

UNIVERSITY OF REDLANDS  
2009-2011 CATALOG SUPPLEMENT  
AUGUST 2010

In this Supplement, full chapters (except for Tuition and Fees) are not included. Some individual items that have changed are listed in this document. These changes affect students attending in the 2010-2011 academic year. Please see the appropriate chapters of the 2009-2011 Catalog for programs or policies not listed here.

The University generally reserves the right to modify, delete, or supplement the terms, provisions, or policies set forth or referred to in this Supplement.

COLLEGE OF ARTS AND SCIENCES ACADEMIC CALENDAR  
2010-2011

**NOTE: Calendar dates are subject to change.** When such changes are made, notice will be given as far in advance as possible.

FALL 2010

Wednesday, September 1	New and Johnston students arrive
September 1-5	New Student Week, all new students register
Sunday, September 5	Continuing students arrive
Monday, September 6	Continuing student check in deadline for Fall 2010
Tuesday, September 7	Classes begin; late check-in fee assessed
Tuesday, September 21	Final day to add classes and submit Arts and Sciences and Johnston Individualized Study contracts
Tuesday, September 28	Final day to submit Johnston regular course contracts
October 11-12	Study Days
Friday, October 15	Final day to drop classes and change grading options or unit value
October 25-November 19	Advising and registration period for Spring and May Term 2011
Friday, October 29	Final day to record a grade for Spring or Summer 2010 incomplete
November 24-26	Thanksgiving recess
Tuesday, November 30	Deadline for departmental honors awards to be completed for Fall 2010 graduates
Monday, December 13	Last day of classes
Tuesday, December 14	Study day
December 15-18	Final exams
Sunday, December 19	Winter recess begins
Wednesday, December 22	Deadline for Fall 2010 grade submission: 12 noon
Friday, February 4	Final day to submit Johnston evaluations for Fall 2010

SPRING 2011

Sunday, January 9	All students arrive on campus
Monday, January 10	New students register; continuing student check in deadline for Spring 2011, new student orientation
Tuesday, January 11	Classes begin; late check-in fee assessed
Tuesday, January 25	Final day to add a class and submit Individualized Study contracts
Tuesday, February 1	Final day to submit Johnston regular course contracts
Friday, February 11	Final day to drop a class and change grading options or unit value
Tuesday, March 2	Continuing students' deadline for 2011-2012 financial aid application (FAFSA) to be sent to processor
February 28-March 4	Spring break
Monday, March 7	Classes resume

Friday, March 11	Final day to record a grade for Fall 2010 Incomplete
March 14-April 1	Advising and registration period for Fall 2011
Monday, April 18	Last day of classes
Tuesday, April 19	Study day
April 20-23	Final exams
Wednesday, April 27	Deadline for Spring 2011 grade submission: 12 noon
April 25-29	May Term Break
Friday, June 3	Final day to submit Johnston evaluations for Spring 2011

## MAY TERM 2011

Sunday, May 1	All students arrive on campus
Monday, May 2	Classes begin
Tuesday, May 3	Final day to add a class, submit Individualized Study contracts for May Term
Wednesday, May 4	Final day to submit Johnston regular course contracts
Thursday, May 5	Final day to drop classes and change grading options or unit value
Friday, May 6	Publication deadline for departmental honors awards to be completed for Spring 2011 graduates
Friday, May 13	Final day for departmental honors awards to be completed for Spring 2011 graduates
Wednesday, May 25	Last day of classes
Thursday, May 26	Final exams
Friday, May 27	Baccalaureate
Saturday, May 28	Commencement
Tuesday, May 31	Deadline for May Term 2011 grade submission: 12 noon
Monday, June 27	Final day to submit Johnston evals for May Term 2011

## GRADUATION REQUIREMENTS

### Community Service

All students are required to successfully complete an approved community service learning activity. Activities typically consist of service outreach at a nonprofit agency, hospital, or school. Students gain a greater understanding of problems faced by individuals and communities through meaningful participation in, and reflection on, efforts to help address such challenges.

Students may undertake their required community service activity during any semester, May Term, or summer; may do so while in residence at Redlands or at approved locations outside Redlands (e.g., one's hometown); may fulfill the requirement through faculty-taught courses that emphasize active learning through service (generally, permission to enroll is required), through CSAC 360 special topics courses, or through courses cross-listed with Community Service Learning. Students should check in the online *Schedule of Classes* for available opportunities.

Students completing the CSAC requirement during May Term should be alert to the program announcements published by the Office of Community Service Learning each Spring semester. May Term CSAC information sessions are offered several times during the Spring semester. All CSAC preparatory information is discussed at these sessions, along with information regarding faculty-taught service-learning courses. Students fulfilling CSAC during summer should be aware that preparatory work must be completed during Spring semester or May Term prior to a summer CSAC placement. Registration for those completing service over the summer takes place the following Fall. (Overload fees may apply in some instances.)

