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2007

GUIDE TO REGISTRATION

TABLE OF CONTENTS

SEC I: COLLEGE OF ARTS & SCIENCES, MARY WASHINGTON COLLEGE

Important Dates	1
Registration Instructions	2
Tuition and Fees	3
Course & Registration Notes	4
Exam Schedules	5
General Education Requirements	6-7

SEC II: COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

Important Dates	8
Session Calendars	9
General Information	10
Registration Instructions	11

SPRING 2007 IMPORTANT DATES

October 27	Last day to withdraw from a Fall 2006 course without automatic F
October 18-27	Advising Period for Spring 2007 Advance Registration
October 30 - November 10	Spring 2007 Advance Registration
November 27 - December 8	Spring 2007 Schedule Adjustment Period
December 8	Last day to withdraw from the University for Fall 2006
December 8	Last day of classes for Fall 2006
December 9 - 10	Fall 2006 Reading Days
December 11 - 15	Fall 2006 Final Examinations
December 11	Tuition and fee payment due for Spring 2007
January 8	Web registration opens for course adjustment for Spring 2007
January 12	Non-degree registration begins
January 15	First day of classes for Spring 2007
January 15	Late registration and in-person add/drop period begins
January 19	Last day to register or add courses for Spring 2007
January 22	Audit Registration
January 25	Major declaration cards due
February 2	Last day to register for an internship and individual study
February 2	Last day to drop a course without a grade of W
February 2	Last day for 100% reimbursement for dropping a course(s)
February 18	No refunds for withdrawing from the University after this date
February 23	Last day to change to/from a pass/fail grade
(Changes after the last day to add must be processed in person in the Office of the Registrar)		
March 5 - 9	Spring Break
March 12 - 23	Advising Period for Fall 2007 Advance Registration
March 16	Last day to withdraw from a course without an automatic F
March 26 - April 6	Advance Registration Period for Fall 2007
April 27	Deadline for removal of incompletes for Fall 2006
April 27	Last day to withdraw from the University for Spring 2007
April 27	Last day of classes for Spring 2007
April 28 - 29	Spring 2007 Reading Period
April 30 - May 4	Final Examinations
May 5	Residence halls close at 10:00 a.m.
May 12	Spring 2007 Commencement
May 21	May/June Summer Term Begins
June 25	June/July Summer Term Begins
August 27	First day of classes for Fall 2007
December 10 - 14	Final exams for Fall 2007

POLICY STATEMENT REGARDING CHANGES IN THE COURSE OFFERINGS

The classes listed in the "Schedule of Courses" on the Registrar's webpage will be offered except when unforeseen circumstances arise. In such cases, the University reserves the right to cancel, add, or modify any course(s) it deems necessary.

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, 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 SERVICES

Students requesting ADA academic accommodations must contact the Director of Disability Services by calling (540) 654-1266 or TTY (540) 654-1102. Current, acceptable, professional documentation of the disability must be submitted, along with an accommodation request form (available in GW Hall 203) as soon as possible in order to ensure timely arrangement of approved accommodations.

INSTRUCTIONS FOR ADVANCE REGISTRATION FOR SPRING 2007

BA/BS/BLS

1. **Your registration appointment time will be available on the Registrar's web page (www.umw.edu/register) by October 18. Your appointment time is based on completed credits.**
2. Seniors may register through the web anytime from their appointment time through 6:00 am on Wednesday, November 1st;
3. Juniors may register through the web anytime from their appointment time through 6:00 am on Friday, November 3rd;
4. Sophomores may register through the web anytime from their appointment time anytime through 6:00 am on Wednesday, November 8th;
5. Freshmen may register through the web anytime from their appointment time through 6:00 pm on Friday, November 10th.
6. You **must see your assigned academic advisor** during advising week in order to be advised and approved to register. To be able to register or change your classes, you must get a randomly assigned PIN number from your assigned academic advisor and use it each time you want to make a change. A schedule worksheet has been provided on the back page of this book. You should complete your schedule on this worksheet and take two copies with you to your advising session (one for your advisor's records and one for your records.) If you cannot locate your advisor, you should contact your advisor's department chair.
7. BA/BS/BLS students must have approval for overloads from the Office of Academic Services, GW 203, during the Advising period, October 18 - 27. **Approvals must be turned in to the Office of the Registrar before registering.**
BA/BS/BLS students must have approval for under loads from the Office of Academic Services, GW 203, during the add/drop period, January 15 - February 2. **Approvals must be turned in to the Office of the Registrar before adding or dropping.**
8. For courses taken at the Stafford Campus to count toward major requirements for the BA/BS/BLS program, you must submit a Permission to Take Courses at the Other Campus form with the appropriate signatures for your degree program to the Office of the Registrar. These forms are available in the BLS Office and the Office of the Registrar.
9. Registration for individual study courses or internships will be accepted in the Office of the Registrar during the advance registration period and any time until the end of the add period for the Fall 2006 term. **Registration for these activities cannot be processed through web registration.** Individual study courses require the completion of the green 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.

SPECIFIC INSTRUCTIONS FOR BANNER (WEB) REGISTRATION

For web registration instructions, go to http://www.umw.edu/registrar/online_registration.

