

## **SUMMER TERM 2020**

Summer eight-week and June four-week courses begin Monday, June 1 at 8:00 A.M.

## **FALL TERM 2020**

Full-semester classes begin Monday, August 24 at 8:00 A.M. August four-week classes begin Monday, August 3.

---

### **PROCEDURE FOR REGISTRATION:**

1. Log on to Self Service to view your registration date and time and check to see if you have any registration holds.
2. Contact your advisor to discuss academic progress towards degree and obtain advisor's permission for classes.
3. VA students only – CONTACT VA OFFICE (Office of Financial Aid in Old Main)
4. If you have a balance due visit the BUSINESS OFFICE to settle your account.
5. If you have any other registration holds visit the appropriate office to clear those holds before your registration time.
6. Register online during or after your designated registration time. **(Online Registration for the fall term will be available until midnight on Friday, August 28, 2020.**

**YOU WILL BE CHARGED A LATE REGISTRATION FEE IF YOU REGISTER AFTER MIDNIGHT ON SUNDAY, APRIL 26, 2020. (Adds and drops after you have registered are permitted and will not have a late fee attached to them.)**

**YOU ARE PRE-REGISTERED WHEN ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED.**

**YOU WILL NOT BE OFFICIALLY REGISTERED UNTIL THE CHARGES FOR THE ABOVE HAVE BEEN PAID OR COVERED BY FINANCIAL AID AND/OR ARRANGEMENTS HAVE BEEN MADE THROUGH TUITION MANAGEMENT SYSTEMS.**

---

**THE LAST DAY TO ADD FULL SEMESTER CLASSES IS 5 PM ON FRIDAY, AUGUST 28.**

**THE LAST DAY TO CHOOSE THE CREDIT/NO CREDIT OPTION IS 5 PM ON FRIDAY, AUGUST 28.**

**THE LAST DAY TO DROP FULL-SEMESTER COURSES IS 5:00 PM ON TUESDAY, NOVEMBER 17.**

# ACADEMIC CALENDARS

## SUMMER TERM 2020 - June 1 through July 31

Monday, June 1	June Four-Week Classes Begin Summer Eight-Week Classes Begin
Friday, June 5 (5 <sup>th</sup> day of class)	Last day to withdraw from a course with a 100% refund Last day to add a course* Last day to withdraw from a course without receiving a "W"*
Saturday, June 27	June Four-Week Classes End
Monday, July 6	July Four-Week Classes Begin
<i>Friday, July 3</i>	<i>Independence Day Holiday – No Classes</i>
Wednesday, July 8 (27 <sup>th</sup> day of class)	Last day to withdraw from a course
Friday, July 24	Summer Eight-Week Classes End
Friday, July 31	July Four-Week Classes End

## FALL TERM 2020 – August 24-December 10

Monday, August 3	August Four-Week Classes Begin
Saturday, August 29	August Four-Week Classes End
<b>August 19-23</b>	<b>New Student Orientation</b>
Monday, August 24	Classes Begin
Friday, August 28 (5 <sup>th</sup> day of class)	Last day to withdraw from a course with a 100% refund Last day to add a course* Last day to withdraw from a course without receiving a "W"*
Friday, September 4 (10 <sup>th</sup> day of class)	Last day to withdraw from a course with a 75% refund
<i>Monday, September 7</i>	<i>Labor Day – No Classes</i>
Monday, September 21	Last day to withdraw from a course with a 50% refund
October 1-4	Homecoming
Thursday, October 15	1 <sup>st</sup> Half Semester Classes End
<i>Friday, October 16</i>	<i>Fall Break – No Classes</i>
Monday, October 19	2 <sup>nd</sup> Half Semester Classes Begin
Tuesday, November 17 (60 <sup>th</sup> day of class)	Last day to withdraw from a full semester course
<i>November 25-29</i>	<i>Thanksgiving Holiday – No Classes (Wednesday – Sunday)</i>
Friday, December 4	Last Day of Regular Class Sessions
<b>December 7-10</b>	<b>Final Exams (Monday - Thursday)</b>

