# CHECKLIST for い い

- School of Management
- School of Computer and Information Sciences
- School of Humanities and Social Sciences
- School of Education and Counseling



## WELCOME TO REGIS UNIVERSITY

#### **College for Professional Studies**

**C**ongratulations on returning to school and making the commitment to achieve your higher educational goals. We know that adult students lead very busy lives, balancing many responsibilities. Regis University is dedicated to your educational advancement and works to help you maintain that balance.



This booklet is designed to walk you through important steps to begin your journey. We have included all the information that you need to know about University processes and procedures and have

formatted it so that when you complete one area, you can simply check it off and move forward on the road to success!

You can also access the information in this booklet at <u>http://www.regis.edu/checklist</u>. If you have any questions please call:

#### Regis University 800-568-8932 or 303-458-4126

We appreciate the opportunity to serve you and thank you for choosing Regis University.

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## QUICK CHECKLIST FOR SUCCESS

#### Set up your access

Obtain RegisNet account

#### Learn Regis systems

- □ Student I.D. Card
- Regis.edu
- INsite
- □ WebAdvisor
- Online Course Link

#### Student file

- □ School Transcripts
- □ Military Transcripts
- International Student Visa
- □ Writing Samples

#### Investigate financial aid options

- □ Check your financial aid
- Book vouchers

#### **Register for courses**

- Register for your first course through your Enrollment Counselor
- □ Verify your course schedule
- Look for advisor email to review your Degree Plan
- Schedule an appointment with your advisor to review your Degree Plan when your file is complete

#### Get ready for your first course

- Obtain books and course materials
- Complete classroom-based course first night assignment
- Online orientation

#### **Course options**

- □ Classroom-based
- Online
- □ Testing
- □ Experiential Learning
- □ Guided Independent Study

#### Pay your tuition

- Pay online, by phone, or in person
- □ Explore deferment options

#### **Prepare for graduation**

- □ Apply for graduation
- □ Participate in commencement

#### **Use additional resources**

Review additional services and information in this booklet

## **REGIS UNIVERSITY WEBSITE**

The University website, www.regis.edu, provides information on:

- Regis programs and degree plans
- Student resources
- Financial aid
- Tuition
- Student accounts and payment schedules
- Academic calendar
- Calendar of Events
- And much more

To access information for CPS on the website, select *Current Students* and then, under *College for Professional Studies*, select the appropriate school or service.

## INSITE

INsite, at <u>http://insite.regis.edu</u>, is the gateway to the University Portal. You will find links to:

- the staff and faculty directory
- the RegisNet account application
- the Regis University website
- WebAdvisor
- your login page to the University Portal
- the University's classified ads

Upon login, you will find the *My Site* page, where you can personalize your pages and their links, and access WebAdvisor, the H: drive, and email. Each student is provided 500 megabytes of file space on the H: drive to store documents. (INsite operates effectively with Netscape Navigator or Microsoft Internet Explorer.)



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## WEBADVISOR

WebAdvisor is the web interface that allows students to access information contained in the administrative database. To access WebAdvisor, login to <u>http://webadvisor.regis.edu</u> then login using your username and click on the Student Option. From the *Students* menu,

you can:

- find available courses by term, subject, location, faculty, or weekday
- find and register for courses
- add and drop courses
- see your course schedule
- view your account
- pay tuition online
- view your transcript and grades
- check your financial aid status
- access your Financial Aid Award Letter
- check your admission status
- modify your RegisNet account

#### REMEMBER:

RegisNet and WebAdvisor work hand-in-hand to help you access the information you need.

# student I.D. Card

## STUDENT I.D. CARD

You should receive your Regis University Student I.D. Card along with your letter of acceptance to the University. This card should display your correct legal name and student I.D. number. The I.D. number is very important, as you will be asked to give this number when conducting university transactions.

