



also provides you with the capability of building your academic plan leading to graduation. The Plan MyMAP page allows you the opportunity of indicating specific classes for general education, major and minor requirements, and any desired elective course. A link to the suggested sequence of classes on the major academic plan (MAP) for your major is provided for reference, if necessary.

3) Next, click the Organize MyMAP tab, which allows you to assign a semester or term to each class planned on the Plan MyMAP page.

4) Finally, click the Register tab, which will allow you to view your planned classes as you register for available classes. You may also register in the traditional way by clicking the Add Classes button at the bottom of the semester/term tab.

**Step 1: Register for Classes (February 1–May 6 for spring term and February 1–June 30 for summer term)** Once clearance is granted by Evening Classes, registration is available until May 6 for spring term or June 30 for summer term. The computer will not schedule you in more than one section of the same class (except R courses). Be careful not to select classes that meet at the same time on the same days.

**Step 2: Pay Tuition and Fees** Tuition is due and payable seven calendar days prior to the first day of class (April 29 for spring term and June 23 for summer term). Failure to pay by this date will result in holds placed on the student's account, restricting their ability to add additional classes. **Class registrations will be deleted if payment of tuition is not received by midnight of the day following the add deadline.** Class registrations that are dropped for nonpayment will not be reinstated for payments received after the payment deadline.

#### *How to Add Classes after School Begins*

**You may add classes until May 6 for spring term and June 30 for summer term.** During this time some classes may be added using the Web registration system. Other classes require an add card with the instructor's signature. This class schedule indicates Web registration as follows: **F** First day of class Web registration ends. Use add card after first day of class. **O** Open to register on the Web through the add/drop period. **S** Signature by instructor required on add/drop card to register at all times. Add/drop cards may be obtained beginning the first day of class from the Evening Classes Office, 122 Harman Continuing Education Building (HCEB). **The card must be returned to the Evening Classes Office** between 8:00 a.m. and 6:00 p.m. Monday through Thursday and 8:00 a.m. and 5:00 p.m. Friday.

#### *How to Drop Classes*

**Spring and summer classes can be dropped from your schedule until May 6 and June 30.**

**A "W" will be given for any class withdrawal May 7–May 15 and July 1–July 10.**

To withdraw from a class, simply log in to the Web registration system and select the W next to the class you'd like withdrawn. A pop-up message will inform you that a \$10 fee will be charged to your student account and a W will be placed on your transcript. Select Okay and you will be withdrawn. A W is an official withdrawal and means you registered for a class and did not officially withdraw before the deadline. It does not figure into your GPA.

**Withdrawal for nonacademic emergencies can be done May 16–June 3 and July 11–July 29.** Between these dates, if you encounter a nonacademic emergency, such as a serious accident or illness, which affects your performance in a class(es), you may petition to be withdrawn. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. A committee will consider your request, which may or may not be approved.

#### *Discontinuance (Withdrawing from All Classes for the Semester)*

**What to do before the add deadline (until May 6 and June 30).** If you are not coming to school this term, you must discontinue (drop all your classes) by the add deadline to avoid a tuition charge. Classes may be dropped by dropping each individual class or by clicking the "Drop All Classes" link on the Student Registration page in MyMAP.

**What to do after the add deadline (May 7–June 3 and July 1–July 29).** To discontinue after the add deadline, you will need to complete a Request for Discontinuance form. Contact the Evening Classes Office in 122 Harman Continuing Education Building (HCEB) at (801) 422-2872 or download the form from <http://ce.byu.edu/ev>. Tuition will be charged to the date of discontinuance at the percentage rate listed in the Refund Policy section.

If discontinuing after the withdraw deadline (May 15 and July 10), you will need to obtain signatures of the individual instructors (after this time students are responsible for grades earned in class). The instructor will indicate an official withdrawal (W) or an academic failing withdrawal (WE) grade.



## Final Examination Policy and Schedule

Final examinations will be given at the times shown below. Examinations are not given early. The examination period is preceded by exam preparation days, which give time for conscientious review, study, and synthesis of the semester's work. The exam preparation and the examination periods are firmly scheduled parts of the term; you must not make plans that interfere with these important academic activities. If illness or other uncontrollable circumstances prevent you from taking an examination at the scheduled time, you are responsible to inform the class instructor as soon as possible. Your instructor may give the grade *Incomplete*, depending on the circumstances. The incomplete cannot be given unless you and your instructor together prepare a contractual agreement. In cases where you have conflicting examinations or *more than* three examinations in one day, individual arrangement for alternative test times may be made by the instructor.

Examinations will be held, Wednesday and Thursday, June 18–19, and Wednesday and Thursday, August 13–14, with an exam preparation day on Tuesday, June 17, and Tuesday, August 12. Therefore, Monday, June 16, 2008, and Monday, August 11, 2008, will be the last day of instruction.

**Note to faculty: If an exam hour conflict arises, please contact the Evening Classes Office, 122 HCEB, telephone (801) 422-2872.**

Evening Class students should be aware that final exams may be given at different hours throughout the day or evening. Being enrolled in a class that meets at 4:00 p.m. or later does not ensure that the final exam will be held at that time. If a class begins after the hour or is scheduled for more than fifty minutes per class period, **the final exam period is determined by the beginning hour**. For example, a class held from 8:35 to 9:50 *must* use the 8:00 exam period. A class held from 4:45 to 7:15 *must* use the 4:00 exam period. No exceptions to this policy will be granted unless approved *in writing* by the department chair.

