGISTRATION INSTRUCTIONS

1. Online registration for the summer session will be available beginning March 10, 2014, 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](http://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 10 until registration closes.
4. THE SCHEDULE OF SUMMER SESSION COURSES is available at [academics.umw.edu/registrar](http://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 2014, 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 Academic and Career Services Office (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 2014 semester overlaps part of the summer session registration period. Students will be able to register for fall 2014 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 19 .....8 a.m. - 6 p.m.

Monday, June 23 ..... 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](http://www.umw.edu/bookstore) (click on "textbooks").



# UMW Fredericksburg Campus

1300 College Avenue, Fredericksburg, VA 22403 • 540-654-1000 • [www.umw.edu](http://www.umw.edu)

**Key**

1	Business	11	Mathematics	21	Leisure	31	Health/Wellness	41	Student Center
2	Academics	12	Psychology	22	Engineering	32	Education	42	Library
3	Administration	13	Political Science	23	Computer Science	33	Communications	43	Student Union
4	Business	14	History	24	Art & Design	34	Public Administration	44	Student Government
5	Health Sciences	15	Environmental Science	25	Music	35	International Studies	45	Student Activities
6	Physical Education	16	Biological Sciences	26	Journalism	36	Management	46	Student Organizations
7	Physical Education	17	Chemistry	27	Graphic Arts	37	Information Systems	47	Student Organizations
8	Physical Education	18	Physics	28	Photography	38	Information Systems	48	Student Organizations
9	Physical Education	19	Mathematics	29	Visual Arts	39	Information Systems	49	Student Organizations
10	Physical Education	20	Mathematics	30	Visual Arts	40	Information Systems	50	Student Organizations
11	Physical Education	21	Mathematics	31	Visual Arts	41	Information Systems	51	Student Organizations
12	Physical Education	22	Mathematics	32	Visual Arts	42	Information Systems	52	Student Organizations
13	Physical Education	23	Mathematics	33	Visual Arts	43	Information Systems	53	Student Organizations
14	Physical Education	24	Mathematics	34	Visual Arts	44	Information Systems	54	Student Organizations
15	Physical Education	25	Mathematics	35	Visual Arts	45	Information Systems	55	Student Organizations
16	Physical Education	26	Mathematics	36	Visual Arts	46	Information Systems	56	Student Organizations
17	Physical Education	27	Mathematics	37	Visual Arts	47	Information Systems	57	Student Organizations
18	Physical Education	28	Mathematics	38	Visual Arts	48	Information Systems	58	Student Organizations
19	Physical Education	29	Mathematics	39	Visual Arts	49	Information Systems	59	Student Organizations
20	Physical Education	30	Mathematics	40	Visual Arts	50	Information Systems	60	Student Organizations
21	Physical Education	31	Mathematics	41	Visual Arts	51	Information Systems	61	Student Organizations
22	Physical Education	32	Mathematics	42	Visual Arts	52	Information Systems	62	Student Organizations
23	Physical Education	33	Mathematics	43	Visual Arts	53	Information Systems	63	Student Organizations
24	Physical Education	34	Mathematics	44	Visual Arts	54	Information Systems	64	Student Organizations
25	Physical Education	35	Mathematics	45	Visual Arts	55	Information Systems	65	Student Organizations
26	Physical Education	36	Mathematics	46	Visual Arts	56	Information Systems	66	Student Organizations
27	Physical Education	37	Mathematics	47	Visual Arts	57	Information Systems	67	Student Organizations
28	Physical Education	38	Mathematics	48	Visual Arts	58	Information Systems	68	Student Organizations
29	Physical Education	39	Mathematics	49	Visual Arts	59	Information Systems	69	Student Organizations
30	Physical Education	40	Mathematics	50	Visual Arts	60	Information Systems	70	Student Organizations
31	Physical Education	41	Mathematics	51	Visual Arts	61	Information Systems	71	Student Organizations
32	Physical Education	42	Mathematics	52	Visual Arts	62	Information Systems	72	Student Organizations
33	Physical Education	43	Mathematics	53	Visual Arts	63	Information Systems	73	Student Organizations
34	Physical Education	44	Mathematics	54	Visual Arts	64	Information Systems	74	Student Organizations
35	Physical Education	45	Mathematics	55	Visual Arts	65	Information Systems	75	Student Organizations
36	Physical Education	46	Mathematics	56	Visual Arts	66	Information Systems	76	Student Organizations
37	Physical Education	47	Mathematics	57	Visual Arts	67	Information Systems	77	Student Organizations
38	Physical Education	48	Mathematics	58	Visual Arts	68	Information Systems	78	Student Organizations
39	Physical Education	49	Mathematics	59	Visual Arts	69	Information Systems	79	Student Organizations
40	Physical Education	50	Mathematics	60	Visual Arts	70	Information Systems	80	Student Organizations
41	Physical Education	51	Mathematics	61	Visual Arts	71	Information Systems	81	Student Organizations
42	Physical Education	52	Mathematics	62	Visual Arts	72	Information Systems	82	Student Organizations
43	Physical Education	53	Mathematics	63	Visual Arts	73	Information Systems	83	Student Organizations
44	Physical Education	54	Mathematics	64	Visual Arts	74	Information Systems	84	Student Organizations
45	Physical Education	55	Mathematics	65	Visual Arts	75	Information Systems	85	Student Organizations
46	Physical Education	56	Mathematics	66	Visual Arts	76	Information Systems	86	Student Organizations
47	Physical Education	57	Mathematics	67	Visual Arts	77	Information Systems	87	Student Organizations
48	Physical Education	58	Mathematics	68	Visual Arts	78	Information Systems	88	Student Organizations
49	Physical Education	59	Mathematics	69	Visual Arts	79	Information Systems	89	Student Organizations
50	Physical Education	60	Mathematics	70	Visual Arts	80	Information Systems	90	Student Organizations
51	Physical Education	61	Mathematics	71	Visual Arts	81	Information Systems	91	Student Organizations
52	Physical Education	62	Mathematics	72	Visual Arts	82	Information Systems	92	Student Organizations
53	Physical Education	63	Mathematics	73	Visual Arts	83	Information Systems	93	Student Organizations
54	Physical Education	64	Mathematics	74	Visual Arts	84	Information Systems	94	Student Organizations
55	Physical Education	65	Mathematics	75	Visual Arts	85	Information Systems	95	Student Organizations
56	Physical Education	66	Mathematics	76	Visual Arts	86	Information Systems	96	Student Organizations
57	Physical Education	67	Mathematics	77	Visual Arts	87	Information Systems	97	Student Organizations
58	Physical Education	68	Mathematics	78	Visual Arts	88	Information Systems	98	Student Organizations
59	Physical Education	69	Mathematics	79	Visual Arts	89	Information Systems	99	Student Organizations
60	Physical Education	70	Mathematics	80	Visual Arts	90	Information Systems	100	Student Organizations

