Spring 2015 Registration Information

4100 South 4th Street

Leavenworth, KS 66048
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Registration Dates

Spring 2015

Registration for Leavenworth, Overland Park, and Online Courses opens:

- November 16th, 2014 for Juniors and Seniors
- November 19th, 2014 for Freshmen and Sophomores

Masters of Business Administration (MBA) and Accelerated Nursing programs, and all Online programs Spring I and Spring II eight (8) week courses begin:

- Spring I Courses – January 5th, 2015
- Spring II Courses – March 2nd, 2015

Leavenworth, Overland Park Undergraduate and Graduate Education eight (8) week courses begin:

- Spring I Courses – January 12th, 2015
- Spring II Courses – March 16th, 2015

Leavenworth, Overland Park and Graduate Psychology sixteen (16) week courses begin:


Summer 2015

Registration for Leavenworth, Overland Park, and Online Courses opens:

- April 16th, 2015 for All Students

Masters of Business Administration (MBA) and Accelerated Nursing programs, and all Online programs Summer I and Summer II eight (8) week courses begin:

- Summer I Courses – April 27th, 2015
- Summer II Courses – July 6th, 2015

Leavenworth, Overland Park Undergraduate and Graduate Education and Psychology Summer I and Summer II eight (8) week courses begin:

- Summer I – May 12th, 2015
- Summer II – July 6th, 2015 (Graduate Psychology does not participate in Summer II)

Doctorate of Physical Therapy Summer Courses begin:

- DPT Summer – June 1st, 2015

Registration for Workshops is allowed up until the First day of the Workshop

*The university reserves the right to change these dates

Consult the University Calendar for more detailed information

Students may not register for an eight (8) week course once it has began
Registration Information

Registration Instructions

Students must get Advisor approval before registering via eSpire. In order to register, student’s accounts must be clear and free of holds (for more information, consult page 29 of the 2014-2015 Academic Catalog, Payment Policy).

Timely registration is encouraged, as courses may become full quickly after registration has opened. To register for class, follow these simple instructions:

-Login to eSpire**
-Click “Register for Classes” on the left side of the Home page (Students are required to complete a Personal Information Update and Registration Agreement every semester – if it has not been completed, it will appear after this step)
-Click “Course Search”
-Select “2014-2015 Spring Term” or “2014-2015 Summer Term”
-Click “Search” (You now see a list of all courses offered during that term, alphanumerically. Click the box beside each course you wish to register for and then click “Add Courses”)

**If you need assistance logging in to eSpire, please contact the Information Services Helpdesk (located on the ground floor of Miege Hall). You can also email them at heldesk@stmary.edu or call (913)-758-6188.

General Information

Course Numbering

<table>
<thead>
<tr>
<th>Course Numbering</th>
<th>Course Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-009</td>
<td>Not Applicable Toward Degree</td>
</tr>
<tr>
<td>100-299</td>
<td>L1F USM Day Session</td>
</tr>
<tr>
<td>300-599</td>
<td>L1A USM Day Session I</td>
</tr>
<tr>
<td>600-899</td>
<td>L1B USM Day Session II</td>
</tr>
<tr>
<td>200-299</td>
<td>L2A USM Evening Session I</td>
</tr>
<tr>
<td>400-499</td>
<td>L2B USM Evening Session II</td>
</tr>
</tbody>
</table>

Building and Room Key (Leavenworth Campus)

<table>
<thead>
<tr>
<th>Building and Room Key</th>
<th>Course Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Berchmans Hall</td>
<td>L2F USM Evening 16wk</td>
</tr>
<tr>
<td>BH Broder House, South Campus</td>
<td>L3W USM Weekend</td>
</tr>
<tr>
<td>BLH Berchmans Lecture Hall</td>
<td>L7A USM Hybrid Session I</td>
</tr>
<tr>
<td>DEP De Paul</td>
<td>L7B USM Hybrid Session II</td>
</tr>
<tr>
<td>M Miege Hall</td>
<td>C2F OPC 16wk</td>
</tr>
<tr>
<td>MABEE Mabee Auditorium</td>
<td>C2A OPC Session I</td>
</tr>
<tr>
<td>MCGFH McGilley Field House</td>
<td>C2B OPC Session II</td>
</tr>
<tr>
<td>MD Mead Hall</td>
<td>C3W OPC Weekend</td>
</tr>
<tr>
<td>RSC Ryan Sports Center</td>
<td>W4A Online Session I</td>
</tr>
<tr>
<td>SMH Saint Mary Hall</td>
<td>W4B Online Session II</td>
</tr>
</tbody>
</table>

