

UNIVERSITY COLLEGE

UNIVERSITY COLLEGE Spring 2017 ACADEMIC CALENDAR

October

- 1 Last day to file Intent to Graduate – Fall 2016
- 3 Courses available to browse online
- 15-18 Fall Break
- 31 Spring 2017 scholarship deadline for current and returning students.

November

- 2 University College Preview Night
- 9 Online registration begins for University College
- 23-27 Thanksgiving Break- no classes

December

- 3 Saturday Recognition Ceremony for December graduates
- 21 Last day to file Intent to Graduate form available online for May 2017 Graduation.

January

- 3-14 January Intersession Classes Meet – see website.
- 12 New Student Orientation.
- 16 Martin Luther King holiday observed. No classes.
- 17 Classes begin.
- 23 Summer 2017 Courses available to browse online.
- 31 Last day to add a course without instructor approval, including independent study. Last day courses can be dropped without a "W" on the transcript. Last day to drop with a 100% refund. Last day to change to or from audit or special audit grade option. Late fee of \$50 applied to registration after this date. Last day to drop ACTRAC for a refund.

February

- 7 Last day to drop a full-semester course for 50% refund.
- 14 Last day to drop a full-semester course for 25% refund.
- 20 Fall 2017 Courses available to browse online.
- 24 Last day to change grade option or withdraw from 8-week session 1 course.

March

- 13-19 Spring break. No classes.
- 20 Last day to change grade option on a full-semester course, excluding audit and special audit. Last day to select ACTRAC option.
- 20 8-Week Session 2 Courses begin
- 27 Last day to add an 8-week session 2 course without instructor approval. Last day 8-week session 2 courses will be dropped without a "W" on transcript. Last day to drop an 8-week session 2 course for 100% refund. (No refund after this date.)
- 27 Online registration for Summer 2017 begins—ucollege.wustl.edu.

April

- 1 Fall 2017 scholarship deadline for current and returning students.
- 17 Online registration for Fall 2017 begins — ucollege.wustl.edu.
- 21 Last day to withdraw from a full-semester or 8-week session 2 University College course. Last day to drop ACTRAC option (no tuition refund).

Last day to change grade option for 8-week session 2 course.

May

- 3-9 Wed. 5/3 – Tues. 5/9 Final examinations during last class meeting.
- 9 Last day of spring semester for University College.
- 17 University College Recognition Ceremony—Graham Chapel
- 19 Commencement

REGISTRATION INFORMATION

How to Register: Online at ucollege.wustl.edu or in person at January Hall, Room 20. University College students must pay in full (cash, check, credit card) or provide an approved alternate method of payment (financial aid, employer reimbursement, military benefit, WU tuition benefit, or payroll deduction) prior to being registered. Day students register through WebSTAC.

NOTE: Students are responsible for complying with course prerequisites. Students who do not have appropriate permission for University College courses will be removed from the class roster.

When to Register

Online registration for University College students opens November 9, 2016. Final registration deadline: January 31, 2017. WebSTAC registration follows the day-school schedule.

Contact Information

University College
January Hall, Room 20
Hours: Monday-Thursday, 8:30 a.m.-7:00 p.m.,
Friday, 8:30 a.m.-5:00 p.m.
Telephone: (314) 935-6700
Fax: (314) 935-6744

Grade Options/ACTRAC

Grade Options: Students may choose among three grading options: Letter Grade, Credit/No Credit (pass/fail), or Audit. Students choosing the CR/NCR option must designate the option at the time of registration. (Please read the restrictions related to the Credit/No Credit option in the University College Bulletin.) An Audit grade option may be chosen when a student does not seek academic credit for the course and does not wish to be responsible for all assignments. Qualified University College students may also choose the Special Audit option and the ACTRAC accelerated option for selected courses. See the University College Course Listings for details. Washington University employees are not eligible to receive tuition remission for courses selected as Audit or Special Audit.

Full-time Students: Students wishing to enroll full-time (12 units or more) must submit transcripts of previous college work and obtain an advisor's approval prior to registering.

Registration for Other Divisions of Washington

University: University College students registering in courses offered by other divisions of the University must first consult a University College advisor. Students must pay the tuition of the division that offers the course.

Students in Other Divisions of the University:

Only University College students may register using UC Online. Students in other divisions of the University wishing to enroll in University College courses must register through WebSTAC and obtain the approval of their dean. Students in other divisions of the University who are enrolled in University College courses must follow the final exam schedule for University College.