**Accessibility Key**

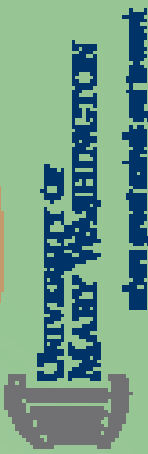
- Accessible path a road construction
- Accessible entrance
- Accessible parking

**Resting Key**

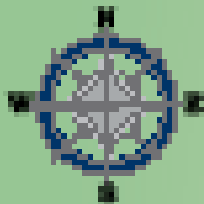
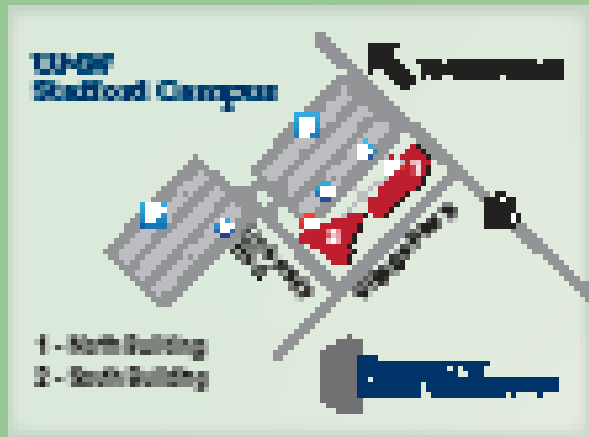
- Faculty/Staff
- Commoner
- Residents
- Appt. Residents
- Visitors
- Eagle VII legs

**Building Color Codes**

- Academics
- Administration
- Business
- Health Sciences
- Physical Education
- Student Center
- Student Union
- Student Government
- Student Organizations



# Fredericksburg Area



University of Mary/Washington  
Fredericksburg Campus  
540/654-3000 • [umw.edu](http://umw.edu)

Directions from I-65  
(to UNWF parking deck):

- Exit 130-A, Rt. 3 east to sixth traffic light
- Turn left on William St. – keep left – to first light
- Turn left on College Ave.  
The UNWF Fredericksburg Campus main gate is on right at first light
- Pass the UNWF gate; turn right on U.S. 1
- Turn right on Alvey Drive; follow signs to parking deck.

