

## Program Information

### How to Register

1. **Consult with your Academic Advisor.** All coursework taken outside your undergraduate degree program must be approved in advance by your Academic Advisor. Advisor names and telephone numbers are available on the website (*above*). Your Advisor will:
  - Assist you with selection of courses to meet your degree requirements,
  - Approve the courses for registration, and
  - Confirm your financial status with Student Accounts.
 If you are not enrolled in a degree program, your Enrollment Counselor will assist you with course selection, approval, and registration.
2. **Complete the Registration and Tuition Agreement.** Please print neatly or type. Include all information requested, including your preferred email address. You can download the form from our website (*above*).
3. **Mail or fax the Registration and Tuition Agreement to:**

Office of the Registrar – Electives for Business  
University of Redlands  
PO Box 3080  
Redlands CA 92373-0999  
Fax: (909) 335-5155

**Note:** we will not contact you to confirm registration.

### Buy Your Textbooks

We recommend that you purchase your books about two to three weeks before your course begins. You can order your textbooks in the following ways:

- Visit our website at [www.redlands.edu/x2533.asp](http://www.redlands.edu/x2533.asp), or
- Call the University of Redlands Bookstore at (909) 748-8950, or

### Attendance and Grades

Students must register, attend all scheduled sessions of the course, and complete course requirements in order to receive academic credit. Elective courses are governed by the University's academic policy (found in the Catalog). For a copy of the Catalog, go to [www.redlands.edu/x33138.asp](http://www.redlands.edu/x33138.asp) or consult with your Advisor.

### If you must withdraw from a course

The University has adopted the federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time based on federal and state regulations. Refunds are based on the date of official withdrawal, and withdrawals will be considered effective as of the day after your last attendance.

To withdraw from a course, visit the Electives for Business website, complete the withdrawal form online, print it, sign it, and mail or fax the signed form to:

Office of the Registrar – Withdrawals  
University of Redlands  
PO Box 3080  
Redlands CA 92373-0999  
Fax: (909) 335-5155

Please notify us as soon as possible if you intend to drop a future course for which you have registered.

### Course Cancellation

We monitor enrollment in each course throughout the registration period. We will occasionally cancel a course due to low enrollment. If we cancel or change a course for which you are registered, we will notify you.

### Tuition and Fees

Tuition for the 2009-10 academic year is \$597 per credit. In addition, a \$20 student services fee is charged per course.

### Payment

Tuition is billed after the first class meeting and is due and payable within 45 days of receipt. For questions about billing, contact Student Accounts by telephone at (909) 748-8886 or via email at [student\\_accounts@redlands.edu](mailto:student_accounts@redlands.edu). To make a payment by phone, contact the Cashier at (909) 748-8173. We accept payment by cash, check, or credit card (Visa, MasterCard, American Express or Discover).

### Federal Financial Aid

Depending upon your circumstances, you may be eligible for federal loan programs. Contact the Office of Financial Aid at (909) 748-8047 or email them at [financialaid@redlands.edu](mailto:financialaid@redlands.edu) to discuss your individual circumstances.

### Other Sources of Financial Support

**Company Education Reimbursement.** Many companies help their employees with tuition, fees, and/or books. Consult with your human resources office for information about potential benefits at your workplace.

**AMS Payment Plan.** This is an interest-free payment plan which allows you to spread payments over the term of enrollment in your program of study. Contact Student Accounts for more information (*see Contact Information, below*).

**Alternative Loans.** These loans are available and details vary by vendor. For more information visit [www.redlands.edu/paymentoptions.asp](http://www.redlands.edu/paymentoptions.asp). To complete an application online, visit [www.redlands.edu/x5942.asp](http://www.redlands.edu/x5942.asp).

**Signature Student Loan.** This credit-based loan bases interest rates and fees on your credit score. Pre-qualification is available 24 hours a day, 7 days a week at (800) 695-3317. Contact Financial Aid for applications and information.

### Contact Information

Following is a list of departments that students frequently call. Please feel free to contact the appropriate department with any questions or concerns.

Department	Phone	Email Address
Business Services	(909) 748-8182	
Financial Aid	(909) 748-8047	<a href="mailto:financialaid@redlands.edu">financialaid@redlands.edu</a>
Registration	(909) 748-8019	
Student Accounts	(909) 748-8886	<a href="mailto:student_accounts@redlands.edu">student_accounts@redlands.edu</a>
University Bookstore	(909) 748-8950	