

## ABOUT MISSOURI BAPTIST UNIVERSITY

Missouri Baptist University is an evangelical Christian, liberal arts University and has as its purpose the offering of programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment where academic excellence is emphasized and a biblically based Christian perspective is maintained. The University is committed to enriching its students' lives spiritually, intellectually, and professionally, and to providing educational services to the community.

The University seeks to prepare students who are motivated by ideals of service for effective performance in careers which are appropriate to the Christian commitment of the University. The University is open to all qualified students, regardless of race, gender, national origin, religion, age, or qualified disability.

Missouri Baptist University is an equal opportunity employer.

### **PROCEDURE FOR UNDERGRADUATE ADMISSION**

An applicant must file the following documents with the Director of Admissions:

- 1) Completed application for admission.
- 2) \$35.00 application fee.
- 3) Official high school transcript with seal and/or GED scores for first time University students; transfer students must also provide University transcripts from each institution attended before being admitted. The Admissions Office will allow sixth and seventh semester high school transcripts to be received for admission pending receipt of a complete high school transcript. Students without a high school diploma or GED (i.e., home study) must take the University assessment tests.
- 4) American University Testing Program (ACT) and/or Scholastic Aptitude Test (SAT) examination scores.
- 5) A character reference.

The above procedures are in compliance with the requirements for admission as published in the 2013-2014 catalog.

### **PROCEDURE FOR GRADUATE ADMISSION:**

- 1) Completed application for Graduate Admission.
- 2) \$35.00 application fee.
- 3) Official transcripts mailed directly from all regionally accredited colleges, universities, and post-secondary institutions. MBU Alumni do not need to resubmit transcripts, unless attendance at another college or university occurred between graduation from MBU and application to the Graduate Program.
- 4) See the Graduate Bulletin for additional program-specific requirements including letters of recommendation, professional statements, and student qualifications.

### **†SENIOR PERMISSION STUDENTS**

Seniors at the undergraduate level may be eligible to receive graduate credit during their senior year. The following guidelines apply to Senior Permission students:

- 1) Senior-level students with a 3.0 GPA may request permission to take up to 12 hours (a maximum of 6 per semester) of graduate credits.
- 2) Seniors will register for dually-listed graduate courses as undergraduates (will register as 400-level courses) and will be charged undergraduate tuition and fees.
- 3) Seniors must complete the Senior Permission Application for and submit it to the Graduate Office with the

appropriate signatures at the time of registration.

- 4) At the end of each semester faculty members will notify the Graduate Office of those students who have completed graduate-level requirements. The Dean of Graduate Studies will approve those students, and the undergraduate credit will be changed to graduate credit at that time.

### **REGISTRATION & PAYMENT OF ACCOUNTS**

The student must schedule an appointment with his or her academic advisor, who is assigned by the Director of Advising on the basis of the student's major field of study, in order to register. A print out of the student's schedule signed by both the student and the advisor must be filed with the Records Office. All registrations will be unofficial until cleared by Admissions, Financial Services, and the Business Office. Spring registrations not authorized as official by the end of preregistration, may be purged. Students whose registrations have been purged may re-enroll during regular registration but are subject to losing their position in a course if there is a waiting list.

All returning students are encouraged to take advantage of the pre-registration period in order to ensure the best course selection. Students who register for classes after regular registration may be charged a fee of \$25 for late registration.

Registration is not complete until the student has made satisfactory financial arrangements and has cleared the business office. All accounts are due and payable prior to the first day of classes each semester. All institutional and external aid applications must be completed and submitted to the Financial Services Office at least ten working days prior to the first day of classes. Should arrangements for a deferred payment plan appear necessary, a promissory note should then be signed with the Business Office in order to finalize official registration. The University also honors Master Card, VISA and Discover credit cards. Unofficial registrations may be purged if satisfactory financial arrangements have not been completed.

Students whose accounts are delinquent will not be permitted to register for a succeeding semester or term. In addition, transcripts will not be issued, and the student will not be permitted to graduate, if a senior. Delinquent accounts are charged interest, collection fees and court costs, and will be reported to a national credit bureau.

### **APPLYING FOR FINANCIAL AID**

In order to take advantage of the financial aid packages available, a student MUST: be admitted to the University; file an Institutional Aid Application; and submit a valid Free Application for Federal Student Aid (or results, which are Student Aid Reports.) Once eligibility and award amounts are determined, an Award Letter will be sent detailing the student's financial aid package.

