

SUMMER

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Campus



Online

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DEPARTMENT RESOURCE
GUIDE
2018

WESTERN
WASHINGTON UNIVERSITY

Active Minds Changing Lives
AA/EO



Field Study



Abroad

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Visit the Summer Session Web site at www.wvu.edu/summer for the most current information.

Equal Opportunity

WWU is committed to equal opportunity and non-discrimination in all programs and activities and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, Vietnam-era or disabled veteran status, creed, marital status or sexual orientation.

ADA Coordinator

Sue Guenter-Schlesinger
 (360) 650-3307 or
 (360) 650-2535 (TTY)

**Summer 2018 Bulletin Production
 Extended Education**

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Frequently Asked Questions

Who can register for Summer Session?

Summer Session courses are open to continuing and new students, students returning to Western after some time away, visiting and international students, high school students and community members.

Do I need to be formally admitted to Western to attend Summer Session?

No. If you are not a currently-admitted student, simply review the Registration Checklist (page 7) and complete and submit the Summer Registration Application (see website: www.wvu.edu/Summer) to be given access to registration. If you plan to continue taking courses after summer quarter and want to be admitted, contact Western's Office of Admissions or Graduate School for the academic application information.

How long is Summer Session?

Western's 6-week session runs June 26-August 3, 2018; the 9-week session runs June 26-August 24, 2018. In addition, there are courses with varying start and end dates throughout the quarter. Academic year quarters cover 11 weeks, so shortened versions of courses during summer quarter mean that many of them are offered in a concentrated form.

Is there a final exam week during summer?

No. Exams are scheduled at the instructor's discretion.

Is there a limit to the number of credits I can take during summer quarter?

You are advised to take a lighter credit load during summer due to the concentrated nature of study. The maximum credit load is 18. Special permission from the Registrar is required to take additional credits.

How do I pay my tuition and fees?

There are multiple payment methods. See page 10.

How and when can I register?

Continuing students register May 8 – 11 electronically by appointment, on Web4U. Visiting students begin registration upon completion of the application process but not before (Phase II) May 14 - June 25. After midnight on Monday, July 2, 2018, registration can only be completed in person by submitting a Summer Registration Application (online) to the Registrar's Office (requires picture ID and overrides). See Registration Information for details (pages 4-6).

Is financial aid available?

Financial aid *may* be available to students formally admitted to Western in an approved degree or certificate program. There is *limited* financial aid funding available for summer quarter. Contact the Financial Aid Department at (360) 650-3470 or visit www.finaid.wvu.edu for more information.

How much does Summer Session cost? See Tuition & Fee Schedule, page 9.

Tuition for Summer Session is \$250 per credit for undergraduate courses and \$309 per credit for graduate courses. Non-resident undergraduate tuition is \$391 per credit and non-resident graduate tuition is \$450 per credit, plus an additional \$45 per credit.

All students pay the following fees for Summer: \$13.65 per credit *Services and Activities (S&A)*, and \$.70 per credit *Renewable Energy*, both to a maximum of 10 credits. Additional mandatory campus fees are listed below and detailed on page 9-10. *Special course fees may also apply as listed in the online Timetable or in Classfinder.*

Students enrolled in less than six (6) credits will be charged mandatory fees (technology and legislative action) in the amount of \$17.50.

Students enrolled in six or more credits in Bellingham will be charged \$346.20 in additional mandatory fees (health services, building, recreation, transportation, technology, ethnic student center and legislative action fees – pages 9-10).

Mandatory fees for extension off-campus locations include an \$11.00 per credit Extended Student Services Fee.

When are tuition and fees due?

Tuition and fees are due the first day of the quarter. A \$40 late-payment fee is applied for charges not paid by July 15, and the 15 of every month thereafter. A 1% interest charge will be assessed monthly on all past-due accounts, see page 12-13.

Can I stay in Bellingham campus housing during Summer Session?

Both residence hall rooms and apartments are available during the summer. Call (360) 650-2950.

When will my summer grades and/or degree be on my official transcript?

Grades will be posted to students' records by late August.

