

**CATCH UP!  
GET AHEAD!  
TAKE SOMETHING NEW!**



# GUIDE TO REGISTRATION

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## WELCOME TO SUMMER SESSION 2019! - *A great time to catch up, get ahead, or take something new*

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

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

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

To view the course schedule, click **here**. Select the option for "Schedule of Courses," and follow the instructions provided. Select Summer 2019 as the term and then the appropriate campus in order to see the courses offered.

UMW's summer session serves many different purposes:

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

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

## IMPORTANT TELEPHONE NUMBERS

### FREDERICKSBURG CAMPUS OFFICES

Academic 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
Center for Career and Professional Development.....	654-5646
Simpson Library .....	654-1125
Police .....	654-1025
Student Accounts.....	654-1250

### STAFFORD CAMPUS OFFICES

Admissions .....	286-8088
Library .....	286-8025
Summer Session Information .....	286-8031
Security.....	286-8055
Student Accounts.....	286-8058
Financial Aid .....	654-2468
Course Registration.....	286-8031
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, gender identity, veteran status, or age in recruiting, admitting, or enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the 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 2019

March 11 ..... Registration begins

### MAY/JUNE TERM

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

May 17 ..... Residence halls open 10 a.m.  
 May 20 ..... Classes begin  
 May 22 ..... Last day to register or add classes for the May/June term  
 May 24 ..... Last day to receive a 100% refund for dropped class  
 May 27 ..... Memorial Day holiday; no class meetings  
                     Daytime classes are made up on Friday, May 31. Evening classes will  
                     be made up on the first open evening (contact course instructor)  
 May 28 ..... Last day to drop a course without grade of "W"  
 May 29 ..... Last day to receive a 50% refund for dropped classes; no refund after this date for dropped classes  
 June 3 ..... Last day to withdraw from a course without an automatic grade of "F"; last day to change to/from pass/fail  
 June 18 ..... Last day of classes for May/June term; last day to withdraw from May/June term (all classes)  
 June 19 ..... Reading Day  
 June 20 ..... Exams  
 June 21 ..... Residence halls close 10 a.m. (for May/June session only students)

### JUNE/JULY TERM

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

June 23 ..... Residence halls open 2 p.m. (for June/July session only students)  
 June 24 ..... Classes begin for the June/July term  
 June 26 ..... Last day to register or add classes for the June/July term  
 June 28 ..... Last day to receive a 100% refund for dropped classes  
 July 2 ..... Last day to drop a course without a grade of "W"  
 July 3 ..... Last day to receive a 50% refund for dropped classes;  
                     no refund after this date for dropped classes  
 July 4 ..... Independence Day holiday; no class meetings  
                     Daytime and evening classes are made up on Friday, July 12  
 July 9 ..... Last day to withdraw from a course without an automatic grade of "F";  
                     last day to change to/from pass/fail  
 July 23 ..... Last day of classes for June/July term; last day to withdraw from June/July term  
                     (all classes; if only registered for courses in the June/July term)  
 July 24 ..... Reading Day  
 July 25 ..... Exams  
 July 26 ..... Residence halls close 10 a.m. (for all summer students)

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

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

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

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

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



## TEN-WEEK COURSES

## EIGHT-WEEK COURSES

**FALL 2019**

August 26..... Fall classes begin

## SUMMER TUITION AND FEES

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

**Undergraduate tuition and fees:**

Virginia resident..... \$451/credit hour  
Non-Virginia resident..... \$1,111/credit hour

**Graduate tuition and fees:**

Virginia resident..... \$579/credit hour  
Non-Virginia resident..... \$1,118/credit hour

**MSGA Program tuition and fees:**

Virginia resident..... \$679/credit hour  
Non-Virginia resident..... \$1,218/credit hour

**Summer School will be in Eagle Landing. The pricing (per session) is as follows:**

Single occupancy room ..... \$1,304/term  
Double occupancy room..... \$1,063/term

**Meal Plans (residential students are required to have a meal plan)**

15 Meal Block Plan (commuter students only)..... \$134/term  
30 Meal Block Plan..... \$267/term  
50 Meal Block Plan..... \$390/term

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

## PAYMENT OF TUITION AND FEES

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

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

All students should take note of the refund schedules. Address questions concerning payment to:

Office of Student Accounts  
University of Mary Washington  
Fredericksburg, VA 22401  
(540) 654-1250 or 286-8058 (Stafford campus students)

## TUITION REFUND SCHEDULE

The refund schedules outlined below are effective for summer 2019. Please contact the Office of the Registrar immediately if you are not planning to attend. Non-attendance does not constitute an automatic cancellation nor does it relieve the student of the responsibility of payment for courses not dropped officially.

