

**SAMFORD UNIVERSITY**  
**Registration Information & Instructions for**  
**JAN TERM & SPRING 2009**

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## GENERAL INFORMATION

**ACADEMIC ADVISING:** Academic advice from a faculty advisor is mandatory. Appointments are scheduled through the academic department offices and should be made well in advance of advising/scheduling.

**AUTOMOBILE REGISTRATION:** All automobiles new to the Samford campus must be registered at the beginning of each semester. Information regarding automobile registration, parking regulations, and other related policies is available through the Campus Safety Office located on the 2nd floor of the Ralph W. Beeson University Center (phone: 726-2020).

**BOOKSTORE:** The University Bookstore, located on the 1st floor of the Ralph W. Beeson University Center, carries a complete line of new and used textbooks. In addition, the inventory includes supplies, sundries, clothing items, and related reading materials.

**CHANGE OF SCHEDULE:** Class schedules may be changed through the "\*\*Drop/Add/\*\*Withdraw" process.

**UNDERGRADUATE DAY, DOCTOR OF MINISTRY, GRADUATE (except Graduate Business, Environmental Management and Nursing):**

**January Term 2009: January 5, 2009, Payment Due.**

**\*January 7, 2009, last day to ADD or DROP course(s) without financial penalty.** (If your class schedule is altered during the schedule change period, **additional charges may result.**)

**\*\*January 16, 2009, last day to WITHDRAW from a course(s) or COMPLETELY WITHDRAW from ALL courses in a term without academic penalty.**

**Spring Semester, 2009: January 21, 2009, Payment Due.**

**\*January 30, 2009, last day to ADD or DROP course(s) without financial penalty.** (If your class schedule is altered during the schedule change period, **additional charges may result.**)

**\*\*March 13, 2009, last day to WITHDRAW from a course(s) without academic penalty.**

**\*\*April 23, 2009, last day to COMPLETELY WITHDRAW from ALL courses in a semester without academic penalty.**

**\*\*Classes withdrawn from AFTER January 7, 2009 (January Term) or January 30, 2009 (Spring Semester) require the signature of the professor of the class, in addition to the advisor's signature.**

Classes will be dropped during the schedule change period if your financial account is not "**Paid In Full.**" It is the student's responsibility to make certain their account is "**Paid In Full.**" *You May Check Your Account Status Via the Internet:* <http://portal.samford.edu/> (Select Banner tab.)

**CHECK CASHING:** Checks up to \$50 may be cashed at the University Bookstore, located on the 1st floor of the Ralph W. Beeson University Center, with a current Samford I.D. Face of check must have: Name, local address, telephone number, and student identification number. This check cashing privilege will be revoked after three dishonored checks.

**COMPUTERS:** General access computer laboratory facilities are located in Harwell G. Davis Library, Center for the Healing Arts, James Horton Chapman Hall, Sciencenter and Ralph W. Beeson University Center Annex. For assistance, please call the computer laboratory help desk (phone: 726-2316). The **Personal Technology Group** provides computer assistance to students in connecting their computers to the network, Monday - Friday, 7:00 a.m. - 7:00 p.m. (phone: 726-2662).

**FINANCIAL AID:** Students seeking financial assistance for the 2009 Spring Semester should file the 2008-2009 FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Any student who may be in need of additional financial assistance for the 2009 January Term should speak with a Financial Aid Advisor. Financial aid awards are based, in part, on a student's full or part-time status in a degree-seeking program. To maintain the maximum level of financial aid, undergraduate students should be careful to schedule 12 or more credit hours for the spring semester. Graduate students are considered full time if they enroll for 8 or 9 credit hours for the spring semester, dependent upon their course of study. Most financial aid awards require a reduction if less than full-time status is maintained. In some cases, a part-time student is ineligible for financial aid. Please check with the Financial Aid Office for what constitutes full-time enrollment. **It is the student's responsibility to complete the financial aid application process in a timely manner.**

**FOOD SERVICE:** Samford Dining Services is located on the 2nd floor of the Ralph W. Beeson University Center, (phone: 726-2385). The main Cafeteria is located on the 2nd floor (phone: 726-2006). The University Food Court is located on the 1st floor of the University Center (phone: 726-2145). Additional information is available through the Samford University Web page at: <http://www.samford.edu/campusdining/>

**I. D. CARD:** Information on having an I. D. Card made or replaced may be obtained at the Department of Public Safety and Emergency Management office located on the 2nd floor of Ralph W. Beeson University Center (phone: 726-2020).

**INTERNSHIPS:** Students must register (and pay for) at least one internship credit concurrent with the Jan Term (or Summer Term) in which they do the field experience portion of the course.

**LOST AND FOUND:** Campus Safety Office (phone: 726-2020).

**POST OFFICE:** A full service US Post Office is located on the 1st floor of the Ralph W. Beeson University Center. All undergraduates are issued a Post Office box and an e-mail address. **These are the official vehicles of communication on campus for important information such as graduation information and policy up-dates.** Upon graduation, transfer, or withdrawal, please **notify** the post office of your **change of address**. Additional information is available through the Samford University web page at: <http://www.samford.edu/postoffice.html>

**STUDENT HEALTH SERVICES:** Located at the rear ground level of John D. Pittman Hall. The clinic provides outpatient health services to students attending the University. Office hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. Call 726-2835 to schedule an appointment. **All students are required to submit the Immunization Record to Student Health Services prior to registering for their first semester classes.** Failure to submit this documentation within two weeks of the first day of class will result in a \$150 fine and a registration hold on the student's record. You may download an immunization record at: <http://www.samford.edu/stuhealth>.

