

Spring 2010

Front Pages of Course Schedule

Includes information on student privacy, class attendance, registration, admission, billing and financial aid, refunds, graduation applications, withdrawals, and other miscellaneous information.

McMURRY UNIVERSITY PRIVACY OF INFORMATION POLICY

The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. This Act allows that certain information, known as Directory Information, may be released without the consent of the student. Students may request that Directory Information not be made public by completing the appropriate request form in the Registrar's Office. Directory Information at McMurry includes the following: student's full name; local and permanent addresses and telephone numbers; directory phone (as indicated by student); hometown, student's McMurry email address; enrollment status (full or part time or currently enrolled or not); dates of attendance; previous educational institutions attended; major and minor; degree being pursued; degrees awarded; student's participation in officially recognized university activities; honors and awards received in connection with officially recognized activities; height and weight if a member of an athletic team; classification; place and date of birth; anticipated degrees; anticipated graduation dates; photographs.

Class Attendance Policy

It is understood that attendance is part of the learning commitment — placing oneself in a class setting where effective educational communication and interaction can happen. Both faculty and students are expected to be regular and punctual in their attendance habits. Professors and students cooperate and are responsible for shaping a community at work. As part of this responsibility, attendance will be noted in some manner suitable to the size of the class, group, and type of activity. Any necessary absence occurring while a student is representing the University in some official way will be considered an authorized absence. Work missed due to such an absence is to be made up as the respective professor determines. Please refer to the *Council Fire, Faculty Handbook*, or course syllabus for more specific information.

Absences

The following guide will help you determine the number of unauthorized absences allowed before your professor may drop you from the class. Each professor will determine the consequences for absenteeism in his or her class. This will be noted in the syllabus.

- 3 absences in MWF classes per semester
- 2 absences in TR classes per semester
- 1 absence in a 2 or 3 hour class that meets once a week
- 3 tardies equal one absence

Admission to McMurry University

Registration in the courses offered through this bulletin and in any subsequent courses is limited to students who have been accepted for admission to McMurry University. Admission to the University is subject to the guidelines established by McMurry University and its representatives, as published in the *2009-2010 Catalog*.

For admission information, please contact the Office of Admissions.

Office of Admissions
McM Station 278
Abilene, TX 79697
Phone: (325) 793-4700
Fax: (325) 793-4716

Dyess Registration

McMurry University enjoys a mutually beneficial relationship with Dyess Air Force Base and its Education Services Office. The McMurry/Dyess program allows for some courses to be taught at Dyess for the convenience of military personnel. However, other students are allowed to enroll for Dyess courses on a space available basis (see below).

Order of Priority for Enrollment in a Dyess Class

Enrollment in a Dyess class is at the sole discretion of McMurry University. If required because of over-enrollment in a class, the following order of priority is agreed upon:

- 1st priority - active duty military personnel;
- 2nd priority - DoD civilian personnel;
- 3rd priority - military dependents;
- 4th priority - National Guard and Reserve military personnel;
- 5th priority - retired military;
- 6th priority - member of the civilian community.

This priority enrollment system will apply only to early registration. Thereafter, registration for on-base classes will be on a first-come, first-served basis. Within the stated order of priority, students having matriculated with the institution shall have enrollment priority over non-matriculated students.

Civilian Students taking class on base can pick up the “*Obtaining Base Pass and Directions*” memo from either the Registrar’s Office or the McMurry-Dyess AFB office.

Specific room numbers are posted in the stairwell of each floor of the Base Education Services Building.

REGISTRATION

For currently enrolled students

Spring	November 2-13
May	March 29-April 9
Summer I	March 29-April 9
Summer II	March 29-April 9
Fall	March 29-April 9

New Freshmen and Transfer Students

**New Freshmen and Transfer Students to McMurry University for Spring, May, Summer, and Fall 2010 should call the Academic Advising office for registration dates and appointments.
325-793-3813**

Fall Registration for any student not previously registered
Friday, January 8
8:00 am – 5:00 pm

GRADUATION APPLICATIONS DUE

December 2009 Graduates	Applications due by February 1, 2009
May & August 2010 Graduates	Applications due by September 1, 2009
December 2010 Graduates	Applications due by February 1, 2010

Adding and Dropping Courses

Spring 2010 Semester

- ◆ Current Student Early Registration for Spring 2010 will be November 2-13.
- ◆ New Transfer Student Registration for Spring 2010 will be December 1-3 and January 5-7. Subsequent dates will be announced at a later date.
- ◆ Holds: If you are on any holds that prevent you from registering, you must see the Registrar's Office for the appropriate approvals beginning October 26, 2009.
- ◆ Beginning October 26, you will be able to meet with your assigned advisor. You must see your assigned advisor before you can register on-line. Your advisor will indicate in Campus Connect that you have been advised and have their permission to register for the courses that you have discussed. Other advisors on campus will not have access to clear you for registration. Please log in to Campus Connect and verify your major and advisor prior to advising. If you need to make a change, please see Melanie Long in the Academic Advising office in Maedgen.
- ◆ Students new to McMurry University should complete the admissions process through the Office of Admissions (please see "Admission to McMurry University").
- ◆ Students are allowed to make changes in their schedules with no financial penalty and no academic penalty during the first five (5) class days of the Spring semester, through January 15, 2010. No courses will be added after January 15 without special permission.
- ◆ Students who drop courses after January 15, 2010 will be assigned a grade of W (Withdrawn) and no financial refund is granted. After February 15, 2010 students who drop a course will be assigned a WP (Withdrawal Passing) or WF (Withdrawal Failing) grade, depending on the student's status in the course at the time of drop. (This policy is stated in the catalog, but may be revised in the next year.)
- ◆ *To add or drop a course after the 5th class day*, a student must complete a Schedule Change Form obtained in the Office of the Registrar, Maedgen 105.
- ◆ **Canceling Registration**
A student must cancel their registration by 5:00 pm on January 15. To cancel registration, students can either fill out a cancellation form in the Registrar's Office, or mail or fax in a statement with the student's signature, requesting their registration be canceled. Please see page 6 for our refund policy. The Registrar's Office fax number is 325-793-3830.
- ◆ **Withdraw from the University**
To withdraw from the University, a student should see the Student Retention Coordinator in the Registrar's Office beginning on January 16, 2010.