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

Prior to May 20, 2019 ..... 100%  
May 20, 2019 through May 24, 2019 ..... 100%  
May 25, 2019 through May 29, 2019 ..... 50%  
After May 29, 2019 ..... 0%

**June/July Term:**

Prior to June 24, 2019 ..... 100%  
June 24, 2019 through June 28, 2019 ..... 100%  
June 29, 2019 through July 3, 2019 ..... 50%  
After July 3, 2019 ..... 0%

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

## RESIDENTIAL AND MEAL PLAN REFUND SCHEDULE

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

## INSTRUCTIONS FOR REGISTRATION

Registration begins March 11, 2019. All forms are available on the website for the Office of the Registrar [here](#). 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 2018 and/or spring 2019 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 2018 or spring 2019 terms, you need not file again for the summer session. An advisor's signature is not required for summer session enrollment; however, it is strongly recommended that you speak with your advisor to ensure that the courses you have chosen will help you complete degree requirements. Non-degree students intending to apply for admission to the 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 2018-2019 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 [here](#))

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

### HIGH SCHOOL STUDENTS

Qualified high school students are welcome to attend the summer session. To do so, the high school student should submit the high school application, a letter of recommendation from the guidance counselor or principal of the school, and an official high school transcript. The high school application is available [here](#).

Students will be notified of their acceptance and asked to send (forms available [here](#)):

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

### AUDIT REGISTRATION

Auditing (sitting in on a course for no credit) is allowed by written permission of the instructor in courses in which space is available. The fee is \$30 (non-refundable) per credit hour. Students should submit the Audit Application and Registration form. Au pairs should bring their visa when registering to audit. Please consult the [audit policies and restrictions](#).

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

#### FOR COURSES ON THE FREDERICKSBURG CAMPUS

Office of the Registrar, Summer Session  
University of Mary Washington  
1301 College Ave.  
Fredericksburg, VA 22401

#### FOR COURSES ON THE STAFFORD CAMPUS

University of Mary Washington  
Stafford Campus  
Registration  
121 University Blvd.  
Fredericksburg, VA 22406

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

## SUMMER HOUSING INFORMATION

Students wishing to obtain on-campus summer housing should review information [here](#). Submitting an online application form from the link on the 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 12, 2019 to participate in the first-round of approval and housing assignments. All applications received after April 12 will be approved and assigned on a rolling basis. Summer housing is located in Eagle Landing and most rooms will be double occupancy. Please see the section on room rates for housing and meal costs. Single rooms will be available only as space permits. If available, singles will be limited and early registration is encouraged to increase the possibility of securing one. All residence life and housing policies are in effect during the summer session; these can be found in the *Student Handbook*.

## SUMMER CAMPUS SERVICES

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

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

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

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

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

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

**Internships:** Internships for the summer may be arranged through the academic departments. Completed forms should be submitted to the Office of the Registrar. All Summer 2019 internship forms must be submitted by May 24, 2019.

**Libraries:** UMW Libraries have two physical locations – the Simpson Library on the Fredericksburg campus and the Stafford Campus Library on the satellite campus. Both libraries are open to UMW students, and librarians are available to assist you via phone, email, chat message, or face-to-face.

UMW Libraries offers online databases, research guides, and e-books that are accessible off-campus by using your UMW network ID and password. An online interlibrary loan service is also available so that students can request articles and books not available in the collections of UMW Libraries.

- Website: [libraries.umw.edu](http://libraries.umw.edu)
- Research Guides: [libguides.umw.edu](http://libguides.umw.edu)
- Hours: [libraries.umw.edu/hours-and-directions](http://libraries.umw.edu/hours-and-directions)
- Simpson Library: 540-654-1148, [refdesk@umw.edu](mailto:refdesk@umw.edu)
- Stafford Campus Library: 540-286-8025, [stafflib@umw.edu](mailto:stafflib@umw.edu)

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

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

**Parking:** Students should not park vehicles in areas designated for faculty/staff parking or on the residential streets in the vicinity of the University. Illegally parked cars will be ticketed. For more information, visit [Parking Management](#). During the summer sessions, students with a summer parking decal 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 the University Center, room 319.

