

## Application Procedures

### Qualifying Questions

	Yes	No
1. Are you at least twenty-three years old?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a U.S. citizen? If not, you must be cleared before registering.	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Evening Classes Office have a current copy of your ecclesiastical endorsement?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been denied admission to BYU day school? If so, please provide a letter of explanation.	<input type="checkbox"/>	<input type="checkbox"/>
5. Has academic or disciplinary action been taken against you at any institution you have attended, including Brigham Young University? If yes, please provide a letter of explanation.	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you currently on probation with, disfellowshipped or excommunicated from, or voluntarily disaffiliated from The Church of Jesus Christ of Latter-day Saints? (Applicants are inadmissible until reinstated to full fellowship.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you affiliated with a church or other religious group that advocates the current practice of plural marriage?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you currently on probation, parole, or under restriction with any court, or have you ever been convicted of a crime (other than a traffic violation)? If yes, please provide a letter of explanation.	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you read and do you agree to abide by the refund policy as printed?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you understand that Evening Classes is a non degree-awarding program?	<input type="checkbox"/>	<input type="checkbox"/>

### Age and Credit Limit Policy (as of April 1991)

Persons enrolling in credit courses offered by the Division of Continuing Education who are officially admitted to the university for purposes of obtaining a degree can take any course offered without a credit-hour restriction. Persons twenty-three years of age or older who have not been formally admitted to the university may take half-time or fewer than 8.5 credit hours per semester (4 hours during spring or summer term) through the Division of Continuing Education. Continuing Education courses are not available to students who are under twenty-three years of age, who have not been admitted to the university, or who have not completed a baccalaureate degree. All degree-seeking students must be formally admitted to the university.

## Application Process

**Step 1: Obtain and Submit Both an Ecclesiastical Endorsement and a Clearance to Register Form** All students must submit an Ecclesiastical Endorsement to the Evening Classes Office. LDS applicants should be interviewed by their bishop or branch president. They must also be interviewed by a member of their stake presidency. Applicants of other faiths should be interviewed by clergy of their own faith or by an LDS bishop. They will then be contacted by the university chaplain for a second interview.

An Ecclesiastical Endorsement form and a Clearance to Register form may be picked up at 122 Harman Continuing Education Building (HCEB), mailed upon request, or submitted via the Evening Classes Web site at <http://ce.byu.edu/ev/>

**Step 2: Receive Clearance from Evening Classes** Once the Ecclesiastical Endorsement form and Clearance to Register form are submitted to the Evening Classes Office, students must receive clearance in the form of verbal or written authorization to continue in the Evening Classes registration process.

## Registration

### How to Access BYU Web

### Registration

You may access **BYU Web Registration** from your own home if you have the Internet and have downloaded Netscape Communicator 7.0+ or Explorer 5.5+. Both of these browsers are available for downloading on the World Wide Web. If you can't access the Web from home, you can use computers on the BYU campus. These are available at access point labs and kiosks in most buildings. You can also find computers connected to the Web at most public libraries.

1) Log in to Route Y by entering your Net ID and password. This can be done from [www.byu.edu](http://www.byu.edu) or <http://ry.byu.edu>. (If you do not remember your Net ID, click on the Route Y tab for instructions on how to proceed.) If you continue to experience problems with your Net ID and password, please contact the Evening Classes Office at (801) 422-2872. Office hours are Monday through Thursday, 8:00 a.m. to 6:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m.

2) Once you have logged in, you will be on the interchange page. Under the School column, select the "AIM" icon. When the page loads, select "Registration" and then "Register for classes."

**Step 1: Register for Classes (October 29–January 18)** Once clearance is granted by Evening

Classes, registration is available on the Web registration system and will be available until January 18. The computer will not schedule you in more than one section of the same class (except R courses). Be careful not to select classes that meet at the same time on the same days.

**Step 2: Pay Tuition and Fees** Tuition is due and payable five calendar days prior to the first day of class (December 31, 2007). Failure to pay by this date will result in holds placed on the student's account, restricting their ability to add additional classes. **Class registrations will be deleted if payment of tuition is not received by midnight of the day following the add deadline.** Class registrations which are dropped for nonpayment will not be reinstated for payments received after the payment deadline.

