

SPRING SEMESTER 2010 CALENDAR

Registration for continuing students begins	November 9
Classes begin	January 18
Mandatory Business Office Check-In	January 18 – January 20
On-line change of schedule period	Through Jan. 22
Last day to add a class	January 22
Last day to complete a credit/no credit course form	February 1
Last day to drop a class without it appearing on permanent record	
First half term class (7 wk)	February 5
Full semester class	March 19
Second half term class (9 wk)	April 9
Last day to drop a class with a grade of "W"	
First half term class (7 wk)	February 19
Full semester class	April 6
Second half term class (9 wk)	April 23
Last day to make payment in full on balance due before 1.25% interest is assessed	February 26
Spring Break	March 8-12
Easter Break	April 1-5
Last day for instructors to turn in grades for incompletes from FALL 2009 semester	April 6
Final Examinations	May 10-14
Graduation	May 15
Grades Due	May 18, Noon

REGISTRATION SCHEDULE

On-line registration for SPRING semester courses will begin on **Monday, November 9**, and all students will be assigned registration dates and times based on their class standing (graduate, senior, junior, etc.) and number of credits earned. You will be allowed to register for courses any time after your assigned date and time, but will probably want to register as close to your time as possible so you can take advantage of the priority time you've been given.

REGISTRATION INFORMATION REGISTRATION PROCEDURE

1. Schedule an appointment with your academic adviser. He or she has your registration date and time. Your adviser must clear you to register using a VitNet procedure he/she has access to. Please remind your adviser to clear you after you have met with him/her.
2. Once your registration date and time has arrived, you can register for your courses on-line in VitNet (<http://webadvisor.viterbo.edu>). Detailed instructions are available in the VitNet Students Menu under "Help Documents".
3. You will not be allowed to register on-line for any course for which you do not meet the prerequisite, for courses that overlap in time, or for courses that are closed. In any of these situations, you will need to obtain the proper signatures on an override form and bring it to the Registrar's Office to register. (See Overrides in this class schedule for further information.)
4. You may make changes to your schedule in VitNet any time after your initial registration time through the first week of classes (Friday, January 22). Changes after January 22 will need to be made in the Registrar's Office and must fall within the guidelines on the calendar to the left.

GENERAL AND SCHEDULE INFORMATION

ADD/DROP

All schedule changes can be made on-line through the last day of the first week of classes (Friday, January 22). Dropping a course after January 22 must be done by completing a change of schedule form, available in the Registrar's Office. The form must be properly completed and submitted to the Registrar's Office by 4:00 p.m. of the deadline day. Instructor and/or adviser signatures are no longer required, but a form must still be completed and signed by the student. Drop dates are listed on the calendar to the left. For courses offered in time frames other than seven-week, nine-week, and full-semester, please contact the Registrar's Office for specific drop dates.

Note: changing the variable credit amount of a class or changing sections of the same class is considered dropping and adding. These changes must be completed during the add period.

APPLIED MUSIC COURSES

Any student desiring college credit in applied music must obtain the consent of the instructor. Course sections and instructors are listed within the music department section of the class listings.

AUDITING A COURSE

See the on-line University Catalog for complete audit policy. Audit forms may be printed off the Registrar's Office web page. <http://www.viterbo.edu/registrar.aspx?id=848>

BUSINESS OFFICE “CHECK-IN”

The Business Office requires all students to make a \$500 down payment, exclusive of financial aid and any deposits, during the first three days of the semester. A student may confirm enrollment without making the required down payment only if it can be verified that financial aid has been disbursed to the student’s account and the aid pays for all semester charges. Not doing so may result in a fine and removal from courses. In addition, all past due balances must be paid in full before the mandatory confirmation with the Business Office. Students receive information regarding this process along with their estimated bill sometime in mid-December for the SPRING semester.

CLASS CANCELLATION POLICY

Viterbo University’s inclement weather plan is invoked only in the most serious times, when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns. However, in case of severe weather, conditions throughout the region vary significantly. Individuals should exercise prudence in determining the safety of a commute from their respective location. If the condition warrants, suitable arrangements between instructor and student will be made to make up for the absence. If students are not able to come to class, they should contact their instructors as soon as possible. In the event that all classes are canceled, the local media will be notified. For information about individual class cancellations, students may call (608) 796-3200 or visit <http://www.viterbo.edu/students.aspx?id=15818>.

