

## REGISTRATION INSTRUCTIONS – FALL 2021

Registration enables a student to reserve a place in classes for which openings are available. This reservation means that the student is assured a place in his/her approved classes pending completion of payment or arrangements for payment of financial obligations with Student Financial Services. If such arrangements are not made by August 31, 2021, the student forfeits assurance of placement in the classes.

### **INSTRUCTIONS REGARDING MAKING PAYMENT WILL BE SENT TO YOU AT A LATER DATE.**

The registration schedule is based on credit hours earned, whether done in person or via the My.Olivet portal:

**Registration priority is based on the number of credit hours completed. You will receive an email with the specific day and time you may begin registration. You must meet with your faculty advisor and be cleared for registration, and all holds must be resolved prior to registration.**

- A. Register by following instructions available on the Registrar's page on "My Olivet" portal.
- Registration through Self-Service is only possible when students have no holds such as a Student Account (SA) or Health Office (HO) hold.
  - Registration via Self-Service is only possible when your faculty advisor has "cleared" you electronically.
  - **Registration is only possible when you have met the course prerequisites. If you wish to take the course without meeting the prerequisites, you must get instructor approval on an add/drop slip.**
  - Registration via Self-Service is only possible when there are no schedule conflicts. Make sure you do not schedule classes with overlapping times.
  - Registration via Self-Service is only possible when the student signs up for 18 hours or less.
  - Registration via Self-Service cannot be done for courses when the pass/fail option is desired.
  - Registration for independent study courses cannot be processed via Self-Service. You must register for such courses in the Registrar's Office.
- B. Registration can still be done by taking your approved schedule to the Registrar's Office. Follow these instructions:
1. Pick up a form at the Registrar's Office.
  2. With the assistance of your advisor, fill out the form completely.
  3. The completed form should be signed by the student and the advisor, and then taken to the Registrar's Office for registration.

- C. Additional information regarding registration:
1. Juniors or Seniors may choose one course per semester on the basis of pass/fail grading. To do so, you must complete a pass/fail petition in the Registrar's Office. Refer to Chapter 6 in the Olivet Catalog under Pass/Fail for details.
  2. Independent/Directed study courses must be approved **IN ADVANCE**. Forms are available in the Registrar's Office, and when completed should be taken to the Registrar's Office.
  3. A normal load for the semester is 15 hours. Additional tuition expenses will be incurred for persons taking more than 18 hours. Prior approval of the ACADEMIC STANDARDS COMMITTEE is required for cases in which students wish to take more than 18 hours.
  4. If approval to register is blocked by any office, there will be a HOLD notation on My.Olivet. Codes used to indicate a hold are as follows: **DS** – Dean of Students; **AD, MT, TC, TH** – Registrar; **CH** – Chapel Director; **HO** – Health Office, **RG, SA, SB, CK, AH** – Student Accounts; **CD** – Collections Dept; **PL** – Perkins Loan; **CS** – Career Services; **SE** – Student Employment. There may be other holds not listed above. **Receive clearance from the appropriate offices prior to registration.**
  5. Change in Registration forms must be used to add a class beginning on September 1, 2021, at the Registrar's Office in Burke Administration building.

### **INSTRUCTIONS FOR APPLIED MUSIC/ENSEMBLE REGISTRATION**

**Applied Music Registration.** To register for applied music courses for the first time, students must audition in the music department and then register accordingly. Students continuing in applied music instruction should use the search feature to find the appropriate applied lesson, in consultation with their advisor and/or instructor. The courses for private lessons are as follows:

- 109 – for non-majors or secondary applied
- 111 – for lower division major credit
- 311 – for upper division major credit

All students taking 111 or 311 are required to take MUAP 050, 060, or 070 concurrently with the private lessons.

Registration for ensembles is permitted for students continuing in the same group. Otherwise, registration will follow auditions for specific ensembles.

## **COURSE NUMBERING SYSTEM**

The number of the course designates the level or classification a student must have to take the course. Some courses have prerequisites which must be completed before enrolling in those courses.

000 – Not available for degree credit

100 – Introductory or basic Freshman level courses

200 – Sophomores and qualified Freshmen

300 – Juniors and qualified Sophomores

400 – Seniors and qualified Juniors

500 – Graduates, qualified Seniors

## **ABBREVIATIONS USED IN CLASS SCHEDULE**

### Days of the Week

M – Monday

T – Tuesday

W – Wednesday

R – Thursday

F – Friday

S – Saturday

## **CAMPUS BUILDING/LOCATION**

AFV Alfred Fortin Villa

BA Burke Administration Building

BG Birchard Gymnasium

BL Benner Library

CHAL Chalfant Auditorium

CO Communication Department

FC Fitness Center

KHCC Centennial Chapel

PC Parrott Convocation/Athletic Center

PL Planetarium

RS Reed Hall of Science

SEC Sims Education Center

SH Shine.FM (WONU)

SLRC Perry Student Life Recreation Center

WARM Warming House

WC Weber Center

WN Wisner Hall of Nursing

## **Traditional Undergraduate University Calendar 2021-2022**

### **Fall Semester, 2021**

August 28	Orientation for Freshman/Transfers
August 30-31	Registration Days
September 1	Wednesday, 7:00 a.m., classes begin
September 19-22	Fall Revival
September 24	Final day to drop Block I courses
October 11-12	Fall Break
October 22-24	Homecoming
October 27	Mid-Semester (Block II courses begin)
November 12	Final day to drop semester-length courses
November 19	Final day to drop Block II courses
November 24-28	Thanksgiving holiday
November 29	Classes resume at 7:00 a.m.
December 15-17	Final Exams

