

## About Fontbonne University

### Mission

Fontbonne University, a Catholic Institution sponsored by the Sisters of St. Joseph of Carondelet, is committed to the common good through the daily pursuit of transformative education, inspiring students to become global citizens who think critically, act ethically, and serve responsibly.

Fontbonne University aspires to be a preferred destination, committed to providing a holistic learning experience rooted in excellence, for those seeking to be educated as leaders to serve a world in need and for those dedicated to educating them.

### Notice of Non-Discrimination

Fontbonne University does not discriminate on the basis of race, color, religion, age, sex, gender orientation, national or ethnic origin, or disability in employment or in the administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other programs and activities.

Furthermore, Fontbonne University prohibits retaliation against anyone who either opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises that person's rights under any law that forbids discrimination.

The Fontbonne University coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations prohibiting discrimination are:

Corinne Wohlford  
Associate Vice President for Academic Affairs  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone: (314) 719-3640  
E-mail: [cwohlford@fontbonne.edu](mailto:cwohlford@fontbonne.edu)

Questions about this non-discrimination policy and any complaints of discrimination shall be directed to this coordinator.

Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

The University reserves the right to change any section of this bulletin and to affect the cancellation of any listed course without prior notice.

## Registration

**Pre-registration Week:** October 30-November 3, 2017

### Undergraduate Registration:

**Currently enrolled students**— November 6-10, 2017 online (ADVISOR CLEARANCE REQUIRED)

**New students** (freshmen, transfer, unclassified):  
Begins November 13, 2017 by appointment

### Graduate Registration:

**Currently enrolled students**—November 6-10, 2017 online (ADVISOR CLEARANCE REQUIRED)

**New students**  
Begins November 13, 2017 by appointment

### Final Registration

Thursday, January 4, 2018 4-5:30 p.m. for all students who have not previously registered. Anyone registering after final registration will pay a late fee of \$25.

## Registration Procedures

Students should:

- Meet with their departmental advisor to complete applicable Registration forms. (If you are undecided as to a major, a staff advisor will be assigned.)
- Returning students enter their schedules online.
- Advisors enter the new student's schedule online.
- All students' white registration form may be returned to the Registrar's Office, Ryan 205 or may be kept in the advisor's file.

For clarification or additional information about registration procedures, please call the Registrar's Office at (314)889-1421.

## Changes and Withdrawal Deadlines

Changes to student registration may be made online in Griffinnet before the end of the add/drop period (Friday, January 13, 2018)

To change registration after January 13, including withdrawal from a course, the student must:

- Obtain the appropriate form online (<https://www.fontbonne.edu/academics/academic-resources/registrar/>)
- Give the supporting reason for the change or withdrawal.
- Obtain approval and signature from the advisor before the end of the first week of the semester.
  - After the first week of the semester, the student must obtain the signatures of the advisor, the Business Office and the Financial Aid Office. Students may not add a full semester course after the first week of the semester.
- Return the form to the Registrar's Office before the deadline.

After the first week of the semester has been completed, no further changes may be made with the exception of withdrawals and 2nd 8-week course additions. A student who, with proper authorization, withdraws from a course before a date specified in the University calendar (usually one week after midterm) receives a grade of "W." No withdrawals will be accepted after the date specified in the calendar. Exception to this policy, for reasons beyond the student's control, may be made by The Office of Academic Affairs for an individual course or for the semester. Students who withdraw without authorization receive a final grade of "F."

## FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL

### Examination Schedule (April 30-May 4, 2018)

Class	Start Time	Exam Day	Exam Time
MWF	8:00 a.m.	Mon 4/30	8:00-9:50 a.m.
MWF	9:00 a.m.	Wed 5/2	8:00-9:50 a.m.
MWF	10:00 a.m.	Mon 4/30	10:00-11:50a.m.
MW	12:30 p.m.	Wed 5/2	10:00-11:50a.m.
F	1:00p.m.	Wed 5/2	12:00-1:50 p.m.
MW	2:00 p.m.	Mon 4/30	12:00- 1:50 p.m.
MW	3:30p.m.	Wed 5/2	2:00-3:50 p.m.
TR	8:00 a.m.	Tues 5/1	8:00-9:50 a.m.
TR	9:30 a.m.	Thur 5/3	8:00-9:50 a.m.
TR	11:00 a.m.	Tues 5/1	10:00-11:50a.m.
TR	12:30 p.m.	Thur 5/3	10:00-11:50a.m.
TR	2:00 p.m.	Tues 5/1	12:00-1:50 p.m.
TR	3:30 p.m.	Thur 5/3	12:00-1:50 p.m.