- The I.D. Card is valid for one year from the date of acceptance into the University.
- I.D. Cards may be renewed by visiting the Service Desk at any campus location, or by calling 800-568-8932/303-458-4126.
- If you do not receive your I.D. Card with your acceptance letter, you should call 800-568-8932/303-458-4126 for assistance.



## **REGISNET ACCOUNT**

Each Regis University student needs to set up a RegisNet account. This account allows student access to a wide variety of information and services, including an email account, library services, Regis University computer labs and technology equipment, online courses, and WebAdvisor information.



#### Setting Up and Using your RegisNet Account:

- Login to <u>http://insite.regis.edu</u>, which opens INsite.
  - Click on RegisNet Account
  - Read and accept the *Responsible Use of University Technology Resources* policy.
  - Fill out your RegisNet Account Application and submit it online.

RegisNet accounts are usually set up within 30 minutes of receiving the application.

## Using your Regis University Portal for Email Account, File Space, and WebAdvisor:

Regis University sends all University business correspondence by email. Each student is required to have a Regis email account as his or her primary email address, and may also list secondary email accounts. However, University business information will only be addressed to your Regis email account.

- To access your Regis email, you must use Internet Explorer as your browser. If you do not have Internet Explorer, contact a Campus Associate at 303-458-4126 or 800-568-8932 for assistance.
  - Login to <u>http://insite.regis.edu</u>, which opens INsite.
  - Enter your user name and password.
  - Your personal page, called My Site, will open and you will see links to email, Filespace (H):, and WebAdvisor. When you click email, your Outlook Web Access screen appears.

If you cannot remember your username and/or password:

- Login to WebAdvisor.
  - Click on the Students link.
  - Under the User Account heading, click on the appropriate link.

#### REMEMBER:

All students are required to obtain a Regis University email account, as Regis only sends University business information through that account. You can obtain your free Regis email account through Regis Net.



## ONLINE COURSE LINK

We recommend that students registered for online courses log onto <u>www.regis.edu</u>, click on *Current Students* under College for Professional Studies, click on *Services for Students* and then click on *Online Learning* under the Academic Resources area to become acclimated to the online

environment and find answers to frequently asked questions. You may:

- access online courses beginning the first day of the term, and no later than the first Wednesday of the term.
- login to online courses at <u>www.worldclass.regis.edu</u>

If you experience difficulties logging onto online courses, call 800-568-8932 or 303-458-4126 for assistance.

#### Accessing Online Courses Before an Online Course Begins

- Create a RegisNet account
- Order the required course materials. A list of required materials is available through the Online Bookstore at <u>www.regisuniversity.bkstr.com</u>. Materials should be obtained prior to the term start.
- Verify that your computer meets the system requirements. A list of system requirements is available by logging onto <u>www.regis.edu</u>, clicking on *Current Students*, then click on *online learning* under the Academic Resources section and then click on *System Requirements*.
- Complete the *Demo* course in order to become familiar with the online environment.
- Print a copy of the module and first week assignment if applicable. Undergraduate and Teacher Education online courses do not have modules or first week assignments available prior to the term start.

#### Term Start

- Login at <u>https://worldclass.regis.edu</u>
  - To access online courses, use your RegisNet username and password.
  - If you are unable to login, call 1-800-568-8932 or 303-458-4126 immediately.
  - Go to the *Course Forum* and read all postings submitted by the instructor.
  - Post an *Introduction to the Forum* by Wednesday of the first week.
  - Begin working on the first week assignments.

## FINANCIAL AID

Financial Aid comes in the form of grants and loans, and most Regis University students qualify for assistance. All requests for financial aid are initiated through the *Free Application for Federal Student Aid* (FAFSA). Find out if you qualify by applying online. The priority deadline is March 1, so apply and get your paperwork in early.

