

J-term 2010

M	T	W	T	F
8:30-10:50	8:30-10:50 or 8:30-11:20	8:30-10:50 or 8:30-11:20	8:30-10:50 or 8:30-11:20	8:30-10:50 or 8:30-11:20
11:30-1:50	11:30-1:50 or 11:30-2:20	11:30-1:50 or 11:30-2:20	11:30-1:50 or 11:30-2:20	11:30-1:50 or 11:30-2:20
2:30-4:50	2:30-4:50 or 2:30-5:20	2:30-4:50 or 2:30-5:20	2:30-4:50 or 2:30-5:20	2:30-4:50 or 2:30-5:20
Evening: N/A	Evening: 6:00-8:50	Evening: 6:00-8:50	Evening: 6:00-8:50	Evening: 6:00-8:50

GRADUATION: UNDERGRADUATE & GRADUATE STUDENTS

(final Academic Program Contract due at the time of application for undergraduates):

- | | |
|---------------------------|------------------------------|
| For Graduation in: | Graduation Applications due: |
| • May 2010 | • December 1, 2009 |
| • December 2010 | • May 1, 2010 |
| • or January 2011 | • December 1, 2010 |
| • May 2011 or August 2011 | |

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

Spring 2010

M	T	W	T	F
8:00-9:05	8:00-9:45	8:00-9:05	8:00-9:45	8:00-9:05
9:15-10:20		9:15-10:20		9:15-10:20
	9:55-11:40		9:55-11:40	
Chapel 10:30-10:55		Chapel 10:30-10:55		Chapel 10:30-10:55
11:15-12:20		11:15-12:20		11:15-12:20
	11:50-1:35		11:50-1:35	
12:30-1:35		12:30-1:35		12:30-1:35
1:45-2:50 or 3:30	1:45-3:30	1:45-2:50 or 3:30	1:45-3:30	1:45-2:50 or 3:30
3:40-4:45 or 5:25	3:40-5:25	3:40-4:45 or 5:25	3:40-5:25	3:40-4:45 or 5:25
Evening:	Evening:	Evening:	Evening:	Evening:

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. Prior defaults may require payment upfront.

You may register for a maximum of five (5) credit hours in J-term and seventeen (17) credit hours in Spring. Make note of course CRNs as they are required for registration.

J-term & Spring 2010

Dates

Deadlines
Holidays
Scheduling Worksheets



Pacific Lutheran University - J-term/Spring 2010

For more information,
visit the Registrar's website
or Bannerweb:
www.plu.edu/~regi
banweb.plu.edu

Term	Last Day to Waitlist	First Day of Classes	Last Day to Add w/o Fee	Last Day Drop w/o Fee	First Day Add w/ Instr. Sign	First Day Withdraw w/ Instr. Sign	Last Day File Pass/Fail	Last Day to Withdraw w/ Instr. sign	Grades Due from Faculty
J-term	Friday, Dec 18th	Tuesday, Jan 5th	Wednesday, Jan 6th	Monday, Jan 11th	Thursday, Jan 7th	Tuesday, Jan 12th	Wednesday, Jan 20th	Tuesday, Jan 26th	Tuesday, Feb 9th
Spring Full Term	Tuesday, Feb 2nd	Tuesday, Feb 9th	Tuesday, Feb 16th	Monday, Feb 22nd	Wednesday, Feb 17th	Tuesday, Feb 23rd	Friday, Mar 26th	Friday, May 7th	Monday, Jun 7th
Spring 1st half	Tuesday, Feb 2nd	Tuesday, Feb 9th	Tuesday, Feb 16th	Monday, Feb 22nd	Wednesday, Feb 17th	Tuesday, Feb 23rd	Friday, Feb 26th	Friday, Mar 12th	Monday, Apr 5th
Spring 2nd half	Tuesday, Feb 2nd	Monday, Apr 5th	Friday, Apr 9th	Friday, Apr 16th	Monday, Apr 12th	Monday, Apr 19th	Friday, Apr 30th	Friday, May 7th	Monday, Jun 7th

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 officially withdraw from a course(s) or you will receive a failing grade in classes not completed. 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 FULL WITHDRAWAL

Spring Tuition:
 100% tuition refund before February 9th.
 No tuition refund given after May 7th.
Tuition refunds prorated on a daily basis, Feb 9th
No tuition refunds given after Apr 17th

Housing and Meal Plans:
 Housing refund (refer to contract)
Housing refunds prorated daily
 Meal plan refund (refer to contract)
Meal plan refunds prorated weekly

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

HEALTH INSURANCE PLAN

All domestic, full-time, undergraduate students and all full-time and part-time international undergraduate/graduate students are required to have Health Insurance. Students are automatically enrolled and billed for the PLU Health Insurance. **If you choose to waive this insurance**, the process must be complete by midnight of the 10th day of class in the semester you begin. Waive-out is required each academic year you attend.

Domestic students can waive out online with a comparable plan at www.eiia.org/plu. You will receive email confirmation after the process is complete. This is the only documentation PLU accepts as proof that you have completed the waive-out.

International students must have the International Student Insurance Plan Waiver form completed by their insurance company and either faxed to 253-536-5042 or sent back to the PLU Health Center. Forms can be found at www.plu.edu/~ssvc under "Downloadable Forms."

Spring Final Exam Dates: May 24th - 28th

Class Day & Times		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

Final Exam Week Notes:

J-term & Spring

- **J-term final exams are held on the last day of class.**
- **Late afternoon and evening classes** hold final exams during finals week.
- **Instructors for Wednesday-only, Thursday-only, or Friday-only classes** must contact the Scheduling Coordinator to arrange for a classroom during final exam week. Saturday-only classes hold final exams on the Saturday prior to finals week.
- **One-semester-hour courses** may be evaluated prior to finals week.
- **Final exams are scheduled using the beginning time of the class.**
- **Friday of final exam week** is available for make-up examinations, follow-up to examinations given, or student conferences.

SEE
 BANNERWEB
 FOR UPDATED CLASS
 DAYS, TIMES,
 AND
 INSTRUCTORS

J-term 2010

- **Tuesday, December 1st**
 Graduation Applications due for May & August 2010 Graduation candidates
- **Monday, January 18th**
 Martin Luther King, Jr. Holiday
 (No classes, PLU Offices closed)

Spring 2010

- **Monday, February 15th**
 President's Day Holiday
 (No classes, PLU offices closed)
- **Monday, March 29th - Monday, April 5th**
 Spring Break/Easter Recess. PLU Offices closed on Friday, April 2nd. Classes resume at 11:15 on April 5th.

- **Monday, April 5th - Friday, April 23rd**
 Advising & Registration Weeks
- **Monday, April 12th**
 Summer & Fall 2010 Registration Begins
- **Monday, May 3rd**
 Graduation Applications due for December 2010
- **Sunday, May 30th**
 Commencement Ceremonies