



# Fall 2017 Law Registration Manual

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## Web Registration Dates and Times (tc.udmercy.edu):

Students with 66 earned credits or more as of January 2017, April 10 @ 8:30 am - August 28 @ midnight

Students with 65 - 25 earned credits as of January 2017, April 11 @ 8:30 am - August 28 @ midnight

Students with 5 - 24 earned credits as of January 2017, April 13 @ 8:30 am - August 28 @ midnight

**Earned credit hours do not include credit hours students are currently registered for.**

For assistance with TitanConnect, please contact the University IT Help Desk at 313 993-1500.

## First Year, Rising 2L Day Students & Upperclass Dual JD Students:

- First Year and Upperclass Dual JD students will be registered into their required courses by the Law School Registrar's Staff.
- The rising 2L students will be registered into ALTA II. Rising FT Day 2L JDs will be registered into Constitutional Law and Professional Responsibility (unless they are registered for Professional Responsibility in Summer 2017) by the Law School Registrar Staff.
- Rising 2L students who earned below a 2.0 in a required course must register and repeat that required course the next time it's offered and earn at least a 2.0 in that required course for continued matriculation. Students who possess an overall GPA of less than 2.60 at the end of their first year, second semester will be required to register for Law 2010, Business Organizations; Law 2100, Criminal Procedure; Law 2130, Estates & Trusts, and Law 2490, Sales and pass with at least a grade of 1.0 as a condition for graduation.

## Hold

If you have a hold on your record, you will NOT be allowed to register or make adjustments to your schedule until the hold is removed. If you have a hold, you must contact the office that placed the hold on your account, and meet the conditions of the hold. Please allow sufficient time for your hold to be removed before your registration period begins. You can view holds in TitanConnect by selecting the **View Holds** link.

## Pass/No Pass Option

Pass/No Pass Option forms are available on the Office of the Registrar web page during the first two weeks of the fall and winter terms. You must turn in the Pass/No Pass Option form to the Office of the Registrar by the end of the second week of class. See the Student Handbook or Pass/No Pass Option form for more information regarding enrolling in an elective course on a Pass/No Pass basis. Information about which elective courses will not be offered Pass/No Pass along with Pass/No Pass forms are posted on the Office of the Registrar webpage at [www.law.udmercy.edu](http://www.law.udmercy.edu).

## Directed Research

When you enroll in Directed Research you not only have to register for the course, you must also complete a Directed Research form, which is available on the Law School Registrar webpage at [www.law.udmercy.edu](http://www.law.udmercy.edu).

The Directed Research form must be signed by the resident faculty member supervising your Directed Research.

If the supervising faculty member is an adjunct faculty member, the form must be signed by him or her and co-signed by a resident faculty member. You must turn in the Directed Research form to the Law School Registrar's Office by the end of the second week of class. Failure to turn in the form may result in an automatic drop from this course.

## Academic Eligibility

Students who intend to enroll in a consecutive term, and are found to be in academic jeopardy at the conclusion of the current term, will be automatically dismissed from the Law School and given a 100% refund of the consecutive term's tuition. Students who are academically dismissed are also ineligible for federal financial aid both for the term during which they are dismissed and any future terms unless the student successfully completes the financial aid appeal process. (See the Federal Satisfactory Academic Progress Policy on [www.law.udmercy.edu](http://www.law.udmercy.edu) or [www.udmercy.edu](http://www.udmercy.edu).)

## Tuition and Fees

### Tuition

JD and JD/MBA students: \$1,401 per credit hour

### Late Registration Fee

A \$200.00 late registration fee will be imposed upon students who register after the first day of the semester.

### Late Add Fee

There is a \$5.00 late add fee per credit hour is charged to those students who add courses after the 100% Add/Drop Period.

### Student Bar Association (SBA) Dues

\$55.00 each semester for fall and winter, \$25.00 for summer.

## Further Assistance

Students needing assistance with registration and related matters should contact the Office of the Registrar located inside of the Student Service Center, Room 126, 313-596-0212, [lawregistrar@udmercy.edu](mailto:lawregistrar@udmercy.edu). Students who are seeking a waiver of a Student Handbook regulation, or wish to make a division change, should contact Associate Dean Richard Broughton, [broughjr@udmercy.edu](mailto:broughjr@udmercy.edu) or 313-596-9845.