#### **Applying for Financial Aid**

- Apply for a U.S. Department of Education PIN at <u>www.pin.ed.gov</u>. You will receive your PIN instantaneously.
- If you have not already done so, obtain your Regis University RegisNet account. Then you will have a <u>regis.edu</u> email account and have access to WebAdvisor to view your financial aid status.
- Transfer students should request that each of their academic transcripts be sent to Regis University. Please allow two to four weeks.
- When you have received your U.S. Department of Education PIN, complete the *Free Application for Federal Student Aid* (FAFSA) online at <u>www.fafsa.ed.gov</u> and use the **Regis University Code 001363**. (Be sure to apply at this government site; other so-called FAFSA sites will charge you for a service that is free.) Complete your FAFSA before March 1 for priority funding consideration.
- You will receive your Student Aid Report (SAR) from the U.S. Department of Education in two to three days. Review it carefully for errors and make corrections if necessary. Regis University will receive your SAR automatically if you entered the Regis Code when filling out your FAFSA.
- Check WebAdvisor after two- to five business days for any documents that may be missing from your financial aid file. Submit the requested documentation. Your file cannot be processed until all requested information is received and reviewed by Financial Aid. Once your FAFSA is processed, you could be randomly selected by the federal government for the verification process. If you are selected, the Financial Aid office will notify you by email with instructions.
- Financial Aid will notify you by email when your financial aid is processed and your Award Letter is complete. Go to WebAdvisor to view your award.
- Complete and return your Award Response Form (ARF) that is on WebAdvisor if you want to accept student loans. Indicate the amount you are accepting and confirm your planned enrollment status.
- If this is your first student loan, complete your loan entrance interview at: <u>www.studentloanonline.com</u> and sign your master promissory note (MPN).
- Enroll for courses according to the information you provided on the ARF.

#### REMEMBER:

Students are not obligated to accept all the financial aid that is offered to them. Plan ahead. Start the process approximately 3-4 weeks before courses start. Do not delay! Look forward. Reapply for financial aid between January 1 and March 1 each year.

# BOOK Vouchers

## **BOOK VOUCHERS**

Book vouchers are available to students with financial aid awards beyond the cost of tuition. Book vouchers can be issued only for the cost of your textbooks. Any unused money will remain on account at the book store for future use. You may be eligible for a book voucher while waiting for your financial aid disbursement. Your financial aid award must be complete, with all necessary paperwork turned in.

#### **Obtaining a Book Voucher**

- Go to <u>www.regis.edu/financialaid</u>, and select *Forms and Publications*.
  - Choose Book Voucher Instructions and Form.
  - Complete the online form, print and sign it.
- Submit the form by faxing it to 303-964-5449 or bring it in to the nearest campus location.
- Please allow 2 business days for processing.
- You will be notified by e-mail regarding the status of your book voucher. If you do not list an e-mail address on the book voucher application, you will be notified by phone.
- If you have questions, email <u>enrolsvc@regis.edu</u> or contact 303-458-4126 or 800-568-8932.

#### REMEMBER:

Be sure to sign the book voucher, as Regis University cannot process it without your signature.



## REGISTRATION

Regis University offers multiple ways to register for courses:

- WebAdvisor
- Telephone
- Student Service Desks at all campus locations

#### How to Register through WebAdvisor:

- Go to <u>http://webadvisor.regis.edu</u> and login at the upper right corner of the page.
  - Click on the *Students* link on the left side of the page.
  - Click on the Register for Sections link under Registration.
  - At this point you may choose from *Search and Register for Sections* or *Express Registration*.
  - Use Search and Register for Sections if you would like to see what is available in a particular subject during a particular time frame.
  - Use *Express Registration* if you know the exact term, subject, course number and section (or synonym) of the course(s). (Example: AC320A M01 or 42765)
  - After you have selected how you want to register, login using your RegisNet login and password. (If you do not have a RegisNet login, go to the previous section, *RegisNet Account.*)