**STUDENT TELEPHONE SERVICES:** Local telephone service is included in housing charges. Telephones are not included and must be provided by the student. Resident students can dial any local or intra-campus call with no additional charge. Samford no longer provides long-distance services to students. Most students use the long-distance services provided by their own cellular telephone service plan. Students who need long distance services should make arrangements with a long distance carrier and use that carrier's access (usually dialing an 800 number) to make long-distance calls. For more information regarding telephone service, contact Telephone Services located on the 3rd floor in Brooks Hall (phone: 726-2996).

**TRANSCRIPTS:** Currently or recently enrolled students can log in to the Samford University Portal with your user ID and password, then: 1. Click on the Banner tab. 2. Click on **Student and Financial Aid**. 3. Click on **Student Records**. 4. Click on **Request printed Transcript** and **enter required information**. You may also visit the Student Records Office in Samford Hall, room 214, to request an official transcript. **Please bring a photo ID such as a driver's license with you to show after you fill out and sign the request form.**

**WITHDRAWAL FROM ALL COURSES:** The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. **A student desiring to withdraw from the University at any time must secure an official *Withdrawal Request* form from the Student Records Office and submit the completed form.** This policy applies to all terms including semesters, summer terms, Jan Term, and nine-week sessions. In case of withdrawal or suspension, a refund of board (meal charge) shall be calculated on a pro rata basis. **A withdrawal may require re-payment to some financial aid programs. *Withdrawal Request* forms are processed according to the date received in Student Records.**

**Please Note: Failure to attend class does NOT constitute an official withdrawal.**

The student is responsible for completing the appropriate paperwork and submitting it to Student Records for processing.

**January Term Refunds** are based on days instead of weeks and the following applies:

**In case of withdrawal or suspension:**

- \* On first and second day of classes, the tuition and room rent refund will be 100 percent.
- \* On the third day of classes, the tuition and room rent refund will be 90 percent
- \* On the fourth day of classes, the tuition and room rent refund will be 75 percent.
- \* On the fifth day of classes, the tuition and room rent refund will be 50 percent.
- \* On the sixth day of classes, the tuition and room rent refund will be 25 percent.
- \* After the sixth day of classes, **NO** tuition and room rent refund is available.
- \* Board and Plan (meal charge) refund will be calculated on a pro rata basis.

**Spring Semester Refunds** are based on number of weeks as follows:

**In case of withdrawal or suspension:**

1. Within the first week of the semester, the student may receive a refund of 100 percent of tuition and room rent for that semester. The first week of a semester ends on the last day to drop course(s) without financial penalty.
2. After the first week of the semester, but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition and room rent for that semester. The second week of a semester ends on the first Wednesday following the last day to drop course(s) without financial penalty.
3. After the second week of the semester, but before the end of the third week of the semester, the student may receive a refund of 75 percent of the tuition and room rent for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.
4. After the third week of the semester, but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of tuition and room rent for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.
5. After the fifth week of the semester, but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of tuition and room rent for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.
6. After the ninth week of the semester, no refund of tuition or room rent is available.
7. Refund of board (meal charge) shall be calculated on a pro rata basis.

**The University reserves the right to change tuition and/or other charges, refunds procedures, or other policies.**

### **Return of Federal Financial Aid**

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn” a percentage of the funds that are disbursed to them with each day of class attendance. When a student who has received federal financial aid (Title IV funds include Federal Pell Grant, Federal SEOG, Federal Stafford and Plus loans and Perkins loan) leaves school before the end of the semester or period of enrollment, federal law requires the University to calculate the percentage and amount of “unearned financial aid funds that must be returned to the federal government”. **This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student.**

Once a student has completed more than 60% of the enrollment period, students are considered to have earned all funding received. **The University will NOT reduce the amount owed simply because of the loss of eligibility of financial aid. Thus, withdrawal prior to completion of 60% of the semester may result in the student having to pay amounts of financial aid required to return to federal sources from personal funds in addition to any institutional costs owed to the University.** Students are urged to consider these financial implications prior to making the decision to withdraw from school.

### **PAYMENT TERMS FOR ALL STUDENTS**

E-bills (electronic statements) are sent to students via the Samford University e-mail system which remains an official means of communication with students; the University no longer provides paper statements. Students are advised to check their e-mail regularly. Financial policies and payment schedules are posted at: <http://www.samford.edu/parents> along with information from Financial Aid and Student Records.

Registered students will receive an e-bill approximately three to four weeks prior to the payment due date. The e-bills reflect activity up to the date the e-bill was generated. Activity that transpired after the e-bill generation date can be viewed online via the Samford Portal at: <http://portal.samford.edu>. The portal provides activity since the last statement and a complete account summary.