## TitanConnect Screens

### [Need Help with Your User ID or Password?](#)

- You can reset your password by clicking on "Forgot Password?" in the login box
- If you have been locked out of your account, contact the IT Helpdesk at (313) 993-1500 for IT to reset your Password

### [Register for Classes with CRNs](#)

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click "Student"
- Click "Registration"
- Click "Add/Drop Classes"
- Select Term
- Input 5-digit CRN (ex: 12345) for each course in the boxes on the worksheet
- Click Submit Changes

Note any Registration Add Errors and correct if necessary.

### [Register for Classes without CRNs](#)

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click "Student"
- Click "Registration"
- Click "Look Up Classes"
- Select Term
- Highlight the subject, scroll to the bottom of the page and click "Class Search"
- Register by clicking box to the left of the class
- Click "Register"

Note any Registration Add Errors and correct if necessary.

### [Print Your Class Schedule](#)

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click "Student"
- Click "Registration"
- Select Term
- Click "Student Detail Schedule" or "Week at a Glance"

### [View Holds on Your Account](#)

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click "Student"
- Click "Student Records"
- Click "View Holds"
- Contact the appropriate office to resolve the issue

### [Search Class Schedule](#)

- Go to [udmercy.edu](http://udmercy.edu)
- Click on Quicklinks
- Click on Class Schedules
- Select Term
- Highlight the subject, scroll to the bottom of the page and click "Class Search"

OR

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click "Student"
- Click "Registration"
- Click "Look Up Classes"
- Select Term
- Click "Course Search"
- Click "View Sections"

You can select any of the advanced search attributes, but keep in mind that the more information you request the fewer results you will obtain.

### [To View the UDM Catalog](#)

- Go to [udmercy.edu](http://udmercy.edu)
  - Click on Quicklinks
  - Click on Catalogs
  - Select Student Level and Year
  - Choose the area you wish to investigate further
- OR
- Log into TitanConnect with User ID and Password
  - Click TitanConnect Self Service
  - Click "Student"
  - Click "Registration"
  - Click "Course Catalog"
  - Select Term
  - Highlight the subject, scroll to the bottom of the page and click "Get Courses"

### To Order Transcripts Online

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”
- Click “National Student Clearinghouse”
- Click “Start”

### Print Enrollment Verification Certificate

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”
- Click “National Student Clearinghouse”
- Select Current, All Enrollment, or Advance Registration
- Click “Obtain Enrollment Certificate”

### To Run a Degree Evaluation

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”
- Click on “Degree Evaluation” to either “Generate New Evaluation” of your current program or click on “What-if Analysis” to evaluate your credits within a program you are considering
- Follow directions or click on “Review How-To Videos” to learn more about this tool

### Other Enrollment, Deferment or Loan Information

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”
- Click “National Student Clearinghouse”
- Click on whichever option you desire
  - Enrollment information on file
  - See student loan deferment notifications sent to others
  - See proofs of enrollment sent to others
  - View loan information

### View/Print Academic History

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”
- Click “Academic History”
- Click “Submit” to view Academic History
- Click File, Print to print Academic History

### Access Midterm or Final PIN

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Registration”
- Click “Registration Status”
- Click “Select Term” and select the current term
- Midterm PINs are three digits
- Final PINs are four digits

### Updating Address or Other Personal Information

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Personal Information”
- Click on “Update Address and Phones” or “Update Email” or “Update Emergency Contact”
- For addresses, select the type of address to update
- Click “Submit”
- Follow instructions to update information

### To View Academic and Advisor Information

- Log into TitanConnect with User ID and Password
- Click TitanConnect Self Service
- Click “Student”
- Click “Student Records”
- Click “View Academic Information and Advisor”
- Here you can view your registration status, class, academic standing, advisor and curriculum information

## Financial Aid

Financial Aid includes scholarships, assistantships, grants, loans and student employment. This section includes information for U.S. students only. Canadian or other international students should consult the Financial Aid Office or the [www.law.udmercy.edu](http://www.law.udmercy.edu) website directly about aid opportunities and policies. Canadian students should contact their province's Student Aid Program for information and applications for aid to study in the U.S. Most of the time, Canadian Dual JD students receive larger awards from Canadian and provincial governments if they apply as Windsor students.

### Financial Aid Application Information

Any student who has a scholarship or needs financial assistance in order to pay tuition and fees is encouraged to apply for financial aid as early as possible. April 1 is the priority application date for applying for aid for 2017-18. **Students interested in work study are reminded that they must complete the FAFSA on time and indicate on it that they wish to be considered for Work Study, as work study funds may be limited and awarded on a first come, first served basis.** Applicants applying after April 1 are processed in the order of completion of their files. Late financial aid applicants will be responsible for any late fees charged due to late receipt of financial aid.

