

# May, Summer I, Summer II, and Fall 2009 Front Pages of Course Schedules

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 *2008-2009 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.

## **EARLY REGISTRATION**

**For currently enrolled students**

<b>May</b>	<b>March 23 – April 3</b>
<b>Summer I</b>	<b>March 23 – April 3</b>
<b>Summer II</b>	<b>March 23 – April 3</b>
<b>Fall</b>	<b>March 23 – April 3</b>

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## **New Freshmen and Transfer Students**

**New Freshmen and Transfer Students to McMurry University for Spring, May, Summer, and Fall 2009 should call the Academic Advising office for registration dates and appointments.  
325-793-3813**

Fall Registration for any student not previously registered  
Friday, August 21  
8:00 am – 5:00 pm

## **GRADUATION APPLICATIONS DUE**

<b>December 2009 Graduates</b>	<b>Applications due by February 1, 2009</b>
<b>May &amp; August 2010 Graduates</b>	<b>Applications due by September 1, 2009</b>
<b>December 2010 Graduates</b>	<b>Applications due by February 1, 2010</b>

## Adding and Dropping Courses

### May 2009 Semester

- ◆ Current Student Early Registration for May 2009 will be March 23- April 3.
- ◆ New Transfer Student Registration for May 2009 will be May 4-6. 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 March 18<sup>th</sup>.
- ◆ Beginning March 18<sup>th</sup> 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 through the first class day of May term semester, May 11, 2009. No courses will be added after May 11 without special permission.
- ◆ Students who drop a course after May 11, 2009 will be assigned a grade of W (Withdrawn) and no financial refund is granted. After May 13, 2009 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.
- ◆ *To add or drop a course after the 1<sup>st</sup> 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 May 11. 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 7 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 May 12<sup>th</sup>, 2009.

## Summer I 2009

- ◆ Current Student Early Registration for Summer I 2009 will be March 23- April 3.
- ◆ New Transfer Student Registration for Summer I 2009 will be May 4-6. 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 March 18<sup>th</sup>.
- ◆ Beginning March 18<sup>th</sup> 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 through the first three (3) class days of the Summer I semester, June 3. No courses will be added after June 3 without special permission.
- ◆ Students who drop courses after June 3, 2009 will be assigned a grade of W (Withdrawn) and no financial refund is granted. After June 12, 2009, 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.
- ◆ *To add or drop a course after the 3<sup>rd</sup> 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 June 3. 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 8 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 June 4<sup>th</sup>, 2009.

## **Summer II 2009**

- ◆ Current Student Early Registration for Summer II 2009 will be March 23- April 3.
- ◆ New Transfer Student Registration for Summer II 2009 will be May 4-6. 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 March 18<sup>th</sup>.
- ◆ Beginning March 18<sup>th</sup> 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 through the third (3) class day of the Summer II semester, July 8. No courses will be added after July 8 without special permission.
- ◆ Students who drop courses after July 8, 2009 will be assigned a grade of W (Withdrawn) and no financial refund is granted. After July 17, 2009, 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.
- ◆ *To add or drop a course after the 3<sup>rd</sup> 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 July 8<sup>th</sup>. 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 8 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 July 9<sup>th</sup>, 2009.

## **Fall 2009 Semester**

- ◆ Current Student Early Registration for Fall 2009 will be March 23- April 3.
- ◆ New Transfer Student Registration for Fall 2009 will be May 4-6. 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 March 18<sup>th</sup>.
- ◆ Beginning March 18<sup>th</sup> 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 August 28. No courses will be added after August 28 without special permission.
- ◆ Students who drop courses after August 28, 2009 will be assigned a grade of W (Withdrawn) and no financial refund is granted. After September 28, 2009 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 5<sup>th</sup> 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 August 28. 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 7 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 August 31.

## **Course Loads**

Students may enroll for up to up to four (4) hours credit during the may semester, up to seven (7) hours during the Summer I and Summer II semesters and eighteen (18) hours credit during the fall 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**

Fall 2009 estimated bills for pre-registered courses will be mailed to students' current billing addresses within the first week of July 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 monthly payment plan for Fall and Spring semesters can be accessed by going to [www.afford.com/mcm](http://www.afford.com/mcm) or call 1-800-356-8329 to speak directly with Tuition Management Systems, our contracted payment center. Fall tuition balances must be cleared by November 19, 2009, and the first payment no later than August 24, 2009. Each student is responsible for all charges incurred and due to McMurry University during each term.

May, Summer I and Summer II 2009 estimated bills will be mailed approximately two weeks prior to the first class day of the semester. May Term balances are due in full by the first day of class. For Summer I and Summer II semesters, one half of the balance is due by the first class day; the remaining balance is due within four weeks from the first class day.

All payments except credit cards and bank drafts for May and Summer terms can be made to the Business Office. Credit cards and bank drafts can be made online at [www.afford.com/mcm](http://www.afford.com/mcm) choosing the 'pay in full' option.

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 will be subject to interest charged at the rate of 1.5% per month (18% per annum) of the unpaid balance on the 20<sup>th</sup> 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.

### **May 2009      May 11 – May 29**

100% refund:    May 11

0% refund:      May 12

### **Summer I 2009      June 1 - July 2**

100% tuition refund:    June 1 – 3

75% tuition refund:    June 4-8

50% tuition refund:    June 9-11

0% tuition refund:      June 12

### **Summer II 2009      July 6 – Aug 7**

100% tuition refund:    July 6 - 8

75% tuition refund:    July 9- 13

50% tuition refund:    July 14 - 16

0% tuition refund:      July 17

### **Fall Semester 2009      August 24 – December 11**

100% refund:            August 24 – September 2

75% refund on tuition:    September 3 - 11

50% refund on tuition:    September 12 - 18

0% refund:              September 19

### **Dyess/On Campus**

#### **First Mini-Term Fall 2009**

#### **August 24 – October 14**

100% refund:            August 24-26

75% refund on tuition:    August 27 – August 31

50% refund on tuition:    September 1 - 2

0% refund:              September 3

### **Dyess/On Campus**

#### **Second Mini-Term Fall 2009**

#### **October 15 – December 11**

100% refund:            October 15-19

75% refund on tuition:    October 20-22

50% refund on tuition:    October 23-26

0% refund:              October 27

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

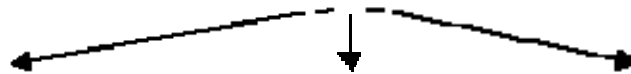
ActCtr	Activity Center		R	Ryan Fine Arts Center
Alders	Aldersgate UMC		Rad SH	Radford Social Hall
BH	Band Hall		RRH	Ryan Recital Hall
C	Cooke Building		RN	Ryan North
Chapin	Chapin Art Building		RN Lab	Ryan North Lab
DY	Dyess Air Force Base		RN Lib	Ryan North Library
E	Education Building		RS	Ryan South
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 <sup>nd</sup> 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>1<sup>st</sup> digit</u> – course level (1- <i>freshman</i> , 2- <i>sophomore</i> , 3- <i>junior</i> , 4- <i>senior</i> ) <u>2<sup>nd</sup> digit</u> – Credit hours per course <u>3<sup>rd</sup> and 4<sup>th</sup> 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 32-35 On campus 1<sup>st</sup> Mini classes.
- ◆ Section 36-39 On campus 2<sup>nd</sup> Mini 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.