

Age and Credit Limit Policy

Persons enrolling in credit courses offered by Evening Classes 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 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"/>

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 211 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+, Internet Explorer 5.5+, or Mozilla Firefox 2.0. 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 with your Net ID and password. This can be done from <http://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 5:30 p.m., and Friday, 8:00 a.m. to 5:00 p.m. mountain time.

2) Once you have logged on, type MyMAP in the white search box on the upper right side of the screen (Quick URL box). When this page loads, select Plan MyMAP. This page is the foundation of MyMAP. Similar to the progress report, the Plan MyMAP tab not only tracks academic progress but

also provides you with the capability of building your academic plan leading to graduation. The Plan MyMAP page allows you the opportunity of indicating specific classes for general education, major and minor requirements, and any desired elective course. A link to the suggested sequence of classes on the major academic plan (MyMAP) for your major is provided to reference, if necessary.

3) Next, click the Organize MyMAP tab, which allows you to assign a semester or term to each class planned on the Plan MyMAP page.

4) Finally, click the Register tab, which will allow you to view your planned classes as you register for a currently open semester/term. You may also register in the traditional way by clicking the Add Classes button at the bottom of the semester/term tab.

Step 1: Register for Classes (October 26–January 15)

Once clearance is granted by Evening Classes, registration is available until January 15. 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 seven calendar days prior to the first day of class (December 28, 2009). Failure to pay by this date will result in holds placed on the student's account, restricting your ability to add additional classes. You do not need to have completed your registration in order to pay your tuition. Classes may be dropped, but no classes may be added until the hold is lifted. If tuition is still not paid by the final due date (the add/drop deadline), classes will be deleted. However, it is still your responsibility to drop your classes if you do not intend to be enrolled for the semester. **Class registrations will be deleted if tuition payment is not received by midnight of the day following the add deadline.** Class registrations that are dropped for nonpayment will not be reinstated for payments received after the payment deadline.

How to Add Classes after School Begins

You may add classes until midnight January 15. During this time some classes may be added using the Web registration system. Some classes require a permission-to-add code after the first day of class. 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, 211 Harman Continuing

Education Building (HCEB). **The card must be returned to the Evening Classes Office** between 8:00 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. and 5:00 p.m. Friday.

How to Drop Classes

Winter semester classes can be dropped from your schedule using the Web registration system until midnight January 15. Add/Drop cards can be obtained from the Evening Classes Office. Note: A student can be registered for more than one section of an R-suffix class and therefore must drop each unwanted section.

A "W" will be given for any class withdrawal January 16–February 8. 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/sixth day of the block. It does not figure into your GPA.

Withdrawing from Classes After University Deadlines. Withdrawing from a course after February 8 requires an exception to university policy. Reasons for considering an exception to the withdraw deadline include non-academic emergencies such as; a death in the family, serious illness or injury which would affect a student's ability to perform in a course. Students may file a petition for a non-academic emergency by coming to the Evening Classes Office, 211 Harman Continuing Education Building (HCEB), or may phone 801-422-2872 for more information. *Discontinuance (Withdrawing from All Classes for the Semester)*

What to do before the add deadline (until January 15). If you are not coming to school winter semester, you must discontinue (drop all your classes) by the first day of class to avoid a withdraw date being posted on your transcript. You must discontinue by the add deadline to avoid a tuition charge. Classes may be dropped online through MyMAP in Route Y.

What to do after the add deadline (January 16–March 31). To discontinue after the add deadline, you will need to complete a Request for Discontinuance form. Contact the Evening Classes Office in 211 Harman Continuing Education Building (HCEB) or at 801-422-2872, or download the form from <http://ce.byu.edu/ev>. Pro-rata tuition charges will be calculated based on the date of

discontinuance at the percentage rate listed in the Refund Policy section of this class schedule.

If discontinuing after the withdraw deadline (February 8), you will need to obtain signatures from your instructors indicating an official withdrawal (W) or an academic failing withdrawal (WE) grade (after this time students are responsible for grades earned in class). The last day to discontinue from winter semester is March 31, 2010.

University employees and their spouses will be charged a \$10 add fee and \$10 drop fee beginning January 16, 2010.

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 4

Adding classes: Until January 15

Dropping Classes:

Without a W: Until January 15

Withdraw with a W: January 16–21

Discontinue for nonacademic emergencies:

January 22–February 8

Classes end: February 24

Dates for Second-Block Classes

Classes begin: February 25

Adding classes: Until March 4

Dropping Classes:

Without a W: Until March 4

Withdraw with a W: March 5–15

Discontinue for nonacademic emergencies:

March 16–31

Classes end: April 13

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, up to a maximum of 6 credit hours per semester, and will not be required to pay tuition. During spring and summer terms, full-time personnel may take 3 credit hours per term or 4 in one and 2 in the other. This benefit is applicable to undergraduate and graduate tuition. To be eligible for tuition benefits during a given semester/term, individuals must be regular full-time personnel by the add deadline for that semester/term. For their dependents to be eligible for tuition benefits, personnel must (a) be at least age thirty 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 (registration eligibility: CE—Continuing Education) who withdraw from all classes in a semester are required to do so through the Evening Classes Office, 211 Harman Continuing Education Building (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. An ecclesiastical endorsement is required for spouses and dependents of BYU personnel. 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 the last day to add classes.