**Payment** for each semester/term is noted on the Payment Due Date Schedule (<http://www.samford.edu/parents.html>). **Remember:** Classes may be dropped at the end of each day during the schedule change period if a student’s financial account is not **“PAID IN FULL.”** It is the student’s responsibility to ensure that the balance due Samford University is fully paid by the **Payment Due Day** prior to the beginning of class. Please check your account status via the Samford University Portal. Changes in registration, dorm, or board plans may result in additional charges that also must be paid.

Students who register after the e-bill generation date (as noted on the Payment Due Date Schedule) will not receive an e-bill until the next billing cycle which is typically after the semester begins. Therefore, these students must consult the online system to view their account summary and arrange payment by the due date.

Students receive e-bill statements frequently. A student account **unpaid** by the **payment due date** is placed in **past due status**. Students may not receive grades or transcripts and are not allowed to participate in commencement until the past due amount is cleared. **The University may charge interest on all amounts past due** and those **past due accounts** assigned to a **collection agency** may be **reported** to the **credit bureaus**. **Students are charged for collection costs.**

It is the student’s responsibility to ensure that payments are made on time. Financial arrangements for meeting this obligation are the responsibility of the parents and/or students and the supporting financial institutions. Arrangements should be made well in advance. Fees not paid by the financial institution must be remitted by the parents and/or students by the scheduled due date.

### **PAYMENT OPTIONS:**

#### **ELECTRONIC PAYMENT OPTIONS FOR STUDENTS:**

Students may pay their bill by accessing the online account detail available in the Samford portal at <http://portal.samford.edu/>. The online account summary provides the most up-to-date information about the status of the student’s account. Payment may be made by credit card (Discover, MasterCard, and VISA) or e-check (direct transfer from a checking account). Steps outlined below.

#### **A. From the on-line Account Detail:**

1. Login to the Samford University Portal at <http://portal.samford.edu/>
2. Select the “Banner” tab
3. Select “Student Financial Aid”
4. Select “Student Account”
5. Select “Account Detail for Term”
6. Select the desired billing term
7. Select the “Pay Now ”option
8. Select either Discover, Master Card, or VISA options
9. Complete the necessary information and submit your payment

**B. From the e-bill Electronic Statement:**

The e-mail notification of a new e-bill statement contains a link to the e-bill system. Clicking on the link will take the student to the e-bill system where payment can be made. **Note: The actual e-bill will only show account activity through the last billing cycle and thus may not represent all charges that are due.** View new activity at the “recent activity” link in the ebill system. Current link: <https://secure.samford.edu/ebill/web/index.jsp>

Payment may be made by credit card (Discover, Master Card, and VISA) or e-check. Students may also authorize parents or other designated individuals to access the e-bill system and make payments on their behalf. To enable this feature, a student **MUST** access the **e-bill system** and **set up those individuals responsible for payment** of their **student account** as an **“Authorized User”**. Students may set up an Authorized User by clicking on the link in their e-bill message, selecting the “Authorized User” tab and following the instructions.

**ELECTRONIC PAYMENT OPTIONS FOR PARENTS OR GUESTS:**

- A. If your student has added you to the e-bill system as an “Authorized User” (see the previous paragraph), you will receive e-mail notification when a new e-bill statement is issued. Click on the link in the e-mail to access the e-bill system and make a payment. Current Link: (<https://secure.samford.edu/ebill/web/index.jsp>) in the e-mail message. You may pay by credit card (Discover, MasterCard, and VISA) or e-check. **Students MUST authorize parents or other designated individuals to access the e-bill system and make payments on their behalf.**

**PREFERRED METHOD OF PAYMENT**

Students and their parents may now pay via credit card through the Samford University Portal on the web at: <http://portal.samford.edu/> or via credit card or check through the e-bill system at: <https://secure.samford.edu/ebill/web/index.jsp>

(Please see directions and hours of availability on page 4 of this booklet.)

**OTHER PAYMENT OPTIONS**

The Bursar’s Office continues to accept payment by check and credit card (Discover, MasterCard, and VISA), through the mail, as well as in person. Payment by credit card or checks using the ebill system is the most efficient and preferred method to make payment. During peek payment periods, you could experience delays in making a payment by telephone or in person.

Questions? Please contact the Bursar’s Office at [broffice@samford.edu](mailto:broffice@samford.edu), 1-800-888-7214 (toll free) or 205 726-2816

**Useful URL’s** – Please visit our website to learn more about: Samford University: <http://www.samford.edu/>

Samford University Library homepage: <http://library.samford.edu/>

Much useful and important information is linked from the: Student Records homepage: <http://www.samford.edu/groups/sturec/>

Bursar’s Office homepage: <http://www.samford.edu/admin/bursar/>

Make a Payment (instructions for making student account payments) link: <http://www.samford.edu/newpay.html>

Info for Parents (payment schedules, financial policy, Financial Aid, Academic

Services, Calendar of Events, etc) link: <http://www.samford.edu/parents/index.html>

The Samford University Portal can be accessed from the Samford University homepage. Student fee payment, financial records, holds, grades, and unofficial transcripts are accessible by logging in with the student’s User Name and Password.

