

CARSON-NEWMAN UNIVERSITY

ACADEMIC TIMETABLE

TRADITIONAL 15 WEEK SEMESTER

Spring 2019 Registration & Enrollment Confirmation		
Classes Begin	Monday Evening	January 14 th
Last day to add courses.....	Wednesday	January 23 rd
Last day of tuition refund for dropping a course	Wednesday	January 23 rd
Last day to drop a course without receiving a grade	Wednesday	January 23 rd
Last day to make a schedule change	Wednesday	January 23 rd
without a \$10.00 fee.....		
Last day to fill out CLW waiver request	Monday	February 4 th
Midterm grades due in Registrar's Office.....	Friday	March 1 st
Spring Break.	Saturday - Sunday	March 2 th - March 10 th
Sign-up for Advising.....	Monday	March 25 th
Final day to drop a course with W.....	Thursday	March 28 th
Courses dropped after this date receive a WF		
Registration for Fall 2019.....	Monday	April 1 st
Student Research, Creativity & Performance Day.....	Thursday	April 11 th
Easter Holiday.....	Friday-Monday	April 19 th – April 22 nd
Last Day of Classes.....	Wednesday	April 24 th
Semester examinations.....	Day Classes	April 26 th , 29 th -30 th May 1 st , 2 nd
	Evening Classes	April 23 rd – 25 th , 29 th
Commencement.....	Friday	May 3 rd
Undergraduate & Graduate		
<p>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.</p>		

SPRING 2019 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 per semester	Part-time students \$150.00	
Student activity fee		
Full-time students \$320.00 per semester	Part-time students \$225.00	
Automobile registration	\$35.00	Per year
ROOM & BOARD		
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	
ROOM:		
<u>Women's Residence Halls:</u>		
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	
<u>Men's Residence Halls:</u>		
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	
<u>Appalachian Commons Apartment Complex:</u>		
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

\$25.00 Technology fee (Per Credit Hour)

Business and Applied Social Justice

\$450.00 per hour

\$25.00 Technology fee (Per Credit Hour)

Masters Education

\$390.00 per hour

\$ 25.00 Technology Fee (Per Credit Hour)

Graduate Studies in Counseling

\$450.00 per hour

\$25.00 Technology fee (Per Credit Hour)

\$75.00 (Per Credit Hr. *700 Level Course Fee)

Doctoral Education and Counseling

\$525.00 per hour

\$25.00 Technology fee (Per Credit Hour)

Nursing

\$600.00 per hour

\$25.00 Technology fee (Per Credit Hour)

Nursing on line

\$650.00 per hour

\$25.00 Technology fee (Per Credit Hour)

PTH (Post-BCC Non-Degree Pre-Med)

\$556.00 per hour (1 to 11 Hours)

\$150.00 Technology fee

\$6,675.00 Per Semester (12 to 17 Hours)

\$280.00 Technology fee

ADULT STUDIES TUITION AND FEES

Degree Completion Programs

Bachelors in Business Administration

\$330.00 per hour

Interdisciplinary Studies

\$25.00 Technology fee (Per Credit Hour)

Organizational Leadership

RN to BSN

Costs may be subject to change without advance notice

TUITION AND REFUND POLICIES

Refund Schedule for withdrawal from the university when enrolled in the 15 week term:

Through January 22, 2019, 90% of tuition is refunded.

Through January 29, 2019, 75%

Through February 5, 2019 50%

Through February 12, 2019 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 February 12th. 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 SPRING SEMESTER 2019

A. GENERAL INFORMATION

1. Registration is available to **currently enrolled students**, including those on leave of absence.
2. **Sign-up for advising** for the Spring 2019 semester will begin **October 24th**. Each adviser will have a sign-up sheet posted on their office door.
3. **Registration** for the Spring 2019 semester will begin **November 5th**. Students may register on or after their assigned registration times. A student's class schedule must have adviser approval before the student can register.
4. **A statement** will be sent in December for students who are registered for the Spring 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 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 register 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 enrollment & settle their accounts by the end of the enrollment confirmation may be dropped from class rolls.

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>

ENROLLMENT & REGISTRATION CONFIRMATION

In January 2019 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) or in person in no later than 6:00 p.m. on January 16th to settle account, make payments and confirm enrollment

REGISTRATION FOR NON-REGISTERED STUDENTS:

1. *New students* should complete orientation, advising, and registration prior to enrollment confirmation. New students must complete enrollment confirmation process according to the schedule provided at orientation. For more information contact the Student Success Center.
2. *Continuing students, who did not complete early registration*, should register no later than January 14th. Academic advising must be completed prior to registration and enrollment confirmation.

ENROLLMENT CONFIRMATION:

Students who fail to confirm Spring 2019 registration with the Student Accounts Office either in person or by e-confirm by 6:00 p.m. on January 15th 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 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.