# COLLEGE OF ARTS AND SCIENCES PROGRAMS OF STUDY

## **Art**

Studio Art Major Foundation Courses- ART 131, ART 132, ART 145, ART 158, ART 495, and 2 Art History courses that relate to the student's selected area of concentration - seek advice from art faculty prior to enrolling. Please see the current catalog for all other major requirements.

## **Art History**

Art History major requirements: In place of ARTH 100, Introduction to Art History, students are required to take ARTH 101, Introduction to Visual Culture Studies or ARTH 102, Introduction to Art History.

## **Business Administration**

Global Business- New course added to prerequisite course requirements: Calculus I. Substitutions to the prerequisite courses can be made only with the written approval of the Hunsaker Chair of Management or the Department Chair.

## **Computer Science**

Beginning Fall 2010, Computer Science is offered as a minor only. However, students currently enrolled in the Computer Science major will be able to complete their program. Please contact the department for further details.

## **Government**

For the major, students must complete the following requirements (see department for current listing):

One course from GOVT 200-202

One course listed under American Politics except GOVT 306 and GOVT 307

One course listed under Comparative Politics and International Relations

One course listed under Constitutional Law and Political Theory

Electives: 20 credits in Government

Advanced Seminars: Two courses from GOVT 460-464

Advanced placement in Government: Students who receive a score of three or higher on the AP American Government Examination will be given credit for GOVT 111, if they earn 2.0 or better in a 200 level or higher course in American politics. Students who receive a score of three or higher on the AP Comparative Politics examination will be given credit for GOVT 123, if they earn a 2.0 or better in a 200 level or higher course in comparative politics or international relations.

Course number changes: The following courses have had number changes:

GOVT 301 is now GOVT 208; GOVT 303 is now GOVT 209; GOVT 320 is now GOVT 220;

GOVT 322 is now GOVT 224; GOVT 328 is now GOVT 228; GOVT 330 is now GOVT 230;

GOVT 344 is now GOVT 245; GOVT 350 is now GOVT 250; GOVT 242 is now GOVT 342;

GOVT 310 is now GOVT 212; GOVT 314 is now GOVT 214; GOVT 457 is now GOVT 257;

GOVT 400 is now GOVT 460; GOVT 410 is now GOVT 461; GOVT 420 is now GOVT 462;

GOVT 402 is now GOVT 463; GOVT 440 is now GOVT 464.

Prerequisites for some courses have changed. Please contact the department for more information.

## **Master of Science: Communicative Disorders**

A total of 51 graduate credits and satisfactory completion of the comprehensive evaluation are required. Please see the current catalog for all other academic requirements.

# SCHOOL OF EDUCATION PROGRAMS OF STUDY

## **Master of Arts: Curriculum and Instruction- Spatial Literacy Option**

The School of Education is offering a Spatial Literacy option in the Master of Arts in Education program. Interested students should contact the program director.

## **Master of Arts: Counseling**

The School of Education is offering a Higher Education Emphasis in the Master of Arts: Counseling program. Interested students should contact the program director.

## FINANCIAL AID:

### **Financial Aid Vocabulary**

DL Direct Lending (replaces Federal Family Education Loans Program (FFELP))

## COLLEGE OF ARTS AND SCIENCES FINANCIAL AID

### **Federal Pell Grant:**

Ranges from \$555 to \$5,550

### **Cal Grant B Access Grant**

Additional information:

It is the policy of the University of Redlands to directly apply financial aid and/or scholarship funds to current year tuition, fees, residence hall charges, and other institutional expenses before releasing funds to students. A student may request that their Cal Grant B Access Grant be disbursed directly to them. This request can be made at any time; however, if the grant has already been disbursed, the request would affect only future payments. The request may be made, in person, to the Student Accounts office.

### **Institutional Loans:**

Starting with Fall 2010, University of Redlands No Interest Loan is no longer available.

### **Redlands Loan**

This 5 percent interest loan is available to graduates of California high schools and California community college transfer students, and is packaged according to the University's packaging policy. Funding is limited. Repayment begins six months after a student is no longer registered as an undergraduate student at the University of Redlands.

Note: The Federal Family Educational Loan Program (FFELP) has been replaced by Direct Lending as of July 1, 2010.