**PLEASE NOTE:**

In Accordance to University Policy, a Student Should be Attending Class(es) Only if He/She is Officially Registered for the Course(s) and **All Fees** for the Course(s) Have Been Paid

Samford has entered into Electronic Funds Transfer (EFT) agreements with our major providers of student loans. This will allow us to receive loan funds electronically and automatically post them to students’ accounts if their bank participates. You must authorize such a transfer on your loan application. Even if your student loan does not come from a lender participating in EFT, you can still avoid the rush in the Bursar’s Office by endorsing your check(s) in the Bursar’s Office in the days immediately preceding the payment due date.

## Schedule of Final Examinations

The following classes are block tested:

If your class is:	Your final exam will be:		
UCBP 101	Thursday	May 14, 2009	3:30 PM
UCCA 102	Wednesday	May 13, 2009	3:30 PM
World Languages (Elementary & Intermediate Levels)	Tuesday	May 12, 2009	3:30 PM

If your class is not listed above and meets:	Your final exam will be:			
MWF	7:45 AM	Monday	May 11, 2009	8:00 AM
MWF	8:00 AM	Monday	May 11, 2009	8:00 AM
MWF	9:15 AM	Wednesday	May 13, 2009	8:00 AM
MWF	10:30 AM	Monday	May 11, 2009	10:30 AM
MWF	11:45 AM	Wednesday	May 13, 2009	10:30 AM
MWF	1:00 PM	Monday	May 11, 2009	1:00 PM
MWF	2:00 PM	Wednesday	May 13, 2009	1:00 PM
MWF	2:15 PM	Wednesday	May 13, 2009	1:00 PM
MWF	2:30 PM	Wednesday	May 13, 2009	1:00 PM
MWF	3:30 PM	Monday	May 11, 2009	6:00 PM
MWF	4:00 PM	Monday	May 11, 2009	6:00 PM
MWF	4:45 PM	Monday	May 11, 2009	6:00 PM
MWF	5:00 PM	Wednesday	May 13, 2009	6:00 PM
MWF	6:00 PM	Wednesday	May 13, 2009	6:00 PM
TR	8:00 AM	Thursday	May 14, 2009	8:00 AM
TR	9:00 AM	Tuesday	May 12, 2009	8:00 AM
TR	11:00 AM	Thursday	May 14, 2009	10:30 AM
TR	12:00 PM	Tuesday	May 12, 2009	1:00 PM
TR	1:00 PM	Tuesday	May 12, 2009	10:30 AM
TR	2:00 PM	Thursday	May 14, 2009	1:00 PM
TR	2:15 PM	Thursday	May 14, 2009	1:00 PM
TR	3:00 PM	Tuesday	May 12, 2009	6:00 PM
TR	3:30 PM	Tuesday	May 12, 2009	6:00 PM
TR	5:00 PM	Tuesday	May 12, 2009	6:00 PM
TR	6:00 PM	Thursday	May 14, 2009	6:00 PM

Final examination periods are two hours in length. All classes will be examined according to the above schedule. Any **conflicts** in the **final examination schedule** should be **reported** by the **instructor** or **department head** to the Student Records Office well in advance so arrangements can be made for special cases. **Students** should **discuss conflicts** with **his/her instructor**.

**Finals for Metro classes are held at the regular class time:**

2009 Spring Semester:      May 11th – 14th

### SPRING CLASS PERIODS

Monday (M), Wednesday (W), Friday (F)	Tuesday (T), Thursday (R)
8:00 AM - 9:05 AM	8:00 AM - 9:50 AM
9:15 AM - 10:20 AM	10:00 AM - 10:40 AM (Convo)
10:30 AM - 11:35 AM	11:00 AM - 12:50 PM
11:45 AM - 12:50 PM	1:00 PM - 2:50 PM
1:00 PM - 2:05 PM	3:00 PM - 4:50 PM
2:15 PM - 3:20 PM	
3:30 PM - 4:35 PM	

SECTION I  
DAY PROGRAMS / SCHEDULES  
**ADVISING - SCHEDULING - PAYING**  
UNDERGRADUATE and GRADUATE

<b>SELF-REGISTRATION</b>	
<b><u>For Currently Enrolled Students</u></b>	
<b><u>Dates</u></b>	<b><u>Credits Successfully Completed</u></b>
*October 22	University Honors Program Students
*October 27	90+
*November 3	58 - 89
*November 10	26 - 57
*November 17	0 – 25
*November 24	Open enrollment

**NOTE:** \* The **registration screen** will be **open for registration by 6:00 A.M.** at the **beginning of each week** listed above.

**STEP 1.** Consult your **Academic Adviser** to **get your alternate PIN** and select classes: Advisers may schedule specific day and time assignments.

**STEP 2.** Prior to attempting to register, check your **Registration status, Registration time** and **HOLDS**. Resolve any problems well before your registration window opens.

**STEP 3.** Students who have registered must make payment in full on or before **Payment Due Date:**

2009 January Term: Tuesday, December 14, 2008

2009 Spring Semester: Wednesday, January 21, 2009

**2009 SPRING BANNER STUDENT SELF-SERVICE REGISTRATION INSTRUCTIONS – Short Form**

If you encounter registration restrictions when registering, please obtain a *Registration Permit/Override Request* form from your advisor or on the Student Records web at: <http://www.samford.edu/groups/sturec/regpermit-form.pdf> Also a copy of this form is on page 10. Complete the form, obtain the approving signatures, and present this form to the secretary of the department offering the class for your request to be processed.

