GUIDE to REGISTRATION

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FALL 2016
FALL 2016 IMPORTANT DATES – SEMESTER COURSES

March 18...........................................Last day to withdraw from a Spring 2016 course without receiving an F
March 21 - April 1...............................................................Fall 2016 Advance Registration
April 4 - Sept 2...............................................................Fall 2016 schedule adjustment period
April 22...............................................................Deadline for removal of incompletes from Fall 2015
April 22...............................................................Last day to withdraw from the University for Spring 2016
April 22...............................................................Last day of classes Spring 2016
April 25 - April 29...............................................................Spring 2016 Final Examinations
July 25...............................................................Fall 2016 Stafford non-degree registration begins
Aug 18...............................................................Fall 2016 Fredericksburg Campus non-degree registration begins
Aug 29...............................................................First day of classes for Fall 2016
Sept 2...............................................................Last day to register or add full semester courses for Fall 2016. Must complete by 5 p.m.
Sept 5...............................................................Registration to audit classes
Sept 16...............................................................Last day to register for internships and individual study courses
Sept 27...............................................................Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
Oct 17 - 18...............................................................Fall Break
Oct 28...............................................................Last day to change to or from a pass/fail grade
Oct 31 - Nov 1...............................................................Advance Registration Period for Spring 2017
Dec 9...............................................................Deadline for removal of incompletes from Spring and Summer 2016
Dec 9...............................................................Last day to withdraw from the University for Fall 2016
Dec 9...............................................................Last day of classes for Fall 2016
Dec 12 - 16...............................................................Fall 2016 Final Examinations
Dec 17...............................................................Residence Halls close at 10 a.m.
Jan 16...............................................................First day of classes for Spring 2017
May 1 - 5...............................................................Final examinations for Spring 2017
May 12...............................................................Spring 2017 Graduate Commencement
May 13...............................................................Spring 2017 Undergraduate Commencement
May 15...............................................................Summer 2017 Term begins

See page 7 for Financial Dates

POLICY STATEMENT REGARDING CHANGES IN THE COURSE OFFERINGS

The classes listed in the Schedule of Courses on the Registrar’s website, academics.umw.edu/registrar/course-schedules-and-registration/, will be offered except when unforeseen circumstances arise. In such cases, the University reserves the right to cancel, add, or modify courses.

AAEEO POLICY

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students, or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AAEEO officer of the University by calling 540/654-1214.

DISABILITY RESOURCES

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

March 21...............Fall 2016 Advance Registration begins for continuing graduate students
May 12..................Registration begins for new graduate students registering for graduate courses
Aug 29........................................First day of classes for first eight-week session
Courses may not be added after the first class meeting without permission of Instructor.
Sep 7..............Last day to drop a course from first eight-week session without a grade of W
Sep 23.............Last day to change to or from a pass/fail grade for first eight-week session
Sep 23..............Last day to withdraw from a course for first eight-week session without receiving an F
Oct 14..............................Last day of classes for first eight-week session
Oct 14..............................Last day to withdraw from first eight-week session (all courses)
Students may not be enrolled for second eight-week session if withdrawing from first eight-week session
Oct 17 - 21..................................Final examinations for first eight-week session

See page 7 for Financial Dates

SECOND EIGHT-WEEK SESSION CALENDAR

Oct 24..............................First day of classes for second eight-week session
Courses may not be added after first class meeting without permission of Instructor.
Nov 2..............Last day to drop a course from second eight-week session without a grade of W
Nov 18.............Last day to change to or from a pass/fail grade for second eight-week session
Nov 18..........Last day to withdraw from a course for second eight-week session without receiving an F
Dec 9........................................Last day of classes for second eight-week session
Dec 9..............Last day to withdraw for the semester for students registered for second eight-week session
Dec 12 - 16..................................Final examinations for second eight-week session
May 12.................................Spring 2017 Graduate Commencement
May 13.................................Spring 2017 Undergraduate Commencement

See page 7 for Financial Dates

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

VETERANS BENEFITS
Before admission, students with questions regarding Veterans Affairs benefits should address inquiries to:

Veterans Inquiry Unit
Veterans Administration Regional Office
210 Franklin Road, S.W.
Roanoke, VA 24011
Phone: 888/442-4551

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

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

Patricia Sarkuti
University of Mary Washington
Fredericksburg Campus
1301 College Avenue
Fredericksburg, VA 22401
Phone: 540/654-2140
1. Student registration appointment times will be available at myUMW, by March 1. Appointment times are based on a student’s number of completed credits. Students may register through Banner, the University’s online registration system. For more information about Banner, see academics.umw.edu/registrar.