## WAITLIST POLICY

1. If a class you wish to register for is closed, you may choose to place yourself on the waitlist.
2. The Office of Academic Records monitors the waitlist daily. If space becomes available, the first person on the list will be enrolled in the class (the waitlist is based on the order of registration). If you are placed into a waitlisted course you will be notified via your McKendree e-mail address.
3. If you no longer wish to take the waitlisted course, it is your responsibility to drop the course.
4. **For classes meeting on the Lebanon campus, the waitlist will be closed and cleared one week before classes begin. For all other courses, the waitlist will be cleared three business days after the start of the term.** At that point, if you still feel you need to take the class, you must email the instructor of the course and explain why you need to take the course. If the instructor approves, you will be notified via your McKendree email address. You must then register yourself for the class.

**Please note: Placing yourself on a waitlist does not guarantee enrollment in the class. If you are on a waitlist, you are not officially enrolled in the class and should not attend class.**

**McKendree University reserves the right to withdraw any course in which sufficient numbers do not enroll, or where circumstances develop which make it infeasible to offer the course.**

***Students will be notified via McKendree email accounts if a course for which they are enrolled is cancelled.***

### TUITION REFUNDS, FALL SEMESTER COURSES

Refunds for approved withdrawals shall be based on the following schedule:

#### **TUITION REFUNDS, FULL SEMESTER COURSES**

August	28	100%	tuition refund privilege expires at 5:00 p.m.
September	4	75%	tuition refund privilege expires at 5:00 p.m.
September	26	50%	tuition refund privilege expires at 5:00 p.m.

#### **TUITION REFUNDS, FIRST HALF-SEMESTER COURSES**

August	28	100%	tuition refund privilege expires at 5:00 p.m.
September	4	75%	tuition refund privilege expires at 5:00 p.m.
September	14	50%	tuition refund privilege expires at 5:00 p.m.

#### **TUITION REFUNDS, SECOND HALF-SEMESTER COURSES**

October	23	100%	tuition refund privilege expires at 5:00 p.m.
October	30	75%	tuition refund privilege expires at 5:00 p.m.
November	6	50%	tuition refund privilege expires at 5:00 p.m.

### **FOUR-WEEK CLASS WITHDRAWAL POLICY**

1. Up to the 5<sup>th</sup> business day of class sessions, students may withdraw from a class without any notation appearing on the permanent record.
2. From the 6<sup>th</sup> day to the end of the 15<sup>th</sup> day, a grade of W will be recorded.
3. After the 15<sup>th</sup> day, a student may no longer withdraw from a class unless circumstances merit special consideration by the Provost of the university.

## **FINANCIAL INFORMATION**

### **PAYMENT OF FINANCIAL OBLIGATIONS**

**PRIOR TO THE COMMENCEMENT OF CLASSES, MCKENDREE UNIVERSITY STUDENTS MUST PAY ALL TUITION, ROOM AND BOARD, AND OTHER FEE CHARGES.** Payment by cash, check, Mastercard, Visa, Discover or American Express will be accepted. Grants and scholarship awards may be applied toward the payment. Subsidized Federal Direct Loans, Unsubsidized Federal Direct Loans, and Direct Parent PLUS Loan for Students also may be applied, provided the student has submitted the completed loan and/or acceptance form and all required documentation. Direct Parent PLUS Loans are subject to Department of Education credit approval.

Students expecting Veterans Administration (VA) benefits or Military Tuition Assistance (TA) should consult with the advisor for military assistance programs to make necessary financial arrangements for enrollment.

McKendree University cooperates fully with banks and other financial institutions that provide student financing. In addition, McKendree University has made arrangements for The Monthly Budget Program, administered through NelNet, which allows families to spread tuition and fee payments over 10 months, August through May, with no interest except on past-due payments. The cost for the service is \$85 per year. Applications are also available from the Admissions, Financial Aid and Business Offices.

