



College of Continuing Professional Studies (CCPS)

Summer 2017 Fact Sheet for Seated, Blended and Online Courses

Advance Registration Dates

Registration opens for currently enrolled juniors and seniors (60 or more credit hours)	November 16, 2016
Registration opens for all other currently enrolled students	November 21, 2016
Registration opens for new students or students who are not currently enrolled	November 23, 2016

Important Dates	Full Semester	A Block	B Block
Student access to courses in Moodle	May 30	May 30	July 3
Courses begin	June 5	June 5	July 10
Deadline to apply for summer degree	June 9	June 9	June 9
100% refund deadline 5:00 p.m.*	June 9	June 9	July 14
Last day to add a course 5:00 p.m.*	June 9	June 9	July 14
Midterm grades due 8 a.m.	June 26	NA	NA
Summer Break (no classes)	July 1 - 9	NA	NA
Independence Day (University closed)	July 4	July 4	NA
Last day to withdraw from a course 5:00 p.m.*	July 21	June 30	August 4
Last day of course	August 4	July 7	August 11
Commencement	August 12	August 12	August 12
Final grades due 8 a.m.	August 14	July 10	August 14

***Notes for Students**

Please contact your advisor and the Financial Aid Office before making a schedule change after the 100% refund deadline.

Refund dates apply to ALL courses including those that do not start at the beginning of the semester or block (e.g. weekend courses). Refunds are calculated from the date the Drop/Add form is received in the Registrar's Office. It is the responsibility of the student to complete a Drop/Add form for any class additions or withdrawals. Drop/Add forms must be returned to the Registrar's Office by the dates listed above.

Non-attendance of courses does not constitute official withdrawal. It is the responsibility of the student to complete a Drop/Add form for any course additions or withdrawals. The Drop/Add forms must be returned to the Registrar's Office by the dates/times listed above.

Important Telephone Numbers

Registrar's Office	Monday – Friday 8 a.m. to 5 p.m.	reg@drury.edu	(417) 873-7211
Transcript questions			(417) 873-7335
Financial Aid Office	Monday – Friday 8 a.m. to 5 p.m.	fa@drury.edu	(417) 873-7312
Verification paperwork		verification@drury.edu	
Financial Services Office	Monday – Friday 8 a.m. to 5 p.m.	studentfs@drury.edu	(417) 873-7232
eLearning Office	Monday – Friday 8 a.m. to 5 p.m.	online@drury.edu	(417) 873-7727
Moodle technical support			(417) 873-6906
Technology Services/Help Desk (Contact for username and password, MyDrury support, and email support)			
Walk in hours	TBA	help@drury.edu	(417) 873-7300
Phone Support	TBA	help@drury.edu	(417) 873-7300

Important Telephone Numbers (continued)

Bookstore	Monday – Friday 8 a.m. to 5 p.m.		(417) 873-7316
Textbook information		http://bookstore.drury.edu	
Library	Check http://library.drury.edu for current library hours		(417) 873-7338
Safety and Security	24 hours/7 days a week	security@drury.edu	(417) 873-7400

Getting Started in CCPS Programs

Obtain your Drury Username and Password

Your username and password will be needed for Drury email, MyDrury, Moodle, Olin Library online resources, and Drury lab computers. **New students** will have their Drury username and password mailed to them. **Returning students** that do not have their Drury username and password should contact the Technology Services Help Desk at help@drury.edu or (417) 873-7300 to request their username and password.

MyDrury

MyDrury provides online access for students to view their transcript, grades, financial aid awards, and business office records. Students may also update personal information and search the current class schedule. MyDrury is available at www.drury.edu

Moodle

This summer all Drury classes will use Moodle. Online and blended students are expected to log into Moodle the first day of class and regularly participate in class via Moodle. Access to online and blended courses is available in Moodle one week prior to the course start date. You may log in to Moodle at moodle.drury.edu. Students should log in to Moodle with their Drury username and password. If you do not have a Drury username and password, please contact the Help Desk at help@drury.edu or (417) 873-7300.

It is important to familiarize yourself with Moodle. Orientation courses are available that familiarize students with tools and features by enabling students to participate in discussions, submit homework and take a practice test. For Moodle, after your login, click on the link to Student Moodle Orientation. For more information, contact Becky Polk at bpolk@drury.edu or (417) 873-6906.

Secure Financing

All students must either be paid in full two weeks before the semester begins or set up on a Nelnet Payment Plan. Some students pay outright, while others seek Financial Aid (through grants, loans or scholarships). For more information regarding tuition payments, Nelnet and deferred payment, visit www.drury.edu/businessoffice/. Information about Financial Aid is available at www.drury.edu/financial-aid.

Order Textbooks

Information on textbooks for CCPS courses and the option to purchase them is available at <http://bookstore.drury.edu/>
Voucher Students: Instructions for ordering books and using a voucher are listed on the bookstore link listed above.
If you have not received your books within seven days please contact the Springfield campus bookstore (417) 873-7316.

Parking Permits

Parking permits are not required if parking on the Springfield campus during summer.

Online Tutoring via SMARTHINKING

Drury students have access to free online tutoring in several subjects through SMARTHINKING.com. For more information click the SMARTHINKING link in Moodle.