

# ACADEMIC TIMETABLE

## TRADITIONAL 15 WEEK SEMESTER

Registration & Enrollment Confirmation.....	Monday	August 27 <sup>th</sup>
Classes Begin.....	Monday Evening	August 27 <sup>th</sup>
Labor Day Holiday .....	Monday	September 3 <sup>rd</sup>
Last day to add courses.....	Wednesday	September 5 <sup>th</sup>
Last day to fill out CLW waiver request	Wednesday	September 5 <sup>th</sup>
<b>Last day of tuition refund for dropping a course</b>	Wednesday	September 5 <sup>th</sup>
Last day to drop a course without receiving a grade	Wednesday	September 5 <sup>th</sup>
Last day to make a schedule change <b>without a \$10.00 fee.....</b>	Wednesday	September 5 <sup>th</sup>
Midterm grades due in Registrar's Office.....	Friday	October 12 <sup>th</sup>
Homecoming.....	Saturday	October 13 <sup>th</sup>
Fall Break.....	Monday-Tuesday	October 22 <sup>nd</sup> & 23 <sup>rd</sup>
Sign-up for Advising .....	Wednesday	October 24 <sup>th</sup>
Final day to drop a course with W.....	Thursday	November 1 <sup>st</sup>
<b>Courses dropped after this date receive a WF</b>		
Early registration for Spring 2019.....	Monday	November 5 <sup>th</sup>
Thanksgiving Break.....	Wednesday-Sunday	November 21 <sup>st</sup> – 25 <sup>th</sup>
Last Day of Classes.....	Wednesday	December 5 <sup>th</sup>
Semester examinations.....	Day Classes Evening Classes	December 7 <sup>th</sup> , 10 <sup>th</sup> – 13 <sup>th</sup> Dec 3 <sup>rd</sup> – 6 <sup>th</sup>
Commencement.....	Friday	December 14 <sup>th</sup>

Consult the Academic Calendar & Timetable at [www.cn.edu](http://www.cn.edu) for the Adult & Graduate Studies Program

In compliance with federal law, including provisions of Sector 504 of the Rehabilitation Act of 1973, Carson-Newman University does not illegally discriminate on the basis of race, color, national origin, age, or disability in admissions or in the administration of its education policies, programs, and activities. In compliance with Title IX of the Education Amendments of 1972, the college does not illegally discriminate on the basis of sex in the administration of its education policies, programs and activities.

To find **textbook information** from the CNU bookstore, including name of textbook and cost for purchase or rental use the following link:

<http://www.bkstr.com/carson-newmanstore/shop/textbooks-and-course-materials>

# FALL 2018 SEMESTER TUITION AND FEES

## (For Undergraduate Students in the 15 Week Semester)

Undergraduate tuition for 12-17 hours	\$13,350.00	
Additional hours above 17	\$779.00	Per hour
Part-time (less than 12 hours)	\$1,113.00	Per hour
Technology fee		
Full-time students \$280.00	Part-time students	\$150.00
Student activity fee		
Full-time students \$320.00	Part-time students	\$225.00
Automobile registration	\$35.00	Per year
Student teaching fee	\$400.00	
<b>ROOM &amp; BOARD</b>		
40/Meals/Semester Commuter Block Plan (with \$250 declining balance) Available to Commuters Only	\$645.00	
100/Meals/Semester Block Plan (with \$250 declining balance) Available only to Appalachian Commons Residents & Commuters	\$1,240.00	
12 meal plan per week (with \$100 declining balance)	\$2,180.00	
Unlimited meal plan (Mon. through Sun.) (with \$100 declining balance)	\$2,440.00	
<b>ROOM:</b>		
<b><u>Women's Residence Halls:</u></b>		
Burnett (2 person suite) (As a private room, \$635.00 extra)	\$1,650.00	
Alumni (2) person suite) (As a private room, \$745.00 extra)	\$1,900.00	
Alumni (Single room, without adjoining bath)	\$2185.00	
Swann (2 person room) (As a private room, \$745.00 extra)	\$1,900.00	
Swann (Single room, without adjoining bath)	\$2,185.00	
<b><u>Men's Residence Halls:</u></b>		
Heritage (As a private room, \$635.00 extra)	\$1,650.00	
Butler (As a private room, \$485.00 extra)	\$1900.00	
Butler (Private room) Single person room	\$2385.00	
<b><u>Appalachian Commons Apartment Complex:</u></b>		
Standard 4-bedroom with 4-person occupancy	\$2,200.00	
Standard 2-bedroom with 2-person occupancy	\$2,555.00	

