

SPECIAL INFORMATION

USE OF CATALOG IN REGISTRATION

A candidate for a degree is expected to satisfy the degree requirements of the college catalog that was in effect at the time he/she entered the University of Virginia's College at Wise. The catalog is the official document for determining course descriptions, prerequisites and all degree requirements. The class schedule is intended to be a guide in schedule preparation, but in no way replaces the catalog. Students should refer to the appropriate catalog in developing a schedule for next session.

Those students who plan to graduate from University of Virginia's College at Wise and have earned at least 60 semester hours should prepare a declaration of major form. This form, available in the Registrar's Office, should be prepared in consultation with the student's advisor and the chairman of the department housing the major. Return completed forms to the Registrar's Office. Postponement in declaring a major results in postponement of registration opportunities.

APPLICATION FOR A DEGREE

Students expecting to complete degree requirements in May or August 2007 must submit a Degree Application to the Registrar's Office by Monday, September 18. Application forms are available in the Registrar's Office. A non-refundable fee of \$100.00 must accompany all degree applications, and is payable in the Registrar's Office.

INSTRUCTIONS FOR ADDING AND DROPPING OF COURSES AND SECTIONS

Obtain a 'Schedule Action Form' online, from the Registrar's Office or any faculty secretary. Using the schedule, enter the class(es) to be added or dropped showing the schedule number, course number, and number of hours for each class changed. **Have your advisor sign the form.**

Return the form to the Registrar's Office. This form will be needed for any actions that cannot be processed through the student portal.

For ADDS only – You may not add a closed class without that instructor's signature on the schedule action form. For English courses, you are required to have the approval of the department chair as well.

CREDIT/NO CREDIT, AUDITS

It is the responsibility of the student to declare on his/her computer schedule sheet those courses that are being taken as credit/no credit (CR/NC) or audit (AU). The last day to change to or from Credit/No Credit or from Audit in any course is Thursday, August 29. A student should refer to the catalog for specific rules and limitations in selecting courses to be taken under either the Credit/No Credit or Audit option.

GUIDELINES FOR REPEATING A COURSE

A student who receives a grade of "F" in any course taken at the University of Virginia's College at Wise may repeat that course here and the new grade earned will be posted to the transcript and used in computing the grade-point average. The original grade is no longer used in calculating the GPA. A student may repeat a course twice under this provision; refer to the catalog for details and limitations.

A student who receives a grade of 'C-' to 'D-' in any course may repeat that course once. Courses repeated under this provision must be taken at University of Virginia's College at Wise. The grade received will be the permanent grade for the course and the previous grade will not be included in the computation of the grade-point average.

A transfer student who has a grade of 'D' or 'F' in a course taken at another college may have the option of repeating the course at the University of Virginia's College at Wise under the repeat policy provisions, provided there is an equivalent course.

COURSE NUMBERING SYSTEM: Courses numbered 100-199 are primarily for first year students; 200-299 are courses primarily for second year students (these courses may be taken by other qualified students providing prerequisites have been completed); 300-399 are courses primarily for third and fourth year students (these courses may be taken by other qualified students providing prerequisites have been completed); 400-499 are senior courses, seminars and special problems courses.

Any course numbered less than 100 will NOT count toward graduation.

CLASS STANDING: Students progressing toward a degree are classified as freshmen until they have earned 30 semester hours of credit. They are classified as sophomores after successful completion of 30 semester hours, juniors after successful completion of 60 hours and seniors after successful completion of 90 semester hours.

CAMPUS SHOP (BOOKSTORE): Campus Shop is located in the Slep Center, lower level. Hours are 8:00 a.m. - 5:00 p.m. Monday through Friday. Closed on Saturdays unless otherwise posted.

PRIVACY OF INFORMATION NOTICE: The University of Virginia's College at Wise complies fully with the Family Educational Rights and Privacy Act of 1974. The College has adopted a local policy that explains in detail the procedures for compliance with the provisions of this law. Copies of the policy can be obtained from the Registrar's Office or online at the following address **<http://www.uvawise.edu/registrar/privacy.html>**.

Directory information may be disclosed by the institution at its discretion if the student does not request that the information be withheld. **Requests to withhold disclosure of any or all of the directory information must be written and received in the Registrar's Office no later than two calendar weeks after the first class meeting.**

SOCIAL SECURITY NUMBERS: Students are asked to submit their social security numbers; however, it is not mandatory that they do so. If a student does not submit a social security number, a student number will be assigned and used for local identification purposes.

If a student does choose to submit his or her number it will be used only in the following ways:

- Identifying number for registration, course listings, etc.

- Identifying number for student's official transcript of grades which is released only at the student's request.

- Required for certain financial aid request forms and the College Work-Study Program.

SENIOR CITIZENS: The Senior Citizens Higher Education Program permits legal residents of Virginia who are 60 years of age and older to register for credit courses and pay no tuition, if their taxable income for the previous year did not exceed \$10,000.00. Regardless of income, the bill allows senior citizens to audit courses offered for credit, or to enroll in non-credit courses without paying regular fees.

VETERANS AFFAIRS: Inquiries regarding educational benefits for veterans or applications for such benefits should be addressed to Bill Wendle, Financial Aid Officer, Bowers-Sturgill Room 101.

FINANCIAL ASSISTANCE: Three types of Financial Aid are available to students who cannot otherwise meet the cost of tuition: scholarships or grants, loans, and student employment. This aid is provided from federal, state, and local sources. Since University of Virginia's College at Wise subscribes to the principle that the amount of financial aid granted to a student should be based upon the financial need of that student, all students applying for financial aid are required to submit the Free Application for Federal Student Aid (FAFSA) to Federal Student Aid Programs, P O Box 4032, Iowa City, IA 52243, designating UVA's College at Wise as one of the recipients. This form may be obtained from the College's Financial Aid Office and the completed form should be received by that Office no later than November 25. Applicants are considered on the basis of need regardless of sex, race, religion, age or national origin. For further information contact the Office of Financial Aid, University of Virginia's College at Wise, Wise, Virginia 24293.

VOLUNTARY WITHDRAWAL: An official application to withdraw must be completed in the Office of Advising, Retention and Assessment. A student who does not officially withdraw from the College will remain on the rolls for all courses in which he or she registered, and will receive grades of 'F' in all courses. A student will be permitted to withdraw from the College without penalty at any time up to and including the last regular class day for the semester. However, if a student withdraws during the last three weeks of classes, the student would normally not be allowed to enroll for the following regular semester. This provision may be appealed to the Academic Appeals Committee. Under extraordinary circumstances the Dean of the College, with the advice of the Academic Appeals Committee, may grant exception to the above rule.