

2013 FALL TERM FINAL REGISTRATION HIGHLIGHTS

IMPORTANT! - DEADLINE 4:00 P.M. MONDAY, AUGUST 26th.

CONFIRMATION OF REGISTRATION

Students must confirm registration by *Monday, August 26th at 4:00 p.m.* by completing the **Confirmation of Registration** (see link below).

Students who do not confirm Registration by this date will risk having their courses cancelled.

Confirmation of Registration Link:

CSB and SJU Students: <https://apps.csbsju.edu/enrolledstudents/Login.aspx>

In order to complete the registration process, payment appropriate to your payment plan must be made to the Student Accounts Office by August 10, 2013.

Please **print** your Fall 2013 Student Schedule on Banner Web Self Service:

Banner Web Self Service, <https://ssb.csbsju.edu/proddad/twbkwbis.P GenMenu?name=homepage>

Choose Personal Information. Choose Student Services—Registration—Student Detail Schedule. Your Banner Web security code (WSC) has not changed. If you have forgotten your WSC please contact IT Services at (320) 363-2228.

Changes in Registration can be made through Friday, August 30th

First-year/Transfer Students

Registration changes may be made in the Academic Advising Office from 8:00 to 4:30 pm at CSB and SJU until Friday, August 30th.

Returning Students:

Returning students can make registration changes via Banner Web Self Service by using their registration PIN #, or by coming to the Registrar's Office at SJU or CSB between 8:00 am and 4:30 pm.

OFFICE OF THE REGISTRAR: Location and Regular Office Hours

(Monday, August 26th—office closed at 3:00 pm for All College Convocation)

CSB - Academic Service Building 208	8:00- 4:30 M-F	Phone: 363-5260
SJU - QUAD 163	8:00- 4:30 M-F	Phone: 363-3396

OPENING DAY SCHEDULE

COLLEGE OF SAINT BENEDICT / SAINT JOHN'S UNIVERSITY

Monday, August 26, 2013

CSB

ALL COLLEGE CONVOCATION 3:30-4:15 pm Benedicta Arts Center

SJU

ALL COLLEGE CONVOCATION 3:30-4:15 pm Abbey Church

Class Schedule – (40 minute class periods)

CSB Class Times

1B 8:20-9:00
2B 9:15-9:55
3B 10:10-10:50
4B 11:05-11:45
5B 12:00-12:40
6B 12:55-1:35
7B 1:50-2:30

SJU Class Times

1J 8:00-8:40
2J 8:55-9:35
3J 9:50-10:30
4J 10:45-11:25
5J 11:40-12:20
6J 12:35-1:15
7J 1:30-2:10

Evening classes will be held from 6:15-9:15

ESSENTIAL INFORMATION

IMPORTANT NOTICE TO ALL MINNESOTA STUDENTS ELIGIBLE FOR THE MINNESOTA GRANT PROGRAM:

You must register for a minimum of 15 credits each semester to receive a Minnesota Grant at the full-time student rate. Students who register for 12-14 credits may still receive a Minnesota Grant but the award amount will be substantially reduced. Please direct any questions to the Financial Aid Office at SJU or CSB. (For all other aid programs 12 credits is still considered full-time.)

ADDING A CLASS

Friday, August 30th is the last day you may **ADD** a full-term course to your program, unless the course's first meeting is scheduled after August 30th. No student may enroll for a full-term course after the second scheduled meeting without consent of the instructor and the Academic Advising Office.

AUDITING

Students intending to audit a course (earn no credit) should indicate their intent when registering for the course or complete a Drop/Add card and file it with the Registrar's Office during the first week of class. Auditors are expected to attend all regular classes, but they are not required to take final exams. A student who first registers for credit may change to auditor status any time during the first month of class. A student who first enrolls for auditor status may change to credit status only during the first week of class. Courses audited are not included in determining the total credits earned; however, the credit value of any course audited is computed in the assessment of tuition.

