

## TABLE OF CONTENTS

Semester Calendar–Spring 2012 .....	1
How to Register .....	2
Admissions Clearance	
How to Register Online	
To Request Courses	
Partial Schedules	
After the Course Request Period	
Additional Registration Information .....	2/3
Using the Course Request or Reg/Drop/Add Form	
Free-Time Requests	
Applied Music or Music Theory Permission Forms	
Participation Slips	
Student Teaching Cards	
Undergraduates Enrolling for Graduate-Level Courses	
Graduate Student Registration	
Post-Graduate Registration	
Combination Enrollment	
Auditing Courses	
Distance Education Program	
Repeating Courses	
Taking Courses for Credit/No Credit	
Obtaining a Schedule or Grades by Mail	
Dropping or Canceling Courses .....	3
Dropping Some (but Not All) Courses	
Canceling All Courses	
Financial Aid	
Housing Contracts	
Withdrawing from Courses .....	3/4
Before the Course-Withdrawal Period	
The Course-Withdrawal Period	
Exceptions for Verifiable Extenuating Circumstances	
Withdrawing from All Classes	
Abandonment of Classes	
Fee Information .....	4/5
Statement of Financial Responsibility	
General Fees Information	
Overload Fees	
Health Center Fees	
Residence Halls and University Apartments Fees	
Residency Determination	
Fee Remission for People Ages 60 or Older	
E-Bill Payment Options	
Installment Fee	
Late Payment Fees	
Late Registration Fees	
Academic Advising .....	5
Determining Which Center to Visit	
Contact and Location Information	
Computer Labs .....	5
Course Offerings Abbreviations .....	5/6
Final Examination Guidelines .....	6
Final Examination Schedule .....	7

## SEMESTER CALENDAR—SPRING 2012

Oct.	10	Course Request via Web and Course Request Form (CRF) for Spring Semester begins
Nov.	1	Course Request ends (CRF at 5 p.m., Web at 11 p.m.)
	14	Spring Semester schedules available on Web
	14	Resolve Partial Schedules on Web and in LU B43
	14	Late Registration begins on Web and in LU B43
	15	Last day to change meal plans
Jan.	6	Faculty meetings, academic year begins for faculty
	8	Last day to cancel Spring Semester registration
	8	Residence halls open at 9 a.m. for students
	9	<b>UNIVERSITY CLASSES FOR SPRING SEMESTER BEGIN</b>
	13	Late Registraton and Change-of-Course end
	16	MLK Day—No classes
Feb.	6	Graduation application deadline for graduate students
	20	Begin summer registration
Mar.	3	Residence halls close at 8 a.m. (Exception: Saturday classes DO meet)
	4-11	Spring Break
	10	Financial aid filing deadline; FAFSA must be received by federal processor for 2012-13
	11	Residence halls open at 9 a.m. for students
	12	Classes Resume
	12	Summer financial aid applications available
	19	Course-Withdrawal Period ends
	21	Graduation Application deadline for undergraduate students
Apr.	9	Last day to submit research, projects, theses, and dissertations to Graduate School for Spring Semester graduation
	28	Final exam day for Saturday classes
	30	Final Examination Period begins
May	4	Final Examination Period ends
	4	Spring Semester ends
	5	Commencement
	5	Residence halls close at 6 p.m.
	7	Grades due by noon

For current billing information, see Cardinal QuickPay at  
[www.bsu.edu/quickpay](http://www.bsu.edu/quickpay)

**ATTENTION!** Information in this publication is subject to change. Updated course-offering information may always be obtained online at [www.bsu.edu/apps/courseplanner](http://www.bsu.edu/apps/courseplanner).

## HOW TO REGISTER

**Admissions Clearance:** Students who are not registered in the current semester must obtain clearance from either the Office of Admissions (LU 101), 765-285-8300, or the Graduate School Office of Admissions (WQ 100), 765-285-1286.

