Fall 2013
CLASS SCHEDULE
www.stmary.edu

Offering Day, Evening and Weekend Classes in Johnson and Leavenworth Counties

Registration Begins April 1, 2013

LOCATIONS

Overland Park Campus
11413 Pflumm Road
Overland Park, KS 66215

Main Campus
4100 South 4th Street
Leavenworth, KS 66048

LAST UPDATED ON: July 8, 2013

Registration Dates for Fall 2013

Students on an account receivable hold will not be able to register, until the hold is removed. Please note students must have prior advisor approval for course selections. Course fees are non-refundable.

Open online registration dates	**Payment due date**
1) For classes beginning week of August 21: April 1 - August 20	Payment is due at the time of registration. Registration is not complete until payment is made.
2) For classes beginning week of August 26: April 1 - August 25	Payment is due at the time of registration. Registration is not complete until payment is made.

(Students may elect to wait to register and pay for Fall II classes later)

1) For classes beginning week of October 21: April 1 - October 20	Payment is due at the time of registration. Registration is not complete until payment is made.

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You may register online using eSpire. Please make sure you have your advisor's approval for the courses you register for online.

Go to www.stmary.edu and choose eSpire -upper righthand corner of the homepage. Log in with the user name and password you were issued. If you have used the system before and have forgotten your password or need to know your user name, you will need to contact the helpdesk at: helpdesk@stmary.edu or 682-5151 x6420. Your password will then be reset a system administrator. Once you are logged into eSpire, directions on how to navigate in eSpire are posted on the eSpire help tab.

GENERAL INFORMATION

COURSE NUMBERING

001 – 009 Not Applicable Toward Degree
100 – 299 Lower Level
300 – 599 Upper Level
600 – 799 Graduate

Building & Room Key (LEAVENWORTH CAMPUS)

B	Berchmans Hall
BH	Brooder House, South Campus
BLH	Berchmans Lecture Hall
POOL	Berchmans Pool
CEC	Cecilian Hall, Mead 3rd
CL	Curriculum Lab, De Paul
DEP	De Paul Library
M	Miege Hall
MABEE	Mabee Auditorium, De Paul
MD	Mead Hall
MML	Multi – Media Lab
RSC	Ryan Sports Center
SMH	Saint Mary Hall
WR	Walnut Room
X	Xavier Hall
XS	Xavier Studios
MCGFH	McGilley Field House
XTHEAT	Xavier Theatre

KEY TO COURSE SUFFIX

L1F - USM Day
L1A - USM Day Session I
L1B - USM Day Session II
L2F - USM Evening
L2A - USM Evening Session I
L2B - USM Evening Session II
M2F - USM Main Campus Graduate Division Session
M2A - USM Main Campus Graduate Division Session I
M2B - USM Main Campus Graduate Division Session II
L3W - USM Weekend
L7A - USM Hybrid Session I
L7B - USM Hybrid Session II
C2F - USM in Johnson Co.
C3W - USM in Jo.Co. Weekend
C2A - USM in Jo.Co. Session I
C2B - USM in Jo.Co. Session II
I2F - USM Interactive/Jo.Co. Interactive
I2A - USM Interactive Session I
I2B - USM Interactive Session II
P2F - Providence Medical Center
P2A - Providence Session I
P2B - Providence Session II
C1A - USM in Jo.Co. Day Session I
C1B - USM in Jo.Co. Day Session II
C1F - USM in Jo.Co. Day Session
C4A -USM in Jo.Co. On-line Session I
C4B - USM in Jo.Co.On-line Session II
O2A -Off-campus Session I
O2B -Off-campus Session II
W4A - On-line Session I
W4B - On-line Session II

PLEASE NOTICE:

>A course title followed by (**IS**) is an Idea Seminar.
>A course title followed by (**CS**) is a Cultural Studies course.
>A course title followed by (**S/L**) was submitted as having a Service/Learning component
>A course title followed by (**FR**) is open to freshmen

Days: **M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday**

Main Campus Registration

Leavenworth Campus Registration begins April 1, 2013.

