

**FALL 2009 SEMESTER  
ACADEMIC CALENDAR**

Mon, August 31	New Student Orientation
Tue, September 1	Classes begin
Mon, September 7	Labor Day, Institute closed
Wed, September 9	Last day to add or drop a class
November 2-13	Course advising and registration for spring 2010 semester
October 19-24	Mid-semester week
Wed, November 11	Veteran's Day
November 26-29	Thanksgiving Holiday, Institute closed
December 11	Fall classes end
December 12	Dorms close
Wed, December 16	Final grades due
December 24-January 3	Institute closed for the holidays
December 24-January 18	Winter break, no classes held
Fri, January 8	Incompletes due

*Dates are subject to change.*

**FALL 2009 SEMESTER  
COURSE REGISTRATION INFORMATION**

**Course Advising and Registration Process**

- Course Advising will begin Monday, March 16 and end Wednesday, March 25 for all students. It is the *student's responsibility* to contact their advisor and make an advising appointment to select classes. If the student is unable to meet during the designated registration period, it is the student's responsibility to contact their advisor and make alternate arrangements as soon as possible.
- **REGISTRATION DAY IS THURSDAY, MARCH 26, 2009.**
  - **SENIORS: 9:00am-10:00am**
  - **JUNIORS: 10:00am-12:00pm**
  - **SOPHOMORES: 1:00pm-3:30pm**
  - **FRESHMEN: 3:30pm-4:30pm**
- Registration forms must be complete and include all required signatures to be accepted for registration.

*All outstanding Institute debt must be paid before a student is permitted to register.*

**Course Wait Listing**

- Students may choose to be waitlisted for a closed course. However, students can not be concurrently waitlisted and registered for different sections of the same course.
- Being waitlisted does not ensure your registration into that class.
- You must be eligible to enroll in the class in order to be wait listed, i.e. satisfy all restrictions or prerequisites, and no time conflicts.
- You may not participate in the class while on the wait list.
- Your class schedule will specify which courses you are wait listed for.
- Students are notified through their NHIA email account of an opening in a waitlisted section. It is the student's responsibility to officially register for the class. The email notifying students of an opening contains specific instructions on how to register.
- Students generally have 5 days to respond to the invitation to enroll. If the waitlisted section is not added within 5 days, the seat is automatically offered to the next student. It is important that students check their NHIA email regularly to avoid missing waitlist opportunities.
- You should inform the Registrar's office if you decide you no longer want to be on a waitlist.
- Your name will be removed from the waitlist after the Add/Drop period ends.
- Courses you are waitlisted for do not count toward the Minimum Required Units for Financial Aid recipients, nor can waitlisted classes be counted when verifying full-time enrollment because you are not officially enrolled in a waitlisted class.

**Student Status**

- Part-time students (3-6 credits);  $\frac{3}{4}$  time students (9 credits); Full-time students (12-18 credits). Students who register over 18 credits will be assessed an overload fee

**Advisor Contact Information**

Your advisor may be reached at the email or phone number below:

Christopher Archer	carcher@nhia.edu	836-2561
Elizabeth Cameron	ecameron@nhia.edu	836-2538
Suzanne Canali	scanali@nhia.edu	836-2544
William Cass	bcass@nhia.edu	
Peter Clive	pclive@nhia.edu	836-2566
Beverly Conway	bconway@nhia.edu	836-2535
Martin Fox	mfox@nhia.edu	836-2572
Karen Francis	kfrancis@nhia.edu	836-2564
Joel Gill	jgill@nhia.edu	836-2568
Eileen Greene	egreene@nhia.edu	836-2536
Marcus Greene	mgreene@nhia.edu	836-2563
Rane Hall	rhall@nhia.edu	836-2567
Maureen Mills	mmills@nhia.edu	836-2565
Gary Samson	gsamson@nhia.edu	836-2562
Glen Scheffer	gscheffer@nhia.edu	836-2560
Jonathan Simon	jsimon@nhia.edu	836-2579
David Wells	dwells@nhia.edu	836-2516
Jennifer Whitten	jwhitten@nhia.edu	836-2581
Alison Williams	awilliams@nhia.edu	836-2573

*Advisor list subject to change*

#### **Billing Statements**

- Billing statements will be mailed to your home address. If you prefer to have your statement sent to your school address or any other address, you must complete a Change of Contact Information form in the Registrar's office.
- The fall 2009 deadline for payment of tuition and fees, less any pending financial aid disbursements is .

#### **Late Payment Fee**

- Any payments not received by the designated fall 2009 deadline will be assessed a \$100 late payment fee and may be subject to administrative withdrawal of classes. If you have any questions regarding your account, please contact the Bursar's office at 603-836-2523.

#### **Course Cancellation Policy**

- NHIA reserves the right to cancel any course due to insufficient enrollment. Students are notified through their NHIA email account of a cancellation. It is the student's responsibility to meet with their advisor and revise their class schedule. Students are to submit an Add/Drop form to the Registrar's office with the newly added and/or dropped classes.
- It is important to note that the cancelled class is removed from the students electronic file. This may result in the status of a student being dropped from full-time to part-time, which in turn may impact student accounts. It is important that students check their NHIA email regularly to avoid missing class cancellation notices.

#### **Add/Drop**

**The Add/Drop period ends Wednesday, September 9. Dropping classes will no longer be permitted after this date.**

- Students who wish to change their schedules must do so during the Add/Drop period. Add/Drop forms are obtained online or from the Registrar's office. Adding a class is subject to seat availability.
- The change takes place only when the form is signed by the student's advisor, and processed by the Registrar. Verbal notification to faculty or Institute staff is not sufficient, you must fill out an Add/Drop form and submit it to the Registrar's office.

#### **Withdrawal from Class**

- Students may withdraw from courses at any time during the first eight weeks of the semester with a course grade of "W."
- A student must complete a *Student Initiated Withdrawal form* and submit it to the Registrar's office to be considered withdrawn from a class. All signatures must accompany the form to be accepted by the Registrar. Forms can be found online or in the Registrar's office. Merely ceasing to attend class(es) does not constitute an official withdrawal either academically or financially. A student who ceases to attend a class, but did not officially withdraw, will be considered to have "unofficially withdrawn."

#### **NHIA Charge/Refund Policy**

##### **If a class is dropped:**

	<b><u>% of tuition/fee* charges responsible by student</u></b>	<b><u>% of tuition/fee* payments refunded to student</u></b>
By the end of the 1st academic week:	0%	100%
By the end of the 2nd academic week:	20%	80%

By the end of the 3rd academic week:	50%	50%
By the end of the 4th academic week:	75%	25%

**There are no refunds given after the fourth academic week of classes, no exceptions. \*Mandatory fees (Registration, Student Activity and Technology) are non-refundable.**

**Optional Payment Plan**

NHIA has partnered with Tuition Management Systems (TMS) to assist students with their educational expenses not otherwise covered by financial aid.

The Financial Aid Office or Bursar's Office will be happy to provide you with additional information about these plans.

*Please refer to your BFA Student Handbook for a complete listing of NHIA policies and procedures including any additional academic and BFA policies. Handbooks are available in Student Services located at 153 Concord Street*

**BFA COURSE OFFERINGS**

*Prerequisites must be successfully completed*

**credits**