

## REGISTRATION INSTRUCTIONS – SPRING 2025

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 January 6, 2025, 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:

**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 returned to the Registrar's Office.
  3. A typical 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, TC, TH** – Registrar; **CHV, CHP** – Chapel; **HO** – Health Office, **RG, SA,** – Student Accounts; **CD** – Collections Dept; **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 (Add/Drop) forms must be used to add a class beginning on August 28, 2024, 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

Self-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

R – Thursday

T – Tuesday

F – Friday

W – Wednesday

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

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

WC Weber Center

WN Wisner Hall of Nursing

## Traditional Undergraduate University Calendar 2024-2025

### Fall Semester, 2024

August 24	Orientation for Freshman/Transfers
August 26	Online Block I courses begin
August 26-27	Registration Days
August 28	Wednesday, 7:00 a.m., On-ground courses begin
TBA	Fall Revival
September 20	Final day to drop Block I courses
October 14-15	Fall Break
October 25-27	Homecoming
October 20	Online Block I courses end
October 21	Block II courses begin
November 8	Final day to drop semester-length courses
November 15	Final day to drop Block II courses
November 27-December 1	Thanksgiving holiday
December 2	Classes resume at 7:00 a.m.
December 11-13	Final Exams
December 15	Online Block II courses end

### Spring Semester, 2025

January 6	Monday, 7:00 a.m., On-ground courses begin
January 6	Online Block III courses begin
January 20	Martin Luther King, Jr. Day – no On-ground courses
January 31	Final day to drop Block III courses
February 7	Winter Break
TBA	Winter Revival
March 1-9	Spring Break
March 2	Online Block III courses end
March 10	Block IV courses begin
April 18-21	Easter Break
April 21	Monday only courses meet
April 4	Final day to drop semester-length courses
April 11	Final day to drop Block IV courses
April 28-30	Final Examinations
May 2	Friday, Baccalaureate Service
May 3	Saturday, 9:30 a.m. Commencement
May 4	Online Block IV courses end

## 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, MATH 112 or higher..... 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>

[AP & CLEP Score information](#)

## General Expenses

The University seeks to avoid increases to tuition and fees for a given term or academic year. However, the University reserves the right to modify financial charges listed here or in other University publications, including but not limited to tuition and fees, room and board, or charges for other food services at any time when deemed appropriate by the University based on a change in financial or other circumstances.

### The following is an itemized estimate of the cost of a semester in the 2024-2025 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 \$18,955.00  
(For a student taking a full load of 18 hours, this is equivalent to a tuition charge of \$1055.00 per hour. For more than 18 hours, the charge is \$1055.00 per additional hour. For students taking a part-time load of less than 12 hours in a given semester, the tuition charge is \$1,580.00 per hour.)

#### Applied Music Tuition Additional\*

Private lesson (piano, voice, organ, and instruments) **[default 2 credit course is for 30 minutes each week, per semester]** \$380.00  
Class (piano, voice, and instruments) per course \$160.00

\*See refund schedule within the Withdrawal and Course Drops section as billing may be affected

3. Room and Board (14 meals per week) average cost \$5,545.00  
Unlimited meals per week are \$360 more per semester  
Unlimited platinum per week is \$610 more per semester  
Apartment housing is \$400 more per semester  
*\*Contact Office of Student Development for Meal Plan specifics*

Total Tuition, Fees, Room and Board (semester) \$24,995.00

Total Tuition, Fees, Room and Board for a School Year (two semesters) \$48,990.00

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 or Petitioned Credit \$50.00

ID Card Replacement Charge \$20.00

International Student Insurance (per semester, Subject to Change) est. \$825.00

Key Replacement \$30.00

Lab fees: Courses with lab fees are noted and marked with the \$ icon

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
Textbook Rental Program (\$25/credit hour, per semester)	est. \$425.00
Tuition Deposit	\$200.00
Vehicle Registration Fee – Residential	\$75.00
Vehicle Registration Fee – Commuter	\$50.00
Academy Course Fees (per credit hour)	\$285.00

\*\*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 typical 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.

## 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 Student Persistence located in Benner library. 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 when 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 Student Persistence 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 for credit if the original grade is C- or lower. The highest grade is used in 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 credit 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.

**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:

<b>Cumulative Hours Attempted</b>	<b>Minimum Cumulative GPA</b>
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 (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				Graduated			
			within 4 years		within 5 years		within 6 years			
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%	507	=	65%
2015	731	400	=	55%	457	=	63%	466	=	64%
2016	704	403	=	57%	463	=	66%	469	=	67%
2017	750	391	=	52%	446	=	60%	452	=	60%
2018	692	366	=	53%	414	=	60%			
2019	696	347	=	50%						

## Music Registration Information\*

### **Dates**

SOM Event Highlights Calendar: [Event Highlights Calendar](#)

ONU Academic Calendar (See p.3): [Academic Calendar](#)

Music Scholarship Information:

<https://www.olivet.edu/wp-content/uploads/2024/02/Scholarship-Information-.pdf>

- Notable Dates: Spring Semester
  - January 6: On-ground classes begin
  - January 6: online Block III courses begin (courses that run from Jan-March)
  - January 31: final day to drop Block III courses
  - March 10: Block IV courses begin (courses that run from March-May)
  - April 4: final day to drop semester-length courses (courses that run from Jan-May).
  - April 11: final day to drop Block IV courses

### **Adding / Dropping a Course(s)**

- Once the semester begins, students must use an Add / Drop slip to adjust their schedules.
- Instructor and advisor approval are necessary to add a course, though only the advisor's signature is necessary when dropping a course.
- Add / Drop slips are available at the Registrar's office and/ or Music office.
- Students must be aware of **when** they are dropping courses, especially music students in lessons, **since their billing may be affected** (See Refund Schedule in "Course Fees" section below).

### **Course Fees (See costs)**

- iPads: The SOM recommends iPad pro or a recent iPad air with an Apple pencil. Gen 5 iPads are not recommended. Music majors, minors and students involved in ensembles will use the ForScore app. The university has iPads for sale, but students can bring their own.
- Taking a schedule overload: If a student wants to take over 18 hours for credit, the charge is \$1,055 per credit hour; the student must also complete a petition to request the overload.
- Applied Music Cost \*
  - One lesson each week, 30 minutes (piano, voice, organ and instruments): \$380
  - Class (piano, voice, and instruments per course): \$ 160
  - \* See refund schedule as billing may be affected

**Refund Schedule** (Withdrawals and Course Drops, p.8).

- Music Students who take lessons sometimes do not complete the course and drop their lessons during the semester. The date students drop their lessons may affect their billing-
  - Refunds
  - Week One: 100%
  - Week Two: 90%
  - Week Three: 75%
  - Week Four: 50%
  - Week Five: 25%
  - After Week Five: 0%

\*The information presented on this document is not exhaustive; students and parents should access the [Registration Booklet](#) for complete information.