*Costs may be subject to change without advance notice*

## GRADUATE TUITION AND FEES

Applied Theology   **\$450.00 per hour**  
\$ 20.00 Technology fee per semester hour

Business and Applied Social Justice   **\$450.00 per hour**  
\$ 20.00 Technology fee per semester hour

Masters Education   **\$390.00 per hour**  
\$ 20.00 Technology fee per semester hour

Graduate Studies in Counseling   **\$450.00 per hour**  
\*700 Level Course Fee   \$ 75.00 per hour  
\$ 20.00 Technology fee per semester hour

Doctoral Education   **\$525.00 per hour**  
\$ 20.00 Technology fee per semester hour

Nursing   **\$600.00 per hour**  
\$ 20.00 Technology fee per semester hour

## ADULT STUDIES TUITION AND FEES

### Degree Completion Programs

Bachelors in Business Administration   **\$330.00 per hour**  
Interdisciplinary Studies   \$ 20.00 Technology fee per semester hour  
Organizational Leadership  
RN to BSN

*Costs may be subject to change without advance notice*

## TUITION AND REFUND POLICIES

### **Withdrawal from the university during enrollment in a 15 week term:**

Through September 4, 2018 90% of tuition is refunded.  
Through September 11, 2018 75%  
Through September 18, 2018 50%  
Through September 25, 2018 25%

Upon withdrawing from all registered courses in the 15 week semester, on or after the first day of the term, prorated tuition refunds are available for a limited timeframe, as outlined in the University Catalogs.

### **Refund Schedule for withdrawal from the university when enrolled in Session A, B, C, D, or E (accelerated modules)**

The last date to drop a course with a tuition refund is the day before the module begins. Module classes are part of an academic semester. Students who confirm enrollment or begin attendance in any course will incur charges. To not incur charges, courses should be dropped by the last business day *before* the module begins as indicated on the Timetable of Dates. Dropping module courses during any module in the semester may result in aid recalculation or return of funds to the funding agency for that module and/or semester. When a student drops all courses, the student is a withdrawal and follows the withdrawal policy for refunds and financial assistance re-calculations.

**Note:** Students beginning attendance in any course will incur charges. To avoid incurring charges, courses should be dropped before the first day of the module.

Financial aid recipients withdrawing from the University may not earn all financial aid, resulting in a bill due to the University, and should contact the Office of Financial Aid for more complete withdrawal information.

If a student remains enrolled for the 15 week semester there is no tuition refund for courses dropped after September 5<sup>th</sup>. Students who have e-consented will be notified by C-N email when a refund check is ready for pick up at the Student Accounts Window. Students who are unable to pick up their refund check may request for it to be mailed.

Students enrolled for the semester who **do not** confirm enrollment and/or do not attend class for the first week of the semester will be dropped from class rolls because of non-attendance or non-confirmation. Enrollment status may be affected by this withdrawal which may impact Financial Aid eligibility.

Dropping all courses in which a student is enrolled is considered a withdrawal from the University. To begin the withdrawal process, contact the Office of Financial Aid. Withdrawal procedures and policies are listed in the university catalogs and are available in the Office of Financial Aid and on the university website.

Students who discontinue class attendance and do not officially withdraw are considered a withdrawal without notification. University withdrawal and refund policies apply to official withdrawals and withdrawals without notification (unofficial withdrawal).