**How to Register Online ([www.bsu.edu/student-services](http://www.bsu.edu/student-services)):** Before registering each semester, students should run a new **DAPR**, under "Advising," and consult their academic advisors, if necessary, to plan appropriate course selections. Students should also check course availability using the **Course Shopping Cart**, under "My Courses," before attempting to enroll.

**A Ball State University e-mail account is needed to use online registration services.**

**To Request Courses:** During Fall and Spring (not Summer) registrations, a prioritized course request is employed. The semester calendar displays the dates of the course request period. To submit a request, students should go to the Main Campus Registration page at [www.bsu.edu/maincampusregistration](http://www.bsu.edu/maincampusregistration). Select **Course Request** and follow the directions provided on-line.

The intuitive interface and instructions on the Web site will help students complete each task. If more assistance is required, students should make an appointment with their academic advisors.

Students may also request courses using a Course Request Form (CRF). Details for this process are given under "Using the CRF."

Requesting a course at a specific time does not guarantee space in the course at that time. Students are assigned to classes based on a prioritized algorithm and earned hours. The system attempts to schedule the classes exactly as requested. If unable to schedule a specific section as requested, the system will attempt to schedule a different section meeting at the same time on the same days, then any available section that works into the student's schedule. If the above steps do not complete the schedule, a partial schedule will be issued.

**Partial Schedules:** Students who have been issued a partial schedule will have the opportunity to complete their schedules using the add/drop process. The semester calendar displays the date for resolving partials schedules.

**After the Course Request Period:** Once the Course Request Period is over, students are unable to register for courses until the Late Registration Period begins. (see semester calendar.) Students will be able to register only for courses that are open—those courses that have fewer students enrolled than the set limit. Beginning with the Late Registration Period, students may register online at The Main Campus Registration page [www.bsu.edu/maincampusregistration](http://www.bsu.edu/maincampusregistration). Students should select **Add/Drop/Registration** and follow the directions provided on-line or in person at the Office of Registration at Lucina Hall B-43.

Students completing registration in person will find forms in any Academic Advising office or in Lucina Hall B43. These forms should be taken to the Office of Registration (LU B43) for processing.

## ADDITIONAL REGISTRATION INFORMATION

**Using the Course Request (CRF) or Registration/Drop/Add Form:** Go to the Advising Resource Center, the Academic Advising office (NQ 324), or the Office of Registration (LU B43) to obtain a CRF. Fill it out completely, and return it to one of the offices above. Other forms may be necessary according to your needs and/or major. The CRF is used during the Course Request Period; the Registration/Drop/Add form is used following this period. (See semester calendar for appropriate dates.)

**Free-Time Requests:** Students may submit requests during the Course Request Period to prevent courses from being scheduled during a specified block of time on certain days during the week. Though any student may use a Free-Time Request form, these forms should be used with caution. A Free-Time Request form may block registration in key courses that would otherwise be available to the student. These forms may be obtained from your appropriate Advising Resource Center, the Academic Advising office (WQ 301), or the Office of the Registrar (LU B43). For music ensembles, students should obtain the form from the Music Office (MU 205).

**Applied Music or Music Theory Permission Forms:** Students may obtain them by contacting the Music Office 765-285-5508, MU 203.

**Participation Slips:** Students may obtain forms for all-grade, junior high, special education, and secondary education majors at the Participation Office (TC 829). Elementary education majors should retrieve participation slips from the Elementary Education Office (TC 216).

**Student Teaching Cards:** The Office of Teacher Education Services (TC 915) distribute them.

**Undergraduates Enrolling for Graduate-Level Courses:** To earn graduate credit, the student must have 12 or fewer hours of course work remaining to complete the baccalaureate degree, a 3.6 grade point average in his or her major, prior approval of the instructor and the chairperson of each department offering courses requested, the approval of the dean of the Graduate School, and must submit a graduate application to the Graduate School. To earn undergraduate credit in a graduate course, the student must have achieved senior standing or have 12 or fewer hours of course work remaining to complete the major. Additionally, the student must have a 3.6 grade point average in his or her major, the approval of the instructor and the chairperson of each department offering courses requested, and either the approval of the dean of the Graduate School or be in the "3/2 program" in the Miller College of Business. Approval forms may be picked up in respective departmental offices or the Graduate School (WQ 100).

