

# LINCOLN MEMORIAL UNIVERSITY

## FALL 2019 Undergraduate Registration Information and Policies

<b>Academic Calendar</b>			
<b>Final registration before classes begin</b>	August 16	<b>Last day to drop a course without “F”</b>	October 25
<b>Residence halls open (8:00 a.m.)</b>	August 17	<b>Early registration begins</b>	October 28
<b>Classes begin</b>	August 19	<b>Thanksgiving holiday (no classes)</b>	November 27-29
<b>Last day to complete registration/add classes</b>	August 28	<b>Residence halls open (1:00 p.m.)</b>	December 1
<b>Labor Day (no classes, residence halls remain open)</b>	September 2	<b>Classes end</b>	December 6
<b>Last day to drop a course without “WD”</b>	September 17	<b>Final Exams</b>	December 9-13
<b>Mid-Term</b>	October 8-12	<b>Commencement (11:00 a.m.)</b>	December 14
<b>Homecoming (classes held as scheduled)</b>	October 10-12	<b>Residence halls close (2:00 p.m.)</b>	December 14

### 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
<b>\$925</b>	<b>\$11,100</b>	<b>\$11,100 plus \$925 each additional hr.</b>

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

## Fees

Please refer to pages 17 and 18 of the 2019-2020 LMU Undergraduate Catalog.

<b>Change of Schedule</b>	\$15 per class, beginning <b>August 28</b> , not to exceed \$100.00
<b>Comprehensive Fee</b>	\$270 per semester for UG, FT Harrogate students
	\$115 per semester for UG, FT extended-site students
	\$15 per semester for all other students
<b>Activity Fee</b>	\$25 per semester for ( Undergraduate/Graduate) Not applied to Professional schools
<b>Late Registration</b>	On <b>August 28</b> and after: \$100.00
<b>Directed/Independent Study Fee</b>	\$25 per class, plus tuition for each course
<b>NSF returned check/draft reject fee</b>	\$30
<b>Graduation Fee</b>	<b>\$50 Associate, \$75 Bachelor, \$100 Master, \$150 Ed.S.</b> <b>Contact the Academic Department for Additional Programs</b>

## Room and Board

(Price listed per 2 semesters unless otherwise specified)

<b>BURCHETT</b>	2 person room	<b>\$5,800</b>	<b>LAFRENTZ-POOLE</b>	Loft private	<b>\$5,650</b>
<b>MCCLELLAND</b>	2 person room	<b>\$5,800</b>		Standard private	<b>\$5,850</b>
<b>NORTON</b>	2 person room	<b>\$5,800</b>		Deluxe Private	<b>\$6,500</b>
<b>PETERS</b>	2 person room	<b>\$5,800</b>			
<b>POPE</b>	1 person room	<b>\$7,500</b>			
<b>MITCHELL</b>	1 person room	<b>\$7,500</b>			
<b>DISHNER</b>	1 person room	<b>\$7,500</b>			
<b>LILES/WEST</b>	2 person room	<b>\$3,650</b>	<b>MARS/LEE HALLS</b>	1 person room	<b>\$8,343</b> (12 months)
	Private	<b>\$5,400</b>	<b>LANGLEY</b>	1 person room	<b>\$7,500</b>
			<b>SHELTON</b>	1 person room	<b>\$7,500</b>
			<b>UNIVERSITY INN</b>	Studio	<b>\$9,240</b>
				1 bedroom apt	<b>\$11,400</b>

\*Graduate only housing is indicated in orange.

## Meal Plans

(Prices listed per semester)

#1 (Without Flex Points)	19 meals/week	<b>\$2,300</b>	(Commuter block plans)	Block 50	<b>\$465</b>
#2 (With Flex Points)	15 m/w & 150pts	<b>\$2,375</b>		Block 100	<b>\$950</b>
#3 (With Flex Points)	10 m/w & 300 pts	<b>\$2,300</b>		Block 150	<b>\$1,260</b>

## Credit/Refund

The first official day of classes for calculation of the credit/refund schedule for all undergraduate and graduate programs will be **August 19 (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.

<b>Week 1 of the term</b>	100%	<b>Week 3 of the term</b>	50%
<b>Week 2 of the term</b>	75%	<b>Week 4 of the term</b>	25%
		<b>After Week 4 of the term</b>	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 – QUICKLINKS – LMU & JFWA PAYMENT PLANS or in the Student Accounts Office, DAR 112. 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. This payment option is for applicable tuition and fees only for the current semester – and books cannot be included. Payments are due on the 1<sup>st</sup> of each month. If payments are not made by the 5<sup>th</sup> 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.

### **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 FALL SEMESTER 2019 (Undergraduate)

EXAM DAY/TIME	EXAM PERIOD	CLASS MEETING REGULARLY AT/WITHIN
<b>MONDAY</b> December 9	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
<b>TUESDAY</b> December 10	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
<b>WEDNESDAY</b> December 11	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
<b>THURSDAY</b> December 12	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 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
<b>FRIDAY</b> December 13	8:00am – 10:00am 10:30am – 12:30pm 1:30pm – 3:30pm 4:00pm – 6:00pm	TTH: 9:30am – 10:45am MWF: 4:30pm – 5:20pm 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](http://www.lmunet.edu)