

Santa Clara University
WINTER 2009 UNDERGRADUATE
Schedule of Classes

| WINTER QUARTER 2009 CALENDAR | |
|--|---|
| Nov 10-21 M-F Winter registration period | Jan 30 F Last day to remove fall quarter 2008 incompletes (faculty) |
| Dec 21 Su Winter financial clearance deadline | Jan 30 F LAST DAY TO DROP A CLASS WITHOUT "W" GRADE BEING RECORDED |
| Jan 5 M Classes begin | Feb 16 M Presidents' Day; academic and administrative holiday |
| Jan 5-9 M-F Late registration/add period | Feb 17-27 Tu-F Spring quarter 2009 registration period |
| Jan 9 F Last day to add classes | Feb 20 F Last day to petition for degrees to be conferred in June 2009 |
| Jan 9 F Last day to withdraw from University with 100% refund (less applicable fees)** | Mar 6 F LAST DAY TO DROP A CLASS WITH A "W" GRADE RECORDED (May not be processed via eCampus, instructor's signature required on an Add/Drop Form.) |
| Jan 9 F Last day to declare P/NP grading option | Mar 13 F Classes end |
| Jan 19 M Martin Luther King Day; academic and administrative holiday | Mar 16-20 M-F Winter quarter examinations |
| Jan 23 F Last day to submit incomplete fall quarter 2008 work to professors | Mar 23-27 M-F Spring recess |
| Jan 23 F Last day to petition for degrees to be conferred in March 2009 | Mar 25 W Winter quarter grades due (faculty) |

**** For detailed refund information, refer to the Bursar link: http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm.**

University Communication Policy

The University will communicate with undergraduate students through a variety of formats. Information that is sent to undergraduate students from the University via their campus mail box, local address, or their Santa Clara e-mail address is considered official communication and should be treated as such. Students are asked to check their campus mailbox and their Santa Clara e-mail account on a daily basis, and are responsible for reading and responding to the information they receive from the University. Although the University urges undergraduate students to use their Santa Clara e-mail address as their primary e-mail, students who do not check that address regularly should forward their email to their preferred e-mail account.

Student Responsibility

Students are personally responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the University. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the University. Failure to understand the policies and regulations does not relieve a student of his or her responsibility for adhering to the policies and regulations.

Enrollment and Registration for Classes

Additional information available at www.scu.edu/registrar/schedule.cfm

Students must be officially registered for all classes in accordance with the regulations, procedures, and dates in the Schedule of Classes. Registration is subject to full payment of tuition, room and board charges, and other fees associated with enrollment. The University reserves the right to deny registration to any student for reasonable cause. Santa Clara students may not be concurrently enrolled at another college or university except for extraordinary reasons with the approval of the Drahmman Center. For academic purposes, full-time status requires a minimum of 12 units per term.

Students register for classes via University eCampus during the time assigned by the Office of the Registrar. Students who do not complete registration during the initial registration period may do so during the published late registration period for the term. **Initial registration for a term or class additions are not accepted after the last day of the late registration period. Students not formally registered for units by the 5th day of the quarter, will be automatically discontinued.** Students wishing to re-enroll with the University must notify the Office of the Registrar in writing of their intent to return using the Returning Student Form and should consult with a University advisor in the Drahmman Center to review their academic plans. Students with have a 'hold' on their eCampus account must reconcile prior to adding classes.

During the first week of each term, students may change their original registration schedule by adding and dropping classes in accordance with the procedures established by the Office of the Registrar. During the second, third, and fourth weeks of the term, a student may drop a class without receiving a mark of "W" for the class on their academic record. From the fifth week to the end of the ninth week of the term, a student may drop a class and receive a mark of "W" for the class on their academic record. Students must pick up an Add/drop Form from the Office of the Registrar. Students may not drop classes during this period via eCampus. Students may not drop classes after the last day of the ninth week of the term. Students who do not complete a course and do not drop the class in accordance with the required procedures will receive an appropriate grade in the class.