**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 the myUMW portal. 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**.

**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** 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.

## 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**. Students may also contact the Office of Academic Services in Lee Hall, room 206.

Students taking graduate courses should consult the academic policies in the **Graduate Catalog**. Students may also contact the designated academic advisors in the respective colleges OR students may also contact the designated academic advisors at the Graduate College of choice.

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

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

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

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

**Incomplete grades:** Incomplete grades are issued on a case-by-case basis when students cannot complete the assigned work or final examination for a particular course due to unforeseen circumstances. Supporting documentation may be required. A grade of "I" is issued in lieu of an actual

grade for the course. To secure permission for an incomplete grade, the student and faculty member must communicate in writing (such as an email), clearly stating the reason for the incomplete, the work to be completed, and the due date. If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite. Students must complete the course work by the specified contract date which will be no later than the last day of classes for the fall 2019 semester, whether enrolled in University course work or not. A grade of "F" will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade. The grade change must be submitted to the Office of the Registrar by the instructor no later than last day of classes for the fall 2019 semester.

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

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

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

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



## GENERAL EDUCATION REQUIREMENTS

A degree-seeking UMW student must complete the general education credits/courses as required by the degree program in which the student is enrolled. General education requirements may be completed by UMW coursework or by approved equivalent transfer coursework, as defined by the University's transfer credit policies. With the exception of an internship taken to fulfill the Experiential Learning requirement, no General Education coursework may be completed on a pass/fail basis. To count for General Education purposes, a course MUST be designated as a General Education course in the official Schedule of Courses for the semester it is taken. (This rule applies to Speaking and Writing Intensive courses, too.) Courses tentatively scheduled for the 2019 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
<b>Quantitative Reasoning:</b> (2 courses). CPSC 110, DSCI 353, MATH 115A, MATH 120, MATH 207, PHIL 151B, PSYC 360A, STAT 180
<b>Natural Science:</b> (1 of the following course sequences). BIOL 121-132, CHEM 111-112
<b>Arts, Literature, and Performance:</b> (2 courses, 1 appreciation, 1 process). <u>Appreciation:</u> ARTH 114A, ARTH 115A, CLAS 110, EDUC 311, THEA 111. <u>Process:</u> ARTS 105, COMM 209, CPSC 106, ENGL 202L, ENGL 207, ENGL 302A
<b>Global Inquiry:</b> (1 course). CLAS 103, CLAS 105, GEOG 102, MDPL 201E, PSYC 399
<b>Human Experience and Society:</b> (2 courses from two different disciplines; one must be from ANTH, ECON, GEOG, LING, PSCI, PSYC, or SOCG.). CLAS 110, CLAS 310, ECON 201B, ECON 202B, GEOG 102, LING 101B, MATH 207, PHIL 101, PHIL 160, PHIL 201, PHIL 202, PHIL 220, PHIL 226, PSCI 101A, PSCI 201, RELG 101, WGST 101
<b>Language:</b> (Intermediate competence). FREN 205, GERM 205, SPAN 202A, SPAN 205
<b>Experiential Learning:</b> (1 faculty supervised experience). HISP 470, PSYC 322; 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.
<ul style="list-style-type: none"> <li>• WRITING INTENSIVE (WI) courses in summer 2019: COMM 209, EDUC 420D, ENGL 202L, ENGL 302A, ENGL 308, HIST 380, MATH 115A, MATH 120, MATH 207, WGST 101</li> <li>• SPEAKING INTENSIVE (SI) courses in summer 2019: COMM 205, COMM 209, EDUC 373, EDUC 420D, ENGL 207, PHIL 220</li> </ul>

BLS General Education Requirements
See pages 225-226 of the 2018-2019 Undergraduate Academic Catalog, or <a href="https://publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/bachelor-of-liberal-studies-general-education-requirements">publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/bachelor-of-liberal-studies-general-education-requirements</a> . Courses listed above as part of the BA/BS General Education program will satisfy the corresponding BLS program general education requirements.

