
PLU CLASS SCHEDULES

SUMMER SESSIONS 2007

June 4 - August 18

For specific term dates, please see page 2.

FALL SEMESTER 2007

September 4 - December 14

For the most current information, please view the Class Schedules on-line: <http://www.plu.edu/academics/>.

SUMMER 2007 CALENDAR

(Save for future reference)

(A) Term	(B) First Day of Classes	(C) Last Day Add w/o Fee	(D) Last Day Drop a Class w/o Fee	(E) First Day Add w/ Instr. Sign	(F) First Day Withdraw w/ Instr. Sign	(G) Last Day to File Pass/Fail	(H) Last Day to Withdraw	(I) Last Day of Term	(J) Grades Due from Faculty
Summer Term I	Monday, June 4	Tuesday, June 5	Friday, June 8	Wednesday, June 6	Monday, June 11	Friday, June 15	Tuesday, June 26	Saturday, June 30	Monday, July 9
Summer Term II	Monday, July 2	Tuesday, July 3	Friday, July 6	Thursday, July 5	Monday, July 9	Friday, July 13	Tuesday, July 24	Saturday, July 28	Friday, August 3
Summer Term III	Monday, July 30	Tuesday, July 31	Friday, August 3	Wednesday, August 1	Monday, August 6	Wednesday, August 8	Tuesday, August 14	Saturday, August 18	Friday, August 24
Full Term	Monday, June 4	Friday, June 8	Monday, June 18	Monday, June 11	Tuesday, June 19	Friday, July 11	Monday, August 6	Saturday, August 18	Friday, August 24
MBA Term I	Tuesday, May 29	Wednesday, May 30	Wednesday, June 6	Wednesday, May 30	Thursday, June 7	Friday, June 15	Thursday, June 28	Thursday, June 28	Thursday, July 5
MBA Term II	Monday, June 18	Tuesday, June 19	Wednesday, June 27	Wednesday, June 20	Thursday, June 28	Thursday, July 5	Wednesday, July 18	Tuesday, July 24	Tuesday, July 31
MBA Term III	Wednesday, July 18	Thursday, July 19	Friday, July 27	Friday, July 20	Monday, July 30	Wednesday, August 1	Friday, August 10	Thursday, August 16	Thursday, August 23

CALENDAR LEGEND:

- (A) Terms covered by this Class Schedule.
- (B) First day of classes for the applicable term.
- (C) Last day to add a class without instructor permission. No fee charged.
- (D) Last day to drop a class without instructor permission. No fee charged. This is also the last day to complete special registrations such as auditing and independent study (see page 11 for details).
- (E) Instructor's signature required to add a class beginning this date. A \$50.00 late registration change fee applies for each transaction after the last day to drop a class (see date in column D).
- (F) Instructor's signature required to withdraw from a class beginning this date. A \$50.00 late registration change fee applies for each transaction. Tuition and fees are non-refundable and a W grade applies for withdrawn classes.
- (G) Term mid-point. Last day to file *Pass/Fail forms* with the Student Services Center.
- (H) Last day to withdraw from a class. A \$50.00 late registration change fee applies for each transaction. Tuition is non-refundable and a W grade applies.
- (I) Final day of class for the applicable term (including finals).
- (J) Fifth working day after end of term. All final grades are to be filed with the Registrar's Office by noon. Grades entered by faculty via Banner Web are available within 24 hours of entry. Note: When viewing your grades on Banner Web the term will not appear as an

HOLIDAYS AND OTHER SIGNIFICANT DATES

Advising Weeks for Summer 2007 Registration	April 9 – April 27
Summer 2007 Registration (by appointment; see page 8)	Begins Monday, April 16
Last day for Bachelor's and Master's candidates to turn in applications for December 2007 and January 2008 degree dates	Monday, May 1
May Commencement -- 2:30pm	Sunday, May 27
Memorial Day Holiday Observed (No classes; PLU offices are closed)	Monday, May 28
Strawberry Festival – 11:30am – 1:00pm	Wednesday, June 20
Graduate Theses or Research Papers for August 2007 graduates due to Office of the Provost and Dean of Graduate Studies	Monday, July 2
Independence Day Holiday Observed (No classes; PLU offices are closed)	Wednesday, July 4
Raspberry Festival – 11:30am – 1:00pm	Wednesday, July 18
Blueberry Festival – 11:30am – 1:00pm	Wednesday, August 15

FALL 2007 CALENDAR

(Save for future reference)

(A) Term	(B) First Day of Classes	(C) Last Day Add w/o Fee	(D) Last Day Drop a Class w/o Fee	(E) First Day Add w/ Instr. Sign	(F) First Day Withdraw w/ Instr. Sign	(G) Last Day to File Pass/Fail	(H) Last Day to Withdraw	(I) Last Day of Term	(J) Grades Due from Faculty
Fall – Full Term	Tuesday, September 4	Monday, September 10	Monday, September 17	Tuesday, September 11	Tuesday, September 18	Monday, October 22	Wednesday, November 21	Friday, December 14	Noon - Friday, December 21
Fall – 1st Half of Term	Tuesday, September 4	Monday, September 10	Monday, September 17	Tuesday, September 11	Tuesday, September 18	Friday, September 28	Friday, October 12	Thursday, October 18	Noon - Friday, October 26
Fall – 2nd Half of Term	Monday, October 22	Friday, October 26	Friday, November 2	Monday, October 29	Monday, November 5	Friday, November 16	Friday, November 30	Friday, December 7	Noon - Friday, December 21

CALENDAR LEGEND:

- (A) Terms covered by this Class Schedule.
- (B) First day of classes for the applicable term.
- (C) Last day to add a class without instructor permission. No fee charged.
- (D) Last day to drop a class without instructor permission. No fee charged. This is also the last day to complete special registrations such as auditing and independent study (see page 11 for details).
- (E) Instructor's signature required to add a class beginning this date. A \$50.00 late registration change fee applies for each transaction after the last day to drop a class (see date in column D).
- (F) Instructor's signature required to withdraw from a class beginning this date. A \$50.00 late registration change fee applies for each transaction. Tuition and fees are non-refundable and a W grade applies for withdrawn classes.
- (G) Term mid-point end of 7th week of classes for full term. Last day to file *Pass/Fail forms* with the Student Services Center.
- (H) Last day to withdraw from a class. A \$50.00 late registration change fee applies for each transaction. Tuition is non-refundable and a W grade applies.
- (I) Final day of class for the applicable term (including finals).
- (J) Fifth working day after end of term. All final grades are to be filed with the Registrar's Office by noon. Grades entered by faculty via Banner Web are available within 24 hours of entry. Note: When viewing your grades on Banner Web the term will not appear as an option until at least one grade has been posted for that term.