2. Seniors may register online from their appointment time through 6 a.m., Wednesday, March 23.

3. Juniors may register online from their appointment time through 5 p.m., Friday, March 25.

4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, March 30.

5. Freshmen may register online from their appointment time through 5 p.m., Friday, April 1.

6. Students must see their assigned academic advisors to be given information and approval to register. A schedule worksheet is provided on the back page of this book. Students should complete their schedule on this worksheet and take two copies to their advising session – one for the advisor’s records and one for the student’s records. If a student cannot locate his or her advisor, the student should contact the advisor’s department chair.

7. BA, BS, and BLS students must have approval for credit overloads from the Office of Academic Services, Room 206, Lee Hall. Students must submit documentation of such approval to the Office of the Registrar before registering.

8. Registration for individual-study courses or internships will be accepted in the Office of the Registrar during the advance registration period and any time until the end of the add/drop period for the Fall 2016 term. You may not register online for these activities. Individual study courses require the completion of an Individual Study Registration form with appropriate signatures. Students wishing to register for Historical Research should see personnel in the History Department. For information on internships, students should visit the Office of Academic Services.

WAITLIST INFORMATION

Some classes have a waitlist option. If a class with a waitlist option is full, students may put themselves on the waitlist through myUMW Student Self Service. When an open seat becomes available, the student in the first waitlist position will receive an email and have 48 hours to go online and add the class. The open seat will be reserved for that student for 48 hours FROM the time the email was sent. During this 48-hour period, the student can add and drop the waitlisted class in the Add/Drop screen in Self Service. If the student fails to register for the class within those 48 hours, the next student on the list will be notified and have 48 hours to register for the class. If you have a Registration Hold on your record, you will not be able to register for the class. It’s imperative that you check your email constantly.

academics.umw.edu/registrar/course-schedules-and-registration/online-registration-in-banner

SPECIAL REGISTRATION NOTES

1. The Office of the Registrar will be open 8 a.m. - 5 p.m. during the online registration period to assist students. Additionally, students may register in person if their appointment time has not expired.

2. Holds, such as those from Student Accounts, will stop students from registering. Students should go to the appropriate office to resolve the problem; once the hold is released, they may register if their appointment time has not expired.

3. Students must make pass/fail changes in person in the Office of the Registrar after the last day to add a course.

4. Students must register for individual study courses in the Office of the Registrar.

5. Students must see the Office of the Registrar to process out-of-sequence forms, and Prerequisite/Co-requisite Waivers.

6. Student must resolve the following issues in the Office of Academic Services:
   • Overloads

7. Students must see the Office of Academic Services to be registered for internships.

INSTRUCTIONS FOR ONLINE REGISTRATION USING BANNER

Find instructions online at eaglenet.umw.edu

ATR - Attribute  
HN - Honors Course  
SI - Speaking Intensive  
WI - Writing Intensive
MED, MBA, MSMIS, and MSGA STUDENTS

Continuing MED, MBA, and MSMIS degree students and those with an official leave of absence may begin registering for the Fall 2016 semester on March 21. These students will be able to register through Banner, the University’s online registration system. Students should check academics.umw.edu/registrar to obtain their registration appointment times and for specific instructions for online registration. Students will be billed for fall tuition and fees.

1. Degree students who have been away from the University for one semester or longer without a leave of absence and who are in good academic standing may register beginning May 12.

2. New degree students for Fall 2016 may register online through the Banner system beginning May 12.

3. Non-degree students registering for courses held at the Stafford Campus only may register beginning July 25, by mailing registration materials or bringing them to the Stafford Campus Office of the Registrar. (All non-degree registrations must be accompanied by full tuition and fee payment.) In addition, all new non-degree-seeking students must complete and return the following forms: Biographic Information for Non-Degree Students and Application for In-State Tuition Rates (for those qualifying as Virginia residents), and the Emergency Contact Information form.

4. Returning M.Ed. and licensure students are required to meet with their faculty advisors. Each new M.Ed. student should meet with Constance Gallahan at the Stafford Campus.