SPECIAL REGISTRATION NOTES

1. A help desk will be staffed from 8:00 am to 5:00 pm throughout the web registration period. The help desk can be reached by calling extension 1063 **or by visiting the Office of the Registrar.**
2. Holds (such as those from Student Accounts, or Instructional Technology) will stop you from registering through the web just as they do when you are registering in person at the Office of the Registrar. You should go to the appropriate office to resolve the problem creating the hold; once the hold is released, you may proceed to register as long as your appointment time has not expired.
3. Students must register for the following courses in the Office of the Registrar and/or resolve the following issues in the Office.
• Individual Study Courses • Internships • Overloads • Prerequisite Waivers • Out-of-Sequence forms
4. The Office of the Registrar will be open during the registration period to help assist you with these processes. Additionally, you may register for all your courses in person if you choose to do so as long as your appointment time has not expired.
5. **Classes requiring special permission** - to register for special permission courses, a student must have the instructor of the course input a permission flag into the computer system for the course. Only the instructor may enter the permission. **Once the permission has been entered, it is the student's responsibility to register for the course.**

ACROSS-THE-CURRICULUM ABBREVIATIONS

EA - Environmental Awareness

GA - Global Awareness

RA - Race & Gender Intensive

SI - Speaking Intensive

WI - Writing Intensive

PAYMENT OF SPRING SEMESTER FEES

All Spring 2007 semester payments must be received in the Office of Student Accounts by 5 PM on December 11. Any payment received after this date will be considered late and a late payment fee of 10% of the outstanding balance may be assessed. **Failure to pay tuition and fees does not serve as a student's notice of cancellation, 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 notify both the Office of the Registrar and the Office of Student Accounts immediately. 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 your UMW General Education and/or your UMW major requirements for graduation. **Before** discontinuing your attendance, consult with the Office of Academic Services to ensure that you will be returning under the **same** degree requirements.

REIMBURSEMENT FOR WITHDRAWING

Students withdrawing from UMW are subject to the following reimbursement schedule for tuition and mandatory fees:

DATES	REIMBURSEMENT
Prior to January 15	100%
January 15 through January 21	100%
January 22 through January 28	80%
January 29 through February 4	60%
February 5 through February 11	40%
February 12 through February 18	20%
After February 18	0%

Residential students withdrawing from the University will receive a reimbursement for housing and dining charges based on a daily proration.

REIMBURSEMENT FOR DROPPING A COURSE(S)

Students dropping a course(s) are subject to the following reimbursement schedule for tuition and mandatory fees:

DATES	REIMBURSEMENT
Prior to January 15	100%
January 15 - February 2	100%
After February 2	0%

For students receiving financial aid, awards will appear as credits on the Spring 2007 semester bill in the amount of one-half of the annual award. Any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by December 11, 2006, for the account to remain in good standing.

ANY QUESTIONS CONCERNING THE SPRING SEMESTER BILL MUST BE ADDRESSED TO:

Office of Student Accounts
George Washington Hall, Room 111
Fredericksburg, VA 22401-5300
(540) 654-1250/1289 or e-mail umwbills@umw.edu

ANY QUESTIONS CONCERNING FINANCIAL AID AWARDS MUST BE ADDRESSED TO:

Office of Financial Aid
Lee Hall, Room 301
Fredericksburg, VA 22401-5300
(540) 654-2468

IMPORTANT COURSE AND REGISTRATION NOTES — SPRING 2007

CLASS OF 2008 DEGREE INFORMATION

Degree applications are due by February 9, 2007. The Class of 2007 will include students completing requirements during the Summer of 2007, Fall of 2007, and Spring of 2008.

BOOKSTORE INFORMATION

Go to www.umw.edu/bookstore.

SUMMER TRANSFER WORK

Permission must be obtained to take summer courses at other schools for UMW transfer credit. The Transfer Credit Permission form is available on the Registrar's web page www.umw.edu/registrar.

The deadline for official transcripts to be received by the Office of the Registrar for approved transfer courses taken in the Fall of 2006 is April 15, 2007.

PREREQUISITE WAIVER NOTE

To seek a waiver of prerequisite(s), students should contact the appropriate department and submit the approval form to the Office of the Registrar. Students must register in person in the Office of the Registrar for any course in which the prerequisite is being waived.

WITHDRAWING WITH LESS THAN A 2.0 GPA

Any student voluntarily withdrawing from UMW with less than a 2.0 GPA 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.

PREREQ, COREQ AND COMMENTS

There are three columns on the Schedule of Courses: CO=Corequisites, PR=Prerequisites and Additional Requirements. If there is data present, there will be a "Y" in one or all of these columns. In order to see the data you will need to view the course online and double-click on the course.

REGISTRATION IN CLOSED CLASSES

In order to register for a class that is closed or full, the student must get permission from the instructor. The two separate actions must occur to complete the process.

1. The instructor must put the Registration Override on the student's record in Banner.
2. The student must register for the course. To register for the course, the student must type in the CRN at the bottom of the registration page and click on submit.

Students must complete the registration process for closed courses in order to receive credit for them.