Workshop Registration

Registration for workshops is encouraged on the scheduled registration dates. However, registration for workshops is permitted in the Registrar's Office up to the day of the workshop.

GENERAL INFORMATION

APPLICATION AND ADMISSION

Persons who wish to enroll in a degree program and have not previously attended the University of Saint Mary for credit courses need to submit an application and transcripts of all previous academic work prior to registration. Contact the Admissions Office at (913) 758-6118 for more information.

SPECIAL STUDENT ADMISSION POLICY

Special students, those who are not candidates for a degree, may enroll on a part or full-time basis. The university encourages those who wish to explore new interests, test their abilities, or update their skills to apply as special students. Special students need only submit an application form with a $25 non-refundable processing fee. Transcripts are not required. Special students may enroll for a maximum of 15 hours. Contact the Registrar's Office (913-758-6136) for additional information.

HEALTH RECORDS

All students are REQUIRED to have an updated health history and immunization record on file with the Health Services Office before receiving on-campus health care. PHYSICAL EXAMINATIONS are REQUIRED for residential students, International students, athletes, and education majors. Proof of medical insurance is REQUIRED for residential and international students. See USM Catalog for more information.

COURSE LOAD & EXCESS HOURS

The normal full-time student load is 12 to 18 hours. The fee for excess hours (over 18 hours) is $410 per credit. The minimum for full-time in the fall and spring term is 12 hours. To carry excess hours, students must have the approval of their academic advisors and the academic dean.

PASS/FAIL

All internships, practicums, and weekend workshops are graded Pass (P) or Fail (F), unless noted otherwise on the course syllabus. See USM Catalog for more information.

AUDIT

Students enrolling for audit must do so during the registration period; students will pay full tuition and fees for audit. Complete records and transcripts will be maintained, although no credit hours are awarded. Approval for audit and the extent of class participation should be determined with the instructor prior to enrollment.

MUSIC LESSONS

Students enrolling for private or group lessons should submit their schedule to the music department immediately after enrollment so that times for lessons can be assigned. It is the student's responsibility to finalize her/his enrollment with the music department. All enrollments finalized after August 28 will be assessed the late change of enrollment fee of $5. Music fees are in addition to per credit hour tuition.

CHANGE OF ENROLLMENT

Courses may be added with approval of advisor, without charge through August 28. No classes may be added after August 28. Courses may be dropped without charge, with approval of advisor through September 4. After that time, a $5 fee is charged for each withdrawal. All changes in enrollment must go through the Registrar's Office. All changes made by an athlete must also have the approval of the faculty athletic advisor and the athletes coach. Failing to attend class without official withdrawal will result in failure of the course. Official withdrawals from the university are processed through the Office of Student Success.

VETERANS

Persons applying fo VA education benefits through the Veterans Administration must fill out a form requesting certification. Veterans new to the University of Saint Mary must submit VA form 22-1995 (request for change of program or place of training) or VA form 22-1990 (application for education benefits) along with request for certification prior to or at the time of enrollment. These forms are available in the Registrar's Office. If advanced payment is desired, or questions arise, please contact the campus VA coordinator at (913) 758-6121.

INTERNATIONAL STUDENTS

This university is authorized under federal law to enroll non-immigrant students. Students who are citizens of other countries must present their passports, I-94 forms, and I-20 forms at registration. All admissions procedures must be completed before the I-20 is issued to the student and she/he is permitted to enroll.

CLASS CANCELLATION DUE TO WEATHER

If you have concerns that a class might not meet because of weather, tune in to local radio and television stations. Students, Staff and Faculty may also sign up to recieve text alerts should classes be canceled due to weather (Text Alerts also include other pertinent USM info). The decision to cancel classes will be made by 3 p.m. for evening classes or 7 a.m. for day classes on the day the class is scheduled to meet. Call (913) 758-6300, for a recorded message regarding snow schedule and cancellation of classes.