#### *How to Add Classes after School Begins*

**Use the Web registration system to add classes until midnight January 18.** During this time some classes may be added using the Web registration system. Other classes require an add card with the instructor's signature. This class schedule indicates Web registration as follows: **F** First day of class Web registration ends. Use add card after first day of class. **O** Open to register on the Web through the add/drop period. **S** Signature by instructor required on add/drop card to register at all times. Add/drop cards may be obtained beginning the first day of class from the Evening Classes Office, 122 Harman Continuing Education Building (HCEB). **The card must be returned to the Evening Classes Office** between 8:00 a.m. and 6:00 p.m. Monday through Thursday and 8:00 a.m. and 5:00 p.m. Friday during the first ten class days.

#### *How to Drop Classes*

**Winter classes can be dropped from your schedule using the Web registration system until midnight January 18.**

**A W will be given for any class withdrawal January 19–24.** To withdraw from a class, simply log in to the Web registration system and click the W next to the class you'd like withdrawn. A pop-up message will inform you that a \$10 fee will be charged to your student account and a W will be placed on your transcript. Select Okay and you will be withdrawn. A W is an official withdrawal and means you registered for a class and did not officially withdraw before the tenth day of the semester. It does not figure into your GPA.

**Withdrawal for nonacademic emergencies can be done February 12–April 2.** Between these dates, if you encounter a nonacademic emergency, such as a serious accident or illness, which affects your performance in a class(es), you may petition to

be withdrawn. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. A committee will consider your request, which may or may not be approved.

**DISCONTINUANCE** (*Withdrawing from All Classes for the Semester*)

**What to do before the Add Deadline (until January 18).** If you are not coming to school this semester, you must discontinue (drop all your classes) by the add deadline to avoid a tuition reassessment fee. Classes may be dropped individually or by clicking the "Drop All Classes" link on the Student Registration page on AIM.

**What to do after the Add Deadline (January 19–April 2).** To discontinue after the add deadline, you will need to complete a Request for Discontinuance form. Contact the Evening Classes Office in 122 Harman Continuing Education Building (HCEB). Tuition will be charged to the date of discontinuance at the percentage rate listed in the Refund Policy section.

If discontinuing after the withdraw deadline (February 11), you will need to obtain signatures of the individual instructors (after this time students are responsible for grades earned in class). The instructor will indicate an official withdrawal (W) or an academic failing withdrawal (WE) grade. The last day to discontinue from winter semester is April 2, 2008.

University employees and their spouses will be charged a \$10 add fee and \$10 drop fee beginning January 19, 2008.

STUDENTS MUST DROP OR DISCONTINUE THROUGH THE EVENING CLASSES OFFICE.

UNIVERSITY EMPLOYEES AND THEIR SPOUSES ARE REQUIRED TO PAY DROP FEES AND LATE ADD FEES.

#### *Adding and Dropping Information for Block Classes*

##### **Dates for First-Block Classes**

Classes begin: January 7  
Adding classes: Until January 18  
Dropping Classes:  
Without a W: Until January 18  
Withdraw with a W: January 19–24  
Discontinue for nonacademic emergencies: January 25–February 11  
Classes end: February 27

##### **Dates for Second-Block Classes**

Classes begin: February 28  
Adding classes: Until March 6  
Dropping Classes:  
Without a W: Until March 6  
Withdraw with a W: March 7–17

Discontinue for nonacademic emergencies:  
March 18– April 2  
Classes end: April 15

*Registration for Faculty, Staff,  
Administrative Personnel, and Their  
Spouses (See University Personnel Tuition Policy in  
the University Electronic Handbook.)*

**Eligibility:** Regular full-time faculty, staff, and administrative personnel may register for classes and will not be required to pay tuition. During winter semester, full-time personnel may take up to 6 credit hours. This benefit is applicable to undergraduate and graduate tuition. To be eligible for tuition benefits during a given semester, individuals must be regular full-time personnel at the close of late registration for that semester. For their dependents to be eligible for tuition benefits, personnel must (a) be at least age thirty with one year of full-time service or (b) have completed five years of full-time service with the university. Eligible individuals must meet university admissions and registration requirements. Personnel or dependents enrolled through evening classes who withdraw from all classes in a semester are required to do so through the Evening Classes Office, 122 HCEB. Part-time, adjunct, on-call, or temporary personnel and their dependents (spouse and children) are not eligible for tuition benefits.