# EARLY REGISTRATION FOR FALL SEMESTER 2018

## A. GENERAL INFORMATION

1. Registration is available to *currently enrolled students*.
2. *Sign-up for advising* for the Fall 2018 semester will begin *March 23<sup>rd</sup>*. Each adviser will have a sign-up sheet posted on the office door for advising appointments.
3. *Registration* for the Fall 2018 semester will begin *April 9<sup>th</sup>*. Students may register on or after their assigned registration times as indicated in CN Connect. A student's class schedule must have adviser approval before the student can register.
4. *A statement* will be sent in July for students who are registered for the fall term. Consult tuition and fees table for current rates.

## B. REGISTRATION PROCESS

1. Students should schedule an advising appointment with adviser prior to registration time. Students may register at or after their assigned registration time.
2. Currently enrolled students have three ways to register:
  - a. Self-register via C-N Connect on or after your assigned registration time.
  - b. Register by a Faculty adviser in the faculty offices *on or after* assigned registration time or
  - c. Register in the Registrar's Office with an adviser approved and signed schedule *on or after* assigned registration time. The Registrar's staff will be available for registration between the hours of 8:15 a.m. and 4:15 p.m. M-F.
- \* If the adviser processes the student's registration in C-N Connect, the adviser should provide the student with a printed copy of the student's schedule.
3. If a student needs to register for a class *that requires permission or is closed*, the administrative assistant for each department can process the course registration or class petition upon presentation of appropriate documented approval.
4. *Changes to the student's registration schedule* may be made in C-N Connect or in the Registrar's Office prior to registration confirmation in August.

Students who registered for courses incur tuition charges. The student will be responsible for payment of tuition charges for course registration, unless the Registrar's Office is notified by the student to cancel their course registration before the first day of class. Students who fail to confirm registration & settle their accounts by the end of the registration confirmation may be dropped from class rolls and may incur charges.

To find textbook information from the CNU bookstore, including name of textbook and cost for purchase or rental use the following link:

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# ENROLLMENT & REGISTRATION CONFIRMATION

## **In August 2018 students should:**

1. Be certain all required Financial aid documents are submitted and processed prior to registration.
2. Make changes to schedule in C-N Connect, in Advisor's Office or in the Registrar's Office with the advisor's signature.
3. Confirm on-line (e-confirm); with a zero balance including pending aid or report to room 209 no later than 4:00 p.m. on August 27<sup>th</sup> in Ted Russell Hall to settle account, make payments and confirm registration.

### **REGISTRATION FOR NON-REGISTERED STUDENTS:**

1. *New students* should complete orientation, advising, and registration prior to enrollment confirmation. Contact the Student Success Center. New students must complete enrollment confirmation process according to the schedule provided at orientation.
2. *Continuing students, who did not complete early registration*, may register until September 5<sup>th</sup>. Academic advising must be completed prior to registration and enrollment confirmation.

### **ENROLLMENT CONFIRMATION**

**Undergraduate students** who fail to confirm Fall 2018 registration with the Student Account's Office either in person or by e-confirm by 4:00 p.m. on August 27<sup>th</sup> may be dropped from course rolls and their registration may be cancelled. Financial aid for students who fail to confirm their registration will be rescinded and returned. If courses are cancelled and re-enrollment is processed, late registration charges will be assessed. Any undergraduate student who does not attend class during the first week of the semester will be administratively dropped from the class for non-attendance. Enrollment status, (full-time/part-time, etc.) may be affected by the withdrawal which may impact financial aid eligibility.

**Graduate students** must confirm their enrollment via CN-Connect. Graduate students who do not confirm their enrollment and who do not drop courses prior to the first day of class will be considered as withdrawn and will be subject to charges according to the withdraw and refund policy.

