

# ***Waynesburg University***

*Waynesburg, Pennsylvania*



**Registration Information  
2018-19 Academic Year  
January 14 – May 3, 2019**

**2018-2019 Academic Calendar for Undergraduate Programs**  
**“The University’s 170<sup>th</sup> Year”**

**FIRST SEMESTER — 2018**

• August	21	Tuesday	All-University Convocation and Workshops
	23	Thursday	Residence halls open (new students only); New Student Orientation (23-26); Matriculation Convocation
	24	Friday	Last day to make change in meal plan
	27	Monday	Classes begin
	31	Friday	Last day for late registration; last day to drop or add courses; last day to indicate pass/fail or audit preferences
• September	3	Monday	Labor Day (No day classes; evening classes will resume at 6 p.m.)
• October	6	Saturday	Homecoming
	13	Saturday	Fall recess begins
	13-21		Domestic/International Mission Service Trips
	15	Monday	Midsemester grades due from faculty
	22	Monday	Classes resume
• November	9	Friday	Last day to withdraw from classes
	21	Wednesday	Thanksgiving break begins for main campus
	26	Monday	Classes resume
• December	7	Friday	Regular classes end
	10-14	Monday-Friday	Semester examinations
	14	Friday	First semester ends

**SECOND SEMESTER — 2019**

• January	6-13		Domestic/International Mission Service Trips
	11	Friday	Last day to make change in meal plan
	13	Sunday	Residence halls open
	14	Monday	Classes begin
	18	Friday	Last day for late registration; last day to drop or add courses; last day to indicate pass/fail or audit preferences
	21	Monday	Classes meet, except for 11 a.m. (Martin Luther King, Jr. Convocation)
• February	21	Thursday	Assessment (11 a.m. – 1 p.m.)
• March	2	Saturday	Spring recess begins
	2-10		Domestic/International Mission Service Trips
	4	Monday	Midsemester grades due from faculty
	11	Monday	Classes resume
	19	Tuesday	Charter Day Convocation
• April	29	Friday	Last day to withdraw from classes
	19	Friday	Good Friday (classes will not meet)
	22	Monday	No day classes; evening classes will resume at 6 p.m.
	26	Friday	Regular classes end
• May	29 - May 3	Monday-Friday	Semester examinations
	3	Friday	Second semester ends
	5	Sunday	Baccalaureate Service at 11 a.m. One Hundred Sixty-Eighth Commencement at 2 p.m.
	6-12		Domestic/International Mission Service Trips

**SUMMER SESSIONS — 2019**

- May 14 – June 26      First summer session
  - First Three-Week Subsession: May 14 through June 4
  - First Five-Week Session: May 14 through June 18
  - Second Three-Week Subsession: June 6 through June 26
- July 8 – August 9      Second summer session

## **REGISTRATION INFORMATION**

Eligible students must be currently enrolled in the fall 2018 semester and be clear of any past-due balances.

1. Registration for currently enrolled students will be held from Thursday, October 25, 2018, and continue through Friday, January 18, 2019 which is the end of the first week of spring semester classes. (See Web and Office of Records and Registration Schedules)
2. Students may register at the Office of Records and Registration, Room 109, Miller Hall or through Self Service. Self Service registration instructions are included in this schedule.
3. Students registering through the Office of Records and Registration **must** have their completed registration form approved, and signed, by their academic advisor.
4. Classes appearing in this schedule were valid at the time of publication.
5. Waynesburg University reserves the right to add or change without notice, any information pertaining to class offerings, requirements, locations and fees published in this schedule. Students are held accountable for all information contained in this schedule and will only receive credit for courses in which they are officially registered.

### **Academic Advising and Registration Process:**

**Clear Holds:** All academic, financial and administrative holds that prevent registration must be cleared with the respective office(s) before you will be permitted to register. Any holds on a student account may be viewed on Self Service.

**Advising:** Students must be advised by their academic advisor prior to their registration date. Your academic advisor will indicate approval of your semester course plan by signing the registration form or authorizing registration through Self Service. Registration through Self Service will be available on your registration date, and afterward, if approved by your academic advisor.