FINAL EXAMINATION SCHEDULE FALL 2006

Exam day/date	Exam time	Exam for...
Saturday, Dec. 9 & Sunday, Dec. 10		Reading Days
Monday, December 11	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 10:00-10:50 a.m., MWF Classes taught at 12:00-12:50 p.m., MWF Classes taught at 3:00-3:50 p.m., MWF Classes taught at 6:00 p.m., M only Classes taught at 7:00 p.m., M only Classes taught at 7:30 p.m., MW Classes taught at 8:30 p.m., MW
Tuesday, December 12	8:30-11:00 a.m. Noon - 2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 9:30-10:45 a.m., TR Classes taught at 12:30-1:45 p.m., TR Classes taught at 3:30-4:45 p.m., TR Classes taught at 6:00 p.m., T only Classes taught at 7:00 p.m., T only Classes taught at 6:00 p.m., TR Classes taught at 7:00 p.m., TR
Wednesday, December 13	8:30-11:00 a.m. Noon - 2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-8:50 a.m., MWF Classes taught at 1:00-1:50 p.m., MWF Classes taught at 4:00-4:50 p.m., MWF Classes taught at 6:00 p.m., W only Classes taught at 7:00 p.m., W only Classes taught at 6:00 p.m., MW Classes taught at 7:00 p.m., MW
Thursday, December 14	8:30-11:00 a.m. Noon - 2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-9:15 a.m., TR Classes taught at 11:00-12:15 p.m., TR Classes taught at 2:00-3:15 p.m., TR Classes taught at 6:00 p.m., R only Classes taught at 7:00 p.m., R only Classes taught at 7:30 p.m., TR Classes taught at 8:30 p.m., TR
Friday, December 15	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	Classes taught at 9:00-9:50 a.m., MWF Classes taught at 11:00-11:50 a.m., MWF Classes taught at 2:00-2:50 p.m., MWF

FINAL EXAMINATION SCHEDULE SPRING 2007

Exam day/date	Exam time	Exam for...
Saturday, April 28 and Sunday, April 29		Reading Days
Monday, April 30	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 9:00-9:50 a.m., MWF Classes taught at 1:00-1:50 p.m., MWF Classes taught at 2:00-2:50 p.m., MWF Classes taught at 6:00 p.m., M only Classes taught at 7:00 p.m., M only Classes taught at 7:30 p.m., MW Classes taught at 8:30 p.m., MW
Tuesday, May 1	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 8:00-9:15 a.m., TR Classes taught at 11:00-12:15 p.m., TR Classes taught at 2:00-3:15 p.m., TR Classes taught at 6:00 p.m., T only Classes taught at 7:00 p.m., T only Classes taught at 7:30 p.m., TR Classes taught at 8:30 p.m., TR
Wednesday, May 2	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 10:00-10:50 a.m., MWF Classes taught at 12:00-12:50 p.m., MWF Classes taught at 3:00-3:50 p.m., MWF Classes taught at 6:00 p.m., W only Classes taught at 7:00 p.m., W only Classes taught at 6:00 p.m., MW Classes taught at 7:00 p.m., MW
Thursday, May 3	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m. 7:00-9:30 p.m.	Classes taught at 9:30-10:45 a.m., TR Classes taught at 12:30-1:45 p.m., TR Classes taught at 3:30-4:45 p.m., TR Classes taught at 6:00 p.m., R only Classes taught at 7:00 p.m., R only Classes taught at 6:00 p.m., TR Classes taught at 7:00 p.m., TR
Friday, May 4	8:30-11:00 a.m. Noon-2:30 p.m. 3:30-6:00 p.m.	Classes taught at 8:00-8:50 a.m., MWF Classes taught at 11:00-11:50 a.m., MWF Classes taught at 4:00-4:50 p.m., MWF

NOTE: Students who have more than two final examinations scheduled on the same day may elect to have additional exam(s) rescheduled. For additional policies related to final examinations, see *Examinations, Final* in the *Dictionary of Academic Regulations*. Accommodations will be made for religious observances.

POLICIES REGARDING FINAL EXAMINATIONS

All final examinations or alternative assessments given in lieu of final examinations must be given during the **regularly scheduled examination period** at the end of each semester at the time listed for the course in the officially announced schedule. In instances of multiple sections of the same course taught by the same instructor (including lab periods), it is permissible, at the discretion of the instructor, to allow students to take final exams in either scheduled exam period.

Take home examinations may be distributed as early as the last day of classes and cannot be due before the regularly scheduled examination period for that class.

Failure to complete a required final examination in a course results in a course failure because the requirements for the course were not met.

Illness or Emergency: Report any illness or emergency which will prevent you from taking a final examination at the scheduled time to the Office of Academic Services **before** the examination time. The Office of Academic Services will report your absence; however, it is your responsibility to contact the instructor to make up the examination as soon as possible within the exam period. If the final exam cannot be made up during the exam period, you should request an incomplete grade from the Office of Academic Services. Instructors do not grant incompletes. **No examinations may be taken in the Health Center.**

Conflicts: Students who have **more than two** examinations scheduled **within a 24-hour period may reschedule until there are only two exams within that 24-hour period.** Rescheduling an individual's examination is at the discretion of the instructor and may not be possible given the nature of the course or the examination. However, if none of the instructors is willing to reschedule your exam, you may ask assistance from the Associate Dean of Academic Services to intervene on your behalf. Requests for rescheduled examinations for religious reasons will be honored. See *Dictionary of Academic Regulations*, for complete regulations.

