

BELLARMINE UNIVERSITY

REGISTRATION POLICIES & PROCEDURES

REGISTRATION INFORMATION

The information found in this document is for students who are enrolled in the current semester and are registering for next semester. Most students will web-register for courses on ONE Bellarmine (one.bellarmino.edu) according to the registration dates published on the academic calendar.

WEB-REGISTRATION ELIGIBILITY

Students are expected to register on ONE Bellarmine unless enrolled as one of the following:

- Non-degree students – use a registration worksheet to register in-person at the Registrar’s Office. An advisor’s signature is not required for non-degree students.
- Exchange students – use a registration worksheet and register directly with the International Programs Office (IPO).
- Graduate students currently enrolled in the Doctor of Physical Therapy (DPT), Master of Arts in Spirituality (MAS), and all graduate students in the School of Education – program advisors will provide registration information.
- New or Readmitted students – admission counselor will provide registration procedures.

SPECIAL REGISTRATION APPROVALS

Authorizations

Students may attempt to seek authorization into a course that: 1) is closed, 2) requires a prerequisite the student has not yet taken, 3) has a registration restriction (e.g. certain class standing required), or 4) has a slight overlap in time with another course. An approved Authorization Form found on the Registrar’s Office website is required for undergraduate students. Graduate students may be authorized by the graduate chair who must send an email to the Registrar.

Miscellaneous Registration Forms

Some courses require special forms or procedures to register. These include: Independent study, Contract courses, Metroversity courses, most Internships, and courses taken as a credit-overload. Forms are available from the Registrar’s Office.

COURSE LISTING

The information listed in all versions of the class schedule (printed, pdf, and online) are subject to change. The most up to date course information can be found in the online course listing in ONE Bellarmine.

TEXTBOOK INFORMATION

In accordance with the requirements of the Higher Education Opportunity Act (HEOA), textbook information for classes offered for the semester can be found in the online course listing. The online listing is subject to change as textbooks are adopted. Students should also refer to the course syllabus for additional information.

REGISTRATION CHANGES

Students may make changes to their registered courses up until the day before the semester begins. This may be done online for those who web-registered or in person for all others. Once the semester begins, students have one week to add and drop classes. This must be done in-person at the Registrar’s Office. Students are strongly encouraged to discuss any changes with their academic advisor. Students must accept responsibility for any registration selections made without advisor consultation.

WITHDRAWAL POLICIES

Students who find it necessary to drop a course(s) or to withdraw completely from the University must provide written notification to the Office of the Registrar. The effective date of withdrawal is the date on which the notification is received in the Registrar's Office. This date is used in calculating any applicable tuition reduction/refund. When a student officially withdraws from the university or from any course(s), charges will be adjusted according to the refund schedule published for each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period; all fees are non-refundable. Also, refer to the "Adjustments & Refunds of Tuition" section in the University Course Catalog.

Withdrawal from a Single Course(s)

Students may drop a course during the first week of classes (fall and spring) with no entry on their official transcript. The deadlines for dropping summer courses are published in the summer academic calendar. To drop a course, a completed drop card must be submitted to the Registrar's Office. No signatures are required on the drop card. From the second through approximately the tenth week of classes (or two-thirds of the semester for classes not offered on a regular semester basis), students may withdraw from a course and a grade of W will be recorded on the transcript. Withdraw cards are available in the Registrar's Office and require the signature of the course instructor. Students may not withdraw from a course after the withdrawal deadline published in the semester's academic calendar. To withdraw after the deadline, students must follow the Academic Petition Policy outlined in the Catalog.

Withdrawal from the Entire Semester:

To withdraw from all courses in the semester, all students must complete a Withdrawal Form found on the Registrar's Office website (individual withdrawal cards may not be submitted). Students should be aware of the refund policies and any financial aid implications of a withdrawal. Students who fail to comply with this policy will receive an "F" for all courses for which they are registered and will be responsible for corresponding tuition and fees. Students may not withdraw from the semester after the withdrawal deadline published in the semester's academic calendar. To withdraw after the deadline, students must follow the Academic Petition Policy outlined in the Catalog. All full-time undergraduate students are required to meet with, and obtain the signature of, an academic advisor or leadership team member prior to withdrawing. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable.