Summer 2018	
Six-week Session	June 26 - August 3
Nine-week Session	June 26 - August 24
First Day	
First day of classes	Tues, June 26
Registration	
<i>Dates are subject to change.</i>	
Phase I	May 8 - 11
Phase II	May 14 - June 25
Phase III	June 26 - July 2
Summer online registration ends at midnight*	Mon, July 2
<i>*Changes in registration after this date must be completed in the Registrar's Office, Old Main 230, during regular business hours</i>	
Last Day	
Last day to register (initially) for the quarter without incurring a \$12 per credit late-registration service fee (ends at midnight)	Mon, July 2
Last day to change to or from Audit in Registrar's Office (<i>office closes at 4:30 pm</i>)	Mon, July 2
Last day to drop a class with full credit of applicable charges	Mon, July 2
Last day to drop a class without incurring a "W" on official transcript	Fri, July 6
Last day to drop a class without using a late-withdrawal privilege	Fri, July 6
Last day to add a class to an existing schedule without incurring a \$12 per credit late-add service fee	Fri, July 6
Last day to change to or from Pass/No Pass	Fri, July 13
Last day for a half refund or credit of tuition only (6 & 9 week courses only) See Refund Policy for other courses	Fri, July 13
Last day for late course withdrawal (<i>for students with late withdrawal privileges</i>) for Six-Week Session	Fri, July 20
Last day to withdraw from WWU for Six-Week Session	Fri, July 27
Last day for late course withdrawal (<i>for students with late withdrawal privileges</i>) for Nine-Week Session	Fri, August 3
Last day to withdraw from WWU for Nine-Week Session	Fri, August 10
Fees	
<i>Failure to pay fees by deadline will result in assessment of late-payment charges</i>	
Tuition and fees due	Tues, June 26
Full-refund deadline (<i>ends at midnight</i>)	Mon, July 2
Half-refund or credit deadline (6 & 9 week courses-tuition only) Note: No half refunds available for short courses-see Refund Policies in the Summer Bulletin	Fri, July 13
Late payment fees apply after	Sun, July 15
Holidays	
Independence Day	Wed, July 4
Finals and Commencement	
Finals for Summer: There is no final examination week in summer session. Course requirements are determined by each instructor.	
Commencement	Saturday, August 25

myWestern/Web4U – Internet Student Services System

You will access Web4U (web registration) via *myWestern*; however, first you must create a universal login and password. Go to WWU's homepage at www.wvu.edu. Click on *myWestern* in the upper, right-hand corner of the page.



Click on the blue Sign-In button. Click on “Activate Account” and follow the instructions. Once you have the universal login and password, log on to myWestern and click on the Web4U icon on top of the page. You will be directed to enter your W# and PIN and will then be prompted to create a new PIN which must be a minimum of 8 characters, alpha and numeric. **Your initial, temporary Personal Identification Number (PIN) will be your date of birth in the following case-sensitive format ddmmyyyy (ex: 03apr1980).**

If you are unable to register due to a hold on your account, go to myWestern, Web4U, Student, Student Records, View Holds. Contact the department listed in the description of the hold for additional information or to clear the hold. For example, a “SA” hold indicates an unpaid balance on your account; contact the Student Business Office. (See page 7, Registration Holds)

If you experience difficulties while registering electronically, make note of the “Registration Add Error message. Please contact the professor or the academic department for error messages concerning things such as department/college requirements, pre-requisites, closed classes, class standing, and overrides.

Some courses are offered for a variable number of credits. When registering on Web4U for a course with variable credit, you will be registered for the minimum number of credits for the course. It is necessary to return to the Registration menu to change the number of credits. Click on *Change Variable Credit Hours* and enter the correct number of credits. Beginning the sixth day of the quarter, students must bring written permission from the instructor to the Registrar’s Office to increase the credits.

Students are responsible for ensuring that they have satisfied all prerequisites and restrictions before registering for a course. Students who register for a course without satisfying prerequisites may be required by the instructor to withdraw from the course.

Due to pedagogical reasons, some courses are restricted to certain levels of students (students who are declared majors or those who have received special permission from the instructor). Restrictions are listed in the online Timetable or in ClassFinder and are subject to change by the departments.

You are responsible for your conduct on the electronic registration systems. Students who tamper or attempt to tamper with the registration records of another student, including but not limited to, dropping or adding courses and improper use of overrides, may be subject to disciplinary action.

Things to Consider Before Planning Your Schedule

Familiarize yourself with the registration information. Academic advising is highly recommended; contact your major department or the Academic Advising Center for assistance, (360) 650-3850.

You can receive advising for planning your class schedule by:

- Making an appointment with your department or the Academic Advising Center.
- Contacting the department offering the class.

Draft your plan of study before registering. Check your plan for time conflicts. You will need to use the 5-digit Course Reference Number (CRN) listed on your class schedule to register. CRNs are unique to each quarter.

Determine if your course has a department override restriction. If so, you must obtain the instructor/department's permission (override) before you can register for the class. Online registration for classes requiring a capacity override must be done through ADD/Drop classes.