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, 211 Harman Continuing Education Building (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/term 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 Personnel Request for Class 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, 211 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 exam preparation days, which give time for conscientious review, study, and synthesis of the semester's work. The preparation and 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.

First-block examinations will be given during the last regular class period. Second-block class examinations will be given at the time shown in the schedule. 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 17, 18, 20, and 22, with exam preparation days April 14 and 15. Therefore, Tuesday, April 13, 2009, will be the last day of instruction.

Note to faculty: If an exam hour conflict arises, please contact the Evening Classes Office, 211 HCEB, telephone 801-422-2872.

Evening Classes students should be aware that final exams may be given at different hours throughout the day or evening. Being enrolled in a class that meets at 4:00 p.m. or later does not ensure that the final exam will be held at that time. All Evening Classes courses 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 Final Exam Schedule

7:00 a.m. Evening Classes

Class Instruction Time	Daily, MTWTh, MWThF, MTThF, MWF, MW, M, or W	TTh, TThF, TThSa, T, Th, or F
7:00 a.m.	Wednesday, April 22 2:30 p.m. to 5:30 p.m.	Friday, April 17 7:00 p.m. to 10:00 p.m.

4:00 p.m. to 8:00 p.m. Evening Classes

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 20 5:45 p.m. to 7:45 p.m.
4:00 p.m. Daily, MTWTh, T 5:00 p.m. Daily, MTWTh, T 6:00 p.m. Daily, MTWTh, T 7:00 p.m. T 8:00 p.m. T	Wednesday, April 22 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 22 5:45 p.m. to 7:45 p.m.
6:00 p.m. MW, W 7:00 p.m. W	Saturday, April 18 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	Saturday, April 18 5:45 p.m. to 7:45 p.m.
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Tuition and Fees

Tuition Rates

Part-time students Tuition rates for the 2009–2010 academic year are as follows:

Hours	LDS		Non-LDS	
	Undergrad.	Grad.*	Undergrad.	Grad.*
.5	\$110	\$151	\$220	\$301
1.0	220	301	440	602
2.0	440	602	880	1,204
3.0	660	903	1,320	1,806
4.0	880	1,204	1,760	2,408
5.0	1,100	1,505	2,200	3,010
6.0	1,320	1,806	2,640	3,612
7.0	1,540	2,107	3,080	4,214
8.0	1,760	2,408	3,520	4,816

*Graduate students are those who have received their first bachelor's degree prior to the beginning of the semester or term for which they are registering.

Tuition will be assessed per half credit hour. Minimum tuition charged will be \$110. Tuition for noncredit courses or for courses being audited is charged at the same rate as for credit courses.

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

Payment of Tuition and Fees

Tuition and fees are considered due and payable seven calendar days prior to the first day of class. Failure to pay by this date will result in holds being placed on the student's account, restricting the ability to add additional classes. Class registrations will be deleted if payment of tuition and fees is not received by midnight of the add deadline. Class registrations that are dropped for nonpayment will not be reinstated for payments received after the payment deadline.

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. For more information on making payments to BYU, please visit

<http://payments.byu.edu>.

1. **eCheck (BYU's preferred payment method)** is a free electronic check option

that uses a secure Web transmission to electronically deduct payments directly from a checking or savings account. The payer's bank routing and account numbers are required when making eCheck payments. Payments from mutual fund, money market, line of credit, and brokerage accounts cannot be accepted.

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 the payer a nonrefundable service fee equal to 2.75 percent of the transaction amount. Visa is not accepted because its operating rules prevent participation in service fee programs of this type.

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

Pay Tuition by Mail

Tuition may also be paid by check or money order. These payments should be made to BYU Evening Classes, 211 Harman Continuing Education Building (HCEB); 801-422-2872.

Pay Tuition in Person

Payments may be made throughout the year in person at 211 HCEB. Credit cards and the Signature Card cannot be used to pay tuition or fees at the Evening Classes Office.

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:

If class is dropped beginning:	The pro-rata charge will be:
January 19	15%
January 25	25%
March 1	50%
March 15	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, 211 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. If the student has elected direct deposit for student account refunds, the refund will be deposited into the student's bank. 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, 211 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, 211 Harman Continuing Education Building (HCEB). A current Ecclesiastical Endorsement and transcript with your application are required.

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! Students auditing a day class cannot take an evening class for credit.**

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).

Senior Citizens

Persons fifty-five years of age and older may register for evening classes for \$25 per class. A Clearance to Register form and Ecclesiastical Endorsement are required for each semester. 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.

Other

Exercise Sciences Classes (Physical Education)

Evening Classes students who are registered for an Exercise Science (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 an Exercise Science class may purchase a facility-use

pass for \$45 a semester or \$5 a day. This can be obtained in room 112 RB.

Cancellation of Classes

Classes will be canceled when the class enrollment in a course is deemed insufficient. In such cases, a full tuition refund 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.