



SPRING 2012

GUIDE TO REGISTRATION

TABLE OF CONTENTS

Important Dates	2	Important Course and Registration Notes	6
Eight-Week Session Calendars.....	3	Payment, Refunds, Withdrawal, and Dropping Courses ...	7
BA, BS, and BLS Registration Instructions.....	4	Campus Maps	8
Final Exam Schedules	5	Course Registration Request.....	10
BPS, MED, MBA, and MSMIS Registration Instructions	5		

SPRING 2012 Important Dates - Semester Courses

Oct. 19-28	Spring 2012 advising
Oct. 28	Last day to withdraw from a Fall 2011 course without receiving an F
Oct. 31 - Nov. 11	Spring 2012 Advance Registration
Nov. 14 - Jan. 20	Spring 2012 schedule adjustment period
Nov. 28	Spring 2012 Stafford non-degree registration begins
Dec. 9	Last day to remove incomplete from Spring 2011 or Summer 2011
Dec. 9	Last day to withdraw from the University for Fall 2011
Dec. 9	Last day of class Fall 2011
Dec. 12	Fall 2011 Final Examinations
Jan. 12, 2012	Spring 2012 Fredericksburg Campus non-degree registration begins
Jan. 16	Martin Luther King Jr. Day observed, no classes
Jan. 17	First day of classes for Spring 2012
Jan. 17	Late registration and in-person add/drop period begins at 8 a.m.
Jan. 20	Last day to register or add full semester courses for Spring 2012. Must complete by 5 p.m.
Jan. 23	Registration to audit classes
Jan. 3	Major declaration cards due
Feb. 3	Last day to register for internships and individual study courses
Feb. 3	Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
March 5-9	Spring Break
March 12	2012 summer registration begins at 8 am
March 12-23	Fall 2012 Advising
March 16	Last day to change to or from a pass/fail grade
March 16	Last day to withdraw from a course without receiving an F
March 26 -April 6	Advance Registration Period for Fall 2012
April 27	Deadline for removal of incompletes from Fall 2011
April 27	Last day to withdraw from the University for Spring 2012
April 27	Last day of classes for Spring 2012
April 30 - May 4	Spring 2012 Final Examinations
May 5	Residence Halls close at 10 a.m.
May 11	Spring 2012 Graduate Commencement
May 12	Spring 2012 Undergraduate Commencement
May 21	May/June Summer Term begins
August 27	First day of classes for Fall 2012
Dec 10 - 14	Final examinations for Fall 2012

See page 7 for Financial Dates

Policy Statement Regarding Changes in the Course Offerings

The classes listed in the Schedule of Courses on the Registrar's website, www.umw.edu/registrar/course_schedules_registrat, will be offered except when unforeseen circumstances arise. In such cases, the University reserves the right to cancel, add, or modify courses.

AAEEO Policy

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students, or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AAEEO officer of the University by calling 540/654-1046.

Disability Resources

Students requesting ADA academic accommodations must contact the Director of Disability Resources by calling 540/654-1266. Current, professional documentation of the disability must be submitted as soon as possible to the Office of Disability Resources in order to ensure timely arrangement of approved accommodations. Forms are available online at www.umw.edu/disability/forms and in the Office of Academic Services, Room 401, Lee Hall.

Spring 2012 Session Calendars

First Eight-Week Session Calendar

Oct. 31.....	Spring 2012 Advance Registration begins for continuing graduate students
Nov. 9.....	Registration begins for new graduate students registering for graduate courses
Jan. 17.....	First day of classes for first eight-week session
Courses may not be added after the first class meeting without permission of Department Chair.	
Jan. 25.....	Last day to drop a course from first eight-week session without a grade of W
Feb. 15.....	Last day to change to or from a pass/fail grade for first eight-week session
Feb. 15.....	Last day to withdraw from a course for first eight-week session without receiving an F
March 2.....	Last day of classes for first eight-week session
March 2.....	Last day to withdraw from first eight-week session (all courses)
Students may not be enrolled for second eight-week session if withdrawing from first eight-week session	
March 5-9.....	Final examinations for first eight-week session

See page 7 for Financial Dates

Second Eight-Week Session Calendar

March 12.....	First day of classes for second eight-week session
Courses may not be added after first class meeting without permission of Department Chair.	
March 21.....	Last day to drop a course from second eight-week session without a grade of W
April 11.....	Last day to change to or from a pass/fail grade for second eight-week session
April 11.....	Last day to withdraw from a course for second eight-week session without receiving an F
April 27.....	Last day of classes for second eight-week session
April 27.....	Last day to withdraw for the semester for students registered for second eight week session, if only registered for courses in the second eight-week session
April 30 - May 4.....	Final examinations for second eight-week session
May 11, 2012.....	Spring 2012 Graduate Commencement
May 12, 2012.....	Spring 2012 Undergraduate Commencement

See page 7 for Financial Dates

Student Parking on the Stafford Campus

Parking is free to all who attend courses offered on the Stafford Campus and no parking permit is required. However, a UMW parking decal is required for students parking on the Fredericksburg campus. Log into EagleNet (<https://eaglenet.umw.edu>) to register a vehicle online and obtain a decal.