Students may not sit in a class without formally enrolling in the class. Sitting in a class or obtaining an instructor's signature on an add/drop form does not constitute enrollment. Registration must be completed in accordance with the regulations, procedures, and dates in the Schedule of Classes **before the end of the add period** is required for any student to receive credit for any course. Students are responsible for checking the status of their enrollment, on eCampus, in all courses prior to the end of the late registration period.

| Course Requirements | Unit Overload |
|---|--|
| <p>Students are responsible for completing all course requirements as set forth by the instructor. Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors. Students are accountable for all course assignments, whether or not the assignments were announced during an absence.</p> | <p>Students may enroll for no more than 19 units unless they are in the University Honors Program, their cumulative grade point average at Santa Clara is at least 3.3, or they have upper-division status and obtain approval from the Drahmman Center. One 2-unit course or two 1-unit courses are not counted as overload units. Students who meet the criteria above will not be permitted to register for more than 25 units without approval of the Drahmman Center. Students may register for courses that result in overload units only during the late registration period.</p> |

Important Add Procedures

Friday, Jan 9 – Last Day to Add a Class

If a class has filled to capacity, you may seek the instructor's permission to add it. If you receive permission, the instructor will give you a unique, section-specific permission number that will override class capacity. Use the permission number to add the class through ecampus during the first week of the term. **If the permission number does not work, go to the Office of the Registrar, Walsh Administration Bldg, First floor, no later than January 9 to add a class, complete and submit the Add form with the permission number the instructor provided. The Office of the Registrar will not accept a request to add a class if there is a hold on the student's eCampus account.**

When you need special permission to add a class-

Some classes require special permission to enroll and may be added only with the instructor's signature on an Add form. These classes are added at the Office of the Registrar, Walsh Administration Building, First floor, at any time during the registration period and no later than 5:00 p.m., Friday, September 26, the last day to add a class.

Detailed Add/Drop Policies and Procedures are available on the Office of the Registrar web site at: www.scu.edu/registrar/schedule.cfm

Important Add/Drop Policy

The Office of the Registrar **does not accept add/drop forms after deadlines.**

If there are compelling reasons for an exception, students may submit a petition on the website link:

<http://cms.scu.edu/studentrecords/petition.cfm>. After submission, it will be reviewed by the University Registrar, and a response will be returned to the student's SCU email account within one business day (weekend submissions will take a longer response time).

Withdrawal from the University

Students who wish to withdraw from the University are responsible for meeting with a University advisor in the Drahmman Center, for submitting the applicable withdrawal form with the Office of the Registrar, and for completing all other withdrawal requirements. The effective date used for the determination of any refund of tuition is the date on which notification of withdrawal is received by the Office of the Registrar, not the last date of attendance by the student. Neither dropping all courses via eCampus nor informing an individual faculty member, an academic department, or the Dean's Office constitutes an official withdrawal from the University. The official date of withdrawal from the University cannot be backdated prior to the date on which the student submits the applicable withdrawal form or notification to the Office of the Registrar.

Students who withdraw from the University during fall, winter, or spring term will receive a tuition refund in accordance with the following:

- Students who withdraw from the University by the end of the first week of classes will receive a full refund of tuition for the term, less the applicable registration cancellation fee.
- Students who withdraw from the University by the end of the second week of classes will receive a 50 percent refund of tuition for the term (dropping classes will NOT make one eligible for a refund).
- Students who withdraw from the University by the end of the third week of classes will receive a 25 percent refund of tuition for the term (dropping classes will NOT make one eligible for a refund).
- Students who withdraw from the University after the third week of classes will receive no tuition refund for the term.

For detailed refund information, refer to the Bursar website link: http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm.

Reading the Schedule of Classes

Course offerings are organized by school: College of Arts & Sciences; Leavey School of Business; School of Education; School of Engineering; and University Programs. Departments are listed alphabetically within each area and courses are listed sequentially 1 through 199 in each department. Courses numbered 1 through 99 are lower division and those numbered 100 through 199 are upper division. Students who have completed less than 44 units may not register for upper division courses without permission.

Each course shown in this schedule of classes is identified with a single line of information subdivided into ten parts. The line of identification information on each course includes the following items in this order:

1. Course subject abbreviation and number (e.g., ENGL 1)
2. Class number - a five digit number unique to this section (e.g. 16372).
3. Class Title - usually in abbreviated form, e.g. "CALC AN GEOM I" for "Calculus and Analytic Geometry I".
4. Units - the quarter unit value of the course.
5. Core Requirement Codes
6. Days - scheduled meeting days for the section (M= Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday).
7. Time - beginning and ending times for the section.

Instructor - There are courses listed to which an instructor had not been assigned when this booklet went to press. In such cases the instructor is listed as "Staff." You may wish to contact the relevant department to learn the name of the professor teaching the course. "TBA" will appear occasionally in the schedule in place of the "room", "days", and/or "hour" information. This information is "To Be Announced" or "To Be Arranged" when classes begin. The appropriate department will provide the information when it is available.