If you are doing a directed independent study (IS), contact your IS advisor to establish the terms of the IS, complete the green Directed Independent Study card, and submit the card to the Registrar's Office, Old Main 230. The Registrar's Office will create a course number for the IS and complete the registration. Fairhaven students should contact the Fairhaven department; graduate students complete the E-sign graduate IS form.

If the course requires an override before you can register, contact the professor or the academic department. If approved, the override will be entered into the system and you will then be able to register. The Registrar's Office cannot enter overrides.

Registration Holds

A "hold" is placed on registration for students who have any outstanding obligations to the University. These obligations can include outstanding debts, failure to comply with immunization policies, failure to comply with certain admissions requirements or academic regulations, violations of conduct codes, or other University rules.

If you attempt to register and the system indicates you have a hold on your registration, you must contact the office that placed the hold to make any necessary arrangements before you are able to register for courses.

The department name and phone number are listed on each hold. Using Web4U, go to Student/Student Records/View Holds, to determine the hold source. Offices that place holds:

(All phone numbers are area code 360)

Code	Office	Phone	Code	Office	Phone
AA	Academic Advising	650-3850	JS	Student Conduct	650-3706
AD	Admissions	650-3440	LC	Loans & Collections	650-2903
AT	Athletics	650-6655	LF	Library Fine	650-3084
BK	Bookstore	650-3655	LS	Low Scholarship	650-3427
CS	Copy Services	650-7316	ME	Measles	650-3400
EN	English	650-3256	PC	University Cashier	650-2930
EP	Extended Education	650-3308	PK	Parking	650-3500
EX	Loan repayment EXIT	650-2943	PL	Perkins Loan	650-4055
GR	Graduate School	650-3170	RE	Registrar	650-3432
HH	Housing Discipline	650-3744	RM	Returned Mail	650-3432
HO	Housing Payment	650-3744	RT	Registration & Transcript	650-3431
IP	Int'l Program & Exchg	650-3298	SA	Student Business Office	650-2865
JO	Joy Stokes Loans	650-2943	VP	VP Student Affairs	650-3839

disAbility Resources for Students

disAbility Resources for Students offers disability-based academic accommodations for qualified students. To request services or accommodations, please contact disAbility Resources for Students directly (360) 650-3083 (voice); (360) 255-7175 (VP); drs@wwu.edu; www.wwu.edu/drs.

Veterans Information

Veterans or dependents of veterans please contact the Veteran Services Office, Old Main 365, (360) 650-3324, veterans.affairs@wwu.edu to be connected to the WWU Veteran Community. If eligible students are interested in using Veteran benefits then they may contact the office to get started or visit the website at <https://wp.wwu.edu/veteranservices/> to learn more.

Study USA & Global Learning Faculty-Led Programs

WWU Faculty-led programs are WWU courses that involve a combination of on-campus learning and study-travel with WWU faculty. These are unique pedagogical offerings where students can apply course material with on-site experiences that include all of the additional learning opportunities that come with travel in and outside of the United States. More than 20 programs from across campus are offered by Huxley, Fine and Performing Arts, Woodring, Fairhaven, and Humanities and Social Sciences. Global Learning Programs this summer include courses in Mexico, Guatemala, Peru, Ecuador, India, Japan, Mongolia, Indonesia, Rwanda, Germany, Italy, Greece, Ireland, and Canada.

Students are responsible for meeting all travel and application requirements established for their specific program, including but not limited to: obtaining a valid passport and, if necessary, a travel visa, and receiving any necessary immunizations.

Visit the **Education Abroad** website for Global Learning Program Details - <http://www.wwu.edu/globallearning/>.

Visit Extended Education's website for domestic program details at <http://www.wwu.edu/ee/studyusa>.

Registration Checklist

Current WWU students registered spring quarter 2018 on the Bellingham campus

Use Web4U registration system May 8 - 11 by appointment, or May 14 –June 25 during open registration. Web4U registration ends at midnight on Monday, July 2, 2018.

Includes the following students:

- Undergraduate
- Post-Baccalaureate
- Graduate
- Post-Graduate

Does not include non-matriculated students registered spring quarter - see Visiting Students below.

Note: if you are a student in a Master's or Post-Master's program and are unable to register online, do not complete the Summer Registration Application form. Contact the Graduate School for assistance (360) 650-3170.