BSN General Education Requirements
See page 236 of the 2018-2019 Undergraduate Catalog, or <a href="https://publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/requirements-for-the-bachelor-of-science-in-nursing-bsn-completion-degree">publications.umw.edu/undergraduatecatalog/courses-of-study/general-education/requirements-for-the-bachelor-of-science-in-nursing-bsn-completion-degree</a> . Some of the courses listed above may be used to satisfy general education requirements in the BSN Program. Contact the Program Director, Dr. Pamela McCullough (pmccullo@umw.edu), for guidance.

## REGISTERING FOR SUMMER SESSION COURSES:

### ONLINE COURSE LISTS AND REGISTRATION INSTRUCTIONS

1. Online registration for the summer session will be available beginning March 11, 2019, for continuing UMW degree-seeking students. Detailed instructions for using the online registration system are available **online**.
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 11 until registration closes.
4. The schedule of summer session courses is available **online**.

This schedule is dynamic and is updated as soon as any course changes occur.

Select the option for "Schedule of Courses," term summer 2019, and then select undergraduate or graduate level. Select the option for "Open Courses" (with the same term and level) to see a list of courses in which spaces are available.

5. Registration for courses requiring special permission of any kind (to take an overload, to take a course out of sequence, etc.) must be done in person at the Office of the Registrar either at the Fredericksburg or Stafford Campus. Necessary forms, signed by all required parties, must be presented at the time of registration.
6. Registration for the fall 2019 semester overlaps part of the summer session registration period. Students will be able to register for fall 2019 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. 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 20 .....8 a.m. - 6 p.m.  
Monday, June 24..... 8 a.m. - 6 p.m.

### SUMMER BOOKSTORE HOURS

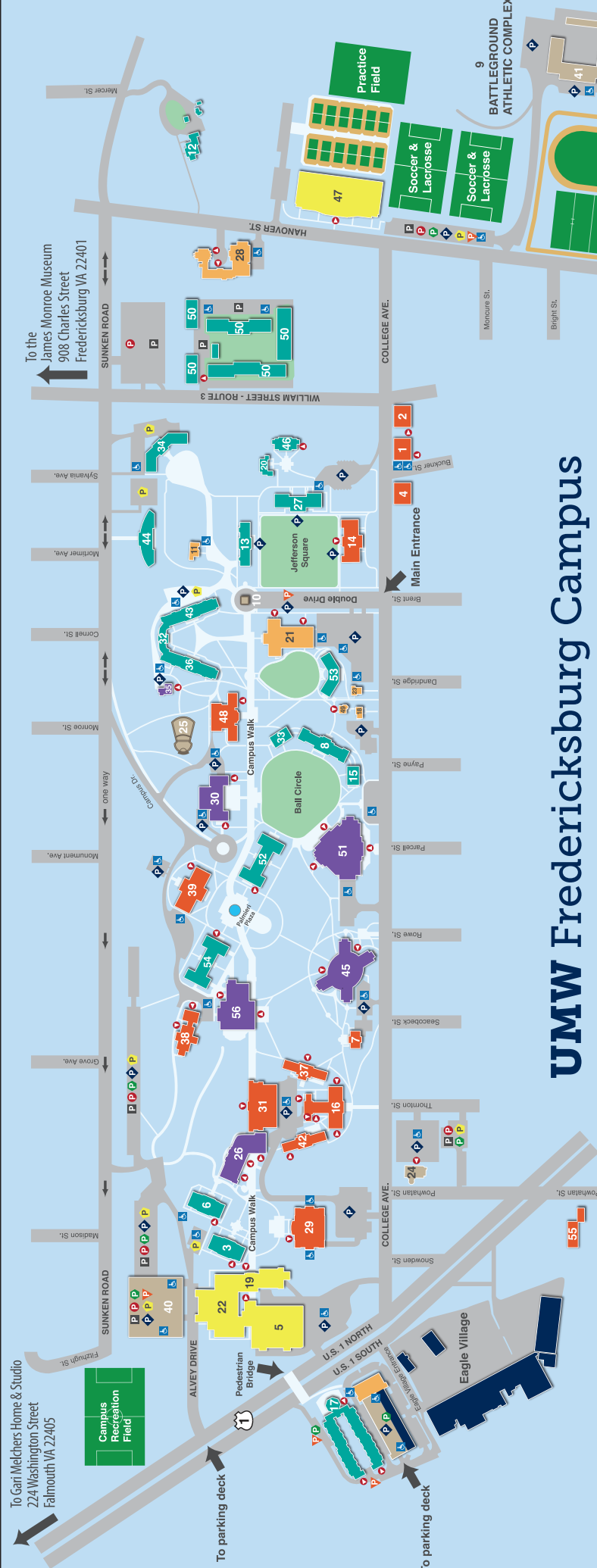
Monday – Thursday, 9 a.m. - 5 p.m.; Friday, 9 a.m. - 3 p.m.  
Bookstore Offices: Monday – Friday, 8 a.m. – 5 p.m.