University of Mary/Washington  
Stafford Campus  
540/286-8000


Directions from I-95:

- Exit 133, U.S. 17 North, travel about 4 miles
- Turn left onto Village Parkway at traffic light
- Turn right on University Boulevard

Directions from Warrenton/U.S. 29:

- Travel U.S. 29/U.S. 17 South from Warrenton, about 5 miles
- Turn left on U.S. 17 South where it leaves U.S. 29

- Travel about 2.5 miles on U.S. 17 South
- Turn right on Village Parkway at traffic light
- Turn right on University Boulevard

 **Gail Melchers Horse and Studio**  
224 Washington Street  
Fredericksburg, VA 22405



# SUMMER SESSION, 2014 REGISTRATION AND FEES

NAME \_\_\_\_\_ BANNER ID # \_\_\_\_\_ DATE \_\_\_\_\_  
 SUMMER MAILING ADDRESS \_\_\_\_\_  
 DAYTIME TELEPHONE NO. \_\_\_\_\_ EVENING TELEPHONE NO. \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_  
 UMW DEGREE PROGRAM:  BA/BS  BLS  BPS  MS in ED  MED  MBA  MSMIS  MBA-MSMIS  NON DEGREE STUDENT

### SECTION I: COURSE REGISTRATION INFORMATION

Write the complete course reference number in the space below. Be sure to include the 3 letter discipline code, the 5 digit CRN number, any suffixes that are shown (either 1 or 2 letters), and the 2 digit section number.

TERM	CRN#	DISC	CRS. NO.	SUFF	SECT	COURSE TITLE	NO. CRDTS	GRADE TYPE		Rep. Course
								A/F	P/F S/U	
MAY/JUNE TERM										
JUNE/JULY TERM										
10-week, 8-week, or Special Time/Location										

Undergraduate students may take a maximum of 18 credits during the summer session. Further, only one course may be taken on a pass/fail basis over the entire summer.  
 Overload Authorization: \_\_\_\_\_  
 Academic/Career Services \_\_\_\_\_

**ELIGIBILITY RULES FOR REPEATING A COURSE:**  
 To repeat a course, the original grade must be less than a "C."  
 No course can be repeated more than once.  
 No more than 3 courses can be repeated in a single semester.

**TOTAL CREDITS**

**GRAND TOTAL**

### SECTION II: TUITION AND FEES

Use the costs listed below to calculate tuition and fee charges for summer, 2014. Write amounts in the column to the right.

Processing Fee (non-refundable):	\$30.00
Tuition and Fees:	Undergraduate
Virginia Resident:	\$329 x _____ (total # of credits)
Non-Virginia Resident:	\$841 x _____ (total # of credits)
<b>Housing Fees:</b>	Graduate
Double Occupancy Room:	\$917 x _____ (number of terms attending)
Single Occupancy Room:	\$1,124 x _____ (number of terms attending)
<b>Meals:</b>	\$350 x _____ (number of terms attending)
Residential Students: (Optional but suggested fee) (For commuting students, this fee is optional)	
<b>Parking Fees:</b> (Fredericksburg campus only; 5-week term, \$35; 8-week term \$55; 10-week term, \$70.)	<b>GRAND TOTAL</b>

### 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 \_\_\_\_\_  
Last First Middle

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 \_\_\_\_\_ SEX  M  F

DATE OF BIRTH \_\_\_\_\_ (mo./day/yr) PLACE OF BIRTH \_\_\_\_\_

### 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 \_\_\_\_\_  
Have you attended another institution during the past calendar year?  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 <http://academics.umw.edu/registrar/ferpa-policies-procedures-services/ferpa-and-educational-records/>

### HONOR PLEDGE:

Your registration as a student at the University of Mary Washington is not complete without you signature affixed to the Honor Pledge below. The Honor Pledge applies to every student enrolled at the University. Every student is required to sign the Honor Pledge as part of the application process.

I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.

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

### Academic and Financial Arrangements Agreement:

I understand that this registration is subject to all terms and conditions, financial and otherwise, set forth in the current Academic Catalog and other official documents. Further, I accept all terms and conditions, financial and otherwise, which are in effect during the entire period of my enrollment at the University. I agree that, in the event of default of payment in any form, I am responsible for penalties as published by the university and for all reasonable administrative cost, collection fees, or attorney fees incurred in the collection of whatever funds are due.