**Graduate Student Registration:** When all application materials have been received by the Graduate School, students who have been admitted to a degree program or cleared for enrollment may register for classes. Students may register in person, by mail, or on the Web with graduate advisor approval. Mailed registrations should be sent to the Office of Registration (LU B43), Ball State University, 2000 West University Avenue, Muncie, IN, 47306. Registration forms submitted after fees are due must be delivered in person with payment to the Office of Bursar and Loan Administration. Additionally, the following directions may apply:

Business students should contact the Miller College of Business, Office of Student Services (WB 147), 765-285-1931.

Teachers College and teacher licensing students should contact the Educational License Office (TC 915), 765-285-1168.

Nondegree students (taking classes on main campus) should contact the Graduate School, 765-285-1297.

**Post-Graduate Registration:** All prospective registrants holding baccalaureate degrees register concurrently with undergraduate students. Students needing advisor assistance should make appointments as follows:

Students seeking evaluation for initial or additional Indiana teacher certification should call the Educational License Office (TC 915), 765-285-1168.

Students working toward a second degree should consult the appropriate advising office by major. (See the list of Advising Resource Centers on page 5.)

**Combination Enrollment:** Students wishing to enroll in both undergraduate and graduate courses will need to register for graduate classes through the department in charge of the course. Both graduate and undergraduate courses must be listed on the same registration form.

Students working toward teacher licensure should go to the Educational Licensing Office (TC 915) for assistance.

Students working on a second undergraduate degree should go to the appropriate Advising Resource Center. (See list on page 5.)

Students not working toward teacher licensure or a second undergraduate degree should go to the Academic Advising Office (NQ 324).

**Auditing Courses:** Auditors will be registered as space is available and pending the approval of the instructor. Students not enrolled for credit may sign up for classes by reporting to the Office of Admissions from five days before until five days after classes start. Students wishing to take both credit and audit classes follow normal registration procedures for the credit courses. Then, during the audit class registration period, five days before until five days after classes begin, these students should pick up a form from the Office of Registration (LU B43) to register for the audit class. **Do not add audit classes to course requests submitted online or by paper CRF.**

**Distance Education Program:** Distance Education courses are delivered by closed-circuit television, independent learning, Internet, or on-site instruction. Through the Independent Learning Program, more than 100 undergraduate courses are offered leading to an associate of arts in general arts and a bachelor of general studies. Students may enroll in courses any time during the year and select from nine-month or 10-week courses. Extended Education also offers customized noncredit training, computer workshops, consulting services, and conference and event planning. For more information visit [www.bsu.edu/distance](http://www.bsu.edu/distance), call 800-872-0369, or e-mail [distance@bsu.edu](mailto:distance@bsu.edu).

**Repeating Courses:** The possibility of retaking course work in order to replace previously earned grade points and credits is defined in the Ball State University *Undergraduate Catalog* and *Graduate Catalog*. Repeating course work, however, does not always entitle students to this benefit. Read the course repetition policy carefully before choosing to repeat a course.

Undergraduate students must indicate that a course is being repeated. The original and second grade will remain on the student's academic record, but the second grade the student receives will be used in calculating the student's grade point average. To indicate a repeated course, student must indicate the course repeat during course request or add/drop. The credit points used for grade point average calculation WILL NOT be recalculated until the course is indicated as a repeat (or if it is ineligible for replacement as defined by catalog policy).

Graduate students who have taken the same course twice for a grade may not repeat it a third time. The repetition of a course does not remove the previous grade from the student's official academic record. The last grade in a course will be used in computing the scholastic ratio. The credit hours will count only once toward meeting minimum hourly requirements for graduation. Individual programs may impose additional limitations on course repetitions with the approval of the dean of the Graduate School. Students are advised to familiarize themselves with program policies.

