

Waynesburg University

Waynesburg, Pennsylvania



**Registration Information
2020-2021 Academic Year
August 24 – December 11, 2020**

REGISTRATION INFORMATION

Eligible students must be currently enrolled in the spring 2020 semester and be clear of any past-due balances.

1. Registration for currently enrolled students will be held from Thursday, February 27 and continue through Friday, August 28, 2020 which is the end of the first week of fall semester classes. (See Web and Office of Records and Registration Schedules)
2. Students may register through Self Service. Self Service registration instructions are included in this schedule.
3. Students who register through the Office of Records and Registration (109 Miler Hall) **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 fall 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 2019-2020 University Catalog for course descriptions and co/prerequisite requirements at <https://www.waynesburg.edu/academics/academic-affairs/academic-catalog>.

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, August 28, 2020. Courses that a student plans to apply towards general education requirements, major, or minor 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, August 28, 2020. 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, August 31, 2020, 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 Academics.

REGISTRATION SCHEDULE

Registration priority is based on the total credits on your transcript. ***Semester hours in progress are not considered as earned credits.***

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 fall 2020, you may modify your schedule through Self Service prior to the end of the first week of classes, which is August 28, 2020.

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.

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, August 28, 2020.

OFFICE OF RECORDS AND REGISTRATION SCHEDULE

<u>DATE</u>	<u>DAY</u>	<u>TIME</u>	<u>REGISTRATION GROUP</u>
February 27	Thursday	11:00 a.m.	Students with 53+ hours
March 12	Thursday	11:00 a.m.	Students with 25+ hours
March 19	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 2020 semester, you would enter the following:

Course Code: MAT
Period: 2020 Fall
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., 2020 Fall). 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: 2020/Fall”.

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.

Do not add yourself to multiple waitlists for the same course. Also, make sure that you have space available in your schedule for the waitlisted course to be added.

Dropping Courses

Students may drop courses through Self Service during 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 current tuition and fees is available in the 2019-2020 Academic Catalog (<https://www.waynesburg.edu/academics/academic-affairs/academic-catalog>). Tuition and fees for the 2020-2021 academic year will appear in that edition of the academic catalog when it becomes available in August.

TERMS OF PAYMENT

All accounts for the fall semester are payable in full by August 10, 2020. Beginning Monday, August 24, 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, August 28, 2020).

REFUND POLICY

The total semester charges are considered fully earned by the University on August 24, 2020. 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. Effective for the 2020-2021 academic year, 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 2020 (8/24/2020 – 12/11/2020) = 101 Calendar days (excluding the Fall 2020 Semester Recess)

Spring 2021 (1/11/2021 – 4/30/2021) = 101 Calendar days (excluding the Spring 2021 Semester Recess)

Example: If a student withdraws on September 30, 2020 (38th calendar day of the semester), the student has completed 37.62% (38/101) 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. Federal Nursing Loan

5. Federal Pell Grant
6. Federal 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. Federal Nursing Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal FSEOG Grant

Room Charges

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 changes in meal plan will be permitted after Friday, August 21, 2020, for the Fall 2020 semester.

Refund Policy for Involuntary Withdrawal

Any student who is required to withdraw because of misconduct, Waynesburg University charges and fees will be calculated based on the same calculation as the Return of Title IV Funds.

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, and approved, Drop/Add form must be submitted by the student to make schedule changes **in the office**. During the first week of classes students are 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, August 28, 2020**.

WITHDRAWAL POLICY

Withdrawal from a Course

After Friday, August 28, 2020, a student may withdraw from a course through the tenth week (**Friday, November 6, 2020**) 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 circumstances 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. In the event a grade of WF is awarded, the student must submit, no later than the last day of classes, a written petition for permission to withdraw to the Academic Affairs Office. If permission is granted, a grade of W will be recorded.

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 contact the Office of the Registrar (105 Miller Hall; 724-852-3237; registrar@waynesburg.edu).

Students who withdraw from the University prior to the end of the tenth week of classes will have the grade of W (withdrawal) recorded for each course on their permanent record.

Students who withdraw from the University subsequent to the end of the tenth week of classes will either receive a WP (withdrew while passing the course) or WF (withdrew failing) for the respective courses listed on their permanent record. However, in the event of an illness or other severe hardship beyond the student's control, the student should submit, no later than the last day of classes, a written petition for permission to withdraw to the Academic Affairs Office. If permission is granted, a grade of W will be recorded. Students are not permitted to withdraw from a course during the week of semester examinations.

Refunds of tuition and fees will be made to students who withdraw voluntarily according to the scale listed previously.

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 2020-21 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:

Graduation Term

December

May

August

Application Deadline

Third Friday in July

Second Friday in November

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
IM	(Incomplete Medical)	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
TR	(Transfer)	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 this right, he or 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.

Additional information on FERPA may be obtained through the Office of the Registrar, located on the first floor of Miller Hall, 724-852-7619, or registrar@waynesburg.edu. Further details are also available in the Student Handbook, available in the Office of Student Services, located on the third floor of Stover Campus Center. The complete notice to students can be accessed at <https://myconnect.waynesburg.edu/web/privacy/home>.

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 [Transfer Request](#).

EXAMINATION SCHEDULE

Fall Semester 2020 Dates of Semester Examinations – December 7 – 11, 2020

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.

Dates	8:30 to 10:30	11:00 to 1:00	1:30 to 3:30	4:00 to 6:00	6:30 to 9:00
Dec. 7 Monday	Day of Study for Final Examinations				Classes which meet Monday evenings
Dec. 8 Tuesday	Classes which meet TR 9:30 a. m.	Classes which meet TR 1 p.m.	Classes which meet TR noon	Classes meeting at times not listed	Classes which meet Tuesday evenings
Dec. 9 Wednesday	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
Dec. 10 Thursday	Classes which meet TR 8 a.m.	Classes which meet TR 2:30 p.m.	Independent Studies	Classes meeting at times not listed	Classes which meet Thursday evenings
Dec. 11 Friday	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.