NOTE: FINANCIAL AID FILES MUST BE COMPLETE  
BY OCTOBER 1, 2013 FOR FALL  
AND FEBRUARY 1, 2014 FOR SPRING  
TO RECEIVE ANY FINANCIAL ASSISTANCE.

### **CHAPEL ATTENDANCE**

Chapel and convocation programs are planned to provide the students, faculty, staff, and administration with a period devoted to spiritual and cultural enrichment. These programs convene from 11:00 to 11:45 on the first Tuesday of the month and every

Thursday. All campus offices, the library, bookstore, and student lounge are closed during this time. Because chapel is an integral part of the student's overall educational experience, all students enrolled for 9 credit hours or more are expected to attend all chapel and convocation programs. For a detailed description of the attendance policy, see the 2013-2014 Catalog.

### **CLASSIFICATION OF STUDENTS**

|              |                             |
|--------------|-----------------------------|
| Freshman     | 0-29 credit hours earned    |
| Sophomore    | 30-59 credit hours earned   |
| Junior       | 60-89 credit hours earned   |
| Senior       | 90+ credit hours earned     |
| Unclassified | Non-degree-seeking student  |
| Graduate     | Baccalaureate degree earned |

### **MBU BOOKSTORE HOURS**

8:30 am - 6:00 pm Monday - Thursday

8:30 am - 4:00 pm Friday

### **JUNG-KELLOGG LIBRARY HOURS**

7:30 am - 9:30 pm Monday-Thursday

7:30 am - 5:00 pm Friday

10:00 am - 2:00 pm Saturday

### **NUMBERING OF COURSES**

Courses numbered 100-299 are lower division courses designed for freshmen and sophomores. Those numbered 300-499 are upper division courses designed for juniors and seniors. Those numbered 500 and above are offered for graduate credit. The third digit in the course number indicates the number of semester hours of credit the course carries, so that ACCT 213 is a three-hour course, KHSC 272 is a two-hour course, etc.

### **SPECIAL NUMBERING**

- 1) A course number such as MUAP 111-421 indicates multiple semesters of credit, so that a student taking private piano for the first semester for 1 credit hour would use the course number MUAP 111, for the third semester MUAP 211, and so on. Upper division numbers (300-400) are used to indicate semester and upper level proficiency within field.
- 2) A course number such as BUSN 471-476 indicates variable credit, ranging from one to six hours.
- 3) A Course number such as MURA 110-420 indicates a course which carries no credit per semester toward the degree, but is required for the major or program
- 4) A course number such as KATH 271/371 indicates a course which may be taken twice for credit: the first semester for lower division credit and the second semester for upper division credit. BIOL 224/324 indicates a course which may be taken once for either lower or upper division credit.
- 5) A course number such as COMP 483 A-D indicates a course which may be taken for credit up to four semesters. A course number such as HIRE 323A or HIRE323B indicates separate but related courses.
- 6) Courses with prefixes such as EDPS or HIRE are courses with listings in two or more disciplines, such as Education/Psychology or History/Religion. The course will be listed under both discipline in the catalog as well as in the Course Schedule.
- 7) Courses cross-listed at the 400- and 500-levels may be taken for either undergraduate or graduate credit. Selected courses are available to undergraduate students for graduate credit with Senior Permission ( see page 1). Students must complete all graduate course requirements to earn graduate credit.

### **WAITING LIST**

If a course is full students may wish to have their names placed on the waiting list. If a student decides against taking the course he/she must contact the Records Office and ask to be removed from the waiting list. Failure to do so may result in the student being enrolled in, and billed for, the course.

### **EXPLANATION OF ABBREVIATIONS & SYMBOLS**

|     |   |
|-----|---|
| ADM | Administration Building                           |
| CAT | 2012-2013 University Catalog                      |
| C/F | Pillsbury Chapel & Dale Williams Fine Arts Center |
| FLD | Thomas and Virginia Field Academic Hall           |
| MUN | Muncy Gymnasium                                   |
| LIB | Jung-Kellogg Library                              |
| NRH | North Residence Hall                              |
| R   | Thursdays   |
| SRC | Tom & Deloris Petty Sports/Recreation Complex     |
| TBA | To Be Arranged                                    |

### **DROPPING OR ADDING A COURSE**

Any student who finds it necessary to add or drop a class must complete the appropriate form available in the Records Office. The student should consult the University calendar for deadline dates. A schedule adjustment fee of \$25 per adjustment will be charged for any changes made after regular registration. If a student stops attending a course but fails to complete the proper forms, the final grade will be recorded as XF (unofficial withdrawal/failing). All day courses are designated as DMA\*, DMA1, DMA2. All evening/weekend courses are designated as EMA\*, EMA1 or EMA2.