**Taking Courses for Credit/No Credit:** This option is available to any undergraduate who is not on academic probation. Students must contact their academic advisors (see page 5) before using this option. A student may not repeat a course on a credit/no credit basis. Other stipulations may apply as defined in the Ball State University *Undergraduate Catalog* and *Graduate Catalog*. To indicate that a course is registered as a credit/no credit grade option, students must visit the Office of Registration (LU B43) and complete a credit/no credit form.

**Completing Registration:** Students enrolling only in evening and weekend classes must complete their registration including payment of fees, before the first class meeting. Students who complete undergraduate or graduate degrees and return the subsequent semester to register for courses for additional degrees (graduate and postgraduate) must also complete registration before the first meeting of the class.

**Obtaining a Schedule or Grades by Mail:** Students may request that a copy of their schedule or final grades be mailed to them by going to My Educational Gateway at <http://apps.bsu.edu/MyEducationGateway/>. Students will need to follow the navigational prompts under Mail Request for either their schedule or final grades.

## ***DROPPING OR CANCELING COURSES***

**Dropping Some (but Not All) Courses:** Dropping and adding courses may be handled online or at the Office of Registration (LU B43) as described in the Additional Registration Information section as long as a student does not try to drop the last main campus course for which he or she is registered.

**Canceling ALL Courses:** If you do not wish to remain enrolled in any classes in the next semester or session and want to cancel your registration, you may do so online by visiting the **Course Cancellation** <https://apps.bsu.edu/MyEducationGateway/Schedule/Cancellation.aspx> page in MEG. Cancellation will be permitted online until midnight Sunday before the beginning of the semester or term. You may also contact Office of Registration (Lucina Hall B-43 at 765-285-1684) during normal business hours with questions.

**Financial Aid:** Students who have paid fees or have applied for or received financial aid must contact the Office of Bursar and Loan Administration before the beginning of the semester. Full refunds are made only to students who cancel their registrations *before* the beginning of the semester. Students who have applied for or received any type of monetary assistance (i.e., loans, grants, scholarships, fee remissions, employment) must notify the Office of Scholarships and Financial Aid (LU 245). They must cancel their assistance; otherwise, they may receive aid to which they are not entitled and disqualify themselves from receiving aid in the future.

**Housing Contracts:** Students who cancel their registration with the university are not eligible to remain in residence halls or university apartments. In addition, they may be subject to the forfeiture penalties as agreed to in their contracts. Students in residence halls must check out through their residence hall directors. Students in University Apartments must make proper arrangements for checking out with University Apartment personnel. Any exception to these policies must be made jointly by Office of the Bursar and Loan Administration and the Director of Housing and Residence Life or their designees.

## ***WITHDRAWING FROM COURSES***

When a student wishes to no longer attend the classes or workshops for which he or she is registered in a particular semester or session that student must either make

use of the established procedures for canceling registration (as outlined in the Additional Registration section) or withdraw from a registered course or courses.

**Financial Aid:** Financial aid recipients may be required to repay all or a portion of their financial aid award if any of the following situations occur.

- Withdrawing from any or all courses
- Abandoning any or all courses
- Failure to begin attendance in any course

Please contact the Office of Scholarships and Financial Aid for more detailed information.

**Before the Withdrawal Period:** Students may drop some but not all of their main campus courses through the fifth day of classes for a semester (fall, spring, and summer) and the third day of classes of a summer session by using the on-line Registration/Add/Drop Link. Main Campus courses that are dropped through this period are not recorded in the student's permanent record.

**The Course-Withdrawal Period:** This period is usually defined as the time from the sixth to the 45th day of classes of a fall or spring semester, the sixth to the 30th day of classes of a summer semester, and the fourth to the 15th day of classes of a summer session. Saturday is not considered a class day in the calculation of these periods. All student-initiated withdrawals will be accepted and recorded as a grade of *W* during this period. Students who wish to withdraw from one or more courses, *but NOT ALL* of their courses, (1) should see the appropriate instructor to discuss the withdrawal, (2) must take the initiative to obtain the withdrawal form with instructions (paper), and (3) must submit the completed withdrawal form to the Office of Registration and Academic Progress by the close of business hours on the last day of the withdrawal period.