**Students may order books **online**** (click on "textbooks").

### 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**, or by calling 540/654-1017.

Please refer to the Bookstore website for return policies and special event hours



# UMW Fredericksburg Campus

1301 College Avenue, Fredericksburg, VA 22401 • 540/654-1000 • [www.umw.edu](http://www.umw.edu)

## Buildings Key

1	1004 College Avenue
2	1201 William Street
3	Alvey Hall
4	Alvey House
5	Anderson Center
6	Arrington Hall
7	Art Gallery
8	Bell Tower
9	Battleground Athletic Complex
10	Campanile Hall
11	Brent House
12	Broomington
	UMW President's residence - private

13	Bushnell Hall
14	Combs Hall
15	Curtis Hall
16	duPont Hall
17	Eagle Landing
18	Fairfax House
19	Fitness Center
20	George Washington Hall
21	Godrick Hall
22	Gymnasium
23	Hamlet House
24	Heating Plant

25	Heslep Amphitheatre
26	Hurley Convergence Center
27	Jefferson Hall
28	Jepson Alumni Executive Center
29	Jepson Science Center
30	Lee Hall
31	Library, Simpson
32	Link, The
33	Madison Hall
34	Marshall Hall
35	Marque House
36	Mason Hall

37	Melchers Hall
38	Mercer Hall
39	Monroe Hall
40	Parking Deck
41	Physical Plant
42	Pollard Hall
43	Randolph Hall
44	Russell Hall
45	Secor Hall
46	South Hall
47	Tennis Center
48	Trinkle Hall
49	Tyler House
50	University Apartments
51	University Center
52	Virginia Hall

53	Westmoreland Hall
54	Willard Hall
55	Wonder Bread Studio
56	Woodard Hall
	Eagle's Nest
	Post Office
	College of Business



Scan for UMW on Google Maps

## Accessibility Key

- Accessible entrance
- Accessible parking

## Parking Key

- Apt. Residents
- Commuter
- Eagle Village
- Faculty/Staff
- Residents
- Visitors

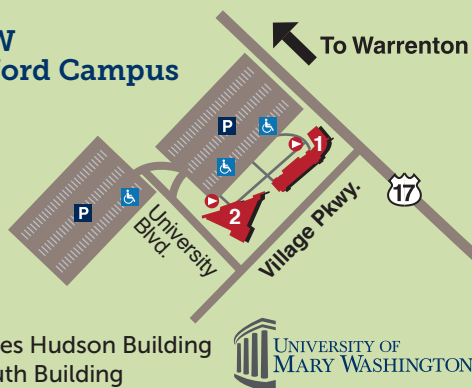
## Building Color Codes

- Academic
- Administration
- Athletic/Recreation
- Renovation/Support
- Residence
- Retail
- Student Services



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## UMW Stafford Campus



- 1 - Gates Hudson Building  
2 - South Building



# Fredericksburg Area



## University of Mary Washington Fredericksburg Campus 540/654-1000 • umw.edu

*Directions from I-95  
(to UMW 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 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.

## 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 25 miles on U.S. 17 South
- Turn right on 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



# Summer Session, 2019 Registration and Fees

NAME \_\_\_\_\_ BANNER ID # \_\_\_\_\_ DATE \_\_\_\_\_

SUMMER MAILING ADDRESS \_\_\_\_\_

DAYTIME TELEPHONE NO. \_\_\_\_\_ EVENING TELEPHONE NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_

UMW DEGREE PROGRAM: ☐ BA/BS ☐ BLS ☐ BSN ☐ MS in ED ☐ MEd ☐ MBA ☐ MSGA ☐ 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	P/F S/U	Rep. Course
MAY/JUNE TERM										
JUNE/JULY TERM										
10-week, 8-week, or Special Time/Location										

TOTAL CREDITS

## SECTION II: TUITION AND FEES

Use the costs listed below to calculate tuition and fee charges for summer, 2019. Write amounts in the column to the right.