Enrolled students who become incapacitated by unexpected, extenuating health issues, whether psychological or physical, requiring hospitalization, surgery or other extensive long term treatment may find it necessary to withdraw from all classes at the University. Students must submit a request using the Withdrawal Form and have it signed by the Dean of Students or that person's designee. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable. The student may be entitled to a tuition adjustment once the appropriate documents, such as physician documentation, along with any supporting documents including proof of a hospital stay or other extensive long term treatment, and the Tuition Appeal Form are provided to the Bursar. The Tuition Appeal Form may be obtained by contacting the Bursar's Office directly. The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Appeals provided to the Bursar after the end of the semester will not be accepted or reviewed. The Tuition Appeal will be reviewed by the Appeal Committee within 30 days of submission. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies. For more information regarding Satisfactory Academic Progress (SAP) please go to <http://www.bellarmine.edu/financialaid/progressundergrad/>.

Military Service Withdrawal

Students enrolled in courses at the University at the time they are called for active military service, and find it necessary to withdraw from all classes at the University, must submit the Withdrawal Form to the Registrar's Office. The student will have their tuition and fees reversed once the appropriate documents, such as the military orders, and the Tuition Appeal Form are provided to the Bursar. The Tuition Appeal Form may be obtained by contacting the Bursar's Office directly. The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies.

METROVERSITY REGISTRATION

www.metroversity.org

The following schools participate in the Metroversity exchange during fall and spring semesters: Bellarmine University, Indiana University Southeast, Southern Baptist Seminary, Spalding University, University of Louisville, Jefferson Community and Technical College, Louisville Presbyterian Theological Seminary, and Ivy Tech Sellersburg.

Bellarmino students visiting other Metroversity schools must complete a Metroversity registration form at Bellarmine and submit it to the host institution's Registrar's Office according to the registration schedule of that school but no later than Bellarmine's last day to add and drop courses.

Students from other Metroversity schools visiting Bellarmine must complete a Metroversity form at their home school and submit it to Bellarmine's Registrar's Office no sooner than the Metroversity date listed in the academic calendar.

WEB REGISTRATION POLICIES AND PROCEDURES

Registration in ONE Bellarmine can be accessed by navigating the following menu path: login to **one.bellarmino.edu**, open the **STUDENTS** menu under the **Elucian WebAdvisor** area, choose the **Academic Planning** link, then select the **Student Planning Self-Service** link. The area called **Plan your Degree & Register for Classes** is the starting point for registration.

See the document on the Registrar's Office website entitled "ONE Bellarmine Registration Procedures: A Step by Step Guide" for more information on how to navigate the system.

PROCEDURES PRIOR TO YOUR REGISTRATION DAY

Determine Your Registration Priority

Login to ONE Bellarmine to view your registration priority assignment; this is the precise date and time that you may begin to register. Mark your calendar with this information so that you can plan to register as close to the opening of your registration time as reasonably possible. Registration priority assignments will be available to view on ONE Bellarmine approximately two weeks before registration begins.

Check your Hold Status

Check your hold status on ONE bellarmine. Hold information will appear in the Notifications area under Student Planning. Allow plenty of time to take care of any holds that will prevent registration.

Prepare Your Course Selections

Review the requirements for your degree in the Bellarmine University Catalog or other official documents given to you by your advisor. Review a copy of your unofficial transcript to refresh your memory about the classes you have already completed. Also, verify that credits from any other institutions have been recorded properly. Obtain a blank Registration Worksheet from the Registrar's Office website. Complete the worksheet by listing your first choice classes as well as any alternates (seniors need fewer alternates than freshmen).

Obtain Approval from Your Advisor

An advising appointment or arrangements for an advising appointment must be made prior to the advising deadline posted on the academic calendar. Contact your academic advisor to make arrangements for an advising experience prior to this deadline. For most students this will be an in-person appointment but could also be an alternate arrangement at your advisor's discretion. Present your completed Registration Worksheet or planned list of courses to your advisor for his/her approval. If you have not met with your advisor prior to registration, he/she reserves the right to place your registration on an advising hold. Only your advisor has the ability to remove the advising hold once you have met your advising obligations.