### **Spring Semester, 2022**

January 10	Registration Day/New Student Orientation
January 11	Tuesday, 7:30 a.m., classes begin
January 17	Martin Luther King, Jr. Day – no classes
February 3	Final day to drop Block III courses
February 11	Winter Break
February 13-16	Winter Revival
March 5-13	Spring Break
March 14	Block IV begins
March 31	Final day to drop semester-length courses
April 7	Final day to drop Block IV courses
April 15-18	Easter Break
April 18	Monday only courses will meet
May 2-5	Final Examinations
May 6	Friday, Baccalaureate Service
May 7	Saturday, 9:30 a.m. Commencement

## EXAMINATION SCHEDULE, December 2021

Day of Examination	Class	Period	Time of Exam
Wednesday December 15	9:00	MWF, M - F	8:00 – 9:50 AM
	11:00	MWF, M - F	10:30 – 12:20 PM
	1:00	MWF, M - F	1:00 – 2:50 PM
	3:00	MWF	3:30 – 5:20 PM
	5:00/6:00/6:30	M/MR	5:30 – 7:20 PM
Thursday December 16	7:30/8:00/8:30	TR	8:00 – 9:50 AM
	10:30/11:30	TR	10:00 – 11:50 AM
	12:00/12:30	TR	12:00 – 1:50 PM
	1:30	TR	2:00 – 3:50 PM
	3:00	TR	4:00 – 5:50 PM
Friday December 17	4:30/6:00/6:30	T/R/TR	6:00 – 7:50 PM
	8:00	MWF, M - F	8:00 – 9:50 AM
	12:00	MWF, M - F	10:30 – 12:20 PM
	2:00	MWF, M - F	1:00 – 2:50 PM
	4:00	MWF, M - F	3:30 – 5:20 PM

## EXAMINATION SCHEDULE, May 2022

Monday May 2	9:00	MWF, M - F	8:00 – 9:50 AM
	11:00	MWF, M - F	10:00 – 11:50 AM
	1:00	MWF, M - F	1:00 – 2:50 PM
	3:00	MWF, M - F	3:00 – 4:50 PM
	5:00	M/MR	5:00 – 6:50 PM
Tuesday May 3	7:30	TR	8:00 – 9:50 AM
	10:30/11:30	TR	10:00 – 11:50 AM
	12:00/12:30	TR	1:00 – 2:50 PM
	3:00	TR	3:00 – 4:50 PM
	6:00	T	6:00 – 7:50 PM
Wednesday May 4	8:00	MWF, M - F	8:00 – 9:50 AM
	12:00	MWF, M - F	10:00 – 11:50 AM
	2:00	MWF, M - F	1:00 – 2:50 PM
	4:00	MWF, M - F	3:00 – 4:50 PM
	6:00/6:30	MWF, M - F	6:00 – 7:50 PM
Thursday May 5	8:00/8:30	TR	8:00 – 9:50 AM
	1:30	TR	1:00 – 2:50 PM
	4:30	TR	4:00 – 5:50 PM
	6:00/6:30	TR/R	6:00 – 7:50 PM

Exams for classes with a laboratory will be scheduled according to the lecture period. In cases where a class meets in such a way as to have two possible times, always use the earlier time. Some instructors may use the final exam time for other instructional activities. Exams for classes not on this list will be determined by the professor.

All transportation plans should be made accordingly. Students will not be granted special permission to take exams at times other than those listed in the schedule.

## General Education Requirements: Bachelor's Degrees

The Christian liberal arts tradition is founded on the belief that “all truth is God’s truth” and that education aims at comprehensive literacy, developing in students the ability to communicate and interpret within the cultural, natural, and spiritual spheres that comprise human life.

The general education curriculum at Olivet Nazarene University is organized around the four overlapping spheres of spiritual literacy and stewardship, scientific literacy, cultural literacy, and communication literacy. Together, these spheres provide a foundation for a Christian liberal arts education to develop mature and knowledgeable citizens who can provide moral and spiritual leadership in today’s world.

### 1. Spiritual Literacy and Stewardship

An educated person in a Christian context understands the sources, content, and richness of the Christian faith and engages in practices that promote physical, emotional, and spiritual health and wholeness.

- Christianity (9)
  - THEO 110: Intro to Christianity..... 3
  - BLIT 210: Christian Scriptures.....3
  - CMIN 310: Christian Living.....3
- Stewardship (2-3)\*

### 2. Scientific Literacy

An educated person possesses the knowledge and skills to interpret the biological and physical world.

- Math (3)
  - MATH 103 or higher (excluding Math 111)..... 3
- Natural Sciences (one must be lab) [6-8]\*
  - One course in biological science ..... 3-4
  - One course in physical science .....3-4

### 3. Cultural Literacy

An educated person is informed by the scientific and historical study of persons, society, and culture; is conversant in various human endeavors and expressions; and appreciates the diversity of cultures throughout the world.

- Humanities\* ..... 6
- HIST 200: Western Civilization ..... 3
- Social Sciences\* ..... 3
- Intercultural Understanding\* ..... 0-8

### 4. Communication Literacy

An educated person knows how to communicate effectively in both written and oral forms.