WINTER WEATHER LATE OPENING POLICY

If snow and ice make driving hazardous, classes will begin on a snow schedule that should enable students to avoid early morning traffic. On the snow schedule, classes usually in session at 9:30 a.m. will be the first classes of the day. If it appears that driving conditions will be impossible for the entire day, then all day classes will be cancelled. The university will make a decision about the cancellation of evening classes during the afternoon of a winter day.

FINANCIAL AID AVAILABLE

Financial assistance is available for those who qualify. Forms of assistance include grants, scholarships, student employment, and loans. Before receiving financial assistance, students must have applied and been accepted for admission to the University of Saint Mary and ordinarily must be taking a minimum of six credit hours per semester. Outside sources of financial aid should also be investigated by students. For additional information, contact the Financial Aid Office, at (913) 682-5151, ext. 6450.

The University of Saint Mary maintains a non-discriminatory policy in the administration of all its educational policies, admissions policies, school and loan programs, athletic and other school-sponsored programs, and all hiring and promotion practices. The university reserves the right to change course offerings, regulations and tuition/fees noted in this bulletin. The average projected graduation rate for students who enter the University of Saint Mary Leavenworth campus program as full-time freshmen is 32%.

UNIVERSITY EXPENSES

The University of Saint Mary is a private institution. The tuition a student pays covers approximately sixty-eight percent of the cost of a University of Saint Mary education. Private gifts meet the difference between the actual cost and the tuition charges. Parents who are able to contribute to the university's educational mission are encouraged to do so by participating in the annual giving program.

INITIAL CHARGES AND PAYMENT SCHEDULE

Undergraduate: A non-refundable application fee of $25 is required for all new applicants for admission. An advance non-refundable tuition deposit of $100 is required of all full-time students offered admission and is credited to the first semester's tuition upon enrollment. Resident students also pay a non-refundable $100 room reservation deposit which is credited to the first semester's tuition upon enrollment.

Graduate: A non-refundable application fee of $25 is required for all new applicants for admission.

Doctorate: A non-refundable application fee of $35 is required for all new applicants for admission. An advance non-refundable tuition deposit of $200 is required of all students offered admission and is credited to the first semester's tuition upon enrollment.

All charges are assessed by semester (tuition, room, board, and applicable fees) and are due and payable upon completion of enrollment and before admittance to class. **See TUITION AND FEES PAYMENT POLICIES**.

TUITION & FEES PER SEMESTER 2013-2014

All tuition and fees are due and payable at registration. The Trustees of the University reserve the right to change tuition and fee rates whenever necessary.

Undergraduate Tuition & Fees

Tuition [1]

Full-time 12-18 hours per semester	$11,300	per semester
Overload hours more than 18 per semester	$430	per credit hour
Part Time Day		
1-6 hours per semester	$430	per credit hour
7-11 hours per semester	$735	per credit hour
Evening & Weekend	$430	per credit hour
On-line	$430	per credit hour
High School student at Leavenworth campus	$430	per credit hour
Accelerated Bachelor of Science in Nursing	$550	per credit hour

Fees [2]

Advance tuition deposit for new full-time students	$100	
Leavenworth campus student activity fee		
Full-time 12 or more hours per semester	$50	per semester
1-6 hours per semester	$15	per semester
7-11 hours per semester	$30	per semester
Leavenworth campus general fee		
Full-time 12 or more hours per semester	$235	per semester
1-6 hours per semester	$115	per semester
7-11 hours per semester	$180	per semester
Leavenworth campus new student laptop opt-in	$500	per semester

Residents [3]