### Evening Classes Final Exam Schedule

Class Instruction Time	Daily, MTWTh, MWThF, MTThF, MWF, MW, M, or ,W	TTh, TThF, TThSa, T, Th, or F
7:00 a.m.	Sp. Thursday, June 19 5:00 p.m. to 6:50 p.m.	Sp. Wednesday, June 18 7:00 a.m. to 8:50 a.m.
	Su. Wednesday, August 13 9:00 a.m. to 10:50 a.m.	Su. Wednesday, August 13 3:00 p.m. to 4:50 p.m.
2:00 p.m.	Sp. Wednesday, June 18 7:00 a.m. to 8:50 a.m.	Sp. Wednesday, June 18 11:00 a.m. to 12:50 p.m.
	Su. Wednesday, August 13 11:00 a.m. to 12:50 p.m.	Su. Wednesday, August 13 7:00 a.m. to 8:50 a.m.
3:00 p.m.	Sp. Wednesday, June 18 7:00 a.m. to 8:50 a.m.	Sp. Wednesday, June 18 5:00 p.m. to 6:50 p.m.
	Su. Thursday, August 14 1:00 p.m. to 2:50 p.m.	Su. Thursday, August 14 1:00 p.m. to 2:50 p.m.
4:00 p.m.	Sp. Thursday, June 19 5:00 p.m. to 6:50 p.m.	Sp. Thursday, June 19 3:00 p.m. to 4:50 p.m.
	Su. Wednesday, August 13 3:00 p.m. to 4:50 p.m.	Su. Wednesday, August 13 5:00 p.m. to 6:50 p.m.
5:00 p.m.	Sp. Thursday, June 19 7:00 p.m. to 8:50 p.m.	Sp. Thursday, June 19 7:00 p.m. to 8:50 p.m.
	Su. Wednesday, August 13 7:00 p.m. to 8:50 p.m.	Su. Wednesday, August 13 7:00 p.m. to 8:50 p.m.

## Tuition and Fees

### Tuition Rates

Tuition rates for the 2007–2008 academic year are as follows:

Hours	LDS		Non-LDS	
	Undergrad.	Grad.*	Undergrad.	Grad.*
.5	\$99	\$135	\$197	\$270
1.0	197	270	394	540
2.0	394	540	788	1,080
3.0	591	810	1,182	1,620
4.0	788	1,080	1,576	2,160

\*Graduate students are those who have received their bachelor's degree.

Tuition will be assessed per half credit hour. Minimum tuition charged will be \$99. The charge for noncredit courses or for auditing courses is the same as when taking them for credit.

Enrollment as a part-time undergraduate student does not entitle the student to health service, student activity privileges, or physical education suit and facility privileges.

### Payment for Tuition

The following options are available for making tuition payments. For more information on making payments to BYU, please visit

<http://payments.byu.edu>.

1. **eCheck** is an electronic check option that uses a secure Web transmission to electronically deduct payments directly from a checking or savings account.
2. **Credit Card with a Service Fee:** The university no longer accepts credit card payments for tuition directly but has arranged for a third-party vendor to accept American Express, Discover, and MasterCard. The third-party charges the payer a nonrefundable service fee equal to 2.75 percent of the transaction amount.  
Note: We are required to make credit card refunds back to the credit card.
3. **Pay Tuition by Mail:** Tuition may also be paid by check or money order. These payments should be paid to BYU Evening Classes, 122 Harman Continuing Education Building (HCEB); (801) 422-2872.

### REFUND POLICY

#### Pro-rata Charges for Dropped Classes

Students may drop classes without penalty until the add deadline. After the add deadline, tuition will be recalculated, based on the student's current enrollment status. A pro-rata tuition charge will be applied for dropped classes. The pro-rata charges are as follows:

#### Spring Term:

May 7	15%
May 12	25%
May 27	50%
June 2	100%

#### Summer Term:

July 1	15%
July 7	25%
July 21	50%
July 28	100%

The recalculation of tuition may result in a refund. The amount of the refund a student will receive is based on the date the classes are dropped, or in the case of an official discontinuance, the date that the student reports such discontinuance to the Evening Classes Office. A refund request must be initiated by the student through the Evening Classes Office, 122 Harman Continuing Education Building (HCEB).

Any refund due the student will be paid by check through the mail approximately ten days after the classes are dropped. Payments originally paid by credit card will be returned to the credit card. Unpaid university charges may be deducted from the refund amount.

A petition for exception to the refund schedule will be considered for students forced to discontinue because of circumstances that are beyond their control such as death in the immediate family, life-threatening situations, medical incapacitation, a university error, or military leave. **Students should not submit petitions based on ignorance of university policies and procedures. These will be denied.** Petition forms are available in the Evening Classes Office, 122 Harman Continuing Education Building (HCEB).

The university reserves the right to change these prices and policies without notice.

### Financial Aid

Financial aid is available for select undergraduate Evening Classes students. Applicants will be selected on the basis of financial need, academic potential, character, and the capacity to help others develop their skills, talents, and abilities. Application forms are available on the Evening Classes Web site at <http://ce.byu.edu/ev/> and in the Evening Classes Office, 122 Harman Continuing Education Building (HCEB). A current Ecclesiastical Endorsement and transcript are required with your application.

