

Course Schedule Information Spring 2010

Emergency Text-Messaging System

Ursuline College's emergency text-messaging system, *URSalert*, has been established to provide timely notification of emergencies to all members of the College community.

In order to receive such communications, students, faculty, and staff must sign up for the service on *My Ursuline* (<https://my.ursuline.edu/ics/>). When you sign up, please keep the following in mind:

- A cell phone with text messaging capability is required. The objective is to reach you when you are away from campus or not at a computer with access to e-mail.

URSalert will be activated for the following situations:

- College Closings or Delays – due to weather, power failure, or any other emergency requiring that the campus be closed or its opening delayed.
- Campus Emergencies – such as fire, intruders, or any other campus-based emergency requiring notification to all members of the College community and that may or may not include closing the campus.
- Crime Alerts – such as thefts or assaults.
- Other Emergencies – judged by the administration to require immediate notification to the College community.

Additional Information regarding registering for the Emergency Text-Messaging System

1. To sign up, you need to have your phone *with you* to receive and respond to a validation message. You will receive a text message with a validation code and then you will go back into MyUrsuline where it will ask you for that code. Type it in and you should be all set.
2. The sign up page asks for an 'opt out by date.'

Students: Choose your anticipated graduation date or date you expect to be leaving Ursuline.

ACADEMIC CALENDAR

For *UCAP* information please see the *UCAP* schedule online.

Spring 2010 Academic Calendar

First day of classes	Tuesday	January 19
Last Day To Add A Class	Tuesday	January 19
Last day to drop a course without a "W" grade	Monday	January 25
Last Day to change GRADE OPTION	Friday	March 12
Midterm Break	Monday-Saturday	March 1-6
Fall 2010 Schedules		Late March
Fall Registration -Tentative		April 19
Easter Break	Thursday-Monday	April 1-5
Last Day of Classes	Monday	May 10
Final Exams	Tuesday-Saturday	May 11-15

LAST DAY TO WITHDRAW FROM A SPRING 2010 COURSE

<u>Session Type</u>		<u>Last Date to Withdraw</u>
Full Semester Courses	Friday	March 26
1st Half Semester Courses		February 19
2 nd Half Semester Courses		April 26

Summer 2010 Academic Calendar

Summer I Begins	Monday	May 17
Memorial Day College Closed	Monday	May 31
Summer II Begins	Monday	June 21
Independence Day College Closed	Monday	July 5

Fall 2010 Academic Calendar

First Day of Classes	Wednesday	August 25
Midterm Break	Monday-Saturday	October 18-23
Spring 2011 Schedules		Late October
Thanksgiving Holiday	Wednesday-Saturday	November 24-27
Last Day of Classes	Monday	December 13
Final Exams	Tuesday-Saturday	December 14-18

BUILDING CODES

- (BL) Ralph M. Besse Library
- (BMT) Beaumont High School
- (DB) Dauby Science Center
- (CMA) Cleveland Museum of Art
- (FR) Fritzsche Art Building
- (MU) Mullen Academic Building
- (OC) Matthew J. O'Brien Campus Center
- (PC) Bishop Anthony M. Pilla Learning Center

DAY CODES

<u>M</u> onday	M
<u>T</u> uesday	T
<u>W</u> ednesday	W
<u>Th</u> ursday	R
<u>F</u> riday	F
<u>S</u> aturday	S

Classroom assignments are located on My Ursuline.

PARKING PERMITS

Parking Permits are required and can be picked up at the Student Service Center. A \$30 semester fee will be automatically charged to the student's account at the time of registration.

DISABILITY SERVICES

Students with documented disabilities, including those with learning disabilities, may be entitled to reasonable accommodations for a course. If you would like to request testing or other accommodations because of a disability, please make an appointment as soon as possible to discuss your situation and possible needs. Effective and timely communication will allow you to work with URSA, Ursuline Resources for Success in Academics, (Mullen 312, 449-2049), if necessary to arrange for appropriate accommodations.

