

Veterans Benefits: All Campbell University courses are approved for Veteran's benefits. Full time VA benefits require a minimum of two 3-semester hour courses each term. Half time benefits will be paid for one 3-semester hour course. Consult with the VA Counselor for additional information and assistance. All students using VA benefits must see the VA Counselor before registering for classes, and in the event of any add, drops, or withdrawals.

North Carolina Legislative Tuition Grant: (Only available at Fall I and Spring I registration periods) Students pursuing a degree with Campbell University may qualify for the NCLTG. Students registered for 12 or more semester hours during Terms I and II may receive \$896.00. Students registered for 9-11 semester hours may receive $\frac{3}{4}$ grant of \$672.00. To ensure the NCLTG can be awarded a student must meet the following criteria: 1) NC resident, active duty military, or military dependent; 2) seeking a Campbell degree; 3) fully matriculated with official evaluation completed; 4) submit a completed application on time; 5) be registered for the requisite semester hours by the State imposed deadline.

Students may pick up NCLTG packets at the Fort Bragg or Pope AFB Administrative Offices. Packets must be returned to your home campus by the deadline shown on the front cover of this schedule. **NO INCOMPLETE PACKETS WILL BE ACCEPTED!!**

TEXTBOOK INFORMATION

Textbooks: Textbooks for all courses, in-class and internet, must be purchased through the Barnes and Nobles bookstore at the main campus. Textbooks are no longer available for sales at the Fort Bragg and Pope AFB sites. Textbooks may be purchased online at <http://campbell.bncollege.com>, or in person at the bookstore in Buies Creek, NC. See the home campus website or Distance Education website for the book listings. The main campus bookstore has textbooks for all classes, in-class or internet.

Texts may be ordered through May 16 with no shipping costs by requesting "Store Pickup" and choosing the campus, either Fort Bragg or Pope, for pickup. The books should be available for pickup at the extended campus May 20. Texts ordered May 17, and later, will be shipped to the student's home address at a cost of \$6.95 for the first item and \$1.95 for each additional item.

Textbook Refund Policy: Books may be returned only if the class is cancelled, if you have dropped the corresponding course during the Add/Drop period, or if the book is defective. **The bookstore will not buy back a book because you have found a better price on a used book!** Keep your receipt. Refunds will be given only if you have a receipt. Returned books must be unmarked and clean. Note the warning label on pre-wrapped books: **They are not returnable if opened.**

Rental Texts: Rental texts are no longer available at the Fort Bragg or Pope AFB Campuses. Some texts may be available for use without charge for limited classes.

ADMINISTRATIVE INFORMATION

Add/Drop Procedures: Students desiring to change their schedule by adding or dropping a class must do so during the Add/Drop period. Students who drop a class during this period will receive a full refund of tuition and fees, but must submit a request to receive a refund.

Withdrawal Procedures: Students who desire to drop their classes AFTER the Add/Drop period ends will be considered for a withdrawal only. Withdrawal from class MUST be completed at the Administrative Office in person or through GoArmyEd if applicable. Students who withdraw will NOT receive a refund of tuition, but will receive a "Withdraw Passing" (WP) or "Withdraw Failing" (WF) grade and may be required to reimburse the military, VA or other governmental agencies for funds used. Failure to attend a class does not constitute a withdrawal. Informing your instructor you are withdrawing does not constitute a withdrawal.

GoArmyEd Procedures: The GoArmyEd system requires all active duty Army soldiers to conduct all application, registration, add, drop, and withdrawal actions via the GoArmyEd.com portal. The request for Tuition Assistance is also processed through the portal. These actions can no longer be processed by paper for Army students. The GoArmyEd.com portal has training materials available for soldiers to learn about the system and its functions. Army students are encouraged to visit the portal or talk to your ACES counselor.

Grades of "I" (Incomplete): Students with outstanding grades of "I" must complete all coursework within the first 30 days of the next term. If course requirements are not completed within the allowed time limit the grade will be automatically changed from an "I" to an "F".

Grades of "IC" (Incomplete Continuing): Students who wish to make up a course for which they have previously been awarded a grade of "IC" should not go through regular registration for that course. They must see the registration staff at the Administrative Office for the appropriate paperwork so that additional charges will not be incurred for that course. The "IC" must be changed to a letter grade within 120 days of its receipt or it will be automatically changed to an "F".