GENERAL EDUCATION REQUIREMENTS****FOR USE BY STUDENTS WHO MATRICULATED FALL 1997 OR LATER****GOALS 1-8 REQUIREMENTS (continued):**

GOAL 7: Intermediate-level (202) competence in a foreign language (0–12 credits). A UMW student may begin at any level of language for which they are prepared, but must then successfully complete the remaining sequence of courses through the 202 (intermediate) level. Any skipping of courses in the sequence, or substitution of a course at the 300 level or above in place of 202, requires permission of the instructor and also of the chair of the UMW department which offers the course in question. No course may be taken pass/fail.

ARAB 101, 102, 201, 202	GERM 101, 102, 201A, 202A	SPAN 101, 102, 201A, 202A
FREN 101, 102, 201A, 202A	GREK 101, 102, 201, 202	SPAN 101, 102, 205*
FREN 101, 102, 205***	ITAL 101, 102, 201, 202	SPAN 102, 205*
FREN 102, 205***	LATN 101, 102, 201, 202	SPAN 105**, 201A, 202A
		SPAN 105**, 205*

OR Intermediate - level competence demonstrated by:

- a score of 620 or higher on an SAT II foreign language subject test or passing the UMW competency test, or
- a score of 4 or higher on French Language, German Language, Latin Literature or Latin: Virgil or Spanish Language Advanced Placement Examination or a score of 5 on the Spanish Literature 2005-2006 Advanced Placement Examination
- a score of 5 or higher on the French, German, Italian or Spanish Upper Level IB Exam
- successful completion of an advanced-level (300-400) foreign language course, or
- submitting pertinent documents which verify the student has been educated through high school in a language other than English or the student has lived extensively in and become fluent in the language of a non-English-speaking country; demonstrating intermediate college-level (202) competency, and successfully completing Writing Workshop (ENGL 101) or obtaining an exemption therefrom.

GOAL 8: Physical fitness through physical activity (2 courses, 2 credit minimum)

Satisfied by 2 courses of currently offered UMW PHYD and DANC course work (not DANC 225, 226).

ACROSS-THE-CURRICULUM REQUIREMENTS: These courses may be met by general education courses, electives, or courses in the major.

WRITING INTENSIVE: 4 courses beyond the GOAL 1 requirement (**Exception: Students exempted from ENGL 101 through SAT scores must complete five writing intensive courses.**)

GLOBAL AWARENESS: 2 courses promoting an understanding of other places, cultures, and societies

SPEAKING INTENSIVE: 2 courses in which oral assignments are a significant portion of the student's graded work

RACE/GENDER INTENSIVE: 1 course examining issues of race and/or gender

ENVIRONMENTAL AWARENESS: 1 course examining human activity and the biosphere

TO COUNT FOR GENERAL EDUCATION PURPOSES (GOALS 1-8 AND ACROSS-THE-CURRICULUM), A COURSE MUST BE DESIGNATED AS A GENERAL EDUCATION COURSE IN THE OFFICIAL SCHEDULE OF COURSES FOR THE SEMESTER IT IS TAKEN. (02/05)

*Taken Spring 2002 or later

**Taken Fall 2003 or later

***Taken Fall 2004 or later

SPRING 2007 IMPORTANT DATES

October 30.....	Advance registration begins for continuing CGPS students registering for CGPS courses
November 27.....	Registration begins for new CGPS students registering for CGPS courses
December 1.....	Registration begins for non-degree students registering for CGPS courses
January 15.....	First day of classes for the 1st seven-week session and the 14-week semester
January 20.....	Last day to register or add 1st seven-week courses
January 20.....	Last day to register or add courses for 14-week semester
January 21.....	Last day to withdraw from CGPS without financial penalty (14-week & 1st seven-week)
January 24.....	Last day to drop a 1st seven-week course without a grade of W
February 2.....	Last day to change to/from pass/fail grade for 1st seven-week session
February 2.....	Last day to drop a 14-week semester course without a grade of W
February 14.....	Last day to withdraw from a 1st seven-week session course without an automatic F
February 23.....	Last day to change to/from pass/fail grade for the 14-week semester
March 3.....	Last day of classes for the 1st seven-week session
March 3.....	Last day to withdraw from the first seven-week session (all courses) Students may not withdraw from the semester once a grade is received in a first seven-week session
March 5 - 10.....	Finals for the 1st seven-week session
March 5 - 11.....	Spring break for the 14-week semester courses
March 12.....	First day of classes for the 2nd seven-week session
March 16.....	Last day to withdraw from a 14-week course without an automatic F
March 17.....	Last day to register or add for the 2nd seven-week session
March 18.....	Last day to withdraw from CGPS without financial penalty for 2nd seven-week session
March 21.....	Last day to drop a 2nd seven-week course without a grade of W
March 30.....	Last day to change to/from pass/fail grade for 2nd seven-week session
April 11.....	Last day to withdraw from a 2nd seven-week course without an automatic F if the student is registered for the 2nd seven-week session only
April 28.....	Last day to withdraw from the semester for students registered for the 14-week semester and /or the 2nd seven-week session
April 28.....	Last day of classes for the 14-week semester
April 28.....	Last day of classes for the 2nd seven-week session
April 30 - May 5.....	Finals for the 14-week semester
April 30 - May 5.....	Finals for the 2nd seven-week session
May 12.....	Commencement
May 21.....	First day of class for Summer 2007

NOTE

Any transactions on a Saturday must take place through the CGPS drop box or online. Any transactions on a Sunday must take place online.

