

# CALENDAR 2025 SUMMER SESSIONS

2025 SUMMER SEMESTER	4-WEEK SESSION	5-WEEK SESSION	6-WEEK SESSION	7-WEEK SESSION	8-WEEK SESSION	12-WEEK SESSION
<b><u>Session Dates</u></b>	<b><u>1st 4-Week Session</u> <u>June 1 - June 28, 2025</u></b>	<b><u>1st 5-Week Session</u> <u>May 18 - June 21, 2025</u></b>	<b><u>6-Week Session</u> <u>July 6 - Aug 16, 2025</u></b>	<b><u>7-Week Session</u> <u>May 18 - July 5, 2025</u></b>	<b><u>8-Week Session</u> <u>June 1 - July 26, 2025</u></b>	<b><u>12-Week Session</u> <u>May 18 - Aug 9, 2025</u></b>
Memorial Day Break (No Classes)		May 24-26		May 24-26		May 24-26
Last Day to Add Classes	June 6	May 23	July 11	May 23	June 6	May 23
Last day to Drop with 100% Tuition Refund	June 6	May 23	July 11	May 23	June 6	May 23
Last Day to Withdraw from Classes	June 20	June 13	Aug 1	June 20	July 11	July 12
Independence Day (no classes)				July 4	July 4	July 4
<b><u>Session Dates</u></b>	<b><u>2nd 4-Week Session</u> <u>June 29 - July 26, 2025</u></b>	<b><u>2nd 5-Week Session</u> <u>June 22 - July 26, 2025</u></b>				
Independence Day Break (No Classes)	July 4	July 4				
Last Day to Add Classes	July 7	June 27				
Last day to Drop with 100% Tuition Refund	July 7	June 27				
Last Day to Withdraw from Classes	July 18	July 18				

# STUDENT RESPONSIBILITY:

I acknowledge that enrolling for courses at Newman University constitutes a financial obligation to the University. I understand and agree that I have personal financial responsibility for the payment of all tuition, fees, and other Newman University charges on my student account relating to my enrollment and/or attendance. I understand that, regardless of any expected reliance on any third-party resources, including but not limited to financial aid, family resources, employer reimbursement, government assistance or any other external resources, I remain personally and solely responsible for paying any and all outstanding balances.

## **Important Phone Numbers:**

Phone: 316-942-4291

Fax: 316-942-4483

Admissions (recruitment)

Undergraduate, ext. 2144

Graduate, ext. 2437

Campus Ministry, ext. 2422

Career Services , ext. 2318

Financial Aid, ext. 2103

Learning lab, ext. 2235

Library, ext. 2107

Registrar (registration/transcripts), ext 2121

Residence Life, ext. 2209

Student Accounts, ext. 2168

**Summer Office Hours for the  
Admissions Office, Financial Aid  
Office, Registrar's Office and Student  
Accounts Office are: 8 a.m. - 5 p.m.  
Monday through Thursday, and 8 a.m. -  
12 p.m. Friday.**

**The Learning Lab and the Library have  
hours that vary and students are  
encouraged to contact these offices  
concerning their hours of operation.**

*We are a Catholic university named after Saint John Henry Newman and founded by the Adores of the Blood of Christ for the purpose of empowering graduates to transform society. Newman does not discriminate on the basis of age, sex, race, creed, handicap, national or ethnic origin. Accredited by the Higher Learning Commission, 230 N. LaSalle St., Ste. 7-500, Chicago IL, 60604 phone: 312-263-0456.*

# REGISTRATION FOR CLASSES

*Note: Registration for the upcoming semester is permitted only if the student's account balance from the previous semester is paid in full.*

## ADVISING:

An advisor's authorization is required for registration, course changes, and the application for graduation. Each student is assigned a specific advisor who maintains information pertinent to offering him or her academic advising. For this reason, students are asked to refrain from seeking permission to enroll in courses from faculty or staff other than their advisor or the school director or division chair.

Academic advising carries with it responsibilities for students. Each student must make sure to keep track of his or her progress toward a degree. Academic advising is a service offered by faculty and some professional staff, but it does not diminish the responsibility of the student to make sure that requirements for graduation and academic progress are met. A change in advisor is to be made as educational objectives change or a major is chosen. Students can update their academic information in JetStream.

## REGISTRATION:

Students are encouraged to complete registration online through JetStream once the academic advisor has granted authorization. Instructions for online registration can be found on the following page. Reminder: students must review and update their personal information at the time of registration. This includes information pertaining to address, phone number, major, minor, **anticipated graduation** date, etc.

