



# **UNIVERSITY COLLEGE ~ Adult and Graduate Programs**

Lincoln

Omaha

## **Class Schedule, Registration & Payment Information**

Summer 2017 - Fall 2017 - Spring 2018

*Updated 03/09/17*

## CLASS OFFERINGS

View courses offered for Adult and Graduate students on WebAdvisor UC Search for Classes:

<https://nebrwesleyan.edu/WebAdvisor>

## TERM DATES

**Summer 2017:**

**Five-week Sessions:**

- 1<sup>st</sup> 5-week: May 15 – June 17  
(Campus closed May 29)
- 2<sup>nd</sup> 5 week: June 26 – July 29  
(Campus closed July 4)

**Eight-week Session**

- 8-week: June 5 – July 29  
(Campus closed July 4)

**Summer-long for Arranged/Other Courses**

May 9 – August 12

**Fall 2017 Sessions:**

**Five-week Sessions:**

- 1<sup>st</sup> 5-week: August 7 – September 9  
(Campus closed September 4)
- 2<sup>nd</sup> 5 week: September 11 – October 14
- 3<sup>rd</sup> 5-week: October 16 – November 18
- 4<sup>th</sup> 5-week: November 20 – December 23  
(Campus closed November 23 – 24)

**Eight-week Sessions:**

- 1<sup>st</sup> 8-week: August 21 – October 14  
(Campus closed September 4)
- 2<sup>nd</sup> 8-week: October 18 – December 16  
(Campus closed November 23 - 24)

**Traditional Semester:** August 21 – December 16

**Spring 2018:**

**Five-week Sessions:**

- 1<sup>st</sup> 5-week: January 2 – January 27  
(Campus closed January 15)
- 2<sup>nd</sup> 5 week: January 29 – March 3
- 3<sup>rd</sup> 5-week: March 5 – April 7
- 4<sup>th</sup> 5-week: April 9 – May 12  
(Campus closed March 30 - April 2)

**Eight-week Sessions:**

- 1<sup>st</sup> 8-week: January 8 – March 3  
(Campus closed January 15)
- 2<sup>nd</sup> 8-week: March 12 – May 5  
(Campus closed March 30 - April 2)

**Traditional Semester:** January 8 – May 5

## REGISTRATION

Students register by contacting their advisor by the first class meeting:

- Lincoln: By phone: 402.465.2329 or 800.541.3818 x2329  
By fax: 402.465.2479
- Omaha: By phone: 402.827.3555  
By fax: 402.827.3647

**Summer and Fall 2017** Registration begins: March 27, as directed.

**Spring 2018** Registration begins: November 2, as follows.

Thurs-Fri	November 2-3	Graduate Students
Mon-Tues	November 6-7	UG - Seniors
Wed	November 8	UG – Juniors, Sophomores, Freshmen

**Once you register, it is your responsibility to contact your advisor if you need to change or cancel your registration.**

## ENROLLMENT, PAYMENT, PASS/FAIL DEADLINES

**Add & Payment Deadline:** 1<sup>st</sup> day of class

	DROP	PASS/FAIL	WITHDRAWAL
5-week:	End of 1st week	End of 2nd week	End of 3rd week
8-week:	End of 1st week	End of 3rd week	End of 5th week
Semester:	End of 1 <sup>st</sup> week	End of 10 <sup>th</sup> week	End of 10 <sup>th</sup> week

View academic calendar or contact your advisor for specific dates.

## TEXTBOOK INFORMATION

For course material information, please refer to the Prairie Wolves Bookstore website:

<http://www.bkstr.com/prairiewolvesstore>

## ATTENDANCE POLICY

Attendance is crucial to student success in any academic program, especially one like is offered at Nebraska Wesleyan where a full semester's curriculum is covered in a much shorter term; consequently, it is imperative that students attend every class for the full scheduled time. Students who miss a class may receive a significant reduction in their grade. For clarification on the attendance policy of a particular course, consult the course syllabus and/or contact the instructor.