Veterans Benefits

Before admission, students with questions regarding Veterans Affairs benefits should address inquiries to:

Veterans Inquiry Unit
 Veterans Administration Regional Office
 210 Franklin Road, S.W.
 Roanoke, VA 24011
 Phone: (888) 442-4551

After matriculation, students should direct inquiries to the staff member on the campus on which they will take the most classes.

Kevin Caffrey
 University of Mary Washington
 Stafford Campus
 121 University Boulevard
 Fredericksburg, VA 22406
 Phone: (540) 286-8008

Patricia Sarkuti
 University of Mary Washington
 Fredericksburg Campus
 1301 College Avenue
 Fredericksburg, VA 22401
 Phone: (540) 654-2140

Instructions for Advance Registration for Spring 2012 BA, BS, and BLS Students

1. Student registration appointment times will be available at www.umw.edu/register, by Oct. 14. Appointment times are based on a student's number of completed credits. Students may register through Banner, the University's online registration system. For more information about Banner, see www.umw.edu/banner/students
2. Seniors may register online from their appointment time through 6 a.m., Wednesday, Nov. 2.
3. Juniors may register online from their appointment time through 5 p.m., Friday, Nov. 4.
4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, Nov. 9.
5. Freshmen may register online from their appointment time through 5 p.m., Friday, Nov. 11.
6. Students **must see their assigned academic advisors** during advising week to be given information and approval to register. To be able to register or change classes, students must get a randomly assigned PIN number from their assigned academic advisors and use it each time they make a schedule change. A schedule worksheet is provided on the back page of this book. Students should complete their schedule on this worksheet and take two copies to their advising session – one for the advisor's records and one for the student's records. If a student cannot locate his or her advisor, the student should contact the advisor's department chair.
7. BA, BS, and BLS students must have approval for credit overloads from the Office of Academic Services, Room 206, Lee Hall, during the advising period, Oct. 19-28. **Students must submit documentation of such approval to the Office of the Registrar before registering.**
8. Registration for individual-study courses or internships will be accepted in the Office of the Registrar during the advance registration period and any time until the end of the add/drop period for the Spring 2012 term. **You may not register online for these activities.** Individual study courses require the completion of an Individual Study Registration form with appropriate signatures. Students wishing to register for Historical Research should see personnel in the History Department. For information on internships, students should visit the Office of Career Services.

Instructions for Online Registration Using Banner

Find instructions online at www.umw.edu/registrar/course_schedules_registrat/online_registration_in_ban/students/default.php.

Special Registration Notes

1. The Registrar's Office is available to assist students with registration problems between 8 a.m. - 5 p.m. during the online registration period.
2. Holds, such as those from Student Accounts, will stop students from registering online just as they stop students from registering in person. Students should go to the appropriate office to resolve the problem; once the hold is released, they may register if their appointment time has not expired.
3. The Office of the Registrar will be open during the registration period to assist students. Additionally, students may register in person if their appointment time has not expired.
4. Students must make pass/fail changes in person in the Office of the Registrar after the last day to add a course.
5. Students must register for the following courses and/or resolve the following issues in the Office of the Registrar:
 - Individual study courses
 - Internships
6. Student must resolve the following issues in the Office of Academic Services:
 - Overloads
 - Prerequisite/Co-requisite Waivers
 - Out-of-sequence forms

