# HOWARD COUNTY JUNIOR COLLEGE DISTRICT

## SCHEDULE OF CLASSES
## FOR SPRING 1982

## ACT/SAT REQUIREMENT

All full-time freshman students are required to have completed either the American College Test or the Scholastic Aptitude Test. Students who have not completed one of these tests should call the counseling office at Howard College to make arrangements to take the ACT test. These tests are used for placement and guidance purposes. For other admission requirements and procedures see page 12 of the 1981-1982 Howard County Junior College District catalog.

## FINANCIAL AID

The Howard County Junior College District offers a wide range of financial aids. Included among these are grants, scholarships, jobs and short and long term loans. Each year the financial aids office awards more than $250,000 in different types of financial assistance. The process of applying is simple and must be done on an individual basis. Applications are available in high school counselors' offices and in the financial aids office of the Howard County Junior College District. For further information, come by the Financial Aids Office in the Administration Building on the Howard College campus or telephone 267-6311, extension 229.

## COURSE LOAD

A full-time student is defined as a student enrolled in 12 or more semester hours inclusive of one-hour activity courses. The normal course load during the regular semester is five solid courses of 15 to 17 hours. To be permitted to exceed the normal course load, a student must have earned a 3.0 grade point average during the previous semester. The absolute maximum course load which a student may obtain permission to take is seven solid courses of 21 to 24 semester hours. Permission will be granted only to a student who needs this load to graduate at the end of the semester. Permission to exceed the normal course load must be obtained from the Vice-President or Dean of Admissions. Concurrent enrollment in the Howard County Junior College District and any other institution must be approved by the Dean of Admissions. Course load limits apply to concurrent enrollments.

## DEGREE APPLICATION

Students planning to graduate in December should apply for graduation by going to the Counseling Center for a degree check during the first month of the spring semester. Those found eligible for graduation should then pay the required $17.50 fee in the Business Office. Any questions concerning graduation should be directed to the Admissions Office or the Vice-President, Howard College or SouthWest Collegiate Institute for the Deaf.

## SCHEDULE CHANGES

Permission to change from one class to another will only be granted between Wednesday, January 13 and Tuesday, January 26. There is a $5.00 charge for each schedule change.

## DROPS-WITHDRAWALS

Students who desire to drop a class must go in person to the Admissions Office and complete the necessary procedures. If a student is physically unable to go to the Admissions Office, a written request to be dropped from the course must be made. No drops may be made by telephone or by another person acting in behalf of the student.

## BOOKSTORE

Textbooks and materials required for courses in the Howard County Junior College District are available in the bookstore, located in the Dora Roberts Student Union Building on the Howard College campus. In addition to these items, school supplies of all types and many items for personal use or gifts are available in the bookstore. During registration, the bookstore will maintain the same hours as those scheduled for registration in order for students to purchase their books prior to the beginning of classes.

Bookstore Hours:

Monday, January 11   9:00 a.m.-12:00
                    1:00 p.m.-4:00 p.m.
                    6:00 p.m.-8:00 p.m.
Tuesday, January 12 (same)

## REGISTRATION

Registration will be conducted in the Anthony Hunt Library on the Howard College campus. The registration process includes counseling, scheduling of classes, and payment of all tuition and fees. Every effort is made to assist students and to make the registration process as simple and easy as possible. Questions about registration and admission procedures are welcomed by college personnel.

**Monday, January 11**

SWCID students, freshmen and sophomores, will register according to the last two digits of their social security numbers paired with the assigned time.

| Time | Digits |
|---|---|
| 8:00-9:00 a.m. | 25-49 |
| 9:00-10:00 a.m. | 50-74 |
| 10:00-11:00 a.m. | 75-99 |
| 11:00-12:00 | 00-24 |

HC sophomore students will register according to the last two digits of their social security numbers paired with the assigned time.

| Time | Digits |
|---|---|
| 1:00-2:00 p.m. | 67-99 |
| 2:00-3:00 p.m. | 33-66 |
| 3:00-4:00 p.m. | 00-32 |
| 6:00-8:00 p.m. | all evening students |

**Tuesday, January 12**

HC freshmen students will register according to the last two digits of their social security numbers paired with the assigned time.

| Time | Digits |
|---|---|
| 9:00-10:00 a.m. | 40-59 |
| 10:00-11:00 a.m. | 80-99 |
| 11:00-12:00 | 20-39 |
| 1:00-2:00 p.m. | 00-19 |
| 2:00-3:00 p.m. | 60-79 |
| 3:00-4:00 p.m. | all late students |
| 6:00-8:00 p.m. | all evening students |

Late registration may be completed in the Admissions Office from Wednesday, January 13 through Tuesday, January 26. A late registration fee of $5.00 is charged after January 12. All tuition and fees must be paid at the time of registration.

## PRE-REGISTRATION

Students desiring to pre-register for the Spring, 1982 semester may do so in the Admissions Office between Monday, November 30 and Friday, December 4, from 8:00 a.m. to 5:00 p.m.

## IMPORTANT DATES

January 6, Wednesday
Faculty professional development
January 11 & 12, Monday -Tuesday
Registration
January 13, Wednesday
First day of classes
January 26, Tuesday
Last day to register or add classes
March 6-14
Spring Break
April 23, Friday
Last day to drop a course
May 5-7, Wednesday-Friday
Final examinations
May 11, Tuesday
Commencement
May 12, Wednesday
Semester ends
May 14, Friday
Dormitories close at 5:00 p.m.

The Howard County Junior College District has made this schedule as accurate as possible, but changes may be made before classes begin or during the first of the semester. The college district reserves the right to modify or amend any information in this schedule.