

ACCELERATED BSN FOR ST. VINCENT HEALTH MARIAN UNIVERSITY SPRING 2012 SCHEDULE OF CLASSES

OFFICE OF THE REGISTRAR • Phone: 317.955.6050 • E-mail: regis@marian.edu • Web: www.marian.edu/registrar

The course information listed in this schedule was accurate as of November 28, 2011. For up-to-date information: log on to your CAMS student portal, change the term to SP-SEMEST-12, and click on "Course Offering." Once in the course offering, click on "Show Filter" and, under "Campuses," select "ST. VINCENT," then click on "Apply Filter."

ACADEMIC ADVISING AND REGISTERING FOR CLASSES

- At your initial orientation, a representative of the Office of the Registrar will be present to coordinate the registration process. Your nursing advisor will also be present to answer questions about your specific scheduling needs. The Office of the Registrar will process your registration following completion of a schedule planning form.
- Students who have an outstanding balance at the time of registration will not be registered until all financial holds have been cleared with the Business Office.
- **LATE REGISTRATION:** All students must be registered by Thursday, January 5 in order to not be assessed a late registration fee. Students who are not registered on or before Thursday, January 5 can still be registered between January 9-13. A \$50 late registration fee will be assessed.

CLASS CANCELLATION OR CHANGE

The university reserves the right to change or cancel courses as needs and enrollment warrant. Because course information may change in between registration and the first day of classes, students should print an updated schedule from their CAMS student portal immediately prior to the start of the classes.

SCHEDULES FOR WITHDRAWAL FROM THE UNIVERSITY and REDUCTION OF CHARGES:

A student who withdraws from school may be entitled to full or partial reduction of charges. Reduction of charges is based on the official date of withdrawal as recorded in the Office of the Registrar. Consult with the Financial Aid Office concerning the impact that withdrawal may have upon current financial aid awards.

Standard (semester-long) courses

- withdraw on or before January 13 = 100%
- withdraw January 17-20 = 90%
- withdraw January 23-27 = 60%
- withdraw January 30 – February 3 = 25%
- withdraw on or after February 6 = 0%
- last date to withdraw from individual courses with a "W" grade – March 23

Courses lasting 5 weeks or more

(up to, but not including, semester-long courses)

- withdraw during calendar week 1 = 100%
- withdraw during calendar week 2 = 50%
- withdraw during calendar week 3 or after = 0%
- last date to withdraw from individual courses with a "W" grade – end of calendar week 2

Courses lasting 4 or fewer weeks – no "W" grades given without complete withdrawal from the university

- withdraw prior to start of class = 100%; withdraw after class begins = 0%

LAST DAY TO DROP ALL CLASSES FOR THE SEMESTER (WITHDRAW FROM THE UNIVERSITY)..... APRIL 27

If you discontinue a class without following proper withdrawal procedures, you will receive a failing grade. To withdraw from an individual class, contact Jean Bandos in the School of Nursing; a \$40 change in registration fee will be assessed. To withdraw from all classes for the semester (withdraw from the university), contact the Office of the Registrar.

FEES FOR 2011-2012

Tuition, second degree students, per credit hour	\$795.00
Tuition, Marian's Adult Program courses.....	see MAP office
Audit fee, per credit hour, only charged if course is <u>not</u> taken for credit	\$165.00
Kaplan clinical fee, for all students enrolled in clinicals	\$160.00
Late registration fee for registering on or after the first day of the semester.....	\$50.00
Schedule Change (Drop/Add) form submitted on or after January 17, per form submitted.....	\$40.00
Copy of university transcript requested <u>in advance</u>	\$5.00
Copy of university transcript requested <u>on demand</u>	\$15.00
Auto registration, spring 2012 semester only	\$100.00
[Parking tags purchased in fall 2011 are valid through 8/1/12.]	
Parking violation	\$50.00
Late payment of tuition.....	\$50.00 (additional penalties also apply)

PLEASE NOTE: Students are expected to pay all student account charges by the due dates published by Marian University. The student will be responsible for paying any and all costs associated with collection efforts by Marian University. This may include interest, collection costs, attorney fees and court fees.

IMPORTANT DATES – SPRING 2012

Spring 2012 semester begins.....	Jan. 9
Martin Luther King, Jr. Day, university closed	Jan. 16
Incompletes from fall 2011 due	Feb. 17
Mid-term date.....	Mar. 2
Mid-term recess, no classes.....	Mar. 3-11
Last day to withdraw from a single course with a “W” grade (for semester-long courses).....	Mar. 23
Good Friday, university closed	Apr. 6
Senior comprehensive exam results due	Apr. 16
Academic Honors Day, no classes	Apr. 27
Last day to withdraw from <u>all</u> spring 2012 courses (withdraw from the university).....	Apr. 27
Final examinations.....	Apr. 30-May 5
Graduation day	May 5

FILE FOR GRADUATION

2011-2012 Associate and Bachelor degree candidates must file a Graduation Application in the Office of the Registrar no later than December 1, 2011.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect all official records which pertain to them and to challenge inaccurate or misleading information, except parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access. All student academic information is considered confidential except the following “directory” information available to the public: student's name, campus address, off-campus address, email address, telephone number, voice mail number, date of birth, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full-time/part-time status, degrees, awards, and honors including the Dean's List, and most recent previous institution attended by student. ***The student may request that “directory” information not be released by completing the FERPA Request form in the Office of the Registrar at the beginning of each semester. Failure to notify the Office of the Registrar may mean that university publications, such as team rosters or student directories, may include some directory information.***