Independent Study: Students wishing to pursue independent work must consult a University College advisor and a University College faculty member. All independent study projects must be described and approved in writing by the supervising instructor, the University College department coordinator, and a University College dean. Registration for independent

study must be completed by the second week of the semester. Independent study forms, and Directed Research Project forms (for graduate students) are available in the University College office or online at ucollege.wustl.edu.

Changes in Registration

Adding a Course: To add a course, go online to ucollege.wustl.edu. An instructor's written approval is required if registering after the second week of the semester. A \$50 late fee is applied to courses added after that date.

Withdrawals: To withdraw from a class, go online to ucollege.wustl.edu. Notifying the instructor or not attending class is not considered withdrawal and may result in a failing grade. Refunds are computed from the date on which a student withdraws online January 31, 2017 is the last day a course may be dropped without a "W" appearing on the student's transcript. The last day to withdraw from a course is April 21, 2017.

TUITION AND FINANCIAL ASSISTANCE

Tuition and Payment

University College Students must pay in full (cash, check, credit card) or provide an approved alternate method of payment (financial aid, employer reimbursement, military benefit, WU tuition benefit, or payroll deduction) prior to being registered.

Employer Tuition Reimbursement Plans: Students must remit the employer's tuition reimbursement policy, a written statement on company letterhead agreeing to pay tuition charges, and the University College "Intent to Pay" form. Visit ucollege.wustl.edu/tuition/reimbursement.

Washington University Employees: Washington University provides its employees with tuition assistance to foster their continuing education. Full-time University employees receive 100 percent tuition remission for University College undergraduate courses and 50 percent tuition remission for University College graduate-level courses up to a maximum of 7 credits per semester. Note: Employees must be employed full-time for one full year before they or their spouses are eligible for this benefit. Free remission applies only to courses taken for a letter grade or Pass/Fail; it is not available for noncredit courses or for courses taken as Audit or Special Audit. Visit ucollege.wustl.edu/tuition/remission/employee.

Post Doctoral Appointees: Postdoctoral appointees appointed under the Postdoctoral Education policy (effective July 1, 2004) may be eligible for the Postdoctoral Tuition Plan. Visit ucollege.wustl.edu/tuition/remission/employee.

Veterans: University College is proud to participate in the Yellow Ribbon Program, which allows qualified veterans to attend University College fulltime with no out-of-pocket expense for tuition and mandatory fees. University College accepts many types of VA funding (G.I. Bill, Post 9/11, Vocational Rehabilitation...etc) and for additional information, please visit our Military page (<http://ucollege.wustl.edu/military>) To inquire about using your VA benefits at University College, please contact Shawn Miller (314) 935-9280 or shmill@wustl.edu.

Half Tuition for Individuals 60 and Over: Persons 60 years of age and over may enroll for credit in most University College courses at half the regular tuition. Exceptions include Applied Music, independent courses, (i.e. independent study, directed research, master's thesis), special programs (i.e. Doctor of Liberal Arts, M.S. in Biology) and courses in which enrollment is limited. This discount cannot be combined with the WUSTL tuition benefit, University College scholarships or military benefits. A driver's license, or other official verification of age is required at the time of registration.

Registration and Refund Deadlines

Registration and Refund Deadlines Spring 2017	Regular Jan 17 – May 9	8-wk Session 1 Jan 17 - Mar 10	8-wk Session 2 Mar 20- May 9
Last day to register without instructor approval and late fee	January 31	January 31	March 27
Last day to drop without a "W"	January 31	January 31	March 27
Last day to receive a 100% refund	January 31	January 31	March 27
Last day to receive a 50% refund	February 7	N/A	N/A
Last day to receive a 25% refund	February 14	N/A	N/A
No refunds given after	February 14	January 31	March 27
Last day to change grade option	March 20	February 24	April 21
Last day to withdraw from courses	April 21	February 24	April 21

8-Week Courses: 8-week courses have a different refund schedule than regular 15-week courses. Specific dates are noted in the table above.

Courses Meeting Fewer Than 8 Weeks: A full refund is issued if the student withdraws within 24 hours after the first class meeting. No refund is issued after this 24-hour period.

Canceled Courses: Full refunds are granted when University College cancels a course.

Special Audit Courses: Refunds are issued in accordance with the standard refund schedule.

Lab Fees: Lab fees are refunded in accordance with the standard refund schedule.

ACTRAC: Refunds for dropping the ACTRAC option are issued in accordance with the standard refund schedule above.

Washington University employees: If a course is dropped, the tuition benefit will be reversed. If the course is dropped after the 100% refund period, the employee is responsible for the outstanding tuition balance. Students with questions about the refund policy should contact the Dean's Office, Room 100, January Hall, 314/935-6701.

NOTE: We will grant full refunds to individuals called to active military duty.