CREDIT LOAD

Full-time credit load is 12 or more credits for undergraduate students during a traditional fall or spring term. A student desiring to register for more than 21 credits must seek permission of the Assistant Academic Vice President prior to registration. Full-time credit load for graduate students is six or more credits during a traditional fall or spring term. Half-time graduate credit load is three credits or more.

CREDIT/NO CREDIT

Students who elect to take a course as CR/NC may select this option while registering on-line. Students wishing to change from a graded option to CR/NC after January 22 must submit the respective form in the Registrar’s Office during the first eleven days of the semester – no later than **Monday, February 1**. A maximum of 18 semester hours taken as CR/NC are applicable toward a bachelor’s degree. Refer to the on-line University Catalog for details.

EXPERIENTIAL LEARNING: INTERNSHIPS

Internships are available in the following departments. Consent of the instructor is required prior to registering for an internship and the experience must occur during the semester of registration. To register for an internship, complete and return an add form with the instructor’s signature to the Registrar’s Office. Internships designated as 287 are for freshmen and sophomore students; those designated as 487 are for juniors and seniors. All internships are graded Credit or No Credit.

AADM-287/487*	LASP-287/487*
ACCT-287/487*	MATH-287/487*
ARTS-287/487*	MGMT-287/487*
BIOL-487*	MKTG-287/487*
BLAW-287/487*	MUPI-487
CISS-287/487*	MUSC-487
CRMJ-487*	MUVO-487
ECON-287/487*	OMGT-287/487*
EDUC-487*	POSC-287/487*
ENGL-287/487*	PSYC-287/487*
ENVS-287/487*	RLST-287/487
EXPL-287/487*	SOCL-487*
FINA-287/487*	SPAN-487*
HIST-487*	SPML-287*
INFO-287/487*	THTR-487

*Mandatory meeting Tuesday, January 19, 5:00 pm-5:50 pm.

GENERAL EDUCATION REQUIREMENT

Below are listed the courses that have been approved to satisfy the various components of the general education requirement.

G1	Composition ENGL- 103 and 104 Required (or ENGL-195 for Honors Program students)	6 CR.
G2	Religious Studies Approved Courses: RLST-102, 130, 160, 200, 230, 250, 260, 280, 286, 310, 311, 317, 320, 330, 331, 345, 352, 356, 362, 363, 372, 373, 380, 410, 425, 450, 486	6 CR.
G3	Philosophy Approved Courses: OMGT-402; PHIL-100, 101, 105, 244, 286, 302, 310, 311, 312, 313, 315, 316, 320, 321, 333, 340, 360, 365, 370, 400, 486, 490	3 CR.
G4	History Approved Courses: HIST-101, 102, 111, 112, 153, 217, 218, 220, 221, 245, 247, 254, 286, 288, 295, 304, 308, 311, 315, 330, 335, 346, 349, 351, 352, 354, 360, 370, 380, 486, 488	3 CR.
G5	Fine Arts Must be taken from two areas: ARTS, DANC, MUSC, or THTR or take FAPP-101 Approved Courses: ARTS-103, 105, 111, 112, 115, 121, 122, 160, 161, 200, 203, 305, 470, 471; DANC-100, 105; ENGL-211, 311, 312, 313; FAPP-101, 108, 254; MUSC-101, 103, 109, 135/335, 136/336, 137/337, 139/339, 200, MUPI-171/371, MUVO-171/371; THTR-100, 200, 281, 291, 301, 345	4 CR.
G6	Literature Approved Courses: ENGL-204, 208, 220, 221, 228, 231, 232, 243, 257, 286, 303, 305, 309, 320, 321, 322, 324, 325, 326, 328, 336, 338, 341, 345, 346, 347, 354, 360, 370, 371, 375, 380, 385, 390, 486; SPAN-314, 316, 318; THTR-320, 321, 440	3 CR.
G7	Natural Science Approved Courses: BIOL-100, 160, 201, 203; CHEM-101, 106, 120; ENVS-101; ESCI-103; PHYS-102, 250, 260	4 CR.
G8	Social Science Approved Courses: ECON-350; GEOG-132, POSC-120, 121, 320; PSYC-100, 110, 171, 247, 250, 420; SOCL-125, 210, 244, 250, 310, 320, 330, 344, 345, 350, 380; SOWK-210	3 CR.

