

Summer 2008 Registration and Fee Information

REGISTRATION PROCEDURES

St. Mary's College degree students can register through SMARTNet or in the Registrar's Office.

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 Alan Lutton (anlutton@smcm.edu) or call 240-895-4388.

Those who have been accepted as non-degree students register in person at the Office of the Registrar in Anne Arundel Hall, Room 101, Monday through Friday, 9:00 a.m. - 4:00 p.m through May 5th. Payment is expected at time of registration. (Fee Information below).

The College does not accept registrations by mail, phone or fax.

FEE INFORMATION

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

Summer 2008 Tuition is \$160 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 240-895-4302/4303/4315.

Students are responsible for tuition payment by Friday, April 25th and will need to contact the Business Office to make payment prior to that deadline. After April 25th, students registered without full payment will be cancelled.

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

Students wishing to make a change in their schedule must file the official "add-drop" form found in the Office of the Registrar or online. The forms are processed in the Office of the Registrar.

For six week courses: May 12-16

For two- and three-week courses: First and second day of 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 Office of the Registrar receives the student's **written request** to drop/withdraw. 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 waiver must indicate this at time of registration. Only tuition waivers for SMCM 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 Registrar.

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.