### **GENERAL INFORMATION**

1. *All students* are required to have an ID card.
2. *Meal Tickets* become effective for registered students when the student confirms enrollment. If a student is not registered, meal tickets will become effective only after registration and confirmation is complete.
3. *Off campus housing request forms* should be completed and submitted to the Student Affairs office prior to final registration.
4. Auto registration, housing, meal plan and ID processing will be validated by the Student Affairs Staff.

# DROP AND ADD INFORMATION

Courses may be *added* as follows:

1. ***After early registration and until the end of the drop/add period:*** Changes in schedule may be made in C-N Connect, in the adviser's office or in the Registrar's office with adviser approved drop/add forms until September 5<sup>th</sup>.

Courses may be *dropped* (with approved drop form) for the 15 week semester\* as follows:

1. Until September 5<sup>th</sup> without receiving a grade.
2. From the 2<sup>nd</sup> to the 10<sup>th</sup> week of the semester (until November 1<sup>st</sup>) with a grade of W. W grades are indicated on the student record, but do affect the student's GPA. Students must drop courses after September 5<sup>th</sup> in **the Registrar's Office, they cannot drop courses in CN Connect after the registration period ends.** Adviser approval is required to drop courses. *A fee of \$10.00 will be charged for each schedule change processed after September 6<sup>th</sup>*
3. After the 10<sup>th</sup> week a grade of WF will be assigned.

**\*Students enrolled in Session A, B, C, D, or E should consult the Timetable of Important Dates for drop/add information.**

**It is the student's responsibility to assure changes are properly made to their class schedule. Failure to properly enroll for a class will result in the receipt of no credit for the course. Failure to properly drop a class will result in an F for the course.**

## SIGNATURES

1. Adviser's approval is required for registration. The adviser and student will complete an Advising Agreement Form during the advising session.
2. Instructor's approval and signature is required to add a class only if it is closed. After classes have begun, the processed add slip should be shown to the instructor at the first class attended.
3. To drop a course after the drop/add period for the term, a completed drop form indicating advisor approval and student signature must be submitted to the Registrar's Office for processing. Courses dropped will receive a grade of W or WF depending on the date dropped.

# PROBLEMS/WHAT TO DO

***If you cannot complete enrollment confirmation at the appointed time...*** Notify the Registrar's office. If your absence is due to illness or emergency situations, you will be permitted to confirm at a ***later*** time, but you may be subject to a late enrollment confirmation fee of \$25.00.

***If you will be delayed in returning...***for the semester after the enrollment confirmation period, you should notify the Registrar's Office and request that your schedule be held until your return. Students are responsible for contacting their instructors and will be held accountable for class periods and assignments missed. A late confirmation fee will be applied if the student has not confirmed their enrollment with the Student Accounts Office.

***To audit a course...***Audit forms are available in the Registrar's office. These must be signed by the instructor. To change a class to audit status after final registration, the audit form must be accompanied by the approved drop/add slip, and processed before the last day to withdraw from a class with a "W", Wednesday, November 1<sup>st</sup>.

***To change your major...***Change of major forms are available in the Student Success Center. Complete and submit the Change of Major form before registration.

***To take a class pass/no pass...***Pass/no pass cards are available in the Registrar's Office. These must be signed by the instructor. If you decide to take a class pass/no pass after final registration, the pass/no pass form must be accompanied by the approved drop/add slip, and processed before the last day to drop with a W, Wednesday, November 1<sup>st</sup>. Please ensure catalog requirements are being met.

***To repeat a course...***Any course may be repeated. ***Note:*** The GPA repeat provision will only be applied to the first two repeats for the same course.

***To take a course with variable credit...***Courses in which credit may vary (such as tutorials, field experience, research, etc.) require special attention at registration. Please confirm the number of hours you are taking with the person completing your course data entry.

## ***To completely withdraw from all classes for the term...***

If a student elects to withdraw after beginning attendance, the student must contact the Office of the Financial Aid to initiate the formal withdrawal process. Any situation in which all classes are dropped is considered withdrawal from the University. The date of withdrawal used to compute refunds is determined by the date of withdrawal notification and is posted on the student's record by the Office of the Registrar. The Student Accounts Office computes tuition refunds based on the University's refund policy.