CGPS IMPORTANT NUMBERS

For Information on all programs offered by the College, call 540-286-8000 or 888-692-4968.

Other important phone numbers:

CGPS Admissions	(540) 286-8088
	(800) 468-5614
CGPS Advising Center	(540) 286-8019
Registrar	(540) 654-1063
Student Accounts	(540) 654-1250
Financial Aid	(540) 654-2468
UMW Information Hotline	(540) 654-2424

SPRING 2007 SESSION CALENDARS

1st SEVEN-Week Session Calendar

October 30.....	Spring 2007 Advance Registration begins for continuing CGPS students
November 27	Registration begins for new CGPS students registering for CGPS courses
January 15	First day of classes for the 1st seven-week session
January 20	Last day to register for a 1st seven-week session course
January 21	Last day to withdraw from the 1st seven-week session without financial penalty
January 24	Last day to drop from a 1st seven-week course without a grade of W
February 2	Last day to change to/from a pass/fail grade for 1st seven-week session
February 14	Last day to withdraw from a 1st seven-week course without a grade of F
March 3.....	Last day of classes for the 1st seven-week session
March 3.....	Last day to withdraw from the first seven-week session (all courses)
	Students may not withdraw from the semester once a grade is received in a first seven-week session
March 5 - 10.....	Finals for the 1st seven-week session

2nd SEVEN-Week Session Calendar

October 30.....	Spring 2007 Advance Registration begins for continuing CGPS students
November 27	Registration begins for new CGPS students registering for CGPS courses
March 12.....	First day of classes for the 2nd seven-week session
March 17.....	Last day to register or add courses for the 2nd seven-week session
March 18.....	Last day to withdraw from a 2nd seven-week session without financial penalty
March 21	Last day to drop from a 2nd seven-week session without a grade of W
March 30.....	Last day to change to/from a pass/fail grade for the 2nd seven-week session
April 11	Last day to withdraw from a 2nd seven-week course without a grade of F if registered for courses in the 2nd seven-week session only
April 28	Last day of classes for the 2nd seven-week session
April 28	Last day to withdraw from the semester for students registered for the 2nd seven-week session
April 30 - May 5	Finals for the 2nd seven-week session

STUDENT PARKING

Parking is free to all who attend courses offered by the College of Graduate and Professional Studies. No parking permit is required at CGPS; however, a UMW sticker will be required for students parking on the UMW campus. These permits are available at the Information Desk at CGPS at no charge.

STUDENT ID

CGPS students must have a University of Mary Washington identification card. Contact CGPS at 540/286-8015 for details.

VETERANS BENEFITS

Students with questions regarding VA benefits before admission should address inquiries to the Veterans Inquiry Unit; Veterans Administration Regional Office; 210 Franklin Road SW; Roanoke, Virginia, 24011; or call 1-888-442-4551. After matriculation, inquiries may be addressed to: Danielle Davis, CGPS, 121 University Boulevard, Fredericksburg, VA 22406 or call 540/286-8075.

TEXTBOOK PURCHASES/STUDENT STORE

Textbooks for CGPS courses are sold only through the web site (www.mbsdirect.net) and books can be delivered to either your home or your office.

REIMBURSEMENT SCHEDULE FOR WITHDRAWING FROM ALL COURSES

CGPS students are entitled to a reimbursement based on the following timetable should they need to withdraw from CGPS. Students may not withdraw if they have received a grade in a course in an already completed session of the semester. **Any transactions on a Saturday must take place through the CGPS drop box or online. Any transactions on a Sunday must take place online.**

14 WEEK

Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to January 15	100%
January 15 - 21	100%
January 22 - 28	80%
January 29 - February 4	60%
February 5 - 11	40%
February 12 - 18	20%
After February 18	0%

1st SEVEN WEEK SESSION

Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to January 15	100%
January 15 - 21	100%
January 22 - 28	50%
After January 28	0%

2nd SEVEN WEEK SESSION

Reimbursement Schedule Withdrawing from CGPS

DATE	REIMBURSEMENT
Prior to March 12	100%
March 12 - 18	100%
March 19 - 25	50%
After March 25	0%

REIMBURSEMENT SCHEDULE FOR DROPPING A COURSE(S)

CGPS students are entitled to a reimbursement based on the following timetable should they need to drop a course(s). **Any transactions on a Saturday must take place through the CGPS drop box or online. Any transactions on a Sunday must take place online.**

14 WEEK

Reimbursement Schedule for Dropping a Course(s)

DATE	REIMBURSEMENT
Prior to January 15	100%
January 15 - February 2	100%
After February 2	0%

1st SEVEN WEEK SESSION

Reimbursement Schedule for Dropping a Course(s)

DATE	REIMBURSEMENT
Prior to January 15	100%
January 15 - 24	100%
After January 24	0%

2nd SEVEN WEEK SESSION

Reimbursement Schedule for Dropping a Course(s)

DATE	REIMBURSEMENT
Prior to March 12	100%
March 12 - 21	100%
After March 21	0%

REGISTRATION INSTRUCTIONS FOR SPRING 2007 FOR CGPS STUDENTS

Continuing degree students and those with an official leave of absence may register for Spring 2007 from October 30 - November 10, 2006.

