



## Registering for Summer

Session 1: May 27 – June 16

Session 2: May 27 – August 11

Session 3: May 27 – July 2

Session 4: July 3 – August 11

### Current Students

Students enrolled in Spring 2008 semester need not reapply to attend the summer sessions. Please see the section entitled “Registration” for information about how and where to register.

### New Students – Day Program

Any students who plan to enroll in the day program for Fall 2008 should contact the admissions office to obtain an application and meet with a counselor (455-3208).

### New Students – Adult Studies Program

Adult students who can take only evening or weekend classes should contact the Adult Studies Program to obtain an application and make an appointment to meet with an adviser (455-3263). Anyone who previously attended an accredited college must have a GPA of at least 2.0. Academic courses with grades of C or better will generally transfer, no matter how long ago they were taken.

### Visiting Students

Students who are working on degrees at other colleges or universities should first obtain approval from their home institutions (to ensure that the credits will transfer). Then, a summer sessions application should be requested from and submitted to the Adult Studies Program. Visiting students are considered “self-advised” students and need not meet with a VWC academic adviser or admissions counselor.

### Former Students

Any VWC student who has not enrolled in or withdrew from Spring 2008 semester must apply for readmission. Please allow at least one week for processing.

All degree-seeking students applying for readmission must have official transcripts sent directly to VWC from any other colleges or universities they have attended since leaving.

**Former Adult Studies Program students** should request an **Application for Readmission** from the ASP Office (455-3263) and make an appointment to meet with their adviser.

**Former Day students** should request an **Application for Readmission** from the Admissions Office (455-3208). Further procedures will then be explained.

### Registration

All current, new, and returning students pursuing degrees at Virginia Wesleyan must first meet with their academic advisers for guidance in choosing courses and fulfilling degree requirements.

*Please note: A registration without an adviser’s signature will not be accepted.*

### Registration begins on April 1, 2008

You may register for a course up until the day it begins, provided space is still available.

*Virginia Wesleyan College reserves the right to change or cancel any class listings as needed.*

### Adding or Dropping Courses

If, after your initial registration, you need to add or drop a course, you must complete a Course Selection Form. *If you have an academic adviser at Virginia Wesleyan, your adviser must sign the form before it will be processed.* Forms are available in both the Adult Studies Program Office and the Registrars Office.

## **Withdrawals**

The College will charge an administrative cost allowance for any student withdrawing. The cost will be five percent (5%) of tuition, but not more than \$100.

## **Refunds**

**There will be no refunds once classes begin.**

## **Maximum Course Work**

You will be permitted to register for a maximum of 12 semester hours during any combination of the summer sessions, and a maximum of 3 semester hours in Session 1.

## **Pass/Fail Option**

With your adviser's approval, you may choose to take a class on a pass/fail basis. Forms must be submitted to the Registrar's Office no later than 5 days into a session, regardless of the length of the session.

## **Where and When to Register**

Adult Studies Program & Visiting Students

Where The Adult Studies Program Office

When Monday – Thursday 9 a.m. – 7 p.m.

Friday 9 a.m. – 6 p.m.

Phone: 455-3263

## **VWC Day Students**

Where Registrar's Office

When Monday – Friday 8:30 a.m. – 4 p.m.

Phone 455-3386

Once registered, you are responsible for the full tuition, regardless of whether you attend a class, unless you formally drop or withdraw. Please see Drop and withdrawal Procedures section for further details.

## **Tuition, Fees and Payment Procedures**

**Tuition:** \$310 per credit hour

**Audits:** \$50.00 per semester hour

(Age 62+ \$50.00 per course)

(no credits are awarded for audit classes)

**Fees:** **Adult Studies, Visiting Students, Alternative Certification for Teachers Program**

\$25.00 Application Fee\*

\$15.00 Readmit Application Fee\*

### **Day Program**

\$40.00 Application Fee\*

\*One time only; non-refundable

\$50.00 Parking Fee (per vehicle) all students

## **ASP students only**

Must complete a promissory note upon registration. If using Employer Tuition Deferral (ETD), complete the ETD form and pay the student's portion upon registration. If you have any questions, please contact the ASP Office at 455-3263.