HOLIDAYS AND OTHER SIGNIFICANT DATES

Advising Weeks for Fall 2007 Registration	April 9 – 27
Fall 2007 Registration (by appointment; see page 8)	Begins Monday, April 16
Last day for Bachelor's and Master's candidates to turn in applications for December 2007 and January 2008 degree date	Monday, May 1
Homecoming Weekend	October 12-14
Incomplete grade changes due from faculty for Spring and Summer 2007	Friday, October 12
Mid-semester Break	Friday, October 19
Mid-term advisory grades due from faculty	Friday, October 26
Last day for Bachelor's and Master's candidates to turn in applications for May 2008 and August 2008 degree date	Monday, December 3
Advising Weeks for J-Term and Spring 2008 Registration	October 29 – November 16
J-Term and Spring 2008 Registration (by appointment)	Begins November 5
Thanksgiving Recess Begins	1:35pm Wed., November 21
Thanksgiving Recess Ends	7:00am Monday, November 26
Graduate Theses or Research Papers for December 2007 graduates due to Office of the Provost and Dean of Graduate Studies	Friday, November 30
Fall Finals Week	December 10-14
December Commencement – 10:30 a.m.	Saturday, December 15

WELCOME TO SUMMER AND FALL 2007

Dear PLU students:

The long-range plan of the university, PLU 2010, identifies five institutional aspirations for the future. As you peruse this schedule of classes to prepare for Summer and Fall registration, I invite you to think about your academic goals within the framework of these central PLU 2010 themes:

1. Strengthening Academic Excellence: "Ours is an academic experience that helps all individual students discover their own gifts and maximize their achievement."
2. Expanding Community Engagement: "PLU is dedicated to building a strong, collegial, and dynamic learning community."
3. Enhancing Global Perspectives and Local Commitments: "The university will seek to internationalize its curriculum, encourage study abroad and diversify its community, even as it builds connections with its nearest neighbors."
4. Nurturing a Sense of Life as Vocation: "The university strives to awaken the curiosity of each learner so that all of life becomes a quest for knowledge and understanding."
5. Seeking Fiscal Strength: "The university gives living expression to the claim that a university's most important assets are intellectual and not financial."

Successful completion of a curriculum involves more than choosing the right combination of classes; it means becoming immersed in an educational experience that empowers you for a life of learning and service. PLU 2010 gives direction and vision to the entire university. Perhaps PLU 2010 can provide direction and vision for each of you as you plan for the next phase of your educational journey. Find the document on the web (www.plu.edu/~plu2010/). Read it before you visit with your advisors. In addition to registering for classes for next year, you have an opportunity to participate in building the PLU of the future.

Sincerely,

Patricia O'Connell Killen
Provost and Dean of Graduate Studies

PROPOSED J-TERM 2008 OFF-CAMPUS COURSES

ANTARCTICA - "Journey to the End of the Earth"	ITALY - "Banking and Art in Renaissance Italy"
BRAZIL- "Cosmopolitanism: Citizenship in a Globalizing World"	ITALY - "Investigating Economic and Environmental Change"
BRITISH COLUMBIA- "Medicinal Chemistry"	MARTINIQUE - "French Language and Culture in Martinique"
CHINA - "Business Culture of China"	NETHERLANDS/GERMANY - "Intensive Organ Performance"
COSTA RICA - "Spanish Language in Costa Rica"	NEW ZEALAND - "Learning While Tramping on the Tracks of New Zealand"
DUBAI/UNITED ARAB EMIRATES - "Comparative Education"	SCOTLAND -"Social Psychology of Ghosts and Hauntings"
DUBAI/UNITED ARAB EMIRATES - "Peace Journalism: A Foreign Perspective"	TANZANIA- "Tanzania:Kilimanjaro, the Great Game Parks, and Zanzibar"
ECUADOR - "Comparative Ecology of Latin America"	TOBAGO- "Service Learning in Tobago"
ENGLAND - "Business of the Arts in London"	BIG ISLAND, HAWAII- "Natural History of Hawaii"
ENGLAND - "England and the Second World War"	LEAVENWORTH, WASHINGTON- "Christian Theology: Visions of Peace in Film and Art"
ENGLAND/GERMANY/GREECE - "Ethics and the Good Life"	NEAH BAY, WASHINGTON- "Makah Culture Past and Present"
GERMANY - "The Lutheran Heritage"	NEW YORK CITY, NEW YORK- "Urban Expressions: Photography in New York"
GERMANY/AUSTRIA - "Language, Art & Culture in New Germany"	TACOMA, WASHINGTON- "J-term on the Hill"
HONDURAS - "Service Learning in Mathematics"	

* Full description flyers are available in the Wang Center for International Programs or on-line at www.plu.edu/wangcenter. For more information contact the Wang Center, 253-535-7577.

FINAL EXAMINATION SCHEDULE

Fall Final Exam Dates: December 10-14

Days and Time Class Normally Begins		Final Exam Day and Time	
M W F	8:00am	Monday	8:00am - 9:50am
M W F	9:15am	Tuesday	8:00am - 9:50am
M W F	11:15am	Wednesday	10:00am - 11:50am
M W F	12:30pm	Monday	1:00pm - 2:50pm
M W (F)	1:45pm	Tuesday	1:00pm - 2:50pm
M W (F)	3:40pm	Wednesday	3:00pm - 4:50pm
T R	8:00am	Wednesday	8:00am - 9:50am
T R	9:55am	Thursday	10:00am - 11:50am
T R	11:50am	Monday	10:00am - 11:50am
T R	1:45pm	Thursday	1:00pm - 2:50pm
T R	3:40pm	Tuesday	3:00pm - 4:50pm

Notes on Summer and Fall Final Exams

SUMMER
<ul style="list-style-type: none"> • Summer final exams are held the last day of class.
FALL
<ul style="list-style-type: none"> • Late afternoon and evening classes hold final examinations at the regularly scheduled meeting times during exam week. • Instructors for classes which meet on Wednesday-only, Thursday-only, or Friday-only during the semester will need to contact the Scheduling Coordinator at mitchelm@plu.edu to arrange for a classroom during final exam week as Monday-only or Tuesday-only classes are normally assigned to the regular classroom during the final exam day and time indicated to the left of this page. Saturday-only classes normally schedule final exams on the Saturday prior to finals week. • Students in one-semester-hour courses may be evaluated prior to the final exam week. • Final exams are scheduled using the <u>beginning</u> time of the class. • Friday of final exam week is available for make-up examinations, for follow-up to examinations already given, or for student conferences.