\*4:30 – 7:00 classes will meet for exams at regular class time in the same classroom

In case of school cancellation due to a University-wide emergency, exams will be transferred to Friday, May 4, 2018. Students whom have more than three exams on a given day should work with the instructors to petition for one to be moved to another day.

EXAMS FOR SATURDAY AND EVENING CLASSES WILL BE GIVEN AT REGULARLY SCHEDULED TIMES.

### University Expenses TUITION (2017-2018)

Full-time undergraduate tuition:  
\$12,550 per semester  
\$25,100 per academic year

A full-time undergraduate student takes 12-18 credit hours per semester. Full-time students taking any hours in excess of 18 per semester will pay the undergraduate part-time rate for additional hours (\$671.00 per hour).

Part-time undergraduate tuition:  
\$671.00 per credit hour

A part-time undergraduate student takes fewer than 12 credit hours in the fall or spring semester.

Graduate rates: \$728.00 per credit hour

Room and Board

For housing information, visit our [website](#)

## Tuition Discounts

**Alumni Discount:** Students with an undergraduate degree from Fontbonne are eligible for a 15% discount on their graduate studies. This discount may exclude some laboratory and studio courses. This discount must be requested each semester.

**Educator's Discount:** In appreciation of the services offered to our community by educators at all levels, Fontbonne University offers a 15% discount to qualified individuals enrolled in graduate coursework. Qualified educators (teachers or paraprofessionals) include those who work at least half-time in a nursery school, a pre-K through 12 school system or post-secondary institution. Application forms can be obtained from your department and must be filled out in its entirety each semester.

**Corporate Discount** – Fontbonne University is proud to offer discounts on tuition through its partnership programs. Partners includes those in the private sector, not-for-profit institutions and government. Employees of designated partner organizations are eligible to apply and must meet the admission requirements of their desired program of study. Discounts may not be used in combination with other Fontbonne University grant, scholarship or tuition discount programs. An employee discount form must be submitted prior to starting classes. Check with your HR department to see if you are eligible for this discount.

**Military Discount** – As a special recognition of service to our country, all service members and veterans are eligible for a 15% tuition discount if no additional institution funding is available. Students al may utilize tuition assistance and veteran's affairs benefits to include the Post 9-11 GI Bill.

\*note: Only one discount will be applied per course. If a student is eligible for more than one discount on the same course, the larger discount will be applied.

### ***Fees (2017 – 2018)***

Application fee: \$25  
International application fee: \$50  
Freshman Orientation Fee: \$200  
New Transfer Student Fee: \$50  
Graduation: \$75  
Parking permits: \$80 – \$160  
(Parking permit fees are subject to change)  
Late registration — \$25  
Resource Fee:  
    Undergraduate Students:  
        1-9 credit hours (per hour) \$18  
        10 or more credit hours (per semester) \$180  
    Graduate Students: per credit hour \$18  
Transcripts: \$7

#### **AUDIT:**

(Students who wish to attend class only\*\*)  
Undergraduate: \$150 per course  
Graduate: \$200 per course

\*\*Many courses with studio or lab periods are not eligible for audit. If a course with fee is audited, the student must pay the studio or lab fee. To view a list of courses with these types of fees for Spring 2018, go to: <https://www.fontbonne.edu/academics/academic-resources/registrar/>

### ***Payment of Accounts***

Accounts are due in advance for the fall semester. Payment-in-full less any financial assistance must be received by December 15, 2017. A \$25.00 late fee will be assessed for payments received after December 15, 2017. For students who are registering after December 15, 2017, payment is due upon registration.