Across-The-Curriculum Abbreviations

ATC – Across The Curriculum

SI – Speaking Intensive

WI – Writing Intensive

BPS, MED, MBA, and MSMIS Students

1. **Continuing degree students and those with an official leave of absence** may register for Spring 2012 from Oct. 31 - Jan 17. **These students will be able to register through Banner, the University's online registration system.** Students should check www.umw.edu/registrar to **obtain their registration appointment times and for specific instructions for online registration.** Students will be billed for fall tuition and fees. For more information about Banner, visit www.umw.edu/banner/students.
2. **Degree students who have been away from the University** for one semester or longer without a leave of absence and who are in good academic standing may register beginning Nov. 9. A re-enrollment form and full tuition must be submitted to their academic advisor on the Stafford Campus.
3. **New degree students for Spring 2012** may register online through the Banner system beginning Nov 9.
4. **Non-degree students registering for courses held at the Stafford Campus only** may register beginning Nov. 28 by mailing registration materials or bringing them to the Stafford Campus Office of the Registrar. **(All non-degree registrations must be accompanied by full tuition and fee payment.)** In addition, all new non-degree-seeking students must complete and return the following forms: Biographic Information for Non-Degree Students and Application for In-State Tuition Rates (for those qualifying as Virginia residents), and the Emergency Contact Information form.
5. **Returning M.Ed. and licensure students are required to meet with their faculty advisors. Each new M.Ed. student should meet with Constance Gallahan at the Stafford Campus.**
6. **MBA, MSMIS, Dual Degree, and BPS students** should follow the registration directions for continuing students, which are noted above. MBA, MSMIS, Dual Degree, and BPS students are not required to meet with advisors. New MBA, MSMIS, Dual Degree, and BPS students will register online.
7. **Any student repeating a course or taking a credit overload must have approval from their academic advisor at the Stafford Campus.**
8. All international students are required to show proof of visa status at registration. To do so, they should provide a photocopy of the following pages of their passports: (1) page showing picture and name, and (2) page displaying visa stamp.

Final Exam Schedules

Find final exam schedules at www.umw.edu/cas/acservices/schedules/final_exams/default.php.

Important Course and Registration Notes

Class of 2012 Degree Information

Degree applications were due by Feb. 11, 2011. The class of 2012 will include students completing requirements during the summer of 2011, fall of 2011, and Spring of 2012.

Bookstore Information

Go to www.umw.edu/bookstore. Textbooks for courses taught on the Stafford Campus are sold only online and are available at mbsdirect.net.

Summer Transfer Credit

Permission must be obtained to receive UMW transfer credit for summer courses taken at other schools. The Transfer Credit Permission form is available online at www.umw.edu/registrar. The Office of the Registrar must receive by **Nov. 15, 2012**, official transcripts for approved transfer courses taken in the Spring and Summer 2012.

Prerequisite and Corequisite Waiver

To seek a waiver of prerequisites, students should contact the appropriate department and submit a Permanent Waiver of Prerequisite or Corequisite form to the Office of Academic Services. Students must register in person in the Office of the Registrar for any course for which a prerequisite is being waived.

Withdrawing With A GPA of Less Than 2.0

Any student voluntarily withdrawing from UMW with a GPA of less than 2.0 must apply for readmission through the Committee on Academic Standing. Contact the Office of Academic Services for more information.

Pass/Fail Option

The pass/fail option may be used only for elective courses. Courses taken **pass/fail** do not count for general education, ATC requirements, or the major program.

Accessing Online Course Information - prerequisites, corequisites, and more

Find the links to online schedules of courses at www.umw.edu/registrar/course_schedules_registrar. The schedules include all courses and information about each course. To learn about any restrictions for any course, such as prerequisites or corequisites, find the course in the listing, which will be followed by columns listing information about the course. Look under the column headings "CO" for corequisites and "PR" for prerequisites. If any of these categories contain the letter "Y," there is more information about the course that students will need to have before registering for it. To find that information, click on the CRN number. This will take you to the section. Click on the title to review any restrictions.

Registration in Closed Classes = CC Permit

Students may register for courses that are closed or full. If the instructor gives the closed class permission, two separate actions must occur to complete registration for a closed course:

1. The instructor must put the closed class permission on the student's record in Banner.
2. Once permission has been entered, the student must register for the course. It is the student's responsibility to do so. To register, the student must add the Course Registration Number, CRN, at the bottom of the registration page, then click "submit." Students must complete the registration process for closed courses in order to receive credit for them.

NOTE: If the course requires POI and is closed, the instructor must put **both** codes on the student record before the student may register.

Registration in Permission of Instructor Classes = POI Permit

Students may register by permission of the instructor for courses that are marked POI. If the instructor gives permission, two separate actions must occur to register for a POI course:

1. The instructor must put the permission of instructor code on the student's record in Banner.
2. Once permission has been entered, the student must register for the course in order to receive credit.

NOTE: If the course requires POI and is closed, the instructor must put **both** codes on the student record before the student may register.