GRADUATION APPLICATION DEADLINES

A non-refundable graduation processing fee of \$75.00 will be charged to your account at the time of application.

UNDERGRADUATE & GRADUATE STUDENTS PLEASE NOTE THE FOLLOWING APPLICATION DEADLINES (final Academic Program Contract, APC, is due at the time of application for undergraduate students):

For Graduation in:

- December 2007 or January 2008
- May 2008 or August 2008

Graduation Applications due in Registrar's Office by:

- May 1, 2007
- December 3, 2007

GRADUATE STUDENTS PLEASE NOTE THE FOLLOWING FINAL THESES OR RESEARCH PAPER DEADLINES:

For Graduation in:

- May 2008
- August 2008
- December 2008 or January 2009
- May 2009

Final Theses or Research Papers due to Office of the Provost and Dean of Graduate Studies by:

- May 1, 2008
- August 1, 2008
- November 30, 2008
- May 1, 2009

TUITION RATES AND FEES 2007-2008

UNDERGRADUATE TUITION RATES			
Semester/Term	Credit Hours	Full Time	Cost
Summer	1 or more	-	\$445 per credit hour unless otherwise noted
Fall or Spring	1 – 11	No	\$784 per credit hour
Fall or Spring	12 - 17	Yes	\$12,544 per semester
Fall or Spring	More than 17	Yes	\$12,544 per semester + \$784 per credit hour for each credit hour over 17
J-Term	1 or more	-	\$784 per credit hour. If registered full time for Fall or Spring, credits 1-5 are at no additional charge.
Credit by exam	1	-	\$200
	2		\$400
	3		\$600
	4		\$800

GRADUATE TUITION RATES			
Semester/Term	Credit Hours	Full Time	Cost
Summer – EDUC/EPsy/SPED	1 or more	-	\$445 per credit hour
Summer – All other departments	1 or more	-	\$731 per credit hour
Fall, J-Term, Spring	1 or more	-	\$784 per credit hour

Disclaimer: Students enrolled in a PLU cohort program are charged the cohort price per credit hour for cohort program courses and the standard undergraduate or graduate price per credit hour for courses not included in the cohort program. Please contact the Student Service Center for Cohort program pricing information.

RIGHTS AND RESPONSIBILITIES

Upon admission to or registration with the university, the student and/or his or her parent(s) or legal guardian agrees to accept responsibility and the legal obligation to pay all tuition costs, room and meal fees, and any other fees incurred or to be incurred for the student's education. In addition, the student and/or his or her parent(s) or legal guardian is required to complete and submit a Payment Contract to the university each academic year. The university agrees to make available to the student certain educational programs and the use of certain university facilities, as applicable and as described in the PLU Undergraduate and Graduate Catalog. A failure to pay when due all university bills shall release the university of any obligation to continue to provide applicable educational benefits and services, including, but not limited to, the right for further registration, statements of honorable dismissal, grade reports, transcripts or diplomas. The student shall also be denied admittance to classes and the use of university facilities in the event of default.

PAYMENT INFORMATION

Payment may be made in the form of cash; personal, business, or cashier's check; money order; wire; or debit or credit card (VISA or MasterCard). Credit card payments may be made by telephone 24 hours a day on the Business Office secured line at 253.535.8376. Mail payments with billing statement remittance stubs to Pacific Lutheran University, Attn: Business Office Cashier, Tacoma, WA 98447, or deliver payments to the PLU Business Office in Hauge Administration Building, room 110. Checks should be made payable to Pacific Lutheran University. Please do not mail cash.

TUITION REFUND POLICY FOR WITHDRAWAL FROM A COURSE

Withdrawing from a single course after the last day of add/drop waives your right to a tuition and fee refund. If you do not wish to continue a course after the add/drop period, you must withdraw from the course. You must obtain the instructor's signature on an *Add/Drop/Withdraw Form* and submit it in person to the Student Services Center. Students adding or withdrawing from a course(s) after the last day of add/drop during a semester/term will be charged a late registration change fee of \$50.00 per transaction. Students who are dropped for non-attendance by faculty are also charged \$50.00 per add/drop.

REFUND POLICY FOR COMPLETE WITHDRAWAL (OFFICIAL WITHDRAWAL FROM ALL CLASSES)

Fall Tuition:

100% tuition refund before September 4, 2007
 Tuition refunds prorated on a daily basis: Sept. 4 – Nov. 6, 2007
 No tuition refunds on or after November 6, 2007

Summer Tuition:

100% tuition refund before the first day of class. Prorated depending on length of summer enrollment thereafter.

Housing and Meal Plans:

Housing refund (refer to contract): Refunds prorated on daily basis
 Meal plan refund (refer to contract): Refunds prorated on a weekly basis

Notice of withdrawal must be made in writing and submitted to the PLU Student Services Center. Oral requests are not valid. Full charges for the term will remain on the student's account until written notice is received and processed.

BEFORE YOU REGISTER

ELIGIBILITY AND REGISTRATION TIMES

Students who have never attended PLU and have not been formally admitted to the university are not eligible to register via Banner Web.