**Exceptions for Verifiable Extenuating Circumstances:** If there are verifiable extenuating circumstances which make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. *In such cases, the faculty member is responsible for determining whether a grade of W or F is assigned.*

**Withdrawing from ALL Classes:** Students who find it necessary to withdraw from ALL of their courses must immediately report to the Office of the Vice President for Student Affairs (AD 238), 765-285-1545, to complete an application for withdrawal. When a student withdraws from all courses, each faculty member is notified on the Withdrawal Notice form. The faculty member in whose course the student is registered will record the last date of attendance and a grade of *W*.

**Abandonment of Classes:** Students who cease attending a class will normally receive a grade of *F*. Students who abandon all classes may be required to repay all or a major portion of their federal student financial aid. *A student's registration will not automatically be canceled for nonpayment.*

## **FEE INFORMATION**

**Statement of Financial Responsibility:** Students will pay all tuition, fees, fines, and other costs imposed by the university. If any of those charges remain unpaid, the student may be charged the university's cost of collection, including, but not limited to, reasonable attorneys' fees, collection fees, and court costs.

**General Fees Information:** The General Fees Schedule is posted at [www.bsu.edu/bursar](http://www.bsu.edu/bursar). Students may view their specific and current billing information at Cardinal QuickPay online at [www.bsu.edu/quickpay](http://www.bsu.edu/quickpay).

**Overload Fees:** No fee adjustment will be made to charges for overloads. When registering for 19 or more credit hours, a nonadjustable fee is assessed for each

credit in excess of 18. There are no refunds, reductions, or adjustments of this fee if dropping or withdrawing from courses at a later date reduces a student's total registered hours to 18 or fewer.

**Health Center Fees:** The Health Center is funded by separate student fees that are required each semester of all students who are enrolled for 7 or more credit hours. Students taking less than 7 hours may gain access by asking the Bursar to charge the Health Center fee prior to the end of the drop/add period. The fees cover office visits to the Health Center, the Women's Center, physical therapy, and health education. Laboratory testing and x-ray services, if required, are not covered. Prescriptions may be filled at the pharmacy in the Health Center at a cost competitive with local retail pharmacies. Services are provided by a dedicated and experienced professional staff of physicians, nurse practitioners, and nurses, who are specialists in health promotion, disease prevention, and medical services for young adults.

**Residence Halls and University Apartments Fees:** For information about the standard room-and-board rate, go to [www.bsu.edu/housing](http://www.bsu.edu/housing). There is a residence hall technology fee of \$60 per semester. For variations in the rate structure covering special accommodations, contact the Office of Housing and Residence Life at 765-285-8000. If you would like information about University Apartments, please call 765-285-5095.

**Residency Determination:** Residency status is determined by the Office of Bursar and Loan Administration on the basis of available information and in accordance with regulations adopted by the Board of Trustees. Residency status is subject to change if later information warrants such change. Residency status depends in part upon the length of time of actual physical presence in Indiana for purposes other than attending a college or university (a minimum of 12 months for emancipated persons). The burden of proof is upon the student making claim to resident status. A student requesting a change in residence classification must file the necessary form and supply satisfactory proof of bona fide residency in Indiana. Copies of the regulations and other information are available in the Office of Bursar and Loan Administration (LU B31) or at [www.bsu.edu/bursar](http://www.bsu.edu/bursar). Appropriate appeal procedures are also available.

**Fee Remission for Persons Ages 60 or Older:** Persons 60 years of age and older may enroll at Ball State University for half the normal cost of tuition upon providing proof of age to the Office of Bursar and Loan Administration.