### **Federal Direct Student Loan**

Federal Direct Student Loans are either subsidized or unsubsidized based on financial need, which is evaluated using the data reported on the FAFSA. With a subsidized loan, the federal government pays the interest on the loan until the student begins repayment, usually six months after enrollment as well as during authorized periods of deferment. For unsubsidized loans, students are charged interest from the time the loan is disbursed until it is paid in full. Borrowers may choose to pay the interest while they are in school, or to defer the interest until they are in repayment. Any accrued interest will be capitalized and added to the principal amount of the loan at repayment, increasing the amount that must be repaid. If students choose to pay the interest as it accumulates, the long term cost of the loan will be less. Repayment on Federal Direct Student Loans begins six months after a student graduates, withdraws, leaves school, or drops below half-time. Interest rates on Federal Direct Loans are fixed. For undergraduate students, subsidized loans disbursed on or after July 1, 2010

will have an interest rate of 4.5 percent. Unsubsidized loans have a rate of 6.8 percent. Subsidized and unsubsidized Federal Direct Loans are subject to a 1 percent federal origination fee, with 0.5 percent of the fee immediately refunded back to you in the form of an interest rebate. The net effect of this rebate is that you will receive the loan amount requested less 0.5 percent. To keep the interest rebate, you must make your first twelve required monthly payments on time when your loan enters repayment. If you do not make all twelve payments on time, the rebate amount will be added back to your loan principal. Visit [www.redlands.edu/direct.asp](http://www.redlands.edu/direct.asp) for more information.

### **Loan Limits**

The maximum loan amount for which a student may receive in the Federal Direct Student Loan Program (subsidized and/or unsubsidized) is determined by the student's grade level. The following maximums apply to all students.

Freshman \$5,500 (\$3,500 subsidized)

Sophomore \$6,500 (\$4,500 subsidized)

Junior \$7,500 (\$5,500 subsidized)

Senior \$7,500 (\$5,500 subsidized)

Graduate Students \$20,500 (\$8,500 subsidized)

Maximum aggregate loan amounts are \$31,000 for dependent undergraduate student and \$57,500 for an independent undergraduate student (or a dependent undergraduate student whose parents do not qualify for the Direct PLUS loan).

### **Federal Direct Parent PLUS Loan for Undergraduate Students**

This loan is available to creditworthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent. When borrowing through this loan program, please remember that the federal government will deduct 2.5 percent in fees before funds are disbursed to the University. For example, if you need to receive a \$5,000 credit on your student account for the year, you should plan to borrow \$5,128 to cover loan fees. Further, we always recommend that the amount you request be for the entire year. A student and/or parent may request additional information from the Office of Financial Aid or online at [www.redlands.edu/plus.asp](http://www.redlands.edu/plus.asp)

### **Need Based Awards**

University Grant is awarded to qualified undergraduates who meet all filing deadlines. Awards are based on financial need, academic standing, and availability of funds. They are made possible, in part, through gifts to the university. The Office of Advancement Services coordinates donor relations and you may be asked to write a letter of thanks to the donor and/or participate in donor recognition activities. University grants go toward tuition expenses only.

## **SCHOOL OF BUSINESS FINANCIAL AID**

### **Federal College Work Study Program - not available**

Note: The Federal Family Educational Loan Program (FFELP) has been replaced by Direct Lending as of July 1, 2010.

### **Federal Direct Subsidized Stafford Student Loan**

No interest is charged nor is repayment required while the borrower is enrolled at least half-time. For loans disbursed after July 1, 2010 the interest rate is a fixed 4.5 percent for undergraduate students and 6.8 percent for graduate students. Students should consult their repayment schedules to determine the applicable interest rates for loans borrowed prior to July 1, 2010. Students will be eligible for this loan if they demonstrate a financial need using stan-

dards established by the U.S. Secretary of Education. For more information, visit [www.redlands.edu/direct.asp](http://www.redlands.edu/direct.asp).

**Eligibility.** Full-time and half-time students are eligible to apply. Eligibility is determined through needs analysis, documented via the FAFSA form. Eligibility is limited to U.S. citizens and qualified non-citizens. Also, the student must be officially admitted and registered in a degree-seeking program before the loan can be certified.

**Loan Limits.** Full-time and half-time undergraduate students may borrow up to \$5,500 per academic year. Graduate students may borrow up to \$8,500 per academic year. Maximum aggregate loan amounts are: for a dependent undergraduate student, \$23,000; for an independent undergraduate student, \$23,000; for a graduate or professional student, \$65,500. Repayment of principal and interest begins six months after leaving school or if enrollment is less than half-time, with up to 10 years using standard repayment. All loans are assessed a loan origination fee on the amount of the loan.