**Registration:** At your scheduled registration time and any time thereafter through the first week of the spring semester classes, you may register through Self Service or by bringing your signed registration form to the Office of Records and Registration.

You may review the 2018-2019 University Catalog for course descriptions and co/prerequisite requirements at [https://issuu.com/waynesburguniversity/docs/wu\\_academiccatalog1819](https://issuu.com/waynesburguniversity/docs/wu_academiccatalog1819).

Students who plan to audit a course or register for pass/fail credit must submit the appropriate form to the Office of Records and Registration by Friday, January 18, 2019. Courses that a student plans to apply towards major, minor or general education requirements may not be audited or taken pass/fail.

Once registered, you may modify your schedule through the end of the first week of classes, which is Friday, January 18, 2019. Registration for any course that has not been approved by

your academic advisor is a violation of academic policy and could result in your registration being canceled at any time, either before or after the start of classes.

Beginning Monday, January 21, 2019, all registration activity must be conducted at the Office of Records and Registration.

Failure to attend classes and/or verbal notification to faculty does not constitute an official class drop or withdrawal. Students who do not attend class or do not file the required forms according to University policy will receive a grade of F.

### **HIGHER EDUCATION OPPORTUNITY ACT (HEOA)**

Textbook information is available on <http://myconnect.waynesburg.edu>. The link to the University Bookstore is located under "University Links and Requests/Academics".

### **REGISTRATION SCHEDULE**

Advising must occur prior to your initial registration. It is your responsibility to schedule an appointment with your academic advisor. Once you have initially registered for spring 2019, you may modify your schedule prior to the end of the first week of classes, which is January 18, 2019. Your academic advisor's signature is required on a drop/add form when adding courses not previously approved. Registration priority is based on the total credits on your transcript. ***Semester hours in progress are not considered.***

#### **Web Registration Schedule**

The beginning registration time for each Web registration group is **11:00 a.m.** on the **Thursday** of the week designated for your registration group (see Office of Records and Registration Schedule).

*You may use Self Service for registration and drop/add functions once your academic advisor has authorized registration through the student information system.*

You may register and drop/add using Self Service at your designated time and afterward through the end of the first week of classes.

Self Service response time may vary due to the amount of online activity. Should you experience a slow response time, try again later or bring an approved registration form to the Office of Records and Registration.

***Registration functions through Self Service will not be available after 4 p.m. on Friday, January 18, 2019.***

## OFFICE OF RECORDS AND REGISTRATION SCHEDULE

<u>DATE</u>	<u>DAY</u>	<u>TIME</u>	<u>REGISTRATION GROUP</u>
October 25	Thursday	11:00 a.m.	Students with 90+ hours
November 1	Thursday	11:00 a.m.	Students with 53+ hours
November 8	Thursday	11:00 a.m.	Students with 25+ hours
November 15	Thursday	11:00 a.m.	Students with <25 hours

## UNDERGRADUATE STUDENT SELF SERVICE GUIDE

Self Service enables enrolled students to view academic plans, search and register for courses, access course schedules, view grades, and more. The following provides a brief overview of how to use some of the features of Self Service.

### Accessing Self Service

Self Service is located in the myConnect portal, which can be accessed through the University's webpage or directly at <http://myConnect.waynesburg.edu>. After logging into myConnect, click on the Self Service button under the Quick Launch menu. When accessing Self Service for the first time, you will be prompted to provide your System ID, which is a 9 digit number located on your University ID card or billing statement. You will also be asked to enter your first and last name and birthdate. Please enter your FULL name, again as it is listed on your ID card and billing statements. Enter your birthdate using the format mm/dd/yyyy. If you do not know your ID or experience issues when logging in, contact the ITS Help Desk by submitting an ITS Request or by calling 724-852-3413.