RETURNING URSULINE COLLEGE STUDENTS WHO HAVE NOT ATTENDED CLASSES at Ursuline College during the last 24 months MUST fill out an application for admission from the Admission Office in Mullen 221.

CROSS REGISTRATION

Ursuline College has entered into an agreement through the Northeast Ohio Council on Higher Education and local colleges that allows Ursuline students to **CROSS-REGISTER** at a participating college while still paying Ursuline tuition. To qualify, a student must carry at least 12 hours at Ursuline. Cross Registration applications can be obtained in the Student Service Center. Cross Registrants from other schools must bring the approved Cross Registration form to the Registrar's office in Mullen 203. **Registration for Cross-registrants begins the week before classes begin.**

TRANSIENT STUDENTS

Ursuline students taking courses at other institutions MUST have his/her advisor's official approval before registering at the other institution. **A TRANSIENT STUDENT FORM MUST BE ON FILE IN THE REGISTRAR'S OFFICE PRIOR TO THE STUDENT TAKING THE COURSE.** Students MAY NOT take courses away from Ursuline College during the semester they intend to graduate. Transient student forms can be obtained from the Student Service Center located in the Mullen 203.

*** Transient students from other schools need to show proof that they are a student in GOOD STANDING and have permission to attend another institution as a transient student. Students must bring this approval to the Registrar's office when they come to register at Ursuline College. **Transient students may register for classes the week prior to the first day of classes.**

GRADE OPTION

Students should refer to the Ursuline College Catalog regarding the requirements for the Pass/No Credit and Audit grade options. Students must have the written consent of their advisors to exercise either option.

INDEPENDENT STUDIES (461/462)

Students wishing to take an Independent Study must complete an Independent Study Contract. Independent Study Contracts are obtained from the Student Service Center in Mullen 203. An additional course fee of **\$75** will be charged.

CO-OPS

In order to register for a co-op, an appointment must be made with the Director of Experiential Education.

ACADEMIC INTERNSHIPS (475)

Refer to the Ursuline College Catalog for information regarding academic internships. In order to obtain the necessary signed approval form and information about sites and procedures, appointments should be made with the Office of Experiential Education, and with the appropriate faculty Internship supervisor at least one month prior to registration.

TEST-OUT COURSES

Students may opt to TEST-OUT of a specific course. Contact the secretary in URSA, Ursuline Resources for Success in Academics, at 440-449-2049 for the list of eligible courses and to schedule a testing date. Students who do not pass a test-out course will be withdrawn from the test-out and charged a \$15.00 fee. Students who do not complete the test and/or fail to show up for their designated test date will also be withdrawn from the test-out course and charged the \$15 processing fee.

The fee for testing out of a course is \$35.00 per credit hour.

REFUND AND PAYMENT POLICIES

COURSES MUST BE DROPPED OR ADDED IN WRITING BY THE STUDENT!

Drop/Add forms are available in the Student Service Center. Any change will automatically be assessed a \$15.00 change fee. All drop/add transactions require the approval of the student's Academic Advisor.

DROPPED COURSES WILL BE ASSESSED A TUITION CHARGE ACCORDING TO THE FOLLOWING SCHEDULES:

REFUND SCHEDULE

Calendar Days Elapsed since start of term	Weeks in the Term			
	16	10	8	5
7	100%	100%	100%	100%
14	80%	60%	60%	50%
21	60%	40%	40%	0%
28	40%	0%	0%	0%
35	0%	0%	0%	0%

NON-ATTENDANCE AND/OR NON-PAYMENT DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL FROM A COURSE.

Students wishing to withdraw from a course(s) must complete a course change form. Courses dropped on or before **1/25/10** will be deleted from the student's academic record and no tuition will be charged. Courses dropped after the above date will result in a **→W←** grade and a portion of the tuition will be charged. Refer to the Tuition Refund Schedule above for the exact dates of refund percentages. Students failing to formally withdraw from a course will receive an **→F←** grade and will be charged full tuition.