1. Log into the Samford portal.	9. If the “ <b>Registration Term</b> ” screen appears, select the term you are registering for.
2. Click on the “ <b>Banner</b> ” tab.	10. If the “ <b>Alternate PIN Verification</b> ” screen appears, enter your Registration Alternate PIN <b>given to you</b> by your <b>advisor</b> .
3. Click the menu item entitled “ <b>Student and Financial Aid</b> ”.	11. Click the “ <b>Class Search</b> ” button at the bottom of the screen.
4. Click the menu item entitled “ <b>Registration</b> ” to begin.	12. Select one or more subjects and any other search criteria you want to use. At least one subject must always be selected for a search.
5. Click the menu entitled “ <b>Registration Status</b> ”.	13. Once you have found your class, check the box to the left to select it. If there is a “ <b>C</b> ” in this space, then the <b>class section is closed</b> .
6. Select the “ <b>Term</b> ” you want to register for and click on the “ <b>Submit</b> ” button.	14. Once you have checked the course/s you want, click the “ <b>Register</b> ” button at the bottom of the page.
7. Review information and take care of any holds listed. If there are <b>none</b> and the date is during the dates shown under “ <b>You may register during the following times</b> ”, you may proceed by clicking the “ <b>Return To Menu</b> ” link in the upper right hand corner of the screen.	15. Click “ <b>Class Search</b> ” to repeat the process and complete your entire schedule.
8. Click the item entitled “ <b>Add or Drop Classes</b> ”.	16. To view your schedule, click on the link, “ <b>Return to Menu</b> ”, in the upper right of the screen. Then click the link entitled, “ <b>Student Detail Schedule</b> ”, in the Registration menu.

**FOR MORE DETAILED INSTRUCTIONS OR HELP WITH POSSIBLE ERROR MESSAGES**

**GO TO:** <http://www.samford.edu/groups/sturec/selfservice.html>

If you experience problems, call the Help Desk at 726-2662

DAY PROGRAMS / SCHEDULES  
**ADVISING/SCHEDULING/PAYING FOR STUDENTS NOT YET REGISTERED**  
 UNDERGRADUATE and GRADUATE

**NOTE:** For students who **have not** participated in advising/scheduling/payment and are therefore not yet enrolled in any courses prior to late registration date:

**STEP 1. Consult your Academic Adviser to get your Registration alternate PIN and select classes:**

**NOTE:** Advisers may schedule specific day and time assignments.

**STEP 2. If any of your classes require permits, obtain a Registration Permit/Override form from your advisor, complete the form and submit it to the secretary of the department that offers the class. Without the permit in the computer, you will not be allowed to register for that class.**

**STEP 3. Prior to attempting to register, check your Registration status, Registration time and HOLDS. Resolve any problems well before your registration window opens.**

**STEP 4. January Term:** Attend class(es) first, beginning Monday, January 5, 2009, and then register.

**Spring Semester:** Attend class(es) beginning Monday, January 26, 2009.

<p><b>2009 JANUARY TERM</b>  <b>SCHEDULING FOR STUDENTS NOT REGISTERED - ADVISOR'S OFFICE</b>  <b>PAYMENT - SAMFORD HALL</b>  <b>Schedule: Monday, January 5, 2009</b></p> <p><b>Open: *8:00 A.M. – 4:30 P.M.</b></p>	<p><b>2009 SPRING SEMESTER</b>  <b>SCHEDULING FOR STUDENTS NOT REGISTERED – ADVISOR'S OFFICE (Until noon)</b>  <b>*PAYMENT – VIA WEB</b>  <b>Schedule: Monday, January 26, 2009</b></p> <p><b>*See Page 4 for instructions, days, and times</b></p>
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Scheduled Classes are **Dropped** When a Student's Account is Not **"Paid In Full"** by:  
 Monday, **January 5, 2009** (January Term) and Monday, **January 26, 2009**, (Spring Semester)  
 And Each Day Following During the Schedule Change Period.

### CALENDAR

#### 2009 JANUARY TERM

#### 2009 SPRING DAY COURSES

December 16	Payment Due Date for Students Who <b>Have</b> Registered	January 21
January 5	Advising, Registration for Students Not Yet Registered	January 23
January 5	Classes Begin	January 26
N/A	University Convocation	January 27
January 7	Last Day to <b>Add</b> or <b>Drop</b> Course(s) <b>Without Financial</b> Penalty	January 30
January 7	Deadline to Submit <i>Course Repeat</i> Form in Semester Repeated Course is Taken	January 30
N/A	Deadline for Faculty to Submit Midterm Grades for Freshmen	March 9
January 16	Last Day to <b>Withdraw</b> From a Course(s) <b>Without Academic</b> Penalty	March 13
January 16	Last Day to <b>Withdraw</b> From <b>ALL</b> Courses in <b>Jan Term Without Academic</b> Penalty	N/A
January 19	Martin Luther King, Jr. Holiday ( <b>No Classes Meet</b> )	N/A
N/A	Spring Break Holidays ( <b>No Classes Meet</b> )	March 16 – 20
N/A	Registration for Summer Terms and Fall Semester	April 1 – 24
N/A	Easter Holiday ( <b>No Classes Meet</b> )	April 13
N/A	Last Day to <b>Withdraw</b> From <b>ALL</b> Courses in <b>Semester Without Academic Penalty</b>	April 23
January 22	Classes End	May 8
January 23	Final Examinations	May 11 - 14
N/A	Commencement Weekend	May 15 – 16