- Writing
  - ENGL 109: College Writing I.....3\*\*
    - Taken if ACT ≤ 25 or SAT 610
  - ENGL 207, 208, 209, or 210: College Writing.....3
- Speaking
  - COMM 105: Fundamentals of Communication.....3

#### \*\*COLLEGE WRITING COMPETENCY AND PLACEMENT

A minimal competency level is required in writing. Writing course placement has been determined by the English department and is based on the ACT English sub-score or SAT ERW score. Place students in the writing course sequence according to the following criteria:

<b>ACT English Sub-score</b>	<b>SAT ERW</b>	<b>Course</b>
26+	620+	ENGL 207/208/209/210: CW II
25 or lower	610 or lower	ENGL 109 College Writing I

\* See General Education Approved Courses list at <https://www.olivet.edu/registrar>

## General Expenses

The following is an itemized estimate of the cost of a semester in the 2021-2022 school year:

1. General Fee	\$495.00
(Required for all students enrolled for seven hours or more. This covers student activities, facilities, student services, and student government.)	
2. Tuition Charges for 12-18 Hours	\$18,225.00
(For a student taking a full load of 18 hours, this is equivalent to a tuition charge of \$1015.00 per hour. For more than 18 hours, the charge is \$1015.00 per additional hour. For students taking a part-time load of less than 12 hours in a given semester, the tuition charge is \$1,515.00 per hour.)	
Applied Music Tuition Additional	
Private (piano, voice, organ, and instruments for one 30 minute lesson per week per semester)	\$380.00
Class (piano, voice, and instruments per course)	\$160.00
3. Room and Board (14 meals per week) average cost	\$4,745.00
Unlimited meals per week is \$275 more per semester	
Unlimited platinum per week is \$475 more per semester	
Apartment housing is \$200 more per semester	
<i>*Contact Office of Student Development for Meal Plan specifics</i>	
Total Tuition, Fees, Room and Board (semester)	\$23,465.00
Total Tuition, Fees, Room and Board for a School Year (two semesters)	\$46,930.00

## Special Fees (Amounts charged for fees may be subject to change)

ACT Test Fee	\$50.00
Background Check	\$50.00
Credit Per Hour Resulting from Audit, Proficiency and Petitioned Credit	\$50.00
ID Card Replacement Charge	\$20.00
International Student Insurance (per semester, Subject to Change)	est. \$675.00
Key Replacement	\$30.00
Late Health Forms (required by Illinois State Law)	\$25.00
Late Registration (one day late)	\$20.00
Second Day and After, Per-Day Additional	\$5.00
Lockers, Per Semester	\$5.00
Proficiency Examination, per test	\$35.00
Returned Check Fee	\$20.00
Student Teaching Fee	\$300.00
Tuition Deposit	\$200.00
Vehicle Registration Fee – Residential	\$75.00
Vehicle Registration Fee – Commuter	\$50.00

**\*\*Additional course fees may apply – please refer to Self Service for section course fee details\*\***

## Registration

All students eligible to register (students enrolled in the preceding regular session and new or re-entering students who have completed application and have been accepted) will be supplied by the Registrar with directions for registration. Students are advised by members of the faculty and must file properly approved study lists with the Registrar's Office. Registrations not completed by the close of the listed registration days (see calendar) will require a fee of \$20.00 to cover the additional expenses of late registration procedure. An additional late fee of \$5.00 per day will be charged beginning the second day after registration day.

A student will not be permitted to register for any course, including directed study and special topics, after the first two weeks of the semester without the written approval of the Academic Dean. A faculty member may determine an earlier closing date for a particular course.

No student will be permitted to register for any course if, in the judgment of the instructor in charge, he lacks sufficient preparation to undertake the work. An instructor may, with the approval of the Academic Dean, drop from a class any student who shows marked delinquency in attendance, who neglects his work, or who proves incompetent to pursue the work of the course.

The normal student load is fifteen hours of class work in a week. No student will be permitted to register for more than eighteen hours, inclusive of physical education, without the special permission of the Academic Standards Committee. An extra charge is made for each hour or fraction of an hour taken in excess of the eighteen-hour maximum load.

## Change of Registration

All changes in registration become official when made through the Registrar's Office, with approval by the student's advisor and the faculty members whose classes are involved. A course may be dropped without grade or notation on the transcript when official changes are processed during the 100% refund period. After that, a grade of "W" will be assigned when courses are dropped prior to the deadlines, which are published in the University calendar. Permission to drop individual courses after the published deadlines will normally be granted by the Vice President for Academic Affairs only because of extended illness, serious physical disability, death in the family or other emergency circumstances. Permission to withdraw from individual courses after the deadlines will not be granted merely because of unsatisfactory academic performance, whether caused by the student's inability, lack of application or preparation; dissatisfaction with the subject matter offered in the course(s); failure to attend class; or a change in the student's major or academic plans. A grade of "WP"- withdrawn passing or "WF"- withdrawn failing- may be assigned by the Vice President for Academic Affairs in cases where official drops are approved after the published deadlines. Unofficial withdrawal from courses will be treated as failure and indicated on the permanent record by a grade of "F."

Appeals to the Academic Standards Committee may be initiated through the Registrar's Office.

**Cancellation of Registration** – A student's registration for a semester may be cancelled for failure to meet financial obligations to the University. Normally, cancellation would only occur during the first two weeks of a semester, and record of enrollment would not appear on the student's permanent academic record.

## Withdrawal from the University

A student who desires to officially withdraw from all courses in a given semester must do so before the beginning of final examinations. Once final examinations have begun, a student may not withdraw from that semester unless documented emergency or medical reasons merit an exception being approved by the Vice President of Academic Affairs.