### Searching for and Adding Courses to Your Cart

To search for courses using Self Service, go to the **Search** tab and click **Section Search**. From here, you may enter the criteria for the course that you wish to search for. For example, if you want to search for undergraduate level math classes being offered in the spring 2019 semester, you would enter the following:

**Course Code:** MAT  
**Period:** 2019 Spring  
**Session:** Main

***\*It is recommended that you build your cart before your scheduled registration time.***

### Registering for Courses

To register for courses, go to the Register tab, click Traditional Courses, and choose the semester that you wish to register for (i.e., 2019 Spring). When all of the courses you wish to

add are included in your cart, click Register. After reviewing the schedule for accuracy, click Next. To finalize your schedule, click Next again. When the schedule has been successfully reviewed and finalized, you will be taken to a screen that states “Congratulations! You have completed your registration for: 2019/Spring”.

If the message “**You are not eligible to register at this time,**” appears anywhere within the Register tab, you will not be able to register using Self Service. This may be because your advisor **did not** authorize your registration or because you have a **hold** on your account.

### **Viewing Your Class Schedule**

To view your class schedule, click on the **Classes** tab and then select **Schedule** followed by **Student Schedule**. The schedule for the current semester should appear. If you would like to view your schedule for another semester, select the Year/Semester of the schedule that you wish to view from the **Period** drop down box and click **Submit**.

### **Waitlists**

You may waitlist yourself to a course that is currently closed. If any openings occur, you will receive a computer generated message giving you **24 hours** to add the course or it will be dropped from your schedule.

### **Dropping Courses**

Students may drop courses through the first week of a semester. To do so, go to the **Register** tab, place a check mark in the box located next to the course that you wish to drop, and click **Next**, a page will then appear with your new semester schedule.

**\*\*Please remember to drop all waitlisted classes once your schedule is set for the semester.**

## **TUITION AND FEES**

A complete listing of the University’s tuition and fees is available in the 2018-2019 Academic Catalog ([https://issuu.com/waynesburguniversity/docs/wu\\_academiccatalog1819](https://issuu.com/waynesburguniversity/docs/wu_academiccatalog1819)).

## **TERMS OF PAYMENT**

All accounts for the spring semester are payable in full by January 3, 2019. Beginning Friday, January 4, a late payment fee of \$40 will be added to all unpaid accounts. An additional charge of \$100 will be assessed to students who fail to satisfy their financial obligations by the last day of the drop/add period (Friday, January 18, 2019).

## **REFUND POLICY**

The total semester charges are considered fully earned by the University on January 14, 2019. Students who withdraw must formally notify the University by contacting the Office of the Registrar or by completing a withdrawal form. This form may be obtained from the Office

of Records and Registration. Failure to attend classes after registering is not justification for elimination of semester charges. Once the University has been formally notified of the student's withdrawal, review of the account, financial aid records, and date of withdrawal will determine the appropriate refund.

### **Return of Title IV Funds and Calculation of Institutional Refund Policy**

**Procedures:** Waynesburg University will review the student account and other necessary materials to determine any refunds, repayments, and/or return of costs and monies of each student who withdraws from the University. Once the University has been notified that the student is withdrawing, the appropriate repayment, and/or return policy will be used. The University will use the appropriate policy, which is determined by the date of withdraw, as noted by the Registrar and the types of financial aid received. Withdraw calculations for students who withdraw voluntarily, while in good standing, will be based on the following policies:

### **Return of Title IV Funds**

This includes only those students with Federal Title IV financial aid and who withdraw from the University during the first 60% of the semester. The following steps will be used in determining the Return of Title IV Funds:

1. Date of withdrawal will be the date the student begins the withdrawal process with the Office of the Registrar unless there is documentation of class attendance beyond that date.
2. Determine date of withdrawal and percentage of payment period completed by the student.

**Note:** The percentage completed is based on the number of calendar days attended divided by the total number of calendar days of the semester. If the % completed > 60%, the student will have earned 100% of the payment period; no return of Title IV Funds.

**Fall 2018** (8/27/18 – 12/14/18) = 101 Calendar days (excluding Fall Recesses)

**Spring 2019** (1/14/19 – 5/3/19) = 101 Calendar days (excluding Spring Recess)

Example: If a student withdraws on September 28, 2018 (33rd calendar day of the semester), the student has completed 32.67% (33/101) of the payment period. This percentage will be used in the remainder of the calculations.