### **Federal Direct Unsubsidized Stafford Student Loan.**

This long-term loan is available from banks, savings and loan associations and credit unions. The interest rate on this loan for disbursements made after July 1, 2006 is 6.8 percent. The Unsubsidized Loan is similar in terms and conditions to the Subsidized Loan, however, interest begins to accrue on the Unsubsidized Loan as soon as the funds are disbursed and during all eligible periods of deferment and the grace period. The student's options in handling the interest on the loan are:

1. Pay the interest and principal;
2. Pay the interest quarterly and defer the principal; or
3. Defer the interest and principal until the student goes into repayment. (Interest will accrue while the student is enrolled and in the grace period. Interest will be capitalized to the loan when the student begins repayment.)

### **Federal Direct PLUS Loan for Undergraduate Students**

This loan is available to creditworthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent. When borrowing through this loan program, please remember that the federal government will deduct 2.5 percent in fees before funds are disbursed to the University. For example, if you need to receive a \$5,000 credit on your student account for the year, you should plan to borrow \$5,128 to cover loan fees. Further, we always recommend that the amount you request be for the entire year. Loans will be split automatically with half disbursed in August for the fall semester and the other half disbursed in January for the spring semester. A student and/or parent may request additional information from the Office of Financial Aid or online at [www.redlands.edu/plus.asp](http://www.redlands.edu/plus.asp).

### **Direct Grad PLUS Loan**

The Grad PLUS Loan (GPLUS) is available to credit-worthy students enrolled at least half-time in a graduate or professional program. The loan program is not dependent on income and assets and allows students to borrow the difference between the cost of education and the financial assistance they are scheduled to receive. The interest rate for this loan is fixed at 7.9 percent. It is recommended that students maximize their Stafford Loan eligibility before borrowing from this program. For more information, visit [www.redlands.edu/dgradplus.asp](http://www.redlands.edu/dgradplus.asp)

### **Federal Pell Grants (Undergraduate only)**

This federal grant ranges from \$555 to \$5,550 for a full-time undergraduate student. Grants do not have to be repaid. For students first enrolled after July 1, 2010, eligibility is limited to a total of 18 semesters during the pursuit of the first baccalaureate degree.

## **Federal Supplemental Educational Opportunity Grant (SEOG) (Undergraduate only)**

This federal grant is intended to assist students who demonstrate an extreme financial need; it is administered by the Office of Financial Aid. Grants can be awarded up to \$300 per academic year. A student must qualify for the maximum Pell Grant to receive an SEOG.

## **SCHOOL OF EDUCATION FINANCIAL AID**

### **Federal Perkins Loan**

This federal loan carries an interest rate of 5 percent repayable starting nine months after graduation, upon termination of an academic program, or enrolling in fewer than 6 credits during a term. Repayment extends over a maximum of 10 years at a minimum monthly payment of \$40. Additional repayment options may be requested for low-income individuals based upon criteria developed by the U.S. Secretary of Education.

**Eligibility.** Students with extreme financial need, which is demonstrated by a maximum Pell Grant and Supplemental Educational Opportunity Grant, will be eligible for the Perkins Loan Program. School of Education Credential Students may receive up to \$200 in Perkins.

Note: The Federal Family Educational Loan Program (FFELP) has been replaced by Direct Lending as of July 1, 2010.

### **Federal Direct Subsidized Stafford Student Loan**

No interest is charged nor is repayment required while the borrower is enrolled at least half-time. For loans disbursed after July 1, 2010 the interest rate is a fixed 4.5 percent for undergraduate students and 6.8 percent for graduate students. Students should consult their repayment schedules to determine the applicable interest rates for loans borrowed prior to July 1, 2010. For more information, visit [www.redlands.edu/direct.asp](http://www.redlands.edu/direct.asp).

**Eligibility.** Full-time and half-time students are eligible to apply. Students are eligible for this loan if they demonstrate a financial need using standards established by the U.S. Secretary of Education. Eligibility is determined through needs analysis, documented via the FAFSA form. Eligibility is limited to U.S. citizens and qualified non-citizens. Also, the student must be officially admitted and registered in a degree-seeking program before the loan can be certified.

**Loan Limits.** Full-time and half-time graduate students may borrow up to \$8,500 per academic year. Post-baccalaureate (teacher credential) students may borrow up to \$5,500 per academic year. The maximum aggregate loan amount for a graduate or professional student is \$65,500. The maximum aggregate loan amount for an undergraduate student is \$23,000. Repayment of principal and interest begins six months after leaving school or if enrollment is less than half time, with up to 10 years using standard repayment. All loans are assessed a loan origination fee on the amount of the loan.

### **Federal Direct PLUS Loan for Undergraduate Students**

This loan is available to creditworthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent. When borrowing through this loan program, please remember that the federal government will deduct 2.5 percent in fees before funds are disbursed to the University. For example, if you need to receive a \$5,000 credit on your student account for the year, you should plan to borrow \$5,128 to cover loan fees. Further, we always recommend that the amount you request be for the entire year. A student and/or parent may request additional information from the Office of Financial Aid or online at [www.redlands.edu/plus.asp](http://www.redlands.edu/plus.asp).

