

# LINCOLN MEMORIAL UNIVERSITY

## SPRING 2020 Undergraduate Registration Information and Policies

<b>Academic Calendar</b>			
<b>Final registration before classes begin</b>	January 3	<b>Spring break (no classes)</b>	March 23-27
<b>Residence halls open (8:00 a.m.)</b>	January 4	<b>Residence halls open (1p.m.)</b>	March 29
<b>Classes begin</b>	January 6	<b>Early registration begins</b>	March 30
<b>Last day to complete registration/add classes</b>	January 15	<b>Good Friday (no classes)</b>	April 10
<b>Martin Luther King Day (special activities)</b>	January 20	<b>Classes end</b>	April 24
<b>Last day to drop a course without "WD"</b>	February 4	<b>Final Exams</b>	April 27- May 1
<b>Lincoln Day/Founders Day (special activities)</b>	February 12	<b>Commencement (11a.m.)</b>	May 2
<b>Mid-Terms</b>	March 2- March 6	<b>Residence halls close (2p.m.)</b>	May 2
<b>Last day to drop a course without "F"</b>	March 13		
<b>Residence halls close (5p.m.)</b>	March 20		

### 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>\$925.00</b>	<b>\$11,100.00</b>	<b>\$11,100.00 plus \$925.00 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>January 16</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
	\$25 Activity Fee
<b>Late Registration</b>	On <b>January 16</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>MARS/LEE HALLS</b>	1 person room	<b>\$8,343</b> (12 months)
<b>MITCHELL</b>	1 person room	<b>\$7,500</b>	<b>LANGLEY</b>	1 person room	<b>\$7,500</b>
<b>DISHNER</b>	1 person room	<b>\$7,500</b>	<b>SHELTON</b>	1 person room	<b>\$7,500</b>
<b>LILES/WEST</b>	2 person room	<b>\$3,650</b>	<b>UNIVERSITY INN</b>	Studio	<b>\$9,240</b> (12 months)
	Private	<b>\$5,400</b>		1 bedroom apt	<b>\$11,400</b>
			<b>DAWSON</b> (Married Housing)	1 bedroom apt	<b>\$12,300</b> (12 months)
				2 bedroom apt	<b>\$17,600</b>

\*Graduate only housing is indicated in orange.

## Meal Plans

(Prices listed per semester)

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

## Credit/Refund

The first official day of classes for calculation of the credit/refund schedule for all undergraduate and graduate programs will be **January 6 (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 – 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 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 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

<b>HARROGATE CAMPUS FINAL EXAM SCHEDULE SPRING SEMESTER 2020 (Undergraduate)</b>		
<b>EXAM DAY/TIME</b>	<b>EXAM PERIOD</b>	<b>CLASS MEETING REGULARLY AT/WITHIN</b>
<b>MONDAY</b> April 27	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> April 28	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> April 29	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> April 30	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
<b>FRIDAY</b> May 1	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](http://www.lmunet.edu)