Family Educational Rights and Privacy Act

The University of Nevada, Reno strongly adheres to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, regarding student educational records, their privacy, the right of inspection and the appeal rights of students. Please refer to the current General Catalog under "Regulations for Student Records" for the complete Family Educational Rights and Privacy Act university policy statement.

Name

Student I. D. Number

E-Mail

Fill in this section to update your current mailing address:

Street/P.O.Box

City

State

Zip code

Phone ( )

Signature

Date

Change of Address (Return to the Office of Admissions and Records)

The Office of Admissions and Records maintains an address file for each student. To change your address listing, fill out the form below and provide to the Office of Admissions and Records, Fitzgerald Student Services Building. Address changes may also be filed through the ePAWS system.

Name

Student I. D. Number

E-Mail

Fill in this section to update your current mailing address:

Street/P.O.Box

City

State

Zip code

Phone ( )

Signature

Date

University of Nevada, Reno
Privacy Notice and Request for Confidential Status of Directory Information

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the University of Nevada, Reno vigorously protects the privacy of student education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of “directory” information considered to be public in nature and not generally deemed to be an invasion of privacy. At the University of Nevada, Reno, the following categories are defined as “directory” information: student name, address, telephone number, e-mail address, major field of study, participation in officially recognized activities and athletics (including Greek organizations), weight and height measurements for members of athletic teams, dates of attendance, enrollment status (full-, half- or part-time; undergraduate or graduate), degrees and awards received, and listings of the most recent educational agency or institution attended.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, it is probable that the information will be released or disclosed. The University of Nevada, Reno uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student’s name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, complete this form and submit it to the Office of Admissions and Records. This directive will apply permanently to your record until you choose to reverse it by submitting a written authorization.

❑ Do not disclose my information for commercial purposes.
❑ Do not disclose my information for non-commercial, educational purposes.
❑ Do not disclose my information for both commercial and non-commercial purposes.

Printed Name

Student ID

Signature

Date

The authorization can be mailed, faxed or delivered in person to Enrollment Services. This request will apply permanently to your record, even following graduation, until you choose to reverse it by submitting a written authorization to the Office of Admissions and Records.

Family Educational Rights and Privacy Act

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Office of Admissions and Records • Fitzgerald Student Services Building/MS120 • University of Nevada, Reno • Reno, Nevada 89557. (775) 784-4700 • FAX: (775) 784-4283

Change of Address (Return to the Office of Admissions and Records)

The Office of Admissions and Records maintains an address file for each student. To change your address listing, fill out the form below and provide to the Office of Admissions and Records, Fitzgerald Student Services Building. Address changes may also be filed through the ePAWS system.

Name

Student I. D. Number

E-Mail

Fill in this section to update your current mailing address:

Street/P.O.Box

City

State

Zip code

Phone ( )

Signature

Date
CALENDAR

Final date for receipt of all application materials and supporting documentation for Spring 2011 admissions………………………………………Monday, November 1

Applications for admission received after Monday November 1, 2010 are processed in the order received.

Registration begins………………………………………………………………Monday, November 8

December
Winter Commencement Ceremony………………………………………………Saturday, December 4
Prep Day (No classes; preparation for final exams)…………………..Wednesday, December 8
Final Week schedule begins………………………………………………Thursday, December 9
Last day of classes………………………………………………………….Wednesday, December 15
Final grades due to Admissions and Records by 9 am………………………Friday, December 17
Fall 2010 semester ends……………………………………………………Friday, December 17
Christmas Observance (University offices closed)………………………….Friday, December 24
Wintermester – Last day to pay without late fees…………………………Monday, December 27
Wintermester – First day of classes…………………………………………Monday, December 27

Wintermester: Final Date For:
• adding classes
• to receive 100 percent refund if dropping individual classes………………Tuesday, December 28

January
New Year’s Day Observed (University offices closed; no classes)……………..Friday, December 31

New Undergraduate Student Orientation (http://www.ss.unr.edu/OPS)……………………………………………TBA

New Graduate Student Orientation (http://www.unr.edu/grad)……………………Thursday, January 13