## ADMISSIONS:

Students who have not attended Newman University previously are required to complete the admission process prior to registering for classes. For further information, new students on campus should contact our Admissions Office at 316-942-4291, ext. 2144, or 877-639-6268, ext.2144.

## GRADES AVAILABLE ON THE WEB:

Grades for students are available through the JetStream on Newman university's Web site at [www.newmanu.edu](http://www.newmanu.edu).

For the 2025 summer term, grades will be requested from instructors and posted by the following dates:

- July 3 for classes completed by June 28
- July 11 for classes completed by July 5
- July 25 for classes completed by July 19
- August 22 for classes completed by August 16

**Transcript service** for completed courses will be available after the grades are posted. Newman University utilizes the transcript ordering process available through the National student Clearinghouse. Information is available at <http://newmanu.edu/attend-nu/registrar/transcripts>. (From Newman's homepage under Menu, Current Students, choose Registrar from the Student Quick Links, then Transcripts. The link on that web page takes you directly to the Clearinghouse site.) The Clearinghouse site will walk you through placing your order, including delivery options and fees. Please allow three working days to process a transcript.

## Student Online Enrollment Instructions

1. Contact your advisor to receive permission for online enrollment.
2. Log into Jetstream - <https://jetstream.newmanu.edu/fusebox.cfm>.
3. Check your account for holds. You will not be able to enroll online if you have an SC, SX, LB, RL, TB, or RA hold (An SB hold will not prevent enrollment)

Please contact the following offices to resolve these holds:

\*SC, SX holds – Student Accounts ([studentaccounts@newmanu.edu](mailto:studentaccounts@newmanu.edu))

\*LB hold – Library ([library@newmanu.edu](mailto:library@newmanu.edu))

\*RL hold – Residence Life - Housing ([residence\\_life@newmanu.edu](mailto:residence_life@newmanu.edu))

\*RA holds – Registrar's Office ([registrar@newmanu.edu](mailto:registrar@newmanu.edu))

\*TB holds - Student Affairs Office ([student\\_affairs@newmanu.edu](mailto:student_affairs@newmanu.edu))

#### **Under Current Filter Settings, click Change.**

1. On Term, use the drop-down box to select the term for enrollment. Click "Return to Previous Page".
2. Click "Student Records" and "Online Registration".
3. Click "Continue" under the desired semester.
4. Click "Add Courses".
5. From this page you can select search criteria from the Course Schedule (you do not need to select from every box). Click the Search button.
6. Click the box in front of the course you want to select. If there is no box, the class is not available. Be sure to add a lab if the course requires one. Click "Register".
7. The screen will display successful or pending registration. Click "See Detail" to see the results of the addition.
8. Click "Add Courses" to continue adding classes. If you want to drop a class, click the drop button in front of the class.
9. Classes that are put in Pending Registration are unavailable for various reasons. An explanation is listed under the course. Please contact your advisor with questions.
10. **To complete online enrollment**, delete any courses in Pending Registration and acknowledge payment obligation **by checking the box after "I accept the terms:" and click "Complete"**.
11. Check for an email from Student Accounts within 24 hours of enrollment concerning payment.
12. To view/print your schedule, click "Student Records" and then "Schedule by Term".
13. Update personal information by clicking "Update Personal Information". Verify the name fields (NU uses legal name) and born field (date of birth). After making changes, click on Update Name.  
**\*\*Name changes must be done in person in the Registrar's Office. Students are required to provide legal documentation with the new name before changes will be made to the official student record.**
14. Verify and/or update the information on the following buttons by marking the action taken (e.g., Update, Remove, Add New), then click Submit and Return to Main Screen.
  - \*Address – Must select Address Type.
  - \*Phone - Must select Phone Type (numbers only; no dashes).
  - \*Demographics – Must select EACH Demographic Category.
  - \*Student Data – Degree, Projected Graduation Date, Majors, Minors, Specializations, or concentrations.
15. Once your personal information is updated, please log out. Enrollment is complete.

### **ADDS, DROPS, AND WITHDRAWALS**

Add, drop and withdrawal dates are stated in the calendar section of this schedule. Simply attending class does not add the student to the class rolls. No credit will be given for classes in which the enrollment process has not been completed. Not attending classes does not constitute an official withdrawal from the university. Failure to file the appropriate paperwork with the registrar will result in a failing grade.