### **WITHDRAWAL POLICY**

If a student finds it necessary to withdraw from the University, an official withdrawal form, which can be secured from the Director of Retention, must be completed and filed with the Director of Records. Otherwise, the final grade(s) will be recorded as XF (unofficial withdrawal/failing). The student should consult the University calendar for all deadline dates. Accounts become due and payable immediately upon withdrawal.

Tuition refunds in case of withdrawal from the University are pro-rated from the date withdrawal is approved by the Records Office as listed on pages 5 and 7.

Room deposits and all other fees are non-refundable in the case of withdrawal from the University. If a resident student voluntarily moves out of the residence halls during the contract period, room and board will be refunded in a similar manner as tuition. Vacate forms must be approved by the Director of Residence Halls and the Dean of Students before any refund is made.

### **UNDERGRADUATE STUDENT COURSE LOAD**

Students carrying less than 12 credit hours of course work during a fall or spring semester are considered part-time. Normal course load for a full-time student is between 12 and 18 credit hours. Students on academic probation are limited to a 12 hour load. The course load for students involved in 8-week evening courses is 9 hours per session, not to exceed 18 hours per semester equivalent (i.e. Fall I, Fall II, Spring I, Spring II, etc.).

A student with either a cumulative GPA of 3.0, or a GPA of 3.0 for the previous semester, may enroll for 1 additional course over

the 18-hour limit, not to exceed a total of 21 credit hours, with the written permission of the student's academic advisor and the academic dean. An additional tuition charge per credit hour will be assessed for the overload.

For graduate students, 6 credit hours is considered a full-time load. Students may register for, up to, 6 credit hours per 8 week period. A load of more than 12 hours requires the prior written approval of the Dean of Graduate Studies.

THE UNIVERSITY RESERVES THE RIGHT TO CANCEL ANY COURSE FOR WHICH THERE IS INSUFFICIENT ENROLLMENT.

## TUITION, PARKING AND RESIDENT FEES

### MAIN CAMPUS TUITION & FEES

#### UNDERGRADUATE FEES

|  |             |
|--|-------------|
| Comprehensive Fee, Main Campus 12-18 cr. hrs.    | \$10,350.00 |
| Tuition, per credit hour (less than 12 cr. hrs.) | \$715.00    |
| Overload Fee (per cr. hr. over 18)               | \$690.00    |
| Student Services Fee (full-time student)         | \$485.00    |
| Student Services Fee (part-time student)         | \$23.00/hr. |

#### GRADUATE TUITION

|   |          |
|---|----------|
| Tuition, per cr. hr. enrolled             | \$518.00 |
| Doctor of Education, per cr. hr. enrolled | \$572.00 |

#### WINTERIM MAIN CAMPUS

|                          |          |
|--------------------------|----------|
| Tuition, per credit hour | \$595.00 |
|--------------------------|----------|

#### PARKING FEES

##### *(FULL-TIME & PART-TIME UNDERGRADUATE STUDENTS)*

|  |         |
|--|---------|
| Level 1 (Main/South)                   | \$80.00 |
| Level 2 (Athletic)                     | \$60.00 |
| Level 3 (Residence Hall-Residents)     | \$0     |
| Level 3 (Residence Hall-Non-residents) | \$60.00 |
| Evening/Saturday enrollment only       | \$60.00 |

NOTE: All students must complete a campus parking registration form for each term they are enrolled for main campus classes whether they have a vehicle on campus or not.