#### Using Search and Register for Sections:

- Select the *Term* from the drop-down menu (examples: 08F8W1-Fall 8 Week 1 2008, 09S5W2-Spring 5 Week 2, 2009) OR enter the approximate dates of the term.
- Select the *School* from the drop-down menu (This will always be College for Professional Studies).
- Select the *Subject* you are interested in taking (examples: COM-Communications, BA-Business Administration, FIN-Finance, etc.) You may select up to five subjects at a time.
- You may choose other search parameters on this page (examples: the day of the week to take a course or the campus location) but none of these is required; adding other parameters will narrow your findings.
- Once you click *Submit*, WebAdvisor will bring up all of the available courses within your parameters.
- After reviewing your choices, select the course(s) you wish to enroll in and click the adjacent box. Scroll down to the *Submit* button and click it.
- Select the action from the Action drop-down menu (the options are *RG-Register*, *RP-Register Pass/Fail*, *RM-Remove from list*, and *WL-Waitlist*). Choose the *RG-Register* option and click the *Submit* button at the bottom of the page. You may also use the *WL-Waitlist* option if the course you would like is already full.

#### Using the Express Registration Option:

- Enter the *Synonym* (example: 52294) OR the *Subject* (examples: COM-Communication, BA-Business Administration, FIN-Finance)
  - Enter the *Course Number* (example: 407)
  - Select the *Term* from the drop-down menu.
  - Select the *Action* (*RG*–*Register*) from the drop-down menu and click *Submit*.
  - Enter the Section Number (examples: XP40, C40, M71)
  - You may also use the *WL-Waitlist* option if the course you would like is already full.

#### How to Register by Phone

- Call 1-800-568-8932 or 303-458-4126.
- Have your Student ID ready.
- Give the Representative:
  - the term (such as Summer 8-Week 1, 2008)
  - the subject such as Communication or Business Administration)
  - the course title (such as Leadership Principles, Business Software Applications, Advanced Corporate Finance)
  - the location of the class (Lowell, DTC, Longmont, Aurora, Colorado Springs, Fort Collins, or Interlocken Broomfield)

#### How to Register in Person

- Call 1-800-568-8932 or 303-458-4126 for the hours of operation at the campus of your choice.
- At the Service Desk, be prepared to provide:
  - your Student ID.
  - the term (such as Summer 8-Week 1, 2007).
  - the subject (such as Communication or Business Administration).
  - the course title (such as Leadership Principles, Business Software Applications, Advanced Corporate Finance).
  - the location of the class (Lowell, DTC, Longmont, Aurora, Colorado Springs, Fort Collins, or Interlocken Broomfield)

#### REMEMBER:

Check with your advisor to ensure that the course you select will fit into your degree plan. Register early to get the courses you want.

### MODULES AND OVERVIEWS FOR COURSES

After you have registered for a classroom-based course, you can obtain additional information regarding content of the course, including the

first night assignment. This will give you a general idea of the course content and learning outcomes as well as any reading and/or assignments you should complete prior to attending your first class. Logon to

<u>http://www.regis.edu/regis.asp?sctn=cur&p1=spsug</u> to view information on your course. You must have a RegisNet account to access this information.

#### REMEMBER:

A syllabus for your course will be handed out the first night of class. This will have information and expectations from your instructor. The module and overview are used to give you a first look at the course and its outcomes. The modules and overviews are for classroom-based courses only. They are not used for online courses.

## **OBTAINING YOUR BOOKS**

To determine what books and materials are required, you will need to obtain the *Course Module Overview* as described in the previous section. Required books and materials are posted on the modules 12 weeks before courses begin. Books are available for purchase four weeks before courses begin.

#### BookNow:

The BOOKNOW program is the next step in your online registration process, allowing you to purchase textbooks online immediately after booking your class schedule.

Once you register for your classes, a window appears, giving you the option to purchase your books at this time. You are then taken to the bookstore's website. You will be prompted to log into efollett (bookstore), either as a returning user or a new user. A pre-populated shopping cart with the required and recommended reading for your courses is displayed.

Now you are ready to CHECK OUT. You do not need to search for each individual course and you may add/remove textbooks as well as select new/used books prior to checkout.