To officially withdraw from all courses for which a student is registered, the student must begin the process by contacting the Center for Academic Excellence. This withdrawal process is necessary in order to clear the appropriate financial and academic records. Protracted absences or failure to attend classes does not constitute withdrawal from courses and will be treated as failure unless the withdrawal process is appropriately followed. See Chapter 5 on Financial Information for policies on refunds of tuition and fees when official withdrawal from the University is processed.

Administrative withdrawals may be initiated with a student fails to obey University policies, fails to comply with procedures, or has been suspended or expelled from the institution. The grading and refund policies which apply to voluntary withdrawals also apply to administrative withdrawals.



## Withdrawals and Course Drops

If a student officially withdraws from school or drops below 12 credit hours, the following financial adjustments will apply:

1. Refunds on tuition, general fees and certain other special fees as follows:
  - Week one – 100%
  - Week two – 90%
  - Week three – 75%
  - Week four – 50%
  - Week five – 25%
  - No refund of tuition or fees after week five of the semester.
2. Room & Board: Pro-rata adjustment/refund on the unused portion as of the end of the week in which the student moves from campus for the first 14 weeks of the semester.

The effective date of any withdrawal or course drop will be the date such withdrawal or drop is officially requested. The official withdrawal date is the date established by the student with the Center for Academic Excellence or the University Registrar. The official course drop date is the date the drop form is returned to the Registrar. Please refer also to Chapter 6 or Academic Regulations: Change of Registration, Withdrawal from School, and Class Attendance Requirements.

Adjustments are computed as of the end of the week in which the student makes official withdrawal. Protracted absence from class does not constitute a withdrawal, and will be treated as a failure.

When a student withdraws (or is withdrawn) from school prior to the end of the semester, a prorated amount of the student's Institutional scholarships and grants will be withdrawn from the student's account. Additionally, Title IV federal and state financial aid will be repaid to the appropriate program(s) as mandated by regulations published by the U.S. Secretary of Education.

## Policy on Repeating Courses

Courses taken at ONU may be repeated for credit if the original grade is C- or lower. The highest grade is used in grade point average calculations.

Courses taken at ONU may also be repeated elsewhere; however, both the original grade and the repeat grade count within grade point average calculations.

**Pass-Fail (S or U)** is used for student teaching, field experiences and certain other courses. In these courses, the alphabetical system of grading is never used.

In addition, an individual student who has attained Junior Standing may also be permitted to enroll in one elective course per semester in the last four semesters on the basis of pass-fail grading. Specifically excluded from this provision are courses in the major field, minor field, required supporting courses, and courses offered to fulfill general education requirements. A passing grade means "C" quality or better.

The intention to take a course on the basis of pass-fail grading must be indicated at the Office of the Registrar on or before the final day to drop a course. If this request is approved, a student may change back to the alphabetical system of grading only by filing a written request to do so at the Office of the Registrar prior to the final day to drop a course.

**Auditing a course:** To audit a course means to take it for neither grade nor credit. An audit, satisfactorily completed, is recorded as such on the transcript. No record is made if the audit is not satisfactorily completed.

Normally the only requirements in an audited course are attendance requirements, which are set by the instructor.

Audit should be indicated at the time of registration, or a course may be changed from credit to audit any time prior to the deadline for dropping a course. A course may be changed from audit to credit prior to this deadline only with the approval of the instructor, and payment of appropriate tuition adjustments.

A full-time student, paying the normal tuition fee, is not charged a tuition fee for an audited course, provided the total load, including the audited course, does not exceed 18 hours. If the total load exceeds 18 hours, a tuition fee of \$50 per hour is charged for the excess hours which are audited. Part-time students are charged a tuition fee of \$50 per hour for an audited course. Any additional fees (such as laboratory fee) in an audited course are charged to the student.

Arrangements to audit a course may be completed only if there is space available in the class.

**Music:** Auditors of applied music private lessons will receive one half-hour lesson per week. Audit lessons will be made up on the same basis as lessons being taken for credit. Audit students will be placed only after music majors, music minors and others who are registered for credit have been placed. All audit students will pay the normal additional applied music tuition for private lessons and class instruction as listed in the Catalog chapter on Finances.

**Independent studies/special topics:** Students classified as juniors or seniors may pursue a subject of particular interest that is not already treated extensively in a regular course. In order to receive credit for such an independent study, the student must submit appropriate documentation of the plan of study to the Registrar's Office. The independent study form should provide a thorough description of the project or coursework to be undertaken, including an indication of papers, assignments, test dates, conferences and projected completion date. The proposal must be approved by the professor who will provide supervision and evaluation of the project, the head of the department in which credit is to be established and the Registrar. Credit for such special topics will be indicated on the transcript by use of the department name and the appropriate department course number.

Independent studies are generally limited to students who have demonstrated above average scholarship (3.0 or higher GPA). Independent studies may occasionally be recommended for students who are unable to take regular courses because of scheduling conflicts. Forms for registration are available in the Registrar's Office.

**Satisfactory Scholastic Standing:** To be considered in satisfactory scholastic standing, students must maintain a minimum cumulative grade point average according to the following schedule:

Cumulative Hours Attempted	Minimum Cumulative GPA
1-18	1.5
19-29	1.7
30-45	1.8
46-59	1.9
60 or more	2.0

Students who fall below the above minimum standards are not making satisfactory progress and will be placed on academic probation.