3. Calculate amount of Title IV aid earned by the student.
4. Compare amount earned and amount disbursed to determine amount unearned.
5. If amount earned > amount disbursed, determine late disbursement.
6. If amount earned < amount disbursed, determine amount of Title IV aid must be returned.
7. Calculate portion of funds to be returned by the institution and student.

Students who do not follow the official withdrawal procedure and stop attending classes will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time.

Students who receive a refund of financial aid prior to withdrawing from the University may owe a repayment of federal financial aid funds received. Students in such situations will be contacted by the Business Office and will be given 30 days to repay the funds to the University. Students who fail to repay the unearned portion of federal financial aid funds will become ineligible for future financial aid and will be turned over to the Department of Education for collection. Students must then contact the Department of Education at 1-800-433-3243 for repayment arrangements.

### **Institutional and State Grant Refund Policy**

This includes those students with Waynesburg institutional funds, state grant funding and students who are not recipients of Federal Title IV financial aid. The Institutional and State Refund/Return Policy will be calculated in the same manner as the Return of Title IV Funds. Refer to the steps of the Return of Title IV Funds. If all charges for tuition and fees are refunded or reversed for the semester, then all institutional and state aid will be reversed and refunded to their source.

### **Institution Tuition Charge Calculation**

Waynesburg University charges for tuition and fees will be calculated based on the same calculation as the Return of Title IV Funds.

### **Additional Withdrawal Information**

Pennsylvania and other state grants will be adjusted according to the agency's stated guidelines. It is expected that Pennsylvania State Grants will be reduced by the same percent used in the Return of Title IV funds calculation.

All withdrawals prior to the start of classes, as well as during the semester must be official. You should begin the process by contacting the Office of Records and Registration, Room 109, Miller Hall (724-852-3252). The office staff will advise you of the procedures in the withdrawal process.

All cash refunds disbursed directly to a student to use toward living, personal, and miscellaneous expenses during the semester will be made from the following (in ranking order):

1. Federal Direct Plus Loan
2. Federal Direct Unsubsidized Loan
3. Federal Direct Subsidized Loan
4. Nursing Loan
5. Federal Pell Grant
6. FSEOG Grant



The Return of Title IV funds will be made to the programs in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Nursing Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. FSEOG Grant

There will be no refund given for room charges after the first day of the semester except for anyone withdrawing completely from the University.

### **Meal Plan**

No meal plan changes will be permitted after January 10, 2019 for the Spring 2019 semester.

### **Refund Policy for Involuntary Withdrawal**

No refund will be made to any student who is required to withdraw because of misconduct, except for a refund of board charges according to the previously mentioned scale.

### **Drop and Add**

1. No refund or additional tuition charges for students who drop and add an equal number of credit hours within the same semester if the per credit tuition rates are the same. In those instances where students add credit hours and the revised tuition charges are greater, the additional charges will be assessed.
2. No refund for full or part-time students who withdraw from courses after the last day of Late Registration and Drop/Add (January 18, 2019).

### **Policy for Reservists & National Guard Members Ordered to Report for Active Duty**

1. When applying for withdrawal, the student must present confirmation of his/her orders to report for active duty.
2. The student's tuition and fees will be refunded as follows:

Tuition and activity fee .....	100%
Room and board .....	100%
3. Any student refunds or parent plus refunds would need returned to Waynesburg University so that the aid could be returned to the lender.
4. If a student is called to duty near the end of the semester, he/she may choose to accept an incomplete grade to be made up at a later date subject to the approval of his/her faculty and the Office of the Registrar. Since a student would eventually receive a grade, there would be no tuition refund if the student chooses this option. Room and board would be pro-rated by the number of weeks attended.
5. If all charges for tuition and fees are refunded/reversed for the semester, all institutional aid will also be reversed. Any Title IV Financial Aid will be handled per the federal policy.

## **SCHEDULE CHANGES**

A completed Drop/Add form must be submitted by the student to make schedule changes **in the office**. During the first week of classes, students are still able to make changes through Self Service. The last day for **LATE REGISTRATION**, to **DROP OR ADD COURSES** and **INDICATE a PASS/FAIL** or **AUDIT PREFERENCE** for a course is **FRIDAY, January 18, 2019**.