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. Meal tickets will become effective only after registration and enrollment confirmation is complete.
3. *Off campus housing request forms* should be completed and submitted to the Residence Life Office in Student Affairs office to final registration.
4. Auto registration, housing, meal plan and ID processing will be validated by the Student Affairs Staff.

DROP AND ADD POLICY

To *add* courses:

1. **After early registration:** Changes in course schedule may be made in C-N Connect, in the adviser's office, or in the Office of the Registrar with adviser approved drop/add forms until the last date to drop and add according to the timetable of dates.
2. **During enrollment confirmation:** Students may add or change a course on C-N Connect, in the adviser's office or in the Office of the Registrar with approved drop/add form.
3. **After enrollment confirmation:** Students may add courses in C-N Connect, in the adviser's office or in the Registrar's office with approved drop/add form until the last day to add courses according to the timetable of dates.

To *drop* courses:

Students or Advisers may drop courses via CN Connect or in the Office of the Registrar until the last day to add courses according to the timetable of dates. If the student remains enrolled, courses dropped during the drop/add registration period may be dropped without receiving a grade.

After the last day to drop and add courses must be dropped in the Office of the Registrar. Advisers nor students can drop courses in CN Connect after the drop/add registration period. Consult the Timetable of Dates for information and dates on Dropping courses with a W. Students must complete a drop slip and instructor and adviser signature is required to drop courses. W grades are indicated on the student record, but do not affect the student's GPA.

A student cannot drop *all* courses in CN Connect. The student must contact the Office of the Registrar to dis-enroll before the semester begins. Dropping all courses after the semester has started is considered a withdrawal and the student must contact the Office of Financial Aid to begin the withdrawal process.

Courses dropped after the last date to drop with a W according to the Timetable of Dates will be assigned a grade of **WF**.

***A fee of \$10.00 will be charged for each schedule change processed after the last day to drop and add.**

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 may result in an F for the course.

APPROVALS

1. Adviser's approval is required for registration. The adviser and student will complete an Advising Agreement Form during the advising session. The adviser must lift the advising hold in CN Connect in order for the student to register.
2. Instructor's approval and signature is required to add a class if it is closed. After classes have started, the processed add slip should be shown to the instructor at the first class attended.
3. To drop a course after the last date to drop without a grade, a completed drop form indicating approval signatures, student, instructor, and advisor, must be submitted to the Registrar's Office for processing.

For the Academic Calendar and Time-Table of Dates see the CN website at
<http://www.cn.edu/administration/registrar-office/academic-calendar>

PROBLEMS/WHAT TO DO

If you will be delayed in returning for the semester, you must still confirm your enrollment. You should also notify the Registrar's Office and request that your schedule be held until you can confirm your enrollment and attend class. Students are responsible for contacting their instructors and will be held accountable for class periods and assignments missed.

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".

To change a major...Change of major forms are available in the Student Success Center.

To take a class pass/no pass...Pass/no pass forms are available in the Registrar's Office. These forms 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. Please ensure catalog requirements are 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 wish to receive credit for with the person registering you for the course. If the hours are incorrect, contact the Registrar's Office.

To withdraw from school...If, after the term begins, you must leave school for medical, financial or personal reasons, you must contact the Office of Financial Aid and complete the withdrawal process. See the ***Withdrawal from the University*** section of the catalog or <http://www.cn.edu/administration/student-accounts/withdrawal-refund-policy> for additional information and explanation.

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

Spring 2019 Final Examination Schedule

Class Meeting Time	Examination Date	Examination Time
Tuesday Evening Classes	Tuesday, April 23	Regular Class Time
Wednesday Evening Classes	Wednesday, April 24	Regular Class Time
Thursday Evening Classes	Thursday, April 25	Regular Class Time
Monday Evening Classes	Monday, April 29	Regular Class Time
	Friday, April 26	
8:00 a.m. MWF		8:30 a.m. – 10:30 a.m.
11:00 a.m. MWF		12 noon – 2:00 p.m.
1:30 p.m. TR		3:00 p.m. – 5:00 p.m.
	Monday, April 29	
10:00 a.m. MWF		8:30 a.m. – 10:30 a.m.
12:00 noon MWF		12 noon – 2:00 p.m.
2:00 p.m. MWF		3:00 p.m. – 5:00 p.m.
	Tuesday, April 30	
8:00 a.m. TR		8:30 a.m. – 10:30 a.m.
10:30 a.m. TR		12 noon – 2:00 p.m.
3:00 p.m. TR		3:00 p.m. – 5:00 p.m.
	Wednesday, May 1	
9:00 a.m. MWF		8:30 a.m. – 10:30 a.m.
12 noon TR		12 noon – 2:00 p.m.
1:00 p.m. MWF		3:00 p.m. – 5:00 p.m.
	Thursday, May 2	
3 p.m. MWF		2:00 p.m. – 4:00 p.m.
Make up exams		As scheduled by instructor

Accelerated Nursing students may follow a different exam schedule.
Please contact the School of Nursing for information