Students who, without making prior arrangements, miss the first class meeting may be administratively dropped. If the instructor approves retaining the student in the course, the student must file a written petition with the University College Office before 5:00pm on the Friday of the first week of the session. The instructor's decision on the matter is final.

Students should remember that dropping a course or being administratively dropped from a course could jeopardize financial aid eligibility.

## 2017- 2018 SCHEDULE OF CHARGES

### Tuition per credit hour – Summer 2017 and Spring 2018:

#### Undergraduate

All Undergraduate programs except BSN .....	\$295
BSN.....	\$310

#### Graduate

MBA and MBA Bridge .....	\$540
MSN and MSN/MBA.....	\$410
MFS and MSFS.....	\$365
M.Ed.....	\$265

### One-time or occasional fees:

Auditing of course, per credit hour.....	\$30
Credit by Examination	
Application fee, per examination.....	\$10
Tuition, per credit hour earned	
Undergraduate.....	\$115
Graduate.....	\$150

### Laboratory breakage fee:

*Breakage fee in courses requiring the use of laboratory equipment; a statement of breakage charges will be given at the close of each term.*

Late payment fee ( <i>minimum fee</i> ).....	\$40
Lifelong Learning Portfolio application fee.....	\$100
Matriculation fee ( <i>assessed each new degree-seeking student</i> ) ...	\$100
Nursing students evaluation fee per year .....	\$50
Returned check collection fee .....	\$40
Student Identification replacement card fee .....	\$25
Student-Faculty Collaborative Research course fee ( <i>IDS 2000/4000/5000</i> ).....	\$25

### Transcripts

For current transcript policies and fees, please refer to 'Transcripts' on the Registrar's Office page of the website:  
[www.nebrwesleyan.edu/registrars-office/transcripts](http://www.nebrwesleyan.edu/registrars-office/transcripts)

## PAYMENT POLICY AND METHODS OF PAYMENT

Students must pay or make arrangements for payment of tuition and fees with the Business Office by the stated term deadlines. If payment is not received or arrangements are not made by the stated deadline, the student may be administratively withdrawn and charged 10% of the tuition applying to his or her registration.

**Payment in Full.** Students can make payment in full by cash, check, or credit card. Students wishing to pay tuition with a credit card must do so in the University College Office. Nebraska Wesleyan accepts MasterCard, Visa, and Discover cards. **A 3% service charge will be applied to all tuition payments using a credit card.**

**Scheduled Tuition Payments.** An automatic payment plan which provides a low cost option for budgeting tuition expenses and making automatic payments through your bank is available through Nelnet Business Solutions (NBS). To enroll please visit the following website for monthly payments:

<https://www.factstuition.com/ecashier/Index?OpenForm&query=newesleyanprivate>

**Employer Assistance Deferment.** Nelnet Business Solutions also offers a payment program for students whose employers assist with tuition. To initiate this option, students must provide a letter of confirmation from their employer to the University College Office and visit the website for deferred one-time payments (employer reimbursed):

<https://signup.mypaymentplan.com/signup/T1pp?coll=newesleyanreimburse>

**If you drop or add a class, you must call NBS at 402-466-1063, 866-315-1263, or 800-609-8056 to make changes to your agreement.**

**Financial Aid.** Degree seeking students may apply for financial aid. To apply, fill out a FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Institutional Code number: 002555).

Please direct questions to: Lani Swanson at 402-465-2582 or [lswanson@nebrwesleyan.edu](mailto:lswanson@nebrwesleyan.edu).

## NWU POLICY FOR PELL RECIPIENTS TO CHARGE BOOKS

Pell Grant recipients with a credit balance will be eligible for assistance from NWU to purchase books and supplies using their NWU account during the first week of classes. To be eligible, students must have received the Pell Grant, must have a Federal Title IV credit balance for the session/semester, and must have met all requirements for an early disbursement. A federal Title IV credit balance is created when all federal financial aid funds exceed allowable charges (tuition, fees, room and board) for the session/semester. Eligibility will be reviewed each session/semester per student request. Once a student is determined eligible for the book provision policy by the NWU Business Office, they can charge their books from the NWU bookstore up to an amount approved by the business office. Eligibility for subsequent terms will be evaluated as each session begins per student request.