**Students must use Cardinal QuickPay to view their current billing information. A Ball State University e-mail account is needed to access Cardinal QuickPay. You will not receive a paper bill.**

**E-Bill Payment Options:** There are three options for payment of fees:

- **Online:** Electronic payment from checking, savings, or credit card account using Cardinal QuickPay available at [www.bsu.edu/quickpay](http://www.bsu.edu/quickpay).
- **By Mail:** Check, money order, or cashier's check with a printout of the PDF version of the current statement to the following address:

Ball State University  
Office of Bursar and Loan Administration  
Muncie, IN 47306-0725

- **In Person:** Check, money order, or cashier's check at the cashier's window in Lucina Hall, room B31.

Students will not have their registrations automatically canceled for nonpayment. Students who wish to cancel their registrations must follow the standard procedures outlined in the *Withdrawing from Classes* section. *If a student fails to cancel his or her registration, he or she will be responsible for the entire amount of fees or a percentage, based on the withdrawal policy, and may be assessed a late payment fee.*

**Installment Fee:** A \$15 administrative fee will be assessed following each due date until the total charges for the semester have been paid in full. Failure to pay the required amount by the due date will result in an additional fee for late payment.

**Late Payment of Fees:** Failure to pay the required amount by the due date will result in additional fees for late payment. If a student fails to meet the payment requirements by the due date, the following steps may be taken: 1) a hold will be placed on the student's records, 2) the student will not be permitted to register for a subsequent term, 3) the student's diploma will not be released, and 4) the student's meal ticket may be withheld if he or she has a housing or board contract. For a description of the current fee schedule, including late fees, visit [www.bsu.edu/bursar](http://www.bsu.edu/bursar).

**Late Registration Fee:** A fee is assessed to any currently enrolled student who registers at the beginning of the term. The late registration fee is not applicable to students registering for evening and weekend classes only or to students who complete undergraduate or graduate degrees and return the subsequent semester to register for courses for additional degrees (postgraduate or graduate).

## ACADEMIC ADVISING

**Determining Which Center to Visit:** Undergraduate students with less than 30 completed credit hours or those with an undecided major should go to the Academic Advising Office (NQ 324), 765-285-1161. Students with at least 30 completed credit hours and a chosen major should visit one of the Advising Resource Centers, according to their major(s). (See list below.) Graduate students should always contact their appropriate academic departments for assignment to a graduate program advisor.

### Advising Resource Centers and Departments Covered:

Note: General Studies majors are advised by the center that advises the student's minor or area of emphasis.

#### AC 414—765-285-8686

Art, Communication Studies, Journalism, Music, Speech Pathology and Audiology, Telecommunications, Theatre and Dance

#### CP 253—765-285-5513

Biology, Chemistry, Geography, Geology, Natural Resources and Environmental Management, Nursing, Physics and Astronomy, Physiology and Health Science, Social Work

#### RB 116—765-285-5515

Architecture, Computer Science, English, Landscape Architecture, Mathematical Sciences, Urban Planning

#### TC 915—765-285-1848

Elementary Education, Family and Consumer Sciences, Technology, Library Education, Special Education

#### WB 146—765-285-1188

Accounting, Economics, Finance, Information Systems and Operations Management, Marketing and Management, Physical Education

#### WQ 315—765-285-1167

Anthropology, Criminal Justice and Criminology, History, Modern Languages and Classics, Philosophy, Political Science, Psychology, Sociology

## COMPUTER LABS-University Computing Services

Ball State University maintains a number of computer labs for student use. The DAPR, Course Planner, Course Request, Registration, Cardinal QuickPay, and other utilities are available from any Internet-connected computer, including those found in the labs listed below. **Please call for details regarding lab hours and equipment.**

### General Purpose Labs

RB 134M	765-285-5160
SC 118	765-285-5241
TC 709	765-285-5241
WB 216	765-285-5241

### Adaptive Technology Lab

RB 134G	765-285-8275
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### Graphics Labs

CL 469	765-285-5341
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## COURSE OFFERINGS ABBREVIATIONS

The following abbreviations are used in the course offerings data.