High School Students

High school students who will be seniors in the fall are eligible to take classes in either the Fall or Spring, **but before registering for classes** they must be accepted to University of Mary Washington for the semester for which they wish to register. Students and their parents must complete an application form. At least two weeks before the start of the semester in which the student plans to enroll, students must submit the completed application form, an official high school transcript, and a letter of support from the student's principal or high school guidance counselor. Students will be notified of their acceptance in time to register for classes. Materials may be mailed to the Office of Academic Services, University of Mary Washington, 1301 College Avenue, Fredericksburg, VA 22401-5358.

Payments, Refund Policy, and Procedure for Withdrawing or Dropping Courses

Payment of SPRING Semester Fees

All Spring 2012 semester payments for continuing students must be received in the Office of Student Accounts by the due date on the student's bill which will be posted in EaglePAY. For students receiving financial aid, awards will appear as credits on the Spring 2012 semester bill in the amount of one-half of the annual award. For the account to remain in good standing, any balance not covered by financial aid or Guaranteed Student Loan proceeds must also be paid by the due date on the student's bill, which will be posted in EaglePAY. Any payment received after the posted date will be considered late, and a late payment fee of 10 percent of the outstanding balance may be assessed. **Failure to pay tuition and fees does not serve as a student's notice of cancellation of classes, nor does it relieve the student of the responsibility of submitting a notice of cancellation in writing before the first day of classes.**

Students who decide not to attend the University after registering for the Spring term but before the first day of classes must immediately notify both the Office of the Registrar and the Office of Student Accounts. After the first day of classes, any registered student, regardless of class attendance, is liable for payment of all fees per the schedule below. Any absence from continuous enrollment at UMW may affect a student's UMW general education and/or UMW major requirements for graduation. **Before** discontinuing attendance, students should consult with the Office of Academic Services or the Office of Advising Services at the Stafford Campus to ensure that they will be returning under the **same** degree requirements.

Reimbursement For Withdrawing

Students who withdraw from UMW are subject to the following reimbursement schedule for tuition and comprehensive fees. Students enrolled only in the eight-week session courses should see the withdrawal schedule below.

DATES	REIMBURSEMENT
Prior to Jan. 16	100%
Jan. 16-20	100%
Jan. 21-27	80%
Jan. 28-Feb. 3	60%
Feb. 4-10	40%
Feb. 11-17	20%
After Feb. 17	0%

Residential students who withdraw from the University will receive a reimbursement, prorated daily, for housing and dining charges.

Reimbursement for Withdrawing - Eight-Week Sessions

UMW students who are enrolled in eight-week session courses are entitled to reimbursement based on the following timetable. Students may not withdraw from UMW if they have received a grade in a course in an already-completed session of the semester.

FIRST EIGHT-WEEK SESSION

Reimbursement Schedule
Withdrawing from all courses

DATE	REIMBURSEMENT
Prior to Jan. 16	100%
Jan. 16 – 20	100%
Jan. 21 – 27	50%
After Jan. 27	0%

SECOND EIGHT-WEEK SESSION

Reimbursement Schedule
Withdrawing from all courses

DATE	REIMBURSEMENT
Prior to March 12	100%
March 12 – 16	100%
March 17 – 23	50%
After March 23	0%

Reimbursement For Dropped Courses

Dropped courses are subject to the following reimbursement schedule for tuition and comprehensive fees. Students enrolled only in the eight-week session courses should see the schedule for dropping courses below.

DATE	REIMBURSEMENT
Prior to Jan. 16	100%
Jan. 16 - Feb. 3	100%
After Feb. 3	0%

Reimbursement for Dropped Courses - Eight-Week Sessions

Should students need to drop courses, they are entitled to be reimbursed based on the following timetable.

FIRST EIGHT-WEEK SESSION

Reimbursement Schedule for
Dropping a Course

DATE	REIMBURSEMENT
Prior to Jan. 16	100%
Jan. 16 – 25	100%
After Jan. 25	0%

SECOND EIGHT-WEEK SESSION

Reimbursement Schedule for
Dropping a Course

DATE	REIMBURSEMENT
Prior to March 12	100%
March 12 – 21	100%
After March 21	0%

NOTE: Offices are closed on Saturdays. Documents may be placed in the Stafford Campus drop box or transactions may take place online. On Sundays, the drop box is not accessible, so all transactions – such as registration, dropping a class, or adding a class – must take place online.