WEB REGISTRATION POLICIES

Registration Priorities Policy

- a) Students register by classification as outlined on the academic calendar. Classification is based on cumulative earned credit hours (in-progress credits are not counted) as follows: Seniors have 90+ credits, Juniors have 60-89 credits, Sophomores have 30-59 credits, and Freshmen have less than 30 completed credits.
- b) Within each classification, students are given a specific registration priority that is assigned by a randomly generated computer program.
- c) Registration priority assignment is done in order to control the volume of traffic on the server. Registration priorities assign students to reasonably sized groups that can be handled by the server.
- d) Students whose registration priority opens while in class are strongly advised to wait until after class to register. Instructors are not obligated to honor registration as a valid excused absence.
- e) Students who think their registration priority should be assigned to a higher classification should check the number of cumulative earned credits on their transcript. Contact the Registrar's Office with questions.

Advance Registration Policy

Due to the structured nature of their programs, ROTC students and Bellarmine University student athletes qualify for advance registration. Eligible students will be assigned a registration priority that opens in the late afternoon the day prior to their normal class standing's registration period. For example, an eligible sophomore (eligible defined in a and b below) will be allowed to register during the final time on the last day of junior registration.

- a) **ROTC Students:** To be eligible for advance registration, ROTC students must be officially registered for Bellarmine credit in at least one ROTC course in the current semester. Students must also have documented information accessible to the Registrar's Office indicating their continuation of the program in the upcoming semester. Such documentation would only be necessary if the ROTC student does not meet the ROTC course registration requirement. ROTC students will have advance registration in both fall and spring semester.
- b) **Bellarmine University NCAA Student-Athletes:** Student-athletes will be granted advance registration for the semester of their traditional season(s) of competition. To be eligible, student-athletes must be listed on the official Bellarmine University NCAA sanctioned roster of their sport. Sports that qualify are listed below.
 - During the fall, when registering for spring classes, advance registration will take place for student-athletes in the following sports: baseball, softball, lacrosse, men's tennis, women's tennis, men's track & field, and women's track & field.
 - During the spring, when registering for fall classes, advance registration will take place for student-athletes in the following sports: field hockey, volleyball, men's cross country, women's cross country, men's soccer, and women's soccer.
 - Due to competition schedules that overlap terms, athletes in the following sports will have advance registration for both fall and spring semesters: men's golf, women's golf, men's basketball, women's basketball, men's swimming, women's swimming and wrestling.

TUITION & FEE INFORMATION

TUITION

- **Full-Time Undergraduate Students** – More than eleven (11) and no greater than nineteen (19) credits = \$18,925 per semester.
- **Part-Time Undergraduate Students** – Eleven (11) credits or less = \$885 per credit hour.
- **Overload Undergraduate Students** – More than nineteen (19) credits (petition required) = \$885 per credit hour for credits in excess of 19.
- **Graduate Students** – Varies by program.
- **Auditing a Course** (graduate and undergraduate) = \$1,000 per class.

FEES

Comprehensive Fee

- Full-Time Undergraduate - \$750 per semester
- Part-Time Undergraduate - \$25 per credit hour

Course Fees – see schedule on website for individual course fees

TUITION PAYMENT

Payment Due Dates are listed in each semester's academic calendar. Undergraduate students are expected to enter into and begin making payments on an installment plan by August 1, 2016; or pay in full the estimated amount due by August 1, 2016.

Graduate students are expected to pay in full by September 28, 2016, or enter into a payment arrangement that is described on the tuition contract. Students who do not pay their tuition and fees or select a payment method by this deadline will be subject to interest charges. Questions should be directed to the Bursar's Office at 502.272.8264 or bursar@bellarmine.edu. Billing and refund dates are listed in each semester's academic calendar and online at one.bellarmine.edu. You will be asked to select a payment method by signing a tuition contract. The payment options are outlined below.

TUITION BILL

Your tuition bill will be uploaded to the student's secure online account at one.bellarmine.edu. An email is sent to the official Bellarmine University email address of the student when the bill is available for viewing. Bellarmine University Bursar's Office does not mail tuition bills. In order for parents or other authorized users to receive the tuition bill and monthly statements, students must set them up with an ID and password by logging on to one.bellarmine.edu. The system will send an email to the parent/authorized user with the login and password so that they may view and/or pay the tuition bill online at any time. Emails will also be generated to the parent's email address so that they will be advised when the statement is available online.

PAYMENT OPTIONS

Payment in Full (PIF) – Students not enrolled for one of the deferred payment methods must pay in full by the published due date each semester. In order to avoid interest charges, payment must be received by the published due date. If the payment is not received on or before the due date, interest charges will be assessed monthly at the rate of 1.5% or 18% annually. Any amount not covered by Work Study must be paid by the published due date. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts.