#### TUITION - REGIONAL LRNG. CTR.: UNDERGRADUATE

|   |          |
|---|----------|
| Tuition, Troy/Wentzville, per credit hour   | \$382.00 |
| Tuition, Jefferson College, per credit hour | \$298.00 |
| Tuition, Franklin County, per credit hour   | \$312.00 |
| Tuition, Mineral Area, per credit hour      | \$312.00 |
| Tuition, Arnold, per credit hour            | \$312.00 |
| Tuition, Lewis & Clark, per credit hour     | \$298.00 |
| Tuition, John A. Logan, per credit hour     | \$298.00 |
| Tuition, St. Charles, per credit hour       | \$382.00 |

NOTE: Tuition for regional learning centers are in addition to main campus tuition and fees.

#### TUITION - REGIONAL LRNG. CTR.: GRADUATE

|                      |          |
|----------------------|----------|
| Tuition, per cr. hr. | \$432.00 |
|----------------------|----------|

### DISTANCE LEARNING/ONLINE PROGRAMS

|  |          |
|--|----------|
| Tuition, per cr. hr.                               | \$456.00 |
| Master of Business Administration, per cr. hr.     | \$534.00 |
| Master of Arts in Counseling, per cr. hr.          | \$534.00 |
| Master of Science in Criminal Justice, per cr. hr. | \$534.00 |
| Master of Educational Technology, per cr. hr.      | \$534.00 |
| Ed. S. in Curriculum & Instruction, per cr. hr.    | \$534.00 |

### DISTANCE LEARNING: MAIN CAMPUS FULL-TIME

(Registered for 12-18 hours)

|                                   |         |
|-----------------------------------|---------|
| Lab Fee, per credit hour enrolled | \$29.00 |
|-----------------------------------|---------|

### RESIDENT STUDENTS

|  |            |
|--|------------|
| Dorm W/15 Meal Plan (per week)                             | \$4,235.00 |
| Dorm W/19 Meal Plan (per week)                             | \$4,320.00 |
| Apartment W/75 Meal Plan (per semester)                    | \$4,925.00 |
| Apartment W/19 Meal Plan (per week)                        | \$5,755.00 |
| Dorm Deposit Damage Fee                                    | \$250.00   |
| Apartment Deposit Damage Fee                               | \$400.00   |
| Lost Key Fee   | \$100.00   |
| Apartment Rental Fee, per month (Winterim-No food service) | \$418.00   |

### SERVICE FEES

#### COURSES

|   |          |
|---|----------|
| Activity Course Fee   | \$29.00  |
| Clinical Experience, per credit hour                        | \$29.00  |
| Christian Vocations Fee (RRED 273)                          | \$145.00 |
| Internship/Practicum Fee, per credit hour                   | \$29.00  |
| Lab Fee, per credit hour                                    | \$29.00  |
| Prior Learning Portfolio Evaluation Fee, per credit hour    | \$35.00  |
| Prior Learning Portfolio Transcription fee, per credit hour | \$215.00 |
| Seminar Fee (REMU 473 Senior Seminar)                       | \$105.00 |
| Student Teaching Fee  | \$500.00 |

#### GENERAL

|   |          |
|---|----------|
| Administrative Withdrawal Fee (withdrawal on 1st day of term) | \$115.00 |
| Application Fee   | \$35.00  |
| Audit Fee, per credit hour equivalent                         | \$230.00 |
| Graduation Fee (Undergraduate)                                | \$220.00 |
| Graduation Fee (Graduate)                                     | \$240.00 |
| Note Fee  | \$35.00  |
| Second and Subsequent Placement Papers                        | \$6.00   |
| Second and Subsequent Transcripts                             | \$6.00   |

#### MUSIC

|                              |          |
|------------------------------|----------|
| Class Instrument/Class Piano | \$110.00 |
| Private Music Lessons        |          |
| 30 Minute Lesson             | \$230.00 |
| 45 Minute Lesson             | \$310.00 |
| 60 Minute Lesson             | \$450.00 |

#### TESTING

|  |         |
|--|---------|
| CLEP Credit, ACT/SAT per credit hour                     | \$70.00 |
| Administration Fee (for Challenge Test), per credit hour | \$35.00 |
| Credit by Exam (for Challenge Test), per credit hour     | \$95.00 |

## **PENALTIES**

|  |         |
|--|---------|
| Late Registration (begins August 20 for Fall term)                           | \$25.00 |
| Schedule Change (begins August 20 for Fall term)                             | \$25.00 |
| Returned check charge  | \$30.00 |
| Failure to complete campus parking registration (by end of 2nd week of term) | \$25.00 |

## **REFUND SCHEDULES**

It is understood that each student enters for at least one term, and the University assumes the expense of making provisions accordingly. Therefore, a student's withdrawal does not materially reduce the costs to the University. Tuition refunds are pro-rated from the date withdrawal is approved by the Records Office as follows in the case of a course load status change, such as: overload to full-time, full-time to part-time, a reduction of course load within the part-time status, or complete withdrawal/dissmissal from the University.