Adjustments to schedules can be made beginning November 27. These students will be able to register through Banner, the University's web registration system. These students should check the Registrar's web page at www.umw.edu/registrar to **obtain their registration appointment time and for specific instructions for Banner (web) registration.** Spring tuition and fees for these students will be due by December 11.

Degree students who have been away from the College for one semester or longer without a leave of absence and who are in good academic standing may register beginning November 27. A re-enrollment form and full tuition must be submitted to the CGPS Office of Advising and Student Services.

New degree students for Spring 2007 may register beginning November 27 by mailing in or dropping off the Course Registration Request form in the CGPS Office of Advising and Student Services.

Non-degree students registering for CGPS courses only may register beginning **December 1** by mailing registration materials or bringing them to the CGPS Office of Advising and Student Services. **All non-degree registrations must be accompanied by full tuition and fee payment.** In addition, all new non-degree 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).

All registrations submitted November 13 forward must be accompanied by full tuition payment.

Returning M.Ed. and licensure students are required to meet with their faculty advisor regarding course selection. Please print your schedule from Banner by November 10, 2006. **All New M.Ed. students** should register with the CGPS Office of Advising and Student Services.

MBA and BPS students should follow directions noted above for Continuing Students. MBA and BPS students are not required to meet with an advisor. New MBA and BPS students cannot register online. They may mail in the course registration form or bring it to the CGPS Office of Advising and Student Services.

Additional registration policy for BPS students: BPS students must have the Permission to take Courses at the Other Campus form signed by the Program Director to have the course count toward a concentration requirement. Without this form, all courses taken at the Fredericksburg campus will be counted as elective credit.

Any student repeating a course or taking a credit overload must have approval from the CGPS Director of Advising and Student Services or an Academic Advisor.

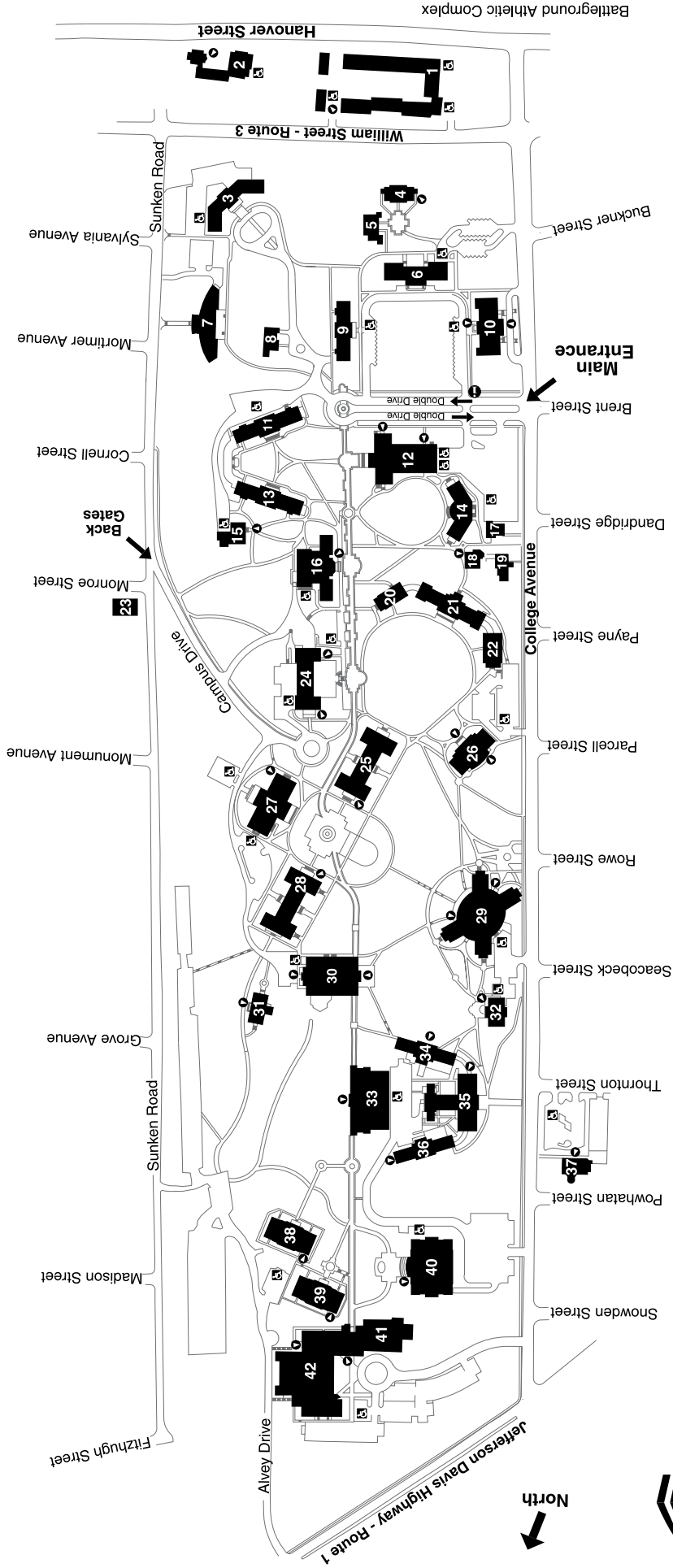
All international students are required to show proof of their visa status at the point of registration by providing a photocopy of the following pages of their passports: 1) page showing picture and name and 2) page displaying their visa stamp.