Advance housing deposit, non-refundable	$100	per semester
Accident insurance	$90	per academic year
Room		
Berkel Hall semi-private	$2,050	per semester
Berkel Hall private	$2,200	per semester
Berkel Hall semi-private, single occupancy	$4,400	per semester
Maria Hall double occupancy	$1,600	per semester
Maria Hall single occupancy	$2,450	per semester
Board		
20 Meal plan (required for Freshman)	$1,925	per semester
14 Meal plan	$1,625	per semester
Nursing		
Testing	$200	per semester
Lab	$80	per semester
Syllabus/assessment	$80	per semester
Liability	$55	per semester
Nursing activity	$85	per semester
Athletic insurance	$220	per academic year
Experiential learning	$250	per credit hour
Departmental exam processing	$100	per credit hour
CLEP, PEP processing	$100	per course

Course Fees [2]

AR 111 Drawing I	$50
AR 113 Basic Design	$50
AR 135 Ceramics I	$50
AR 151 Drawing I	$50
AR 153 Basic Design	$50
AR 155 Photography I	$90
AR 157 Printmaking	$50
AR 175 Digital Photography	$50
AR 200 Special Topics	$50
AR 235 Ceramics I	$50
AR 240 Painting I	$50
AR 251 Drawing II	$50
AR 255 Photography I	$90
AR 257 Printmaking	$50
AR 275 Digital Photography	$50
AR 300 Special Topics	$50
AR 335 Ceramics II	$50
AR 340 Painting II	$50
AR 351 Life Drawing	$50
AR 355 Photography II	$90
AR 366 Computer Graphics	$90
AR 372 Digital Page Layout	$50
AR 377 Typography	$50
AR 383 Graphic Design	$50
AR 440 Painting III	$50
AR 595 Portfolio Preparation	$50
AR 598 Advanced Studio	$50
BI 109 Biology for Today	$45
BI 115 Ecology	$45
BI 212 Diversity of Plants and Animals	$45
BI 220 Cell Biology	$45
BI 242 Basic Ornithology	$45
BI 256 Human Anatomy	$45
BI 258 Human Anatomy and Physiology I	$45
BI 259 Human Anatomy and Physiology II	$45
BI 265 Basic Microbiology	$45
BI 312 Biotechnology	$45
BI 425 Genetics	$45
BI 445 Developmental Biology	$45
BI 599 Research Problems	$45
BICH 462 Biochemistry Laboratory	$45
CH 113 Allied Health Chemistry	$35
CH 121 General Chemistry I	$40
CH 122 General Chemistry II	$40
CH 330 Organic Chemistry I	$45
CH 331Organic Chemistry II	$45
CH 354 Analytical Chemistry	$45
CH 455 Instrumental Analysis	$45
CH 464 Physical Chemistry I	$45
CH 466 Physical Chemistry II	$40

CH 598 Research Problems in Chemistry I	$45	
CH 599 Research Problems in Chemistry II	$45	
ED 402 Foundations in Education: Social, Cultural, Philosophical and Historical Perspectives	$100	
ED 411 Seminar II: Curriculum, Instruction and Assessment in Diverse Settings	$50	
ED 576 Teaching Reading in the Content Areas (Practicum)	$50	
ED 579 Supervised Reading Instruction	$50	
ED 589 Secondary Methods: Curriculum, Instruction and Assessment (Practicum)	$50	
ED 595 Student Teaching-Elementary[4]	$180	
ED 596 Student Teaching-Secondary[4]	$180	
ED 723 Research in Education	$100	
FAAR 360 East/West: Influences in Modern Art	$30	
HIM 420 Classification Systems I	$35	
HIM 470 Classification Systems II	$35	
MAT 723 Action Research in Effective Classroom Environments	$100	
MU Private Music[5]	$128	
NS 105 Physical Science	$40	
NS 108 Laboratory Topics	$40	
NS 110 Earth and Space Science	$40	
NU 406 Nursing Therapeutic Interventions	$150	
PHY 215 Physics I	$40	
PHY 216 Physics II	$40	
PY 744 Career Counseling & Development	$25	
SCA 132 Bowling	$50	
SCA 181 First Aid/CPR	$100	
SM 251 Sports Facilities	$15	
SPED 700 Introduction & Charc. Of Students w/ Adaptive Learning Needs	$100	
SPED 704 Adaptive Instrt. Strategies & Methods Field Practicum	$100	
High School Dual Credit Tuition	$100	per credit hour
Graduate Tuition & Fees		
Masters of Business Administration	$550	per credit hour
Masters of Arts – Psychology	$550	per credit hour
Masters of Arts – Counseling Psychology	$550	per credit hour
Masters of Arts – Education	$440	per credit hour
Masters of Science - Nursing	$550	per credit hour
Masters of Arts – Teaching	$465	per credit hour
Doctorate of Physical Therapy	$650	per credit hour
Senior citizens discount (age 62 at enrollment)	60%	
Cooperating teachers practicum	No charge	
Teacher education workshops		
Undergraduate degree-seeking	$430	per credit hour
Recertification, Overland Park Campus	$100	per credit hour
Recertification, Offsite	$50	per credit hour
Play Therapy	$75	per credit hour