G9 Liberal Studies Electives

One course must be an approved course in PHIL, HIST, or World Language.

Approved Courses: ARTS-118; ECON-101, 102, 400; INDV-300, 495; INFO-150; MATH-110, 130, 155, 180, 220, 221, 222, 230, 270, 320; MGMT-100, 379; NURS-301, 390; NUTR-250, 260; OMTG-300, 302, 305, 379; SPST-110; All the above mentioned courses, G2-G8, are approved for G9 use if not used in the G2-G8 categories. The approved diversity and environmental overlays are also approved for G9 use.

Diversity Overlay

Approved Courses: ARTS-200, 471; BIOL-232, 303; CRMJ-345; ECON-350; ENGL-228, 305, 309, 313, 346, 347, 360, 371; FREN-101, 102; GEOG-132; GERM-101, 102; GLST-200, 286, 288, 400, 486, 488; HIST-153, 217, 220, 295, 349, 351, 352, 360, 370, 380; ITAL-101, 102; LASP-100, 336; MGMT-396; MKTG-456; MUSC-200; NURS-302, 351, 450, 474, 482, 490; NUTR-150, 476; PHIL-365; RLST-352, 370, 410; SOCL-310, 320, 330, 370, 380; SOWK-482; SPAN-100, 101, 102, 200, 211, 250, 251, 300, 305, 306, 307, 310, 311, 312, 316, 318, 336, 340, 360, 361, 364, 367, 400, 405, 406, 410, 415, 416, 456; THTR-200, 440; WMST-100, 286, 288, 351, 400, 486, 488

Environmental Overlay

BIOL-100, 160, 201, 232, 303, 310; CHEM-101, 470; ECON-300; ENGL-204; ENVS-101, 400; ESCI-103; HIST-354; NURS-450, 452; NUTR-100; PHIL-302; PHYS-102, RLST-380

A course may only be used once in the G1 through G9 categories. A course may be used to satisfy a G1 through G9 category and also satisfy an overlay requirement. Refer to the on-line University Catalog for specific guidelines regarding the general education requirement and its interaction with degree and major requirements.

GRADES

Grades for the 2010 SPRING semester are due to the Office of the Registrar no later than May 18. Faculty, however, may submit grades upon course completion. To accommodate faculty submitting grades throughout the semester, grades will be posted to students' official records every Friday beginning mid-semester. Students may view posted grades via VitNet.

Faculty teaching full-semester courses submit a mid-term grade for students. The mid-term grade should aid the student in assessing his or her progress in the course. The grade is for use by the student, faculty, and adviser only and is not noted on the student's official record. Students may view mid-term grades via VitNet.

13 CR.

6 CR.

3 CR

GRADUATING IN SPRING OR SUMMER?

Students completing requirements in the spring semester or summer session should file an "Application for Degree" form (also available on-line, <http://www.viterbo.edu/registrar.aspx?id=848>) in the Registrar's Office after they register for spring semester. This form, due by January 15, indicates the intent to graduate and is used to provide information to students concerning graduation and to provide Viterbo University with information to order diplomas and caps and gowns. Information concerning graduation will be sent by the Commencement Committee (using the Viterbo e-mail address) approximately mid-semester. Students who need to enroll in a summer class to fulfill requirements will have an August (summer) graduation date. Summer graduates may attend the graduation ceremony in May. Commencement ceremonies will be held on May 15 at 2:00 p.m. at the La Crosse Center.

INCOMPLETES

Do not register for a class to remove an incomplete grade from FALL 2009. Once the course requirements are complete, your instructor will submit a grade to remove the incomplete.