Fontbonne University offers the convenience of Electronic Billing (E-Bill) and payments online. Statements can be viewed by going to [my.fontbonne.edu](http://my.fontbonne.edu) and select Resources For—Current Students—GriffinNet and logging in to your student portal. Fontbonne University accepts MasterCard, Visa and DISCOVER.

Fontbonne University has contracted with Higher One Tuition Pay to provide a payment plan that will allow monthly payments without interest charges. You can enroll online at [www.tuitionpaymentplan.com/fontbonne](http://www.tuitionpaymentplan.com/fontbonne) or [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com).

To pay by mail, mail a check payable to Fontbonne University to:

Fontbonne University,  
ATTN: Business Office  
6800 Wydown Boulevard  
St. Louis, MO 63105 – 3098

Failure to make payments for tuition, fees, or other amounts owed the University when due, or failure to arrange for such payments before their due dates, is considered sufficient cause to 1. bar the student from registering for courses, 2. drop the student from pre-registered courses, with subsequent registration subject to late fees, and/or 3. withhold the transcript of record, certificate, or diploma.

### ***Refunds***

No adjustment or refund is made for late entrance, for absence after entrance, or for dismissal.

Tuition and fee adjustments resulting from withdrawal from the University or withdrawal from a specific course will be computed from the date on which the Registrar approves the official permit for withdrawal.

Tuition adjustments will be made according to the following scale:

#### **16 Week Courses**

• Withdrawal before first day of classes	100%
• Withdrawal through the end of 1 <sup>st</sup> week	100%
• Withdrawal during the 2 <sup>nd</sup> week	90%
• Withdrawal during the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks	50%
• Withdrawal during the 5 <sup>th</sup> and 8 <sup>th</sup> weeks	25%
• Withdrawal after the 8 <sup>th</sup> week	0%

#### **Fee adjustments will be made according to the following scale:**

• Withdrawal before the first day of classes	100%
• Withdrawal through the end of 1 <sup>st</sup> week	100%
• No refund after the 1 <sup>st</sup> week	0%

#### **8 Week Courses**

• Withdrawal before the 1 <sup>st</sup> class	100%
• Withdrawal after 1 <sup>st</sup> class through the end of 1 <sup>st</sup> week	90%
• Withdrawal during the 2 <sup>nd</sup> week	50%
• Withdrawal during the 3 <sup>rd</sup> and 4 <sup>th</sup> weeks	25%
• Withdrawal after the 4 <sup>th</sup> class meeting	0%

### Fee adjustments will be made according to the following scale:

- Withdrawal before the first day of classes 100%
- No refund after 1<sup>st</sup> class meeting 0%

If withdrawal from classes results from extraordinary circumstances beyond the student's control (such as serious illness) the student should complete an Extenuating Circumstance Withdrawal.

Fontbonne University's refund process provides you with quick access to your funds with direct deposit into your personal checking or savings account. Access to your money is quick and convenient. Go to [fontbonnechoice.afford.com/](http://fontbonnechoice.afford.com/) and follow the simple enrollment steps.

### Room and Board Refunds

Withdrawal from a residence hall will be prorated on the same basis as tuition and fees. The room deposit will be refunded subject to any outstanding financial obligation to the University.

### Students with Disabilities

Fontbonne University offers academic accommodations to students with documented disabilities. Any Fontbonne student is eligible for academic accommodations:

1. The student self-identifies that he or she has a documented disability and needs an academic accommodation;
2. The student submits a request for an academic accommodation to the Director of the Kinkel Center for Academic Resources, along with any supporting documentation, as soon as reasonably possible; and
3. The student provides reasonable, appropriate, and verifiable supporting documentation of the disability at the time of the request for an academic accommodation or within 30 days after the request, unless extenuating circumstances exist.

For requests or inquiries regarding other accommodations, including auxiliary aids or services, or modifications of policies or procedures to participate in a program, service, or activity, or the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities, please contact Amy Simons at 314-889-4780, or [asimons@fontbonne.edu](mailto:asimons@fontbonne.edu).

### Campus Security Report

A copy of Fontbonne's Campus Security Report is made available by October 1st of each year. The report contains information about campus security and the campus crime statistics for the last three calendar years. The Campus Security Report is available at <https://www.fontbonne.edu/campus-life/public-safety/>. You may also request a copy of this report by writing to the Director of Public Safety.

