December
3 Last day to withdraw from a full semester University College course.
7 Last day to drop ACTRAC option (no tuition refund) last day to change grade option for 8-wk Session 2 courses.
11-17 Final examinations during last class meeting.
17 Last day of Fall semester for University College.
19 Last day to file Intent to Graduate for May (Spring) 2020 at WebStac.
29 Recommended date for completing Spring 2020 Registration.
Dec 26 – Jan 12 Spring 2020 Intercession

January
13 Spring 2020 classes begin.

REGISTRATION INFORMATION

How to Register
Online at 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 provided 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 15, 2019. Recommended date to finalize Fall Registration is August 8, 2019. Final registration deadline: September 10, 2019. 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 1095, St. Louis, MO 63105
Hours: Monday-Thursday: 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 10, 2019. 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 course tuition and fees 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. For questions regarding tuition, contact https://ucollege.wustl.edu/tuition-aid/financialaid

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 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 Remission benefit. The Employee Tuition benefit applies to courses taken at all levels. A Pass/Fail grade is not permitted 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 emily.ketrow@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

<table>
<thead>
<tr>
<th>Registration and Refund Deadlines</th>
<th>Fall 2019</th>
<th>Regular</th>
<th>Aug 26- Dec 17</th>
<th>8-wk Session 1 Aug 26 - Oct 9</th>
<th>8-wk Session 2 Oct 21 - Dec 17</th>
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</thead>
<tbody>
<tr>
<td>Last day to register without instructor approval and a late fee</td>
<td>Sept 10</td>
<td>Sept 10</td>
<td>Oct 29</td>
<td></td>
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<tr>
<td>Last day to drop without a &quot;W&quot;</td>
<td>Sept 10</td>
<td>Sept 10</td>
<td>Oct 29</td>
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<tr>
<td>Last day to receive a 100% refund</td>
<td>Sept 10</td>
<td>Sept 10</td>
<td>Oct 29</td>
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<tr>
<td>Last day to receive a 50% refund</td>
<td>Sept 17</td>
<td>Sept. 17</td>
<td>Nov 5</td>
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<tr>
<td>Last day to receive a 25% refund</td>
<td>Sept 24</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>No refunds given after</td>
<td>Sept 24</td>
<td>Sept 17</td>
<td>Nov. 5</td>
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<tr>
<td>Last day to change grade option</td>
<td>Oct 29</td>
<td>Oct 1</td>
<td>Dec 3</td>
<td></td>
<td></td>
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<tr>
<td>Last day to withdraw from courses</td>
<td>Dec 3</td>
<td>Oct 1</td>
<td>Dec 3</td>
<td></td>
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</table>

A new registration and refund policy will be effective fall 2014. The new registration period for a half tuition rate is Sept 10. Medical/mental health situations and a change in residence status will be the only exceptions to the new policy.

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/vpservice/ 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 an up-to-date 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 100 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. Please combine students ID 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 WUSTL 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. may 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 5:30 p.m. In addition, there are a series of spaces along Forsyth that have been reassigned as “Permitter Red” parking spaces. Between the hours of 7 a.m. to 5 p.m. Monday through Friday, parking 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 ID 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.

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.bksr.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. For more information contact the Writing Center at 314/935-4381.

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. Services are offered during the semester. Cornerstone 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., 314/935-5510, for information about visas, orientation, English as a Second Language courses, and other services and programs. Visit https://ois.wustl.edu/.

Athletic Facilities
University College students may use the facilities in the Athletic Complex. A valid 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 beansports.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.