5. MBA, MSMIS, and Dual Degree students should follow the registration directions for continuing students, which are noted above. MBA, MSMIS, and Dual Degree students are not required to meet with advisors.

6. Any student repeating a course or taking a credit overload must have approval from their academic advisor.

7. All international students are required to show proof of visa status at registration. To do so, they should provide a photocopy of the following pages of their passports: (1) page showing picture and name, and (2) page displaying visa stamp.

8. MSGA Students: Continuing MSGA Students may begin registering for the Fall 2016 semester on March 21.

FINAL EXAM SCHEDULES
Find final exam schedules at academics.umw.edu/registrar
CLASS OF 2017 DEGREE INFORMATION
Degree applications were due by February 13, 2016. The class of 2017 will include students completing requirements during the Summer of 2016, Fall of 2016 and Spring of 2017.

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

TRANSFER CREDIT
Permission must be obtained to receive UMW transfer credit for courses taken at other schools. The Transfer Credit Permission form is available online at academics.umw.edu/registrar/transfer-information. The Office of the Registrar must receive by Nov 11, 2016, official transcripts for approved transfer courses taken in Spring and Summer 2016.

PREREQUISITE AND COREQUISITE WAIVER
To seek a waiver of prerequisites, students should contact the appropriate department and submit a Permanent Waiver of Prerequisite or Corequisite form to the Office of the Registrar. Students must register in person in the Office of the Registrar for any course for which a prerequisite is being waived.

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

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

ACCESSING ONLINE COURSE INFORMATION – PREREQUISITES, COREQUISITES, AND MORE
Find the links to online schedules of courses at academics.umw.edu/registrar/course-schedules-and-registration. The schedules include all courses and information about each course. To learn about any restrictions for any course, such as prerequisites or corequisites, find the course in the listing, which will be followed by columns listing information about the course. Look under the column headings “CO” for corequisites and “PR” for prerequisites. If any of these categories contain the letter “Y,” there is more information required you need to know before registering for the course. To find that information, click on the CRN number. This will take you to the section. Click on the title to review any restrictions.

REGISTRATION IN CLOSED CLASSES = CC PERMIT
Students may register for courses that are closed or full. If the instructor gives the closed class permission, two separate actions must occur to complete registration for a closed course:
1. The instructor must put the closed class permission on the student’s record in Banner.
2. Once permission has been entered, the student must register for the course. It is the student’s responsibility to do so. To register, the student must add the Course Registration Number, CRN, utilizing the “Enter CRNs” tab at the top of the screen then click “Add to Summary.” Students must then complete the registration process by clicking “Submit Changes” and ensuring the class is successfully added to their schedule for closed courses in order to receive credit for them.

NOTE: If the course requires CC and POI and is closed, the instructor must put both codes on the student’s record before the student may register. Additional help regarding Registration Overrides can be found here: http://academics.umw.edu/registrar/students/online-registration-in-banner/students/registration-override-in-ban.

REGISTRATION IN PERMISSION OF INSTRUCTOR CLASSES = POI PERMIT
Students may register by permission of the instructor for courses that are marked POI. If the instructor gives permission, two separate actions must occur to register for a POI course:
1. The instructor must put the permission of instructor code on the student’s record in Banner.
2. Once permission has been entered, the student must register for the course in order to receive credit.

NOTE: If the course requires POI and is closed, the instructor must put both CC and POI codes on the student’s record before the student may register. Additional help regarding Registration Overrides can be found here: http://academics.umw.edu/registrar/students/online-registration-in-banner/students/registration-override-in-ban.

HIGH SCHOOL STUDENTS
High school students who will be seniors in the fall are eligible to take classes in either the Fall or Spring, but before registering for classes they must be accepted to University of Mary Washington for the semester for which they wish to register. Students and their parents must complete an application form. At least two weeks before the start of the semester in which the student plans to enroll, students must submit the completed application form, an official high school transcript, and a letter of support from the student’s principal or high school guidance counselor. Students will be notified of their acceptance in time to register for classes. Materials may be mailed to the Office of Academic Services, University of Mary Washington, 1301 College Avenue, Fredericksburg, VA 22401-5358.
PAYMENT OF FALL SEMESTER FEES
All Fall 2016 semester payments for continuing students must be received in the Office of Student Accounts by the due date on the student’s bill which will be posted in EaglePAY. For students receiving financial aid, awards will appear as credits on the Fall 2016 semester bill in the amount of one-half of the annual award. For the account to remain in good standing, any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by the due date on the student’s bill, which will be posted in EaglePAY. Any payment received after the posted date will be considered late, and a late payment fee of 10 percent of the outstanding balance may be assessed. Failure to pay tuition and fees does not serve as a student’s notice of cancellation of classes, nor does it relieve the student of the responsibility of submitting a notice of cancellation in writing before the first day of classes.