2011 Spring Semester fees due (last day to pay without late fees assessed)…………Friday January 14

Final date:
• to apply for admission or readmission
• to change residency status, or to appeal residency status for the Spring 2011 semester…………………………..Friday, January 14

Last day of Wintermester classes………………………………………………Friday, January 14
Residence halls open…………………………………………………………….Sunday, January 16
Martin Luther King, Jr. Day Observed (University offices closed; no classes)…..Monday, January 17

First Day of Classes………………………………………………………………Tuesday, January 18

Late Registration begins……………………………………………………….Tuesday, January 18
(late registration fees assessed for one or more credits)
Wintermester grades due………………………………………………………………………...Tuesday, January 18

**Final date:**
- for late registration and paying registration fees
- to receive 100 percent refund if dropping classes or
  if totally withdrawing from the 2011 Spring semester…………………………...Thursday, January 27

**Final Drop Date for 100% Refunds**…………………………………………………………...Thursday, January 27

May 2011 graduation applications for undergraduate students due…………………….Thursday January 27

**Final date for:**
- adding classes
- changing from letter grade to S/U
- changing from S/U to letter grade
- changing from audit to credit…………………………………………………………….Thursday, January 27

**February**
Presidents’ Day Observed (University offices closed; no classes)………………….Monday, February 21

1st Partial deferred fee payments due…………………………………………………………...Friday, February 25

**Last day to completely withdraw from the university and request a 50 percent refund.**………………………...Friday, February 25

**March**
May 2011 graduation applications for graduate students due…………………….......Tuesday, March 1

Final day for dropping classes with penalty (W on transcript and no refund)………………Friday, March 18

Spring Break…………………………………………………………………………………………...March 12 - 20

2nd Partial deferred fee payments due…………………………………………………………….Friday, March 25

**May**
Mackay Week…………………………………………………………………………………………...TBA

Prep day (no classes, preparation for final exams)……………………………………………….Wednesday, May 4

Final week schedule begins……………………………………………………………………...Thursday, May 5

Final date for submitting thesis/dissertation and notice of completion with the Graduate school for May graduates……………………………….Friday, May 6

“Honor the Best”………………………………………………………………………………………………Wednesday, May 11

Last Day of classes…………………………………………………………………………………………….Wednesday, May 11

Residence halls close……………………………………………………………………………………… Thursday, May 12

Spring Advanced Degree Commencement……………………………………………………………..Friday, May 13

Spring Undergraduate Commencement……………………………………………………………...Saturday, May 14

Final grades due to Admissions and Records by 9 am……………………………………………...Monday, May 16
Memorial Day Observance (University offices closed; no classes).........................Monday, May 30

**June**
August 2011 graduation applications for Graduate students..............................Wednesday, June 1
August 2011 graduation applications for Undergraduate students due...................Wednesday, June 8

**September**
Fall 2011 graduation applications for Undergraduate students due......................Thursday, September 8
Step by Step Guide to Getting Started

Prospective Students: Welcome to UNR
http://www.ss.unr.edu/OPS

Applying: Enrollment Information
http://www.ss.unr.edu/apply

Financial Aid: Information on loans and scholarships
http://www.finaid.unr.edu

Advising: Class selection before you register
http://www.unr.edu/advising-center/

Finding Classes: Online searchable class schedule
http://www.ss.unr.edu/esi/schedule.asp

Enrolling: The earlier the better, registration starts on 11-09-09
http://www.ss.unr.edu/records/regisched.asp

Housing: Explore on-campus and off-campus housing options
http://www.reslife.unr.edu

Paying: Pay online, avoid the lines!
http://www.unr.edu/vpaf/controller/

Bookstore: Much more than just books
http://www.asunbookstore.com

Parking: Check out all of the options we offer!
http://www.unr.edu/parking

Meal Plans: Dining options on campus
http://www.reslife.unr.edu/page.asp?p=dining

Campus Map: Explore the whole campus
http://www.unr.edu/tour
Online Link to Important Websites

**Enrollment Information**
Prospective Students:
www.ss.unr.edu/OPS
Application Information:
www.ss.unr.edu/apply
Online searchable class schedule:
www.ss.unr.edu/esi/schedule.asp
Class Registration:
www.ss.unr.edu/records/regished.asp
Graduate School:
www.unr.edu/grad
Summer Session:
www.summersession.unr.edu/
Wintermester:
www.wintermester.unr.edu/