BUILDING ABBREVIATIONS

ALCUL	Alcuin Library - SJU
ARDLF	Ardolf Science Center – CSB
ART	Art Building – SJU
BAC	Benedicta Arts Center – CSB
CLEML	Clemens Library – CSB
CLYNC	Claire Lynch – CSB
EMAUS	Emmaus Hall – SJU
GUILD	Guild Hall – SJU
HAB	Henrita Academic Building – CSB
HCC	Haehn Campus Center – CSB
MAIN	Main Building – CSB
MURRY	Murray Hall – CSB
MUSC	Music Building – SJU
NEWSC	New Science Center – SJU
PENGL	Peter Engel Science Center – SJU
POOLB	Pool-CSB
POOLJ	Pool-SJU
QUAD	Quadrangle – SJU
RICHA	Richarda -- CSB
SABRO	Study Abroad – Off Campus
SBHTH	Stephen B Humphrey Theater – SJU
SCSU	St. Cloud State University
SIMNS	Simons Hall – SJU
STUTH	BAC Studio Theater – CSB
TBA	To Be Arranged
WARNP	Warner Palaestra - SJU

CALENDAR CHANGES

The CSB/SJU calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder and war. In the event of such occurrences, the Institutions will attempt to accommodate their students. However, we do not guarantee that courses of instruction, extra curricular activities or other programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with College or University policy.

CLASS MEETING TIMES

MWF CSB Campus		MWF SJU Campus	
1B	8:20 - 9:15	1J	8:00 - 8:55
2B	9:30 - 10:25	2J	9:10 - 10:05
3B	10:40 - 11:35	3J	10:20 - 11:15
4B	11:50 - 12:45	4J	11:30 - 12:25
5B	1:00 - 1:55	5J	12:40 - 1:35
6B	2:10 - 3:05	6J	1:50 - 2:45
7B	3:20 - 4:15	7J	3:00 - 3:55

TR CSB Campus		TR SJU Campus	
8B	8:20 - 9:40	8J	8:00 - 9:20
9B	9:55 - 11:15	9J	9:35 - 10:55
10B	11:30 - 12:50	10J	11:10 - 12:30
11B	1:05 - 2:25	11J	12:45 - 2:05
12B	2:40 - 4:00	12J	2:20 - 3:40

Evening classes are held from 6:15-9:15 pm

CLASSROOMS

Classroom assignments or campus locations of some classes may be changed before the term begins. Students should consult their student detail schedule on Banner Web Self Service. All full-time evening classes begin the first week of the semester unless otherwise stated.

COURSE NUMBERING SYSTEM

100 - 299 Lower Division undergraduate courses
300 - 399 Upper Division undergraduate courses
400 - above Open to graduate students

DROPPING A CLASS

- **Aug. 30th** Last day to drop a course using Banner Web Self Service. After this date students must fill out a drop/add card & obtain the instructor's signature to receive a permanent drop until September 20th. Students may also use the on-line drop/add form.
- **Sept. 20th** Last day to receive a permanent drop on your schedule
- **Nov. 18th** Last day to receive a "W" on your transcript. If you withdraw after this date, your instructor may assign you an "F" at the end of the semester if appropriate.

For courses scheduled for less than a full term, withdrawal during the first third of the course will result in no record entry; during the second third, a "W" entry; during the final third, a failure if appropriate.

Students who fail to properly drop or withdraw from a course may be subject to a failing grade if appropriate.

INDIVIDUAL LEARNING PROJECTS

Individual Learning Projects, sometimes called Independent Study, are allowed for up to 4 credits per term. Guidelines and application forms are located on the Registrar's Office website. First-year students are not eligible for an Individual Learning Project.

POLICY ON INCOMPLETE GRADE

The policy concerning the temporary grade Incomplete (I) includes the following points:

- When circumstances warrant, Instructors may allow some delay in the completion of course work. Such extensions shall not extend beyond the close of the following regular (fall or spring) semester and earlier limits may be set at the discretion of the instructor.
- The Instructor must report on the official grade roster the grade "I" followed by the approximate grade the student will receive if the course work is not complete by the end of the following semester (e.g., I/F, or I/C, or I/B). That grade will be used in the computation of grade point averages until the incomplete is removed.
- If by the end of the following semester the instructor reports a single final grade to the Registrar, that grade will replace the I/GRADE, the incomplete will be removed, and averages recomputed accordingly. Otherwise, the provisional grade which was assigned with the "I" will become a permanent part of the transcript.
- Exceptions to the above may be granted only by the written permission of the Dean's Designee. Such exceptions will ordinarily be granted only in cases of medical disability or problems of comparable seriousness.

