

LINCOLN MEMORIAL UNIVERSITY

SPRING 2019 Undergraduate Registration Information and Policies

Academic Calendar			
Final registration before classes begin	January 4	Spring break (no classes)	March 25-29
Residence halls open (8:00 a.m.)	January 6	Residence halls open (1p.m.)	March 31
Classes begin	January 7	Early registration begins	April 1
Last day to complete registration/add classes	January 16	Good Friday (no classes)	April 19
Martin Luther King Day (special activities)	January 21	Classes end	April 26
Last day to drop a course without "WD"	February 5	Final Exams	April 29- May 3
Lincoln Day/Founders Day (special activities)	February 12	Commencement (11a.m.)	May 4
Mid-Terms	March 4- March 8	Residence halls close (2p.m.)	May 4
Last day to drop a course without "F"	March 15		
Residence halls close (5p.m.)	March 22		

Online Registration

All undergraduate students as well as Master of Science in Nursing students must meet with their academic advisor before registering online.

Steps for Registering Online

1. Enter <https://webadvisor.lmunet.edu>
2. Login using your Webadvisor User Name and password; click SUBMIT.
3. Click on 'Webadvisor for Students'.
4. Click on 'Register and Drop Sections'.
5. Go to 'View your Progress' and click on "Go to My Progress"
6. Click on the course link for those courses indicated as "Not Started" to search them in the catalog.
7. Once in the course catalogs, click 'Add Course to Plan'
8. After you have added the course to your plan, click on 'Back to My Progress' in the top left-hand corner.
9. Continue this process until you have added a full schedule to your Plan.
10. Next, you will need to choose sections. To do this, go to the 'Plan Schedule' page.
11. On the Schedule tab, you will be able to view course sections. You **MUST CHOOSE SECTIONS** in order to register online.
12. When your schedule is set, students will then need to take the Advising Survey.
13. After the Advising Survey has been completed, click the "Accept terms and register now" button on the right-hand side to complete your registration.

LMU Email

LMU email is the primary form of electronic communication for currently enrolled students. Check your LMU email frequently for important notices and updates.

Undergraduate Tuition

Per Semester Hour	12-17 Semester Hours	Per Semester Hours Beyond 17
\$870.00	\$10,440.00	\$10,440.00 plus \$870.00 each additional hr

*Graduate students should contact appropriate School for graduate tuition rates.

Fees

Please refer to pages 17 and 18 of the 2018-2019 LMU Undergraduate Catalog.

Change of Schedule	\$15 per class, beginning January 17 , not to exceed \$100.00
Comprehensive Fee	\$265 per semester for UG, FT Harrogate students
	\$115 per semester for UG, FT extended-site students
	\$15 per semester for all other students
Late Registration	On January 17 and after: \$100.00
Directed/Independent Study Fee	\$25 per class, plus tuition for each course
NSF returned check/draft reject fee	\$30
Graduation Fee	\$50 Associate, \$75 Bachelor, \$100 Master, \$150 Ed.S. Contact the Academic Department for Additional Programs

Room and Board

(Price listed per 2 semesters unless otherwise specified)

BURCHETT	2 person room	\$5,600	LAFRENTZ-POOLE	Loft private	\$5,400
MCCLELLAND	2 person room	\$5,600		Standard private	\$5,700
NORTON	2 person room	\$5,600		Deluxe Private	\$6,300
PETERS	2 person room	\$5,600			
POPE	1 person room	\$7,300	MARS/LEE HALLS	1 person room	\$8,100 (12 months)
MITCHELL	1 person room	\$7,300	LANGLEY	1 person room	\$7,300
DISHNER	1 person room	\$7,300	SHELTON	1 person room	\$7,300
LILES/WEST	2 person room	\$3,550	UNIVERSITY INN	Studio	\$8,950
	Private	\$5,250		1 bedroom apt	\$11,100

*Graduate only housing is indicated in orange.

Meal Plans

(Prices listed per semester)

#1 (Without Flex Points)	19 meals/week	\$2,225	(Commuter block plans)	Block 50	\$450
#2 (With Flex Points)	15 m/w & 150pts	\$2,300		Block 100	\$930
#3 (With Flex Points)	10 m/w & 300 pts	\$2,225		Block 150	\$1,230

Credit/Refund

The first official day of classes for calculation of the credit/refund schedule for all undergraduate and graduate programs will be **January 7 (see below)**. Refer to credit/refund in the Catalog, Graduate Catalogs, and Student Handbook for policy details.