New Students

- **Advance Payment:** A \$200.00 advance payment is required to confirm an offer of admission. This advance payment is required before class registration. The payment is refundable until **May 1** for Fall, **December 1** for J-Term, and **January 1** for Spring. Requests for a refund must be made in writing to the Admission Office.
- **New first-year students** register by individual appointments coordinated by Academic Advising and may not register via Banner Web.
- **New transfer students** register by individual appointments coordinated by Academic Advising and may not register via Banner Web.
- **Non-matriculated students** may begin registering Monday, May 15. For assistance, please go to the Student Services Center.
- **New graduate students** may begin to register on Monday, April 17 at the Student Services Center, and may not register via Banner Web.

Continuing Students

- **You may add or drop classes using Banner Web** from the date and time of your initial appointment through the last day to add/drop for each term unless there is a hold on your account. Refer to the calendar on pages 2 and 3 for add/drop deadlines. For hold information, refer to the Registration Holds section on this page.
- **Registration Priority:** Each continuing matriculated student is assigned an appointment time according to total credit hours, earned through J-Term 2007. Note: registration times are based on completed credits and do not include courses in progress.
- **View your registration appointment time via Banner Web:** After logging in, select *Student Services & Financial Aid*, then *Registration*, and *Check Your Registration Status*. You then select the term for which you are registering (either Summer or Fall 2007). The next page informs you of your registration appointment time as well as whether or not any holds, academic standing, or student status issues that would prevent your registration.

ACADEMIC ADVISING

Your advisor is a great resource for developing, refining, and confirming your academic goals. Please consult with your advisor as necessary prior to your registration appointment time.

First-year (Freshmen) and Sophomore Students: To register you need to obtain your Registration Access Code from your advisor, so please see your advisor soon!

Questions about your advisor? Contact Academic Advising at 535.8786 or aadv@plu.edu.

CHECK YOUR PROGRESS

Check your progress toward your GUR completion on-line. Undergraduates can use Banner Web to check their progress toward completing their PLU degrees. This is known as a CAPP report.

1. Log in to Banner Web using your ID and PIN.
2. Select *Student Services & Financial Aid*.
3. Select *Student Records*.
4. Select *Degree Evaluation*, then *Submit Term*.
5. Select *View Previous Evaluations* (at the bottom of the screen).
6. Select the report you wish to view (highest is most recent).
7. *View General Requirements* should already be selected, then click on *Select Desired View*.

If your CAPP report appears to have an error, contact the Registrar's Office. Please provide your full name, PLU ID number, and the possible error.

REGISTRATION HOLDS

Holds on your account prevent registration. Check to see if your account is on hold prior to your registration time. To view any holds on your account, log in to Banner Web and select *Student Services & Financial Aid*, then select *Student Records*, and *View Holds*. To resolve the hold(s) on your account, locate the hold(s) below and follow the listed instructions:

- | | |
|------------------------------|--|
| • Admission Hold: | Contact Admissions |
| • Academic Standing Hold: | Contact Academic Advising |
| • Collection Hold: | Contact the Business Office |
| • Collection Paid Hold: | Contact the Business Office |
| • Collection Write-Off Hold: | Contact the Business Office |
| • Financial Hold: | Contact the Student Services Center |
| • International Hold: | Contact International Student Services |
| • Junior Review Hold: | Submit Junior Review paperwork to the Academic Advising Office |
| • Medical Hold: | Return medical history form with proof of required immunization to the Health Center |
| • No Address Hold: | Contact the Student Services Center |
| • Payment Option: | Contact the Student Services Center |
| • Pre-Collection Hold: | Contact the Business Office |
| • Promissory Note Holds: | Contact the Business Office |
| • Residential Life Hold: | Contact Residential Life |
| • Transcript Hold: | Contact Registrar's Office |
| • Student Life Hold: | Contact Student Life |
| • Veteran's Hold: | Contact the Student Services Center |
| • Write-Off Hold: | Contact the Business Office |

PLACEMENT EXAMINATIONS

Language Placement

To assure correct placement in language courses, all students with previous study are required to take a placement test. The tests for most languages are offered in the Language Resource Center (LRC) at select times during the year and on a drop-in basis during regular LRC hours. Online Placement Exams are available for SPAN, GERM, FREN at www.plu.edu/~aadv

Math Placement

To insure correct placement of students in beginning math courses, eligibility is required for registration for MATH 105, 107, 111, 112, 123, 128, 140, and 151. Students establish eligibility for registration for a course by earning a qualifying score through the math placement system. Students who have completed the prerequisite course at PLU with a grade of C or higher are eligible without taking the placement exam.

Students who have not taken the placement exam may obtain the exam at the Math Department Office in the Morken Center for Learning and Technology, room 252. The exam is also available on-line at http://banweb.plu.edu/pls/pap/hxskmplc.P_MathIntro. The exam and accompanying questionnaire take about 70 minutes. Allow one to two weeks for the results to be available. New students preferring to take the exam by mail should contact the Math Placement Director at the earliest opportunity at 253.535.7403.

If you have taken the exam and would like to view your placement results on-line, go to Banner Web at <http://banweb.plu.edu>. After logging in, select *Student Services & Financial Aid* from the menu, then *Student Records*, and finally, *View Math Placement Results*. If you have questions about your placement, contact the Math Placement Director at 253.535.7403.

If a student is eligible for a particular math course (either by taking a prerequisite course at PLU or through the math placement system) but experiences difficulties registering for that course, contact the Math Placement Director, Dr. Celine Dorner, at 253.535.7403.

Students who have not taken the mathematics placement test or have not otherwise satisfied eligibility for a math course will not be able to register for any beginning math course.

BANNER WEB REGISTRATION INSTRUCTIONS

1. Find Banner Web. Using the most current version of your web browser, find Banner Web by accessing the PLU home page at www.plu.edu and selecting Academics from the menu at the top of the page. Select *Register for Classes* (located under *Classes, Class Schedules*). Select Current Students from the left side of the screen, then click yellow Academics tab. Select Register from underneath the Registration heading. Select Enter Secure Area (Banner Web)

2. Login. Log in by using your PLU ID number as your user ID. Enter your PIN (personal identification number). Click the "Login" button.

Your initial PIN is your birth date in MMDDYY format. Example: The PIN for a person born June 16, 1985, is 061685. You may change your PIN at any time via Banner Web. You will be required to change your PIN the first time you access Banner Web in order to prevent others from gaining unauthorized access to your registration.

First-year (Freshmen) and Sophomore Students: This is NOT where you enter your Registration Access Code. You will be asked for your Registration Access Code later in the process.