If after dropping a course you are entitled to a refund, a request must be made in writing to the Student Service Center. Please allow two weeks for processing. Refer to Refund Policy for Students Receiving Federal Assistance Section for Information concerning Financial Aid Refunds.

Lab and course fees are not refundable after classes begin. Students may be released from the Residence Hall Contract under the following circumstances:

- Completion of degree requirements at mid-year.
- Withdrawal from the College.
- Due to extenuating circumstances as granted by the Director of Residence Life and/or Vice President for Student Affairs.

Students who withdraw from their Contract prior to July 1 will not be charged the room and board costs for the semester. The housing deposit will be forfeited. Room and board charges will be applied to students' bills on the July 1 preferred housing deadline. Students who withdraw from the Contract after July 1 will not receive a refund for room or board charges for the remainder of the Contract term unless the student meets one of the above criteria.

In extraordinary circumstances, such as serious illness or injury, when a student is forced to withdraw from classes after the refund period has ended, a written appeal may be made to the Controller requesting special consideration. Appropriate documentation is required with such an appeal.

PAYMENT

FULL PAYMENT IS DUE ON THE FIRST DAY OF CLASS FOR EACH SEMESTER. You will receive your invoice approximately one month before the beginning of the semester, and regular statements once the semester begins. Payment can be made by cash, check, money order, VISA, MasterCard or Discover. **A 1% SERVICE CHARGE WILL BE ASSESSED ON ANY BALANCE NOT PAID BY THE FIRST DAY OF CLASS.**

A DEFERRED PAYMENT PLAN is also available, please stop by the Student Service Center, in Mullen 203, for information or visit the Ursuline College Website at: <http://www.ursuline.edu/students/financialaid/tuitionpay.pdf>

IF YOU HAVE A TUITION ASSISTANCE PROGRAM AT YOUR PLACE OF EMPLOYMENT, Ursuline College offers a tuition deferment program. Please call the student service center at 440-646-8309 for details.

CHECKS RETURNED by the bank unpaid will result in the assessment of a per check charge of \$25 against the account of the student on whose behalf the check was presented. Failure to make prompt payment for returned checks may result in the cancellation of registration, reporting of your account to a collection agency and/or legal proceedings.

PLEASE BE ADVISED--THERE IS A 1% SERVICE CHARGE EACH MONTH FOR UNPAID BALANCES NOT COVERED BY FINANCIAL AID OR THE AMS PLAN.

**STUDENT SERVICE CENTER TELEPHONE NUMBER
440/646-8309**

FINANCIAL AID
Policy of Good Academic Standing and Satisfactory Academic Progress

SECTION I - INTRODUCTION

Federal regulations require that Ursuline College establish and implement a policy to measure whether students applying for financial aid are making satisfactory academic progress toward a degree. These standards apply to both full and part-time students. It is imperative that you read the policy thoroughly and carefully.

SECTION II – TYPES OF AID COVERED BY POLICY

Financial aid covered by this policy include Pell Grant, Supplemental grants, Ursuline endowment scholarships, Ursuline College grants and scholarships, Perkins Loan, Stafford Loan, PLUS Loan, and College Work Study, All State Aid.

SECTION III - SPECIFIC RULES FOR DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

Academic progress toward your degree will be monitored using three criteria: credit hours successfully completed, grade point average, and degree completion requirements. Failure to meet any one of the standards will result in the cancellation of your financial aid. To be considered making satisfactory progress, students must meet the minimum levels outlined on the following charts.