# BUILDINGS

ALUMNI	Alumni ROTC Annex
APPCTR	Appalachian Center
ASC	Academic Support Center
BPH	Blye Poteat Hall
BBG	Butler Blanc Gymnasium
BK	Baker Building
CB	Chambliss Building
CDL	Child Development Lab
CGE	Center for Global Education
DSC	Dougherty Science Center
ELI	English Language Institute
ETCH	East Tennessee Children's Hospital
HFH	Holt Field House
HH	Henderson Humanities
HON HSE	Honors House
HPS	History/Political Science
KSAC	Ken Sparks Athletic Complex
LIB	Stephens-Burnett Library
TMC	Mabel Lewallen Tarr Music Center
HRTG	Heritage Hall
PNB	Pederson Nursing Building
MSAC	Maddox Student Activities Center
ROTC	ROTC Building
SM	Stokely Memorial Building
TDRH	Ted Russell Hall
TRH	Thomas Recital Hall
WAB	Warren Art Building

## SUFFIX'S

(L) for ex... AL	Taught in London
(OL) for ex... AOL	Taught On Line
(HYB for ex...AHYB	Taught as a Hybrid Course (Part on-line/Part on Campus)
(HR) for ex... AHR	Honors Class
(N) for ex... AN	Night Class
(DE) for ex... ADE	Dual Enrollment class taught at a high school

## ABBREVIATIONS

MTWRFS	Monday – Saturday
MTWRF	Monday - Friday
TBA	To Be Announced
DAY	Day class
EVEN	Evening class (start time 4:00pm or later)
GRDED	Graduate class
NURS	Nursing class
GRDNU	Graduate Nursing class
UR	A – F Grading
US	Satisfactory / Fail Grading

**Carson-Newman University**

**Fall 2018 Final Examination Schedule**

**Evening Classes December 3, 4, 5, 6**

**Day Classes December 7, 10, 11, 12, 13**

**On-line Courses December 5 - 13**

<b>Class Meeting Time</b>	<b>Examination Date</b>	<b>Examination Time</b>
Monday Evening Classes	Monday, December 3	Regular Class Time
Tuesday Evening Classes	Tuesday, December 4	Regular Class Time
Wednesday Evening Classes	Wednesday, December 5	Regular Class Time
Thursday Evening Classes	Thursday, December 6	Regular Class Time
	<b>Friday, December 7</b>	
10:00 a.m. MWF		8:30 a.m.– 10:30 a.m.
12:00 noon MWF		12:00 noon – 2:00 p.m.
2:00 p.m. MWF		3:00 p.m. – 5:00 p.m.
	<b>Monday, December 10</b>	
8:00 a.m. MWF		8:30 a.m. – 10:30 a.m.
9:00 a.m. MWF		12:00 noon – 2:00 p.m.
1:00 p.m. MWF		3:00 p.m. – 5:00 p.m.
	<b>Tuesday, December 11</b>	
8:00 a.m. TR		8:30 a.m.– 10:30 a.m.
12:00 noon TR		12:00 noon – 2:00 p.m.
1:30 p.m. TR		3:00 p.m. – 5:00 p.m.
	<b>Wednesday, December 12</b>	
11:00 a.m. MWF		8:30 a.m.– 10:30 a.m.
10:30 a.m. TR		12:00 noon – 2:00 p.m.
3:00 p.m. MWF		3:00 p.m. – 5:00 p.m.
	<b>Thursday, December 13</b>	
Make up Exams		8:30 a.m.– 10:30 a.m.
3:00 p.m. TR		1:00 pm – 3:00 pm

*Students who have three or more exams scheduled for the same day may request changing one of Their exams to another day during the exam period. For information, contact the University Registrar.*

Accelerated Nursing Students may follow a different exam schedule.  
Please contact the Nursing Department for information.