# BACHE

BIRMINGHAM-SOUTHERN COLLEGE • MILES COLLEGE • SAMFORD UNIVERSITY •  
UNIVERSITY OF ALABAMA AT BIRMINGHAM • UNIVERSITY OF MONTEVALLO

## BIRMINGHAM AREA CONSORTIUM FOR HIGHER EDUCATION

Created with initial funding support from The Greater Birmingham and Robert R. Meyer Foundations, **BACHE (Birmingham Area Consortium for Higher Education)** is a collaborative approach by which the five, four-year colleges and universities in the Birmingham area enhance the educational opportunities of their students in a prudent economic fashion.

**BACHE** initiatives focus on programs that are improved through inter-institutional cooperation or that all institutions may not offer. The participating institutions are: Birmingham-Southern College, The University of Alabama at Birmingham, Miles College, The University of Montevallo and Samford University. The Cooperative Course Exchange Program of **BACHE** expands course offerings available to students and eliminates gaps that occasionally occur within programs on individual campuses. To register in the **BACHE** program at Samford, please contact **Sara Gould** in Students Records at **726-2906**.

Undergraduate full-time day students that are in good academic standing at their home campus may take **ONE 300 – 400 level course** per Samford term at another **BACHE** site at no additional cost. In most cases, such courses are not available at the home campus and are taken elsewhere to improve the student's program and overall educational experience. Samford students may begin the process by obtaining Exchange Forms in the Student Records Office from the campus **BACHE** coordinator. These forms require signatures from the student's academic advisor and Samford department chair for the course to be approved at the exchange school. Students participating in classes through the Course Exchange arrangement are responsible for knowing and acting on the official policies in place at the host campus. (**Important:** An exchange course may **NOT** be taken during the term in which the student expects to graduate.)

Students benefit from exposure to diverse learning communities and courses as varied as Speech-Language Pathology, Ballet and Jazz dance, Marine and Environmental Sciences, Arabic, Chinese, Hindi, Italian, Japanese, Portuguese, Russian, Swahili, Military Science, International Marketing, Journalism and Media, Retail and Design Merchandising, and Asian Studies. Contact Samford professor, Dr. James S. Brown, at 726-2553 for additional information about the Asian Studies Program.

### Library Cooperation

Students, faculty, and staff at **BACHE** institutions may access the resources of all the member libraries by simply presenting a valid I.D. It is best for students to first discuss research projects with the faculty and reference staff at their home library before using member libraries. The rules and regulations of the lending library govern and must be respected.

Are you ready for Commencement?



## Student Records Office

Welcome to the Student Records Office at Samford University in Birmingham, Alabama. Our physical office is located in Samford Hall, Room 214.

**Office Hours:**  
Monday – Friday  
8:00 a.m. – 4:30 p.m.

**Mailing Address:**  
Office of Student Records  
Samford University  
800 Lakeshore Drive  
Birmingham, Alabama 35229

**Phone and Fax:**  
Phone: 205-726-2911  
Toll Free: 1-877-726-2911  
Fax: 205-726-2908

Our staff is committed to providing students, faculty, and staff an array of exceptional academic services. We work continually to improve and enhance the quality of these services to benefit the University community. The office welcomes your comments and suggestions to help us better understand and serve your needs.

### STUDENT RECORDS WEB SITES:

- HOME:** <http://www.samford.edu/groups/sturec/index.html>
- ABOUT:** <http://www.samford.edu/groups/sturec/about.html>
- STUDENTS:** <http://www.samford.edu/groups/sturec/students.html>
- PARENTS:** <http://www.samford.edu/groups/sturec/parents.html>
- FACULTY/STAFF:** <http://www.samford.edu/groups/sturec/faculty.html>
- CALENDARS:** <http://www.samford.edu/groups/sturec/calendars.html>
- UNIVERSITY CATALOG:** <http://www.samford.edu/groups/sturec/univcat.html>

### ACADEMIC SERVICES/STUDENT RECORDS STAFF:

**Paul Aucoin**, Dean of Academic Services and Registrar  
(205) 726-2732 [pgaucoid@samford.edu](mailto:pgaucoid@samford.edu)

**Betty Caterinichia**, Administrative Assistant -  
Academic Services  
(University Withdrawal, Commencement)  
(205) 726-2732 [btcatერი@samford.edu](mailto:btcatერი@samford.edu)

