



## Winter Term 2018 Registration Guidelines & Schedule

If you are interested in registering for Winter term courses, please follow the guidelines below. You may register anytime between November 5 and noon December 14.

1. Advisor Appointment

Meet with your Academic Advisor to register for Winter classes.

2. Financial Aid

Visit with the Office of Financial Aid to check on the possibility of financial aid assistance.

3. Payment

Payment must be paid in full by noon Friday, December 14. Students who register for a course will not be considered enrolled in a class if payment is not made by this date. Types of payment accepted include cash, check, credit card, online payment (Williams Online). Contact the business office for additional information.

4. Confirmation of Class Made

There must be at least five (5) enrollees in a course for the class to make. The college has the right to cancel classes with insufficient enrollment. A class with less than five (5) is considered insufficient enrollment. Please check the WBU Registrar's Facebook page on Friday afternoon, December 14, to confirm a course status. If payment has been made for a course that does not make, a refund will be issued.

5. Course Access

Online Course: Once registration and payment is complete, you may access your online course on the specified date of a particular term by logging onto Vcamp.

### Withdrawal Policy

Students wishing to withdraw from a Winter term course must complete the *Course Withdrawal Form* located on the Registrar's link on the WBU Home Page at [www.williamsbu.edu/withdrawal-form/](http://www.williamsbu.edu/withdrawal-form/). The withdrawal deadline for a course is the first calendar day of the final week of scheduled classes in a given term. Withdrawals made during this time will be indicated as a "W" on a student's transcript. Withdrawals made after the deadline will result in a grade of "F" recorded on the transcript.

### Withdrawal Refund

All tuition charges are due by noon Friday, December 14 before classes begin. There will be a 100% refund if a withdrawal is completed through the Registrar's Office by the end of; no refund for withdrawal, thereafter. (Withdrawal must be before the start of second calendar day of the term.) Students paying with personal check will not receive their refund for two weeks after the payment is credited to their student account.



## 2018 Winter Term Schedule

\$400 Per Course

(Registration and payment for all courses must be completed by noon December 14.)

### Winter Term 2018 – December 17 - January 4

COURSE – SEC	COURSE TITLE	TIME	DAYS	INSTRUCTOR
<b><u>BUSINESS ADMINISTRATION</u></b>				
BA 3253 -- A	Spc Top.:Modern Financial Crimes/Scandal	TBA	WEB	WEB K HENNINGS
<b><u>BIOLOGICAL SCIENCES</u></b>				
BS 4213 -- A	Pharmacology	TBA	WEB	WEB M HOBBS
<b><u>CRIMINAL JUSTICE</u></b>				
CJ 2003 -- A	Prin. Of Criminal Justice	TBA	WEB	WEB B LUETSCHWAGER
<b><u>HISTORY</u></b>				
HT 2233 -- A	U S Hist Before 1865	TBA	WEB	WEB B PERKINS
HT 3933 -- A	History of Arkansas	TBA	WEB	WEB R HARRIS
<b><u>JOURNALISM</u></b>				
JL 2113 -- A	News Editing	TBA	WEB	WEB M WILLIAMS
<b><u>PHYSICAL EDUCATION</u></b>				
PE 1113 -- A	Sport Nutrition	TBA	WEB	WEB M COLVEY
PE 2213 -- A	Health & Safety	TBA	WEB	WEB J AUSTIN
<b><u>PSYCHOLOGY</u></b>				
PY 3373/SW 3373 -- A	Substance Abuse	TBA	WEB	WEB D VOWELL