When Classes Meet

Undergraduate classes meet on Mon/Wed/Fri for 65 minute periods, and on Tues/Thurs for 105 minute periods. Classes are scheduled at the following times

Mon/Wed/Fri

8:00 – 9:05 a.m.
9:15 – 10:20 a.m.
10:30 – 11:35 a.m.
11:45 – 12:50 a.m.
1:00 – 2:05 p.m.
2:15 – 3:20 p.m.
3:30 – 4:35 p.m.

Tue/Thur

8:00 – 9:45 a.m.
9:55 – 11:40 a.m.
11:50 – 1:35 p.m.
1:45 – 3:30 p.m.
3:40 – 5:25 p.m.

Where Classes Meet

The full schedule of classes, **which include classroom locations**, is available on **eCampus** (www.scu.edu/ecampus), the **Course Availability** web site (www.scu.edu/courseavail), and the **Registrar's** web site (www.scu.edu/registrar).

Students and Faculty can access the following public computers to check their classroom locations.

Alumni Science Lobby
Arts & Sciences Lobby
Benson 2nd Floor Computer Lab
Benson Lobby Kiosks
Learning Commons
Walsh Administration Lobby

Students and Faculty can view PDF versions of the schedule at the locations listed below to check their classroom locations.

Benson Information Booth
Drahmann Center
O'Connor Hall Lobbies
Walsh Administration Lobby

Classroom Locations

Up-to-date listing of classrooms is available on eCampus, on courseavail at www.scu.edu/courseavail, or on the Office of the Registrar website at <http://www.scu.edu/studentrecords/General-Registration-Information.cfm>.

Winter Final Exam Schedule

Cumulative final exams occur on the date and time scheduled by the Office of the Registrar. Take-home exams may not be due before the scheduled final exam time. After ten weeks of class meetings, final examinations are scheduled for the eleventh week. Exams will be held over a five-day period. Exams begin Monday, Mar 16 and end Friday, Mar 20. Each exam period spans three hours.

Faculty/Staff: Faculty should contact their department administrative assistants for a final exam report detailing specific exam information (day, time and location). Faculty can also view the exam grid below. **The exam grid is only to be used as reference, please consult the final exam report as finals may change due to other conflicts.**

| Date of Examination | Exam Time | Exam Time | Exam Time |
|---------------------|--|---|--|
| | 9:10 am -12:10 pm | 1:30 pm – 4:30 pm | 6:30 pm – 9:30 pm |
| Monday Mar 16 | Reserved for classes that start at MWF 2:15 pm | Reserved for classes that start at MWF 10:30 am | Reserved for classes that start at MWF 8:00 am |
| Tuesday Mar 17 | Reserved for classes that start at TR 9:55 am | Reserved for classes that start at TR 1:45 pm | Reserved for classes that start at TR 8:00am |
| Wednesday Mar 18 | Reserved for classes that start at MWF 9:15 am | Reserved for classes that start at MWF 11:45 am | Reserved for classes that start between MWF 4:00-8:00 pm |
| Thursday Mar 19 | Reserved for classes that start at TR 3:40 pm | Reserved for classes that start at TR 11:50 am | Reserved for classes that start between TR 4:00-8:00 pm |
| Friday Mar 20 | Reserved for classes that start at MWF 3:30 pm | Reserved for classes that start at MWF 1:00 pm | |

Students: Can view their exam schedule by logging onto their eCampus account, clicking on the other academic drop down menu, and selecting “Exam Schedule.”

The screenshot shows the eCampus interface. Under the 'Academics' header, there are sections for 'Enrollment' (with links for 'My Class Schedule' and 'Wish List') and 'Academic History' (with a link for 'Grades'). A dropdown menu is open, showing 'Exam Schedule' highlighted in yellow, with other options like 'Transfer Credit Report' and 'other academic...'. A black arrow points to the 'Exam Schedule' option. To the right, a 'This Week's Schedule' table is displayed with two rows of class information.

| This Week's Schedule | |
|---------------------------|---|
| Class | Schedule |
| COMM 1-01 LEC (34553) | TuTh 8:00AM - 9:45AM Arts & Sciences 129 |
| COMM 12-02 LEC (34559) | TuTh 9:55AM - 11:40AM Bannan Hall 210 |

Grades are due from faculty five calendar days after the last exam.

Grades are posted to students' records once each day after 6:00 p.m. during the grading period.

Grades are available on eCampus as soon as they are posted.

Graduation Rate

Santa Clara University graduation rates available on the Institutional Research website at www.scu.edu/ir.