### Online Course and Distant Education Information

Fontbonne University participates in the National Council for State Authorization Reciprocity Agreement. As a SARA institution, we are required to provide data to the NC-SARA Council that lists where our students are currently residing when taking an online course. There will not be any personal information sent, just the name of the state and number of students residing in each of these states. It is **EXTREMELY IMPORTANT** that you keep your **local address** up-to-date in GriffinNet so we can access this information.

It is also important that you check with Fontbonne if you are moving to a non-SARA state (<http://nc-sara.org/sara-states-institutions>). Fontbonne University may not have authorization in this state. Please contact the Director of eLearning ([jmattson@fontbonne.edu](mailto:jmattson@fontbonne.edu)) for more information.

### Courses in Fontbonne's Learning Management System

This summer Fontbonne is moving from Blackboard to a new Learning Management System (LMS) called Schoology (pronounced: Skoo'-luh-jee).

### How do I access my courses?

1. Navigate to <https://fontbonne.schoology.com> in your Internet browser.
2. Enter login/password; these are the same login and password as those used for Fontbonne University email.  
Example: John Doe  
Email: [doej@fontbonne.edu](mailto:doej@fontbonne.edu)  
Login: doej  
Password: JD123456!
3. For support with logging in, please contact [askIT@fontbonne.edu](mailto:askIT@fontbonne.edu)

### Other technical support

For Schoology specific questions in any of your courses please contact [Schoology@fontbonne.edu](mailto:Schoology@fontbonne.edu)

Please check Schoology's system requirements and troubleshooting tips at:

<https://support.schoology.com/hc/en-us/articles/201002153-System-Requirements>

To ask a question about Fontbonne University email or other technology issues please contact AskIT ([askIT@fontbonne.edu](mailto:askIT@fontbonne.edu) or 314-719-8095).

### Minimum Technology Requirements for Online Students

- Minimum of 2 GB of RAM with DSL or high-speed Internet access.
- Windows and Office 2013 or higher for PC and Office 2008 for Mac. Most online courses require Microsoft Word and PowerPoint, and many require Excel. Fontbonne University's standard software platform is MS Office 2013. FONTBONNE STUDENTS GET FREE ACCESS TO MICROSOFT OFFICE 365! <http://my.fontbonne.edu/msoffice> (Scroll down to locate information.)
- Some courses require the purchase of additional course-specific software; this information should be listed in the course schedule or course syllabus.

- Use of Fontbonne University email is mandatory for online courses.
- Students must have daily access to a computer; it is recommended that students have their own computer for use with online coursework.

Important: Courses that require students to create multimedia projects may require higher technology specifications. Please check with the syllabus or your advisor prior to taking an online course that requires student created technology projects.

**\*\*A student should register for an online course at least one week prior to the beginning date of the course.**

### Student E-Mail Addresses

All Fontbonne students are required to use their Fontbonne e-mail address [lastname+firstinitial@fontbonne.edu] for communication within the University. Faculty will send information to their students via e-mail; administrative offices such as the registrar, academic affair's office, business office, and financial aid will communicate with students via e-mail; and important campus notices will be delivered via those e-mail addresses.

Students can access their e-mail through Outlook over the web (OWA) wherever Internet access is available at: webmail.fontbonne.edu. Directions for accessing your Fontbonne e-mail address are available in all computer labs on campus or can be obtained from the IT office. Like other personal information, e-mail addresses will not be provided to outside vendors.