### Direct Grad PLUS Loan

The Grad PLUS Loan (GPLUS) is available to creditworthy students enrolled at least half-time in a graduate or professional program (students enrolled in the School of Education credential program are ineligible). The loan program is not dependent on income and assets and allows students to borrow the difference between the cost of education and the financial assistance they are scheduled to receive. The interest rate for this loan is fixed at 7.9 percent. It is recommended that students maximize their Stafford Loan eligibility before borrowing from this program. Visit [www.redlands.edu/dgradplus.asp](http://www.redlands.edu/dgradplus.asp) for more information.

### Federal Pell Grants (Teaching credential only)

This federal grant ranges from \$555 to \$5,550 for a full-time undergraduate student. The award is determined by the amount of the calculated student contribution in relation to the cost of attending the University of Redlands. Grants do not have to be repaid. For students first enrolled after July 1, 2010, eligibility is limited to a total of 18 semesters during the pursuit of the first baccalaureate degree.

**Eligibility.** Full-time and half-time undergraduate students with financial need are eligible. Those eligible generally have a low income and limited assets. Eligibility is determined through needs analysis, documented via the FAFSA form, and is limited to U.S. citizens and qualified non-citizens.

### TUITION AND FEES

This section of this Supplement is wholly entered, whether or not the information represents changes. Therefore, it replaces the corresponding 2009-11 Catalog section.

### COLLEGE OF ARTS AND SCIENCES TUITION AND FEES:

The following schedules list the principal expenses and regulations concerning the payment of fees for the 2010-2011 academic year (Fall and Spring semesters and May Term session). Fees and course offerings for summer programs are covered in separate publications. (For all matters not covered specifically in other publications, this Catalog will apply.) **Expenses are subject to change.** When such changes are made, notice will be given as far in advance as possible. Fees for the 2011-2012 academic year will be published during summer 2011.

#### Definitions-

##### Undergraduate

**Full Year** is defined as Fall/Spring/May Term or Fall/Spring and includes 24-38 academic credits.

**Half Year** is defined as Fall only, Fall/May Term, Spring only, or Spring/May Term.

**Full-time, degree-seeking** students are charged full tuition for 9 or more credits in any single semester.

##### Graduate

Graduate program tuition is charged on a per-credit basis.

**Full Year** is defined as Fall/Spring/May Term or Fall/Spring.

**Half year** is defined as Fall only, Fall/May Term, Spring only, or Spring/May Term.

##### Graduate Assistantships

Graduate assistantships are available. Contact appropriate departments for application and award information.

### Tuition, Fees, and Expenses

*Numbers in columns indicate dollar amounts.*

#### Undergraduate Tuition

Full Year	\$ 35,240
Half Year	17,620

May Term only, per credit 1,101

**Special Status Undergraduate**

Part-time tuition, per credit \$1,101

Individualized Study, per credit 1,101

**Undergraduate Auditing, per credit**

Degree candidates \$1,101

Non-degree students 225

High school students 120

Graduate Tuition

**Music and Communicative Disorders**

Per credit \$766

**M.S. in Geographic Information Systems**

Per program \$38,529

Per credit 846

**Graduate Individualized Study**

Per credit \$766

**Graduate Auditing, per credit**

Degree candidates \$766

Non-degree students 225

**Residence Hall Fees**

Room	Half Year	Full Year
Double room	\$ 2,994	\$5,988
Single room, double size	4,638	9,276
Single room, single size	3,791	7,582
Triple room	2,466	4,932
Quad Room	1,977	3,954
Brockton Apartments	3,791	7,582

Board	Fall	Spring	Total
<i>(Meal Plan)</i>			
Plan A	\$ 2,381	\$ 2,381	\$ 4,762
Plan B	2,422	2,422	4,844
Plan C	2,493	2,493	4,986
Plan D*	1,267	1,267	2,534
Plan E	2,595	2,595	5,190
Plan F*	1,267	1,267	2,534
No meal plan** <i>(Dining Facility Fee)</i>	487	487	974

\*Available only to residents of University-owned alternative housing (the Brockton Apartments, Honor Houses), or to students who live off campus.

\*\*Students who live on campus (residence halls) and obtain permission to cancel their subscriptions to a meal plan, regardless of the reason, are charged \$974 (\$487 per semester).

Students are required to stay on the same plan for the entire semester.

