



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

**Class Schedule, Registration &  
Payment Information  
Fall 2016-Spring 2017**

*Updated 04/22/16*

## CLASS OFFERINGS

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

<https://nebrwesleyan.edu/WebAdvisor>

## TERM DATES

### Fall 2016 Sessions:

#### Five-week Sessions:

- 1<sup>st</sup> 5-week: August 8 – September 10  
(Campus closed September 5)
- 2<sup>nd</sup> 5 week: September 12 – October 15
- 3<sup>rd</sup> 5-week: October 17 – November 19
- 4<sup>th</sup> 5-week: November 21 – December 23  
(Campus closed November 24 – 26)

#### Eight-week Sessions:

- 1<sup>st</sup> 8-week: August 22 – October 15  
(Campus closed September 5)
- 2<sup>nd</sup> 8-week: October 19 – December 17  
(Campus closed November 24 - 26)

**Traditional Semester:** August 22 – December 17

### Spring 2017:

#### Five-week Sessions:

- 1<sup>st</sup> 5-week: January 2 – January 28  
(Campus closed January 16)
- 2<sup>nd</sup> 5 week: January 30 – March 4
- 3<sup>rd</sup> 5-week: March 6 – April 8
- 4<sup>th</sup> 5-week: April 10 – May 13  
(Campus closed April 14-17)

#### Eight-week Sessions:

- 1<sup>st</sup> 8-week: January 9 – March 4  
(Campus closed January 16)
- 2<sup>nd</sup> 8-week: March 13 – May 6  
(Campus closed April 14-17)

**Traditional Semester:** January 9 – May 6

### 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

## REGISTRATION

### Fall 2016

Registration begins: April 1

### Spring 2017

Registration begins: November 1

Students register by contacting their advisor:

By phone: 402.465.2329 or 800.541.3818 x2329

By fax: 402.465.2479

If you wish to add a class to your schedule, you must do so prior to the first class meeting.

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

	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

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

Contact your advisor for confirmation of specific dates.

## TEXTBOOK INFORMATION

For course material information, please refer to "Rent or Buy Textbooks" on the Prairie Wolves Bookstore website:

<http://www.prairiewolves.com>

## FALL 2016-SPRING 2017 SCHEDULE OF CHARGES

### Tuition per credit hour

Lincoln Undergraduate (all students except BSN).....	\$285
Lincoln BSN.....	\$300
St. Elizabeth BSN.....	\$285

### Lincoln Graduate

MBA and MBA Bridge .....	\$525
MSN and MSN/MBA.....	\$400
MFS and MSFS .....	\$365
M.Ed. ....	\$265

### One-time or occasional fees:

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 (minimum fee).....	\$40
Lifelong Learning Portfolio application fee.....	\$100
Matriculation fee (assessed each new degree-seeking student) ...	\$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 (IDS 2000/4000/5000).....	\$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 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.).....	100%
End of second week (Friday, 5 p.m.).....	60%

**Eight-week Sessions**

End of the first week (Friday, 5 p.m.).....	100%
End of the second week (Friday, 5 p.m.).....	80%
End of the third week (Friday, 5 p.m.) .....	40%

## Traditional Semester Refund Schedule

During the first week.....	90%
During the second week.....	80%
During the third week.....	60%
During the fourth week.....	40%
During the fifth week.....	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.

## TITLE IV REFUND CALCULATION POLICY

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 of 1974, as amended, provides for specific rights to students regarding the privacy of their educational records.

Nebraska Wesleyan has designated the following information as directory information:

- Name and Photograph;
- Home Address and Telephone Number;
- Local Address and Telephone Number;
- E-mail Address;
- Dates of Attendance, Classification and Major;

Degrees and Awards received at NWU;  
Date and Place of Birth;  
Institutions Attended Prior to Admission;  
Participation in Recognized Activities and Sports;  
Weight and Height of Athletic Team Members

Directory information may be disclosed by Nebraska Wesleyan without student consent; however, students have the right to withhold its disclosure.

If a student does not wish directory information to be released without his or her consent, the student must notify the University College Office in writing. Nebraska Wesleyan will not disclose the contents of students' educational records to other parties, except under circumstances allowed by the Act, without the student's consent.

Educational records are available for review by students in accordance with the Act. Students may submit to the Registrar, Dean of University College, advisor, or other appropriate officials, written requests that identify the record(s) they wish to inspect. Students may ask Nebraska Wesleyan to amend their educational records if information contained in them is inaccurate, misleading, or in violation of their privacy rights. Students have the right to challenge the contents of an educational record under the prescribed procedures and to file a complaint with the U.S. Department of Education if there is a violation of the Act.

## 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.

## CONTACTS

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

Denise Polson, Academic Advisor  
402.465.2506  
Email: [dpolson@nebrwesleyan.edu](mailto:dpolson@nebrwesleyan.edu)

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.prairiewolves.com/>

**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.**

*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*