STUDENT SERVICES INFORMATION
E-mail Accounts

Degree seeking University College students have access to create an @WUSTL email account. Set-up instructions and additional information and features can be found on the WUSTL website: <https://connect.wustl.edu/selfservice/>. If you need further assistance, please visit Student Technology Services, Gregg Hall, (314) 935-7100; Service Desk open evenings and weekends. Other registered students may obtain an e-mail account valid for the semester in which they are enrolled.

Student I.D.

All University College students are required to have an official student identification card. The card displays a color photo, your student identification number, division,

code, and date of issue. The Campus Card Services office in the Women's Building, provides cards at no cost. Replacement cards cost \$20. For more information regarding ID cards, contact Card Services at <http://card.wustl.edu> or 314/935-8800, or campuscard@wustl.edu. Returning students' I.D. cards will be automatically validated upon registration. A valid I.D. is required to gain access to Danforth Campus Buildings after 6 p.m. and to use Olin Library and other facilities on campus.

Parking and Transportation

Well-lighted parking lots are adjacent to classroom buildings. University College students wishing to park on campus must purchase an evening parking permit, available from Parking Services at the North Campus, 700 Rosedale, or online at www.parking.wustl.edu. Daily parking tags are available in the campus bookstore. For information on parking policies, visit the Web site or call (314) 935-5601. Shuttle routes and services are also offered. For shuttle schedule and route information, visit www.transportation.wustl.edu or call (314) 935-4140.

Library

University College students are entitled to full library privileges during the semester in which they are enrolled. A valid Washington University picture identification card is required to check out books or use library services. Visit library.wustl.edu.

Food Service

Washington University Dining Services are available to students in University College during evening hours. Within just minutes from your classes, you can choose from Whispers Cafe in Olin Library, serving coffees, pastries, grab 'n' go salads, sandwiches, and soups; or the Danforth University Center dining commons and cafe. Visit dining.wustl.edu for a detailed list of dining locations and evening hours. You can either pay in cash or arrange to have meal plan credits put on your student I.D. at a 7% no sales tax savings. Your student ID may be used in vending machines. To activate your student ID card for campus purchases and to add funds, you must first call 314/935-8800 or visit card.wustl.edu. University College students cannot activate or add funds to their student ID cards through WebStac.

Bookstore

Course textbooks may be purchased at the University bookstore in the Mallinckrodt Center. Ecampus Technology, located inside the Campus Bookstore, is a full service computer store providing sales, service and support to the University community. Visit www.wustl.bkstr.com.

Writing Center

The University Writing Center is located on the first floor of the Olin Library and is open to all Washington University students and faculty for free guidance on compositions, term papers, theses, and reports. Special workshops are offered during the semester. For more information, please call (314) 935-4981 or visit www.writingcenter.wustl.edu

Career Services

The Career Center's purpose is to prepare students and alumni of Washington University for lifetime career management. The Career Center's programs are designed to help students assess their interests, personality style and skills, and develop the tools to make career choices. For more information, please call The Career Center at (314) 935-5930 or visit www.careers.wustl.edu.

Cornerstone: The Learning Center

Located on the first floor of Gregg Hall on the South 40, Cornerstone provides academic support services to Washington University students. Additional opportunities are available to TRIO-eligible students and to students with disabilities and suspected disabilities. The Center provides skilled mentors to work one-on-one or in study groups with other students. The Center has classrooms

and a technology laboratory with course-specific and general software. Learning style assessment, academic coaching, and course-specific skills development are also available to help students advance learning. The Center is open seven days a week, including evenings. Please visit the website, www.cornerstone.wustl.edu, or call 314/935-5970.

International Students

International students should contact the Office for International Students and Scholars, 6470 Forsyth Blvd., 314/935-5910, for information about visas, orientation, English as a Second Language courses, and other special services and programs. Visit ois.wustl.edu.

Athletic Facilities

University College students may use the facilities in the Athletic Complex. A validated Washington University identification is required for admission to the facilities. A fee is charged to part-time students. For more information contact the Department of Athletics, 314/935-4619. Visit bearsports.wustl.edu.

Student Academic Records and Grades

A permanent record of courses, grades, and credit for each student is maintained in the Office of Student Records. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students of the University with specific rights of access to and control over their student record information. A copy of the University policies and procedures regarding educational records and the release of student record information may be obtained from the Office of Student Records. Students access and print their grades from WebSTAC. No grades may be given by telephone or orally in the office. Visit <http://aisweb.wustl.edu/studentrecords/home>.

COURSE INFORMATION

Online, updated access to course information and room locations can be found at the University College Web site, ucollege.wustl.edu.