Monthly Payment Plan (MPP) - Payment plans must be set up each semester. With this “pay as you go” plan, the student pays an enrollment fee and students can divide tuition payments over 3-6 months per semester, interest-free period as long as the plan is set up for the correct amount and paid as agreed. Any amount not covered by the Monthly Payment Plan must be paid by the published due date. Please contact the Bursar’s Office at bursar@bellarmine.edu for more information regarding the available plans. There is an enrollment fee of \$35 for the payment plan and the minimum contract amount is \$1,000. Outstanding balances must be paid in full before students will be allowed to register for any additional classes or receive official transcripts.

Work-Study Plan (WS) – Students receiving work-study funds and electing to have their paycheck automatically deducted and applied to their tuition account must register for this plan in the Bursar’s Office. Any amount not covered by work-study must be paid by the published due date. To be eligible for this interest-free plan, students must complete a separate form to have the deduction applied to their account. Outstanding balances must be paid in full before students will be allowed to register for any additional classes or receive official transcripts.

Government Assistance - If you are receiving an ROTC scholarship, Veteran’s Administration benefits, or Vocational Rehabilitation benefits, the student or the government agency must provide Bellarmine with appropriate documentation each semester. The portion of your balance not covered by government assistance must be paid in full by the published due date. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Deferred Payment Plan (DEFER) - This payment method is only for those students who receive tuition reimbursement from their employers and wish to defer the payment of their tuition until 30 days after grades are posted online each semester. The student must provide Bellarmine with appropriate documentation from the employer **each semester**. There is a \$50 fee per student per semester assessed to defer the payment of tuition. The portion of your balance not covered by your employer must be paid in full by the published due date. If the account is not paid in full by the due date, finance charges are assessed monthly in the amount of 1.5% or 18% annually. Please contact your employer’s Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

Corporate Reimbursed (CORP) - This plan is only for those students who have their tuition paid directly to the University by their employers. This plan carries no interest charges provided the tuition is paid in full within 30 days from the date the grades are posted online each semester. The student must provide Bellarmine with appropriate documentation from the employer **each semester**. The portion of your balance not covered by corporate reimbursement must be paid in full by the published due date. If the account is not paid in full by the due date, the account carries a 1.5% finance charge monthly or 18% annually. Please contact your employer’s Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any additional classes or receive official transcripts.

In order to qualify for the Deferred or Corporate payment plans, you must provide a letter from your employer **each semester** stating their intention to pay or reimburse educational expenses.

For all payment options above, the student agrees to reimburse Bellarmine the fee of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney’s fees, we incur in such collection efforts.

ADJUSTMENTS & REFUNDS OF TUITION

(See Withdrawal Policies above)

Students who withdraw from any or all of the courses that they had registered to take may be entitled to an adjustment of the amount of tuition charged according to the refund schedule published in the academic calendar. The amount of the reduction is contingent on the date of withdrawal, and the institutional refund policy.

Tuition Refund Policy

Schedules differ for a complete withdrawal from the University versus dropping and adding individual classes. Fees are not refundable after the start of the semester/first day of class. For questions, contact the Bursar at bursar@bellarmine.edu.

Adjusting classes within the University (drop/add)

- Individual classes can be added and dropped through the first five days of the semester with a full refund of tuition and fees
- Students may change from full-time to part-time status with full tuition refund through the fifth day of class of each semester
- There is a 50% tuition refund through the sixth week of the semester. Information provided above can be found in the Course Schedule or Bursar webpage each year. Refunds for alternative class schedules will be prorated. Schedule above does not apply to summer courses.

Complete withdrawal from the University

- 100% tuition and fees prior to the first day of class each semester as published in the Course Schedule
- 80% tuition refund during the first five days of the semester
- 50% tuition refund beginning on the sixth day of the semester through the sixth week of the semester
- 0% tuition refund after the sixth week of the semester

Refer to the academic calendar or Bursar webpage at one.bellarmine.edu for the published refund dates for the current semester. Refunds for alternative class schedules will be prorated. Schedule above does not apply to summer courses.