*If a student chooses to withdraw from LMU, the date the Withdrawal form is received by the Registrar's Office determines the percentage of credit given toward charges. Verbal requests or not attending classes does not apply.

Week 1 of the term	100%	Week 3 of the term	50%
Week 2 of the term	75%	Week 4 of the term	25%
		After Week 4 of the term	0%

Student Payments

All tuition and fees are due and payable prior to the first class of the term.

Method of Payment: Cash, Check, VISA, MASTERCARD, DISCOVER or AMERICAN EXPRESS.

Payment may be made through MYLMU – Webadvisor for students financial information- View account and make payments or in the Student Accounts Office, DAR 112 or by calling 423-869-6336. If a student presents a check for registration fees and it is returned by the bank, the student may be administratively withdrawn from LMU, and an additional fee assessed upon the student for the returned item.

Financial Aid

Contact the Financial Aid Office in DAR 111.

Monthly Payment Plan

LMU offers an interest-free monthly payment plan in which you can divide your balance into 5 or 4 monthly payments for a fee of \$45 unless paid in the Fall. This payment option is for applicable tuition and fees only for the current semester – and books cannot be included. Payments are due on the 1st of each month. If payments are not made by the 5th of each month, a \$20.00 late fee is applied. If a payment is missed on the payment plan, the plan may be cancelled and your student account balance is due in full immediately in order to remain enrolled.

To enroll in the plan please go to MYLMU – QUICKLINKS– LMU & JFWA Payment Plans or in the Student Accounts Office, DAR 112.

Miscellaneous

Students may cash personal checks in the Cashiers Office, DAR 112, for up to \$50.00 with no fee. An additional fee is assessed to the student for “returned” checks or draft rejects.

Academic Information

Final Exam Schedule

1. Final exams (if deemed appropriate by instructor) for Science labs, Physical Education activities, and University Activities courses will be administered during the last regular meeting of the course.
2. For the Final Exam Schedule in Nursing, contact the School of Nursing office.
3. Graduate exams – contact the appropriate School.

APPLICATION FOR GRADUATION: See Catalog

TRANSFER CREDITS FROM OTHER INSTITUTIONS: See Catalog

HARROGATE CAMPUS FINAL EXAM SCHEDULE SPRING SEMESTER 2019 (Undergraduate)

EXAM DAY/TIME	EXAM PERIOD	CLASS MEETING REGULARLY AT/WITHIN
MONDAY April 29	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 4:00pm – 6:00pm 6:30pm – 8:30pm	MWF: 8:00am - 8:50am MWF: 11:15am – 12:05pm MWF: 2:20pm – 3:10pm M: 4:00pm <u>or</u> 4:30pm M: 6:30pm
TUESDAY April 30	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 4:00pm – 6:00pm 6:30pm – 8:30pm	TTH: 8:00am – 9:15am TTH: 11:00am – 12:15pm MW 1:00pm – 2:15pm T: 4:00pm <u>or</u> 4:30pm T: 6:30pm
WEDNESDAY May 1	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 4:00pm – 6:00pm 6:30pm – 8:30pm	MWF: 10:10am – 11:00am MWF: 3:25pm – 4:15pm MWF: 1:15pm – 2:15pm W: 4:00pm <u>or</u> 4:30pm W: 6:30pm
THURSDAY May 2	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 4:00pm – 6:00pm 6:30pm – 8:30pm	MWF: 9:05am – 9:55am MW 2:30pm – 3:45pm TTH: 1:00pm – 2:15pm TH: 4:00pm <u>or</u> 4:30pm TH: 6:30pm
FRIDAY May 3	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 4:00pm – 6:00pm	TTH: 9:30am – 10:45am MWF: 4:00pm – 4:50pm TTH: 4:00pm 5:15pm F: 4:00pm <u>or</u> 4:30pm

Weather-Related Information

For weather-related information, please visit <http://www.lmunet.edu/student-life/weather-cancellation-notification>.

For additional information, view LMU online - www.lmunet.edu