

**Southwest Collegiate Institute for the Deaf (SWCID) of
HOWARD COLLEGE
SPRING 2009 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 Advising Office on the SWCID campus.

SCHEDULE CHANGES

Changes may be made during registration scheduled dates. A \$10 change fee will be charged beginning Jan 20, 2009.

PAYMENT FOR CLASS REGISTRATION

January 15, 2009 is the last day to pay for students who registered early. Payment is due at time of registration for students who register January 14 through January 23, 2009.

FINANCIAL AID

Aid will be applied on January 12, 2009. Aid will be available for students that pre-registered for bookstore use on January 12, 2009. It is the student's responsibility to check on the status of Financial Aid (scholarships, grants, loans). Remaining Aid will be mailed on March 6, 2009.

LOAN CHECKS

Loan funds will be applied on January 12, 2009. Funds will be available for bookstore use on January 12, 2009. 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.

BOOKSTORE CHARGES

Students who have preregistered and have been awarded financial aid may apply bookstore charges January 12 through February 4, 2009. All other students that have been awarded financial aid may apply bookstore charges January 15 through February 4, 2009.

NEW STUDENT ORIENTATION

NSO will begin January 8-11, 2009. This is required for all new students. For more information please contact Sara Fontana at sfontana@howardcollege.edu, Kathy Weldon at kweldon@howardcollege.edu or John Green jgreen@howardcollege.edu (432)264-3700 tdd/ (432) 264-3707 vp

IMPORTANT DATES/INFORMATION

Pre-Registration November 17, 2008 – January 9, 2009 (Returning Students Only)

Monday- Thursday 8:00 a.m.-5:00 p.m.
Friday 8:00 a.m.-2:30 p.m.

January 13, 2009 (Tuesday)

Dorms Open 2:00 p.m.

January 14-15, 2009 (Wednesday, Thursday)

Registration on SWCID campus (All Students required for both days)

Wednesday 9:00 a.m. – 4:00p.m.

Thursday 9:00 a.m. – 4:00 p.m.

January 20, 2009 (Tuesday)

Classes Begin

Late Registration Begins: Tues.-Thur. 8:00 a.m.-5:00 p.m.

January 23, 2009 (Friday)

Last day to register or add a class - Fri. 8:00 a.m.-2:30 p.m.

March 9 through March 13, 2009 Big Spring/SWCID

Spring Break – No Classes

April 10, 2009 (Friday)

Holiday – No Classes

April 17, 2009 (Friday)

Last day to apply for Spring Graduation

April 27, 2009 (Monday)

Last day to drop a course

May 11 through May 14, 2009 (Monday - Thursday)

Final Exams

REFUND POLICY

Students who officially drop a course(s) 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 January 20, 2009.** Please note that the refund schedule below applies only to students registered for academic credit classes.

Refund Schedule Spring 2009 Semester (16-week classes):

Prior to the first day (January 20, 2009).....	100%
During the first fifteen class days (January 20 – February 9, 2009).....	70%
During the sixteenth through twentieth class days (February 10-February 16, 2009)	25%
After the twentieth class day (After February 16, 2009)	NONE

ADVISING

Students are encouraged to visit their Advisor for advising as early as possible prior to registration. Advising is available during regular business hours. Services include: selecting a program of study, completing applications, planning a class schedule, and determining THEA (formerly TASP) status and/or placement status. Full or part-time students enrolled in Certificate Level II or degree programs must take the THEA unless deemed THEA exempt. The THEA measures a student's ability in reading, writing, and math. College preparatory courses will be required if a section of THEA has not been passed. Advisor will determine the level of preparatory class in which a student needs to enroll based on their THEA, Quick THEA, or AccuPlacer scores. Students may not drop preparatory courses unless they successfully pass the official THEA test prior to the end of the semester. Withdrawal from college preparatory classes may result in withdrawal from all courses. Howard College will offer the AccuPlacer, THEA, and Quick THEA for dates and times contact your respective campus.

BUSINESS OFFICE

Payment for Registration – Pre-registered students must pay tuition/fees by January 15, 2009 at SWCID Registration; all students, pre-registered or those registering that day, must clear the business office on January 15. 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.

INSTALLMENT PAYMENT PLAN: Howard College/SWCID offer installment contracts for the payment of tuition/fees. A fee of \$25.00 is assessed. Contact the Howard College Business Office for additional information

FINANCIAL AID

Spring 2009: A student may be eligible to use financial aid to pay at registration for the Spring, 2009 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 January 12, 2009. Additional fees: Some courses may require students to pay additional fees for laboratories, liability insurance, kits, 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 the Advising and/or Career Center and complete the necessary procedures.

BOOKSTORE – Texas Book Company

Bookstore charges with financial aid or scholarship may be made January 12, 2009 through February 4, 2009.

Textbooks and materials required for courses at Howard College are available in the bookstore on each Howard College campus. 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 as the college 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 January 14, 2009. If you do not have purchase orders in the Business Office you will be charged the full amount until SWCID/HC have received the purchase orders. If you do not have DRS/VR assistance then you will need to be prepared to pay half of your tuition/fees/room/board on January 15, 2009. 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.