MODULAR SCHEDULING

Some departments offer courses of less than a full semester length: these courses begin and end according to the following dates and are called Modules, or "Mods," and will be listed by the codes below in the Official Class Schedule.

<u>MOD</u>	<u>BEGINS</u>	<u>ENDS</u>
A	August 26	September 19
B	September 20	October 17
C	October 18	November 13
D	November 14	December 13

NOTE: THESE DATES DO NOT APPLY TO MODS IN THE SCHOOL of THEOLOGY- Graduate.

DEGREEWORKS

DegreeWorks is an electronic tracking system of your individual progress towards meeting Common Curriculum and Major/Minor requirements. Students can view their DegreeWorks audit worksheet through **Banner Web Self Service**. Also, the students' advisor can access their **DegreeWorks audit worksheet** through **Banner Web Self Service**.

OVERLOAD

If you plan to register for more than 18 credits, you are incurring an overload. The overload tuition fee is estimated at \$1015 (SJU) or \$1030 (CSB) per credit over 18. Students whose cumulative grade point average is below 2.00 may not register for an overload. Students in good academic standing (GPA above 2.00) may register for a maximum of 1 overload credit (19 credits overall) without permission. Credit totals of 20 or more require the written authorization of the Academic Advising Office.

REPEATING A COURSE

A course which has been failed may be repeated for credit. Courses which have been passed may not be repeated for credit. They may, however, be repeated for additional honor points. The original grade is not removed when the course is repeated and credit for a course can be earned only once. The higher grade is computed in the GPA. If you are registering for a course that you are repeating, you **must** notify the Registrar's Office. **Repeating a course in which a passing grade has already been earned may have financial aid implications. See Financial Aid Office for additional information.**

S/U REGISTRATION

First-year students may not take the S/U option except for a course with only S/U grades available. Upper class students may make arrangements for this non-honor point grading option with their professor at the beginning of the course. Remember that undergraduates are limited in the number and types of courses they may take for the grade "S" (Satisfactory). See the Catalog for specific rules.

Grading options are listed in the Class Schedule as either GRADING OPTION A-F REQUIRED OR GRADING OPTION S-U REQUIRED. If neither of these is listed, the instructor will permit eligible students to choose either option by the date the instructor specifies at the beginning of the course. Once you have chosen, you may not request that the S/U be changed to an honor point grade.

If coursework grades average below a "C" under the S/U option, the grade "U" (Unsatisfactory) will be given with no credit earned.

TRANSCRIPT SERVICE

Current students can view their Unofficial Transcript on Banner Web Self Service, or they may request a copy of their transcript at no charge from the Registrar's Office. Requests for official transcripts must be in writing (forms are available at the Registrar's Office or on-line) and for former students, payment must accompany the order. Transcripts may be picked up at the Registrar's Office (or we can mail them for you) 2-3 working days after the request is made, except during the first and last week of each term when the request will take 3-4 working days.

WITHDRAWAL FROM COLLEGE

Complete withdrawal from all of your courses during the term must be initiated with your Residential Director at CSB, Mary Commons 221 or the Residential Life Office, Sexton 127, SJU. If you withdraw by September 20th, no official record of your registration for that term will be made. If you withdraw between September 20th and November 18th the mark "W" will appear behind that term's courses on your transcript. If you withdraw after November 18th, all courses for that term will be followed by the grade of "F". If you decide to withdraw after the term ends, you **MUST** notify the offices mentioned above.