### **FIFTEEN AND SIXTEEN WEEK CLASSES**

|  |                                     |
|--|-------------------------------------|
| Withdrawal on the 1st day                        | 100% of tuition (less adm. wd. fee) |
| Withdrawal after 1st day through end of 2nd week | 90% of tuition                      |
| Withdrawal during 3rd and 4th weeks              | 50% of tuition                      |
| Withdrawal during 5th through 8th weeks          | 25% of tuition                      |
| Withdrawal after 8th week                        | 0% of tuition                       |

### **TWELVE WEEK CLASSES**

|  |                                     |
|--|-------------------------------------|
| Withdrawal on the 1st day                        | 100% of tuition (less adm. wd. fee) |
| Withdrawal after 1st day through end of 2nd week | 90% of tuition                      |
| Withdrawal during 3rd and 4th weeks              | 50% of tuition                      |
| Withdrawal during 5th through 8th weeks          | 25% of tuition                      |
| Withdrawal after 8th week                        | 0% of tuition                       |

### **TEN WEEK CLASSES**

|  |                                     |
|--|-------------------------------------|
| Withdrawal on the 1st day                        | 100% of tuition (less adm. wd. fee) |
| Withdrawal after 1st day through end of 1st week | 90% of tuition                      |
| Withdrawal during 2nd and 3rd weeks              | 50% of tuition                      |
| Withdrawal during 4th through 5th weeks          | 25% of tuition                      |
| Withdrawal after 5th week                        | 0% of tuition                       |

## **EIGHT WEEK CLASSES**

|  |                                     |
|--|-------------------------------------|
| Withdrawal on the 1st day                        | 100% of tuition (less adm. wd. fee) |
| Withdrawal after 1st day through end of 1st week | 90% of tuition                      |
| Withdrawal during 2nd week                       | 50% of tuition                      |
| Withdrawal during 3rd and 4th weeks              | 25% of tuition                      |
| Withdrawal after 4th week                        | 0% of tuition                       |

## **FIVE WEEK CLASSES**

|  |                                     |
|--|-------------------------------------|
| Withdrawal on the 1st day                        | 100% of tuition (less adm. wd. fee) |
| Withdrawal after 1st day through end of 1st week | 90% of tuition                      |
| Withdrawal during 2nd week                       | 50% of tuition                      |
| Withdrawal during 3rd week                       | 25% of tuition                      |
| Withdrawal after 3rd week                        | 0% of tuition                       |

## **FOUR WEEK CLASSES**

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Withdrawal on the 1st day             | 100% of tuition (less adm. wd. fee) |
| Withdrawal on the 2nd day             | 90% of tuition                      |
| Withdrawal on the 3rd through 4th day | 50% of tuition                      |
| Withdrawal on the 5th through 8th day | 25% of tuition                      |
| Withdrawal after 8th day              | 0% of tuition                       |

## **THREE WEEK CLASSES**

|  |                                     |
|--|-------------------------------------|
| Withdrawal on the 1st day                        | 100% of tuition (less adm. wd. fee) |
| Withdrawal on the 2nd day                        | 90% of tuition                      |
| Withdrawal after 2nd day through end of 1st week | 50% of tuition                      |
| Withdrawal during 2nd week                       | 25% of tuition                      |
| Withdrawal after 2nd week                        | 0% of tuition                       |

## **TWO WEEK CLASSES**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Withdrawal on the 1st day        | 100% of tuition (less adm. wd. fee) |
| Withdrawal on the 2nd day        | 90% of tuition                      |
| Withdrawal on the 3rd day        | 50% of tuition                      |
| Withdrawal on the 4th or 5th day | 25% of tuition                      |
| Withdrawal after the 5th day     | 0% of tuition                       |

## **REFUNDS FOR RESIDENT STUDENTS**

Room deposits and all other fees are non-refundable in the case of withdrawal from the University. If a resident student voluntarily moves out of the residence halls during the contract period, room and board will be refunded in a similar manner as tuition. Vacate forms must be approved by the Director of Residence Halls and the Dean of Students before any refund is made.

