



College of Continuing Professional Studies (CCPS)

Spring 2018 Fact Sheet for Seated, Blended and Online Courses

Registration Dates

Registration opens for currently enrolled juniors and seniors (60 or more credit hours)	November 15
Registration opens for all other currently enrolled students	November 20
Registration opens for new students or students who are not currently enrolled	November 22

Semester Dates	Full Semester	A Block	B Block
Student access to courses in Moodle	January 9	January 9	March 12
Courses begin	January 16	January 16	March 19
Midterm grades due 8 a.m.	March 5	February 5	April 9
Spring Break (no classes)	March 10 – 18	NA	NA
Good Friday (University closed)	March 30	NA	March 30
Last day of course	May 11	March 9	May 11
Final grades due 8 a.m.	May 14	March 12	May 14

Important Dates for Students	Full Semester	A Block	B Block
Deadline to apply for May degree	January 19	January 19	January 19
Last day to enroll (initial registration) 5 p.m.	January 19	January 19	March 23
Last day to add a course 5 p.m.*	January 26	January 19	March 23
100% refund deadline 5 p.m.*	January 26	January 26	March 23
Last day to withdraw 5 p.m.*	April 13	February 23	April 27
Advance registration for fall semester begins	April 18	April 18	April 18
Finals week	May 7 - 11	Last class meeting	Last class meeting
Commencement	May 11	May 11	May 11

***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	
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	

Important Telephone Numbers (continued)

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 12 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. 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 link in the Online Tutoring section of your Moodle course.