To receive the tuition benefit for evening classes, a completed Clearance to Register form and current BYU ID must be presented to the Evening Classes Office. Personnel registering for evening classes (section type: evening) beginning before 5:00 p.m. must also complete a Request for Daytime Class Attendance form and submit it to the Benefits Office, D-240 ASB, for the tuition benefit to be paid. Personnel and spouses withdrawing (discontinuing) from all courses in Evening Classes are required to do so through the Evening Classes Office. A \$10 fee is charged to the individual for discontinuing after registration has been finalized.

**Audit:** Eligible personnel and spouses who only audit daytime and/or evening classes and whose registration eligibility is not DC (day-continuing) should contact the Evening Classes Office, 122 HCEB, (801) 422-2872, for auditing procedures. Audited classes will not appear on official records; however, the credit hours listed with classes that are audited, as well as Conferences and Workshops courses, will count toward the semester credit-hour limits (see Eligibility above). Employees who audit classes during daytime hours (7:00 a.m.–5:00 p.m. and/or TBA) must also complete a Request for Daytime Attendance form and submit it to the Benefits Office, D-240 ASB, for the tuition benefit to be paid. Audited classes do not count toward the

minimum required credits for financial aid and scholarships.

**Spouses:** There are no credit-hour limitations for eligible spouses. However, in the event a spouse is taking classes and is then hired full time by the university, the individual's "personnel" status supersedes the "spouse" status, and the tuition benefits/limitations (see Eligibility above) are then administered accordingly.

### *Official Enrollment*

Students whose names are on the university class roll are officially registered. If your name is not on the official roll, you should contact the Evening Classes Office, 122 Harman Continuing Education Building (HCEB), immediately.

### *Advisement and Counseling*

Counseling services are available to those who wish to discuss educational, career, or personal concerns with an interested professional person. Help is available during regular office hours at no charge. Appointments may be arranged by calling (801) 422-2872.

## **Final Examination Policy and Schedule**

Final examinations will be given at the times shown in the schedule. Examinations are not given early. The examination period is preceded by reading days, which give time for conscientious review, study, and synthesis of the semester's work. The reading and the examination periods are firmly scheduled parts of the semester; you must not make plans that interfere with these important academic activities. If illness or other uncontrollable circumstances prevent you from taking an examination at the scheduled time, you are responsible to inform the class instructor as soon as possible. Your instructor may give the grade *Incomplete*, depending on the circumstances. The incomplete cannot be given unless you and your instructor together prepare a contractual agreement.

Second-block class examinations will be given at the time shown in the schedule. First-block examinations will be given during the last regular class period.

In cases where you have conflicting examinations or *more than* three examinations in one day, individual arrangement for alternative test times may be made by the instructor.

Examinations will be held April 18, 19, 21, 22, and 23, with reading days April 16 and 17. Therefore, Tuesday, April 15, 2008, will be the last day of instruction.

**Note to faculty: If an exam hour conflict arises, please contact the Evening Classes Office, 122 HCEB, telephone (801) 422-2872.**

All evening classes beginning at 4:00 p.m. or later *must* follow the evening exam schedule to avoid day class conflicts. (If the class begins before 4:00 p.m., use the day class schedule.)

If a class begins after the hour or is scheduled

for more than fifty minutes per class period, **the final exam period is determined by the beginning hour.** For example, a class held from 8:35 to 9:50 *must* use the 8:00 exam period. A class held from 4:45 to 7:15 *must* use the 4:00 exam period. No exceptions to this policy will be granted unless approved *in writing* by the department chair.

