

COURSE REGISTRATION REQUEST INSTRUCTIONS

IN-PERSON, MAIL-IN OR FAX REGISTRATION

Fill out the course request form completely, including first and second choices, credit hours, and tuition. Return your completed course request form in-person, by U.S. mail or FAX to the Office of the Registrar or home site office before registration deadlines.

In-person Registration:

Please have a schedule selected and the Course Registration Request form completed prior to visiting the Registrar's Office or home site office. Should you require assistance in selecting a schedule, please contact your academic advisor to make an appointment. For more specific registration information, please refer to the University Registration Information section.

Mail-in / Fax Registration:

Be sure to complete all required information for your intended payment method, including credit card information. Mail or fax your completed course registration request form along with any payment directly to the Office of the Registrar or appropriate home site office. Refer to the back cover of this registration book for the mailing addresses and FAX numbers for all Wilmington University Sites.

PLEASE NOTE: It is the student's responsibility to verify that their course registration was received and that their request for courses was honored.

WebCampus Online Registration:

For complete details about how to register and pay for courses online on WebCampus, visit our website at www.webcampus.wilmu.edu.

Confirmation of Course Schedule Available on WebCampus:

Your course schedule will be mailed to you. Every attempt will be made to schedule your request(s) as you have indicated. You may change or adjust your course schedule in person during the drop/add period or online at www.webcampus.wilmu.edu.

STEP-BY-STEP INSTRUCTIONS

1. Select your desired courses and complete the First Choice Courses and Credits columns for each course.
2. Using the following rates, calculate the tuition amount you owe for each course based on the number of credits for the course and place this amount in the Tuition column.

Course Level	Multiply credits by
Undergraduate	\$280.00
Graduate	\$347.00
Doctoral	\$460.00

EXAMPLE: 3 Undergraduate Credits x \$280.00 = \$840.00

3. Using the list below, determine whether there are laboratory or course fees associated with your course selections. If so, fill the appropriate amount in the Course Fee column for each course. Consult the site office for variances in tuition/lab fees.

ECE 216.....	\$ 100.00
ECE 450.....	\$ 100.00
EDU 406 (per course).....	\$ 100.00
EDU 450 or 451 (per course).....	\$ 100.00
HUM 307.....	\$ 150.00
HUM 410, 411.....	\$ 75.00
MAS 8801.....	\$ 100.00
MCC 7905.....	\$ 300.00
MCC 8000, 8001, 8002, 8003.....	\$ 300.00
MEC 8000, 8001, 8002, 8003.....	\$ 100.00
MEC 7781, 7782.....	\$ 100.00
MED 8900.....	\$ 100.00
MEE 8801.....	\$ 100.00
MSE 8802.....	\$ 100.00
MSN 5100.....	\$ 50.00
MSN 7701, 7702, 7704, 7705, 7707.....	\$ 50.00
MSN 8110, 8111.....	\$ 63.00
MSN 8330, 8331.....	\$ 63.00

The following courses are offered at a reduced tuition rate.

BAC 190.....	\$ 411.00
BCS 095.....	\$ 35.00
EDD 9004.....	\$ 692.00
EDU 320, 321.....	\$ 35.00
ENG 095.....	\$ 35.00
HRM 190.....	\$ 411.00
MAT 095.....	\$ 35.00
MED 5000.....	\$ 35.00
MRD 0300.....	\$ 35.00

4. For each course, add the amounts in the Tuition and Course Fee columns and fill in the Total Amount column.
5. Add Total Amount for all courses and fill in the box next to Total Tuition.
6. If you intend to register using the Payment Plan, fill in the \$20.00 Payment Plan Fee.
7. If you are registering during Late Registration, fill in the \$25.00 Late Registration Fee.
8. Add the amounts in the Total Tuition, Payment Plan Fee, and Late Registration Fee boxes. This is your Total Amount Owed This Term.
9. Check your intended method of payment. Fill in the box Total Amount Paid Now based on the method of payment you select.
10. Check your intended form of payment (check/money order or credit card). If paying by credit card, be sure to complete all necessary information and sign the form. Fax registrations must be paid by credit card.

PAYMENT INFORMATION

Application Fee	
Graduate	\$ 30.00
Undergraduate	\$ 30.00
Undergraduate Tuition (per 1 credit hour)	
New Castle	\$280.00
Middletown	\$280.00
Dover	\$231.00
Georgetown/Rehoboth	\$219.00
Dover Air Force Base	*
Online & Distance Learning	\$280.00
Burlington	\$285.00
Cumberland	\$285.00
Salem	\$285.00
Graduate Tuition (per 1 credit hour)	
New Castle	\$347.00
Middletown	\$347.00
Dover	\$347.00
Georgetown	\$347.00
Dover Air Force Base	*
Online & Distance Learning	\$347.00
Doctoral Tuition per 1 credit hour	\$460.00
Audit - Undergraduate (per 1 credit hour)	**
Audit - Graduate (per 1 credit hour)	\$347.00
Directed Study/Internship (per 1 credit hour)	**
Graduate Directed Study/Internship (per 1 credit hour)	\$347.00
Doctoral Directed Study/Internship (per 1 credit hour)	\$460.00
Challenge-by-Exam (per 1 credit hour)	**
Undergraduate Prior Learning Assessment (per 1 credit hr)	\$112.00
Graduate Prior Learning Assessment (per 1 credit hr)	\$137.00
Registration Fee (per semester)	\$25.00
Late Registration Fee (added to registration fee)	\$25.00
Lab Fees (variable)	See page 141
Payment Plan Fee	\$20.00
Graduation Fee	\$75.00
Late Graduation Fee (added to graduation fee)	\$35.00
Transcript Request Fee	\$5.00

* *Dover Air Force Base military personnel should call the Dover Air Force Base site at (302) 674-8726.*

** *Specific to site location rate.*

Payment Methods

Payments may be made with cash, check, money order, VISA, MasterCard, American Express, or Discover for in-person or mail registration. Fax registration can be completed with the above credit cards only.