**CRN—Course Reference Number.** This number is unique to each course/section listed and is used by the computer system to process information quickly and efficiently. Students will use this number when registering for courses, rather than inputting all the section details.

**DEPT—Department.** The academic department offering the course. Specific questions about the course should be directed to this department. Contact information for each department may be found in the campus directory.

**CRS—Course Number.** Identifies a specific content area within a department. Use the department and course to locate more complete descriptions online or in the appropriate university catalog.

**SEC—Section.** Often the same course will be taught on different days, at different times, and/or by different instructors. Section numbers differentiate between multiple instances of the same course in any given semester.

**CR—Credit Hours.** The number of semester credit hours the course is worth and roughly how many hours it meets per week (though this may vary). A full-time student will take 12 to 18 credit hours a semester. Conventional academic thought dictates that students should expect to spend at least two hours a week of study time outside of class for every credit hour of the class. Thus, a 3-credit-hour class means making a nine-hour-a-week commitment (three hours of class, six hours of study).

**TITLE—Course Title.** Course titles, even in their abbreviated form, give a general indication of course content.

**P - Permission and Other Restrictions.** Many courses have registration restrictions, meaning that students may only register if they have special permission

from the department or if they meet some criteria (such as belonging to a specific major). A letter or letters (usually P) will appear in this column if there is a restriction; contact the academic department offering the course for more information.

**DAYS.** Self-explanatory, except that "R" denotes Thursday and "S" denotes Saturday.

**BEG/END—Beginning and Ending Time.** The start and end time for courses is expressed in military (24-hour) time.

**LOC—Location.** The building and room where the course is held. "SU" stands for "Space Undetermined." Students should reprint their schedules immediately prior to the first day of classes to check for any updates or contact the appropriate academic department.

**NOTES.** To save space, the notes column is often highly abbreviated. If you have questions about the notes field, try reading the catalog description for the course or contact the department offering the course.

**Courses with Labs and Multiple Meeting Times.** Some courses have additional meeting times. A student enrolled in such a course must attend all the meeting times listed. Additionally, the notes field will indicate when a course must be taken with a lab section. Students must register for both the lecture portion of a course and the lab portion, if one exists.

## ***FINAL EXAMINATION GUIDELINES***

1. Each class must meet during the Final Examination Period (a.k.a. "Finals Week") unless the department chairperson has agreed in writing that such a meeting is not necessary.
2. Summer school final examinations are to be administered on the last regularly scheduled class meeting day.
3. No final examination (the last examination of the term) shall be given before the start of the designated Final Examination Period except with written permission of the department or school chairperson and the college dean.
4. Examinations administered during the designated Final Examination Period must be given on the day and at the time listed on the official Final Examination Schedule, unless written permission is obtained in advance from the director of academic systems, Office of Academic Systems.

5. Finals administered electronically, through Inquisit, are subject to items 3 and 4 above. However, these finals may additionally be offered at other times or over a range of time during the Final Examination Period. The time and day for an examination are determined by the first nonlab contact of the week listed on the course master schedule.

6. No student will be required to take more than two final examinations in one day. If a student has difficulties resolving such a conflict, the provost and vice president for academic affairs or designee shall make the necessary adjustments. Contact the provost's office at 765-285-1333 or in the administration building room 106.

7. Requests for group final examinations must be submitted to and approved by the director for academic systems, Office of Academic Systems, at least seven weeks before publication of the *Schedule of Classes*.

8. If a conflict arises between a group examination time and a regularly scheduled examination time, the regularly scheduled examination takes precedence.

9. The open time slots are reserved primarily for necessary 1-credit-hour-course final examinations, for make-up examinations, for arranged classes' examinations, and for time and day conflicts. Time and day conflicts are to be adjusted in the fall semester by the course whose department abbreviation is nearest the beginning of the alphabet and in the spring semester by the course whose department abbreviation is nearest the end of the alphabet. Other uses of these time slots must be approved by the director of academic systems, Office of Academic Systems.