Withdrawing.....Student has no remaining classes

Dropping.....Student has at least one class remaining

University of Mary Washington - Fredericksburg Campus



1301 College Avenue, Fredericksburg, VA 22401 • 540/654-1000 • www.umw.edu

Alphabetical Key

1004 College Avenue	48	Bushnell Hall	9	Jefferson Hall	6	Pollard Hall	36
1201 William Street	49	Chandler Hall	26	Jepson Alumni Executive Center	11	Randolph Hall	11
Alvey Hall	39	Combs Hall	10	Alumni Relations	7	Russell Hall	7
Alvey House	44	Cornell House	23	Jepson Science Center	29	Seacobeck Hall	29
Anderson Center	45	Custis Hall	22	Lee Hall	4	South Hall	4
Annex A	47	duPont Hall	35	Admissions	53	Tennis Center	53
Annex B	46	Klein Theatre	37	Bookstore	16	Trinkle Hall	16
Arrington Hall	38	duPont Gallery	38	Financial Aid	18	Tyler House	18
Art Gallery	32	Studio 115	55	The Underground	1	University Apartments	1
Ball Hall	21	Eagle Landing	19	Library, Simpson	20	Virginia Hall	25
Battleground Athletic Complex	52	Fairfax House	41	Human Resources	3	Westmoreland Hall	14
Bell Tower	50	Framar House	5	Fitness Center	15	Willard Hall	28
Carmen Culpeper Chappell	50	George Washington Hall	12	Marye House	13	Woodard Campus Center	30
Centennial Campanile	51	Dodd Auditorium	42	Melchers Hall	34	Eagle's Nest	
Brent House	8	Goolrick Hall	42	Mercer Hall	31	Great Hall	
Public Safety		Gymnasium		Monroe Hall	27	Post Office	
Brompton	51	Swimming pool		Parking Deck	43		
UMW President's residence - private		Hamlet House		Physical Plant	54		
		Heating Plant					

Numerical Key

1	University Apartments	17	Hamlet House	31	Mercer Hall
2	Jepson Alumni Executive Center	18	Tyler House	32	Art Gallery
3	Marshall Hall	19	Fairfax House		Ridderhof/Martin
4	South Hall	20	Madison Hall	33	Library, Simpson
5	Framar House	21	Ball Hall	34	Melchers Hall
6	Jefferson Hall	22	Custis Hall	35	duPont Hall
7	Russell Hall	23	Cornell House		Klein Theatre
8	Brent House	24	Lee Hall		duPont Gallery
9	Bushnell Hall		Admissions		Studio 115
10	Combs Hall	25	Virginia Hall	36	Pollard Hall
11	Randolph Hall	26	Chandler Hall	37	Heating Plant
12	George Washington Hall	27	Monroe Hall	38	Arrington Hall
13	Mason Hall	28	Willard Hall	39	Alvey Hall
14	Westmoreland Hall	29	Seacobeck Hall	40	Jepson Science Center
15	Marye House	30	Woodard Campus Center	41	Fitness Center
16	Trinkle Hall		Eagle's Nest	42	Goolrick Hall
			Great Hall		Gymnasium
			Post Office	43	Parking Deck
				44	Alvey House

Color Codes

Academic
Administration
Athletic/Recreation
Residence
Student Services
Renovation/Support
Retail

Parking Key

P	Faculty/Staff
P	Commuter
P	Residents
P	Residents
P	Visitors

Key

▶	Accessible entrance
▶	Accessible parking

University of Mary Washington - Stafford Campus



University of Mary Washington Fredericksburg Campus 540/654-1000 • www.umw.edu

Directions from I-95 (to UMW parking deck):

- Exit 130-A, Rt. 3 East to sixth traffic light
- Turn left on William St. – keep left – to first light
- Turn left on College Ave.

The UMW Fredericksburg Campus main gate is on right at first light.

- Pass the UMW gate; turn right on U.S. 1
- Turn right on Alvey Drive; follow signs to parking deck.

University of Mary Washington Stafford Campus 540/286-8000 • www.umw.edu/cgps

Directions from I-95:

- Exit 133, U.S. 17 North, travel about 4 miles
- Turn left onto Village Parkway at traffic light
- Turn right on University Boulevard

Directions from Warrenton/U.S. 29:

- Travel U.S. 29/U.S. 17 South from Warrenton, about 5 miles
- Turn left on U.S. 17 South where it leaves U.S. 29
- Travel about 25 miles on U.S. 17 South
- Turn right on Village Parkway at traffic light
- Turn right on University Boulevard

University of Mary Washington Centre Court

Directions from I-95:

- Exit 130-A, Rt. 3 East
- Travel through four lights
- *Centre Court will be on the left after fourth light, but LEFT TURN PROHIBITED here*
- Exit right on U.S. 1 North toward Washington
- **Exit immediately** onto Route 3 West
- Turn right into Centre Court

 **Gari Melchers Home & Studio**
224 Washington Street
Fredericksburg, VA 22405

