

UNIVERSITY COLLEGE

UNIVERSITY COLLEGE FALL 2018 ACADEMIC CALENDAR

April

- 1 Fall scholarship deadline for current and returning students.
16 Online registration begins for University College
[/course-registration](https://course-registration)

May 21–August 16 – Summer School in Session
<https://summerschool.wustl.edu/>

August

- 9 Recommended date for completing Fall 2018 Registration.
15 Fall scholarship deadline for new students.
16 New Student Orientation.
22 University College Convocation.
27 (Monday) Classes begin.

September

- 3 Labor Day. No classes.
6 Last day to add a course without instructor approval, including independent study. Late registration fee of \$50 after this date.
11 Last day courses will be dropped without "W" on transcript. Last day to drop with a 100% refund. Last day to change to or from audit or special audit grade option. Last day to drop ACTRAC for a refund. Last day to drop with a 100% refund. Last day to change to or from audit or special audit option.
18 Last day to drop full-semester courses for 50% refund.
25 Last day to drop full-semester courses for 25% refund. No refunds after this date for full-semester courses.

October

- 1 Last day to file Intent to Graduate for December 2018 Graduation in WebStac.
2 Last day to withdraw or change grade option from 8-wk Session 1 course.
13-16 Sa-Tu Fall Break. No classes.
22 8-Wk Session 2 Courses Begin
29 Last day to change grade option on full semester courses, excluding audit and special audit. Last day to select ACTRAC option.
30 Last day to add an 8-wk Session 2 course without a late fee. Last day to drop 8-wk Session 2 courses without "W" on transcript. Last day to drop an 8-wk Session 2 course for 100% refund (no refund after this date).
31 Spring 2018 scholarship deadline for current and returning students.

November

- 7 Online registration begins for Spring 2019 University College—
<https://acadinfo.wustl.edu/ucollege/>
21-25 Thanksgiving break. (W-Sun) No classes.

December

- 4 Last day to withdraw from a full semester University College course. Last day to drop ACTRAC option (no tuition refund) .Last day to change grade option for 8-wk Session 2 courses. Last day to withdraw from an 8-wk Session 2 course.
8 Chancellor's Recognition of December Degree Candidates.
12-18 Final examinations during last class meeting.
18 Last day of Fall semester for University College.
20 Last day to file Intent to Graduate for May (Spring) 2019 at WebStac.
29 Recommended date for completing Spring 2019 Registration.

January

- 2-13 Spring 2019 Intersession
14 Spring 2019 classes begin.

REGISTRATION INFORMATION

How to Register

Online at [/course-registration](https://course-registration) or in person at University College, West Campus, 11 N. Jackson, Suite 1000, St. Louis, MO 63105. University College students must pay in full (cash, check, credit card) or provide an approved alternate method of payment (financial aid, employer reimbursement, military benefit, WU tuition benefit, or payroll deduction) prior to being registered. Day students register through WebSTAC.

Note: Students are responsible for complying with course prerequisites. Students who do not have appropriate permission for University College courses may be removed from the class roster.

When to Register

Online registration for University College students opens April 16, 2018. Recommended date to finalize Fall Registration is August 9, 2018. Final registration deadline: September 6, 2018. WebSTAC registration follows the day-school schedule.

Contact Information - University College Office of Admissions, Registration & Student Services

West Campus – 11 N. Jackson, Suite 1000, Campus Box 1085, St. Louis, MO 63105
Hours: Monday-Thurs., 8:30 a.m.-6:00 p.m., Fri 8:30-5 p.m.
Telephone: (314) 935-6700
Fax: (314) 935-6744

Grade Options/ACTRAC

Grade Options: Students may choose among three grading options: Letter Grade, Credit/No Credit (pass/fail), or Audit. Students choosing the CR/NCR option must designate the option at the time of registration. (Please read the restrictions related to the Credit/No Credit option in the University College Bulletin.) An Audit grade option may be chosen when a student does not seek academic credit for the course and does not wish to be responsible for all assignments. Qualified University College students may also choose the Special Audit option and the ACTRAC accelerated option for selected courses. See the University College Course Listings for details. Washington University employees are not eligible to receive tuition remission for courses selected as Audit or Special Audit.

Full-time Students

Students wishing to enroll full-time (12 units or more) must submit transcripts of previous college work and obtain an advisor's approval prior to registering. Registration for Other Divisions of Washington University: University College students registering in courses offered by other divisions of the University must first consult a University College advisor. Students must pay the tuition of the division that offers the course.

Students in Other Divisions of the University

Only University College students may register using UC Online. Students in other divisions of the University wishing to enroll in University College courses must register through WebSTAC and obtain the approval of their dean. *Students in other divisions of the University who are enrolled in University College courses must follow the final exam schedule for University College.*

Independent Study

Students wishing to pursue independent work must consult a University College advisor and a University College faculty member. All independent study projects must be described and approved in writing by the supervising instructor, the University College department coordinator, and a University College dean. Registration for independent study must be completed by the second week of the semester. Independent study forms, and Directed Research Project forms (for graduate students) are available in the University College office or online at ucollege.wustl.edu.

