

## 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 identity, sexual orientation, national origin, disability, genetic information or any other characteristic protected by applicable law in employment or in the administration of its educational policies, admission policies, educational programs, 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:

Director of Human Resources  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone: (314) 889-1493  
E-mail: [lpitone@fontbonne.edu](mailto:lpitone@fontbonne.edu)

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

Title IX Coordinator  
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](mailto:chickman@fontbonne.edu)

Title IX Deputy Coordinator  
Danielle Doefler  
Associate Athletic Director  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone: (314) 889-4540  
Email: [ddoefler@fontbonne.edu](mailto:ddoefler@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 2021 courses begins Monday, April 12, 2021. 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

Certain changes to student registration may be made online in Griffnnet during the 1<sup>st</sup> week of the summer term (May 7, 2021). Students enrolled in the 1<sup>st</sup> eight week summer session, must submit a change of registration form to may any changes.

To change registration after May 7, 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	\$480
Masters Courses	\$775
Instructional Design & Technology	\$625
Doctoral Courses	\$850

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 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 may utilize tuition assistance and veteran's affairs benefits to include the Post 9-11 GI Bill.

\*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.

\*\*Doctoral programs are not eligible for discounts.

## 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/](http://www.fontbonne.edu/campuslife/)

## Payment of Accounts

Accounts are due in advance for the spring semester. Payment in full less, any financial assistance, must be received by May 15, 2021. A \$25.00 late fee will be assessed for payments received after May 15, 2021 and each additional month following that payment is not made. For students who register after May 15, 2021, 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 visit your student portal at <https://fb-vmcamspport.fontbonne.edu/student/login.asp> making sure to select the SU21 semester and linking to "my ledger" to "make payment through Cashnet." Semester based payment plans are also available through the Cashnet website. Additional instructions are available by contacting the Business Office.

To pay with cash or check, please visit the office located in Ryan Hall room 215. Checks made payable to Fontbonne University can also be mailed 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.

### Full Semester 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> week	25%
• Withdrawal after the 3 <sup>rd</sup> week	0%

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

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

Specific drop and refund dates and information are posted on the Registrar's site: (<https://www.fontbonne.edu/academics/academic-resources/registrar/>)

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](http://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 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 the Section 504/ADA Coordinator, Regina Wade Johnson at 314-719-3627, or [rwadejohnson@fontbonne.edu](mailto: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 ([imattson@fontbonne.edu](mailto:imattson@fontbonne.edu)) for more information.

### Courses in Fontbonne's Learning Management System

Online courses will be administered via Fontbonne's Learning Management System (LMS).

### How do I access my courses?

1. Access the LMS through 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 <https://askus.fontbonne.edu/support/home>
4. For Canvas specific questions in any of your courses please contact [CanvasSupport@fontbonne.edu](mailto:CanvasSupport@fontbonne.edu).

### Other technical support

To ask a question about Fontbonne University email or other technology issues please contact AskIT (<https://askus.fontbonne.edu/support/home> 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 365. FONTBONNE STUDENTS GET FREE ACCESS TO MICROSOFT OFFICE 365!
  - Your free Office download is located inside your Office 365 Portal ([portal.office.com](http://portal.office.com)) when you sign on with your Fontbonne Credentials.
- 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 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 wherever Internet access is available at: <https://portal.office.com>  
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 Doctoral Courses

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

Course Type	Definition
LC	Lecture
LC	Lecture-Honors Section
BL	Blended
WB	Web (online)
AR	Art Studio
PR	Practical Experiences

### 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
01W-3	Section 01 of a course occurring on the Web (online) for the mid-eight week summer term
01W-4	Section 01 of a course occurring on the Web (online) for the 1 <sup>st</sup> 4-week summer term
01W-5	Section 01 of a course occurring on the Web (online) for the 2 <sup>nd</sup> 4-week summer term
REF	Section of a Refresh course occurring
PW	Section of a Pathways course occurring