10. Courses meeting fewer than 15 weeks must arrange for an early final examination or use one of the open time slots.

11. With the exception of group and open time slot examinations, all final examinations are to be administered in the room in which the course is regularly scheduled. Exceptions may be granted and conflicts resolved by the director of academic systems.

12. Examinations will begin and end promptly within the scheduled time period.

## Final Examinations Schedule for Spring Semester 2012

	Monday, April 30	Tuesday, May 1	Wednesday, May 2	Thursday, May 3	Friday, May 4
7:30 to 9:30 a.m.	<b>A1</b> 2 cr hr course @ 8* MWF, MW, or WF 3 cr hr course @ 8 MWF 5 cr hr course @ 8	<b>B1</b> OPEN	<b>C1</b> 2 cr hr course @ 9* 3 cr hr course @ 9 MWF 4 cr hr course @ 9	<b>D1</b> OPEN	<b>E1</b> 2 cr hr course @ 8 TR* 3 cr hr course @ 8 TR 4 cr hr course @ 8*
9:45 to 11:45 a.m.	<b>A2</b> 2 cr hr course @ 11* MWF, MW, or WF 3 cr hr course @ 11 MWF 5 cr hr course @ 11	<b>B2</b> 2 cr hr course @ 10* 3 cr hr course @ 10 MWF 4 cr hr course @ 10* 5 cr hr course @ 10*	<b>C2</b> OPEN except for BIO 100 Group Exams	<b>D2</b> 2 cr hr course @ 9:30 3 cr hr course @ 9:30 TR 4 cr hr course @ 9:30*	<b>E2</b> 2 cr hr course @ 11 TR* 3 cr hr course @ 11 TR 4 cr hr course @ 11*
noon to 2 p.m.	<b>A3</b> OPEN	<b>B3</b> 2 cr hr course @ 12* 3 cr hr course @ 12 MWF 4 cr hr course @ 12* 5 cr hr course @ 12*	<b>C3</b> OPEN except for HSC 160 Group Exams	<b>D3</b> 2 cr hr course @ 12:30* 2 cr hr course @ 1 TR* 3 cr hr course @ 12:30 TR 4 cr hr course @ 12:30	<b>E3</b> 2 cr hr course @ 1 MWF, MW, or WF 3 cr hr course @ 1 MWF 4 cr hr course @ 1*
2:15 to 4:15 p.m.	<b>A4</b> 2 cr hr course @ 2* MWF, MW, or WF 3 cr hr course @ 2 MWF 5 cr hr course @ 2	<b>B4</b> 2 cr hr course @ 3* 3 cr hr course @ 3 MWF 4 cr hr course @ 3*	<b>C4</b> 2 cr hr course @ 2 TR* 3 cr hr course @ 2 TR 4 cr hr course @ 2*	<b>D4</b> 2 cr hr course @ 4* 3 cr hr course @ 4 MWF 4 cr hr course @ 4	<b>E4</b> 2 cr hr course @ 3:30 TR* 3 cr hr course @ 3:30 TR 4 cr hr course @ 3:30*
4:30 to 6:30 p.m.	<b>A5</b> 2 cr hr course @ 5* MWF, MW, or WF 3 cr hr course @ 5 MWF 5 cr hr course @ 5	<b>B5</b> OPEN except for MATHS 105, 106, and 108 Group Exams	<b>C5</b> 2 cr hr course @ 5 TR* 3 cr hr course @ 5 TR 4 cr hr course @ 5*	<b>D5</b> OPEN	<b>E5</b> OPEN
7 to 9 p.m.	<b>A6</b> 6:30 M or MW course 8 MW course*	<b>B6</b> 6:30 T or TR course 8 TR course*	<b>C6</b> 6:30 W course	<b>D6</b> 6:30 R course	<b>E6</b> OPEN

*\*Courses that must reschedule final exam in cases where exam times conflict.*