A drop is when the student drops out of the course during the 100% tuition refund period. Dates for the 100% tuition refund can be found in the calendar section of this schedule. The general refund policy can be found elsewhere in the schedule of classes and also in the university catalog. Dropped courses never appear on the student's transcript. Because the student's financial aid may be affected by a dropped course, the student should consult the Financial Aid Office before completing the drop process.

A withdrawal is when the student withdraws from a course after the 100% tuition refund period. The course appears on the student's transcript with a grade of "WD." Dates for the last day to withdraw can be found in the calendar section of this schedule of classes. Refund amounts differ according to when a student withdraws - refer to the schedule of classes or the catalog for the correct refund. Because the student's financial aid

may be affected by a withdrawal, the student should consult the Financial Aid Office before completing the withdrawal process. Refunds may be available based on the refund schedule published elsewhere in the schedule. No withdrawals, drops or adds will be accepted after the designated dates. If students were enrolled previously in a payment plan, they are responsible for contacting the Student Accounts Office to modify their agreement.

## **AUDIT COURSES**

A student may audit a scheduled course by adding it to his/her registration as an “audit.” Records are kept of audit courses and a special tuition is charged. Transfer from credit to audit or from audit to credit registration is not permitted after the add/drop period. Audit enrollment in courses is permitted only on a space available basis.

## **ACADEMIC LOAD**

A full-time undergraduate student registers for 12 or more hours a semester, a part-time student for 11 or fewer. To register for more than 19 hours, a student must have a cumulative GPA of 3.5 or above and obtain approval of his/her advisor. If the student does not meet the GPA requirement, approval of the vice president for academic affairs is required. Graduate students are considered full-time if they are enrolled for 6 or more hours.

## **INDEPENDENT STUDY/CONFERENCE COURSES**

Courses offered by independent study or by conference must fit into one of the regularly scheduled time frames listed in the Calendar section of this schedule. The published add, drop and withdrawal dates for each session will also apply to independent studies and conference courses.

## **GRADUATION RATE**

As required by the Student Right-to-Know Act of 1990, Newman University hereby discloses that the graduation rate for degree-seeking, full-time freshmen at Newman for the six-year reporting period beginning with the 2015 fall semester is 62%.

## **CANCELED CLASSES**

Newman University reserves the right to cancel any class or to change the day, time, location, or instructor of any class without obligation. For up-to-date schedule information, visit [www.newmanu.edu](http://www.newmanu.edu), click on “Current Students”, then “Course Schedule”.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students have the right to inspect and review their education records and to request the amendment of their records if they believe they are inaccurate or misleading. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

Under FERPA, information other than “directory information” cannot be given to a third party without the expressed written consent of the student with the exception of Newman University officials and faculty for expressed educational interest. The university routinely publishes material classified as “directory information” which is acceptable within the act. Newman University Directory Information includes the following: name, address (campus, home, email), telephone numbers, Student ID number, class standing (freshman, sophomore, ect.), major field(s) of study, course load, status (full-time, half-time, etc.), dates of attendance, degree(s) conferred (including dates), awards, honors (including Dean’s List and graduation honors), past and present participation in officially recognized activities and sports, membership in campus organizations, physical factors (height, weight of athletes), and previous institutions(s) attended. An individual, however, may direct that his or her name may not appear in the online directory information by notifying the registrar in writing at the time of registration.

Questions concerning the Family Educational rights and Privacy Act may be referred to the Registrar’s Office.

## **TUITION AND FEES:**

After enrolling, bills will be made available online and notification will be sent of its availability to the student's University email address (@newmanu.edu) within 24 hours. If an email notification is not received, the student bears the responsibility to log into NU Pay to view and pay any and all charges by the due date. The current published tuition and fees schedules are available at <https://newmanu.edu/nu-pay/tuition-fees>. Charges for Tuition and Fees are subject to change every semester.

## **THIRD-PARTY SPONSORS OR FINANCIAL AID:**

Students who expect a third party to pay all or part of their financial obligation to the University have a responsibility to meet all requirements of grantors, lenders, employers, and other third parties on a timely basis to ensure disbursement of financial aid or sponsorships to their student account. If financial aid or sponsorship is reduced or canceled, students remain responsible for any outstanding balances and for reimbursing the University any amounts that they are not eligible to receive.

## **ROOM AND BOARD**

Contact Residence Life Director for housing information.