#### **Obtaining Your Textbooks Online**

- Go to http://www.regisuniversity.bkstr.com
  - Click on the Books link
  - Click on Textbooks
  - Select Your Studies from the drop-down menu



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- Select College for Professional Studies
- Select your session from the drop-down menu (ex:08F8W1)
- Select your Department (ex:COM for Communication)
- *Select Your Course* (ex:210, 470, etc.) This number can be found on the Learning Module Overview.
- Select the section
- A list of all course materials will appear, with new or used items where applicable. Items are checked by default, so be sure to deselect items you do not want to purchase.
- You may Add to Cart or Add Another Course, Add to Cart and Go to Cart, or Search for Another Course.

#### **Checking Out Online**

- When you have finished shopping, click the *Add to Cart* and *Go to Cart* button. This will take you to an overview of everything you have selected to purchase.
- Make sure your list shows the items you want to buy and then select how you would like to receive the items.
  - Ship
  - Store Pickup Pay now
- Click the *Checkout* button. Either option will prompt you to sign in. As a first-time user you will need to register for a bookstore account.. You will be then able to pay for your items and either pick them up at the campus of your choice or have them shipped to your home.
- If you experience any difficulty please contact 303-458-4150.

#### **Obtaining Textbooks from a Campus Bookstore**

- You may call ahead to order textbooks prior to picking them up at the Campus Bookstore to save time.
  - Lowell Campus Bookstore (303-458-4150)
  - DTC Campus Bookstore (303-964-5310)
  - Colorado Springs Campus Bookstore (719-264-7040)
- Bring your *Course Module Overview* for each course to the campus bookstore of your choice.

#### REMEMBER:

Many courses have both required and optional books. Be sure you look for both.



## **COURSE OPTIONS**

Regis University offers several options for earning college course credit.

- Classroom-based courses
- Online courses
- Testing
- Experiential Learning
- Guided Independent Study

Classroom-based courses are delivered in 8-week, 5-week, and Variable/Intensive formats in a campus classroom at all Regis University locations. Online courses give students the opportunity to learn and participate with fellow classmates while offering individuals the convenience and flexibility to determine when and where they will access their courses on their computer.

Students can test out of courses through CLEP, DANTES, or Challenge Examinations offered through Regis University.

Students can obtain credit for life experience on many subjects through the Experiential Learning process.

Guided Independent Study allows students to take courses one-on-one with an instructor under circumstances where the course is not readily offered in another format.

Speak with your advisor before choosing a course delivery method to ensure that you understand the learning environment you are considering.

#### End of Term Facilitator and Course Evaluations

At Regis University's College for Professional Studies, we rely on student feedback to foster improvements in both our curriculum as well as our faculty. Your comments are never individually identified to the faculty member. Course Evaluation Announcements are sent to your Regis email address 10 days prior to the end of each course. You will find your login name and password included with this email to the right of your screen. This will differ from your RegisNet login name and password. You will also see a list of courses available for that term and a closing date of the evaluation. You can press the button to the right and log into the system using the emailed ID and password and select the survey option at the top right. Select Available surveys and you will see the list of your classes for evaluation.

#### REMEMBER:

Students must logon to their online courses by the first Wednesday of the term.

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## PAYING TUITION AND FEES

Regis University offers several convenient, flexible options for paying tuition and fees. You may pay tuition (or make arrangements to defer tuition payment) from registration through the end of the first week of the academic period. Tuition is due the Monday after classes begin\*.

You may pay tuition (or make arrangements to defer tuition payment) from registration through the end of the last day to add/drop.

You will receive a registration invoice by mail within one week of registration.

International students must pay at the time of registration or may fill out the International Exception Payment Policy form to allow payment by the tuition due date instead. This form can be found under *Publications and Forms* by logging onto www.regis.edu/regis.asp?sctn=sr&p1=accts.