Non-Matriculated Students / Visiting Students

(may or may not be registered spring quarter 2018 on the Bellingham campus)

- Complete Summer Registration Application
- Provide measles immunization requirement documentation or the Summer Only Measles Waiver Form; information/forms located at www.wwu.edu/chw/student_health/measles.shtml or (360) 650-3400
- Upon notification of WWU identification number and registration clearance, use the Web4U online registration system via *myWestern* May 14 through midnight on July 2

Current High School Students

- Complete Summer Registration Application
- Provide measles immunization requirement documentation or the Summer Only Measles Waiver Form; information/forms located at www.wwu.edu/chw/student_health/measles.shtml or (360) 650-3400
- Provide letter of recommendation from school principal or counselor
- Provide letter of permission from parent or guardian
- Upon notification of WWU identification number and registration clearance, use the Web4U online registration system via *myWestern* May 14 through midnight on July 2

International Students *(non-U.S. citizen or non-U.S. permanent resident)*

Before applying, contact the International Student & Scholar Services (ISSS) office for eligibility and documentation information - Richard Bruce at Richard.Bruce@wwu.edu or (360) 650-6517.

- Complete Summer Registration Application
- Complete Supplemental Application Form for International Students
- Provide measles immunization requirement documentation. Measles information and forms can be found at www.wwu.edu/chw/student_health/measles.shtml or (360) 650-3400
- Provide visa status documentation
- Provide English Language Proficiency documentation

Send completed forms directly to:

Richard Bruce
WWU - ISSS
Western Washington University
516 High Street
Bellingham, WA 98225-9100 Fax: (360) 650-6572



SUMMER SESSION 2018

Mandatory Tuition & Fee Schedule

		RESIDENT																	
		UNDERGRADUATE																	
Credits		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Tuition	250.00	500.00	750.00	1,000.00	1,250.00	1,500.00	1,750.00	2,000.00	2,250.00	2,500.00	2,750.00	3,000.00	3,250.00	3,500.00	3,750.00	4,000.00	4,250.00	4,500.00	4,500.00
S & A Fee	27.30	27.30	40.95	54.60	68.25	81.90	95.55	109.20	122.85	136.50	150.15	163.80	177.45	191.10	204.75	218.40	232.05	245.70	259.35
Surt Action Fund	0.70	1.40	2.10	2.80	3.50	4.20	4.90	5.60	6.30	7.00	7.70	8.40	9.10	9.80	10.50	11.20	11.90	12.60	13.30
Legislative Action	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Other Fees*	\$ 17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50
TOTAL \$	296.50	547.20	811.55	1,075.90	1,340.25	1,604.60	1,868.95	2,133.30	2,397.65	2,662.00	2,926.35	3,190.70	3,455.05	3,719.40	3,983.75	4,248.10	4,512.45	4,776.80	4,776.80
STANDARD GRADUATE (Excludes MBA/CSD/AuD - see Summer Session website for these differential tuition rates)																			
Credits		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Tuition	309.00	618.00	927.00	1,236.00	1,545.00	1,854.00	2,163.00	2,472.00	2,781.00	3,090.00	3,399.00	3,708.00	4,017.00	4,326.00	4,635.00	4,944.00	5,253.00	5,562.00	5,562.00
S & A Fee	27.30	27.30	40.95	54.60	68.25	81.90	95.55	109.20	122.85	136.50	150.15	163.80	177.45	191.10	204.75	218.40	232.05	245.70	259.35
Surt Action Fund	0.70	1.40	2.10	2.80	3.50	4.20	4.90	5.60	6.30	7.00	7.70	8.40	9.10	9.80	10.50	11.20	11.90	12.60	13.30
Legislative Action	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Other Fees*	\$ 17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50
TOTAL \$	355.50	665.20	988.55	1,311.90	1,635.25	1,958.60	2,281.95	2,605.30	2,928.65	3,252.00	3,575.35	3,898.70	4,222.05	4,545.40	4,868.75	5,192.10	5,515.45	5,838.80	5,838.80
NON-RESIDENT																			
		UNDERGRADUATE																	
Credits		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Non Res Tuition	391.00	782.00	1,173.00	1,564.00	1,955.00	2,346.00	2,737.00	3,128.00	3,519.00	3,910.00	4,301.00	4,692.00	5,083.00	5,474.00	5,865.00	6,256.00	6,647.00	7,038.00	7,038.00
S & A Fee	27.30	27.30	40.95	54.60	68.25	81.90	95.55	109.20	122.85	136.50	150.15	163.80	177.45	191.10	204.75	218.40	232.05	245.70	259.35
Surt Action Fund	0.70	1.40	2.10	2.80	3.50	4.20	4.90	5.60	6.30	7.00	7.70	8.40	9.10	9.80	10.50	11.20	11.90	12.60	13.30
Legislative Action	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Other Fees*	\$ 17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50
TOTAL \$	437.50	879.20	1,234.55	1,639.90	2,045.25	2,450.60	2,855.95	3,261.30	3,666.65	4,072.00	4,477.35	4,882.70	5,288.05	5,693.40	6,098.75	6,504.10	6,909.45	7,314.80	7,314.80
STANDARD GRADUATE (Excludes MBA/CSD/AuD - see Summer Session website for these differential tuition rates)																			
Credits		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Tuition	450.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00	3,600.00	4,050.00	4,500.00	4,950.00	5,400.00	5,850.00	6,300.00	6,750.00	7,200.00	7,650.00	8,100.00	8,100.00
S & A Fee	27.30	27.30	40.95	54.60	68.25	81.90	95.55	109.20	122.85	136.50	150.15	163.80	177.45	191.10	204.75	218.40	232.05	245.70	259.35
Surt Action Fund	0.70	1.40	2.10	2.80	3.50	4.20	4.90	5.60	6.30	7.00	7.70	8.40	9.10	9.80	10.50	11.20	11.90	12.60	13.30
Legislative Action	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Other Fees*	\$ 17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50	17.50
TOTAL \$	496.50	947.20	1,411.55	1,875.90	2,340.25	2,804.60	3,268.95	3,733.30	4,197.65	4,662.00	5,126.35	5,590.70	6,055.05	6,519.40	6,983.75	7,448.10	7,912.45	8,376.80	8,376.80

