

**Southwest Collegiate Institute for the Deaf (SWCID) of
HOWARD COLLEGE
FALL 2011 SCHEDULE OF CLASSES**

REGISTRATION: SWCID has made this schedule as accurate as possible, but changes may be required before classes begin or during the first few weeks of the semester. SWCID reserves the right to modify or amend any information in this schedule. Courses are listed in alphabetical order according to the subject area, giving the course ID, section number, title, day, hour, room number, and instructor. Laboratories are included along with the course listings.

ADVISING: All students must be advised prior to registration. Contact the appropriate Academic Advisor on the SWCID campus.

SCHEDULE CHANGES

Changes may be made during registration scheduled dates. A \$10 change fee will be charged beginning August 30, 2011.

PAYMENT FOR CLASS REGISTRATION

August 25, 2011 is the last day to pay for students who registered early. Payment is due at time of registration for students who register August 29 – September 2, 2011.

FINANCIAL AID

Aid will be applied on August 19, 2011. Aid will be available for students that pre-registered for bookstore use on August 19, 2011. It is the student's responsibility to check on the status of Financial Aid (scholarships, grants, loans). Remaining Aid will be applied to MYHC card on October 10.

STUDENT LOANS

Loan funds will be applied on September 2, 2011. Funds will be available for bookstore use on August 19, 2011. It is the student's responsibility to check on the status of Financial Aid (scholarships, grants, loans). Remaining funds will be mailed 14 days after applied to account. Loan funds will be applied to MYHC card on September 1, 2011.

BOOKSTORE CHARGES

Students who have preregistered and have been awarded financial aid may apply bookstore charges August 19, 2011. All other students that have been awarded financial aid may apply bookstore charges on August 19, 2011.

NEW STUDENT ORIENTATION

NSO will begin August 22-24, 2011. This is required for all new students. For more information, please contact John Green at jgreen@howardcollege.edu (432) 218-4046 VP/V.

IMPORTANT DATES/INFORMATION

August 24, 2011 (Wednesday)

Dorms Open 12:00 p.m. for Returning Students

August 25, 2011 (Thursday)

Registration on SWCID campus for New and Returning Students

August 29, 2011 (Monday)

Classes Begin

September 2, 2011 (Friday)

Last day to register or add a class

September 5, 2011 (Monday)

Holiday – No Classes

October 14, 2011 (Friday)

Mid Winter Semester Break – Campus Closed

November 11, 2011 (Friday)

Last day to apply for Fall Graduation

November 18, 2011 (Friday)

Last day to drop a course

November 23-25, 2011 (Wednesday - Friday)

Thanksgiving Holiday – No Classes

December 12-15, 2011 (Monday – Thursday)

Final Exams

VISIT THE HOWARD COLLEGE WEBSITE

www.howardcollege.edu

REFUND POLICY

Students, who officially drop a course or withdraw from the college, shall have their tuition and mandatory fees refunded according to the following schedule. **To receive a full refund (100%), students must withdraw from classes prior to the first class day. The first official class day is August 29, 2011.** Please note that the refund schedule below applies only to students registered for academic credit classes.

Refund Schedule Fall 2011 Semester (16-week classes):

Prior to the first day (August 29, 2011)	100%
During the first fifteen class days (August 29 – September 19, 2011)	70%
During the sixteenth through twentieth class days (September 19 – 26, 2011)	25%
After the twentieth class day (After September 26, 2011)	NONE

ADVISING

Howard College/SWCID students are required to see an advisor or counselor prior to registration. At this time students determine their intentions: non-degree seeking, core curriculum completer, field of study completer, marketable skill certificate, Certificate Level I, Certificate Level II, and/or associate degree, and will be advised according to their goals by an advisor specializing in their interest area.

BUSINESS OFFICE

Payment for Registration – Pre-registered students must pay tuition/fees by August 25, 2011. SWCID Registration; all students, pre-registered or those registering that day, must clear the business office on August 25, 2011. Late registered students must pay at time of registration. It is the student's responsibility to check on their financial aid status and to clear business office charges.

FINANCIAL AID

Fall 2011: A student may be eligible to use financial aid to pay at registration for the Fall 2011 semester if all required information was received by the Financial Aid Office in a timely manner. Please check with your financial aid office for completion of your file.

Students who are assisted by WIA or DRS/VR must provide an authorization document prior to registration. Contact the Financial Aid Office for assistance and information.

Financial Aid, including student loans, will be applied on August 19, 2011. Additional fees: Some courses may require students to pay additional fees for laboratories, liability insurance, kits, and clinical instruction, testing or background checks.

SCHEDULE CHANGES

Schedule changes may be made during scheduled registration times. Complete withdrawals can be done during office hours on any day. There will be a \$10 fee for each change of the schedule. Students who want to change their schedule must go in person to their advisors' offices and complete the necessary procedures.

BOOKSTORE – Texas Book Company

Bookstore charges with financial aid or scholarship may be made on August 19, 2011.

Textbooks and materials required for courses at Howard College/SWCID are available in the bookstore. Fall and Spring semester hours are Monday-Thursday, 7:45-5:00, and Friday, 7:45-2:00. The bookstore will keep the same hours during registration periods.

DRS/VR Students

All students that receive assistance from DRS/VR will need to have all of their purchase orders in the Howard College Business office no later than August 25, 2011. If you do not have purchase orders in the Business Office you will be charged the full amount until SWCID/HC has received the purchase orders. If you do not have DRS/VR assistance and have pre-registered, you will need to be prepared to pay half of your tuition/fees/room/board online through Campus Connect by August 19, 2011. Those who register on August 25, 2011 will need to be prepared to pay half of their tuition/fees/room/board online through Campus Connect on that day. Those who are not paying online through Campus Connect will need to pay in full on August 25, 2011 (at registration). No Exceptions.

HOWARD COTTAGE (Big Spring Only)

Children's day care services available on campus. Call Becky Moughon at (432) 264-5185 for more information.