

# ACCELERATED BSN FOR ST. VINCENT HEALTH MARIAN UNIVERSITY SUMMER 2011 SCHEDULE OF CLASSES

OFFICE OF THE REGISTRAR • Phone: 317.955.6050 • E-mail: [regis@marian.edu](mailto:regis@marian.edu) • Web: [www.marian.edu/registrar](http://www.marian.edu/registrar)

The course information listed in this schedule was accurate as of December 10, 2010. **For up-to-date information:** log on to your CAMS student portal, change the term to SU-SEMEST-11, 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 Friday, May 6 in order to not be assessed a late registration fee. Students who are not registered on or before Friday, May 6 can still be registered on May 9 or May 10. 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 during calendar week 1 = 100%
- withdraw during calendar week 2 = 90%
- withdraw during calendar week 3 = 50%
- withdraw during or after calendar week 4 = 0%
- *last date to withdraw from individual courses with a "W" grade – end of calendar week 3*

### **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%

If you discontinue a class without following proper withdrawal procedures, you will receive a failing grade. To withdraw from an individual class, contact Karen Hardin 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 2010-2011**

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 .....	\$160.00
Kaplan clinical fee, for all students enrolled in clinicals.....	\$150.00
Late registration fee for registering on or after the first day of the semester.....	\$50.00
Change of registration fee, 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 .....	\$75.00
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. If the tuition balance from summer courses is not paid in full by the tuition due date, the student will be administratively withdrawn from their fall 2011 classes and will be unable to re-register for fall classes until summer tuition has been paid in full.

## **IMPORTANT DATES – SUMMER 2011**

Summer 2011 semester begins.....	May 9
Memorial Day, university closed.....	May 30
Independence Day, university closed .....	July 4
Last day to withdraw.....	see section on withdrawal from courses
Summer graduation date (no ceremony) .....	August 21

## **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.***

## **INFORMATION CENTERS**

Admissions: requirements, procedures, applications .....	955.6300
Dean of Academic Affairs: overload approval, degree programs, general concerns .....	955.6016
Bookstore .....	955.6080
Business Office: fee payment.....	955.6020
Financial Aid: scholarships, grants, loans, work study .....	955.6040
Learning and Counseling Center: placement testing, tutoring, counseling .....	955.6150
Library .....	955.6090
Registrar: advisor assignments, schedules, registration, transfer credits, withdrawal from classes. ....	955.6050