All Summer Session students pay the following fees: S&A \$13.65/cr (2 cr. min. - 10 cr. max.); Sustainable Action \$0.70/cr; and the Legislative Action (\$1/flat) as noted in the chart above.
 *Additional Fees: \$ 338.20 for students registering for 6 or more credits: \$35-Technology / \$101.20-Recreation / \$106-Health / \$45-Building / \$30-MultiCult Cr. / \$21-Transportation.
 \$ 17.50 for students registering for 5 credits or less: \$17.50 Technology Fee.

Online Only Course Fees: \$1/quarter Legislative Action plus \$13.65 per credit S&A and \$0.70 credit Sustainable Action Fund to a max of 10 credits
 Faculty Led Travel/Practicums/Field Experiences: \$1/quarter Legislative Action plus \$13.65/credit S&A (2 cr. min. and 10 cr. max.)

Please note: Charges assessed based on the class level, not the student level. Undergraduate tuition is charged for courses numbering 100-499. Graduate tuition is charged for courses numbering 500 and higher.

Tuition & Fees

Summer Session is a self-sustaining offering of Western Washington University.

Registration Charges

By registering, a student incurs a legal obligation to pay tuition and fees. This debt may be cancelled only if the student officially withdraws on Web4U or by contacting the Registrar's Office before the appropriate course refund deadline. Tuition and fees are due the first day of the term whether you have received a billing notification or not. You can choose to pay by cash, check, debit card (debit VISA or MasterCard only), credit card (MasterCard/American Express/Discover, with a 2.75% Convenience Fee) or eCheck.

▼2018 Tuition Rates Below▼

Resident Undergraduate Tuition	\$250 per credit
Resident Graduate Tuition	\$309 per credit
Non-Resident Undergraduate Tuition	\$391 per credit
Non-Resident Graduate Tuition	\$450 per credit

Tuition rates and fees are subject to approval by the Board of Trustees and change without notice.

Summer Session Fees

Legislative Action Fee

A mandatory fee of \$1 per quarter is charged to all registered students on any WWU campus.

Services & Activities Fee

A mandatory fee of \$13.65 per credit up to 10 credits (\$136.49 maximum) is charged to support student activities, facilities and housing, and Associated Students administration. The fee is refundable on the same schedule as tuition.

Renewable Energy Fee

Assessed to all students at \$.70 per credit hour to a maximum of \$7 per quarter. The purpose of this fee is to fund the purchase of renewable energy. The renewable energy purchased from this fee will be used to reduce or eliminate the University's use of energy generated by traditional, non-renewable sources.

Mandatory Bellingham Course Fees*

Mandatory fees are charged to all students who register for 6 or more credits in Bellingham:

Health Services Fee--\$106

This fee is nonrefundable after the fifth day of summer quarter. The fee is used to establish a standard of health care for Bellingham's campus and as a contingency for emergency services.*

Non-Academic Building Fee--\$45

This fee is nonrefundable after the fifth day of summer quarter. The fee is used as part of the Housing/Dining system to renovate the Viking Union Building and recreational facilities.