### Evening Classes 4:00 P.M. and Later

Class Instruction Beginning Hour and Class Instruction Days	Day and Time of Final Exam
4:00 p.m. M 5:00 p.m. M 6:00 p.m. M	Monday, April 21 5:45 p.m. to 7:45 p.m.
4:00 p.m. Daily, MTWThF 5:00 p.m. Daily, MTWThF 6:00 p.m. Daily, MTWThF 7:00 p.m. T 8:00 p.m. T	Wednesday, April 23 8:00 p.m. to 10:00 p.m.
4:00 p.m. MWF, MW, MF, W, F 5:00 p.m. MWF, WTh, MW, W 6:00 p.m. MWF	Wednesday, April 23 5:45 p.m. to 7:45 p.m.
6:00 p.m. MW, W 7:00 p.m. W	Saturday, April 19 8:00 p.m. to 10:00 p.m.
4:00 p.m. TThF, TTh, Th 5:00 p.m. TTh, Th, MTh, F 6:00 p.m. TTh, Th 7:00 p.m. TTh, Th 8:00 p.m. TTh 8:00 a.m. Sa 9:00 a.m. Sa	Saturday, April 19 5:45 p.m. to 7:45 p.m.

### Evening Classes before 4:00 P.M.

Class Instruction Time	Daily, MTWTh, MWThF, MTThF, MWF, MW, M, or ,W	TTh, TThF, TThSa, T, Th, or F
7:00 a.m.	Friday, April 18 7:00 p.m. to 10:00 p.m.	Tuesday, April 22 3:00 p.m. to 6:00 p.m.
2:00 p.m.	Wednesday, April 23 7:00 a.m. to 10:00 a.m.	Wednesday, April 23 2:30 p.m. to 5:30 p.m.
3:00 p.m.	Monday, April 21 2:30 p.m. to 5:30 p.m.	Wednesday, April 23 11:00 a.m. to 2:00 p.m.

## Tuition and Fees

### Tuition Rates

**Part-time students** (8.5 hours or fewer for undergraduate and advanced-standing students) will be charged according to the following rates:

Hours	LDS Students		Non-LDS Students	
	UG	*AS	UG	*AS
.5	\$99	\$135	\$197	\$270
1.0	197	270	394	540
2.0	394	540	788	1,080
3.0	591	810	1,182	1,620
4.0	788	1,080	1,576	2,160
5.0	985	1,350	1,970	2,700
6.0	1,182	1,620	2,364	3,240
7.0	1,379	1,890	2,758	3,780
8.0	1,576	2,160	3,152	4,320

\*Graduate (advanced standing) students are those who have received their bachelor's degree.

Tuition will be assessed per half credit hour. Minimum tuition charged will be \$99. The charge for noncredit courses or for auditing courses is the same as when taking them for credit.

Enrollment as a part-time undergraduate student does not entitle the student to health service, student activity privileges, or physical education suit and facility privileges.

**A current billing statement is available** on Route Y by clicking the My Financial Account link under the School heading.

### Payment for Tuition and Fees

The following options are available for making tuition payments. For more information on making payments to BYU, please visit <http://payments.byu.edu>

### Pay Tuition Online

BYU encourages you to take advantage of the fast, easy, and secure ways to pay online. Payments may be made online by logging into Route Y and selecting the My Financial Center link under the School heading.

1. **eCheck** is a free electronic check option that uses a secure Web transmission to electronically deduct payments directly from a checking or savings account.
2. **Credit Card with a Service Fee:** The university no longer accepts credit card payments for tuition directly but has arranged for a third party vendor to accept American Express, Discover, and MasterCard. The third party charges a nonrefundable service fee equal to 2.75 percent of the transaction amount.

Note: We are required to make credit card refunds back to the credit card.

### Pay Tuition by Mail or in Person

Tuition may also be paid by check or money order. You may pay with cash at the Evening Classes Office. These payments should be paid to BYU Evening Classes, 122 Harman Continuing Education Building (HCEB); (801) 422-2872.

### REFUND POLICY

#### Pro-rata Charges for Dropped Classes

Students may drop classes without penalty until the add deadline. After the add deadline tuition will be recalculated, based on the student's current enrollments status. A pro-rata tuition charge will be applied for dropped classes. The pro-rata charges are as follows:

January	22	15%
January	28	25%
February	3	50%
February	17	100%

The recalculation of tuition may result in a refund. The amount of the refund a student will receive is based on the date the classes are dropped, or in the case of an official discontinuance, the date that the student reports such discontinuance to the Evening Classes Office. A refund request must be initiated by the student through the Evening Classes Office, 122 Harman Continuing Education Building (HCEB).