Current balances must be paid prior to registration. All students, including students who receive employer reimbursement, must either pay in full or apply for the payment plan. Fees are non-refundable.

Veterans' Educational Benefits

Wilmington University programs are approved for award of educational benefits to eligible veterans. Veterans must submit an application for VA educational benefits to the Veterans Administration to determine eligibility for benefits. Active duty personnel receiving tuition assistance must register in person. Veterans are required to contact

their VA representative to ensure certifications are submitted to the Veteran's Administration. You may access the VA website at www.gibill.va.gov.

Payment by Parent, Guardian, or Spouse

Students may request that a parent, guardian, or spouse be responsible for payment. The responsible party must be eligible to participate in the College Payment Plan and must submit an acceptance signature. For more details, please contact the Student Financial Services Office or your home site.

PAYMENT PLANS

The Wilmington University payment plan allows eligible students to pay tuition in monthly installments throughout the semester. The fee for use of Plan A is \$20.00. Payment plan choices are listed below.

Payment Plan A

1. The total tuition for semester (15-week) courses is divided into four monthly payments and billed each month throughout the semester.
2. The total tuition for Block I courses is divided into two monthly payments and billed the first two months of the semester.
3. The total tuition for Block II courses is divided into two monthly payments and billed the last two months of the semester.

Summer 2008 Payment Plan A Schedule:

First Installment Due: May 31, 2008
 Second Installment Due: June 30, 2008
 Third Installment Due: July 31, 2008
 Fourth Installment Due: August 31, 2008

Payment Plan B

1. The total tuition (plus fees) for Block I and semester courses is due at the time of registration.
2. The total tuition for Block II is due February 29, 2008.

Late Payment Fee \$25.00 – Charged for each installment payment not remitted by the specified date.

FINANCIAL AID

All students who are awarded financial aid or are in the process of applying for financial aid should elect the payment plan option at the time of registration.

Aid may not be posted at the time of the first billing but will be applied between the first and second billing cycle.

Students are encouraged to use the online FAFSA or FAFSA Renewal Application at www.fafsa.ed.gov. If you are not able to apply online, paper applications are available in the Student Financial Services Office. The Wilmington University school code is 007948. You will be required to pay your bill until the aid is determined.

If you have been awarded financial aid, please bring your award letter when registering for classes. Book vouchers may be issued at the time of registration. No book vouchers will be issued after the drop/add date.

WILMINGTON UNIVERSITY COURSE REGISTRATION REQUEST

(PLEASE PRINT NEATLY IN INK)

STUDENT INFORMATION

Last Name ()	First Name ()	M.I.	Student ID
Daytime Phone #	Evening Phone #		Major

I am approved to receive special accommodations.

REGISTRATION REQUEST

FOR: Fall Spring Summer Year _____

COURSE REQUESTS / TUITION CALCULATION

	FIRST CHOICE COURSE(S)	CREDITS	TUITION <small>(Tuition Rate x Credits)</small>	COURSE FEE <small>(if applicable)</small>	TOTAL AMOUNT <small>(Tuition + Course Fee)</small>
ex.	BBM 102 B2N01 SU2008				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
	SECOND CHOICE COURSE(S)	CREDITS	TOTAL TUITION		
1.			REGISTRATION FEE		25.00
2.			PAYMENT PLAN FEE <small>Add \$20.00 if applicable</small>		
3.			LATE REGISTRATION FEE <small>Add \$25.00 if registering late</small>		
			TOTAL AMOUNT OWED THIS TERM		
			TOTAL AMOUNT PAID NOW		

Date _____ Student Signature _____

PAYMENT METHODS (SELECT ONE)

(ONLY REGISTRATIONS WITH METHOD OF PAYMENT INDICATED WILL BE PROCESSED.)

Payment Plan A or Payment Plan B

I, _____, do hereby authorize Wilmington University to conduct a credit check on my financial history. If approved, I agree to be responsible for the payments as outlined by university policy. If not approved, payment in full for tuition and fees is required at registration.

Date _____ Signature of Student or Guardian Responsible for Payment _____

- Full Payment: Covers tuition and all fees.
- Financial Aid: Attach a copy of your financial aid award letter.
- Third-Party Payment: Registrations will not be processed if approved voucher is not attached.

Please specify:

- Delaware River/ Bay Authority
- FEA Other (attach voucher)



PAYMENT TYPES (SELECT ONE)

CASH CHECK OR MONEY ORDER – payable to Wilmington University

CREDIT CARD: Read, complete requested information, and sign. I hereby authorize Wilmington University to charge my credit card listed below for the amount listed in the "Total Amount Paid Now" box. (Signer must be the account cardholder.) The amount charged may be adjusted for math errors, credit hours, course fees, and any late fees, etc. I agree to be bound by the academic and financial policies that apply at the time of my course registration request.

Account # _____ MasterCard VISA American Express Discover Expiration Date _____

Cardholder's Name (please print) _____

Signature of Cardholder _____