The board fee covers food costs for students during the entire period school is in session, excluding scheduled vacation periods (Thanksgiving, Winter Recess, Spring recesses, and semester breaks)

## Graduate MSGIS Central Apartment

### Monthly Rent Rates

Double-Large . . . . .	\$757
Double-Small . . . . .	706
Family-Large . . . . .	1,339
Family-Small . . . . .	1,247
Single-Large . . . . .	1,050
Single-Small . . . . .	.998

### Non-returning Student Contract Cancellation . . . . . \$200

*Continuing students may cancel acceptance of room and board contracts without penalty if written notification is received in the Office of Student Life by August 1. After that date, the penalty is charged to continuing students who do not honor a signed room and board contract.*

### Other Special Costs

#### Accident and Sickness Insurance

(optional for Domestic Students), per year . . . . . \$383

#### Admissions Deposit

\$350

*Each Arts and Sciences student admitted to the University must pay a \$350 admissions deposit. For students who enroll, the deposit is credited toward the student's entering semester tuition. For students who do not enroll, the admissions deposit is not refundable.*

#### Application Fee (not refundable)

Computerized . . . . .	\$35
Non-computerized . . . . .	45

#### Associated Students Fee

*Collected by the University to support ASUR and its sponsorship of various activities.*

Regular student, per year . . . . .	\$300
Full-time graduate, per semester . . . . .	74
Special Status undergraduate, per year . . . . .	100
Part-time graduate, per semester . . . . .	54
MSGIS graduate, per semester . . . . .	54
Visiting student for May Term . . . . .	56
International Off-Campus Programs, per semester . . . . .	46

*The Salzburg semester is charged at the regular student rate.*

#### Replacement Diploma Fee

\$50

#### Examination for Credit

in Lieu of Classwork, per credit . . . . . \$295

*Available only to full-time students who have not previously audited or attended the course.*

#### Excess Credits Fee, per credit

\$1,101

#### Field Trips

actual cost per student

#### Late Check-in Fee

For checking in after the approved deadline . . . . . \$100

#### Late Change of Program Processing Fee

During the semester . . . . . \$ 40

After close of semester 90  
*If granted permission by the Academic Review Board to change program after normal add or drop deadline.*

**Late Payment Fee**  
per occurrence \$250  
*For bills not paid by the payment due date of each semester.*

**Late Immunization Fee** \$250  
*For immunization documents turned in after the approved deadline.*

**Matriculation Fee**  
(not refundable) \$150  
*Encompasses costs incurred by the University for maintenance of students' permanent records.*

**Placement File Fee**  
Students \$20  
Alumni 40  
*For fees relating to maintenance or modification of files, contact Student Services Center. Fee includes the establishment of the placement file plus 10 files to be sent in the academic year of establishment (September 1 through August 31).*

**Reader's Fee**  
per course \$385  
*Assessed to students who make up "incomplete" work after the deadline and after leaving the institution. Approval to complete such work must be secured from the Registrar's office.*

**Replacement ID Fee** \$10

**Thesis Fee—Graduate Program** \$50

**Transcripts of Records, each copy** \$5  
Johnston Center Transcript, each copy 8

**Music Fees**  
Unless stated otherwise, these are charged in addition to tuition and apply to all students. Music fees are not refundable after the second week of classes.

Group Lessons, per credit \$155  
Private Lessons\*, per credit 225  
Class Lessons, per class  
Full-time students *no extra cost*  
Part-time and non-degree students 155

*\*Music majors are eligible for a waiver of this fee if they meet specific criteria. All students who register for a major conducted ensemble are eligible for a reduced fee. See "Waiver or Reduction of Private Lesson Fees" below. Appropriate conducted ensembles are: MUSI 111 University Choir, MUSI 112 Chapel Singers, MUSI 114 Madrigals, MUSI 138-02 Concert Band, MUSI 131 University of Redlands Symphony Orchestra, and MUSI 138 Wind Ensemble.*

### **Waiver or Reduction of Private Lesson Fees**

Students required by their program curriculum to register for private lessons will have private lesson fees waived for the minimum number of credits required in their respective majors, regardless of the distribution of these credits among various instruments or in voice. Credits for private instruction earned at other universities will be counted in determining this minimum number. Students will be charged the private lesson fee for any instruction beyond the minimum number of credits. Music majors in the bachelor of arts program may waive a maximum of 8 credits of private lesson fees.

To qualify for waiver of private lesson fees, students must meet all of the following requirements:

- a. Be registered full-time;
- b. Be registered for or have completed MUS 10, 101, 102, 103, 104, 105, 106, 107, 108 (MUS 103, 104, 107, and 108 are not required for bachelor of arts majors);
- c. Be declared and approved as a music major;
- d. Be advised by a member of the music faculty; and
- e. Be registered for a course of study that will permit graduation within nine semesters.

Semesters of eligibility for transfer students will be pro-rated.