**The University reserves the right to withhold transcripts and degrees if the account is not paid in full by the end of each session.** The University will charge interest at 1 ½% per month on all delinquent accounts every 30 days. Failure to complete arrangements for meeting financial obligations may result in complete denial from the classroom until such arrangements are completed.

The Business Office will work with students to ensure that the requirements of the payment policy are met. As soon as you anticipate a payment problem, please make an appointment with the Business Office to determine a payment plan. Delays in addressing any financial difficulty may result in higher costs and cancellation of your pre-registration.

### **SPECIAL NOTES**

The Fall term begins on August 1 and ends on December 31. It includes five one-month sessions, full semester, first-half and second-half semester courses, variable length sessions (see class schedule), and Scott classes. A student should be registered at the beginning of each term for all courses to be taken during the term in order to be eligible for financial aid. Financial aid programs have varying rules, and students may make costly mistakes by failing to seek financial aid counseling when adding or dropping courses (particularly one-month sessions) after the term has begun.

There are special expenses involved for some courses such as bowling, golf and the travel connected with off-campus sessions (see fee schedule). These costs are borne by the student in addition to the regular tuition, room and board, and fee charges. In some instances, these special costs are to be paid by the student to other specified agencies. These costs are non-refundable. Textbooks and supplies are not included in the tuition and mandatory fee charges. Students should plan to bring enough money to purchase books and supplies.

## **EMPLOYER REIMBURSEMENT POLICY**

1. Only the amount that will be paid by the employer can be deferred. The entire amount will be subject to interest charges until the student's portion is paid.
2. A letter from the employer stating that the employee is eligible for tuition reimbursement will be required each semester. Depending upon the employer's tuition reimbursement requirements, a copy of the policy from the company may be sufficient. This letter should be submitted to the Business Office.
3. The employer should make McKendree the Payee (or at least the co-payee) on the check.
4. Deferment period will terminate 30 days after the date grades are issued.
5. The balance will be subject to interest charges if payment is not received within 30 days from the date grades are issued.

## **CRITERIA FOR REDUCED TUITION RATE AT NURSING SATELLITE CENTERS**

Currently the nursing tuition rate is less than the rate charged per credit hour on the main campus. To receive the reduced tuition rate, a student must meet the following requirements:

1. The student must be seeking a Bachelor of Science in Nursing degree.
2. The student must be advised by the nursing department, and must be classified as a nursing student.

Questions regarding your charges should be directed to the Business Office, 537-6868. Questions regarding financial aid can be answered by the Office of Financial Aid, 537-6828.

## **CRITERIA FOR REDUCED TUITION RATE AT THE CENTER AT SCOTT AFB**

Currently, the Scott tuition rate is less than the rate charged per credit hour on the main campus. To receive the reduced tuition rate, a student must meet the following requirements:

1. A degree seeking student must be seeking one of the degrees offered at the Center at Scott Air Force Base.
2. Non-degree students must be taking classes offered only thru the center at Scott Air Force Base.

If campus classification (i.e. Scott student vs. campus student) is changed mid-semester, the reduced tuition rate will not be retroactive. Reduced tuition benefits would become effective the next semester for which the student enrolls.

Any student classified as a traditional campus student who registers for Center at Scott classes will be charged the campus rate.

## **CRITERIA FOR REDUCED TUITION RATE FOR EXTERNAL PROGRAMS**

Currently, the undergraduate tuition rate for the external programs is less than the rate charged per credit hour on the main campus. To receive the reduced tuition rate, a student must meet the following requirements:

1. The student must be advised by the Office of External Programs and must be classified as an External Programs student.
2. The student must be seeking a Bachelor of Business Administration degree.

Enrolled students classified as anything other than External Programs will be charged the rate applicable to their student classification.

