DRURY UNIVERSITY

College of Continuing Professional Studies (CCPS)

Spring 2019 Fact Sheet for Seated, Blended and Online Courses

Registration Dates

Registration opens for currently enrolled juniors and seniors (60 or more credit hours)	November 14, 2018
Registration opens for all other currently enrolled students	November 19, 2018
Registration opens for new students or students who are not currently enrolled	November 21, 2018

Important Dates	Full Semester	A Block	B Block
Student access to courses in Moodle	January 7	January 7	March 11
Courses begin	January 14	January 14	March 18
Deadline to apply for May degree	January 18	January 18	January 18
Last day to enroll (initial registration) 5 p.m.	January 18	January 18	March 22
Martin Luther King Jr. Day (University closed)	January 21	January 21	NA
Last day to add a course 5 p.m.*	January 25	January 18	March 22
100% refund deadline 5 p.m.*	January 25	January 25	March 22
Midterm grades due 8 a.m.	March 4	February 4	April 8
Spring Break (no classes)	March 9 – 17	NA	NA
Last day to withdraw 5 p.m.*	April 12	February 22	April 26
Advance registration for fall semester beings	April 17	April 17	April 17
Good Friday (University closed)	April 19	NA	April 19
Finals week	May 6 - 10	Last class meeting	Last class meeting
Last day of course	May 10	March 8	May 10
Commencement	May 10	May 10	May 10
Final grades due 8 a.m.	May 13	March 11	May 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 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 – 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)			
Support Hours	Monday – Friday 8 a.m. to 5 p.m.	helpdeskticket@drury.edu	(417) 873-7300

Getting Started in CCPS Programs

Obtain your Drury Username and Password
New students will be mailed a Drury username and password. With a Drury ID number, new accounts can also be activated from the homepage of MyDrury by clicking on *Password Management* then on *Activate My New Account*. Returning students or others who have forgotten logins can complete the Login & Help Request Form at www.drury.edu/techsupport/forms/loginemailhelp, see the Help tab on MyDrury, or contact the Help Desk at helpdeskticket@drury.edu or (417) 873-7300.

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 with 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 helpdeskticket@drury.edu or (417) 873-7300.

It is important to familiarize yourself with Moodle. A Moodle orientation tutorial is available on the Moodle Home page to help students with tools and features by enabling them 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 or on a Nelnet Payment Plan two weeks before the semester begins. 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.

Drury Email
Students should check their Drury University email account on a regular basis as it is considered the University's official mode of communication. Students corresponding by email in reference to adding/dropping classes or financial aid related matters must use their official university email account (i.e.@drury.edu) and include full name and Drury ID number. All responses from the University will be sent to your official University email address.