## **WITHDRAWAL POLICY**

### **Withdrawal from a Course**

After Friday, January 18, 2019, a student may withdraw from a course through the tenth week (**Friday, March 29, 2019**) of a regular semester (or its equivalent in a non-semester course). A signed withdrawal form must be filed in the Office of Records and Registration. The grade of W will be recorded on the permanent record.

Withdrawal from a course after the tenth week of a regular semester will be reserved for extenuating circumstances, (e.g., death of an immediate family member, serious injury, extended illness or other extraordinary circumstance that prevented the student from attending classes and successfully completing the coursework) and must be approved by the department chair of the respective course. If approved, the course will be assigned a grade of WP (withdrew passing) or WF (withdrew failing) for the course.

Students are not permitted to withdraw from a course during the week of semester examinations.

### **Withdrawal from the University**

A student who decides to withdraw from the University should obtain the necessary form from the Office of Records and Registration (109 Miller Hall). The student will then meet with representatives from the Office of the Registrar and Student Services. The signed form is then submitted to the University Provost and returned to the Office of Records & Registration for processing. If this request is granted prior to the tenth week (Friday, March 29, 2019) of a regular semester (or its equivalent in a non-semester course), the letter "W" (withdrawal) will be recorded in each course.

Subsequent to that period the grades of "WP" (withdrew passing) or "WF" (withdrew failing) will be recorded.

Students are not permitted to withdraw from the University during the week of semester examinations.

### **Medical Withdrawal and Medical Leave of Absence**

When illness, injury, or other disability occurs, a student or guardian may request, or the University may require, a Medical Withdrawal from the University or a Medical Leave of Absence (MLOA). All Medical Withdrawal or MLOA requests are made to the Office of the Registrar by completing the appropriate forms. An application for a Medical Withdrawal or MLOA will not be reviewed until the form and any required documentation is submitted with all necessary signatures. All requests are handled on a case-by-case basis. In cases when a

student is unable to sign required paperwork for Medical Withdrawal or MLOA, he or she may be placed on administrative hold until the process can be completed.

### **Independent Study, Internship, and Research Information**

Students wishing to participate in an independent study, internship, or research project will need to complete and submit the appropriate form. Forms are available in the Office of Records and Registration. Once the approved form is received, the course and credits will be added to the student's schedule. An email verifying the addition will be sent to the student, department chair, and instructor.

### **PROSPECTIVE GRADUATES**

Students planning to complete degree requirements during the 2018-19 academic year must submit an application for graduation. Applications are available in the Office of the Registrar and must be submitted in accordance with the following schedule:

<b><u>Graduation Term</u></b>	<b><u>Application Deadline</u></b>
December	Third Friday in July
May	Second Friday in November
August	Second Friday in April

### **GRADING POLICIES**

#### **General Information**

1. **Withdrawal** from a course must be made officially in the Office of the Registrar by the dates as they appear on the Academic Calendar. If the student has officially withdrawn in the Office of the Registrar within the prescribed period, a "W" will appear on the student grade report and permanent record. Any student who does not officially withdraw by the final withdrawal date will receive a failure in the course.
2. An **Incomplete grade** is to be reserved for those students whose work is passing but, due to extenuating circumstances (such as serious illness or death in the family), have some remaining course requirements to satisfy. A completed, signed form is required. Incompletes must be made up in the first six weeks of the semester following the one in which the work was reported incomplete. Any incomplete that is not made up will be changed to "F".
3. A student may repeat a course in which he has received a grade of **C-** or below. When a course is repeated, both the first grade received and the grade earned in the repeated course remain a part of the permanent record; however only the highest grade is used in computing the grade point average. When a student repeats a course in which he has previously earned a passing grade, the credit hours in the repeated course will not be applicable toward the total hours required for the degree.