Academic Year	Hours Successfully Completed	Minimum GPA
Full Time Baccalaureate programs must be completed in six years		
1	18	1.8
2	36	2.0
3	58	2.0
4	81	2.0
5	104	2.0
6	128/129 BA/BSN	2.0
Part Time Baccalaureate programs must be completed in 12 years		
Academic Year	Hours Successfully Completed	Minimum GPA
1	9	1.8
2	18	1.9
3	27	2.0
4	36	2.0
5	47	2.0
6	58	2.0
7	69	2.0
8	81	2.0
9	92	2.0
10	104	2.0
11	116	2.0
12	128/129 BA/BSN	2.0

GRADUATE STUDENTS

All graduate students must successfully complete 80% of the hours attempted each academic year, maintain at least a 2.5 grade point average, and must complete their studies in six academic years.

TRANSFER STUDENTS

The satisfactory progress of transfer students will be based on the student's status at the time of enrollment. For example, if a student is admitted as a full-time transfer student after one academic year of full-time study at a previous school, the student will be expected to complete graduation requirements in no more than five additional years of full-time attendance and meet the requirements as outlined previously.

REVIEW POLICY

- ✓ Satisfactory academic progress will be reviewed at the end of each Spring semester. Students not meeting the requirement will be notified in writing. We recommend that you also keep track of your progress during the year.
- ✓ The following will be considered credits successfully completed:
 - A through D grades
 - P- Pass/No Credit option
 - PA, PB, PC for developmental courses limit of 2 courses
- ✓ The following shall NOT be considered credits successfully completed:
 - F- Failed Courses
 - I – Incomplete Grade
 - NC – No Credit, Pass/No Credit option
 - W- Withdrawal
 - R- Repeated Course

Financial Aid Probation/Cancellation

In the event that a student fails to meet satisfactory academic progress, the student will be placed on Financial Aid Probation for the next academic year. All aid continues through the Financial Aid Probation period. If the student does not achieve satisfactory academic progress by the end of the probation period, the student's financial aid will be cancelled. Any student with a cumulative grade point average below a 1.2 after Spring semester is not eligible for a Financial Aid Probation period, but will have all aid automatically cancelled. Eligibility can be regained for any student when the satisfactory academic progress standards listed above are met. At that time, the student may reapply in writing to the Director of Financial Aid for reinstatement of financial aid for the next semester.

Appeal of Financial Aid Probation/Cancellation

Students who wish to appeal Financial Aid Probation or Cancellation due to special or extenuating circumstances must complete the following procedures within thirty (30) days of notification from the Office of Financial Aid:

1. Submit a signed and dated letter of appeal to the Office of Financial Aid indicating the reason(s) you believe funds should not be suspended.
2. Submit an appeal for an emergency condition (health, family catastrophe, etc.). Documentation verifying the situation must be submitted with the appeal letter. Appeals will be considered by the Financial Aid Committee, which will render a decision.

Summer School Attendance

A student who does not meet the satisfactory academic progress requirements for aid eligibility at the end of the Spring Semester may attend summer school (without financial aid) to make up the deficiencies and be reconsidered for aid, provided funds are available. At the conclusion of the summer session the student may reapply in writing for reinstatement to the Director of Financial Aid.

REFUND POLICY FOR STUDENTS RECEIVING FEDERAL ASSISTANCE

Any student receiving federal aid who withdraws **completely** from Ursuline prior to completing 60% of the semester will have refunds of aid returned to the student financial aid programs calculated by the Federal Formula for Return of Title IV Funds as specified in the federal regulations.

Definitions

Federal financial aid includes Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, PLUS Loans, Federal Pell Grant and Federal SEOG Grant.

Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

Recalculation

Recalculation is based on the percent of earned aid using the following formula:

Percent-earned equals:

Number of days completed, up to the withdrawal date, divided by total days in the semester.

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned (unearned aid) equals:

100% minus Percent earned) X the amount of aid disbursed toward institutional charges

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the unearned amount of Title IV aid must be returned.

When aid is returned, the student may owe a debit balance to the Ursuline. The student should contact the Student Service Center to make arrangements to pay the balance.

The actual refund returned to Student Financial Aid Programs is distributed in the following order, as prescribed by Federal Laws and Regulations:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG

FINAL EXAM SCHEDULE FALL 2007