## **POLICY**

McKendree University accepts personal checks for the convenience of students and parents. Any check negotiated with the University, which is not honored by the individual's bank shall be subject to the penalty charge. The student will be held responsible for payment in cash for the unredeemed check and the bad check fee within five (5) days of our receipt of the bad check from the bank.

## **WITHDRAWALS AND REFUNDS**

Any student who desires a change in course or withdrawal from one or more classes must sign and date a Drop/Add form. The student must then have the form signed by the student's Faculty Advisor and the Business Office. This form must then be returned to and be validated by the Office of Academic Records.

Any student who is suspended or dismissed from the University by University authorities for disciplinary reasons shall not be entitled to any refund of tuition, room rent or board.

In the case of complete withdrawal from school, the student must fill out a withdrawal form and must have this form approved by the Academic Vice President, the Student's Faculty Advisor, the Student Affairs Office, the Library, the Office of Financial Aid, the Business Office, and the Office of Academic Records. The date on which such written approval is received by the Office of Academic Records determines the amount of refund. Failure by the student to obtain written approval makes the student ineligible for any refund, except as noted below.

Students are expected to obtain counseling when planning their classes at pre-registration time. Withdrawing from one or more classes should be carefully considered in terms of graduation requirements as well as financial aid. It is recommended that you seek counseling from your Academic Advisor and the Office of Financial Aid before changing courses or withdrawing from one or more classes.

All students who receive any financial aid may experience reductions from untimely course withdrawals. Any full tuition scholarship or benefit granted may only cover those hours attempted and evaluated.

## Return of Title IV Funds Policy

The requirements for Title IV Program Funds when a student withdraws, or is dismissed, are separate from any refund policy that McKendree University may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. McKendree University will charge the student for any Title IV Program Funds that McKendree University is required to return.

### What is Title IV Aid?

Title IV of the Higher Education Act of 1965, as amended in 1998, (Title IV, and HEA program) establishes general rules that apply to federal student financial assistance programs. For purposes of Return of Title IV Funds, these programs include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunities Grant (FSEOG)
- Federal Direct Student Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loan (Parent PLUS Loan)
- Federal Teach Grant
- Federal Iraq and Afghanistan Service Grants

### Determining Attendance and Calculating Earned Financial Aid

Students who are withdrawing from all classes and who have followed the withdrawal process obtaining the validation from the Office of Academic Records are considered to be an official withdrawal. The date on which such written approval is received by the Office of Academic Records determines the last date of attendance for the purposes of Return of Title IV Program Funds.

The Office of Financial Aid must review each student's academic registration record to determine financial aid eligibility. The Office of Financial Aid may also contact some or all instructors to verify class attendance if there is a question regarding the student's participation and attendance, and to support a last date of attendance. If a faculty member indicates that a student never attended or did not participate, the Office of Financial Aid will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing the institution for the amount of unearned aid. If the student never attended any of the registered classes in the semester, all aid will be cancelled and the student billed for all outstanding charges.

Financial Aid is posted to the student's account at the start of each semester, or at the time, eligibility is established during the semester if this date is later than the start of each semester. Title IV Aid is earned by the calendar day, not class day or business days. This includes weekends, holidays, and breaks of less than five consecutive days. The Office of Financial Aid is required to determine the amount of Title IV Aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received. Earned aid is determined by taking the number of days attended before enrollment ended divided by the total number of days in the semester (first day of instruction until the last day of finals, excluding breaks of five consecutive days or more).

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws, or is dismissed, prior to the 60% point of the semester, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U. S. Department of Education a significant amount of money. This policy will not apply to students who drop some but not all of their classes, or withdraw prior to the first day of the semester.