In addition, students may be considered to be on academic probation for failure to attain a 1.000 grade point average in any given semester, or for failure to pass at least 50 percent of the credits registered at the end of the initial drop/add period (second week of the semester).

Only students in satisfactory scholastic standing may participate in Associated Student Council offices, class presidencies, intercollegiate athletics, drama, public relations groups, or off-campus spiritual life groups, or tour off-campus with music ensembles. This policy does not apply to intramural activities.

If after one semester on probation the cumulative grade point average is not improved, or after two successive semesters on probation the grade point average does not meet minimum standards for satisfactory progress (as outlined above), or at any time it falls below a 1.0 average, a student may be academically suspended by the Vice President for Academic Affairs. In addition, a student placed on probation for failure to meet the 1.000 semester grade point requirement or 50 percent progress requirement may be suspended if significant progress is not made during the probationary semester. In such a case the student has the right to appeal to the Academic Standards Committee for a review of such a decision.

Students on academic suspension are not eligible to apply for readmission until after the lapse of one regular semester. If readmitted, the student will be on the academic probation, and if a grade point average of 2.00 is not attained for courses taken during the semester following, the student may be academically suspended for the second time.

For transfer students, academic standing in the first semester of attendance at Olivet is based on the cumulative grade point average at the previous institutions. After one semester of attendance at ONU, the academic standing of transfer students will be based on the grade point average for all coursework accepted toward a degree and included on the Olivet transcript.

**Eligibility:** A student on probation is also ineligible. Ineligibility means that the student cannot participate in any public event, program or service away from the campus as a member of any ensemble group, missions team, or extramural group. Ineligibility excludes a student from participation in any intercollegiate athletic contest. In order to be eligible for intercollegiate athletic competition, students must adhere to the following standards adopted by the National Association of Intercollegiate Athletics (NAIA), including, but not limited to, the following:

1. Be enrolled in at least 12 semester hours at the time of participation. (Repeat courses should be cleared with the Registrar.)
2. Accumulate at least 24 hours of credit in the two terms of attendance immediately preceding the semester of participation. (Repeat courses previously passed cannot count toward the 24-hour rule.)
3. A second-term freshman must have earned at least nine hours of credit during the first semester.

In addition, student-athletes must remain in satisfactory scholastic standing as defined above.

**Satisfactory Progress Requirements for Institutional Scholarships, Federal and/or State Funded Financial Aid**

**Programs:** In order to maintain eligibility for institutional scholarships, federal and/or state financial aid, a student must meet the satisfactory progress requirements established by Olivet Nazarene University in compliance with federal and/or state regulations, including the following:

1. A student must maintain a cumulative grade point average according to the following schedule:

Cumulative Hours Attempted	Minimum Cumulative GPA
1-18	1.5
19-29	1.7
30-45	1.8
46-59	1.9
60 or more	2.0

2. Students must satisfactorily complete 67 percent of the cumulative hours attempted, including repeated courses; developmental/remedial credits; and/or courses that were recorded as W – withdrawn.

**Financial Aid Warning:** A student will be placed on financial aid warning for failing to meet any of the above standards of progress. A student placed on financial aid warning may continue to receive institutional scholarships, federal and/or state aid during the following semester.

**Financial Aid Suspension:** Financial aid suspension will result in the loss of all institutional scholarships, state, and/or federal financial aid. A student's financial aid will be suspended when any of the following occur:

1. When a student on financial aid warning the previous semester fails to meet the satisfactory progress requirements the following semester.
2. When having attempted 64 or more semester hours (including CLEP, Advance Placement, or proficiency credits; transfer credits; repeated courses; developmental/remedial credits; and/or courses that were recorded as W – withdrawn), the cumulative grade point average falls below 2.00.
3. When a student has attempted 180 semester hours [FA2020] (including CLEP, Advance Placement, or proficiency credits; transfer credits; repeated courses; developmental/remedial credits; and/or courses that were recorded as W – withdrawn).

**Appeals:** In the event that extenuating circumstances are experienced, appeals for exceptions to the above requirements will be considered by the Financial Aid Committee. Such appeals must be submitted in writing to the Financial Aid Committee no later than the first day of classes of the semester. If exceptions are granted by the Financial Aid Committee, the student is put on financial aid probation for that semester and must meet all progress requirements upon completion of the probationary semester in order to continue receiving aid.

**Transfer Students and Financial Aid:** For transfer students, academic standing in the first semester of attendance at Olivet is based on the cumulative grade point average at the previous institutions. After one semester of attendance at ONU, the academic standing and satisfactory progress for financial aid of transfer students will be based on the grade point average for all coursework accepted toward a degree and included on the Olivet transcript.

## Student Insurance Coverage

Individual needs for insurance coverage are so varied that Olivet Nazarene University does not carry any personal health, accident or property insurance for students. It is the responsibility of each student to provide their own personal insurance for medical, accident, property and vehicles. In many instances, benefits of family medical and homeowners' insurance policies extend to cover students while enrolled in college.

Students should check their own insurance agents or companies to be certain of coverage. Students must have a health and accident insurance program in effect while enrolled as a student at Olivet. Vehicles for student transportation must be fully covered by liability and property damage insurance at all times.

## MISCELLANEOUS INFORMATION

The University publishes information about semester course offerings, times of classes, faculty, and other matters, prior to each term or semester. The University reserves the right to determine the number of students in each class or section. If an insufficient number of students enroll for a course, the University reserves the right to cancel the course, to change the time, or to provide a different teacher of any course in a given semester's class schedule. The University reserves the right to drop a major or minor field for lack of sufficient enrollment of students to guarantee a class size of ten or more in upper division classes.