Processing Fee: \$30.00

Tuition and Fees:

Virginia Resident: \$451 x (total # of credits) \_\_\_\_\_

Non-Virginia Resident: \$1,111 x (total # of credits) \_\_\_\_\_

Parking Fees:

(Fredericksburg campus only; 5-week term, \$35; 8-week term \$55; 10-week term, \$70.)

Undergraduate

\$451 x (total # of credits) \_\_\_\_\_

\$1,111 x (total # of credits) \_\_\_\_\_

Graduate

\$579 x (total # of credits) \_\_\_\_\_

\$1,118 x (total # of credits) \_\_\_\_\_

MSGA

\$679 x (total # of credits) \_\_\_\_\_

\$1,218 x (total # of credits) \_\_\_\_\_

GRAND TOTAL


GRAND TOTAL

## 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 \_\_\_\_\_

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 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.



UNIVERSITY OF  
MARY WASHINGTON

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## 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 \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ (mo/day/yr) PLACE OF BIRTH \_\_\_\_\_ SEX ☐ M ☐ F

### DEMOGRAPHIC INFORMATION:

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

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

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

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

☐ Asian (including Indian subcontinent and Philippines)

☐ Black or African American (including Africa and Caribbean)

☐ Native Hawaiian or Other Pacific Islander (Original Peoples)

☐ White (including Middle Eastern)

DOMICILE: Do you wish to claim tuition rates based on Virginia Domicile? ☐ Yes ☐ No \_\_\_\_\_

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

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

### ACADEMIC INFORMATION:

Have you attended the University of Mary Washington before? ☐ Yes ☐ No

If yes, please list the dates of attendance: \_\_\_\_\_

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

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 [academics.umw.edu/registrar/ferpa-policies-procedures-services/ferpa-and-educational-records](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 \_\_\_\_\_



Office Use Only  
User \_\_\_\_\_  
Date \_\_\_\_\_

**Instructions:** High school students who have completed their junior year must be accepted to the University of Mary Washington for the semester they wish to register for before registering for classes. Complete and submit this form along with a Non-Degree Course Registration Request form, a Virginia In-State Tuition Application, 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 Academic Services  
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*

*Date*

**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*

**HIGH SCHOOL STUDENT Summer Session APPLICATION**

NAME \_\_\_\_\_

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

YEAR \_\_\_\_\_

SSN \_\_\_\_\_

PHONE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ (month/day/year)

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? \_\_\_\_\_

Please provide the name/address of a parent/guardian to whom all tuition & fee bills will be mailed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

# Audit Application & Registration

Please print the information requested below:

Are you currently enrolled at the University of Mary Washington? ☐ Yes ☐ No

If yes, please complete items 1, 2, 3, and 11 below. Otherwise, complete the entire form.

1. Application for: ☐ Summer ☐ Spring ☐ Fall

2. Full Legal Name: \_\_\_\_\_  
last first middle

3. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Business Phone Home Phone

4. Local Address: \_\_\_\_\_  
\_\_\_\_\_

5. Please check the appropriate race/ethnic designation:

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

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

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

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

6. Sex: ☐ Male ☐ Female 7. Place of Birth: \_\_\_\_\_ 8. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
city or county/state/country mo. day yr.

9. Do you live in Virginia? ☐ Yes ☐ No If yes, list county or city of residence \_\_\_\_\_

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

If yes, when? \_\_\_\_\_

## 11. REGISTRATION

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

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

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The University of Mary Washington subscribes to the principles of equal and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO officer of the University. The information regarding race, sex, place and date of birth is requested for reports the University provides to Federal and other agencies collecting data to assure equal opportunity. Your cooperation is appreciated.

