

**WINTER 2009
REGISTRATION INFORMATION BOOKLET**

Welcome to the 2009 Winter Session of Coppin State University. This brochure contains basic information required to prepare for registration and the Schedule of Classes. Courses offered during the 2009 Winter Session will meet in one, three-week session—January 5 through January 23, 2009

EFFECTIVE SINCE OCTOBER 15, 2004

COPPIN STATE UNIVERSITY E-MAIL IS THE OFFICIAL E-MAIL COMMUNICATION WITH OUR STUDENTS.

EFFECTIVE SINCE SPRING 2002

THE UNIVERSITY WILL NO LONGER AUTOMATICALLY DROP COURSES. A STUDENT IS RESPONSIBLE FOR PAYMENT OF TUITION & FEE CHARGES FOR THE COURSE IN WHICH S/HE IS ADMITTED, REGARDLESS OF WHETHER THE STUDENT ATTENDS THE COURSE(S). TO AVOID BEING CHARGED FULL TUITION AND FEES, A STUDENT MUST DROP HIS/HER COURSES VIA SELF-SERVICE ON-LINE OR COMPLETE AND SIGN AN OFFICIAL DROP FORM AT THE OFFICE OF RECORDS AND REGISTRATION PRIOR TO THE OFFICIAL START DATE OF THE WINTER SESSION. **STUDENTS ARE RESPONSIBLE FOR DROPPING THE CLASSES THAT THEY ARE NOT PLANNING TO ATTEND IF THEY WANT TO AVOID BEING CHARGED FULL TUITION AND FEES.**

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ADMISSION

Students who have **never enrolled** at Coppin State University must complete a Summer/Winter Application at the Office of Records and Registration. Students who admitted for the Winter Session through the Office of Records and Registration are admitted as non-degree seeking students. Undergraduate students seeking entry into a degree program must contact the Office of Admissions at 410-951-3600. Graduate students desiring to change their status to degree-seeking should contact the School of Graduate Studies Office at 410-951-3090 as soon as possible and prior to earning twelve (12) semester credit hours.

REGISTRATION CALENDAR

The on-campus registration calendar for the 2009 Winter Session is as follows:

CONTINUING STUDENTS

Winter 2009 On-line Registration Appointments

November 5 – 7 Graduate Students, Seniors, Juniors
November 10-12 Sophomores and Freshmen

NEW AND CONTINUING STUDENTS

Winter 2009 Open Registration

November 19-December 23 All Students

Registration Hours	8:30am- 5:00pm Mondays, Tuesdays, & Thursdays 8:30am-6:45pm Wednesdays (Except for November 26th & December 24 th) 8:30am-2:45pm Fridays
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LATE REGISTRATION

January 5, 2009 ----- 8:30 a.m. – 5:30 p.m.

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REGISTRATION TIPS

CONTINUING STUDENTS:

Students are encouraged to consult with their advisors about their academic progress and course selection(s) prior to registering for courses. Students should also review their degree progress report online to determine what courses they have completed in their program of study and to select the appropriate courses they still need to take.

To register for classes, continuing student must have the following:

- ◆ Coppin State University Network/E-mail Account. Contact the Computer Lab 410-951-3861 about obtaining a University Network/E-mail
- ◆ EagleLinks ID and Password. Contact the Office of Records and Registration via your Coppin E-mail account at recordsregistration@coppin.edu

NOTE: A bill for tuition and fee charges is generated when courses are keyed-in. Students are responsible for payment in tuition and fee charges for courses in which they are admitted, regardless of whether they attend the courses. Students who do not plan to attend must drop their courses via self-service on-line or by submitting a completed and signed drop form at the Office of Records and Registration prior to the official start date of the winter session.

NEW STUDENTS:

To register for classes for the winter you must do the following:

- ◆ Complete the Registration Application for the Summer/Winter Sessions.

- ◆ Select courses.
- ◆ Write selected course information on Course Reservation Form.
- ◆ Make sure you complete the bio/demo information on the Course Reservation Form and sign it.

NOTE: A bill for tuition and fee charges is generated when courses are keyed-in. Students are responsible for payment in tuition and fee charges for courses in which they are admitted, regardless of whether they attend the courses. **TO AVOID BEING CHARGED FULL TUITION AND FEES, A STUDENT MUST DROP HIS/HER COURSES VIA SELF-SERVICE ON-LINE OR BY COMPLETING AND SIGNING AN OFFICIAL DROP FORM AT THE OFFICE OF RECORDS AND REGISTRATION PRIOR TO THE OFFICAL START DATE OF THE WINTER SESSION.**

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Calendar - Winter 2009

Winter 2009 Registration Appointments

Nov 5-7 Graduate Students, Seniors & Juniors

Nov 10-12 Sophomores & Freshmen

Winter 2009 Open Registration

Nov 19-Dec 23 All Students

Winter 2009 Late Registration

Jan 5, 2009 – All Students

Classes Start

Jan 5, 2009

Add Deadline

Jan 6, 2009

Drop Deadline Without Grade Penalty of “W”