Recreation Center Fee--\$101.20

This fee is nonrefundable after the fifth day of summer quarter. The fee is used for construction, operation and maintenance of the Wade King Student Recreation Center.

Technology Fee--\$35 (6 or more credits) \$17.50 (Less than 6 credits)

This fee is nonrefundable after the fifth day of summer quarter. The fee is used to upgrade and expand technology equipment, facilities and software on Bellingham's campus.

Alternative Transportation Fee--\$21 This fee is used to provide alternative transportation resources for students including a WTA bus pass. Students taking 6 or more credits are automatically assessed the mandatory fee. Students taking 1-5 credits or students employed by WWU departments for summer quarter, can authorize the fee by completing an "opt in" form at the Western Card Office. All students need to visit the Western Card office beginning June 25 to have the bus pass encoded onto their ID card for summer. The summer bus pass is valid through September 24.

See <https://wp.wvu.edu/westerncard/> for Western Card office hours and directions.

For more information about student transportation please visit <http://www.wvu.edu/transportation>

Ethnic Student Center Fee -- \$30 This fee is a student initiated fee to expand Ethnic Student Center and Multicultural Services space at the Viking Union/Bookstore Complex. A maximum of \$30 per quarter will be charged to students taking 6 or more credits. This fee will be used to fund a portion of the construction, maintenance, and facility operations of the new space.

*Mandatory Bellingham fees and eligibility do not apply to online/off-site classes or non-credit programs.

Additional Off Campus Satellite Location Fees

Extended Student Services Fee

A fee of \$11 per credit may be charged for all summer session classes held at an extension off-campus location. This fee is used to purchase equipment, interpreters, and resources for students with certified learning needs, and to fund the development of distance education activities for self-support courses.

Miscellaneous Fees

Special Course Fees

In certain instances, the University may charge special fees for services which normal budgets may not fund, such as music practice room rentals, purchase of special laboratory and studio supplies, or travel fees. These fees are listed in the online Timetable or in Classfinder.

Enrollment Confirmation Fee

A mandatory fee of \$250 is charged to all newly-matriculated (admitted) Bellingham undergraduate and post-baccalaureate students upon registration for their first quarter of attendance. The funds from this fee support a number of programmatic and administrative efforts across the institution, including orientation. This fee is nonrefundable and does not apply to non-matriculated WWU students taking summer courses only.

Transcript Fee

Check online at <http://www.wwu.edu/registrar/transcripts/> for the most current fees and ordering instructions. Requests should be submitted online via Web4U or to the Registrar's Office at least one-to-two weeks prior to need. Transcripts are not issued for persons who have an outstanding financial obligation to the University. Transcript fees are subject to change.

Payment Methods

Online

- eCheck – Available 24/7. No fee/Safe/Instant
- credit card – MC/American Express/Discover with a 2.75% Convenience Fee

Mail – Allow 7-10 days for delivery and processing

- Make check payable to Western Washington University in US dollars.
- **Please write your WWU Student ID number on your check.**

Western Washington University
Student Business Office
516 High Street MS 9004
Bellingham, WA 98225

In Person – Bellingham Only

Submit payment to the Student Business Office, OM 110, between 9 a.m. and 4 p.m M-F. The Student Business Office accepts the following forms of payment:

- Cash
- Check – payable to *WWU* in US dollars - Include your WWU student number on your check
- Debit Card – Visa/MC

All payments must be made online or mailed to the address noted above.

REMEMBER:

- Write your student number on the check and make it payable to WWU.
- There is a \$25 charge for the first returned check; and \$50 for each *additional* NSF check.

Financial Aid

Financial Aid is applied directly to the student's account and pays charges posted to the account at that time. Any excessive funds will result in a credit balance refund. Students must establish their direct deposit refund preference to receive a prompt refund. Students who incur additional registration charges after financial aid has been applied to their account are responsible for paying the additional charges by the tuition due date.

It is important to check your student account online via *myWestern* or with the Student Business Office if you add courses after the date on your account statement, or after financial aid has been disbursed, to determine if additional payment is required. If changes to your schedule result in additional charges, payment is due immediately.