### Key to Course Guide and Class Locations

The higher the course number, the greater the student maturity required. Abbreviations used:

100-499 Undergraduate Courses

500-699 Graduate Courses

AB	Anheuser–Busch Hall
AERO	Aerobic Studio
EAST	East
FA	Fine Arts
LIBR	Jack C. Taylor Library
OFFC	Off Campus
RYAN	Ryan Hall

### Key to Section Numbers

Number	Description
01D	Section 01 of a course occurring in the Day hours for the full semester
01E	Section 01 of a course occurring in the Evening hours for the full semester
01W	Section 01 of a course occurring on the Web (online) for the full semester
01I	Section 01 of a course occurring independently for the full semester
01W-1	Section 01 of a course occurring on the Web (online) for the 1 <sup>st</sup> 8-week term
01E-1	Section 01 of a course occurring in the Evening hours for the 1 <sup>st</sup> 8-week term
01W-2	Section 01 of a course occurring on the Web (online) for the 2 <sup>nd</sup> 8-week term
01E-2	Section 01 of a course occurring in the Evening hours for 2 <sup>nd</sup> 8-week term

Course Type	Definition
LC	Lecture
LC-HN	Lecture-Honors Section
BL	Blended
WB	Web (online)
WB-PW	Web (online) – Pathways
AR	Art Studio
DR	Directed Research
IN	Internship
IS	Independent Study
PR	Practicum
CL	Clinical
INTL	International Students Only
AE	Academic Experience

## Spring Semester 2018 Academic Calendar

Event	Days	Date	Notes
Final Registration	Thursday	January 4	
Full Semester Courses Begin	Monday	January 8	
1st 8 Week Courses Begin	Monday-Saturday	January 8-13	
Martin Luther King Jr. Day	Monday	January 15	<b>**No Classes Meet</b>
Ash Wednesday	Wednesday	February 14	
1st 8 Week Courses End	Tuesday-Monday	February 27-March 5	
Mid-Semester	Friday	March 2	
Spring Break	Monday-Friday	March 5-9	<b>**Evening 8 Week Classes Meet</b> <b>**No Day or Full Semester Evening Courses Meet</b>
1st 8 Week Grades Due	Monday	March 12	
2nd 8 Week Courses Begin	Thursday-Wednesday	March 8-14	
Easter Break	Thursday-Friday	March 29-30	<b>**No Classes Meet</b>
Easter Monday	Monday	April 2	<b>**All Evening Courses Meet</b> <b>**No Day Courses Meet</b>
Pre-Registration Week	Tuesday-Friday	April 3-6	
Early Registration Week	Monday-Friday	April 9-13	
Fontbonne Day	Friday	April 13	
Honors Convocation	Sunday	April 29	
2nd 8 Week Courses End	Monday-Saturday	April 30-May 5	
Final Exams	Monday-Thursday	April 30-May 3	
Commencement	Monday	May 7	
All Spring Grades Due	Tuesday	May 8	

# Spring Semester 2018 Drop Dates

## Full Semester

Session	Term begins	Last day to drop without "W"	Last day to change grading option	Last day to withdraw	Term ends
Full Semester	Jan 8	Jan 12	Mar 2	Mar 2	May 5

## 1st 8-week Session

Session	Term begins	Last day to drop without "W"	Last day to change grading option	Last day to withdraw	Term ends
Online	Jan 8	Jan 8	Feb 2	Feb 2	Mar 2
Monday	Jan 8	Jan 8	Feb 5	Feb 5	Mar 5
Tuesday	Jan 9	Jan 9	Jan 30	Jan 30	Feb 27
Wednesday	Jan 10	Jan 10	Jan 31	Jan 31	Feb 28
Thursday	Jan 11	Jan 11	Feb 1	Feb 1	Mar 1
Friday	Jan 12	Jan 12	Feb 2	Feb 2	Mar 2
Saturday	Jan 13	Jan 13	Feb 3	Feb 3	Mar 3

## 2nd 8-week Session

**\*\*Evening 8 Week Courses do not observe Spring Break or Easter**

### Monday

Session	Term begins	Last day to drop without "W"	Last day to change grading option	Last day to withdraw	Term ends
Online	Mar 12	Mar 12	Apr 2	Apr 2	May 4
Monday	Mar 12	Mar 12	Apr 2	Apr 2	Apr 30
Tuesday	Mar 13	Mar 13	Apr 3	Apr 3	May 1
Wednesday	Mar 14	Mar 14	Apr 4	Apr 4	May 2
Thursday	Mar 15	Mar 15	Apr 5	Apr 5	May 3
Friday	Mar 16	Mar 16	Apr 6	Apr 6	May 4
Saturday	Mar 17	Mar 17	Apr 7	Apr 7	May 5