Changes in Registration

Adding a Course: To add a course, go online to ucollege.wustl.edu. An instructor's written approval is required if registering after September 6, 2018. A \$50 late fee is applied to courses added after that date.

Withdrawals

To withdraw from a class, go online to ucollege.wustl.edu. Notifying the instructor or not attending class is not considered withdrawal and may result in a failing grade. Refunds are computed from the date on which a student withdraws online. See the University College Refund Schedule for withdrawal dates.

TUITION AND FINANCIAL ASSISTANCE

Tuition and Payment

University College Students must pay in full (cash, check, credit card) or provide an approved alternate method of payment (financial aid, employer reimbursement, military benefit, WU tuition benefit, or payroll deduction) prior to being registered.

Tuition

Undergraduate: \$665-\$880/unit
Graduate: \$665-\$995/unit
Special Audit: \$350-\$550/course
Lab Materials: \$15-\$350

Employer Tuition Reimbursement Plans

Students must remit the employer's tuition reimbursement policy, a written statement on company letterhead agreeing to pay tuition charges, and the University College "Intent to Pay" form. Visit <http://ucollege.wustl.edu/tuition/payment>.

Washington University Employees: Washington University provides its employees with tuition assistance to foster their continuing education. Full-time University employees receive 100 percent tuition remission for University College undergraduate courses and 50 percent tuition remission for University College graduate-level courses up to a maximum of 7 credits per semester. Note: Employees must be employed full-time for one full year before they (or their spouses) are eligible to use the Employee Tuition benefit. The Employee tuition benefit applies only to courses taken for a letter grade or Pass/Fail; it is not available for noncredit courses or for courses taken as Audit or Special-Audit. For complete details on the University's tuition assistance program, visit Wash U's Tuition Assistance website at <http://hr.wustl.edu/benefits/Pages/TuitionAssistance.aspx>

Tuition Discounts for Area Teachers, Administrative Staff and City Employees:

Visit <http://ucollege.wustl.edu/tuition/payment/stl-city-school-district-tuition-assistance> for information about eligibility.

Post Doctoral Appointees: Postdoctoral appointees appointed under the Postdoctoral Education policy (effective July 1, 2004) may be eligible for the Postdoctoral Tuition Plan. Visit ucollege.wustl.edu/tuition/remission/employee.

Veterans: University College is proud to participate in the Yellow Ribbon Program, which allows qualified veterans to attend University College with no out-of-pocket expense for tuition and mandatory fees. University College accepts many types of VA funding (G.I. Bill, Post 9/11, Vocational Rehabilitation...etc) for additional information, please visit our Military page (<http://ucollege.wustl.edu/military>)

To inquire about using your VA benefits at University College, please contact Emily Battas at (314) 935-6127 or ebattas@wustl.edu. NOTE: We will grant full refunds to individuals called to active military duty.

Half Tuition for Individuals 60 and Over

Persons 60 years of age and over may enroll for credit in most University College courses at half the regular tuition. Exceptions include Applied Music, independent courses, (i.e. independent study, directed research, master's thesis), special programs (i.e. Doctor of Liberal Arts, M.S. in Biology) and courses in which enrollment is limited. This discount cannot be combined with the WUSTL tuition benefit, University College scholarships or military benefits. A driver's license, or other official verification of age, is required at the time of registration.

Registration and Refund Deadlines

Registration and Refund Deadlines Fall 2018	Regular Aug.27- Dec. 18	8-wk Session 1 Aug 27- Oct 20	8-wk Session 2 Oct 22- Dec 18
Last day to register without instructor approval and a late fee	Sept 6	Sept 6	Oct 30
Last day to drop without a "W"	Sept 11	Sept 6	Oct 30
Last day to receive a 100% refund	Sept 11	Sept 11	Oct 30
Last day to receive a 50% refund	Sept 18	Sept. 18	Nov. 6
Last day to receive a 25% refund	Sept 25	N/A	N/A
No refunds given after	Sept 25	Sept 11	Nov. 6
Last day to change grade option	Oct 29	Oct 2	Dec 4
Last day to withdraw from courses	Dec 4	Oct 2	Dec 4

8-Week Courses: 8-week courses have a different refund schedule than regular 15-week courses. Specific dates are noted in the table above.

Courses Meeting Fewer Than 8 Weeks: A full refund is issued if the student withdraws within 24 hours after the first class meeting. For complete information on refunds, see the Schedule at: <http://ucollege.wustl.edu/tuition/refunds>

Canceled Courses: Full refunds are granted when University College cancels a course.

Special Audit Courses: Refunds are issued in accordance with the standard refund schedule.

Lab Fees: Lab fees are refunded in accordance with the standard refund schedule.

ACTRAC: Refunds for dropping the ACTRAC option are issued in accordance with the standard refund grid above.