Jan 12, 2009

Withdrawal Deadline

Jan 16, 2009

Holiday - University Closed

Jan 19, 2009

Winter 2009 Classes End

Jan 23, 2009

Deadline for Entering Winter 2009 Grades

Jan 27, 2009

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BUSINESS OFFICE REMINDERS

1. Prior semester charges must be "paid in full" **before** registering for the Winter Session.
2. Students may pay their tuition and fee charges at the time of schedule key-in. The bill is paid at the Cashier window on the second floor of the Miles Connor Administration Building.
3. Payment is due when your classes are "keyed" into the system. Payments may be made by cash, money order, personal check, VISA or MASTERCARD. **Contact the Office of Student Accounts at 410-951-3677 if you have questions.**

NOTE: A bill for tuition and fee charges is generated when courses are keyed-in. Students are responsible for payment in tuition and fee charges for courses in which they are admitted, regardless of whether they attend the courses. Students who do not plan to attend must drop their courses via self-service on-line or by submitting a completed and signed drop form to the Office of Records and Registration prior to the official start date of the Winter Session.

SCHEDULE OF TUITION & FEE CHARGES FOR THE WINTER 2009

The following chart is provided to help you determine the total charges for the Winter Session. **Your total charges are based on the number of credits taken plus Registration, and Fees.** Though the following information was believed to be correct at the time of printing, changes in tuition and fees are subject to change without notice by action of the Board of Regents. **Contact the Office of Student Accounts at 410-951-3677 if you have questions.**

UNDERGRADUATE

<u>Credits</u>	<u>Resident Tuition</u>	<u>Non-Resident Tuition</u>	<u>Flat Fees</u>	<u>Athletic Fees</u>	<u>Aux Fees</u>	<u>Resident Total Charges</u>	<u>Non-resident Total Charges</u>
1	\$151	\$404	\$179.00	\$33	\$31	\$394.00	\$647.00
2	\$302	\$808	\$179.00	\$66	\$62	\$609.00	\$1,115.00
3	\$453	\$1,212	\$179.00	\$99	\$93	\$824.00	\$1,583.00
4	\$604	\$1,616	\$179.00	\$132	\$124	\$1,039.00	\$2,051.00
5	\$755	\$2,020	\$179.00	\$165	\$155	\$1,254.00	\$2,519.00
6	\$906	\$2,424	\$179.00	\$198	\$186	\$1,469.00	\$2,987.00

GRADUATE:

<u>Credits</u>	<u>Resident Tuition</u>	<u>Non-Resident Tuition</u>	<u>Flat Fees</u>	<u>Athletic Fees</u>	<u>Aux Fees</u>	<u>Resident Total Charges</u>	<u>Non-resident Total Charges</u>
1	\$226	\$416	\$179.00	\$33	\$31	\$469.00	\$659.00
2	\$452	\$832	\$179.00	\$66	\$62	\$759.00	\$1,139.00
3	\$678	\$1,248	\$179.00	\$99	\$93	\$1,049.00	\$1,619.00
4	\$904	\$1,664	\$179.00	\$132	\$124	\$1,339.00	\$2,099.00
5	\$1,130	\$2,080	\$179.00	\$165	\$155	\$1,629.00	\$2,579.00
6	\$1,356	\$2,496	\$179.00	\$198	\$186	\$1,919.00	\$3,059.00

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FINANCIAL AID

Students interested in seeking financial aid for the Winter Session are encouraged to contact the Financial Aid Office at 410-951-3636 as soon as possible.

CANCELED COURSES

The University attempts to provide a wide selection of courses. However, because the Winter Session is self-supporting, it is sometimes necessary to cancel courses as a result of insufficient enrollment. Courses are canceled following the close of the work day at 5:00pm on January 5, 2009.

WINTER SESSION CREDIT LIMIT

Students are permitted to take a maximum of six (6) semester hours during the Winter Session. **NO WAIVERS OF THIS LIMIT WILL BE GRANTED.**

WINTER SESSION REFUND POLICY

Note: To reduce tuition and fee charges, a student must drop his/her courses via self-service on-line or by submitting a completed and signed drop form to the Office of Records and Registration prior to the official start date of the Winter Session. The date of the drop recorded in the system determines the reduction percentage. The following table shows the dates and percentages of charge reductions.

	Dates		Tuition	Fees
November 5, 2008	thru	January 5, 2009	100%	100%
January 6, 2009	thru	January 12, 2009	50%	0%
January 13, 2009	and	thereafter	0%	0%

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DISCIPLINE CODES - COURSE NUMBERS - SECTION NUMBERS

The first four letters following the course's name represent the course's DISCIPLINE CODE (DISC. CODE). The first three digits designate the COURSE NUMBER and refer to the level at which the course is offered (100-199 freshman; 200-299 sophomore; 300-399 junior; 400-499 senior; and 500 and above graduate); the second three digits indicate the SECTION NUMBER. PREREQUISITES AND OTHER SPECIAL CONDITIONS ASSOCIATED WITH A COURSE ARE NOTED BENEATH ITS LISTING.

Section numbers of BTU and PG are Closed Site Sections. Closed site courses are offered at off-campus locations and the courses are available to only those students participating in the Closed Site Initiatives. **Section numbers of 400** are ON-LINE courses.

DAY AND TIME CODES

All classes meet each day of the week, Monday through Friday (M-F) unless indicated.

An "A" at the end of the time designates a class that ends prior to 12:00 noon. A "P" at the end of the time designates a class ending after 12:00 noon.

ROOM ASSIGNMENT

Please check your schedule of classes for the room locations.