Course Loads

Students may enroll for up to eighteen (18) hours credit during the spring semester.

Approval from the Vice President for Academic Affairs is required for any student to take more than the permitted number of credit hours. Overload permission forms are available in the Registrar's Office.

Campus Connect

Students are encouraged to view or print unofficial transcripts, semester grades, and course schedules online through Campus Connect, which is located on the McMurry website. Semester grades are not mailed except in special situations. Please notify the Registrar's office if it is necessary to receive your grades by mail.

Billing

Spring 2010 estimated bills for pre-registered courses will be mailed to students' current billing addresses within the first week of December 2009. Instructions for confirming registration during the first week of school will be included. Payments on accountable balances (total charges less awarded financial aid) can begin as soon as the statement is received by choosing one of our payment options. An online payment plan can be accessed by going to www.afford.com/mcm or call 1-800-356-8329 to speak directly with Tuition Management Systems, our contracted payment center. Accounts set up for monthly payments should be scheduled so that the first payment is received before January 11 and the final payment is received by April 15, 2010. Each student is responsible for all charges incurred and due to McMurry University during each term.

When a student completes the registration process, the total amount of tuition, fees, room, and board is due and payable. If a student's total net bill cannot be paid upon the completion of the registration process, arrangements for payment must be made with the Business office. All accounts not paid in full at the time of registration or set up with TMS, will be subject to interest charged at the rate of 1.5% per month (18% per annum) of the unpaid balance on the 20th of each month after the beginning of the semester when the account reaches 30 days old.

For more information, please contact the McMurry University Business Office, McM Box 308, Abilene, TX 79697, phone (325) 793-3816.

Tuition Refunds for University Withdrawal

McMurry University tuition refund policies have been set in accordance with federal financial aid guidelines. Refer to the appropriate section of the *Catalog* for additional information.

Spring Semester 2010 January 11 – May 7, 2009

100% refund: January 11 – January 20
75% refund on tuition: January 21 – January 29
50% refund on tuition: January 30 – February 5
0% refund: February 6

Dyess/On Campus

First Mini-Term Spring 2010

January 11 – March 5

100% refund: January 11 - 13
75% refund on tuition: January 14 - 18
50% refund on tuition: January 19 - 20
0% refund: January 21

Dyess/On Campus

Second Mini-Term Spring 2010 March 8 – May 7

100% refund: March 8 - 10
75% refund on tuition: March 11 - 15
50% refund on tuition: March 16 - 17
0% refund: March 18

Student's receiving Title IV financial aid may also require a prorated Federal Calculation of Return of those funds. For more information, please contact the McMurry University Business Office, Box 308 McM Station, Abilene, Texas 79697, or phone (325)793-3816.

DISCLAIMER

While this schedule bulletin accurately reflects the plan of course offerings for the indicated semester at the time of printing, the University reserves the right to change or amend this schedule in any way as may be deemed necessary.

BUILDING CODES

ActCtr	Activity Center		R	Ryan Fine Arts Center
Alders	Aldersgate UMC		Rad SH	Radford Social Hall
BH	Band Hall		RRH	Ryan Recital Hall
C	Cooke Building		RN	Ryan North
Chapin	Chapin Art Building		RN Lab	Ryan North Lab
DY	Dyess Air Force Base		RN Lib	Ryan North Library
E	Education Building		RS	Ryan South
Fld Hs	Field House		S	Finch-Gray Science Center
Grace	Grace Cultural Center		TRN Rm	Training Room
HPE	Hunt PE Center		Wt Rm	Weight Room
L	Library		WSR	Wylie Seminar Rm (Library 2 nd Floor)
M	Old Main		WICntr	Wellness Center

DESCRIPTION OF COURSE NUMBERS

McMurry University uses a 15-character identification system for individual courses. The first four letters are the departmental abbreviation, the next four characters are the course identification number, the next 2 numbers are the class section numbers, the next character is a special designator (honors, intercollegiate, directed study, etc., if necessary), and the final four characters are the term code indicator representing the term in which the course is offered.

Example:

ACCT-2310-01*021S



<u>Department</u>	<u>Course Identifier</u>	<u>Section Number</u>
Academic Department to Which a course is assigned and through which it is offered for credit.	Course Identifier – <u>1st digit</u> – course level <i>(1-freshman, 2-sophomore, 3-junior, 4-senior)</i> <u>2nd digit</u> – Credit hours per course <u>3rd and 4th digits</u> – Specific course identifier	Used to identify a specific Section of a course. The asterisk space in the example indicated a special section (<i>ex. Honors</i>), and the last 4 spaces are the term code.

- ◆ Sections 01-19 On-campus full-semester classes.
- ◆ Section 20 Dyess full-semester day classes.
- ◆ Sections 30-31 On-campus full-semester night classes.
- ◆ Section 34 On campus 1st Mini night classes.
- ◆ Section 37 On campus 2nd Mini night classes.
- ◆ Sections 40-41 Dyess full-semester night classes.
- ◆ Section 44 Dyess 1st Mini-term night classes.
- ◆ Section 47 Dyess 2nd Mini-term night classes.
- ◆ Sections 50-69 Lab/Discussion classes.
- ◆ The “*” after a course id designates Honors Courses.