

GUIDE TO REGISTRATION



UNIVERSITY OF
MARY WASHINGTON

where great minds get to work

FALL 2012

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FALL 2012 IMPORTANT DATES – SEMESTER COURSES

March 12-23.....	Fall 2012 advising
March 16.....	Last day to withdraw from a Spring 2012 course without receiving an F
March 26 - April 6.....	Fall 2012 Advance Registration
April 9 - May 11.....	Fall 2012 schedule adjustment period
April 27.....	Last day to remove incomplete from Fall 2011
April 27.....	Last day to withdraw from the University for Spring 2012
April 27.....	Last day of class Spring 2012
April 30 - May 4.....	Spring 2012 Final Examinations
July 16 – August 31.....	Fall 2012 schedule adjustment period
July 30.....	Fall 2012 Stafford non-degree registration begins
Aug. 24.....	Fall 2012 Fredericksburg Campus non-degree registration begins
Aug. 27.....	First day of classes for Fall 2012
Aug. 27.....	Late registration and in-person add/drop period begins at 8 a.m.
Aug. 31.....	Last day to register or add full semester courses for Fall 2012. Must complete by 5 p.m.
Sept. 3.....	Registration to audit classes
Sept. 11.....	Major declaration cards due
Sept. 14.....	Last day to register for internships and individual study courses
Sept. 14.....	Last day to drop a course without receiving a grade of W. Must complete by 5 p.m.
Oct. 13 - 16.....	Fall Break
Oct. 17 - 26.....	Spring 2013 Advising
Oct. 26.....	Last day to change to or from a pass/fail grade
Oct. 26.....	Last day to withdraw from a course without receiving an F
Oct. 29 - Nov. 9.....	Advance Registration Period for Spring 2013
Dec. 7.....	Deadline for removal of incompletes from Spring 2012 and Summer 2012
Dec. 7.....	Last day to withdraw from the University for Fall 2012
Dec. 7.....	Last day of classes for Fall 2012
Dec. 10-14.....	Fall 2012 Final Examinations
Dec. 15.....	Residence Halls close at 10 a.m.
Jan. 14.....	First day of classes for Spring 2013
March 11.....	Summer 2013 registration begins
April 29 - May 3.....	Final examinations for Spring 2013
May 10.....	Spring 2013 Graduate Commencement
May 11.....	Spring 2013 Undergraduate Commencement
May 20.....	May/June Summer 2013 Term begins

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, academics.umw.edu/registrar/course-schedules-and-registration/, 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 Office 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. Information on how to register with the office is available online at academics.umw.edu/disability/how-to-register and in the Office of Disability Resources, Room 401, Lee Hall.

FALL 2012 SESSION CALENDARS

FIRST EIGHT-WEEK SESSION CALENDAR

- March 26 Fall 2012 Advance Registration begins for continuing graduate students
- May 17Registration begins for new graduate students registering for graduate courses
- Aug. 27First day of classes for first eight-week session
Courses may not be added after the first class meeting without permission of Department Chair.
- Sept. 5Last day to drop a course from first eight-week session without a grade of W
- Sept. 21 Last day to change to or from a pass/fail grade for first eight-week session
- Sept. 21...Last day to withdraw from a course for first eight-week session without receiving an F
- Oct. 12..... Last day of classes for first eight-week session
- Oct. 12..... 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
- Oct. 15 - 19Final examinations for first eight-week session

See page 7 for Financial Dates

SECOND EIGHT-WEEK SESSION CALENDAR

- Oct 22 First day of classes for second eight-week session
Courses may not be added after first class meeting without permission of Department Chair.
- Oct. 31..... Last day to drop a course from second eight-week session without a grade of W
- Nov. 16Last day to change to or from a pass/fail grade for second eight-week session
- Nov. 16 Last day to withdraw from a course for second eight-week session without receiving an F
- Dec. 7 Last day of classes for second eight-week session
- Dec. 7 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
- Dec. 10 - 14..... Final examinations for second eight-week session
- May 10, 2013..... Spring 2013 Graduate Commencement
- May 11, 2013Spring 2013 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 (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.

Robert Louzek
University of Mary Washington
Stafford Campus
121 University Boulevard
Fredericksburg, VA 22406
Phone: 540/286-8075

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

INSTRUCTIONS FOR ADVANCE REGISTRATION FOR FALL 2012 BA, BS, AND BLS STUDENTS

1. Student registration appointment times will be available at eaglenet.umw.edu, by March 1. 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 academics.umw.edu/registrar.
2. Seniors may register online from their appointment time through 6 a.m., Wednesday, March 26.
3. Juniors may register online from their appointment time through 5 p.m., Friday, March 28.
4. Sophomores may register online from their appointment time through 6 a.m., Wednesday, April 2.
5. Freshmen may register online from their appointment time through 5 p.m., Friday, April 4.
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, March 12-23. 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 Fall 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 eaglenet.umw.edu

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

HN - Honors Course

BPS, MED, MBA, AND MSMIS STUDENTS

1. Continuing degree students and those with an official leave of absence may register for Fall 2012 from March 26 - Aug. 27. These students will be able to register through Banner, the University's online registration system. Students should check academics.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 eaglenet.umw.edu.
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 May 17. A re-enrollment form and full tuition must be submitted to their academic advisor on the Stafford Campus.
3. New degree students for Fall 2012 may register online through the Banner system beginning May 17.
4. Non-degree students registering for courses held at the Stafford Campus only may register beginning July 30 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 academics.umw.edu/academicservices/schedules/final-exam-schedule/fall-2012-final-exam-schedule/

IMPORTANT COURSE AND REGISTRATION NOTES

CLASS OF 2013 DEGREE INFORMATION

Degree applications were due by Feb. 10, 2012. The class of 2013 will include students completing requirements during the summer of 2012, fall of 2012, and Spring of 2013.

