

# UNIVERSITY COLLEGE

## UNIVERSITY COLLEGE Spring 2020 ACADEMIC CALENDAR

### October

- 1 Last day to file Intent to Graduate – Fall 2019
- 1 Courses available to browse online
- 12-15 Fall Break
- 31 Spring 2020 scholarship deadline for current and returning students.

### November

- 6 Online registration begins for University College
- 27- Dec.1 Thanksgiving Break- no classes

### December

- 7 Saturday Recognition Ceremony for December graduates
- 19 Last day to file Intent to Graduate form online at WebStac for May 2020 Graduation.
- 26 Preferred Registration Deadline for Spring 2020

**Dec 26–Jan 11:** Intersession Classes Meet – see website.

### January

- 13 Classes begin.
- 20 Martin Luther King holiday observed. No classes.
- 21 Summer 2020 Courses available to browse online.
- 28 Last day to add a course without instructor approval, including independent study.
- 28 Last day courses can be dropped without a "W" on the transcript. Last day to drop with a 100% refund. Last day to change to or from audit or special audit grade option. Late fee of \$50 applied to registration after this date. Last day to drop ACTRAC for a refund.

### February

- 3 Last day to drop full-semester course for 50% refund.
- 10 Last day to drop a full-semester course for 25% refund.
- 17 Fall 2020 Courses available to browse online.
- 21 Last day to change grade option or withdraw from 8-week session 1 course.

### March

- 8-14 Sun-Sat. Spring break. No classes.
- 16 8-Week Session 2 Courses begin
- 24 Last day to change grade option on a full-semester course, excluding audit and special audit.
- 24 Last day to add an 8-week session 2 course without instructor approval. Last day 8-week session 2 courses will be dropped without a "W" on transcript. Last day to drop an 8-week session 2 course for 100% refund. (No refund after this date.)
- 25 Online registration for Summer 2020 begins—[ucollege.wustl.edu](http://ucollege.wustl.edu).

### April

- 1 Fall 2020 scholarship deadline for current and returning students.
- 13 Online registration for Fall 2020 begins — [ucollege.wustl.edu](http://ucollege.wustl.edu).
- 21 Last day to withdraw from a full-semester or 8-week session 2 University College course. Last day to drop ACTRAC option (no tuition refund). Last day to change grade option for 8-week session 2 course.

### May

- 4/29 – 5/5 Wed. 4/29 – Tues. 5/5 Final examinations during class meeting 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 <http://ucollege.wustl.edu/>
- 5 Last day of spring semester for University College.
- 13 University College Recognition Ceremony–Graham Chapel
- 15 Commencement begins at 8:30 a.m. in Brookings Quadrangle.

### REGISTRATION INFORMATION

#### How to Register

Online at [/course-registration](http://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 will be removed from the class roster.

#### When to Register

Online registration for University College students opens November 6th Final registration deadline: January 28<sup>th</sup> WebSTAC registration follows the day-school schedule.

#### Contact Information

University College  
11 N. Jackson, Suite 1000, St. Louis, MO 63105  
Hours: Monday-Friday, 8:30 a.m.-5:00 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 undergraduate and 9 units or more for graduate study) must 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.

#### Search Programs and Apply for Admission:

Students may apply for Undergraduate and Graduate Programs by clicking "Apply Today" at the University College website: <http://ucollege.wustl.edu/>

#### 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 <http://ucollege.wustl.edu/>

#### Changes in Registration

**Adding a Course:** To add a course, go online to [ucollege.wustl.edu](http://ucollege.wustl.edu). An instructor's approval is required if registering after the second week of the semester. A \$50 late fee is applied to courses added after that date.

**Withdrawals:** To withdraw from a class, go online to [ucollege.wustl.edu](http://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 January 28<sup>th</sup> is the last day a course may be dropped without a "W" appearing on the student's transcript. The last day to withdraw from a course is April 21, 2010.

#### 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. Please contact <https://ucollege.wustl.edu/tuition-aid> with any questions.

**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 [ucollege.wustl.edu/tuition/reimbursement](http://ucollege.wustl.edu/tuition/reimbursement).

**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 for this benefit. Tuition remission 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. Visit [ucollege.wustl.edu/tuition/remission/employee](http://ucollege.wustl.edu/tuition/remission/employee).

##### 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. Contact HRMS for more information or go to Forms at: <http://ucollege.wustl.edu/resources/forms>

**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](mailto:ebattas@wustl.edu).

**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**

<b>Registration and Refund Deadlines</b> Spring 2020 – Monday, 1/13 Interession – Thur. 12/26 through Sat. 1/11	<b>Regular</b> Jan. 13- May 5  (Spring Break is March 8-14)	<b>8-wk Session 1</b> Jan. 13- Mar 7 (8 weeks)	<b>8-wk Session 2</b> Mar 16- May 5 (7.5 weeks)
Last day to register without a late fee/permission	January 23	January 23	March 24
Last day to drop and receive lab-fee refund	January 28	January 28	March 24
Last day to drop without a "W"	January 28	January 28	March 24
Last day to receive a 100% refund	January 28	January 28	March 24
Last day to receive a 50% refund	February 3	February 3	March 31
Last day to receive a 25% refund	February 10	N/A	N/A
No refunds given after	February 10	February 3	March 31
Last day to change grade option	March 24	February 21	April 21
Last day to withdraw from courses	April 21	February 21	April 21

**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. No refund is issued after this 24-hour period.

**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.

**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 Registration/Finance Office, 11 N. Jackson, Suite 1000, 314/935-6701.

**NOTE:** We will grant full refunds to individuals called to active military duty.

**STUDENT SERVICES INFORMATION**

**Email Accounts**

Degree seeking University College students have access to create 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; The Service Desk is open evenings and weekends. Other registered students may obtain an e-mail account valid for the semester in which they are enrolled.

**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. The Campus Card Services office in the Women's Building, provides cards at no cost. Replacement cards cost \$20. For more information regarding ID cards, contact Card Services at <http://card.wustl.edu> or 314/935-8800, or [campuscard@wustl.edu](mailto:campuscard@wustl.edu). Returning students' I.D. cards will be automatically validated upon registration. A valid I.D. is required to gain access to Danforth Campus Buildings after 6 p.m. and to use Olin Library and 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](http://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 or use library services. Visit [library.wustl.edu](http://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, the Danforth University Center dining commons and café has a variety of dining options. Visit [diningservices.wustl.edu](http://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](http://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 [www.wustl.bkstr.com](http://www.wustl.bkstr.com).

**Writing Center**

The University Writing Center is located on the first floor of the Olin Library and is open to all Washington University students and faculty for free guidance on compositions, term papers, theses, and reports. Special workshops are offered during the semester. For more information, please call (314) 935-4981 or visit [www.writingcenter.wustl.edu](http://www.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 [www.careers.wustl.edu](http://www.careers.wustl.edu).

**Cornerstone: The Learning Center**

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 <http://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 University College students. The fee may be waived for students who are veterans. For more information contact the Department of Athletics, 314/935-4619. Visit [bearsports.wustl.edu](http://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 Student Records. Students access and print their grades from WebSTAC. No grades may be given by telephone or orally in the office. Visit <http://aisweb.wustl.edu/studentrecords/home>.

**COURSE INFORMATION**

Online, updated access to course information and room locations can be found at the University College Web site, [ucollege.wustl.edu](http://ucollege.wustl.edu) or click <https://acadinfo.wustl.edu/ucollege/>