If a qualifying Pell Grant recipient does not want a book credit, they do not need to submit a receipt to the business office for approval.

## WITHDRAWAL

A student who finds it necessary to discontinue enrollment after the drop deadline may withdraw (grade of W) from a course

before the stated withdrawal deadline for the session. A withdrawal is not computed in the grade point average. After the withdrawal deadline, a student may not withdraw and a grade must be recorded.

## REFUND POLICY

Students withdrawing may be eligible for a partial refund, depending on the date of drop/withdrawal for the particular session.

### Five-week Sessions

End of first week (Friday, 5 p.m.) [drop] ..... 100%  
End of second week (Friday, 5 p.m.) [withdrawal] ..... 20%

### Eight-week Sessions

End of the first week (Friday, 5 p.m.) [drop] ..... 100%  
End of the second week (Friday, 5 p.m.) [withdrawal] ..... 40%  
End of the third week (Friday, 5 p.m.) [withdrawal] ..... 20%

### Traditional Semester Refund Schedule

During the first week [drop] ..... 100%  
During the second week [withdrawal] ..... 80%  
During the third week [withdrawal] ..... 60%  
During the fourth week [withdrawal] ..... 40%  
During the fifth week [withdrawal] ..... 20%

If individuals believe extenuating circumstances merit a departure from the tuition refund schedule, they may appeal in writing to the Academic Affairs Office for special consideration.

## IMPACT OF DROPPING/WITHDRAWING ON FEDERAL AID

Federal funds are awarded to the student anticipating the student will complete the sessions for which he or she has registered in a given semester. When a student does not complete all the sessions in a semester, the university is federally required to review the aid the student has received and compare it to what the student earned. Regulations state that a student is considered withdrawn when he or she has not completed all the days he or she was scheduled to attend in the semester. This could result in repayment of federal funds by the student.

The best way for students to avoid losing part or all of their aid is to enroll for only the sessions they intend to complete. The following are some additional suggestions:

Register only for sessions you know you can complete each semester. You can add classes before the add deadline of each session which may allow for additional financial aid.

Review the class schedule to be sure the registration is for the right class.

Check with your advisor for alternatives to dropping a class.

If necessary, drop classes in future sessions while still enrolled! This will allow NWU to adjust your payment period to fit the sessions you complete. The regulations don't allow adjustments be made to a student's payment period after they completely cease attendance.

The Higher Education Amendment of 1998 established a new procedure for the return of Title IV Federal Student Aid when a student who is receiving Title IV aid withdraws from college before the end of a semester. The new Return of Title IV Funds policy follows:

The Financial Aid Office will calculate the percentage of the semester that a withdrawing student was enrolled for that semester based upon the student withdrawal information on file in the Registrar's Office. The date of withdrawal is the date the completed "Withdrawal from University" form is given to the Registrar's Office. The number of days enrolled will include weekends but will not include scheduled breaks which are five days or longer.

For example, if a student withdraws at the end of five calendar weeks, the percentage of the semester attended would be calculated as follows: 5 weeks x 7 days = 35 days divided by the number of days in the semester (not including scheduled breaks of five days or longer,  $35 / 112 = 31\%$ ). In this example, the student will be entitled to 31% of the Title IV aid but 69% will have to be returned to the Federal government. When a student has attended 60% or more of the semester (68 days in this example), no Title IV aid has to be returned. Returned aid is allocated in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, and Federal Pell Grant.

If there is a balance due on tuition and fees and/or room and board after the return of Title IV Federal Student Aid, the student will be responsible for the balance due.

If a student who has been awarded a federal loan and/or grant does not officially withdraw and fails to earn a passing grade in at least one course over an entire semester, the institution must assume, for Title IV purposes that the student has unofficially withdrawn, unless the institution can document that the student completed the semester. Federal regulations require a Title IV refund calculation must be processed by the Director of Scholarships and Financial Aid (see description of calculations above).