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 academics.umw.edu/registrar/course-schedules-and-registration. 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 CC and POI and is closed, the instructor must put both codes on the student's 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 CC and POI codes on the student's 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 FALL SEMESTER FEES

All Fall 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 Fall 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 Fall 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 at the Fredericksburg Campus or their Academic Advisor 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.

DATE	REIMBURSEMENT
Prior to Aug. 27	100%
Aug. 27 - 31	100%
Sept. 1 - 7	80%
Sept. 8 - 14	60%
Sept. 15 - 21	40%
Sept. 22 - 28	20%
After Sept. 28	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 Aug. 27	100%
Aug. 27 - 31	100%
Sept. 1 - 7	50%
After Sept. 7	0%

SECOND EIGHT-WEEK SESSION

Reimbursement Schedule
Withdrawing from all courses

DATE	REIMBURSEMENT
Prior to Oct. 22	100%
Oct. 22 - 26	100%
Oct. 27 - Nov. 2	50%
After Nov. 2	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 Aug. 27	100%
Aug. 27 - Sept. 14	100%
After Sept. 14	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 Aug. 27	100%
Aug. 27 - Sept. 5	100%
After Sept. 5	0%

SECOND EIGHT-WEEK SESSION

Reimbursement Schedule for
Dropping a Course

DATE	REIMBURSEMENT
Prior to Oct. 22	100%
Oct. 22 - 31	100%
After Oct. 31	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



UNIVERSITY OF MARY WASHINGTON
where great minds get to work

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	40	South Hall	4
Annex A	47	duPont Hall	35	Admissions	24	Tennis Center	53
Annex B	46	Klein Theatre	35	Bookstore	53	Trinkle Hall	16
Arrington Hall	38	duPont Gallery	35	Financial Aid	18	Tyler House	18
Art Gallery	32	Studio 115	35	The Underground	33	University Apartments	1
Ball Hall	21	Eagle Landing	55	Library, Simpson	20	Virginia Hall	25
Battleground Athletic Complex	52	Fairfax House	19	Human Resources	3	Westmoreland Hall	14
Bell Tower	50	Framar House	41	Fitness Center	5	Willard Hall	28
Carmen Culpeper Chappell Centennial Campanile	50	George Washington Hall	12	Mason Hall	13	Woodard Campus Center	30
Brent House	8	Dodd Auditorium	12	Melchers Hall	34	Eagle's Nest	
Public Safety		Goolrick Hall	42	Monroe Hall	27	Great Hall	
Brompton	51	Gymnasium	42	Parking Deck	43	Post Office	
UMW President's residence - private		Swimming pool	42	Physical Plant	54		
		Hamlet House	17				
		Heating Plant	37				

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	36	Pollard Hall
10	Combs Hall		Bookstore	37	Heating Plant
11	Randolph Hall		Financial Aid	38	Arrington Hall
12	George Washington Hall		The Underground	39	Alvey Hall
13	Mason Hall		Virginia Hall	40	Jepson Science Center
14	Westmoreland Hall		Chandler Hall	41	Fitness Center
15	Marye House		Monroe Hall	42	Goolrick Hall
16	Trinkle Hall		Willard Hall		Gymnasium
			Seacobeck Hall		Swimming pool
			Woodard Campus Center	43	Parking Deck
			Eagle's Nest	44	Alvey House
			Great Hall		
			Post Office		

Color Codes

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

Parking Key

P	Faculty/Staff
P	Commuter
P	Residents
P	Apt. Residents
P	Visitors
P	Eagle Village

Key

▶	Accessible entrance
▶	Accessible parking



**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

**COURSE REGISTRATION REQUEST
OFFICE OF THE REGISTRAR**

Name _____ ID# _____ Term _____
last first middle initial

Local Mailing Address _____ Daytime Phone _____ Email Address _____

Circle the degree you are seeking: BA/BS BLS BPS MEd MBA MS MSMIS MBA-MS

A. COURSE REGISTRATION INFORMATION: Write your course request in the spaces below. Enter the course reference number (CRN) and course, including suffixes and section numbers, EXACTLY as they appear on the course listing on the Registrar’s web page at www.umw.edu/registrar/course_schedules_registrat. Write the course credits for each course to be taken for a letter grade or pass/fail in the appropriate columns. Place the TOTAL credits for the term in the box below. Place a check in the Repeat Course column next to any course to be repeated. At the time of registration, students are required to have written, signed permission to take a major course at the campus other than the one at which they enrolled.

CRN	COURSE NUMBER					sect	GRADE TYPE		*REPEAT COURSE	ABBREVIATED COURSE TITLE
							GRADED	P/F or S/U		

TOTAL CREDITS _____

Overload Authorization (Academic Services or Stafford Campus) MAX: _____
 Students must pay additional fees for taking more than 18 credits. Authorized by: _____

B. ALTERNATIVE COURSES: The courses listed below may be used as alternatives to replace any of the above courses should they not be available.

CRN	COURSE NUMBER					sect	GRADE TYPE		*REPEAT COURSE	ABBREVIATED COURSE TITLE
							GRADED	P/F or S/U		

ADVISOR SIGNATURE _____ DATE _____
 STUDENT SIGNATURE _____ DATE _____

***Permission to Repeat a Course:**
 To repeat a course, the original grade must be less than a C. No course may be repeated more than once. No more than three courses may be repeated in a single semester.