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 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 is:

> Lisa Vansickle
> Vice President and Chief Financial Officer
> Fontbonne University
> 6800 Wydown Boulevard
> St. Louis, MO 63105
> Phone: (314) 719-8017
> E-mail: lvansickle@fontbonne.edu

The Fontbonne University coordinator for Title IX of the Education Amendments of 1972 is:

> Carla Hickman
> Associate Vice President for Student Affairs
> Fontbonne University
> 6800 Wydown Boulevard
> St. Louis, MO 63105
> Phone: (314) 889-1416
> Email: chickman@fontbonne.edu

> Deputy Title IX Coordinator
> 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

Questions about this non-discrimination policy and any complaints of discrimination shall be directed to the appropriate 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

Registration for Summer 2019 courses begins Monday, March 11, 2019. Advisor clearance is required for current students to register online. New students will register with an assigned advisor by appointment.

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 must 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 start of the Mid-Summer 8-week term (June 3, 2019).

To change registration after June 4, 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.
  - Student must obtain the signatures of the advisor, the Business Office and the Financial Aid Office.
- 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. 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 "AF."

FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL

University Expenses

Tuition & Fees

Tuition per semester hour:

Undergraduate Courses	$470
Masters Courses	$775

Audit per course:

Undergraduate Courses	$300
Graduate Courses*	$400
Resource Fee:	$25/credit hour
Late Registration:	$25

*Many courses with studio or lab components are not eligible for audit. If a course with a fee is audited, the student must pay the studio or lab fee.

Tuition Discounts

Alumni Discount: Students with an undergraduate degree from Fontbonne are eligible for a 15% discount on their Masters-level studies. This discount may exclude some laboratory and studio courses. Students with a Masters degree from Fontbonne are eligible for a 15% discount on additional Masters degrees they pursue.

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 academic year.

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 each academic year. 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.

Campus Housing

Campus housing is available on a limited basis to enrolled Fontbonne students. Inquiries should be made to the office of Residential Life at 314-889-1422 or go to www.fontbonne.edu/campuslife/

Payment of Accounts

Accounts are due in advance for the summer semester. Payment-in-full less any financial assistance must be received by June 1, 2019. A $25.00 late fee will be assessed for payments received after June 1, 2019. For students who are registering after June 1, 2019, payment is due upon registration.

Credit card payments must be made online and will be subject to a 2.75% convenience fee or 4.25% for international credit cards. Please direct all payments to the new website: https://commerce.cashnet.com/fontbonnepay. Students may also access this site through the student portal, Griffinnet. Payment Plans are also available through the payment website. Additional instructions are available by contacting the Cashier's Office.

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

Fontbonne University,
ATTN: Cashier's 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:
8 Week Courses

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

Fee adjustments will be made according to the following scale:

• Withdrawal before the first day of classes	100%
• No refund after 1st 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. To begin the process, an application can be attained in the Office of Advising or in the Office of the Registrar.

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 www.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 Academic and Disabilities Resources Coordinator, 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 the Academic and Disabilities Coordinator, Regina Wade Johnson at 314-719-3627, or rwadejohnson@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) 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). All of your courses and supporting materials will be accessed through Schoology. It is also a place where you can communicate and collaborate with your instructors and your classmates.

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
   Login: doej
   Password: JD123456!
3. For support with logging in, please contact askIT@fontbonne.edu

Other technical support

For Schoology specific questions in any of your courses please contact 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 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	Masters Courses
700-799	Doctorate Courses
AB	Anheuser–Busch Hall
EAST	East
FA	Fine Arts
LIBR	Jack C. Taylor Library
RYAN	Ryan Hall

Key to Section Numbers

Number	Description
01-IN	Section 01 in the Intersession
01E-1	Section 01 in the Evening hours; 1st 8 Weeks
01E-2	Section 01 in the Evening hours; 2nd 8 Weeks
01D-3	Section 01 in the Day hours; Middle 8 Weeks
01D-4	Section 01 in the Day hours; 1st 4 weeks
01D-5	Section 01 in the Day hours; 2nd 4 weeks
01D-6	Section 01 in the Day hours; 6 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

Summer 2019 Academic Calendar

Event	Days	Date	Notes
1st 8 Week Begins	Monday-Friday	May 6-10	
3-Week Intersession Begins	Monday	May 6	
3-Week Intersession Ends	Friday	May 24	
Memorial Day	Monday	May 27	**No Classes Meet/Campus Closed
Mid-Summer 8 Week begins	Monday-Saturday	June 3-8	
1st 4-Week Session Begins	Monday	June 3	
6-week Session Begins	Monday	June 17	
1st 4-Week Session Ends	Friday	June 28	
1st 8 Week ends	Monday-Friday	June 24-28	
2nd 4-Week Session Begins	Monday	July 1	
Independence Day	Thursday	July 4	**No Classes Meet/Campus Closed
2nd 8 Weeks Begins	Monday-Friday	July 1-5	
Mid-Summer 8 Week Ends	Monday-Saturday	July 22-27	
6-Week Session Ends	Friday	July 26	
2nd 4-Week Session Ends	Friday	July 26	
2nd 8 Week Ends	Monday-Friday	August 19-23	
All Summer Grades Due	Tuesday	After session ends	

Summer Semester 2019 Drop Dates

3-Week Session

Session	Term begins	Last day to drop without "W"	Last day to change grading option	Last day to withdraw	Term ends
Intersession	May 6	May 6	May 14	May 14	May 24

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	May 6	May 6	May 31	May 31	June 28
Monday	May 6	May 6	May 27	May 27	June 24
Tuesday	May 7	May 7	May 28	May 28	June 25
Wednesday	May 8	May 8	May 29	May 29	June 26
Thursday	May 9	May 9	May 30	May 30	June 27
Friday	May 10	May 10	May 31	May 31	June 28

Mid-Summer 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	June 3	June 3	June 28	June 28	July 26
Day	June 3	June 3	June 28	June 28	July 26
Monday	June 3	June 3	June 24	June 24	July 22
Tuesday	June 4	June 4	June 25	June 25	July 23
Wednesday	June 5	June 5	June 26	June 26	July 24
Thursday	June 6	June 6	June 27	June 27	July 25
Friday	June 7	June 7	June 28	June 28	July 26

2nd 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	July 1	July 1	July 26	July 26	August 23
Monday	July 1	July 1	July 22	July 22	August 19
Tuesday	July 2	July 2	July 23	July 23	August 20
Wednesday	July 3	July 3	July 24	July 24	August 21
Thursday	July 4	July 4	July 25	July 25	August 22
Friday	July 5	July 5	July 26	July 26	August 23

4-Week Sessions

Session	Term begins	Last day to drop without "W"	Last day to change grading option	Last day to withdraw	Term ends
1st 4-Week	June 3	June 3	June 14	June 14	June 28
2nd 4-Week	July 1	July 1	July 12	July 12	July 26

6-Week Session

Session	Term begins	Last day to drop without "W"	Last day to change grading option	Last day to withdraw	Term ends
6-Week Session	June 17	June 17	July 5	July 5	July 26

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	May 6	May 12	June 28	June 28	August 23