Special Course Designations

<table>
<thead>
<tr>
<th>Special Course Designations</th>
<th>Course Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON Consent of Instructor</td>
<td></td>
</tr>
<tr>
<td>CS Cultural Study</td>
<td></td>
</tr>
<tr>
<td>FR Suitable for Freshmen</td>
<td></td>
</tr>
<tr>
<td>IS Idea Seminar</td>
<td></td>
</tr>
<tr>
<td>PE Physical Education</td>
<td></td>
</tr>
<tr>
<td>PRQ Prerequisite Needed</td>
<td></td>
</tr>
<tr>
<td>SiL Service Learning</td>
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</tr>
</tbody>
</table>

Days

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday
General Information Continued

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 admissions@stmary.edu or call (913) 758-6118 for more information.

Non-Traditional 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 fifteen (15) hours. Contact the Admissions Office at admissions@stmary.edu (913) 758-6118 for additional information.

Course Load and Excess Hours

The normal full-time student load is twelve (12) to eighteen (18) hours. Students taking over eighteen (18) hours will be assessed additional tuition fees. The minimum for full-time enrollment in the fall and spring term is twelve (12) hours. To carry excess hours, students must have the approval of their academic advisors and the Provost.

Auditing Courses

Students wishing to audit courses must do so during the registration period; students will pay full tuition and fees. 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.

Private/Group 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. Music fees are in addition to per credit hour tuition.
General Information Continued

Change of Enrollment

Courses may be added with approval of advisor until the posted registration deadlines. 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 representative and the athletes coach. Failing to attend class without officially withdrawing will result in failure of the course. Official withdrawals from the university are processed through the Office of Student Success.

Veterans Affairs

Named as a "Military Friendly School," we at USM pride ourselves for quality of care and assistance we provide our veterans and active duty military students. New students should contact the Veterans Affairs (VA) Coordinator, Wanda Owen, as soon as registration is complete. The VA Coordinator (located 2nd Floor Mead Hall) can be reached at (913) 758-6121 or registrar@stmary.edu.

International Students

USM 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.

Inclement Weather Policies

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 receive text alerts should classes be canceled due to weather (Text Alerts also include other pertinent USM info). Classes may also be delayed rather than cancelled. If classes are delayed, the first class of the day will be the regularly scheduled 9:30 a.m. courses. 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.
Financial Information and Expenses

Financial Aid

Financial aid is available to those who qualify. Before receiving financial assistance, students must have applied and been accepted for admission to the University of Saint Mary. For additional information, visit http://stmary.edu/Admissions/Financial-Aid.aspx or email FinAid@stmary.edu.

Federal Work Study

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.

Federal GI Bill

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.

Federal (Title IV) Refund Policy

Title IV regulations govern the return of aid disbursed for a student who completely withdraws from a term or semester. 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 http://www.stmary.edu/Admissions/Financial-Aid.aspx.

Spring 2015 Advising Calendar

16 Week Courses
Last Day for Registration
Last Day to Add Classes
Dropped Courses Indicated with a ‘W’
Grade
Mid-term Grades due in Registrar Office
Spring Break Leavenworth Campus
Classes Resume
Last Day to Drop a Course with a ‘W’
Easter Break
Last Day to Drop a Course
Final Exams
Commencement

Spring / Courses Beginning January 5, 2015
Dropped Courses Indicated with a ‘W’
Grade
Last Day to Drop a Course with a ‘W’
Last Day to Drop a Course

Spring / Courses Beginning January 12, 2015
Dropped Courses Indicated with a ‘W’
Grade
Last Day to Drop a Course with a ‘W’
Last Day to Drop a Course
Registration Information

Spring II Course Beginning March 2, 2015
Dropped Courses Indicated with a 'W' Grade
Last Day to Drop a Course with a 'W' Last Day to Drop a Course
March 9 April 6 April 13

Spring II Courses Beginning March 16, 2015
Dropped Courses Indicated with a 'W' Grade
Last Day to Drop a Course with a 'W' Last Day to Drop a Course
March 23 April 20 April 27