Students desiring aid other than an institutional scholarship must complete a Free Application for Federal Student Aid (FAFSA) for 2017-18. This form is available on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on paper by phoning the U.S. Department of Education at 1-800-433-3243. The student must submit the FAFSA to the federal processor, either by mail or on line, and have this form electronically transmitted to the Financial Aid Office.

**REMINDER: Any student who completed a 2016-17 FAFSA must use the same income information (that from calendar year 2015) on the 2017-18 FAFSA. Students whose income and tax information from 2016-17 and 2017-18 conflicts must resolve the conflicting information before an award can be made. In addition, changes to a student's 2016-17 award may have to be made retroactively if it is found that the information on the 2016-17 FAFSA was incorrect.**

Students are reminded that they must complete all the student FAFSA questions, paying special attention to questions regarding untaxed income and benefits. Any money received by the student or paid on the student's behalf by any other person or organization (including parents, relatives, friends and certain outside agencies) must be reported. **Any income, taxable or untaxed, should be from calendar year 2015.** Students need not report parental income, but should report any income or other monetary support (including gifts) they received from parents, friends or others in 2015 as untaxed income.

Students need to pay special attention to the questions in Step 6 regarding housing plans for 2017-18. Students whose plans change from what is reported on the FAFSA must update the Financial Aid Office to receive the proper award. Students who plan to relocate to a home or

apartment in the Detroit area must update their information with the Financial Aid Office once they have made their move.

Even though the 2017-18 FAFSA is going to use the same (2015) income as the 2016-17 FAFSA did, students may still be selected for verification or for conflicting information. Any verification form, tax transcript, asset statement and/or other forms requested by the Financial Aid Office or demanded by the SAR (the FAFSA output document) are to be submitted directly to the Financial Aid Office. Students desiring alternative loans must complete the alternative loan application of their choice and notify the Financial Aid Office of the lender and the amount of the loan requested.

## Student Loans

Students receiving a federal student loan for the first time at UDM must complete a Direct Loan Master Promissory Note and an Entrance Interview for each type of loan requested before any federal student loan funds may be credited to their account. Students may complete on-line Stafford and/or Graduate PLUS Loan Master Promissory Note and entrance interview by linking to the Direct Loan website from their award page in TitanConnect or accessing [www.studentloans.gov](http://www.studentloans.gov) directly.

Federal Stafford and Graduate PLUS student loans are disbursed via electronic fund transfer (EFT) from the government to the University. This is the same for virtually all alternative loans from sources in the U.S. Students who have a loan through a different country or loans that are disbursed via paper check must appear in person to endorse their check. It is the responsibility of the student to complete Master Promissory Note(s) (MPNs) and entrance interview(s) required by the federal government and/or a private lender and to endorse paper checks in a timely fashion. Late payment fees incurred due to delayed completion of the MPN(s), entrance interview(s) or endorsement of checks will not be removed.

## Work-Study and Other On-Campus Student Employment

Students who receive a work study award or who wish to work on the non-work study program may obtain a Student Employment Authorization at or after final registration if they have the proper materials to complete the I-9 form. These documents include a U.S. Passport, or a combination of a Driver's License, State or Military ID AND an original social security card or birth certificate, among others. International Students must have their visa documents. **Students may not begin working until they have obtained a Student Employment Authorization and have had that authorization signed by the person in their department who is authorized to make hiring decisions.** For off-campus work study, the form must be signed by a person at the agency authorized to enter into contracts with the University and authorize payment, if required. Any student hired for a student employee position must present their Social Security Card to a Financial Aid Officer in order to be paid, per Human Resources requirements.

## Refunds of excess tuition and fee payments

Funds paid by the student or by a financial aid program in excess of the tuition and fee charges

incurred by the student will be refunded to the student if the student is registered for the number of credit hours for which she/he applied for aid and all other information in the financial aid file is correct. Refunds may be distributed by direct deposit for students who have a checking or savings account in a banking institution in the United States or mailed from the McNichols Campus to the student's mailing or home address as listed on the TitanConnect records. Students should check TitanConnect to ensure that their bank account and address information are correct in order to receive their refund in a timely manner. Students with foreign addresses may wish to obtain a bank account or P.O. Box in the U.S. to avoid delays in the receipt of refunds.