### KEY TO GRADES

<u>GRADE</u>		<u>GRADE POINTS PER SEMESTER HOUR</u>
A	(Excellent)	4.00
A-	(Excellent)	3.70
B+	(Above Average)	3.30
B	(Above Average)	3.00
B-	(Above Average)	2.70
C+	(Average)	2.30
C	(Average)	2.00
C-	(Below Average, Passing)	1.70
D+	(Below Average, Passing)	1.30
D	(Below Average, Passing)	1.00
D-	(Below Average, Passing)	0.70
F	(Failure)	0.00
I	(Incomplete)	0.00
W	(Withdrew)	0.00
WF	(Withdrew—Failing)	0.00
WM	( Withdrew—Medical)	0.00
WP	(Withdrew—Passing)	0.00
NG	(No Grade)	0.00
P	(Passing)	0.00
AU	(Audit)	0.00

### RELEASE OF INFORMATION

This is to inform students that Waynesburg University intends to comply fully with the Family Educational Rights and Privacy Act of 1974, as amended, which was designed to protect the privacy of educational records; to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information and complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Waynesburg University designates the following information about individual students as directory information that the University may release or publish without an individual student's consent:

Full name, address, telephone listing, electronic mail address; a photograph or video; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance at the University; degrees, honors or awards received; the most recent previous educational institution attended; participation in officially recognized University activities or athletics and social media postings related to the same; the weight and height of members of athletic teams.

A parent or eligible student has the right to refuse to let Waynesburg University designate any or all of the aforementioned categories of information about the student as directory information. If a parent or eligible student would like to exercise that right, he/she must complete a Request for Non-Disclosure of Directory Information form and submit it to the Office of Records and Registration at any time during the student's enrollment.

The Request for Non-Disclosure of Directory Information form is available in the Office of Records and Registration located in Miller Hall 109. For more information, contact that office at 724-852-3252.

### TRANSCRIPTS

Transcripts are provided by the Office of Records and Registration and are issued only upon the written request of the student. No transcripts will be issued if the student has an outstanding debt at the University. All grades, academic suspension actions, degrees received, and degree honors are included on the transcript. Each transcript must include the student's complete record at Waynesburg University.

An official transcript carries the University Seal and an authorized signature. Official transcripts are usually mailed directly to educational institutions, employers, etc. with the written authorization of the student. A student may obtain an official transcript for his or her personal use at no charge. Request forms are available at <https://www.waynesburg.edu/sites/default/files/2018-09/Transcript%20Request%20Form.pdf>.

### EXAMINATION SCHEDULE

#### **Spring Semester 2019 Dates of Semester Examinations – April 29 – May 3, 2019**

The examination schedule is based on the days of the week and time of the class. Examinations will be given in the rooms where classes normally meet.

<b>Dates</b>	<b>8:30 to 10:30</b>	<b>11:00 to 1:00</b>	<b>1:30 to 3:30</b>	<b>4:00 to 6:00</b>	<b>6:30 to 9:00</b>
<b>April 29 Monday</b>	<b>Day of Study for Final Examinations</b>				Classes which meet Monday evenings
<b>April 30 Tuesday</b>	Classes which meet TR 9:30 a.m.	Classes which meet TR 1 p.m.	Classes which meet TR noon	Any classes meeting at times not listed	Classes which meet Tuesday evenings
<b>May 1 Wednesday</b>	Classes which meet MWF 9 a.m.	Classes which meet MWF 11 a.m.	Classes which meet MWF noon	Classes which meet MWF 2 p.m.	Classes which meet Wednesday evenings
<b>May 2 Thursday</b>	Classes which meet TR 8 a.m.	Classes which meet TR 2:30 p.m.	Independent Studies	Any Classes meeting at times not listed	Classes which meet Thursday evenings
<b>May 3 Friday</b>	Classes which meet MWF 8 a.m.	Classes which meet MWF 10 a.m.	Classes which meet MWF 1 p.m.	Classes which meet MWF 3 p.m.	

## **CLASS SCHEDULE**

Waynesburg University reserves the right to change, add, or withdraw any course to respond to enrollment, personnel, or other circumstances. The faculty names that are listed are tentative and subject to change. Registration for classes in programs that have admission and progression criteria does not constitute acceptance or advancement in those programs.

**Updated course information (i.e. additions, cancellations, changes) is available for review in Self Service.**