**It is advisable for any student considering adding or dropping, or withdrawing (either officially or unofficially) from McKendree to discuss with the Office of Financial Aid the impact of a withdrawal. A student withdrawing from McKendree could be held responsible for the entire costs charged by McKendree.**

### **Return of Title IV Funds (Earned versus Unearned Aid)**

The Office of Financial Aid must calculate the amount of financial aid a student has earned within 45 days from the date the student dropped their classes, or was dismissed from their classes. Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the respective federal programs no later than 45 days from when the student separated from McKendree University. The calculation is based upon only the amount of Title IV Aid for which you were eligible.

The State of IL MAP Grant may be reduced depending upon the amount of tuition charged. If the tuition charged is lower than the original amount of State of IL MAP Grant awarded, then the State of IL MAP Grant will be reduced. State of IL MAP Grant may only cover direct tuition charges and mandatory fees, and may not be refunded to the student.

McKendree University Institutional aid will be reduced at the same percentage rate as the tuition refund policy uses by the University. For example:

Drop Period	Institutional Aid Award Amount
Student drops during 100% drop period	100% of the institutional aid is removed
Student drops during the 75% drop period	75% of institutional aid is removed
Student drops during the 50% drop period	50% of institutional aid is removed
Student drops after the refund periods	0% of institutional aid is removed

### **Late or Post-Withdrawal Disbursement**

Students may be eligible for a late or post-withdrawal disbursement if they have accepted aid that did not disburse at the time of withdrawal from McKendree University.

If eligible, the McKendree University Office of Financial Aid will send notification of the action required to either accept or decline a portion, or all, of the late disbursement. If no response is received within approximately two weeks of notification, the award will be cancelled.

### **Unofficial Withdrawal**

Students who fail to show up for class are not considered officially withdrawn from McKendree University. Students who have not officially withdrawn will be responsible for the costs associated with their registration, which could include all registered courses and/or housing and meal plan. Students may also be responsible for any aid disbursed that may need to be returned. Please contact the Office of Academic Records to properly withdraw from the university.

The Office of Financial Aid reviews posted grades at the end of every semester. Title IV Aid recipients who fail to show up for class and did not properly withdraw are considered unofficial withdrawals. The Return of Title IV Funds policy requires McKendree University to calculate the “earned” amount of aid based on the last day of attendance of the semester. If a last day of attendance cannot be determined the Office of Financial Aid will use the 50% point of the semester. Unofficial withdrawals are processed within 30 day of determining the student was an unofficial withdrawal.



## Calculating Return of Title IV Aid Amount

Once the earned and unearned aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned. The amount of Title IV Aid to be returned is determined by multiplying the unearned aid percentage by the total of all Title IV Aid received.

The total unearned aid will be returned to the Title IV program from which it came in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Federal TEACH Grant
7. Federal Iraq and Afghanistan Service Grant

In most cases, the amount of returned Title IV Aid will create a balance due to the student. The student will be responsible for paying this balance in addition to any unpaid tuition, student health/activity fees, lab fees, course fees, housing, meals, or other charges incurred while in attendance.

Modules and Summer sessions:

Modules are courses which do not span the entire academic semester, but fall within the academic semester time frame. The standard academic semester is 16 weeks of instructional time. A module course may be 8 weeks, 6 weeks, or 4 weeks of instructional time. This includes semester based programs with a summer term consisting of two consecutive summer sessions; for instance, the summer term has courses that begin on June 1, ending on June 30, and another course beginning on July 1, ending on July 31.

As defined in the October 29, 2010 final regulations, for all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment (unless the institution has written confirmation from the student that they will attend a module that begins later in the enrollment period). Written confirmation is identified during the drop process on the e-form **Add/Drop Form -- KY, Scott AFB, Online, & Graduate**, students are required to answer the question: **If you are registered for other courses during this term, do you intend to complete those courses?** Students who answer "Yes" to this question will have their financial aid reviewed and adjusted accordingly. Students who answer "No" to this question will be reviewed under the Return of Title IV Funds calculation process.

