



College of Continuing Professional Studies (CCPS)

Fall 2017 Fact Sheet for Seated, Blended and Online Courses

Registration Dates

Registration opens for currently enrolled juniors and seniors (60 or more credit hours)	April 19
Registration opens for all other currently enrolled students	April 24
Registration opens for new students or students who are not currently enrolled	April 26

Semester Dates	Full Semester	A Block	B Block
Student access to courses in Moodle	August 14	August 14	October 16
Courses begin	August 21	August 21	October 23
Labor Day (no classes)	September 4	September 4	NA
Midterm grades due 8 a.m.	October 9	September 11	November 13
Online course break (no online classes)	October 14 – 22	NA	NA
Fall Break (no classes)	October 19 – 22	NA	NA
Thanksgiving break (no classes)	November 22 – 26	NA	November 22 - 26
Last day of course	December 15	October 13	December 15
Final grades due 8 a.m.	December 18	October 16	December 18

Important Dates for Students	Full Semester	A Block	B Block
Deadline to apply for December degree	August 25	August 25	August 25
Last day to enroll (initial registration) 5 p.m.	August 25	August 25	October 27
Last day to add a course 5 p.m.*	September 1	August 25	October 27
100% refund deadline 5 p.m.*	September 1	September 1	October 27
Last day to withdraw 5 p.m.*	November 17	September 29	December 1
Advance registration for spring and summer semester begins	November 15	November 15	November 15
Finals week	December 11 – 15	Last class meeting	Last class meeting
Commencement	December 16	December 16	December 16

***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 and times 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 and times listed above.

Important Telephone Numbers

Bookstore	Monday – Friday 8 a.m. to 5 p.m.		(417) 873-7316
Textbook information		http://bookstore.drury.edu	
Financial Aid Office	Monday – Friday 8 a.m. to 5 p.m.	fa@drury.edu	(417) 873-7312
Verification paperwork		verification@drury.edu	

Important Telephone Numbers (continued)

Financial Services Office	Monday – Friday 8 a.m. to 5 p.m.	studentfs@drury.edu	(417) 873-7232
Library	Check http://library.drury.edu for current library hours		(417) 873-7338
Moodle Technical Support	Monday – Friday 8 a.m. to 5 p.m.	bpolk@drury.edu	(417) 873-6906
Registrar’s Office	Monday – Friday 8 a.m. to 5 p.m.	reg@drury.edu	(417) 873-7211
Transcript questions			(417) 873-7335
Safety and Security	24 hours/7 days a week	security@drury.edu	(417) 873-7400
Technology Services/Help Desk	(username and password questions; MyDrury and email support; and Moodle login issues)		
Walk in hours	Monday – Friday 8 a.m. to 5 p.m.	help@drury.edu	(417) 873-7300
Phone Support	Monday – Thursday 8 a.m. to 8 p.m. Friday 8 a.m. to 5 p.m. Saturday 10 a.m. to 4 p.m. Sunday 1 p.m. to 5 p.m.	help@drury.edu	(417) 873-7300

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/or password should contact the Technology Services Help Desk at help@drury.edu or (417) 873-7300 for assistance.

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

Moodle is the Learning Management System (LMS) at Drury. 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. Students may log into Moodle at moodle.drury.edu using their Drury username and password. If you do not have a Drury username and/or password or have difficulty logging into Moodle, please contact the Help Desk at help@drury.edu or (417) 873-7300.

It is important to familiarize yourself with Moodle. A student Moodle orientation tutorial is available to familiarize students with tools and features by enabling students to participate in discussions, submit homework and take a practice test. For Moodle troubleshooting contact Becky Polk at bpolk@drury.edu or (417) 873-6906.

Secure Financing

All students must either be paid in full on or before the first day of the semester 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 classes and the option to purchase them is available at <http://bookstore.drury.edu/>. Instructions for ordering textbooks with a voucher are listed at http://bookstore.drury.edu/site_customer_service.asp. If you have not received your books within seven days after ordering, please contact the Drury Bookstore at (417) 873-7316.

Parking Permits

Students parking at the Springfield campus are required to display current parking stickers. Parking stickers are available in the Security Office in the lower level of Findlay Student Center during regular business hours. (417) 873-7400

Online Tutoring via SMARTHINKING

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