**Campus Life**
Bookstore:
www.asunbookstore.com
Campus Pharmacy:
http://www.unr.edu/shc/services/Pharmacy.html
Housing Services:
www.reslife.unr.edu
Student Health Center:
www.unr.edu/shc/
Joe Crowley Student Union:
www.unr.edu/studentunion/
Food Services:
http://www.reslife.unr.edu/page.asp?p=dining
Campus Directory:
www.cis.unr.edu/CampusDirectory
Campus Map:
www.unr.edu/tour/
ASUN (Associated Students):
www.asun.unr.edu
Graduate Student Association:
www.unr.edu/gsa/
Lombardi Recreation Bldg.:
www.hhs.unr.edu/crw/

**Fee Payment**
Cashier’s Office:
http://www.unr.edu/vpaf/controller/
Financial Aid and Scholarships:
www.finaid.unr.edu
Parking:
www.unr.edu/parking

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Cashier’s Office:
http://www.unr.edu/vpaf/controller/
Financial Aid and Scholarships:
www.finaid.unr.edu
Parking:
www.unr.edu/parking

**Academic Support**
Academic Advising:
www.unr.edu/advising/
Disability Resource Center:
www.unr.edu/stsv/slservices/drc/
Knowledge Center
www.knowledgecenter.unr.edu/
Student Academic Skills Center – Tutoring:
http://www.unr.edu/acssv/ASCframeset.html
TRIO Scholars Program:
www.unr.edu/trio/
Computer Labs:
http://www.it.unr.edu/students/computer-labs.aspx
Correspondence/Web Courses:
http://www.extendedstudies.unr.edu/
Math Center:
www.unr.edu/mathcenter/
Writing Center:
http://www.unr.edu/academics/academic-support/writing-center
Transfer Center:
www.ss.unr.edu/admissions/apply/transfer
Honors Program:
www.honors.unr.edu/

**Other Services**
Center for Student Cultural Diversity:
www.unr.edu/csed
Counseling Services:
www.unr.edu/stsv/cs/
Graduation:
www.ss.unr.edu/records/grad.asp
International Students and Scholars:
www.unr.edu/OISS
Veteran Services:
www.unr.edu/stsv/veteran/
Center for Student Cultural Diversity:
www.unr.edu/stsv/csed
Campus Escort Service:
www.unr.edu/escort/
Police (on-campus):
www.unr.edu/police
Registration Information

Please Read the Following Before You Register

Nondegree, Returning or Graduate Special Students
If you are a nondegree, returning or graduate special student, (post baccalaureate not admitted to a graduate program) complete the application for 2011 Spring Admission at: http://www.ss.unr.edu/apply/

Undergraduate Degree Students
Students seeking an undergraduate degree program may complete an application for admission via the web, http://www.unr.edu. The Office for Prospective Students will also mail application packets upon request by calling (775) 784-6116.
Once admitted to an undergraduate degree program, students will receive information on how to log onto WebCT, an interactive website designed to assist you in your transition to the university.

Graduate Students
Visit the Graduate School website www.unr.edu/grad or contact via e-mail at gradadmissions@unr.edu, or by phone at (775) 784-6869 if you are considering a graduate program.

Fee Holds
Fee holds are outstanding financial obligations owed to the university. You must clear all fee holds before you can register or request official transcripts. Clear your account at the Cashier’s Office, (775) 784-6915 or http://www.unr.edu/vpaf/controller/cashier/fees.html

Use ePAWS to Register & Answer Questions about Your Account
1) Enroll on the web at http://www.unr.edu
2) Follow the appropriate links

Use ePAWS
through January 27, until 5 p.m.
- ePAWS is available for adds and drops
- Last day to drop individual classes or totally withdraw with 100% refund
- Last day for adds permitted
- Last day to change from audit to credit
January 28 through March 18, 5 p.m.
- Only the “drop” feature is available

ePAWS Hours:
Some portions of ePAWS require Adobe Acrobat Reader 4.0+ - http://www.unr.edu
The Registration Module is generally available:
Weekdays: 8 a.m. – 7 p.m., Weekends: Noon – 5 p.m.
(The registration module may not be available every weekend)