INDEPENDENT STUDY

Permission from the instructor must be obtained in advance of registration, and permission forms for this purpose are available in the Registrar's Office. Course numbers 288 (freshmen & sophomore) 488 (junior & senior) and 588/788 (graduate) are used. Refer to the on-line University Catalog for policy and independent study offering information. Independent study contracts are available on the Registrar's Office webpage and must be completed and returned to the Registrar's Office as soon as possible but no later than the deadline to add a class.

LIMITS

Many courses have capacity limits. These limits will be updated automatically in VitNet and can be accessed for a course by doing a "Search for Sections" and referencing the "Available/Capacity" column.

OVERRIDES

Please refer to the on-line University Catalog for a complete list of course restrictions and prerequisites. Course prerequisites can also be viewed in VitNet by clicking on a section number and title. However, course specific restrictions, such as junior standing required, cannot be viewed in VitNet. It is necessary to use the catalog for this purpose.

You will not be permitted to register for courses for which you do not meet the prerequisites or restrictions, for courses that overlap in time, or for courses that are closed. In any of these situations, you will need to obtain the proper signatures on an override form and bring it to the Registrar's Office to register. These forms are available in the Registrar's Office or on-line at: <http://www.viterbo.edu/registrar.aspx?id=848>

REPEATING COURSES

Except where program or departmental requirements prevent it, students may repeat a course. Only the last grade is used in computing the grade point average. Grades from courses taken at another institution to replace grades earned at Viterbo University will not be used in computing the grade point average. The credit earned in transfer will replace the grade earned at Viterbo.

RETROACTIVE LANGUAGE CREDIT

Additional credit for previous elementary and intermediate language courses may be awarded. Contact the department chairperson for more information no later than Monday, November 16.

SPECIAL TOPICS

Please visit the Registrar's Office web page <http://www.viterbo.edu/registrar.aspx?id=844> for special topics course descriptions. Course descriptions for all other courses are listed in the on-line Viterbo University Catalog.

TEXTBOOKS

Textbooks are purchased in the Viterbo University Bookstore. Students may pick up books at the bookstore or order them using the bookstore web page (www.viterbo.bkstr.com). The web page option gives the students the opportunity to order books and have them sent directly to them, or to reserve books for pick-up at a later date. If you have any questions or would like to order books via phone, please call 608-796-3848.

Bookstore hours for SPRING semester are:

January 11-15	8:00 a.m.-5:00 p.m.
January 16	10:00 a.m.-4:00 p.m.
January 17	11:00 a.m.-4:00 p.m.
January 18-21	8:00 a.m.-6:00 p.m.
January 22	8:00 a.m.-4:00 p.m.

Regular hours (hours will be adjusted on holidays and special occasions):

Monday-Thursday	8:30 a.m.-5:00 p.m.
Friday	8:30 a.m.-3:00 p.m.
Saturday	Posted at bookstore

TRANSCRIPTS

To receive an official copy of a transcript, a request must be made in person or in writing. The fee for a transcript is \$5.00. Second party requests will not be accepted. To request a transcript in writing, send your name (and any previous names used while attending Viterbo), social security or student ID number, last date of attendance at Viterbo, the name and address of where the transcript is to be sent, and the \$5.00 per transcript fee. Please note: a transcript issued in person or sent to the requesting person's home will be stamped "issued to student." A transcript will not be sent for any person with outstanding balances due to Viterbo. Transcripts cannot be faxed, nor can faxed requests be accepted. A transcript request form can be found at <http://www.viterbo.edu/registrar.aspx?id=848>.

TUITION REFUNDS

The Business Office sets the tuition refund schedules. The schedule below is a **general guideline for full semester courses**. This refund formula is modified proportionally based on length of course for non-16 week courses. For additional information or to access the refund schedule by week, visit <http://www.viterbo.edu/refund.aspx>

<u>WEEK of OFFICIAL DROP</u>	<u>REFUND</u>
WEEK 1	100%
WEEKS 2-4	50%
WEEKS 5-8	25%
WEEK 9	No Refund

WITHDRAWAL FROM VITERBO

Please see the on-line University Catalog for withdrawal procedures. The withdrawal process must be completed prior to final exam week. Course(s) removal from record or grade of "W" will be determined based on withdrawal deadlines outlined in the semester calendar. Removal/grades for courses other than 16 weeks in length will be prorated.