

REGISTRATION INFORMATION

General: All students should register through their home site. The Fort Bragg site is located in on the second floor, Stack B, EArmyu Building on Macomb Street. The Pope AFB site is located in the basement of Building 308 on Pope AFB. Students must be aware of course pre-requisites and must have them completed **prior** to the beginning of the course. Campbell University reserves the right to limit enrollment and to cancel classes with insufficient enrollment.

Registration: Online Registration, except for active duty Army, is conducted through the **WebAccess** service for both Fort Bragg and Pope students. Online Registration via **WebAccess** is subject to the following criteria:

- Must be a degree seeking student with Campbell University, whose home campus is either Fort Bragg or Pope AFB.
- Must have *completed* a minimum of 6 semester hours of Campbell University *at the time you register*.
- Must have a GPA of 2.0 or higher for all course work completed at Campbell University.
- Must have a completed Evaluation of Transfer Credits and a SOCAD or degree plan from Campbell University.
- There are no financial or academic holds on your record.

For additional information regarding **WebAccess** please call the Fort Bragg Office (436-3242) or the Pope AFB Office (497-8237). Students not eligible for WebAccess Registration must register in person during the Walk-In period.

Active Duty Army students must register through the new **GoArmyEd.com** portal to use Tuition Assistance. No other method of registration will be accepted. The portal must also be used for any Add, Drop, or Withdrawal actions. The Fort Bragg or Pope offices cannot process these actions unless initiated through the portal. The Fort Bragg office has student-access computers and trained personnel to assist students in conducting these actions. **Please ask for assistance.**

Internet Courses: Internet courses are offered completely online and are available to any student who has completed six semester hours of Campbell University course work and has a GPA of 2.0 or higher. You may register for an Internet Course either online or in person. After registration you must contact the Director of Distance Education at disted@campbell.edu for further information and instructions. Only two internet courses per semester are permitted. Registration for internet courses is not permitted after the first day of the term.

Blended Courses: Blended courses are a mix of the in-class and online formats. They are available to any student regardless of course work completion. Normal registration rules and procedures apply. Blended courses include a component of teaching utilizing the internet. You must be familiar with using the internet and you must have the compatible computer equipment for internet instruction. Once registered, students will be loaded to the Blackboard course site by the campus conducting the class. The instructor will provide further information regarding the course. Students should expect to access the course site by the first day of the term and before the first scheduled class. See class listings for the night of the in-class meeting.

FINANCIAL INFORMATION

Tuition: Tuition cost is **\$195.00 per semester hour** for all undergraduate courses. Tuition cost for internet courses is **\$250.00 per semester hour**. Tuition is payable at the time of registration by cash, personal check, MasterCard, or Visa. A deferred payment plan is available at no extra cost with a down payment.

Military Tuition Assistance: Active duty personnel may use **military tuition assistance** that may pay up to 100% of tuition depending on the availability of funds. Active duty Army personnel must register through the **GoArmyEd.com** portal. Approval of your registration by the ACES counselor will constitute approval of TA. Other military personnel should see their service Education Center to request tuition assistance. NCLTG and federal financial aid forms are available in the administrative offices. The Main Campus handles processing of all financial aid. For more information call 1-800-334-4111, ext. 1297.

It is the responsibility of the student to return their military Tuition Assistance forms to the Business Office. Tuition assistance forms can only be submitted for one term at a time. See elsewhere in this schedule for the submission deadlines. Failure to return tuition assistance forms by the required dates will result in the student being held responsible for the FULL PRICE OF THE CLASS. This does not apply to active duty Army. Active duty Army TA is processed electronically through the GoArmyEd.com portal. The Education Center will not approve military Tuition Assistance if you have an "I" grade.

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 will receive \$975.00. Students registered for 9-11 semester hours will receive the ¾ grant of \$732.00. 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 in-class and internet courses 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 July 26 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 July 30. Texts ordered July 27, 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.**

Retnal 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”.