3. Select Student Services & Financial Aid. Under *Student Services & Financial Aid*, select *Registration*. The Registration Menu gives you several options.

4. Select Term. Make sure that the term in the text box reads the term for which you are registering. Then click on the "Submit" button. This takes you back to the Registration menu.

5. Check Your Registration Status. Scroll down and select *Registration Status*. If you have registration holds, you need to stop and contact the appropriate office to clear the hold before registering (see page 8 for details). If you do not have any holds, you may continue by clicking Return to Menu.

6. Registration Menu. *Select/Add/Drop Classes.*

First-year (Freshmen) and Sophomore Students: After you click on *Register/Add/Drop Classes*, another box will pop up asking you for your Registration Access Code. Your advisor has this number and will give it to you when you meet in April prior to registration. You won't be allowed to register without this number, so see your advisor soon!

7. Add Classes. Scroll down to the Add Class section. In this section you will enter a CRN (course reference number) for each class you would like to take. When finished, select the "Submit Changes" button to continue. When your request is finished processing, you will be returned to the *Add/Drop* page. Should you run into errors during your registration, please reference page 10.

If you are having difficulty finding an available course that suits you, please refer to **Banner Interactive Schedule**, an up-to-the minute version of the class schedule that does not require Banner Web log-in to view. For more information, please see page 7.

8. View Current Schedule. In this next screen, you will have to scroll down to see your current class schedule. Make sure that you look at the status box to see if you are currently registered. If you have a conflict of some sort, the system will notify you under the section called *Registration Errors*. For your reference, a list of common registration errors is found on page 10. Contact the Student Services Center, 253.535.7161 or ssvc@plu.edu, or the Registrar's Office, 253.535.7131 or registrar@plu.edu, with questions.

9. View Student Detail Schedule. Once you have finished selecting your courses for the term, scroll down to the bottom of the screen and select *Detail Schedule*. Your schedule will appear on the screen. If you would like a copy, go to File and select Print. *It is recommended that you return to this screen just prior to the start of each term to confirm any schedule changes (such as room number or instructor) that may occur after your registration is completed.*

10. Complete your registration for Summer, then return to the main menu to select Fall Semester, and follow the instructions above for Fall registration as well.

11. LOG OUT by clicking Exit and close your browser when you have finished registering. This is important so that no one else can make any changes to your schedule.

WAITLISTING CLASSES

WAITLISTING CANNOT BE DONE VIA BANNER WEB

Waitlisting courses must be done in person at the Student Services Center and is limited to two courses per semester. Waitlist forms are available on page 77 or outside the Student Services Center. The waitlist form must be completed and submitted in person to a Student Services Center employee for processing. Waitlisting guarantees that the instructor will be informed that a student is interested and where the student is on the list. The Registrar's Office will move students (in waitlist order) from the waitlist into closed classes as seats become available until two weeks before the term begins, then the instructor determines who will be admitted to closed classes. Students still on the waitlist when the term begins must attend the first class and get the instructor's signature on an *Add/Drop/Withdraw Form** to grant them a place in the class. Faculty reserve the right to deny admission after the first week when initial sessions are irreplaceable. The *Add/Drop/Withdraw Form** must be taken to the Student Services Center before the deadline to add/drop courses. Students who are below third or fourth place on the list are strongly advised to register for a substitute course, as it is unlikely they will get into the waitlisted class.

Note: Do not try to move yourself from the waitlist into a class, even if the system indicates there is an opening. This cannot be done on Banner Web and will only cause you to lose your place on the waitlist.

SPECIAL REGISTRATIONS

Special registrations must be completed by the add/drop deadline according to the published term schedule on page 3. A \$50.00 late registration fee is charged for each transaction submitted after the add/drop deadline.

AUDITING A COURSE

To audit a course (no credit), obtain an instructor's signature on an *Add/Drop/Withdraw Form**, and submit the form in person to the Student Services Center by the add deadline for the course you are registering for. The cost of auditing a course is equal to the cost of taking the course for credit.

CREDIT BY EXAM

Credit by Exam Forms are located in the display rack across from the Student Services Center. Return completed forms in person to the Student Services Center by the add deadline for the term you are registering for. For cost information, see page 6. Not included w/overload, or in block pricing.

INDEPENDENT STUDY CARDS

Independent Study Cards are located in the display rack across from the Student Services Center. Return completed cards in person to the Student Services Center by the add deadline for the term you are registering for.

COURSES REQUIRING INST. APPROVAL

To register for a course requiring approval, obtain the authorized signature on an *Add/Drop/Withdraw Form**, and submit the form in person to the Student Services Center by the add deadline for the term you are registering for.

COURSE LOAD EXCEPTIONS

You may use Banner Web to register for up to 17 credit hours in Fall Semester and up to a total of 15 credit hours in Summer. Registering for more than 17 credit hours in one semester requires at least a 3.00 grade point average or consent of the Registrar. Registering for more than 17 credit hours costs an additional \$731 per credit. To register for more than 17 credit hours in Fall Semester, submit an *Add/Drop/Withdraw Form** to the Student Services Center by the add deadline for the term you are registering for. To register for more than 17 credit hours, if your grade point average is less than 3.00, submit an *Add/Drop/Withdraw Form** and a written request to the Registrar by the add deadline for the term you are registering for. To register for more than 15 credit hours in Summer, you must complete a *Summer Overload Request Form*, available in the Student Services Center, by the add deadline for the term you are registering for. Requests will be evaluated by the Registrar.

OFF-CAMPUS PROGRAMS

For information regarding opportunities to study off-campus, contact the Wang Center for International Programs at wang.center@plu.edu or visit their web site: www.plu.edu/wangcenter.

* *Add/Drop/Withdraw Forms* are located in the display rack across from the Student Services

AFTER YOU REGISTER

CANCELLED CLASSES

If a class is cancelled before you register, you will not be able to register for that class. If a cancellation occurs after you have registered, you will be dropped from the class and notified by the respective department via E-mail. You may add another class prior to the add deadlines published on page 3.