#### WebAdvisor:

- Go to <u>https://webadvisor.regis.edu</u> and select *login* at the upper right side of the screen.
  - From the main menu, choose the *Students* menu.
  - From the *Student Account* menu select *Make a Payment*.
  - Select the appropriate term.
  - When the payment has been processed and confirmed, an email confirmation will be sent to your RegisNet email account.
  - The total amount due for that term will be displayed. Pay the amount due. The system will not allow payments in excess of the amount due. Accepted payment types: Discover, MasterCard, Visa, American Express, and E-checks.
  - Enter the information requested.
- When the payment has been processed and confirmed, an email confirmation will be sent to your primary email address on file with Regis University.

#### **Tuition and Fee Payments:**

- Payments by cash, check money order or credit card can be made at any Regis University Campus location or by calling 800-568-8932 or 303-458-4126.
- Payments by check or money order can be mailed to Regis University, 3333 Regis Boulevard, Denver Colorado 80221.

\* For the variable class due date schedule, go to <u>www.regis.edu/studentaccounts</u> and click Due Dates.

## DEFERMENTS

You may opt to use one of the following deferment options in paying your tuition. If you choose to use one of these options, be sure to submit a completed deferment form and deferment fee by the tuition due date. Late deferments are not accepted.



#### **Tuition Deferment:**

For a \$40.00 fee, you may defer your tuition due date 90 days after the start of the course's academic period. While most students qualify for this option, it is ideal for students utilizing corporate reimbursement.

- Login to <u>www.regis.edu/studentaccounts</u>.
- Select *Due Dates* in the left margin
- Select the appropriate due dates under the *Non-Traditional Students* heading to view when tuition is due.
- Go back to the previous page and select *Publications and Forms*.
- Select Tuition Deferment to obtain the Deferment Form.
- Fill out the form, sign it, and submit it by the tuition due date.

#### **Military Deferment:**

Active duty military service members may use the Military Deferment option to defer their tuition payments. No fee is required. Students qualifying for this option will need to:

- Login to <u>www.regis.edu/studentaccounts</u>.
  - Select Publications and Forms link.
  - Select *Military Deferment* to obtain a Military Deferment Form.
- Fill out the Military Deferment form, print it, and sign it.
- To avoid a late payment fee, present the completed deferment form and a photocopy of your Active Military I.D. card to the Regis University Service Desk or the Student Accounts Office by the tuition due date, which is by the end of the add/drop period of the academic term. You may also scan your I.D. card and email it with your deferment form to <u>enrolsvc@regis.edu</u> or fax both items to 303-964-5449.

#### **Tuition Voucher Sponsored Billing:**

You must consult with your employer to determine if they have a direct billing agreement with Regis University. If direct billing has been established, no deferment form is needed; however, you will need a tuition voucher from your employer, which includes:

- Your Name
- Your Social Security Number
- Course Title(s)
- Tuition Amount
- Name and address where the bill should be sent

If you qualify for this payment option:

- Pick up a Tuition Voucher from your employer.
- Present it to the Regis University Service Desk or the Student Accounts Office by the tuition due date, which is the end of the first week of the academic term, to avoid a late payment fee.

#### **Financial Aid Shortfall and Overages**

Regis University will automatically apply your financial aid to your tuition balance. However, if you do not have enough financial aid money to cover the entire cost of tuition, you will be responsible for arranging payment for the remainder of the tuition by the tuition due date. If you are entitled to a Financial Aid refund, you can have your check directly deposited into your financial institution by enrolling into the Direct Deposit program. Login to WebAdvisor Students Menu and click on Direct Deposit under Student Accounts and follow the directions therein to get started.

#### REMEMBER:

Regardless of the tuition option you use, all payments and/or documentation must be submitted by the tuition due date to avoid a late fee and future registration restrictions.



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## DROPPING A COURSE

If you find it necessary to drop a course, you may drop it during the drop/add period. The drop/add period begins when registration opens for that term and ends on the Monday following the term start week. There is no fee for dropping a course during this time. You can complete a course drop through the following methods:

- WebAdvisor.
- Call 303-458-4126 or 800-568-8932.
- Going to the Service Desk.