Late Payment Penalties

Late payment may result in one or more of the following actions:

- Late-payment fee and interest charges added to your account
- A hold placed on your account that affects registration, graduation, transcripts, and other University services

How to Avoid Late Fees

Following registration, check your WWU Online Student Account via Web4U

1. Register by midnight, July 2.
2. For most short courses 3-5 weeks in length, register by the second class meeting if the course starts after July 2.
3. Pay on time and pay immediately if you add a course late.
4. Pay by eCheck or credit card via Web4U for immediate application to your student account.
5. Allow 7-10 days for mail to reach WWU. Payments are credited when received, not when mailed.
6. Emergency Loans – The University can often help a student who has a short-term cash flow issue by issuing an emergency loan. For more information contact Financial Aid (360) 650-3470.

Late ADD Fee

Students already registered and subsequently adding a course after the second week of the quarter (beginning July 7) will incur a \$12 per-credit late-add service fee. Note: Students registering for most late-start courses 3-5 weeks in length can enroll prior to the second class meeting without a late fee.

Late-Payment Fee

Tuition and fees are due the first day of the term. A \$40 late-payment fee is applied for charges not paid by July 15th, and the 15th of each month thereafter. A 1% interest charge will be assessed monthly on all past due accounts. All past due accounts are subject to a Registration Hold, restricting registration activity, transcript privileges and more. Charges for courses added after July 15, are due immediately.

Failure to Pay Tuition

If you fail to pay the full amount of tuition and fees by the deadline (July 15 - online), you may be charged a late payment fee. Since the payment due date falls after the 100% refund period, you will still owe tuition and fees, even if you have decided not to be enrolled for the quarter. If you decide not to attend Western after you register for classes, **it is important that you formally withdraw from the University on Web4U or at the Registrar's Office**, Old Main 230, as soon as possible to avoid incurring charges. (See section on Late-Payment Fee for additional information.)

Refund Policies

Quarter-Long Courses (6- to 9-week sessions):

	Start Date	Last Day for Full Refund	Last Day for Half Refund
6 and 9 week courses	June 26	July 2	July 13

Less than 6-Week Courses:

	Start Date	Full Refund	Half Refund
3-5 week courses	Through July 2	July 2, by midnight	None
3-5 week courses	After July 2	Must withdraw <u>before</u> the 2 nd class meeting	None
Less than 3 week courses	After July 2	Must withdraw before the 2 nd class meeting	None
Less than 1 week courses	After July 2	Must withdraw no later than 1 st class	None

Study USA & Faculty-led Study Abroad Programs Refund/Cancellation Policy

Full refunds will be given if the faculty-led study abroad program is cancelled. The application fee is nonrefundable except for program cancellation. Students who cancel their registration may receive a partial or no refund based on financial commitments and payments made to program organizers. No refunds will be given after April 1.

Withdrawal Policies

Dropping a course(s) (6- or 9-week) – Dropping a course(s) before 5 p.m., July 6 is considered to be a change of initial registration and no grade of W results, **however you are still responsible for the associated tuition and fees - see refund policies on page 12.**

Course Withdrawal (6- or 9-week) – after 5 p.m., July 6, is considered late and results in a W grade. After 5 p.m. July 6, the use of a late-withdrawal privilege is required and must be done in person at the Registrar's Office following the established timeline, Old Main 230. Discontinued attendance without an official withdrawal results in a failing grade (F or Z).

Withdrawal Privileges (6- or 9-week) - Each student is granted two annual late-withdrawal privileges at the beginning of the academic year in fall quarter. The annual late-withdrawal privileges can be used for late course withdrawal beginning the third week each quarter. Unused late-withdrawal privileges cannot be accumulated.

Hardship Withdrawal - A student who is unable to complete a course due to hardship may petition for a late course withdrawal after the stated deadlines. Hardship is considered to be an incapacitating injury or illness requiring extensive recuperation or a significant personal emergency such as death in the immediate family. Verification of the hardship is required. Petitions for a late course withdrawal on the basis of hardship may be accessed at the Student Life Office in Viking Union 506 or online at <http://www.wvu.edu/dos/stulife/hw.shtml> . Students granted a hardship withdrawal are required to successfully petition Financial Aid if they wish to regain their financial aid eligibility resulting from their withdrawal. **Although a hardship withdrawal may be approved, tuition and fees may not be refunded.**

Impact of Withdrawal on Federal Student Aid - When you withdraw during the quarter, the amount of FSA (Federal Student Aid) program assistance that you have earned up to that point is determined by a specific formula. If you received (or Western or your parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Western and/or you before you can receive financial aid for subsequent quarters. For further information contact the Student Accounts Office, Old Main 110, (360) 650-2865.