CONSEQUENCES OF NOT ATTENDING THE FIRST TWO CLASS MEETINGS

Students unable to attend the first class meetings are expected to notify the instructor prior to the first class. Students who miss the first two class meetings without prior arrangement risk being dropped from the class by the instructor; however, you still need to take responsibility for dropping courses you do not plan on attending prior to the drop deadlines published on page 3. Students who are dropped for non-attendance will be charged a \$50.00 fee per drop.

BUYING YOUR BOOKS

You can purchase your books on-line, or you can stop into the bookstore located in the University Center. To purchase your books or other supplies on-line, please visit <http://luteworld.plu.edu/>. All books may not be available for purchase at the time of registration. For more information about the bookstore, call 253.535.7665

EDUCATION

Prerequisites for entry into Undergraduate program (includes all EDUC, EPSY, and SPED courses except EDUC205 and SPED 195):
 PSYC101, WRIT (ENGL) 101 with a grade of C or better in both
 Passing score on Washington Basic Skills Test (WEST-B)
 Participation in School of Education Interview
 Application to School of Education due by first Friday in March for Fall Term

Education courses are offered sequentially. Because assignments and instruction are integrated across courses, students must follow established course sequence. See School of Education advisors for copy of course sequence.

Students are required to devote 6-8 hours/week (each semester) to field work in assigned schools prior to student teaching.

Students seeking a Bachelor of Arts in Music Education take the following courses in the School of Education:
 EDUC391, EPSY 361, and SPED 320.

Students seeking a Bachelor of Arts in Physical Education take the following courses in the School of Education:
 EDUC 390, EDUC 392, and SPED 320.

Students in these programs must establish a program of study with advisors in their respective departments.

Students must register for student teaching during the preceding semester. Applications are due by the first work day in March, for Fall student teaching and the first work day in October for Spring student teaching. The state requirement for FBI and Washington State Patrol fingerprint clearance must be completed prior to second semester. Anyone completing a certification program after September 1, 2005, must pass the WEST-E (Praxis II) in any area for which an endorsement is sought. All students must have at least one endorsement. Passing the WEST-E is a prerequisite for student teaching.

Additional fees required include:

Initial certification fee- \$35.00

Fingerprint fee- \$59.00- plus clearance fee (approximately \$12.00)

Students must provide their own transportation between campus and assigned schools.

LANGUAGES & LITERATURES

All language students use the Language Resource Center (LRC) for additional study and practice.

To assure correct placement in Language courses, all students with previous study are required to take a placement test. The tests for most languages are offered in the LRC or online at www.plu.edu/~lrc. Language placement test are available online in French, German, and Spanish. Students who have studied one of these languages previously and plan to continue their study are required to take the language placement test. You may access the placement test online at www.plu.edu/~aadv and then click on Language Placement. You will receive your results immediately upon completion of the test. If you are continuing in another language offered at PLU (Chinese, Greek, Latin, or Norwegian), please access www.plu.edu/~aadv for contact information to assure correct placement or to ask about the program.

Students may meet the Cross-Cultural Perspectives part of the Diversity Requirement by 1) taking a 201 or higher level course in any language, other than Sign Language, or 2) by completing the first year of a college-level foreign language other than that used to satisfy the foreign language entrance requirement (excluding Sign Language).

All 300- and 400-level literature courses meet the Core I Literature requirement.

MATHEMATICS

To insure correct placement of students in beginning math courses, eligibility will be required for registration for MATH 105, 107, 111, 112, 123, 128, 140, and 151. Students may establish eligibility for registration for a course by earning a qualifying score through the math placement system. Students who have completed the prerequisite course at PLU with a grade of C or higher are eligible without taking the placement exam.

The placement exam is available at the Math Department Office in the Morken Center for Learning and Technology, room 252. The exam is also available on-line at https://banweb.plu.edu/pap/hxskmplc_PmathIntro. The exam and accompanying questionnaire will take about 70 minutes. Allow one to two weeks for the results to be available. New students preferring to take the exam by mail should contact the Math Placement Director at the earliest opportunity at 253.535.8738.

To view your placement results on-line, go to Banner Web at <http://plu.edu/banner/>. After logging in, select *Student Services & Financial Aid* from the menu, then *Student Records*, and finally *View Math Placement Results*. If you have questions about your placement, contact the Math Placement Director at 253.535.8738.

If a student is eligible for a particular math course (either by taking a prerequisite course at PLU or through the math placement system) but experiences difficulties registering for that course, contact the Math Placement Director, Dr. Celine Dorner at 253.535.8738.

Students who have not taken the mathematics placement test or have not otherwise satisfied eligibility for a math course will not be able to register for any beginning math course.

MUSIC

Students currently registered for private lessons may register for lessons via Banner Web at your scheduled registration appointment time. First-time music students should contact the Music Office at 253.535.7602 for assistance.

Registration Procedure: Go to the Fall 2007 Music Student Reference at <http://www.plu.edu/academics/>. Determine which CRN(s) you need by verifying the course ID and title, the name of the instructor, and the number of credits for which you wish to take the class. Once the CRN(s) have been determined, follow the normal registration procedures detailed on page 9. Please be aware that you may need to change the credit hours at the time of registration, as the system will default to the lowest possible number for that course. If you get an error message indicating "PREQ & TEST SCORE ERROR" contact the Music Office at 253.535.7602 for assistance. For HOLD errors please see page 8 for resolution information.

PLEASE NOTE: You may not register for more than 17 credits via Banner Web, go to the Student Services Center, in Hauge Administration 102, for assistance with the additional course(s).

Private lessons require concert attendance in addition to individual instruction. See <http://www.plu.edu/~music/announcements/> or contact the Music Office for details.

Class Lessons: 1 credit hour: Meet twice a week for 50 minutes each

Private Instruction:

1 credit hour: 12 30-min private lessons per term plus weekly performance seminars

2 credit hours: 12 60-min private lessons per term plus weekly performance seminars

3-4 credit hours: Permission of instructor is required: 12 60-min private lessons per term,
plus additional outside work and weekly performance seminars

Private Lesson Fees in addition to tuition (per course)

1 credit hour = \$200.00

2 credit hours = \$400.00

3-4 credit hours = \$400.00

Performance Seminars: See seminar information Below and/or check with instructor at begin of the term .

MUSIC Private Lessons Continued...

