



MAYMESTER 2015 A&S/PS REGISTRATION INFORMATION

This Class Schedule Bulletin provides course and content information to students and faculty advisors. Information provided in this Bulletin, posted on the Office of Student Records website, or provided in other scheduling documents, does not constitute a contract between Rollins College and the student. Rollins College makes every effort to ensure that this Bulletin contains complete and accurate information at the time of posting. However, circumstances may arise that require the College to change or cancel (partially or completely) existing policies, rules, or program offerings. **Reasonable efforts are made to notify students affected by such changes as they occur. However, students are responsible for staying apprised of changes by checking the schedule posted at http://r-net.rollins.edu/studentrecords/current_course_schedule.html.**

MAYMESTER REGISTRATION, REFUNDS, & SCHEDULE CHANGES

Maymester 2015 Online Registration via FoxLink: Monday, March 16-Friday, May 1, 2015
Maymester Tuition: \$1,728 per course – Tuition Due: April 15, 2015

Students are allowed to enroll in only one Maymester course. Students may however appeal to take a second Maymester course via the Academic Appeals process. Instructions are available at <http://r-net.rollins.edu/as/dean-of-arts-sciences/advising-appeals.html>.

On-campus housing/meal plan is available for A&S/PS students participating in Maymester – Cost: \$1,050.
Apply for Maymester housing on your MyHousing account on Foxlink and use the Maymester application link.
Deadline for Maymester housing applications is April 25.

If you have any Financial Aid questions, please contact their office directly, <http://www.rollins.edu/finaid/as/index.html>.

Late Registration and Schedule Changes

Courses may be added or dropped online without fines or notation to transcript between March 16 and May 1.
Courses may be added or dropped in the Records Office with a \$50 late registration fine between May 4 and May 8.
No course adds are permitted once Maymester begins due to the intensive nature of the four-week learning experience.

Course Withdrawals and Refunding

Courses dropped, no notation, 100% refund through Friday, May 1, 2015.
Courses dropped, no notation, 75% refund from May 4 through May 8, 2015.
Courses dropped, no notation, 50% refund from May 11 to May 12, 2015 (first two days of session).
Courses dropped with notation ("W" on transcript) and no refund from May 13 to May 18, 2015.
Courses dropped with penalty ("WF" on transcript) beginning May 19, 2015.

Notification from the instructor, written or verbal, or failure to attend class does not constitute withdrawal.
Students who abandon a course without completing proper withdrawal forms receive grades of 'WF.'

Instructor signature is required for all course drops after the session begins. "W" grades are assigned for withdrawals after the second class day, but before the Drop Without Penalty Deadline. "W" grades do not affect the grade point average, but do appear on academic records (transcripts and grade reports). Students withdrawing from a course after the Drop Without Penalty Deadline receive grade "WF." The "WF" grade counts as an "F" in the grade point average and appears on academic records (transcripts/grade reports).

MAYMESTER 2015 ACADEMIC CALENDAR

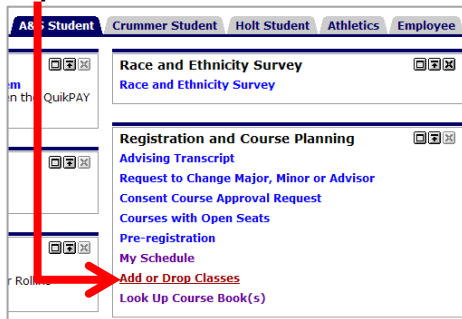
Online Registration via FoxLink	Monday, March 16, through Friday, May 1
Deadline to Drop Classes with 100% Refund	Friday, May 1
Add or Drop in Writing in Student Records Office	Monday, May 4, through Friday, May 8
Deadline to Add Classes	Friday, May 8
Deadline to Drop Classes with 75% Refund	Friday, May 8
Maymester Classes Begin	Monday, May 11
Credit/No Credit Deadline (<i>elective courses only</i>)	Tuesday, May 12
Last Day to Drop a Class without Notation ("W")	Tuesday, May 12
Last Day to Drop Classes with 50% Refund (NO refunds after this date)	Tuesday, May 12
Last Day to Drop a Class without Penalty ("WF")	Monday, May 18
Memorial Day Holiday (No Classes)	Monday, May 25
Maymester Classes End	Thursday, June 4
Maymester Final Exams	Friday, June 5
Maymester Grades Due	Wednesday, June 10



ONLINE REGISTRATION INSTRUCTIONS

1. Logon to FoxLink, and select the AS/CPS Student Tab.

2. Select "Add or Drop Classes" link found inside the student menu box.



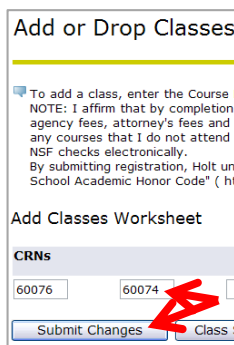
3. Select a Registration Term "Fall 2015 – A&S/CPS/Holt" and click Submit.




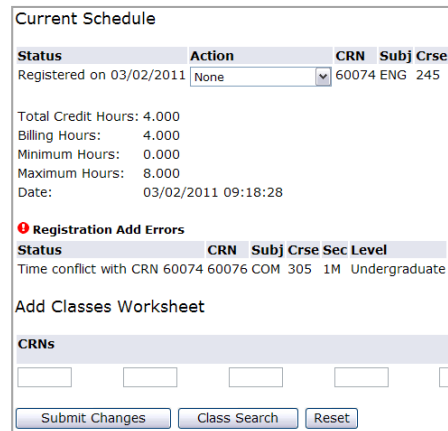
4. Enter your PIN number and click Submit.



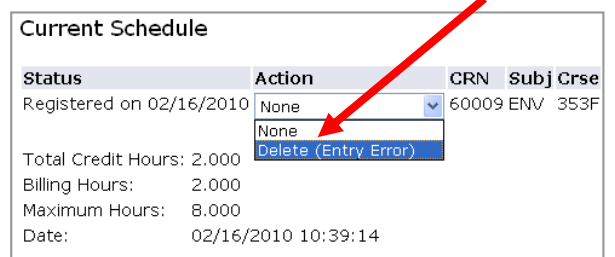
5. The "Add or Drop Classes" page is now displayed. To add classes to your schedule, enter the 5-digit course numbers (CRN; available on posted class schedule) of your selections and click "Submit Changes."



6. Your class schedule should now be displayed. If there were errors with one or more of the courses you tried to add (i.e., pre-requisites not met, holds on your student account, restrictions, etc.), those errors will also be displayed on this page. For questions regarding errors, please contact the Office of Students Records at registration@rollins.edu or 407-646-2144. If a course was closed, i.e., no seats remained, that message will also appear next to the  error symbol. You will need to follow Step 4 to add a different CRN.



7. If you make a mistake, change your mind, or need to drop courses from your schedule, go to the "Action" pull-down menu and select "Delete (Entry Error)" from the drop down list and click the "Submit Changes" button. The course will be removed from your record and you may start over with a new CRN or exit.



8. When you are satisfied with your course selections, simply exit out of FoxLink. Your registration is complete.

9. Please remember:

- To check your schedule via FOXLINK **before the end of online add/drop** to ensure your registration is accurate.
- If your schedule is not accurate, **you are responsible** to make all corrections before the end of the online registration or add/drop session.