**Candidates for graduation are expected to meet the requirements for graduation of the catalog in force at the time of entry.** Students may also elect to follow a later catalog for all degree requirements. If a student leaves the institution for two or more consecutive semesters (six or more calendar months for non-traditional students) they will be required to follow the catalog in force at the time of reentry.

For all academic programs, the University reserves the right to change degree or program requirements as it deems necessary. In cases of hardship caused by curricular changes, an appeal may be made to the Academic Standards Committee.

Olivet Nazarene University is in compliance with the **Family Educational Rights and Privacy Act** which is designed to protect the privacy of educational records. Details about the policy and procedures are available at the Office of the Registrar.

Olivet Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national origin or ethnic origin, marital status, or disability in the recruitment and admission of students, and in the operation of all college programs, activities and services. Any concerns regarding discrimination on the basis of any of the foregoing protected categories should be addressed to Mr. Tom Ascher, the University's equal employment opportunity coordinator, in the Human Resources Office, Miller Business Center, (815) 939-5240.

## Graduation Rates of First-Time, Full-Time Freshmen

Freshman Class	Number	Graduated within 4 years			Graduated within 5 years			Graduated within 6 years		
2006	751	332	=	44%	412	=	55%	424	=	56%
2007	704	345	=	49%	393	=	56%	399	=	57%
2008	590	258	=	44%	316	=	54%	325	=	55%
2009	772	395	=	51%	456	=	59%	473	=	61%
2010	740	344	=	46%	413	=	56%	422	=	57%
2011	706	383	=	54%	453	=	64%	464	=	66%
2012	667	353	=	53%	404	=	61%	407	=	61%
2013	753	406	=	54%	472	=	63%	481	=	64%
2014	779	415	=	53%	493	=	63%			
2015	731	400	=	55%						

Schedule Planner of				Olivet Nazarene University		
Period/Time/Day		(M) MONDAY	(T) TUESDAY	(W) WEDNESDAY	(R ) THURSDAY	(F) FRIDAY
-1-	8:00 AM		8:00-9:15 AM		8:00-9:15 AM	
-2-	9:00 AM				CHAPEL	
-3-	10:00 AM		10:30-11:45 AM	CHAPEL	10:30-11:45 AM	
-4-	11:00 AM					
-5-	12:00 PM		12:00-1:15 PM		12:00-1:15 PM	
-6-	1:00 PM		1:30-2:45 PM		1:30-2:45 PM	
-7-	2:00 PM					
-8-	3:00 PM		3:00-4:15 PM		3:00-4:15 PM	
-9-	4:00 PM		4:30-5:45 PM		4:30-5:45 PM	
-10-	5:00 PM					
-11-	6:00 PM					
-12-	7:00 PM					
-13-	8:00 PM					

Schedule Planner of				Olivet Nazarene University		
Period/Time/Day		(M) MONDAY	(T) TUESDAY	(W) WEDNESDAY	(R ) THURSDAY	(F) FRIDAY
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-4-	11:00 AM					
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-7-	2:00 PM					
-8-	3:00 PM		3:00-4:15 PM		3:00-4:15 PM	
-9-	4:00 PM		4:30-5:45 PM		4:30-5:45 PM	
-10-	5:00 PM					
-11-	6:00 PM					
-12-	7:00 PM					
-13-	8:00 PM					

## SUMMER ON-GROUND (May 10, 2021 - June 4, 2021)

DEPT	NO	SEC	TITLE	CR	INSTRUCTOR	TIME	DAYS
BIOL	246	01	Anatomy & Physiology I		<b>CANCELLED</b>		
BIOL	356	01	Microbiology		<b>CANCELLED</b>		
EDUC	376	01	Inclusion of Exceptional Students	3	Stipp	10:15A-12:15P	MTWRF
MATH	261	01	Calculus III		<b>CANCELLED</b>		
PHED	246	01	Anatomy & Physiology I		<b>CANCELLED</b>		

### FIELD PLACEMENTS/EXPERIENCES

(Independent Study form is required to  
sign up for the following courses.)

DEPT	NO	TITLE	CR	INSTRUCTOR
BIOL	487	Field Experience	4	Rosenberger
BIOL	379	Tropical Field Study	3	Rosenberger
BSNS	489	Internship	0-4	Harris
CDEV	488	Internship	1-5	Laluna-Chorak
CHED	290/390	- Community Ministry Experience	0-0.5	Blanchette
CHED	255/355/455	- Supervised Ministry Experience	0-0.5	Blanchette
CHED	490	Integrated Summer Ministry	3	Blanchette/Garner
CJUS	400	Field Placement I	6	Stroud
CJUS	405	Field Placement II	3-6	Stroud
CMIN	390	Cross-Cultural Field Exp.	0-3	Twibell
CMIN	496	Field Training	0-3	Dalton
COMM	466	Communication Internship	0-6	McLaughlin
COMP	494	Internship	1-3	Rice
ENVI	450	Internship in ENVI	3	Rosenberger
EXSS	430	Exercise Science Internship	3	Kamba
EXSS	440	Sports Mgmt Internship	1-6	Reid
EXSS	497	Internship in Athletics/Coaching/Recr	3	Helman
FACS	488	Internship	1-5	Figus
FACS	496	Projects in FACS/Interior Design	1-5	Figus