# FALL 2013 CALENDAR

Main Campus Office Hours 8:00 AM - 4:30 PM Monday - Friday  
 Business Office Evening Hours: 4:30 PM - 6:00 PM Monday, Tuesday, and Thursday

Fall Pre-Registration: March 18 - August 9

Regular Registration: August 12-16

Late Registration Begins August 20/Ends Last Day To Add As Listed Below

|  |                         |
|--|-------------------------|
| Residence Halls Open   | August 17               |
| New Student Orientation  | August 19               |
| Last Day for Fall/Winterim 2013 graduates to file for graduation | September 27            |
| Mid-Term Exams   | October 10-11           |
| Final Exams  | December 10-13          |
| Residence Halls Close  | December 13             |
| Winterim   | December 16 - January 3 |

## FALL 15 WEEK COURSES

| SECTION             | TERM BEGINS | LAST DAY TO ADD/DROP WITHOUT "W" | LAST DAY TO DROP WITHOUT "WF" | TERM ENDS   |
|---------------------|-------------|----------------------------------|-------------------------------|-------------|
| DMA*/EMA*           | August 19   | August 30                        | November 8                    | December 13 |
| WDL* (15 wk online) | August 19   | August 25                        | November 10                   | December 15 |

\*Labor Day Holiday: Monday, September 2 (No Classes; offices closed)

\*Testing/Assessment Day: Wednesday, October 9 (Day Students/Main Campus)

\*Fall Break: October 18-21 (day classes only; evening classes will meet)

\*Thanksgiving Holiday: Wednesday-Sunday, Nov. 27 - Dec. 1 (No Classes; offices closed)

## FALL 8 WEEK 1 COURSES

| SECTION              | TERM BEGINS | LAST DAY TO ADD/DROP WITHOUT "W" | LAST DAY TO DROP WITHOUT "WF" | TERM ENDS  |
|----------------------|-------------|----------------------------------|-------------------------------|------------|
| EMA1 (8 wk)          | August 19   | August 25                        | September 30                  | October 14 |
| WDL1 (8 wk 1 online) | August 19   | August 25                        | September 30                  | October 14 |
| Monday               | August 19   | August 25                        | September 30                  | October 14 |
| Tuesday              | August 20   | August 26                        | September 24                  | October 8  |
| Wednesday            | August 21   | August 27                        | September 25                  | October 9  |
| Thursday             | August 22   | August 28                        | September 26                  | October 10 |
| Friday               | August 23   | August 29                        | September 27                  | October 11 |
| Saturday             | August 24   | August 30                        | September 28                  | October 12 |

\*Labor Day Holiday: Monday, September 2 (No classes; offices closed)

## FALL 8 WEEK 2 COURSES

| SECTION              | TERM BEGINS | LAST DAY TO ADD/DROP WITHOUT "W" | LAST DAY TO DROP WITHOUT "WF" | TERM ENDS   |
|----------------------|-------------|----------------------------------|-------------------------------|-------------|
| EMA2( 8 wk)          | October 16  | October 22                       | November 20                   | December 13 |
| WDL2 (8 wk 2 online) | October 21  | October 27                       | November 25                   | December 15 |
| Monday               | October 21  | October 27                       | November 25                   | December 9  |
| Tuesday              | October 22  | October 28                       | November 26                   | December 10 |
| Wednesday            | October 16  | October 22                       | November 20                   | December 11 |
| Thursday             | October 17  | October 23                       | November 21                   | December 12 |
| Friday               | October 18  | October 24                       | November 22                   | December 13 |
| Saturday             | October 19  | October 25                       | November 23                   | December 14 |

\*Testing/Assessment Day: Tuesday, October 15 (Evening Only Students/All Sites)

\*Please Note: Monday and Tuesday evening classes will not begin until 10/21 and 22

\*Thanksgiving Holiday: Wednesday - Sunday, Nov. 27 - Dec. 1 (No evening classes Nov. 27-29) offices closed