#### Dropping a Course through WebAdvisor:

- Login to <u>https://webadvisor.regis.edu</u> and login at the upper right of page
  - From the main menu, choose the *Students* menu.
  - Select Register for Sections under the Registration heading
  - Select Drop Sections.
  - A list of courses for which you are registered will be displayed.
  - On the left side, click the box in the drop column and hit *Submit*.
  - Verification that your course has been dropped will be sent to your primary email address on file at Regis.
- If you are unable to drop a course on WebAdvisor, call 303-458-4126 or 800-568-8932.
- If you have financial aid, call 303-458-4126 or 800-568-8932.
- If you are dropping all of your courses, please contact your faculty advisor.

#### Dropping a Course by Phone or in Person:

- Call 800-568-8932 or 303-458-4126 or go to the Service Desk at your campus location.
  - Be prepared to provide your Student ID and the course number or title.
- Your financial aid may be affected by dropping a course and it may be necessary to speak with a Financial Aid Counselor, so call 303-458-4126 or 800-568-8932.
- If you are dropping all of your courses, contact your faculty advisor.
- You will receive a confirmation number so that you may track your drop request.







## WITHDRAWING FROM A COURSE

If the drop/add period for the term has passed, a student may still withdraw at any time during the term; withdrawals may not occur once the term has ended. When you have withdrawn from a course, your transcript will show a "w" and you will receive a refund for a

percentage of the tuition, depending on when you withdrew. A withdrawal will not affect your Grade Point Average.

#### Percentage of Tuition Refund by Term and Week of Withdrawal

5-WE	EK	8-WEEK			SEM	ESTER	
WEEK 1:	100%	WEEK 1:	100%	WEEK 1:	100%	WEEK 7:	<b>56%</b>
WEEK 2:	<b>60%</b>	WEEK 2:	75%	WEEK 2:	<b>87</b> %	WEEK 8:	<b>50%</b>
WEEK 3:	40%	WEEK 3:	<b>62</b> %	WEEK 3:	<b>81</b> %	WEEK 9:	44%
WEEK 4:	0%	WEEK 4:	<b>50</b> %	WEEK 4:	75%	WEEK 10:	<b>37</b> %
WEEK 5:	0%	WEEK 5:	37%	WEEK 5:	<b>69</b> %	WEEK 11-16:	0%
		WEEKS 6,7,8:	0%	WEEK 6:	<b>62</b> %		

#### Withdrawing from a Course by Phone or in Person:

- Call 303-458-4126 or 800-568-8932 or visit the Service Desk at your Campus location and request a withdrawal.
  - A Campus Associate will provide the percentage of refund you will receive based on the date of your request.
- If you have not yet paid for the course, make payment on the portion of tuition for which you are responsible.
- If you have already paid for the course, any refund due to you will be processed within 7-10 days of withdrawal.
- Continue checking WebAdvisor to ensure your withdrawal is on record. Go to the *Students* menu. Under Student Accounts, click *Registration Invoice*.
- If the withdrawal is not reflected on your account within 7-10 days, call 303-458-4126 or 800-568-8932.
- If you have financial aid, call 303-458-4126 or 800-568-8932.
- If you are withdrawing from all of your courses, contact your Faculty Advisor.
- You will receive a confirmation number so that you may track your drop request.

#### REMEMBER:

Your financial aid may be affected by withdrawing. We recommend that you speak with a Financial Aid staff member before deciding to withdraw from a course.