CSB FINAL EXAM SCHEDULE - FALL 2013

	Tuesday Dec. 17	Wednesday Dec. 18	Thursday Dec. 19	Friday Dec. 20
8:15-10:15 am	1B	8B	5B	11B
10:45-12:45 pm	2B	9B	6B	12B
1:15-3:15 pm	3B	10B	7B	MS
3:45-5:45 pm	4B	MS	MS	
6:15-8:15 pm	MS			

1B - 8:20-9:15 8B - 8:20-9:40
2B - 9:30-10:25 9B - 9:55-11:15
3B - 10:40-11:35 10B - 11:30-12:50
4B - 11:50-12:45 11B - 1:05-2:25
5B - 1:00-1:55 12B - 2:40-4:00
6B - 2:10-3:05
7B - 3:20-4:15

MS = Multi Section Common Exam

SJU FINAL EXAM SCHEDULE - FALL 2013

	Tuesday Dec. 17	Wednesday Dec. 18	Thursday Dec. 19	Friday Dec. 20
8:00-10:00 am	1J	8J	5J	11J
10:30-12:30 pm	2J	9J	6J	12J
1:00-3:00 pm	3J	10J	7J	MS
3:30-5:30 pm	4J	MS	MS	
6:15-8:15 pm	MS			

1J - 8:00-9:55 8J - 8:00-9:20
2J - 9:10-10:05 9J - 9:35-10:55
3J - 10:20-11:15 10J - 11:10-12:30
4J - 11:30-12:25 11J - 12:45-2:05
5J - 12:40-1:35 12J - 2:20-3:40
6J - 1:50-2:45
7J - 3:00-3:55

MS = Multi Section Common Exam

Classes that meet after Period V may use their last regularly scheduled class period for their final exam or request a multi-section common exam time.

The academic calendar concludes each semester with a one-day study and four-day test cycle. Faculty may administer final exams for their classes only during the exam periods officially scheduled by the Registrar's Office. Cumulative final examinations may not be given during the regularly scheduled class days of the semester. If there is to be a cumulative final exam in a course, all exams given during the semester must be returned for student review by the last scheduled day of class.

Instructors of each full-term course are expected to announce at the beginning of the course whether a written two-hour final examination will be given. Such an exam will be administered during the three-day test cycle according to the schedule above. Note that a class is assigned a test time and day in the schedule according to the cycle and time period it meets during the semester.

One period has been reserved on each of the four test days for the administration of a common exam for multiple-section courses who so desire. A list of such courses, and their exam times, will be announced this fall. The legend, MS, in the accompanying chart signifies times set aside for these multi-section common exams.

IMPORTANT DATES TO REMEMBER

FALL TERM 2013

August

- 21-22 All Community Workshop Fall 2013
Preliminary Class Lists for Fall 2013 available on Banner Web Self Service for Faculty
- 25 First Year Student Orientation
- 24-25 Student Residences Open for upper class students
- 26 **Fall Term 2013 Classes Begin**
- 30 **LAST DAY TO ADD A FULL TERM COURSE**
Final Class Lists for Fall 2013 available on Banner Web Self Service

September

- 2 **Labor Day- Classes will be held**
- 20 **LAST DAY TO WITHDRAW FROM ANY CLASS WITHOUT A TRANSCRIPT ENTRY**

October

- 4 Long Weekend break begins at 6:00 pm. Classes resume Wednesday, October 9th
- 7-8 **FREE DAYS** (long weekend)
- 9 Classes resume at 8:00 am
- 17 Mid-term grades for first-year students are due

November

- 4 **Spring Term 2014 Registration begins; ends November 14th**
- 15 Drop/Add for Spring 2014 begins
- 18 **LAST DAY TO WITHDRAW FROM ANY FULL-TERM COURSE WITH "W" GRADE**
- 26 Thanksgiving recess begins at 6:00 pm. Classes resume 8:00 am, Monday, December 2nd

December

- 13 Classes End
Fall Term 2013 Closes
- 16 Study Day for Final Examinations
- 17 First Day of Exams
- 18 Second Day of Exams
- 19 Third Day of Exams
- 20 Fourth Day of Exams
- 23 Christmas Recess Begins
- 30 Final Grades due from faculty at 8:00am.

January

- 15 Spring Term 2014 classes begin