Any refund due the student will be paid by check through the mail approximately ten days after the classes are dropped. Payments originally paid by credit card will be returned to the credit card. Unpaid university charges may be deducted from the refund amount.

A petition for exception to the refund schedule will be considered for students forced to discontinue because of circumstances that are beyond their control such as death in the immediate family, life-threatening situations, medical incapacitation, a university error, or military leave. **Students should not submit petitions based on ignorance of university policies and procedures. These will be denied.** Petition forms are available in the Evening Classes Office, 122 Harman Continuing Education Building (HCEB).

The university reserves the right to change these prices and policies without notice.

### Financial Aid

Financial aid is available for select undergraduate Evening Classes students. Applicants will be selected on the basis of financial need, academic potential, character, and the capacity to help others develop their skills, talents,

and abilities. Application forms are available on the Evening Classes Web site at <http://ce.byu.edu/ev/> and in the Evening Classes Office, 122 Harman Continuing Education Building (HCEB).

### *Departmental Fees*

Many classes carry an additional fee for materials beyond the regular tuition. Please contact the appropriate department concerning the fee.

## **Auditing**

### *Auditing Evening Classes*

Students desiring to audit classes (register for a class without receiving credit) can only do so with an add card during the first ten class days. Students must obtain the instructor's approval on a signed add card. It is not possible to register for an audit class on the Web registration system. **You are charged the same tuition for auditing classes as for taking classes for credit.** Classes taken on an audit basis will not appear on your official records, will not be considered in calculating enrollment verifications, and do not fulfill the minimum registration requirement for graduation for degree-seeking students.

### *Auditing Day Classes*

Students wishing to audit day classes (take a class without receiving credit for it) must fill out an Evening Classes Clearance to Register form and turn in a completed Ecclesiastical Endorsement. No application fee is required; however, audit-only students should be aware that they will be charged the same tuition costs as if they were taking the class for credit. Audit-only students are required to wait until the first day of class to pick up the "audit only" add card from the Evening Classes Office. Approval to audit is done for one semester or term at a time. Audited classes do not appear on transcripts and do not count for verification purposes. **No day classes can be taken for credit through the Evening Classes Department!**

### *Credit to Audit*

Students who are registered for credit and wish to change to audit must first drop the class and pay the \$10 drop fee. Then, an add card must be signed by the instructor to add the class for audit, and a \$10 add fee must be paid. The class may then be added for audit during the add period (first ten days of a semester). **PE and dance classes cannot be taken for audit.**

### *Senior Citizens*

Persons fifty-five years of age and older may register for evening classes for \$25 per class. Please submit an Ecclesiastical Endorsement and Clearance to Register form to the Evening Class Office. No

more than two courses may be taken per semester at the discounted senior citizen rate. All classes must be for audit only. Senior citizen audits only give students access to class lectures and are offered on a space-available basis beginning the first day of class. The \$25 per class fee is nonrefundable unless the class is canceled. If the class is added late, an additional \$10 late add fee will apply. **PE and dance classes cannot be taken for audit.**

## **Other**

### *Exercise Sciences Classes (Physical Education)*

Evening Classes students who are registered for a PE class will need to have a current university picture ID card and a facility-use pass in order to use the physical education facilities. Students not registered for a PE class may purchase a facility-use pass for \$45 a semester or \$5 a day. This can be obtained in room 112 RB. If registering for a PE class, evening students must register for credit. No PE or dance classes are available for audit.

### *Cancellation of Classes*

Classes will be canceled when the class enrollment in a course is deemed insufficient. In such cases, a full refund of tuition will be made, or credit will be given toward registration in another course if so desired.

### *Grade Reports*

Grade reports are available at the Records Office (B-150 ASB) at no charge for Evening Classes students after the semester has concluded. Grade reports will be mailed to those students who leave self-addressed, stamped envelopes containing their Social Security number at the Records Office.

### *Health Insurance*

BYU requires only students who are enrolled at least three-fourths time (9 credit hours or more) to carry medical insurance. A graduate student (or anyone who has received their bachelor's degree) is considered full time when registered for 2 or more credit hours.

### *Parking*

If you need to park on campus, please contact the Traffic Office, 2120 JKB, or call (801) 422-3906.