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





# 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

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

- |   |  |
|---|--|
| <p>7) Do your parents/legal guardian provide 50% or more of your financial support or claim you as a tax dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8) a.) If you are married, do you wish to claim eligibility for in-state tuition rates based on your spouse's domicile? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>b.) <i>If Yes</i>, does your spouse provide more than 50% of your financial support <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9) Do any of the following characteristics apply to you?<br/>Place a check beside all that apply.<br/><input type="checkbox"/> Age 24 or older as of the first day of the term in which you intend to enroll<br/><input type="checkbox"/> Veteran or active duty member of the U.S. Armed Forces<br/><input type="checkbox"/> Graduate or first-professional student<br/><input type="checkbox"/> Ward of the court or was a ward of the court until age 18<br/><input type="checkbox"/> If both parents are deceased, no adoptive or legal guardian<br/><input type="checkbox"/> Legal dependents other than a spouse</p> <p>10) In the last tax year did you file a state return to any state other than Virginia? <i>If yes, please explain:</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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? <i>If no, please explain:</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12) Are you a registered voter in Virginia?<br/>Date registered _____ Original _____ Re-registered _____ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13) Do you hold a valid Virginia driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No<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>14) Did you own or operate a motor vehicle registered in Virginia during the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If no</i>, indicate registration status:<br/>Registered in another state _____<br/>Did NOT own or operate a motor vehicle _____</p> <p>15) Are you or your spouse an active duty member of the U.S. armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If No</i>, continue to Question 16.<br/><i>If yes</i>, who is a member: self _____ spouse _____<br/>and answer the following:<br/>a.) Are Virginia income taxes paid on all military income? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If yes</i>, as of what date? _____<br/>Where were you stationed on that date? _____<br/><i>Please submit a copy of the most recent Leave and Earnings Statement.</i><br/>b.) If you are in the military, or if your spouse is, are you assigned to a Permanent Duty Station in Virginia? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>If yes</i>, as of what date? _____<br/>Where are you stationed? _____<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 your relationship to the military member.</i></p> <p>16) Answer this question only if you <i>live outside</i> Virginia but <i>work</i> in Virginia:<br/>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? <input type="checkbox"/> Yes <input type="checkbox"/> No<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> |
|---|--|

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 preceeding the first day of classes, provided more than half of the applicant's financial support.

1) Name of <input type="checkbox"/> parent <input type="checkbox"/> legal guardian <input type="checkbox"/> spouse _____	
2) Citizenship <input type="checkbox"/> U.S. <input type="checkbox"/> U.S. permanent resident <input type="checkbox"/> 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
_____	
_____	
6) In the last tax year, did you file a state return to any state other than Virginia? If yes, please explain: _____	
	Yes No <input type="checkbox"/> <input type="checkbox"/>
7) Will you have claimed the applicant as a dependent on your federal and Virginia income tax return for the tax year prior to the term in which the applicant will enroll? If no, please explain: _____	
	<input type="checkbox"/> <input type="checkbox"/>
8) Will you have provided more than half of the applicant's financial support for at least twelve months prior to the term in which the applicant will enroll? If no, please explain: _____	
	<input type="checkbox"/> <input type="checkbox"/>
9) For at least one year immediately prior to the term in which the applicant is claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? If no, please explain: _____	
	<input type="checkbox"/> <input type="checkbox"/>
10) Are you a registered voter in Virginia? Date registered _____ Original _____ Re-registered _____ If no, indicate your registration status: Registered in another state _____ Not registered _____	
	<input type="checkbox"/> <input type="checkbox"/>
11) Do you hold a valid Virginia driver's license? Date issued _____ Original _____ Renewal _____ If no, indicate your driver's license status: Hold in another state _____ Not licensed _____	
	<input type="checkbox"/> <input type="checkbox"/>
12) Did you own or operate a motor vehicle registered in Virginia during the last year? If no, indicate your auto registration status: Registered in another state _____ Did NOT own or operate a motor vehicle _____	
	<input type="checkbox"/> <input type="checkbox"/>
13) Are you or your spouse an active duty member of the U.S. armed forces? <input type="checkbox"/> <input type="checkbox"/>	
If no, continue to Question 14.	
If yes, who is a member: self _____ spouse _____ and answer the following:	
a.) Are Virginia income taxes paid on all military income? <input type="checkbox"/> <input type="checkbox"/>	
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.) Are you or your active-duty spouse assigned to a Permanent Duty Station in Virginia? <input type="checkbox"/> <input type="checkbox"/>	
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 the applicant's relationship to the military member.	
14) Answer this question only if you live outside Virginia but work in Virginia:	
Will you have lived outside Virginia, been employed in Virginia, earned at least \$15,080, paid Virginia income taxes on all taxable income earned in this Commonwealth, and claimed the applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant is claiming in-state status? <input type="checkbox"/> <input type="checkbox"/>	
If yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.	

I certify that the information I have provided is true.

Signature of parent/guardian

Date