



College of Continuing Professional Studies (CCPS)

Summer 2018 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 15, 2017
Registration opens for all other currently enrolled students	November 20, 2017
Registration opens for new students or students who are not currently enrolled	November 22, 2017

Important Dates	Full Semester	A Block	B Block
Student access to courses in Moodle	May 28	May 28	July 2
Courses begin	June 4	June 4	July 9
100% refund deadline 5:00 p.m.*	June 8	June 8	July 13
Last day to add a course 5:00 p.m.*	June 8	June 8	July 13
Midterm grades due 8 a.m.	June 25	NA	NA
Summer Break (no classes)	June 30 – July 8	NA	NA
Independence Day (University closed)	July 4	July 4	NA
Last day to withdraw from a course 5:00 p.m.*	July 20	June 29	August 3
Last day of course	August 3	July 6	August 10
Final grades due 8 a.m.	August 13	July 9	August 13

*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

Bookstore	Monday – Friday 8 a.m. to 5 p.m.		(417) 873-7316
Textbook information		http://bookstore.drury.edu	
Business Office	Monday – Friday 8 a.m. to 5 p.m.	businessoffice@drury.edu	(417) 873-7232
Financial Aid Office	Monday – Thursday 8 a.m. to 7 p.m. Friday 8 a.m. to 5 p.m.	fa@drury.edu	(417) 873-7312
Verification paperwork		verification@drury.edu	
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 12 p.m. to 4 p.m. Sunday 1 p.m. to 4 p.m.	help@drury.edu	(417) 873-7300

Getting Started in CCPS Programs

Obtain your Drury Username and Password

New students will have their Drury username and password mailed to them. They can also activate their accounts by visiting MyDrury and clicking Activate Account. Returning students that do not have their Drury username and/or password can reset their login information by visiting MyDrury and selecting Password Help. Contact the Technology Services Help Desk at help@drury.edu or (417) 873-7300 for additional 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. 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 on the Moodle home page 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 two weeks 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

Parking permits are not required 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 the Online Tutoring section of your Moodle course.