Student signature (or parent/guardian if student is younger than 18 at the time of registration) \_\_\_\_\_

**Citizenship:** Country of Citizenship \_\_\_\_\_

If not a United States Citizen, please indicate

Permanent resident;  VISA holder;

If VISA holder, indicate type \_\_\_\_\_



# HIGH SCHOOL STUDENT SUMMER SESSION APPLICATION

YEAR \_\_\_\_\_  
NAME \_\_\_\_\_ last \_\_\_\_\_ middle \_\_\_\_\_ first \_\_\_\_\_ SSN \_\_\_\_\_

CURRENT MAILING ADDRESS \_\_\_\_\_

DAYTIME 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: \_\_\_\_\_

**Instructions:** High school students who will not graduate as of June of this year must be accepted to the University of Mary Washington Summer Session before registering for classes. Complete and submit this form along with an official high school transcript and a letter of support from the principal or high school guidance counselor. Students will be notified of their acceptance in time to register for classes.

**MAIL TO: Office of the Registrar  
Summer Session  
University of Mary Washington  
1301 College Avenue  
Fredericksburg, VA 22401-5300**

**HONOR PLEDGE:**  
Your registration as a student at the University of Mary Washington is not complete without your signature affixed to the Honor Pledge below. The Honor Pledge applies to every student enrolled at the University. Every student is required to sign the Honor Pledge as part of the application process.  
I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.

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

**Academic and Financial Arrangements Agreement:**  
I understand that this registration is subject to all terms and conditions, financial and otherwise, set forth in the current Academic Catalog and other official documents. Further, I accept all terms and conditions, financial and otherwise, which are in effect during the entire period of my enrollment at the University. I agree that, in the event of default of payment in any form, I am responsible for penalties as published by the University and for all reasonable administrative costs, collection fees, or attorney's fees incurred in the collection of whatever funds are due.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

Note: If the applicant is not 18 years of age, both the applicant and the parent or guardian must sign this application.







# Application for Virginia In-State Tuition Rates

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 \_\_\_\_\_  
Last First Middle

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

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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

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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: \_\_\_\_\_  Yes  No

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: \_\_\_\_\_  Yes  No

12) Are you a registered voter in Virginia?  Yes  No  
 Date registered \_\_\_\_\_ Original \_\_\_\_\_ Re-registered \_\_\_\_\_

13) Do you hold a valid Virginia driver's license?  Yes  No  
 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.)

Street address                      City                      State                      Zip code                      From                      To

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.):

Street address                      City                      State                      Zip code                      From                      To                      Full-time/part-time

- |  |   |   |  |
|--|---|---|--|
| <p>6) In the last tax year, did you file a state return to any state other than Virginia? <i>If yes, please explain:</i> _____<br/>_____</p> <p>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? <i>If no, please explain:</i> _____</p> <p>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? <i>If no, please explain:</i> _____</p> <p>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? <i>If no, please explain:</i> _____</p> <p>10) Are you a registered voter in Virginia?<br/>Date registered _____ Original _____ Re-registered _____<br/><i>If no, indicate your registration status:</i><br/>Registered in another state _____ Not registered _____</p> <p>11) Do you hold a valid Virginia driver's license?<br/>Date issued _____ Original _____ Renewal _____<br/><i>If no, indicate your driver's license status:</i><br/>Hold in another state _____ Not licensed _____</p> <p>12) Did you own or operate a motor vehicle registered in Virginia during the last year?<br/><i>If no, indicate your auto registration status:</i><br/>Registered in another state _____<br/>Did NOT own or operate a motor vehicle _____</p> | <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> | <p>13) Are you or your spouse an active duty member of the U.S. armed forces? <input type="checkbox"/> <input type="checkbox"/></p> <p><i>If no, continue to Question 14.</i><br/><i>If yes, who is a member: self _____ spouse _____ and answer the following:</i></p> <p>a.) Are Virginia income taxes paid on all military income? <input type="checkbox"/> <input type="checkbox"/><br/><i>If yes, as of what date? _____</i><br/><i>Where were you stationed on that date? _____</i><br/><i>Please submit a copy of the most recent Leave and Earnings Statement.</i></p> <p>b.) Are you or your active-duty spouse assigned to a Permanent Duty Station in Virginia? <input type="checkbox"/> <input type="checkbox"/><br/><i>If yes, as of what date? _____</i><br/><i>Where are you stationed? _____</i><br/><i>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 the applicant's relationship to the military member.</i></p> <p>14) Answer this question only if you live <i>outside</i> Virginia but work in Virginia:<br/><br/>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? <input type="checkbox"/> <input type="checkbox"/><br/><br/><i>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></p> | <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> |
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I certify that the information I have provided is true.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date