## FINANCIAL AID POLICY FOR REPEATING COURSES

The first and second time a student enrolls in a course, the course will be considered eligible hours for federal financial aid. However, the third time a student repeats a course for which he/she received a passing grade of D or better, the repeated credit hours will be ineligible for federal financial aid calculations, regardless of whether or not the student was

receiving financial aid the first and second time they enrolled in the course.

A student may repeat classes with failing grades (F) and receive financial aid.

## PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and provides students the following rights with respect to their education records:

**1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the Registrar, Dean, Department Chair or Program Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

*NOTE: FERPA is not a grade-appeal law. The right to challenge grades under FERPA is limited to situations where the grade assigned was inaccurately recorded.*

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.**

FERPA allows the University to disclose records, without consent, to the following parties or under the following conditions:

- Nebraska Wesleyan University officials with a legitimate educational interest\*
- Other schools to which a student is requesting transfer or enrollment
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

FERPA permits the University to disclose educational record information to a student's parent or guardian if the student is their dependent for federal tax purposes. (\*\*See Parental or Third Party Access to Academic Records)

FERPA also allows the University to disclose directory information without the written consent of the student. **Directory information** is information that generally would not be considered harmful or an invasion of privacy if disclosed. Nebraska Wesleyan University has designated the following as directory information:

- Name
- Addresses
- Telephone numbers
- Email addresses
- Student Level and Classification at Nebraska Wesleyan
- Degree programs, certificate programs, majors, and minors declared at Nebraska Wesleyan

- Dates of attendance at Nebraska Wesleyan, enrollment status, and anticipated graduation date
- Degrees, certificates, and awards received at Nebraska Wesleyan
- Institutions attended prior to admission to Nebraska Wesleyan
- Participation in recognized activities and sports at Nebraska Wesleyan
- Photographs taken and maintained by the University
- Weight and height of members of Nebraska Wesleyan athletic teams

Students have the right to withhold disclosure of this directory information. Students must notify the Registrar's Office in writing or via approved electronic means, if they do not wish directory information to be released without their permission.

FERPA requires the University to record the disclosure of information to third parties, except for disclosures to school officials, disclosures related to judicial orders and subpoenas, disclosures of directory information and disclosures to the student. Students may inspect and review the record of such disclosures.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA.**

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202  
 Phone: 1-800-872-5327

*\* A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including security and student health personnel); a person or company with whom the University has contracted (including attorneys, auditors, collection agency, the National Student Clearinghouse); a person serving on the Board of Governors; or a student serving on an official committee or assisting another school official in performing his or her tasks.*

**\*\*Parental or Third Party Access to Academic Records**  
*All academic information is sent directly to students. Therefore, parents should establish communication with their sons and daughters if they wish to be informed about their students' schedule and academic progress. Under FERPA, parents of Nebraska Wesleyan students may request in writing and receive their son or daughter's grade information if the student has granted NWU authorization or after providing proof that the student is a dependent and is claimed as a tax exemption. Also, a student may grant a parent (or other third party) access to his/her academic and financial records through his/her WebAdvisor account.*

**STUDENT RIGHT TO KNOW ACT**

In accordance with the Student Right-to-Know Act of 1993, Nebraska Wesleyan's student persistence/graduation rates are available for disclosure to current and prospective students, employees, and interested community members. See the Registrar's Office for this information.

**STUDENTS WITH DISABILITIES**

Federal law requires that Nebraska Wesleyan University make "reasonable accommodations" to ensure that persons with disabilities will have equal access to all educational programs, activities, and services. Therefore, Nebraska Wesleyan University, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), recognizes the university's obligation to make reasonable accommodations for qualified students with disabilities.

A "reasonable accommodation" is defined as any change in an environment or in the way things are customarily done that (1) enables an individual with a disability to enjoy equal opportunities; and (2) does not fundamentally alter the nature of the activity, service, or program.

A "disabled" person is defined as one who has a physical or mental impairment that substantially affects one or more major life activities or has a record of such impairment, or is regarded as having such impairment.