**Nancy Miller**, Associate Registrar  
(205) 726-2915 [ndmiller@samford.edu](mailto:ndmiller@samford.edu)

**Jane Leask**, Assistant Registrar -  
Certifications, Publications, & Programming  
(Student Athlete Verification, Catalog, Web Site)  
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**Michelle Joiner**, Assistant Registrar -  
Technical Coordinator  
(Banner Security, Argos Reports, Veteran's Affairs)  
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**Nancy Bales**, Transfer & Credit Analyst  
(Transcript Evaluation, Transient Enrollment/  
Letters of Good Standing)  
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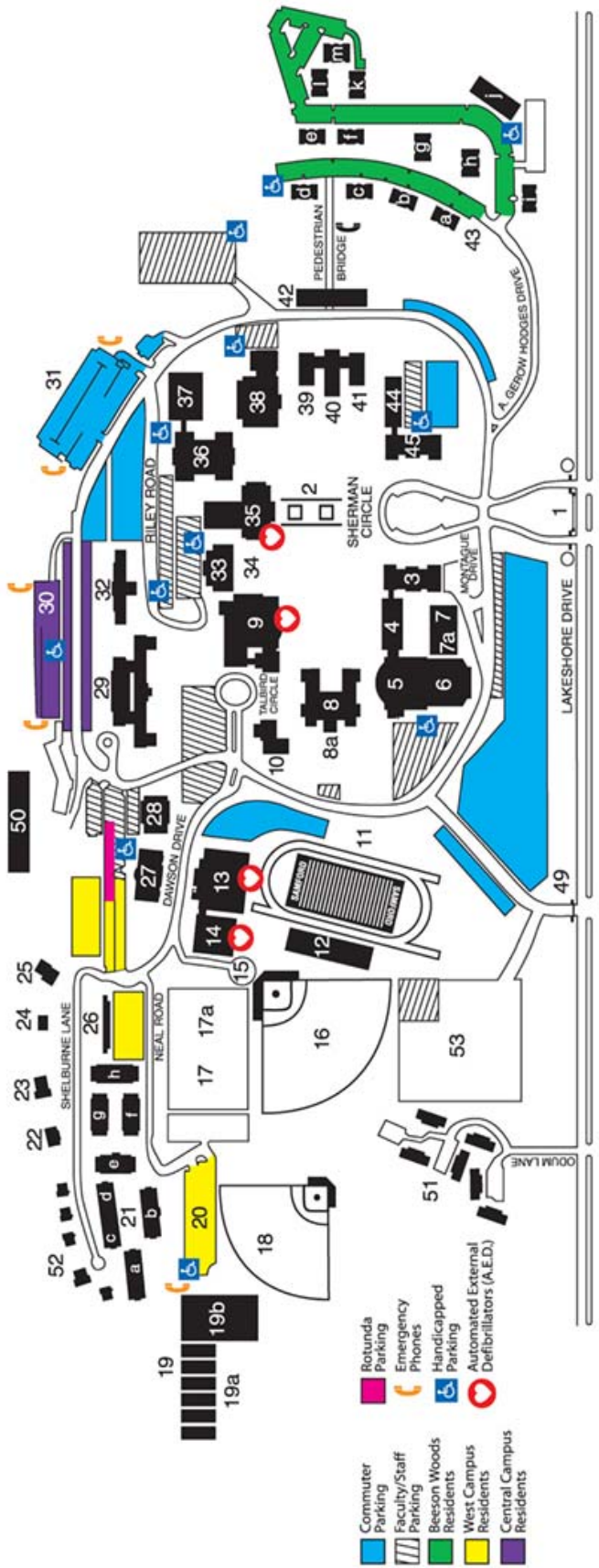
**Dale Baldwin**, Student Records Supervisor  
(Enrollment Certification)  
(205) 726-2183 [dbaldwin@samford.edu](mailto:dbaldwin@samford.edu)

**Deborah Crowson**, Records Specialist  
(Degree Checkouts, Graduation)  
(205) 726-2589 [dkcrowso@samford.edu](mailto:dkcrowso@samford.edu)

**Sara Gould**, Records Specialist  
(BACHE, Course Term Files, Grades, Transcripts)  
(205) 726-2906 [sjgould@samford.edu](mailto:sjgould@samford.edu)

**Kim Sims**, Customer Services Coordinator  
(Transcripts, Change of Address Forms)  
(205) 726-2911 [kmsims@samford.edu](mailto:kmsims@samford.edu)

# SAMFORD UNIVERSITY



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- 1. Main Gate
- 2. Centennial Walk
- 3. Frank Park Samford Hall (Administration)
- 4. John H. Buchanan Hall (Performing Arts)
- 5. Bonnie Bolding Swearingen Hall
- 5a. Benjamin F. Harrison Theatre
- 5b. Bolding Studio
- 5c. J. Willie S. Wray Center, Concert Hall
- 6. J. Willie S. Wray Center, Recital Hall
- 7. Jana Hollock Block, Recital Hall
- 7a. Andrew Gerow Hodges Chapel
- 8. Divinity Hall (Divinity)
- 9. Ralph W. Beeson University Center
- 10. J. D. Plemman Hall
- 11. F. Paige Seibert Stadium
- 12. Leo E. Baahnsky Press Tower
- 13. F. Paige Seibert Hall
- 14. Leo E. Baahnsky Fieldhouse
- 15. Bulldog Spirit Plaza
- 16. Joe Lee Griffin Baseball Field
- 17. Pete Harnal Center (under construction)