# FINAL EXAM SCHEDULE FOR FALL 2013

## MAIN CAMPUS CLASSES

|                        |  |   |
|------------------------|--|---|
| Monday, December 9     | 6:00 PM  | 5:00, 6:00 PM Monday classes  |
| Tuesday, December 10   | 8:00 AM-10:00 AM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>6:00 PM   | T, R, TR, 8:00, 8:30 classes<br>T, TR, 12:00, 12:15 classes<br>TR 2:00, 3:00 classes<br>5:00, 6:00 PM Tuesday classes   |
| Wednesday, December 11 | 8:00 AM-10:00 AM<br>10:00 AM-12:00 PM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>4:00 PM-6:00 PM<br>6:00 PM | M, W, MW, WF, MTWF, MWRF, MWF, F 8:00 classes<br>MW 9:30, MW, WF, MWF, F 9:00 classes<br>MW, MTWRF, WF, MWF, F 12:00 classes<br>M, W, MW, MWF, 3:00, 3:30 classes<br>M, W, MW, MWF, 4:00, 4:30 classes<br>5:00, 6:00 PM Wednesday classes |
| Thursday, December 12  | 10:00 AM-12:00 PM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>6:00 PM  | TR, 9:00, 9:30, 10:00 classes<br>T, R, TR 1:00, TR, R, 1:15, 1:30 classes<br>TR 4:00, MTR 4:15, T, TR, R, 4:30 classes<br>5:00, 6:00 PM Thursday classes  |
| Friday, December 13    | 8:00 AM-10:00 AM<br>10:00 AM-12:00 PM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>6:00 PM                    | M, W, F, MWF, 10:00 classes<br>MW, MF, MWF 11:00 classes<br>M, W, F, MTWR, MW, MWF 1:00, 1:30 classes<br>M, MW, W, F, MWF 2:00 classes<br>5:00, 6:00 PM Friday classes  |
| Saturday, December 14  | 8:00 AM  | 8:00 AM/9:00 AM Saturday classes  |

## WINTERIM 2013 SCHEDULE

The Winterim is an independent term and may not be included on Fall or Spring semester schedules. Applicable tuition and fees are charged separately. Students may pre-register for the course during the Fall semester pre-registration or regular registration periods. Regular registration for Winterim will be on Friday, December 6, 2013 during regular office hours.

## WINTERIM SCHEDULE

| SECTION         | TERM BEGINS | LAST DAY TO ADD/DROP WITHOUT "W" | LAST DAY TO DROP WITHOUT "WF" | TERM ENDS |
|-----------------|-------------|----------------------------------|-------------------------------|-----------|
| Main Campus     | December 16 | December 17                      | December 31                   | January 3 |
| Franklin County | December 16 | December 17                      | December 31                   | January 3 |

### MAIN CAMPUS/DECEMBER 16 - JANUARY 3 FOR REFUND SCHEDULE SEE "THREE WEEK CLASSES"

Courses will meet on the following days:

|                        |                       |
|------------------------|-----------------------|
| Monday, December 16    | Thursday, December 26 |
| Tuesday, December 17   | Friday, December 27   |
| Wednesday, December 18 | Monday, December 30   |
| Thursday, December 19  | Tuesday, December 31  |
| Friday, December 20    | Thursday, January 2   |
| Monday, December 23    | Friday, January 3     |

# SPRING 2014 CALENDAR

Main Campus Office Hours 8:00 AM - 4:30 PM Monday - Friday  
 Business Office Evening Hours: 4:30 PM - 6:00 PM Monday, Tuesday, and Thursday

Spring Pre-Registration: March 18 - December 14 2013

Regular Registration: January 2 and 3, 2014

Late Registration Begins January 6/Ends Last Day To Add As Listed Below

|  |                  |
|--|------------------|
| Residence Halls Open                                     | January 5        |
| Last Day for SP/SU 2014 graduates to file for graduation | January 24       |
| Mid-Term Exams   | February 20 - 21 |
| Final Exams  | April 22 - 25    |
| Residence Halls Close                                    | April 25         |
| Commencement Exercises                                   | April 29         |

## SPRING 15 WEEK COURSES

| SECTION             | TERM BEGINS | LAST DAY TO ADD/DROPW/OUTW | LAST DAY TO DROPW/OUTWF | TERM ENDS |
|---------------------|-------------|----------------------------|-------------------------|-----------|
| DMA*                | January 6   | January 17                 | March 30                | April 25  |
| WDL* (15 wk online) | January 6   | January 12                 | March 30                | April 27  |

\*Martin Luther King Holiday: Monday, January 20 (No Day Classes; offices closed)