The regulation requires the institution to determine whether Title IV funds must be returned based on the number of days actually completed versus the number of days the student was scheduled to attend in the payment period. The new regulations prevent the students from enrolling in modules or compressed courses spanning the period, completing a portion of the period, and retaining all aid for the period.

The Office of Financial Aid has established the following procedures associated with handling withdrawals from programs offered in modules.

**How to determine whether a student in a program offered in modules has withdrawn:** (information obtained from the 19-20 FSA Handbook Vol 5 Chapter 2 page #5-68)

Schools can determine whether a student enrolled in a series of modules is a withdrawal by asking the following questions:

- 1) After beginning attendance in the payment period or period of enrollment, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend?
  - If the answer is no, this is not a withdrawal
  - If the answer is yes, go to questions 2.
- 2) When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses?
  - If the answer is yes, this is not a withdrawal; however, other regulatory provisions concerning recalculation may apply.
  - If the answer is no, go to questions 3.
- 3) Did the student confirm attendance in a course in a module beginning later in the period (for Non-term and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending)?
  - If the answer is yes, this is not a withdrawal, unless the student does not return.
  - If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.

Dropping a course from the student's fall, spring, or summer schedule may cause the financial aid awards to be revised. The date of the drop affects the eligibility. If the student drops below full-time status (12 hours for undergraduates and 9 hours for graduates), they may lose financial aid eligibility. Keep in mind, Federal Direct Student Loans require at least half-time enrollment (6 hours for undergraduates and 5 hours for graduates). Dropping courses prior to the first day of instruction, but remaining enrolled in future courses: financial aid will be adjusted to reflect the change in enrollment.

Students may contact the Office of Financial Aid to inquire how a dropped course will affect their financial aid.

Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Please contact the Office of Financial Aid if you are planning to return.

If you have borrowed a student loan at any time during your education, we also recommend that you contact your Federal Student Loan Servicer. By withdrawing from the university, you are subject to the rules and regulations of the Federal Student Loan Program. If your loans should go into repayment once you withdraw from school, it is important to make your payments on time to prevent default. If you default on a loan, you will lose your eligibility for any future financial aid. The Federal Student Loan Servicer can help you with various repayment options, deferment or forbearance options.

## **FINANCIAL AID INFORMATION**

McKendree University offers a wide range of financial aid assistance consisting of grants, scholarships, student work programs, and loans. Students are encouraged to apply for financial aid as soon as possible after October 1 for the next academic year.

The summer 2020 semester is awarded separately from Fall 2019 and Fall 2020. Therefore, once a student has registered for summer courses revised award letters for summer aid eligibility will be emailed to students late in the Fall 2020 semester.

To apply, students must complete the 2019-2020 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) listing McKendree University, school code number 001722, as a university of choice. By completing the FAFSA, the student will be applying for the Federal Grants and Loans and State grants.

Financial aid recipients must maintain satisfactory academic progress toward a degree in order to retain aid eligibility. Specifically, students receiving aid must successfully complete a minimum number of hours attempted based upon their enrollment, maintain a satisfactory cumulative GPA based upon their class status, and complete their degree requirements within a specific time frame. Students must be making satisfactory academic progress regardless of whether they receive aid. Grades of "I", "WW", "W", and "F" are considered hours attempted and not completed. Failure to meet one of the requirements will place the student on financial aid suspension.

A student on financial aid suspension will not be permitted to receive aid. However, a student may appeal by obtaining an appeal form from the Office of Financial Aid and following the directions carefully. For a copy of McKendree University's Satisfactory Academic Progress requirements or any information about financial aid programs and policies, please contact the Office of Financial Aid at 618-537-6828.

### **Disability Services**

In accordance with the Americans with Disabilities Act (ADA), McKendree University provides services, auxiliary aids, and accommodations to meet the unique learning needs of students with disabilities. Disability Services is located in the McKendree Student Success and Advising Center at 521 Stanton Street. The center is open year-round, including summer months.