CGPS SPRING 2007 SEMESTER TUITION AND FEES

Payment of Tuition and Fees

All billed Spring 2007 semester payments must be received by December 11, 2006. All course registrations beginning November 13, 2006, must be accompanied by full payment. **Failure to pay tuition and fees does not serve as a student's notice of cancellation nor does it relieve the student of the responsibility of submitting notice of cancellation in writing before the first day of classes.**

Students who decide not to attend CGPS after registering for the Spring Semester must notify the CGPS Office of Advising and Student Services immediately. Once the semester begins, any registered student, regardless of class attendance, is liable for payment of all fees per the schedule on page 10 of this book. For students receiving financial aid, awards will appear as credits on the Spring 2007 semester bill in the amount of one-half of the annual award. Any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by December 11, 2006, for the account to remain in good standing.



Fredericksburg Campus

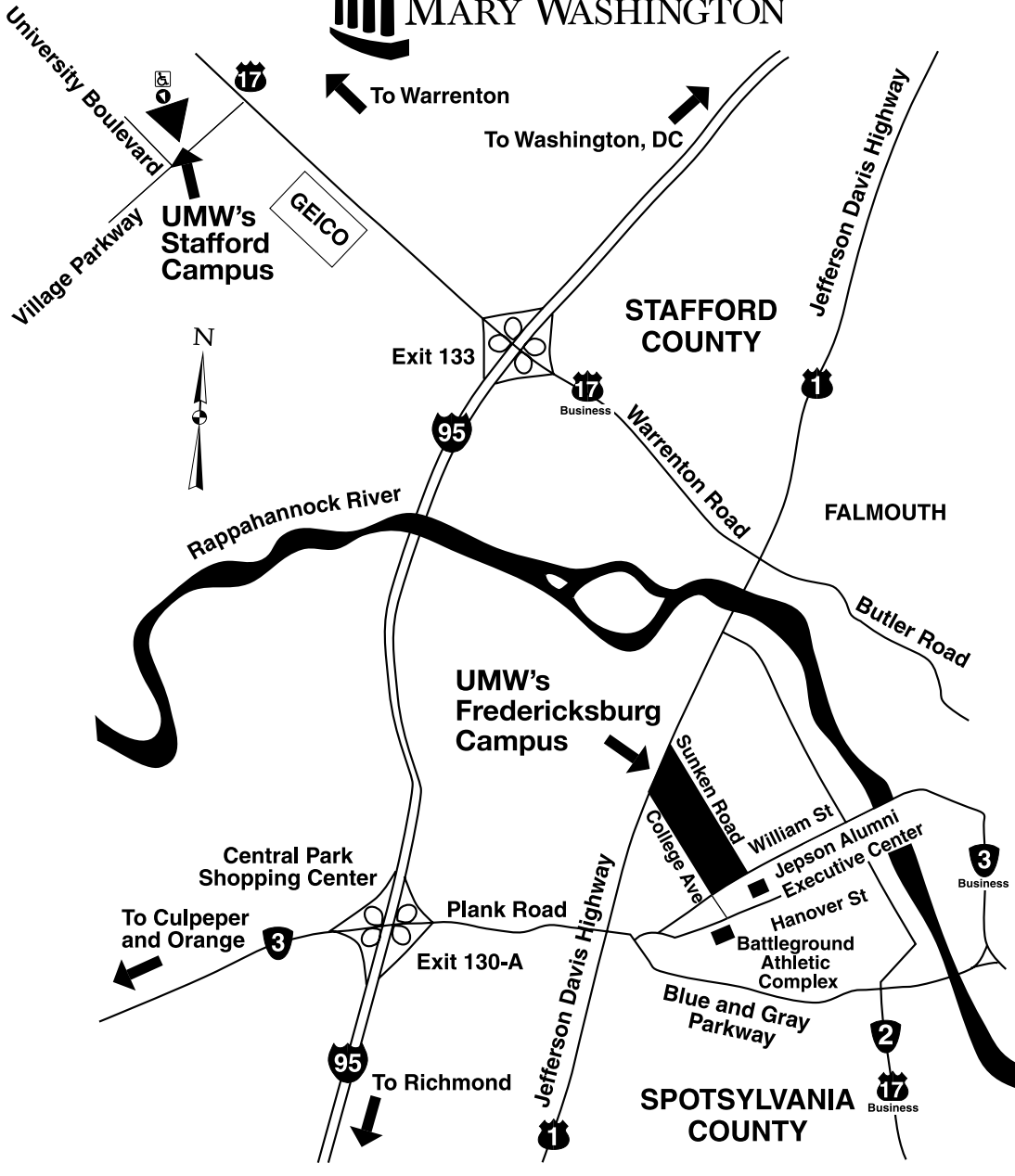
- Handicapped Parking
- Handicapped Entrance
- Information Map