## INDEPENDENT TUTORING

Occasionally, students may need extra assistance with their coursework. Regis University offers several different ways in which to receive help. Tutors are available for most subjects and are available to students throughout their time with Regis University. Students may choose from a list of tutors listed on the website. Tutors listed are not necessarily instructors at Regis University. Fees may apply. If you need a tutor for your course, please:

- Visit <u>www.regis.edu</u>, and go to *Current Students*. Choose your program under the College for Professional Studies
- Go to Services for CPS Students
- Locate information under Academic Tools

#### **Roving Writing Tutors**

Roving Writing Tutors are available to give personal, specific assistance to all CPS Students, including distance learning students. These tutors are happy to assist students with any writing concerns, including organization, drafting, writing mechanics, and documentation of papers. Tutors will meet with students by appointment on campus or at a mutually convenient place. In addition to personal appointments, tutors can work with students online or arrange writing workshops as needed at the various campuses. Best of all, this service is supported by Regis University at no charge to CPS students.







## GUIDED TUTORING

#### Smarthinking

Smarthinking, available to all CPS students, provides ten hours per year of complimentary, real-time online tutoring and homework help,

twenty-four hours a day, seven days a week. Students may access live tutorials in writing, mathematics, accounting, statistics, and economics. Students may also submit questions and papers. A full range of study resources, including writing manuals, sample problems, research tools, and study skills are available.

If you want to use Smarthinking for course assistance, please follow the steps below:

- Access Smarthinking by going onto <u>http://insite.regis.edu</u>.
  - Login using your RegisNet account username and password.
  - Select the link for *CPS Smarthinking* on the right side of the page and login.
  - Decide which assistance tool you would like to use.
  - Follow system check instructions.
  - Select subjects from the pull-down menu.
  - Connect with an E-Structor.
  - Schedule a personal session.
  - Submit a question.

#### Math Workshop:

Online Math workshops are going to be available for all CPS students beginning in Spring 2009. The Math Workshop is a series of tutorials designed to help students review and practice concepts in Algebra, Geometry, and Trigonometry without grades, tests, or similar pressures normally associated with traditional mathematics classes. Contact your Academic Advisor if you are interested in joining the Math Workshop.



#### REMEMBER:

While Smarthinking is not a proofreading service, it is a great tool to use for assistance with your coursework. If you have questions or concerns regarding Tutors or the use of Smarthinking, call 303-458-4126 or 800-568-8932 or send an email to <u>universityservices@regis.edu</u>.

## APPLYING FOR GRADUATION

#### **Graduation and Commencement**

Regis University has three graduation dates (spring, summer, and fall) and holds commencement ceremonies in May and December. All students must apply for graduation



- 303-458-4396 or
- 800-568-8932 Ext. 4396.
- Our email address is jshaball@regis.edu.

#### **To Apply for Graduation:**

- Login to <u>www.regis.edu/graduation</u>.
- Review all rules governing graduation, honors and commencement participation on this page.
- Click on the *Graduation/Certificate Application* link.
- Fill out the Application for Graduation and sign it.
- Return the signed form to the nearest Campus Service Desk or fax it to 303-964-5449.

#### REMEMBER:

Every graduate must fill out an Application for Graduation. Be sure you qualify for graduation by following the guidelines on the Application for Graduation. Turn in your signed application by the posted deadlines.







## ADDITIONAL RESOURCES

The Service Line can answer many of your questions and put you in touch with the departments you need.

Service Line:	Monday-Friday 6 a.m.–10 p.m. Saturday 8 a.m.–3 p.m. 303-458-4126 or 800-568-8932 universityservices@regis.edu
Career Services:	800-388-2366 ext. 3508 or 303-458-3508 www.regis.edu/careerservices
Disability Services:	800-388-2366 ext. 4941 or 303-458-4941 <u>www.regis.edu/disability</u>
Library Services:	800-388-2366 ext. 4030 or 303-458-4030 <u>www.regis.edu/library</u>
Service Learning:	800-568-8932 ext. 3550 or 303-458-3550
Student Feedback:	303-458-4391 or 800-568-8932 ext. 4391 <u>usavp@regis.edu</u>
Testing/Challenge Exams:	800-568-8932 ext. 4375 or 303-458-4375
University Ministry:	800-388-2366 ext. 4153 or 303-458-4153
Weather Line/Campus Closures:	800-388-2366 ext. 1818 or 303-458-1818