**OUR FINAL TUITION DUE DATE IS JUNE 14, 2024.** Students who enroll after June 14th, will have 30 days to pay their balance. Students who have account balances in excess of financial aid or other guaranteed payment support must pay their balances in full by the tuition due date or enroll in an online payment plan to finalize their enrollment. Students failing to do so, will be assessed a late fee plus interest of 1.5% per month until the balance is paid or set up on a payment plan. For information regarding our online payment plans please see the [NU PAY](#) page on our website.

## **REFUND POLICY AND REFUND SCHEDULE FOR TUITION, ROOM, AND BOARD**

Students with credit balances, after the posting of all charges and financial aid, are entitled to a refund. Refunds are issued only after verification of enrollment and class attendance. Refunds are mailed to the student at the current address on file within two weeks of the date that the credit is applied to the student's account. Students also have the ability to enroll in eRefunds via their [NU Pay](#) account. Students with credit balances may choose to leave all or any part of their credit balance on their account. Students must notify Student Accounts in writing of this decision.

Any credit balance \$1.00 or less will not be refunded.

### **For 16 week session:**

Prior to and including the 5th day of the term .....100% Refund  
After the 5th day up to and including the 10th day of the term .....90% Refund  
After the 10th day up to and including the 20th day of the term .....75% Refund  
After the 20th day up to and including the 30th day of the term .....50% Refund  
After the 30th day of the term, no refund will be given

### **For 8-Week Sessions and less (including continuous terms):**

Prior to and including the 5th day of the term.....100% Refund  
After the 5th day up to and including the 10th day of the term.....50% Refund  
After the 10th day of the term, no refund will be given

## POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS WHO WITHDRAW FROM NEWMAN UNIVERSITY

Recipients of Federal Student Financial Aid (student loans, Pell Grant, SEOG, TEACH) who completely withdraw from Newman University during a period of enrollment in which they began attending will have their financial aid reviewed to determine the amount of aid earned. Newman must calculate the amount of financial aid funds students have earned at the point of withdrawal.

Students must complete more than 60 percent of the enrollment period before their financial aid is not affected for the current term. The percentage of enrollment earned is the total number of calendar days completed divided by the total number of calendar days in the term.

Newman must return the unearned portion of financial aid to the proper Federal Financial Aid Programs. The order in which the university must return financial aid is as follows:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Federal TEACH Grant
- Federal Iraq and Afghanistan Service Grant

Any unearned financial aid returned to the appropriate federal program. Once Newman returns the unearned portion of financial aid to the proper entities, students may owe the unearned portion of financial aid to the university. Students must immediately contact Student Accounts to make payment arrangements if needed.

It is critical for students to speak with the financial aid staff regarding complete withdrawal before they decide to quit attending class.

For a copy of the Return of Title IV Funds Worksheet, please visit the Financial Aid Office.

**Financial Aid:** Federal, state and institutional aid is available for most credit courses for degree-seeking students, not including courses for audit only. The majority of institutional aid applies to fall and spring semesters only. For institutional aid, students must be enrolled full time (12 hours or more per term). Students must be making academic progress toward their degree to keep their financial aid. Please see the satisfactory academic progress chart below. To view the complete satisfactory academic progress policy, go to the Financial Aid page on [www.newmanu.edu](http://www.newmanu.edu).

If you received a Federal award listed below:	Your cum GPA requirement is:	You must complete:
Federal Pell Grant	Undergraduate = 2.0	67% of all attempted hours
Federal Supplemental Education Opportunity Grant	Undergraduate = 2.0	67% of all attempted hours
Federal Direct Subsidized Loan	Undergraduate = 2.0	67% of all attempted hours
Federal Direct Unsubsidized Loan	Undergraduate = 2.0      Graduate = 3.0	67% of all attempted hours
Federal Direct PLUS Loan for Graduate or Professional Students	Undergraduate = 2.0	67% of all attempted hours
Federal Direct PLUS Loan for Parents of Dependent Undergraduate Students	Undergraduate = 2.0      Graduate = 3.0	67% of all attempted hours
Federal TEACH Grant	Undergraduate = 3.25      Graduate = 3.25	67% of all attempted hours
If you received a State award listed below:	Your cum GPA requirement is:	You must complete:
Kansas Comprehensive Grant	Undergraduate = 2.0	67% of all attempted hours
Kansas Ethnic Minority	Undergraduate = 2.0	67% of all attempted hours
Kansas State Scholar	Undergraduate = 3.0	67% of all attempted hours
Kansas Teacher Service Scholarship	Undergraduate = 2.7      Graduate = 3.0	67% of all attempted hours