Institutional Financial Aid Refund Policy

When a student has Institutional Financial Aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, students are eligible to keep the same percentage of Institutional Financial Aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

Treatment of Federal Title IV Aid after Withdrawal

The law specifies how Bellarmine University must determine the amount of Federal Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. If you withdraw during the semester, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Bellarmine or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Bellarmine and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all of the assistance that you were scheduled to receive for that semester. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Bellarmine must get your permission before it can disburse them. You may choose to decline some or all of your loan funds so that you don't incur additional debt. Bellarmine may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Bellarmine needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Bellarmine to keep the funds to reduce your debt.

If you receive (or Bellarmine or your parent receives on your behalf) excess Title IV program funds that must be returned, Bellarmine must return a portion of the excess equal to the lesser of: 1. Your institutional charges multiplied by the unearned percentage of your funds, or 2. The entire amount of excess funds. Bellarmine must return this amount even if it didn't keep this amount of your Title IV program funds. If Bellarmine is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Bellarmine will return the unearned grant funds for you, which may cause you to owe a balance. The requirements for Title IV program funds when you withdraw are separate from any refund policy that Bellarmine has. Therefore, you may still owe funds to Bellarmine to cover unpaid institutional charges. Bellarmine may also charge you for any Title IV program funds that Bellarmine was required to return. If you don't already know Bellarmine's refund policy, you can ask for a copy in the Office of the Registrar. Bellarmine can also provide you with the requirements and procedures for officially withdrawing from school. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1.800.4.FED.AID (1-800-433-3243). TTY users may call 1.800.730.8913. Information is also available on "Student Aid on the Web" at www.studentaid.ed.gov. The Office of Financial Aid and the Bursar at Bellarmine are also available to assist you.

ADDITIONAL ADD/DROP TUITION POLICIES

Students who are approved to add or drop classes after the published add/drop period may experience adjustments to their tuition bill. Students who drop and then add a course with the same number or fewer credit hours during the same day may not be subject to additional tuition charges. Students who drop and then add a course with more credit hours may be subject to additional charges. Students who make adjustments to their class schedule on different days after the add/drop period may experience additional charges. Please note that part-time status is up to 11 credit hours; full-time is between 12-19 credit hours. If added classes have an associated course fee, students will be charged the fee. If the classes dropped have a course fee, students will not receive credit for the fee unless they drop the class during the add/drop period. Students should refer to the Overload and Approval Policy to see if they qualify for additional tuition expenses.

VETERANS BENEFITS

Students who wish to use Veterans' Benefits while attending Bellarmine University, once registered, should bring a copy of their class schedule to the Office of the Registrar for certification. General questions

regarding VA benefits can be directed to the Office of Veterans and Military Services at 502.272.7027 or Veteran's Administration at 1.888.442.4551.

OVERLOAD TUITION POLICY

Students wishing to pursue a credit overload must obtain approval using the Credit Overload Form, available at the Registrar's Office website. A full-time student at Bellarmine University is considered to be enrolled in 12-19 credit hours during a semester. Additional tuition charges and course fees may apply to students exceeding 19 credit hours. Please contact the Bursar's Office to inquire about additional charges.

METHODS OF PAYMENT

- The Bursar's Office accepts cash, checks, cashier's checks and money orders
- E-Checks are accepted online with no additional fees
- Credit cards are only accepted online (VISA/MasterCard/ Discover/American Express) – a fee of 2.75% is charged
- by CASHNet
- Payment Plans are offered to equally divide tuition payments over approximately 3-6 monthly payments per semester for a \$35 enrollment fee. Contact the Bursars Office at bursar@bellarmine.edu for details.

Bursar's Office hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Office hours are extended during tuition due date periods as published in the semester's academic calendar. Please contact the Bursar's Office for summer hours. A night depository, located next to the Bursar's Office window, is available for payments after hours. You may mail payments to: Bursar's Office, Bellarmine University 2001 Newburg Road, Louisville, KY 40205. If you have any questions, please contact the Bursar's office at 502.272.8264 or by email at bursar@bellarmine.edu.

LOCKED RATES

Certain programs may offer locked in tuition rates. These programs allow students to pay the tuition rate in effect at the time they begin the program until graduation, so long as the student maintains current enrollment in the program. Current enrollment is defined as breaks no greater than two consecutive semesters (summer, fall or spring).

FOR ASSISTANCE:

Office of the Registrar
502-272-8133
registrar@bellarmine.edu

Office of the Bursar
502-272-8264
bursar@bellarmine.edu

Office of Financial Aid
502-272-7300
FinancialAid@bellarmine.edu

Academic Resource Center
502-272-7400