

MARIAN UNIVERSITY

SUMMER 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 December 9, 2011.
Students can find up-to-date schedule information in the course offering on their CAMS student portal.

General Information

Marian University is an independent, Catholic, coeducational comprehensive liberal arts university. Its aim is to provide its students with a liberal arts education including the humanities, the natural sciences, and the social sciences, as well as a concentration of study in a specific discipline. Degrees offered include the Associate in Arts, Associate of Business Administration, Associate in Science, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, and Master of Arts in Teaching. Request an application for admission by writing the Office of Admission, Marian University, 3200 Cold Spring Road, Indianapolis, Indiana 46222-1997 or calling 317.955.6300 or 800.772.7264. Applications may also be submitted online at www.marian.edu. Marian University does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

Upon admission, and after receipt of a letter from the Registrar:

1. Complete placement testing.
2. Plan schedule with an academic advisor.
3. Register for classes in the Office of the Registrar.
4. Make payment arrangements by the first day of the summer session.

Registration and Late Registration

Current students may register for a summer class online through their CAMS student portal until 4 p.m. on the last weekday before the first scheduled day of that class. Students who have not registered for a course by this deadline may register in person at the Office of the Registrar on the first day of that class. The instructor's signature will be required and a \$50 late registration fee will be charged. Students will not be permitted to register for a course after its first scheduled class meeting day.

Due to the accelerated nature of summer courses, students are advised not to take more than one 5 week or two 6 week classes simultaneously.

2012 Summer Calendar

Current students may begin registering for summer classes while registering for fall 2012 classes.....March 19-30
Memorial Day, university closed.....May 28
Independence Day, university closed.....July 4
Close of pass/fail option.....second scheduled meeting day of the class
Last day to withdraw.....see section on withdrawal from courses
Final examinations.....last scheduled meeting day of the class
Summer graduation date (no ceremony).....August 19

Fees

Tuition and fees, full-time students, 12 to 20 credits total.....	\$13,000.00
Tuition and fees, part-time students, 11 credits or less, per credit hour	\$570.00
Tuition and fees, second degree students, per credit hour.....	\$795.00
Audit, per credit hour (audit applies only to lecture courses).....	\$165.00
Late payment fee.....	\$50.00
Late registration fee.....	\$50.00
Change of registration fee, per form submitted	\$40.00
Copy of transcript requested <u>in advance</u>	\$5.00
Copy of transcript requested <u>on demand</u>	\$15.00

If the tuition balance from summer courses is not paid by the tuition due date, the student may be administratively withdrawn from their fall 2012 classes and therefore unable to re-register for fall classes until summer tuition has been paid in full.

Withdrawal from Courses

Registered students may drop summer classes online through their CAMS student portal until 4 p.m. on Friday, May 4. After this time, students are required to complete paperwork in the Office of the Registrar in order to drop any summer class, even classes that have not yet begun. A student who discontinues without notice will receive a failing grade in the course and will be financially responsible for the full cost of the semester. Tuition refund is based on the official date of withdrawal.

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 with "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 with "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%
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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