#### REFUND SCHEDULE FOR ON-GROUND COURSES

May 10	100%	
May 11	90%	
May 13	75%	
May 14	50%	<b>The final day to drop an on-ground class is May 25th</b>
May 17	25%	
May 19	0%	

#### SUMMER CHARGES:

Undergrad Tuition (per hour) **\$475.00**  
Room Rate (weekly) **\$75.00**

#### REFUND SCHEDULE FOR ONLINE COURSES

May 10	100%	
May 13	90%	
May 17	75%	
May 20	50%	<b>The final day to drop an online class is June 11th.</b>
May 25	25%	
May 27	0%	

#### REFUND SCHEDULE FOR NURS 202

July 5	100%	
July 8	90%	
July 12	75%	
July 15	50%	<b>The final day to drop NURS 202 is August 6th.</b>
July 20	25%	
July 22	0%	

## SUMMER WEB-BASED COURSES (5/10/21 - 7/2/21)

Enrollment Cap of 20 per course

DEPT	NO	SEC	TITLE	CR	INSTRUCTOR	DEPT	NO	SEC	TITLE	CR	INSTRUCTOR
BLIT	210	W1	Christian Scriptures	3	Mellish	LIT	105	W2	Literature Appreciation	3	Mulamba
BLIT	210	W2	Christian Scriptures	3	Ellis	MATH	103	W1	Math for Liberal Arts	3	Boros
BLIT	305	W1	Old Testament Intro.	3	Mellish	MATH	120	W1	Intro to Statistics	3	Green
BLIT	310	W2	New Testament Intro.	3	Ellis	MATH	241	W1	Statistics	4	Green
BSNS	171	W1	Computer Apps/Appl.	3	Grimm	MATH	351	W1	Linear Algebra	4	Boros
BSNS	356	W1	Retail Merchandising	3	Figus	MATH	357	W1	Differential Equations	3	Turner
CJUS	365	W1	Crisis Intervention	3	Lee	MATH	430	W1	Abstract Algebra	4	Brown
CJUS	373	W1	Criminology	3	Stroud	NURS	202	W1	Intro Prof Nurs** (7/5-8/27)	3	Dillinger
CJUS	394	W1	Juvenile Justice	3	Guimond	PHED	126	W1	Nutrition, Health/Fitness	3	Kimberlin
CMIN	310	W1	Christian Living	3	Stark	PHED	190	W1	Wellness	2	TBA
CMIN	310	W2	Christian Living	3	Stark	PHED	315	W1	Drug/Chem Use/Abuse	3	Lee
COMM	105	W1	Fund. of Communication	3	McLaughlin	PHIL	201	W1	Intro to Philosophy	3	Maxson
COMM	305	W1	Professional Comm.	3	Patrick-Trippel	PHIL	461	W1	Phil. Of Human Comm.	3	Patrick-Trippel
COMM	342	W1	Persuasion & Media Infl.	3	Patrick-Trippel	PHIL	499	W1	Topic: Rlgn 21st Cent.	3	Lowery
COMM	349	W1	Intercultural Comm.	3	Martinson	PSCI	223	W1	American Government	3	Van Heemst
COMM	460	W1	Phil. of Human Comm.	3	Patrick-Trippel	PSCI	379	W1	Dvlp. World: Latin Amer.	3	Van Heemst
EDUC	214	W1	Early Adol Dev Psych	3	Brown	PSYC	200	W1	Lifespan Dev. Psych.	3	Gassin
ENGL	109	W1	College Writing I	3	Hoag	PSYC	321	W1	Social Psychology	3	Veit
ENGL	210	W1	College Writing II (APA)	3	Schurman	PSYC	365	W1	Crisis Intervention	3	Lee
ENGL	220	W1	Intro Wrtng Fict./Nonfict.	3	Hoag	SOCY	280	W1	Ethnic Relations	3	Perabeau
ENGL	301	W1	Understanding Lang.	3	Mulamba	SOCY	315	W1	Drugs in Society	3	Lee
ENGL	311	W1	Busn Comm/Tech Wrtg	3	Hoag	SOCY	321	W1	Social Psychology	3	Veit
ENGL	335	W1	Rdng in Content Areas	2	Schurman	SOCY	330	W1	Sociology of Aging	3	Guimond
FACS	126	W1	Nutrition, Health/Fitness	3	Kimberlin	SOWK	315	W1	Drugs in Society	3	Lee
FACS	214	W1	Early Adol Dev Psych	3	Brown	SOWK	330	W1	Soc. Work w/ Aging	3	Guimond
FACS	356	W1	Retail Merchandising	3	Figus	SOWK	365	W1	Crisis Intervention	3	Lee
HIST	200	W1	Western Civilization	3	Van Heemst	SOWK	394	W1	Juvenile Justice	3	Guimond
HIST	200	W2	Western Civilization	3	Van Heemst	THEO	110	W1	Intro to Christianity	3	Frisius
HIST	379	W1	Devlp. World: Latin Amer.	3	Van Heemst	THEO	351	W1	History of Christianity I	3	Frisius
LIT	105	W1	Literature Appreciation	3	Johnson	THEO	410	W1	Topic: Rlgn 21st Cent.	3	Lowery

**\*\*NURS 202 - students are required to be on campus by August 16th for the last two weeks of class and clinical.**

**In observance of Memorial Day no classes will be held on May 31, 2021.**

**See previous page for important dates regarding summer rates, course drop dates and refund schedules.**

**Students enrolling in summer class(es) MUST finalize** registration by making financial arrangements with Student Financial Services prior to the first day of class(es). This will give them access to their section(s). Students should login to Canvas prior to the start date for important information.