- 17a. Thomas E. and Maria H. Cortis Arena
- 18. Softball Field
- 19. Samford Tennis Center
- 19a. Darwin Hardison Courts
- 19b. Pat Murphy Courtyard Pavilion
- 20. West Campus Parking Deck
- 21. West Campus Residence Halls
- 21a. Sigma Chi
- 21b. Kappa Nu
- 21c. Sigma Nu
- 21d. Alpha Omicron Pi
- 21e. Phi Mu
- 21f. Chi Omega
- 21g. Alpha Delta Pi
- 22. Zeta Tau Alpha
- 22. Pi Kappa Phi House
- 23. Air Force ROTC Detachment
- 24. Athletics Annex
- 25. Lambeth Chi Alpha House
- 26. Edwina Ramsey Student Apartments
- 27. Dwight M. and Lucile S. Beeson Center for the Healing Arts (Nursing)

- 28. Orlean Bullard Beeson Hall (Education and Professional Studies)
- 29. Lena Wall Davis Residence Hall
- 30. North Campus Parking Deck
- 31. Northeast Parking Deck
- 32. Mamee Mill Smith Residence Hall
- 33. Dwight M. Beeson Hall (Business)
- 34. Jean Brown Plaza
- 35. Lucile Stewart Beeson Hall (Law)
- 36. Memory Lakes Robinson Hall (Law)
- 37. Elinor Messer Brooks and Maroon Thomas Brooks Hall
- 38. Percy Pratt Burns Hall
- 39. A. Hamilton Reid Chapel
- 40. James Horton Chapman Hall
- 41. Science Center
- 42. Beeson Woods Residence Halls
- 43a. James Hall
- 43b. Luther Hall
- 43c. Woodson Hall
- 43d. Wesley Hall

- 43e. Ralph Hall
- 43f. Orlean Hall
- 43g. Dwight Hall
- 43h. Lucile Hall
- 43i. Treetop Hall
- 43j. Evergreen Hall
- 43k. Flora Hall
- 43l. Marshall Hall
- 43m. Mather Hall
- 44. Thomas D. Russell Hall
- 45. Robert I. Ingalls, Sr. Hall (Pharmacy)
- 46. Children's Learning Center
- 47. Soccer/Intramural Fields
- 48. Alpine Tower
- 49. West Entrance
- 50. Facilities Services
- 51. Student Apartments
- 52. Facilities Services Houses
- 53. South Stadium Lot

## Registration Permit/Override Request Form

Student: \_\_\_\_\_

Term: \_\_\_\_\_

(i.e. 2008 Summer, 2008 Fall)

Banner SUIID: \_\_\_\_\_

e-mail: \_\_\_\_\_@samford.edu

While registering via Self-Service, I encountered registration restrictions. Please permit me to over-ride these restrictions and register for the following class(es):

	CRN	Course (Subject, Number, Section)	Permit Code (see list below)	Approving Signature
1				
2				
3				
4				
5				
6				
7				
8				

**Instructions:** In the grid above, enter the Course Reference Number (CRN), Course information, and the type of registration permission (Permit Code) you are requesting. Obtain the Approval Signature(s) and present this form to the **secretary** of the **department offering the course** to enter the permit in Banner. Once the permit has been entered, **you must register for the course to be enrolled; the permit does NOT complete the registration.** Please use the appropriate Permit Code(s) from the following list:

Permit Code	Override Error Message	Approval Signature(s) Required
CLAS	Classification (Senior status) restriction	Chairperson of the department offering the classes
COLL	College requirement	Your academic dean, the dean of the college offering the class and the Dean of Academic Services and Registrar ( <b>3 signatures</b> )
CORQ	Co-requisite required	Chairperson of the department offering the classes
DEGR	Degree requirement	Your academic dean, the dean of the college offering the class and the Dean of Academic Services and Registrar ( <b>3 signatures</b> )
LEVL	Level requirement	Your academic dean, the dean of the college offering the class and the Dean of Academic Services and Registrar ( <b>3 signatures</b> )
LINK	Link requirement (lecture/lab)	Chairperson of the department offering the classes
MAJR	Major requirement	Chairperson of the department offering the classes
PREQ	Prerequisite requirement	Chairperson of the department offering the classes
PROG	Academic program requirement	Your academic dean, the dean of the college offering the class and the Dean of Academic Services and Registrar ( <b>3 signatures</b> )
RPTS	Repeat limit on course	Your advisor and academic dean (To request that the new grade replace a D+ or lower grade, <b>you must also complete</b> the ' <a href="#">Petition to Repeat a Course</a> ' form and <b>submit</b> it to <b>Student Records</b> for <b>approval/processing.</b> )
SEAT	Seat limit on class	Instructor of the course ( <b>exception: UCCA, UCCP, UCBP and IDSC courses require Dean of Howard College of Arts and Sciences approval</b> )
SPEC	Dean/Department/Instructor permission requirement	Academic Dean, Chairperson of the department offering the classes and/or Instructor offering the class ( <b>1-3 signatures</b> )
TIME	Time conflict	Instructors of both of the classes involved ( <b>2 signatures</b> )

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Notified of Permit/Override Approval: \_\_\_\_\_ (Circle one: In person email mail)  
(Date/initials)