The Following Transactions Must Be Completed in Person at the Office of Admissions and Records, 2nd floor, Fitzgerald Student Services Building
- Registering for full classes (instructor’s written permission must be obtained on official department letterhead)
- Registering for two classes with a time overlap (written permission from both instructors must be obtained on official department letterhead)
- Changing to S/U option in classes that are offered for both letter-grade and S/U option
- Changing to audit option (requires written department approval, except for PEX activity classes)
• Changing class grading option, including:
  o credit to audit (requires written department approval, except for PEX activity classes)
  o audit to credit
  o letter grade to S/U
  o S/U to letter grade
• Registering for credit overloads (dean’s approval required)
  o Overloads not permitted for nondegree students
  o Undergraduates – more than 21 credits
  o Graduate – more than 16 credits
• Seniors registering for graduate level courses are required to contact the Graduate School, Fitzgerald Student Services Building (SSB), room 225. They can also be reached at (775) 784-6869 or http://www.unr.edu/grad
• A student ID is always required for in-person transactions.
Registering for Classes

If you were not enrolled at the University during the 2010 Fall Semester
Students who were not enrolled at the university for Fall 2010 must complete an Application for Admission. This includes both new and returning students.

Registration Schedule
Check the schedule below for the first day and time designated for your classification and alphabetical grouping. Classification is determined by the number of credits you earned before the beginning of the 2010 Fall semester. You may register through ePAWS any time after your start date and time, but not before.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Monday, November 8</th>
<th>Tuesday, November 9</th>
<th>Wednesday, November 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATE STUDENTS</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>(Admitted to doctoral, education specialist, masters, education professional programs.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>GRADUATE SPECIALS</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>(Graduate specials are graduate-level students not admitted to a graduate program.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>SENIORS</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>(Seniors are those undergraduates with 90 credits or more earned before the beginning of the 2010 Fall semester.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>JUNIORS</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>(60-89 credits earned before the beginning of the 2010 Fall semester.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>SOPHOMORES</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>(30-59 credits earned before the beginning of the 2010 Fall semester.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>CONT. FRESHMEN</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>(Less than 30 credits earned before the beginning of the 2010 Fall semester.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>FRESHMAN ADVISING HOLDS</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>If you are a freshman you must meet with your advisor prior to registration. A registration hold has been placed on your account and will be removed only after you have met with your advisor.</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>NONDEGREE</td>
<td>Monday, November 22</td>
<td>Thursday, November 18</td>
<td>Friday, November 19</td>
</tr>
<tr>
<td>(Students not admitted to an undergraduate program are restricted to no more than eight undergraduate-level credits per semester.)</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
<tr>
<td>All freshmen must receive academic advisement prior to registration.</td>
<td>Monday, November 8</td>
<td>Tuesday, November 9</td>
<td>Wednesday, November 10</td>
</tr>
</tbody>
</table>

For a list of advisors, visit: [http://www.ss.unr.edu/records/advising](http://www.ss.unr.edu/records/advising)
Fee Payment and Deadlines

Pay your fees at the Cashier’s Office, Fitzgerald Student Services Building, Third Floor

Spring semester hours:

Monday – Friday: 8 a.m. – 5 p.m.
Drop box is available 8 a.m. – 5 p.m. Monday - Friday

Payment Deadlines
LAST DAY to pay without late registration fees.................................................................January 14, 5 p.m.
LAST DAY to pay with late registration fees.................................................................January 27, 5 p.m.
(late registration fees assessed at $ 25 per day to a maximum of $ 250)

If you do not pay your fees by January 27, 2011:

• Your registration will be cancelled.
• You will be charged a $250 no-show fee.
• You will not be allowed to register.
• You cannot get your official transcripts.

COSTS
Fees are pending approval by Boards of Regents and are subject to change.