## ACADEUM ONLINE COURSES

Course	CR	Start	Drop	End	ONU course
Medical Terminology	3	5/10	5/12	7/3	BIOL-211
Art Appreciation	3	5/10	5/16	7/3	Humanities elect.
Fundamentals of Biological Sci	3	5/10	5/16	6/4	BIOL (No lab)
General Psychology	3	5/10	5/16	6/20	PSYC-101
Industrial and Organizational Psyc	3	5/10	5/16	6/20	PSYC-324
Organizational Behavior	3	5/10	5/16	6/20	BSNS-367
Pathophysiology	3	5/10	5/16	6/20	BIOL-330
Principles of Finance	3	5/10	5/16	6/20	BSNS-355
Principles of Management	3	5/10	5/16	6/4	BSNS-160
Theatre Appreciation	3	5/10	5/16	6/20	Humanities elect.
Topics in Virology	3	5/10	5/16	6/20	BIOL (No lab)
Abnormal Psychology	3	5/10	5/17	6/20	PSYC-361
Personality Psychology	3	5/10	5/17	6/20	PSYC-368
Capital Markets	3	5/25	5/31	6/22	BSNS-362
Families in Cross-Cultural Perspec	3	5/25	5/31	6/22	Intercultural elect.
Survey of Micro and Macroecon	3	5/25	5/31	6/22	ECON-110
Pathophysiology	3	5/31	6/6	7/25	BIOL-330
Management of Information	3	5/31	6/8	7/4	BSNS-403
Management of Marketing	3	5/31	6/8	7/4	BSNS-394
Principles of Sociology	3	5/31	6/8	7/4	SOCY-120
Principles of Marketing	3	6/2	6/7	7/27	BSNS-253
American History Since 1877	3	6/7	6/9	8/7	HIST-232
Medical Terminology	3	6/7	6/9	8/7	BIOL-211
Microbiology	4	6/7	6/9	8/1	BIOL-356
Music Appreciation	3	6/7	6/9	7/30	Humanities elect.
Pathophysiology	3	6/7	6/9	8/1	BIOL-330
United States History II	3	6/7	6/9	8/1	HIST-232
Wellness	2	6/7	6/9	7/30	PHED-190
Anthropology	3	6/7	6/9	7/30	SOCY-368
Earth Science II	3	6/7	6/14	8/7	PHSC-201
Introduction to Ethics	3	6/7	6/14	7/1	Philosophy elect.

### Additional Acadeum course information:

<https://www.olivet.edu/acadeum-college-consortium>

For questions and registration details,  
please contact [slkurtz@olivet.edu](mailto:slkurtz@olivet.edu) in the Registrar's Office

### Course refund policy:

Prior to first week	100%
First week prior to drop date	\$50 fee
After the drop date	0%

Course	CR	Start	Drop	End	ONU course
Physical Science	3	6/7	6/14	8/1	PHSC (No lab)
Child and Adolescent Dev	3	6/7	6/14	8/7	PSYC-211
Art Appreciation	3	6/21	6/23	7/30	Humanities elect.
Abnormal Psychology	3	6/30	7/7	8/22	PSYC-368
Criminal Justice	3	6/30	7/7	8/22	CJUS-243
Entrepreneurship	3	6/30	7/7	8/22	BSNS-450
Forensic & Investigative Acct	3	6/30	7/7	8/22	Accounting elect.
International Business	3	6/30	7/7	8/22	BSNS-365
Introduction to Biology with Lab	4	6/30	7/7	8/22	BIOL-201
Introduction to Humanities	3	6/30	7/7	8/22	Humanities elect.
Managing Information Systems	3	6/30	7/7	8/22	BSNS-403
Marketing Research	3	6/30	7/7	8/22	BSNS-440
Medical Terminology	3	6/30	7/7	8/22	BIOL-211
Personality Theory	3	6/30	7/7	8/22	PSYC-361
Police Administration	3	6/30	7/7	8/22	CJUS elective
Principles of Management	3	6/30	7/7	8/22	BSNS-160
Principles of Marketing	3	6/30	7/7	8/22	BSNS-253
Coaching Basketball	2	7/5	7/7	7/30	PHED-221
Art Appreciation	3	7/5	7/11	8/15	Humanities elect.
Cross Cultural Communications	3	7/5	7/11	8/15	COMM-349
Fundamentals of Biological Sci	3	7/5	7/11	8/15	BIOL (No lab)
Industrial and Organizational Psyc	3	7/5	7/11	8/15	PSYC-324
Music Appreciation	3	7/5	7/11	8/15	Humanities elect.
Physiological Psychology	3	7/5	7/11	8/15	PSYC-345
Principles of Management	3	7/5	7/11	8/15	BSNS-160
Advanced Corporate Finance	3	7/13	7/19	8/10	BSNS-444
Corporate Auditing	3	7/13	7/19	8/10	ACCT-367
Human Resources Management	3	7/13	7/19	8/10	BSNS-368
Organizational Behavior	3	7/13	7/19	8/10	BSNS-367
Social Inequality	3	7/13	7/19	8/10	Sociology elect.
Global Management and Ldrshp	3	7/14	7/20	8/11	Business elect.

### Summer Charges

Undergrad tuition (per credit hour) **\$475**

### Students enrolling in summer class(es) MUST finalize

registration by making financial arrangements with Student Financial Services prior to the first day of class(es). This will give them access to their section(s). Students should login to Canvas prior to the start date for important information.