To facilitate plans for any reasonable accommodations, students with disabilities must identify and document their needs following their admission to Nebraska Wesleyan University. It is the responsibility of the student to notify the University of his/her disability; to document the disability; and to request accommodation. For details, contact Sandra McBride, the Coordinator for Students with Disabilities, 402.465.2346 or [smcbride@nebrwesleyan.edu](mailto:smcbride@nebrwesleyan.edu).

## CONSUMER INFORMATION

A student may contact the Registrar's Office to get information about Nebraska Wesleyan personnel designated to publish consumer information.

**Nebraska Wesleyan reserves the right to add or delete courses from its offerings and to change the meeting times, locations, and instructors. Classes enrolling fewer than six students may be cancelled.**

## ALCOHOL & DRUG POLICY

Because of serious problems related to the use of alcoholic beverages and controlled substances, and because this practice can lead to a loss of effectiveness in human life and does not contribute to the teaching-learning process, the Nebraska Wesleyan community reaffirms its position of serious concern about and opposition to the use of alcoholic beverages and/or controlled substances in this college environment. The Nebraska Wesleyan community urges that all of its members exercise mature judgment and social responsibility when making decisions regarding the use of alcoholic beverages and other drugs. This University community further denounces and prohibits the sale, possession, distribution or use of illegal drugs by students, faculty or staff. The University is committed to helping individuals who are suffering from a chemical dependency or drug abuse problem, and we urge the members of this academic community to become actively engaged in drug and alcohol education, prevention and treatment programs where appropriate.

While the Board of Governors recognizes the rights of students to be protected from intrusive drug testing, the Board acknowledges that substance abuse or illegal drug usage may hinder a student's performance (academic, athletic, or other), health, or safety. Additionally, the Board recognizes that such abuse or use may adversely affect the interests of the University community. As such it is the determination by the Board of Governors that Nebraska Wesleyan is authorized to implement appropriate procedures to protect the interests of the students and University community. Such procedures may include the implementation of a screening process or the request for an evaluation from a qualified professional to determine the seriousness of the problem. In the implementation of these procedures, Nebraska Wesleyan is committed to protect the due process and privacy rights of students.

Violations of law and/or violation of the Code of Student Conduct shall be adjudicated by the proper judicial bodies. Complete policy is listed at <http://www.nebrwesleyan.edu/current-undergraduates/policies-and-procedures/alcohol-and-drugs-policy>

## CONTACTS

### Lincoln Office

Burt Hall 1<sup>st</sup> floor  
402.465.2329 or  
800.541.3818, ext 2329

Office Hours:

8:00am-6:00pm, Monday-Thursday

8:00am-5:00pm, Friday

Denise Polson, Academic Advisor  
402.465.2506

Email: [dpolson@nebrwesleyan.edu](mailto:dpolson@nebrwesleyan.edu)

### Omaha Office

14010 FNB Parkway, Suite 700  
Omaha, NE 68154  
402-827-3555 (voice)  
402-827-3647 (fax)

[www.nebrWesleyan.edu](http://www.nebrWesleyan.edu)

Office Hours:

9:00am-6:00pm, Monday-Thursday

8:00am-5:00pm, Friday

Robyn Stover, Asst Dir of Operations & Graduate Advisor  
402-827-3555

[rstover@nebrwesleyan.edu](mailto:rstover@nebrwesleyan.edu)

Amy Harrison, Academic Advisor  
402-827-3555

[aharriso@nebrwesleyan.edu](mailto:aharriso@nebrwesleyan.edu)

### Other Campus Contacts

Lani Swanson, Financial Aid  
402.465. 2582

Email: [lswanson@nebrwesleyan.edu](mailto:lswanson@nebrwesleyan.edu)

Ben Dahl, Business Office  
402.465.2183

Email: [bdahl@nebrwesleyan.edu](mailto:bdahl@nebrwesleyan.edu)

Prairie Wolves Bookstore  
402.465.2490

<http://www.bkstr.com/prairiewolvesstore>

*Nebraska Wesleyan provides equal opportunity to all qualified persons in all areas of University operation, including education, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin, or sexual orientation.*