Mandatory Fees
Health Center (enrolled in six credits or more) – Refer to http://www.unr.edu/shc/ for more information.................................................................$ 90
Counseling Services (enrolled in six credits or more) – Refer to http://www.unr.edu/stsv/cs/ for more information.................................................................$ 35
2011 Spring Semester New Undergraduate Students Orientation fee.................................................$ 110
2011 Spring Semester New Graduate Students Orientation fee.................................................................$ 35
Graduation fee – Refer to http://www.ss.unr.edu/records/grad.asp for more information.................................$ 66
Surcharge fee per undergraduate credit.................................................................................................$ 14
UNR MBA Professional Development Fee.........................................................................................$ 250
Academic Success Fee Undergraduate (enrolled in one or more credits).........................................................$ 25
Academic Success Fee Graduate (enrolled in one or more credits).................................................................$5
Performing Arts Fee All Students (enrolled in one or more credits).................................................................$5
International Students only – (F1/J1 Visa)
International student insurance..............................................................................................................$ 980
International student fee.......................................................................................................................$ 145
Health center fee........................................................................................................................................$ 90
Counseling Services (enrolled in six credits or more). ..............................................................................$ 35

Student Union Fee
Undergraduate student 1-3 credits...........................................................................................................$ 25
Undergraduate students in 4 or more credits............................................................................................$ 94
Graduate student in 1-6 credits…………………………………………………………………………………………………. $ 49
Graduate student in 7 or more credits............................................................................................................................... $ 97

Registration Fees – Charged to all students
Nevada residents pay only registration fees
Undergraduate.................................................................................................................................................................................. $ 154.75 per credit
Graduate.................................................................................................................................................................................. $ 246.50 per credit

Nonresident Tuition
1-6 credits for undergraduate students.......................................................................................................................................................... $ 157.00 per credit
1-6 graduate credits for graduate students.......................................................................................................................................................... $ 263.50 per credit
7 or more credits.................................................................................................................................................................................. $ 6645.00

These charges are in addition to the above per-credit registration fee (see example below)

Nonresident Tuition Calculation Example

- Undergraduate nonresidents enrolled in one through six credits, use the following formula:

\{(number of credits x registration fee) + (number of credits x nonresident tuition per credit)\}

Example: a nonresident undergraduate enrolled in one credit:
\{(1 x 154.75) + (1 x 157.00)} = $311.75

- Undergraduate nonresidents enrolled in seven or more credits, use the following formula:

\{(number of credits x registration fee) + (flat rate nonresident tuition per credit)\}

Example: a nonresident undergraduate student enrolled in seven credits:
\{(7 x 154.75) + ($6645.00)} = $7728.25

Special Nonresident Tuition and Fees Categories

Good Neighbor Nonresident Tuition and Fees
Undergraduate students.......................................................................................................................................................... $ 311.75 per credit
Graduate student in graduate credits.......................................................................................................................................................... $ 510.00 per credit

This charge is assessed at one credit and above. Residents of the following approved “Good Neighbor” counties may be eligible for this nonresident tuition benefit: Mohave County in Arizona; and Alpine, El Dorado, Inyo, Lassen, Modoc, Mono, Nevada, Placer, Plumas, San Bernardino and Sierra countries in California. Please contact the office of Admissions and Records for further information (775) 784-4700.

Children of Alumni Nonresident Tuition & Fees.................................................................................................................. $ 240.50 per credit

Children of University of Nevada, Reno alumni who graduated with a bachelor’s degree, and who reside outside the state of Nevada, are eligible for this reduced nonresident tuition benefit when enrolling in undergraduate studies at the university ($154.75 plus $85.57 per credit).

WUE Nonresident Tuition & Fees.................................................................................................................. $ 226.12 per credit

Students who are admitted to the University of Nevada, Reno under the Western Undergraduate Exchange Program pay 150% of the in-state registration fees ($154.75 plus $71.37 per credit).

Senior Citizen Discounts

Students 62 years of age or older may register without paying per-credit registration fees. Special course fees, nonresident tuition (if applicable) and deposits are not waived. Senior citizen registration does not entitle a person to any privileges usually associated with registration, such as student association membership, health service, or intercollegiate athletic tickets.

Important Links

For information on fee payments and deadlines, please visit:
http://www.unr.edu/vpaf/controller/

For information on Financial Aid and Scholarships, please visit:
http://www.finaid.unr.edu