Course Information

Credits and Credit Load

An academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components: 1) time spent in class; 2) time spent in laboratory, studio, field work, or other scheduled activity; and 3) time devoted to reading, studying, problem solving, writing, or preparation. One credit hour is defined to include the following ratio of hours per week devoted to the course of study:

- Lecture course – one contact hour per credit (two hours outside preparation implied).
- Laboratory or studio course – at least two contact hours per credit (one hour outside preparation implied).
- Independent study – at least thirty hours work for each credit.

Since each hour in a course requires two additional hours of study and since students usually register for several courses, Western has established the following credit load policies for undergraduate students:

- The standard load per quarter for undergraduates is 15 credits. During the first quarter of attendance, credit load should not exceed 17 credits. Before registering for more than 15 credits, new students should consult with their advisers.
- After the first quarter of attendance, the maximum allowable load is 20 credits per quarter. (The maximum credit load for summer is 18 credits.)
- An employed student is expected to reduce his or her academic program and credit load accordingly.

Students are advised to take a lighter credit load during summer due to the concentrated nature of study. If you are taking courses during both the 6- and 9-week sessions, it is recommended that your combined credit total not exceed 17 credits. To register for more than 18 credits during summer quarter, you will need to obtain permission from the Registrar's Office prior to registering for additional credits.

Prerequisites

A student who enters a course without the prerequisite(s) may be required to drop the course. Only the instructor may exempt a student from course prerequisites. Please check the Course Description section for complete descriptions and prerequisites. For a definition or explanation of a prerequisite, please contact the department offering the course.

Graduate (500) level courses may be available to post-baccalaureate students; please consult with both the academic department and the Graduate School regarding permissions to register.

Course Numbering

Courses numbered from 100-299 are classified as lower division and those numbered 300-499 as upper division. The first digit indicates class level for which the course is intended. To determine the appropriate level of preparation and difficulty of a course review the course prerequisites (if applicable) and, if needed, contact the Academic Advising Center for advisement.

100-199	First-year (freshman) courses	400-499	Fourth-year (senior) courses
200-299	Second-year (sophomore) courses	500-699	Graduate courses
300-399	Third-year (junior) courses		

Course Details

Course timetable and descriptions can be accessed on the web via *Classfinder* or the online timetable.

Grades

Final grades for Summer Session courses will be posted to students' records by August 30. To view grades at the end of the term, log onto **myWestern** and choose the Web4U option, select Student, Student Records, and Final Grades or Academic History.

The grading system is as follows: **A-F Grading**

Most courses at Western are graded on the traditional A-F system. The grades that may be earned under this system, and their values for GPA calculation (see "Grade Averages" below), are as follows:

A (excellent), 4.00; A-, 3.70; B+, 3.30; B (good), 3.00; B-, 2.70; C+, 2.30; C (fair), 2.00; C-, 1.70; D+, 1.30; D (poor), 1.00; D-, 0.70; F (failure), 0.00; Z (failure due to discontinued attendance without withdrawal), 0.00.

Other Methods of Grade Reporting

S	Satisfactory	W	Course Withdrawal
U	Unsatisfactory	SW	School Withdrawal
P	Passing	X	Missing Grade
NP	Not Passing	Z	Unofficial Withdrawal/Failure
K	Incomplete	XM	Second Week Drop

Auditing - Note: Full summer tuition and fees apply to audited courses during Summer Session.

Auditors are persons who desire to attend courses without earning credit. Auditing is allowed only on a space available basis, and auditors do not participate in class discussions. Certain courses that require active participation, such as physical education activities, studio, or laboratory courses, cannot be audited. Registering for audit cannot be done prior to the first day of classes and must be done in the Registrar's Office. Written permission from the instructor to audit is required. The deadline for changing to or from audit in a six- or nine-week course is 5 p.m. Monday, July 2.

Applying for a Bachelor's Degree and/or Residency Teaching Certificate

Degrees and/or residency teaching certificates are not automatically awarded when requirements are completed. It is the responsibility of the student to make application to the Registrar's/Certification Office no later than the last day of regular classes, two quarters prior to the final quarter. Complete instructions are online at www.wvu.edu/registrar/degree_application.shtml. Teaching certificate applications are available in the Certification Office in Miller Hall 150, <http://www.wce.wvu.edu/resources/certification/>

Institutional Policies and Procedures - The University attempts to make students aware of academic policies through the online publication of the University Catalog, other printed materials and in advising sessions. However, it is the student's responsibility to become familiar with those policies and to be aware of any policy changes that may occur. Every effort has been made to provide accurate information regarding policies and procedures. However, these practices may change prior to catalog revision. Please refer to the Western Catalog for University policies which can be referenced at www.wvu.edu (click on Academics on the blue menu, then click on University Catalog).