

Summer 2010 Registration and Fee Information

REGISTRATION PROCEDURES

St. Mary's College degree students can register through the Portal or in person at the front desk of Glendening Hall through Friday, May 7th. If a student registers after April 30th, payment must be made at the time of registration.

Anyone else who wishes to register for credit courses at SMCM must first apply and be accepted as a **non-degree student**. The completed application form along with required documentation and the \$20 application fee is processed by the Office of Academic Services. If you have any questions about the application process, please contact Lenny Howard (wlhoward@smcm.edu) or call 240-895-4388.

Those who have been accepted as non-degree students register in person at the front desk in Glendening Hall, Monday through Friday, 9:00 a.m. - 4:00 p.m. through May 14th. Payment is expected at time of registration. (Fee Information below).

FEE INFORMATION

All tuition and fee payments are made in the Business Office in Glendening Hall. Checks should be made payable to *St. Mary's College of Maryland*.

Summer 2010 Tuition is \$185 per credit hour for a total of 12 credits or less. **Students enrolled in a total of 13 or more credits are considered full-time and must pay full-time tuition and fees.** For full-time enrollment costs, contact the Business Office at 240-895-4303/4315.

For SMCM students, payment for summer 2010 tuition is due no later than 4:00 pm Friday, April 30th. Bills are not sent out for summer tuition. It is the responsibility of the student to pay their balance by the due date of April 30th. SMCM students can find their balance through the Portal under student accounts.

For non-SMCM students, payment is due when registering.

Additional Fees

Some credit courses have additional fees for materials. Please see the course description for information.

Disclaimer

A summer course requires a minimum enrollment, and the College reserves the right to cancel a course if this minimum is not met.

SCHEDULE ADJUSTMENTS AND LATE REGISTRATION

After classes have started students who wish to make a change in their schedule must file the official "add-drop" form found at the front desk in Glendening Hall or online. The forms are processed at the front desk in Glendening Hall.

For six week courses: May 17-21

For three-week courses: First and second day of class

Signature of the instructor is required to add or drop a class.

TUITION REFUNDS

Course Cancellation

If the College cancels a course, students are granted full refunds.

Drop/Withdraw from credit courses

If a student withdraws from a course, the tuition refund is computed according to the refund schedule below from the day on which the drop/add form is processed. If a refund is due the student, students should complete a refund request form available at the Business Office at that time.

REFUND SCHEDULE

- **Before classes officially begin:** 100% of tuition and fees are refundable to the student.
- **For six week courses:**
 - Before the end of the first week of classes, 80% of the tuition payment will be refunded
 - Starting on Monday of the second week of classes, 0% refund
- **For two- and three-week courses:**
 - Before the end of the second day of class, 80% of the tuition payment will be refunded
 - Starting on the third day of class, 0% refund.

IMPORTANT INFORMATION

Prerequisites

Course prerequisites are indicated in the schedule of classes. A student who does not have the stated prerequisite for a course may register for that course only with the written consent of the instructor. For questions about this, contact the Office of the Registrar.

Tuition Waivers: Anyone who is qualified for and wishes to use a tuition waiver must indicate this at time of registration. Only tuition waivers for SMC faculty, staff, and dependents will be accepted for summer session. No other waivers will be accepted. Summer session courses have to meet minimum enrollment numbers before waivers can be accommodated. Registering for a course does not automatically mean the tuition waiver can be applied. For further information, please contact the Office of the Lifelong Learning.

Nondiscrimination Policy

The College does not discriminate on the basis of age, citizenship, color, disability, national origin, race, religion, sex, sexual orientation, or special disabled veteran and Vietnam-era veteran status in the administration of employment and educational policies, or in any other program or activity. St. Mary's does not condone harassment of any kind against any individual because of age, citizenship, color, disability, national origin, race, religion, sex, or sexual orientation. Such harassment would be clearly in conflict with the interests and purposes of the College as an educational community and in many cases with provisions of law. Inquiries concerning the College's responsibility may be directed to the Affirmative Action Officer.

The "Fine Print" Clauses

Course Cancellations: Because St. Mary's College cannot support courses with insufficient enrollment, it reserves the right to cancel such courses before the first meeting. Full refunds will be made to students enrolled in any course cancelled by the College.

Changes: St. Mary's College reserves the right to make changes in course offerings, special events, tuition, fees, instructor assignments, dates, and other information at any time.

No excuses: Failure to read policies and other information contained in this brochure and other College publications such as the College Catalog does not excuse students from regulations. Inquiries concerning the College's responsibility may be directed to the Affirmative Action Officer.