COURSE ID	COURSE TITLE	DAYS	INSTRUCTOR	SEMINAR INFORMATION
201/401*	Jazz	TBA	Staff	Registration by Dept. only.
202/402	Private Piano	TBA	Staff	
203/403	Organ	TBA	Tegels, P	M 5:30-6:30PM LCH
204/404	Private Voice	TBA	Staff	F 12:30-1:30PM LCH
205/405	Violin/Viola	TBA	Staff	M 6-7PM MBRC-334 Weekly
206/406	Cello/Bass	TBA	Staff	M 6-7PM MBRC-306 Weekly
207/407	Flute	TBA	Rhyne, J	F 1:45-3:30PM MBRC-116 Weekly
208/408	Oboe/English Horn	TBA	Spicciati, S	
209/409	Bassoon	TBA	Peterson, F	
210/410	Clarinet	TBA	Rine, C	F 3-4PM MBRC-334 Weekly
211/411	Saxophone	TBA	Cline, C	
212/412	Trumpet	TBA	Scott, J	
213/413	Horn	TBA	Vaught Farner	M 5:30-6:30PM MBRC-116 Weekly
214/414	Trombone	TBA	Winkle, K	
215/415	Euphonium/Tuba	TBA	Phillips, E	
216/416	Percussion	TBA	Staff	
217/417	Private Guitar	TBA	Staff	F 12:30-1:35PM MBRC-322 Weekly
218/418	Harp	TBA	Wooster, P	
219/419	Harpsichord	TBA	Habedank, K	
327	Composition	TBA	Staff	F 12:30-1:30PM MBRC-202 Weekly
351	Accompanying	TBA	Staff	
352	Organ Improvisation	TBA	Tegels, P	
421	Advanced Keyboarding	TBA	Staff	
427	Adv Orchestration/Arr	TBA	Joyner, D	
499	Senior Project	TBA	Staff	

* Permission Required

PHYSICAL EDUCATION

Four one-hour activity courses (100-259) including PHED 100, are required for graduation. Eight one-hour courses may be counted toward graduation. Activity courses cannot be repeated for credit. Students are encouraged to select a variety of activities at appropriate skill levels. All physical education activity courses are graded on the basis of "A", "Pass", or "Fail" and are taught on a co-educational basis. PHED 100 is required for graduation and is offered every semester. It should be taken during the first year, but may be taken during any semester.

UNIVERSITY DIRECTORY

ACADEMIC ADVISING	253.535.7459
ACADEMIC ASSISTANCE	253.535.7518
ACADEMIC INTERNSHIPS & COOPERATIVE EDUCATION	253.535.7324
ADMISSIONS	253.535.7151
BOOKSTORE	253.535.7665
BUSINESS OFFICE	253.535.7171
CAMPUS MINISTRY	253.535.7464
CAMPUS SAFETY & INFORMATION	253.535.7441
CAREER DEVELOPMENT	253.535.7459
CASHIER	253.535.7117
CENTER FOR PUBLIC SERVICE- VOLUNTEER SERVICE	253.535.7173
COMPUTING	253.535.7525
CONFERENCES & EVENTS	253.535.7450
COUNSELING & TESTING/ SERVICES FOR STUDENTS W/DISABILITIES	253.535.7206
DINING SERVICES	253.535.7472
DIVERSITY CENTER	253.535.8750
FINANCIAL AID	253.535.7134
HEALTH CENTER	253.535.7337
INTERNATIONAL STUDENT SERVICES	253.535.7194
LIBRARY & COMPUTING	253.535.7500
LUTELINK	253.535.7415
PROVOST'S OFFICE & ACADEMIC PLANNING	253.535.7126
REGISTRAR'S OFFIC	253.535.7131
RESIDENTIAL LIFE	253.535.7200
STUDENT EMPLOYMENT	253.535.7459
STUDENT INVOLVEMENT & LEADERSHIP	253.535.7195
STUDENT LIFE	253.535.7191
STUDENT SERVICES CENTER	253.535.7161
WANG CENTER FOR INTERNATIONAL PROGRAMS	253.535.7577
WOMEN'S CENTER	253.535.8759
WRITING CENTER	253.535.8709

Welcome to Summer 2007!

Day Codes

M = Monday
 T = Tuesday
 W = Wednesday
 R = Thursday
 F = Friday
 S = Saturday
 U = Sunday

Building Codes

ADMN= Hauge Administration
 ECAM = East Campus
 EVLD = Eastvold
 HONG= Hong Residence Hall
 INGR = Ingram Hall
 LIBR = Library
 MBRC = Mary Baker Russell

Building Codes (cont...)

MCLT = Morken Center
 MGYM= Memorial Gym
 NAME = Names Fitness Center
 OGYM= Olson Gym
 RAMS = Ramstad
 RCTR = Rieke Science Center
 XAVR = Xavier Hall

New Schedule Format Key

ANTH352	Anthropology of Age C, S1				Course Number and Title with Attribute
20022 (4)	M	6:10-9:30PM	XAVR-250	Nosaka, A	CRN Number (needed for registration)
ANTH370	Archaeology of Ancient Empires C, S1				Class Days
20023 (4)	TR	1:45-3:30PM	XAVR-150	Andrews, B	
ANTH375	Law, Politics, and Revolution C, S1				Class Times
21538 (4)	TR	11:50-1:35PM	ADMN-219	Thomson, S	
ANTH387	ST: Language and Gender S1				Building and Room #
20025 (4)	TR	3:40-5:25PM	ADMN-204B	Pine, J	
ANTH499	Capstone: Senior Seminar SR				Course Text
Required for all Anthropology majors					Highlighted means evening/night class
20026 (4)	T	6:10-9:30PM	XAVR-140	Brusco, E	Professor

WAITLIST FORM

PLEASE READ THE PROCEDURE REGARDING WAITLISTING CLASSES AND KEEP FOR REFERENCE.