Full-time students who concurrently enroll for credit in, and successfully complete, MUSI 111, 112, 113, 114, 130, 131, 136, or 138 are eligible for a special private lesson fee of \$70 per credit; the minimum enrollment per semester is 1 credit.

### **Methods of Payment**

All charges must be paid in full or application must be made to the University's approved tuition installment plan (TuitionPay)\* prior to the tuition due date. All remittances should be made payable to the University of Redlands.

**Students with a past due balance on their University account are subject to dismissal from the University. The University will not release transcripts or a diploma until the past due balance is paid in full.**

**Students will not be permitted to pre-register for the next term until the past due balance is paid in full.**

**If the University is required to use third-party collections (i.e., collection agency or attorney) to collect the student account balance due, any future registration may require payment in advance.**

For information regarding student and parent loan programs, please refer to the appropriate category in the Financial Aid section of this Catalog.

*\*For information regarding the tuition installment plan (TuitionPay), please contact the Office of Business and Finance—Student Accounts.*

### **Policy on Refunds**

Refund policies at the University of Redlands are established in compliance with the 2008 amendments to the Higher Education Act of 1965. The University has adopted the federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to federal and state regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund please contact the Student Accounts office.

Refunds are determined from the date of **official** withdrawal or approved leave of absence. Students who withdraw unofficially or at the request of the University are not entitled to refunds for the current semester.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid and and repayment requirements for students receiving cash disbursements of federal aid.

### **Official Withdrawal**

A withdrawal is considered official for all students when written notice has been provided to the College of Arts and Sciences Office of Student Life. Written withdrawal or leave of absence notification is required to state the intention of the student to discontinue the course(s) in which he or she is registered and their last date of attendance. The withdrawal will be considered effective as of the date the student gives official notification of intent to withdraw. If a student fails to withdraw officially, the applicable date will become the mid-point of the term, unless the University can document a later date. In certain circumstances,

if a later date of last academic activity is substantiated, this date can be used in lieu of the midpoint of the term.

**Returning Students**

Students re-enrolling after withdrawal from the University will be charged current rates and fees based on the start date of new registration.

The federal portion of the refund will be allocated in the following order:

1. Federal Direct Student Loan
2. Federal Perkins Loan
3. Federal Direct PLUS Loan (includes Grad Direct PLUS)
4. Federal Pell Grant
5. Academic Competitiveness Grant (ACG)
6. National SMART Grant
7. Federal SEOG
8. Federal Teach Grant
9. Other Title IV Assistance

**SCHOOL OF BUSINESS TUITION AND FEES**

The following schedules list the principal expenses and regulations concerning the payment of fees for the 2010-2011 academic year. **Expenses are subject to change.** When such changes are made, notice will be given as far in advance as possible.

Fees for the 2011-2012 academic year will be published during summer 2011.

**Tuition, per credit**

B.S. Business . . . . .	\$626
B.A. Management . . . . .	626
M.A. Management . . . . .	731
M.B.A. . . . .	731
M.S. Information Technology . . . . .	731
Certificate Programs . . . . .	731

**Electives for Business, per credit** \$626

**Student Services Fee**

Per course \$25

**Allocation of Federal Portion of Refunds after Withdrawal**

Same as for College of Arts and Sciences.

**SCHOOL OF EDUCATION TUITION AND FEES**

The following schedules list the principal expenses and regulations concerning the payment of fees for the 2010-2011 academic year. **Expenses are subject to change.** When such changes are made, notice will be given as far in advance as possible.

Fees for the 2011-2012 academic year will be published during summer 2011.

**Tuition, per credit, Education**

Preliminary Teaching Credential	\$553
M.A., Education/Credential	
Administration	668
Counseling	668
Curriculum and Instruction	668
Higher Education	668
Teacher	668
Service Credential Program	

Pupil Personnel Services	668
Preliminary Administrative Services	668
Professional Administrative Services	668
Professional Development, Induction Programs	
Master's Level	668
Non-Master's Level, per course	533
Doctorate in Educational Leadership	909

## Other Fees and Special Costs - Schools of Business and Education

### **Audit, per credit**

Audit courses are billed at the current per-credit rate for the degree program in which the course resides.

### **Independent Study**

\$275

The independent study fee must be prepaid and is non-refundable. Independent study courses are billed at the current per-credit rate for the degree program in which the course resides.

### **Repeat Courses, per credit**

Repeated courses are billed at the student's per-credit program rate, provided he or she is currently enrolled in his or her core program. All other courses will be billed at the current per-credit rate for the degree program in which the course resides.