Other Fees

Application fee, all new applicants (2)	$25	
Tuition installment payment plan (2)	$50	per term
Employer deferred payment plan (2)	$50	per term
Late registration (2)	$50	
Late payment (2)	$75	per month
Late installment payment (2)	$75	per month
Graduation	$100	
Transcript, current student	$5	each
Transcript, former student	$10	each
Change in enrollment after the official drop/add period	$5	each
Insufficient funds returned payment	$25	each
Extension of incomplete grade	$30	
Change of final exam	$30	

(1) The full-time rate will be charged for 12 or more hours, where six or more are at the Leavenworth campus.
(2) Fees are non-refundable
(3) See Refund Policy.
(4) Students who practice teaching outside of the local area will be assessed additional charges.
(5) Private and group lessons in other than listed instruments are arranged with approved musicians who set their own fees.

TUITION AND FEES PAYMENT POLICIES

Balances can be obtained and payments can be made on eSpire, My Account Info. It is the student's responsibility to check their balance via eSpire and make payment arrangements.

Balances from prior terms must be paid or financial arrangements made before registration is allowed for each term. Every student must complete financial arrangements at registration in one or more of the following ways:

- Pay tuition and fees in full by cash, check, MasterCard, Visa, American Express, or Discover.
- Apply and be accepted for the University's Payment Plan. A $50 fee per term is due at enrollment in the plan. Installments will be automatically withdrawn from your bank account or charged to your credit card. A $50 late fee will apply for all late payments.

<u>2 payments (8 week term)</u>
1st payment due at enrollment in plan with the enrollment fee.
2nd payment due by 15th of 1st month after term starts

<u>4 Payments (15 or 16 week term)</u>
1st payment due at enrollment in plan with the enrollment fee.
2nd payment due by 15th of 1st month after term starts
3rd payment due by 15th of 2nd month after term starts
4th payment due by 15th of 3rd month after term starts

<u>5 Payments (15 or 16 week term)</u>
1st payment due at enrollment in plan with the enrollment fee.
2nd payment due by 15th of the month the term starts
3rd payment due by 15th of 1st month after term starts
4th payment due by 15th of 2nd month after term starts
5th payment due by 15th of 3rd month after term starts

- Complete all requirements and be approved for Financial Aid. Balances greater than approved financial aid are due at registration: Financial Aid for classes taken in the second 8 week session of the semester, or workshops taken late in the semester, will not be applied until those classes start. Aid includes:
  - University of Saint Mary scholarships
  - Federal or State grants
  - Federal Stafford, Perkins, or Plus loans
  - Alternative loans
- Present letter of authorization from a third party payer who will pay directly to the university. The university will bill the third party directly. The student is responsible for payment at registration if the third party makes payment to the student rather than the university. All tuition and fees in excess of the documented amount are due at registration. Third party documentation must include:
  - Student's name
  - Term or classes approved for payment
  - Amount approved
  - Third party billing and contact information