Alvey Hall (39).....	Residence	Monroe Hall (27).....	Academic
Arrington Hall (38).....	Residence	Pollard Hall (36).....	Academic
Ball Hall (21).....	Residence	Randolph Hall (11).....	Residence
Brent House (8).....	Administration	Ridderhof Martin Gallery (32).....	Art Gallery
Bushnell Hall (9).....	Residence	Russell Hall (7).....	Residence
Chandler Hall (26).....	Academic	Seabeck Hall (29).....	Student Activities, Dining
Combs Hall (10).....	Academic	Simpson Library (33).....	Academic
Cornell House (23).....	Residence	South Hall (4).....	Residence
Custis Hall (22).....	Residence	Trinkle Hall (16).....	Academic/Admissions
Dodd Auditorium (12).....	George Washington Hall	Tyler House (18).....	Administration
duPont Hall (35).....	Academic/Administrative	University of Mary Washington Apartments (1) ..	Residence
Fairfax House (19).....	Administration	Virginia Hall (25).....	Residence
Fitness Center (41).....		Westmoreland Hall (14).....	Residence
Framar House (5).....	Residence	Willard Hall (28).....	Residence
George Washington Hall (12).....	Administration	Woodard Campus Center (30).....	Student Center

Great Hall (30).....	Woodard Campus Center
Goolrick Hall (42).....	Gymnasium
Hamlet House (17).....	Administration
Heating Plant (37).....	
Jefferson Hall (6).....	Residence
Jepson Alumni Executive Center (2).....	Administration
Jepson Science Center (40).....	Academic
Klein Theatre (35).....	duPont Hall
Lee Hall (24).....	Administrative
Madison Hall (20).....	Residence
Marshall Hall (3).....	Residence
Marye House (15).....	Student Life
Mason Hall (13).....	Residence
Melchers Hall (34).....	Academic
Mercer Hall (31).....	Residence



UNIVERSITY OF MARY WASHINGTON



Directions to University of Mary Washington, Fredericksburg Campus

- Exit 130-A off I-95 Rt. 3 East to 6th traffic light
- Turn left onto Rt. 3 Bus./William Street, keep left
- Turn left onto College Avenue at 1st light
- Turn right at University entrance at 1st light
- Visitor Parking is available along College Avenue and Double Drive inbound

University of Mary Washington
 Phone: (540) 654-2000
 Web site: www.umw.edu

Directions to University of Mary Washington – College of Graduate and Professional Studies

- From Interstate 95:
- Exit 133, Rt. 17 North
 - Travel about 3 miles north on Rt. 17
 - Turn left onto Village Parkway at traffic light
 - Turn right onto University Boulevard

- From Warrenton:
- From Rt. 29, travel about 30 miles on Rt. 17 South
 - Turn right at traffic light onto Village Parkway
 - Turn right onto University Boulevard

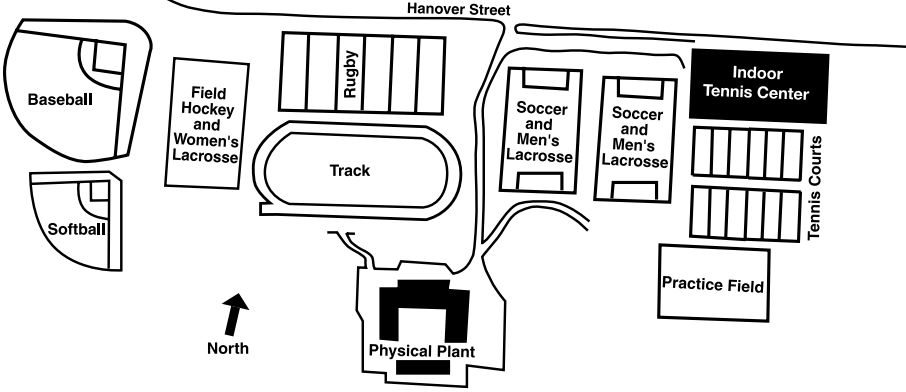
College of Graduate and Professional Studies
 Phone: (540) 286-8000
 Web site: http://cgps.umw.edu

- Handicapped Parking
- Handicapped Entrance

Battleground Athletic Complex

Directions to University of Mary Washington Battleground Athletic Complex

- Follow the above directions to the Fredericksburg Campus except turn right onto College Avenue at 1st light on Rt. 3 Bus./William St.
- Turn right onto Hanover Street after one block
- The Battleground Athletic Complex entrance is on the left





**COURSE REGISTRATION REQUEST
OFFICE OF THE REGISTRAR**

Name _____ ID# _____ Term _____
 last first middle initial
 Local Mailing Address _____ Daytime Phone _____

Circle the degree you are seeking: BA/BS BLS BPS Med MBA MS MSMIS

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 it appears on the course listing on the Registrar's web page. 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. Students are required to have signed permission to take a major course at the other campus at the time of registration.

CRN	COURSE NUMBER					SECT	GRADE TYPE GRADED P/F or S/U	*REPEAT COURSE	ABBREVIATED COURSE TITLE
TOTAL CREDITS							Overload Authorization (Academic Services or CGPS) MAX: _____		

Students must pay additional fees for any credits over 18.

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					SECT	GRADE TYPE GRADED P/F or S/U	*REPEAT COURSE	ABBREVIATED COURSE TITLE

ADVISER SIGNATURE _____ DATE _____
 STUDENT SIGNATURE _____ DATE _____

***Permission to Repeat a Course Rules:**
 To repeat a course, the original grade must be less than a C. No course can be repeated more than once. No more than two courses can be repeated in a single semester.



UNIVERSITY OF
MARY WASHINGTON

Office of the Registrar
1301 College Avenue
Fredericksburg, Virginia 22401-5300

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