### **Cross-registration with Arts & Sciences**

Full-time School of Business and School of Education students may cross-register for one Arts and Sciences course per term as part of their degree program with the approval of their academic advisor, provided the course does not duplicate a School of Business or School of Education offering. Classes must be at the intermediate or advanced level (courses numbered 300 through 499). Arts and Sciences registration cards must be signed by the student's academic advisor and the registrar. Part-time students are subject to the same regulations applicable to full-time students. Full-time and part-time students are billed at the current per credit rate for the degree program in which they are registered.

### **Replacement Diploma Fee**

\$50

### **Examination for Credit in Lieu of Coursework, per credit**

\$295

*Available only to full-time students who have not previously audited or attended the course.*

### **Late Registration Fee**

\$90

### **Matriculation Fee (not refundable)**

\$150

*Encompasses costs incurred by the University for maintenance of students' permanent records.*

### **Degree Completion Extension Fee**

\$350

*When an extension is granted to a student for degree completion, all options for gaining earned and certified credit will remain open to the student during the time of the extension. The extension for degree completion will begin on the date of the student's originally scheduled deadline.*

### **Dissertation Extension Fee**

\$909

*If a candidate is unable to complete the dissertation and a successful defense of the dissertation within the last trimester of the doctoral program, a fee equivalent to 1 credit of tuition will be charged for each trimester required to complete the dissertation*

and defense. The candidate will be required to enroll in EDUC 862, Dissertation Writing.

### Placement File Fee

Students	\$20
Alumni	40

*Fee includes the establishment of the placement file plus 10 files to be sent in the academic year of establishment (July 1 through June 30). For fees relating to maintenance or modification of files, contact the Student Services Center.*

Re-enrollment Fee	\$40
Thesis Fee	50
Transcripts of Records, each copy	5

### Methods of Payment

Tuition and fees are billed course-by-course with payment due 45 days from the invoice date. All charges must be paid in full or application must be made to the University's approved tuition installment plan (TuitionPay)\* prior to the tuition due date. All remittances should be made payable to the University of Redlands.

**Students with a past due balance on their University account are subject to dismissal from the University. The University will not release transcripts or a diploma until the past due balance is paid in full.**

**Students will not be permitted to pre-register for the next term until the past due balance is paid in full.**

**If the University is required to use third-party collections (i.e., collection agency or attorney) to collect the student account balance due, any future registration may require payment in advance.**

For information regarding student and parent loan programs, please refer to the appropriate category in the Financial Aid section of this Catalog.

\*For information regarding the tuition installment plan (TuitionPay), please contact the Office of Business and Finance—Student Accounts.

### Policy on Refunds

Refund policies at the University of Redlands are established in compliance with the 1992 amendments to the Higher Education Act of 1965. The University has adopted the Federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to Federal and State regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund please contact the Student Accounts office. Refunds are based on the date of **official** withdrawal.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid and the repayment requirements for students receiving cash disbursements of federal aid.

### Official Withdrawal

A withdrawal is considered official when written notice has been provided to the Office of the Registrar stating the intention of the student to discontinue the course(s) or program in which he or she is registered or the University administratively withdraws students from courses or programs for non-attendance, financial non-payment, or academic actions. Written withdrawal notification must include the last date of attendance. The withdrawal will be considered effective as of the last date of attendance.

If a student fails to attend the first two sessions of any course, the student may be administratively dropped by the University from the course. If a student is dropped from two courses in sequence or three courses within a twelve-month period, he or she may be administratively

withdrawn from the program and will be charged in accordance with the University's Refund Policy.

### **Returning Students**

Students re-enrolling after withdrawal from the University will be charged current rates and fees based on the start date of new registration.

### **Noncompliance with Admission Deadlines**

Students who begin coursework and then are denied admission because of failure to complete their admissions files by the end of the first course will be charged in accordance with the University's Refund Policy.

### **Denial of Admission**

Students who are denied admission to a program after beginning their coursework may immediately withdraw or continue the current course. Students will be liable for 100% of the course costs for all courses completed. Course costs include per-credit tuition, matriculation fees, and related course fees. Academic credit will be received for all completed courses. A withdrawal is considered official when written notice is provided to the Office of the Registrar stating the student's intention to withdraw.

### **Tuition Liability and Refund Schedule**

A Change of Status form, or a letter of withdrawal must be sent to the Office of the Registrar, to withdraw officially from the program.

The matriculation fee is non-refundable.

### **Allocation of Federal Portion of Refunds**

Same as for College of Arts and Sciences.

### **Repayment Policy**

Some students receive financial aid beyond the cost of tuition and fees. In those cases, a student may have requested and received a credit balance refund from their student account. If a student withdraws completely or is disqualified, the student will be expected to repay the calculated refund using the federally mandated refund policy guidelines. Failure to repay funds could cause suspension from future participation in any federal financial aid programs.