Washington University employees: If a course is dropped, the tuition benefit will be reversed. If the course is dropped after the 100% refund period, the employee is responsible for the outstanding tuition balance. Students with questions about the refund policy should contact the Dean's Office, 11 N. Jackson, Suite 1000, 314/935-6701.

STUDENT SERVICES INFORMATION

E-mail Accounts

Degree seeking University College students will be assigned an @WUSTL email account. Set-up instructions and additional information and features can be found on the WUSTL website: <https://connect.wustl.edu/selfservice/> If you need further assistance, please visit Student Technology Services, Gregg Hall, (314) 935-7100; Service Desk open evenings and weekends.

Student I.D.

All University College students are required to have an official student identification card. The card displays a color photo, your student identification number, division, code, and date of issue. A valid I.D is required to gain access to most classrooms after 6 p.m. The Campus Card Services office in Women's Building Room 002, provides cards at no cost. Replacement cards are available for a fee. For more information regarding ID cards, contact Card Services at card.wustl.edu or 314/935-8800, or campuscard@wustl.edu Returning students' I.D. cards will be automatically validated upon registration. A valid I.D. is required to use Olin Library and many other facilities on campus.

Parking and Transportation

After 5 p.m. the WashU campus is open for parking in any parking space not marked as red or reserved in any zone. University College students who do not need to park on campus all day but do need a space prior to 5 p.m. can purchase an evening permit, available from Parking Services at the North Campus, 700 Rosedale, or online at www.parking.wustl.edu. Evening permit parking is valid starting at 3:30 p.m.

In addition, there are a series of spaces along Forsyth that have been reassigned as "Perimeter Red" parking spaces. Between the hours of 7 a.m. to 5 p.m. Monday through Friday, these spaces require a Red Faculty/Staff Permit; however, these spaces are open to anyone from 5 p.m. to 7 a.m., Monday through Friday, and on weekends.

Library

University College students are entitled to full library privileges during the semester in which they are enrolled. A valid Washington University picture identification card is required to check out books. Visit library.wustl.edu.

Food Service

Washington University Dining Services are available to students in University College during evening hours. Within just minutes from your classes, you can choose from Whispers Cafe in Olin Library, serving coffees, pastries, grab 'n' go salads, sandwiches, and soups; or the Danforth University Center dining commons and cafe. Visit diningservices.wustl.edu for a detailed list of dining locations and evening hours. You can either pay in cash or arrange to have meal plan credits put on your student I.D. at a 7% no sales tax savings. Your student ID may be used in vending machines. To activate your student ID card for campus purchases and to add funds, you must first call 314/935-8800 or visit card.wustl.edu. University College students cannot activate or add funds to their student ID cards through WebStac.

Bookstore

Course textbooks may be purchased at the University bookstore in the Mallinckrodt Center. Ecampus Technology, located inside the Campus Bookstore, is a

full service computer store providing sales, service and support to the University community. Visit wustl.bkstr.com.

Writing Center

The University Writing Center is open to all Washington University students and faculty for free guidance on compositions, term papers, theses, reports and public speaking. The Writing Center is located on the first floor of Olin Library. Special workshops are offered during the semester... Call 314/935-4981 for hours and for an appointment. Visit <https://writingcenter.wustl.edu>

Career Services

The Career Center's purpose is to prepare students and alumni of Washington University for lifetime career management. The Career Center's programs are designed to help students assess their interests, personality style and skills, and develop the tools to make career choices. For more information, please call The Career Center at (314) 935-5930 or visit careers.wustl.edu.

Cornerstone: The Center for Advanced Learning

Located on the first floor of Gregg Hall on the South 40, Cornerstone provides academic support services to Washington University students. Additional opportunities are available to TRIO-eligible students and to students with disabilities and suspected disabilities. The Center provides skilled mentors to work one-on-one or in study groups with other students. The Center has classrooms and a technology laboratory with course-specific and general software. Learning style assessment, academic coaching, and course-specific skills development are also available to help students advance learning. The Center is open seven days a week, including evenings. Please visit <https://cornerstone.wustl.edu/>, or call 314/ 935-5970.

International Students

International students should contact the Office for International Students and Scholars, 6470 Forsyth Blvd., 314/935-5910, for information about visas, orientation, English as a Second Language courses, and other special services and programs. Visit <https://oiss.wustl.edu/>

Athletic Facilities

University College students may use the facilities in the Athletic Complex. A validated Washington University identification is required for admission to the facilities. A fee is charged to part-time students. For more information contact the Department of Athletics, 314/935-4619. Visit bearsports.wustl.edu.

Student Academic Records and Grades

A permanent record of courses, grades, and credit for each student is maintained in the Office of Student Records. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students of the University with specific rights of access to and control over their student record information. A copy of the University policies and procedures regarding educational records and the release of student record information may be obtained from the Office of the University Registrar. Students access and print their grades from WebSTAC. No grades may be given by telephone or orally in the office. Visit <http://registrar.wustl.edu/student-records/>.

COURSE INFORMATION

Online, updated access to course information and room locations can be found at the University College Web site, course-registration