Students who decide not to attend the University after registering for the Spring term but before the first day of classes must immediately notify both the Office of the Registrar and the Office of Student Accounts. After the first day of classes, any registered student, regardless of class attendance, is liable for payment of all fees per the schedule below. Any absence from continuous enrollment at UMW may affect a student’s UMW general education and/or UMW major requirements for graduation. Before discontinuing attendance, students should consult with the Office of Academic Services at the Fredericksburg Campus or their Academic Advisor at the Stafford Campus to ensure that they will be returning under the same degree requirements.

REIMBURSEMENT FOR WITHDRAWING
Students who withdraw from UMW are subject to the following reimbursement schedule for tuition and comprehensive fees. Students enrolled only in the eight-week session courses should see the corresponding withdrawal schedule.

### First Eight-Week Session

<table>
<thead>
<tr>
<th>DATE</th>
<th>REIMBURSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Aug 29</td>
<td>100%</td>
</tr>
<tr>
<td>Aug 29 - Sept 2</td>
<td>100%</td>
</tr>
<tr>
<td>Sept 3 - 9</td>
<td>80%</td>
</tr>
<tr>
<td>Sept 10 - 16</td>
<td>60%</td>
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<tr>
<td>Sept 17 - 23</td>
<td>40%</td>
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<tr>
<td>Sept 24 - 30</td>
<td>20%</td>
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<tr>
<td>After Sept 30</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

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

### First Eight-Week Session

<table>
<thead>
<tr>
<th>DATE</th>
<th>REIMBURSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Aug 29</td>
<td>100%</td>
</tr>
<tr>
<td>Aug 29 - Sept 2</td>
<td>100%</td>
</tr>
<tr>
<td>Sept 3 - 9</td>
<td>50%</td>
</tr>
<tr>
<td>After Sept 9</td>
<td>0%</td>
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</tbody>
</table>

### Second Eight-Week Session

<table>
<thead>
<tr>
<th>DATE</th>
<th>REIMBURSEMENT</th>
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<tbody>
<tr>
<td>Prior to Oct 24</td>
<td>100%</td>
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<tr>
<td>Oct 24 - Nov 4</td>
<td>0%</td>
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NOTE: Offices are closed on Saturdays. Documents may be placed in the Stafford Campus drop box or transactions may take place online. On Sundays, the drop box is not accessible, so all transactions – such as registration, dropping a class, or adding a class – must take place online.
Universities and Colleges: University of Mary Washington

Places to stay: Fredericksburg offers a variety of hotels for overnight visits, and many are within two to three miles of the UMW campus. Special discounts may apply for University of Mary Washington visitors at many of these hotels, so please be sure to ask. For a complete list of area hotels, visit: fredericksburg-va.worldweb.com

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

Directions from I-95:
- 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 UMW Fredericksburg Campus main gate is on right at first light.
- Pass the UMW gate; turn right on U.S. 1
- Turn right on Alvey Drive; follow signs to parking deck.

Universities and Colleges: 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

Gari Melchers Home and Studio
224 Washington Street
Fredericksburg, VA 22405

James Monroe Museum and Memorial Library
908 Charles Street
Fredericksburg, VA 22401

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

**Name:** 

**ID Number:** 

**Term:** 

**Address:** 

**Telephone:** 

**Email:** 

**Date:** 

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

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Sect</th>
<th>Grade Type</th>
<th>Repeat Course*</th>
<th>Abbreviated Course Title</th>
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*Permission to Repeat a Course: To repeat a course, the original grade must be less than a C. No course may be repeated more than once. No more than three courses may be repeated in a single semester.

Overload Authorization (Academic Services or Stafford) MAX: Authorized by: 

Students must pay additional fees for taking more than 18 credits

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Sect</th>
<th>Change To:</th>
<th>Abbreviated Course Title</th>
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**TOTAL CREDITS** registered for this term, including the above changes: 

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

Student Signature:

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Rev. 08/15