\*Testing/Assessment Day: Wednesday, February 19 (Day Students/Main Campus)

\*Spring Break: March 10-14/day classes only; evening classes will meet

\*Easter Recess: Friday, April 18 - Sunday, April 20 (day classes only; evening classes will meet)

## SPRING 8 WEEK 1 COURSES

| SECTION               | TERM BEGINS | LAST DAY TO ADD/DROPW/OUTW | LAST DAY TO DROPW/OUTWF | TERM ENDS   |
|-----------------------|-------------|----------------------------|-------------------------|-------------|
| EMA1 (8 wk)           | January 6   | January 12                 | February 16             | February 28 |
| WDL1 (8 wk 1 onnline) | January 6   | January 12                 | February 16             | March 2     |
| Monday                | January 6   | January 12                 | February 16             | February 24 |
| Tuesday               | January 7   | January 13                 | February 17             | February 25 |
| Wednesday             | January 8   | January 14                 | February 18             | February 26 |
| Thursday              | January 9   | January 15                 | February 19             | February 27 |
| Friday                | January 10  | January 16                 | February 20             | February 28 |
| Saturday              | January 11  | January 17                 | February 21             | March 1     |

## SPRING 8 WEEK 2 COURSES

| SECTION               | TERM BEGINS | LAST DAY TO ADD/DROPW/OUTW | LAST DAY TO DROPW/OUTWF | TERM ENDS |
|-----------------------|-------------|----------------------------|-------------------------|-----------|
| EMA2 (8 wk)           | March 3     | March 9                    | April 6                 | April 25  |
| WDL2 (8 wk 2 onlinel) | March 3     | March 9                    | April 6                 | April 27  |
| Monday                | March 3     | March 9                    | April 6                 | April 21  |
| Tuesday               | March 4     | March 10                   | April 7                 | April 22  |
| Wednesday             | March 5     | March 11                   | April 8                 | April 23  |
| Thursday              | March 6     | March 12                   | April 9                 | April 24  |
| Friday                | March 7     | March 13                   | April 10                | April 25  |
| Saturday              | March 8     | March 14                   | April 11                | April 26  |

\*Testing/Assessment Day: Wednesday, March 19 (Evening Only Students/All Sites)

# FINAL EXAM SCHEDULE FOR SPRING 2014

## MAIN CAMPUS CLASSES

|                     |  |   |
|---------------------|--|---|
| Monday, April 21    | 6:00 PM  | 5:00, 6:00 PM Monday classes  |
| Tuesday, April 22   | 8:00 AM-10:00 AM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>6:00 PM   | T, R, TR, 8:00, 8:30 classes<br>T, TR, 12:00, 12:15 classes<br>TR 2:00, 3:00 classes<br>5:00, 6:00 PM Tuesday classes   |
| Wednesday, April 23 | 8:00 AM-10:00 AM<br>10:00 AM-12:00 PM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>4:00 PM-6:00 PM<br>6:00 PM | M, W, MW, WF, MTWF, MWRF, MWF, F 8:00 classes<br>MW 9:30, MW, WF, MWF, F 9:00 classes<br>MW, MTWRF, WF, MWF, F 12:00 classes<br>M, W, MW, MWF, 3:00, 3:30 classes<br>M, W, MW, MWF, 4:00, 4:30 classes<br>5:00, 6:00 PM Wednesday classes |
| Thursday, April 24  | 10:00 AM-12:00 PM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>6:00 PM  | TR, 9:00, 9:30, 10:00 classes<br>T, R, TR 1:00, TR, R, 1:15, 1:30 classes<br>TR 4:00, MTR 4:15, T, TR, R, 4:30 classes<br>5:00, 6:00 PM Thursday classes  |
| Friday, April 25    | 8:00 AM-10:00 AM<br>10:00 AM-12:00 PM<br>12:00 PM-2:00 PM<br>2:00 PM-4:00 PM<br>6:00 PM                    | M, W, F, MWF, 10:00 classes<br>MW, MF, MWF 11:00 classes<br>M, W, F, MTWR, MW, MWF 1:00, 1:30 classes<br>M, MW, W, F, MWF 2:00 classes<br>5:00, 6:00 PM Friday classes  |
| Saturday, April 26  | 8:00 AM  | 8:00 AM/9:00 AM Saturday classes  |