1. You may waitlist only two courses per term. Be sure to fill out the *Waitlist Form* completely and return it to the Student Services Center or it will not be processed.
 - **Waitlisting cannot be done via Banner web.**
 - **Waitlisting does not guarantee that you will get into the course.** Please register for an alternative course.
 - If the course you are waitlisting has an associated lab, please include that lab section on the *Waitlist Form*. Associated lab sections do not count as your second waitlisted course.
2. The Registrar's Office will move students into open spaces from the waitlists until two weeks before the start of the term. Call 253.535.7131 or e-mail registrar@plu.edu if you have questions or concerns about your waitlist transactions.
 - If you are moved from the waitlist into a course, you will be notified by PLU E-mail. You may check your new schedule on Banner Web. If you don't have a PLU E-mail address you will be notified by telephone that you have been moved into the class.
 - Your campus or local address will be used through the last day of classes for the current term. Your permanent or 'Address Between Terms' will be used after the last day of classes for the current term.
 - Moving you off the waitlist and into a course may be complicated because of conflicts with another course, or the waitlisted course may put you over maximum hours for the term. Indicate on the form what class should be dropped if such complications occur.
 - You will not be registered for courses for which you lack the prerequisite or required concurrent registration.
3. After the Registrar's Office has stopped moving students off the waitlists, it is your responsibility to attend the first day of the waitlisted course to insure the instructor knows you want to be enrolled in the course.
4. You must obtain the instructor's signature on an *Add/Drop/Withdraw Form* and return it to the Student Services Center in person for processing. This is necessary two weeks prior to the start of the term. The *Add/Drop/Withdraw Form* must be filled out completely or it will not be processed.
 - **Faculty reserve the right to deny admission after the first week**

✂ -----

Name (Print): _____			
Last	First	MI	
ID #: _____	PLU email Address: _____		@plu.edu
Local Phone Number: (____) _____ - _____	Phone Number Between Terms: (____) _____ - _____		
Local Address: _____			
			City
			State
			Zip
Address Between Terms: _____			
			City
			State
			Zip
Signature: _____			Date: ____/____/____

PREFERRED COURSE (list up to two classes in this section in order of preference):				Registrar's Office Use Only
TERM	CRN #	DEPT / CRSE # / SECT	TITLE	

Indicate below a course you want dropped if you are placed in the waitlisted course shown above:

ALTERNATE COURSE (you will be dropped from this waitlist if your preferred class becomes available):				Registrar's Office Use Only
TERM	CRN #	DEPT / CRSE # / SECT	TITLE	

Indicate below a course you want dropped if you are placed in the waitlisted course shown above:

NOTES

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) STATEMENT

In accordance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment and carrying the acronym FERPA, Pacific Lutheran University has adopted a policy to protect the privacy of education records. This act also establishes the rights of currently enrolled, eligible students to inspect and review their education records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and currently enrolled, eligible students may review FERPA policy in the Student Life Office, Hauge Administration 105, or on the web at <http://www.plu.edu/print/handbook/code-of-conduct/FERPA-policy.html>.

PLU STUDENT CONDUCT INFORMATION

When accepted for membership in the PLU community, each student assumes the responsibilities and rights emerging from the university's goals and objectives. These include, but are not limited to, its dedication to exploring human knowledge and culture while promoting the intellectual, physical, social, and spiritual development of students, and nurturing each student's preparation for responsible participation, not only on the campus but also in local, state, regional, national, and international settings.

The university adopts only such policies, rules and regulations that seem necessary for the welfare of the educational community. Regulations include those items that fall within policies set by the Board of Regents and the university administration, along with local, state, and federal laws. Each student associated with PLU is expected to be familiar with and to follow all policies, rules and regulations promulgated by the university. Failure to abide by the policies, rules, and regulations may result in disciplinary action(s) outlined in The Student Conduct System. The university policies/student code of conduct and conduct system procedures can be read in full at www.plu.edu/print/handbook/.

The following policies and procedures apply to all students at Pacific Lutheran University. Other rules and regulations developed by the university to maintain a safe and orderly environment may be found in the *University Catalog*, *Living on Campus brochure*, *Housing and Meal Plan Contracts*, *Vehicle Parking Regulations Guide*, and the *PLU Housing Guide*. These publications may be obtained from the Residential Life Office, Campus Concierge, Campus Safety and Information, and the Student Services Center.

- Academic Integrity
- Accommodation of Persons with Disabilities
- AIDS
- Alcoholic Beverages
- Behavior of Guests at PLU Events
- Building Security
- Computer Use
- Concern for Self and Others
- Confiscation of Possessions
- Disruption of University Business
- Equal Educational Opportunity
- Equipment, University
- False Information
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Fire Safety
- Firearms, Explosives, Weapons
- Freedom of Expression
- Gambling
- Grade Disputes
- Grievance Policy and Procedures
- Identification Card
- Illegal Drugs and Narcotics
- Immunization Policy
- Medical Withdrawal (see Withdrawal from the University)
- Noise
- Non-cooperation
- Parking (see Vehicle Registration and Parking)
- Pets
- Physical Assault
- Property Damage or Theft
- Publicity and Solicitation
- Residential Communities
- Residency Requirement
- Sexual Misconduct
- Smoking Policy
- Speaker Policy
- Telephones
- Vehicle Registration and Parking
- Vehicle Use on Campus
- Visitation and Guest Policy
- Withdrawal from a Course
- Withdrawal from the University

POLICY ON NON-DISCRIMINATION

Pacific Lutheran University is committed to providing equal opportunity in education for all students without regard to a person's race, color, national origin, creed, religion, age, gender, marital status, sexual orientation, mental or physical disability, or any other status protected by law. The university community will not tolerate any discrimination, harassment, or abuse of or toward any member of the university community. To view this entire policy please reference the PLU Catalog on-line at www.plu.edu/print/catalog/.

DISCLAIMER STATEMENT

The information contained herein reflects an accurate picture of Pacific Lutheran University at the time of publication. However, the university reserves the right to make necessary changes in procedures, policies, calendar, curriculum, and costs. You are strongly encouraged to view the schedule on-line prior to your registration and to reprint your schedule from Banner Web just prior to the start of classes to identify any changes. **Changes to schedule information printed in this publication can be viewed at www.plu.edu/academics/ or on the bulletin board outside the Financial Aid Office (Hauge Administration 130).**

Published April 5, 2007

Comments and suggestions for future improvements of this publication may be sent to mitchelm@plu.edu, or to Scheduling Coordinator, c/o Registrar's Office, Hauge Administration 104.

NOTES