- Request an Employer Reimbursement Deferment. A formal agreement must be signed by the student and approved by the university before the deferment of payment arrangement becomes valid. Documentation from the student's employer stating the term or class(es) and the amount approved must accompany the agreement. A non-refundable fee of $50 per term will be due at the time of application. All tuition and fees in excess of the documented employer commitment are due at registration. Valid credit card information will be required and will be charged if payment is not received. A $75 late fee will apply if payment is not received before the agreement has expired or if the credit card information is not valid.

Students under the Montgomery GI Bill must pay at registration. Students under the Post-9/11 GI Bill must present an approved certification to the Registrar and the Business Office prior to classes starting.

Students awarded Federal Work Study may apply net earnings toward their student account. Balances greater than the work study award is due at registration. Net pay after applicable taxes for **hours worked** will be credited to the student's account up to the award amount. Any outstanding student balance is due by the student by the end of the term.

Students may be administratively withdrawn for non-payment.

Semester charges are payable at registration and must be received by the first day of the semester, not the first day of your class. A late payment fee will be assessed on outstanding balances after the start of the semester unless the student is enrolled in a payment plan or has satisfied the requirements for a third party payer or employer deferment. The late fee will be $75 per month for each month the balance remains outstanding.

Failure to satisfy the payment policy will result in all of the following actions:
- A financial hold placed on your account.
- Transcripts, diplomas, or certifications withheld.
- Registration for classes or change of class schedules prevented.

Should payment not be made when due or in the event of payment default after withdrawal, the student is responsible for interest, late charges and collection costs, including reasonable attorney fees, if applicable. All credit extended to the student shall be considered an educational loan and may not be discharged by bankruptcy as defined by bankruptcy laws under §523(a)(8).

By registering for classes, students acknowledge and agree to this policy.

Refund Policy

1. It is the student's responsibility to formally notify the Registrar's Office and to follow proper procedures when withdrawing. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does not constitute an official withdrawal.

2. The amount of tuition refund will be based on the official withdrawal date, not attendance. The official withdrawal date is the date the formal withdrawal notice is approved by the student's advisor, as determined by records maintained in the Registrar's Office. The refund time periods commence with the first day of classes according to the academic calendar and not the beginning date of individual courses.

Course Completion	Refund Rate
0 - 10%	100%
10.01 - 25%	50%
25.01 - 100%	0%

2. Rooms are rented for the semester. The Dean of Student Life will decide if circumstances of breaking the rental contract warrant a refund.
3. Refund of board will be computed from the beginning of the second week after withdrawal.
4. Advance room deposits are not refunded.
5. Advance tuition deposits are not refunded.
6. Course and other fees are not refunded.
7. Tuition is refunded in full for workshops that have been dropped at least three business days prior to the date of the workshop. There are no partial refunds for withdrawals after that time, nor for nonattendance.

FEDERAL (TITLE IV AID) REFUND POLICY

Federal regulations require the use of the Return of Title IV Funds Policy to be used for all students receiving any type of federal aid when calculating the aid a student can retain after withdrawing. This policy relates to Federal Pell and FSEOG Grants, as well as Federal Perkins, Federal Direct Stafford and Federal Direct PLUS loans. The same policy will be used for State and institutional aid.

Title IV regulations govern the return of aid disbursed for a student who completely withdraws from a term or semester. During the first 60% of the term or semester, a student "earns" aid in direct proportion to the length of time the student remains enrolled. A student who remains enrolled beyond the 60% point earns all aid for that period.

The Financial Aid & Consumer Information Handbook contains information about USM's financial aid programs and policies. It also includes consumer information required by the U.S. Department of Education. It is available online at www.stmary.edu/Admissions/Financial-Aid.