Refunds of excess financial aid monies may be made as early as the week prior to the beginning of classes if the student is registered for the number or credit hours for which the award was made (based upon their division, past and current enrollment status, and number of credits remaining to earn their degree, and any information received from the student indicating a number differing from the range of expected hours for their division); does not have any prior past due balance; that all required documents have been submitted to the financial aid office and any conflicting information is resolved; that the student's living arrangements are the same as those reported on the FAFSA; that all promissory notes, entrance interview and credit requirements are met; and that the student is not receiving any outside assistance not reported to the Financial Aid Office. **Students should be financially prepared to meet, at minimum, their cost of books, supplies and living expenses (including rent) incurred during the first 2-3 weeks of the semester.** Students for whom financial aid arrives after final registration must allow 2 weeks thereafter for a refund.

Refunds may be delayed, reduced, or eliminated if the student is not enrolled for the number of credits for which she/he applied for aid; if living arrangements reported on the FAFSA were not accurate; if the student fails to complete an entrance interview; if the student has not completed and returned any required promissory note(s) to their lender(s); if the student completed the financial aid application or submitted materials late; if the student's loan application is rejected or denied by the lender; if the student is not making Satisfactory Academic Progress per the Federal Satisfactory Academic Progress Policy (on the law school and university websites) or if the student receives outside aid not reported to the Financial Aid Office.

### **Recalculation of Aid**

The award screen shows the enrollment status for which aid will be provided. Students who enroll or plan to enroll for different number of credits than what appears on the award screen are to notify the Financial Aid Office via a Request for Re-evaluation form available on-line at [www.law.udmercy.edu](http://www.law.udmercy.edu) (click on "Students" then "Financial Aid" and follow the link to the forms page for any forms needed) or from the Financial Aid Office. This form should be done as soon as students become aware of the change, preferably before final registration. Students who register for a different enrollment status than for which they applied for aid; who receive aid or payments on their behalf from outside sources or whose residency status changes must have their financial aid package re-evaluated prior to receiving any refund. This is also true for any student who drops classes.

Upon recalculation of aid, the student will be sent an e-mail referring him/her to TitanConnect to view any changes required to be made. Should any refund be due to the student, it will be made within 2 weeks of the latter of the date of the revised award or the date funds are received and posted to the student's account.

## **Withdrawals**

**Students who receive federal student aid and who completely withdraw from classes prior to completing 60% of the semester will have their federal aid prorated accordingly. Students must complete at least 60% of the semester to earn a full semester's worth of federal aid. Withdrawal at or prior to the 60% point of the term will result in proration of financial aid, leaving the student with a debt to the school. For fall 2017, the 60% point is reached on November 3; students withdrawing on or before that date will have their aid pro-rated.**

**Copies of the institutional and federal refund policies are available from the financial aid office and on the financial aid website.**

## **Satisfactory Academic Progress (SAP)**

Students receiving federal or certain other types of financial aid must make satisfactory academic progress toward a degree. Satisfactory Academic Progress has 3 components: grade point, completion of classes/progressing adequately toward degree completion, and staying in good standing with the School of Law. A copy of the Federal Satisfactory Academic Progress Policy appears on the financial aid website. Students who do not meet SAP requirements after one term are put on SAP warning; after two terms, the aid is terminated with the ability to appeal for a probationary term. Students failing to meet requirements during the probationary term may have their financial aid terminated until the point at which they meet the requirements of the SAP policy without the assistance of federal student aid (including loans).

## **Questions**

Questions about financial aid awards and policies should be directed to the Financial Aid Office at the Law School.

University of Detroit Mercy School of Law  
Scholarship and Financial Aid Office  
651 E. Jefferson Avenue  
Detroit, Michigan 48226  
Phone: 313-596-0214/Fax: 313-596-0280  
E-mail: [udmlawfa@udmercy.edu](mailto:udmlawfa@udmercy.edu)

## **Methods of Payment**

1. Pay online: Students must pay online if using a debit or credit card. Students may pay online by accessing their account information through TitanConnect. Please note the following changes: A convenience fee of 2.75% will be added to all credit/debit



payments. We will no longer be able to accept payments made over the phone. We are able to accept Mastercard, Discover, American Express and Visa. There will be no fee for payments made by check (paper or electronic) and cash. All credit/debit payments must be made online.

2. Tuition Management System: interest-free, monthly payment option plan the University of Detroit Mercy offers in partnership with Tuition Management Systems (TMS). For information regarding this program, please contact TMS by phone at 1-800-722-4867, at their website: <http://www.afford.com> or by e-mail at: [tmsservice@afford.com](mailto:tmsservice@afford.com).
3. Mail your payment to:  
University of Detroit Mercy  
Attn: Cashier, SAO  
4001 W. McNichols Rd  
Detroit, MI 48221

IMPORTANT to Note! - When mailing, remember to write your student account number on your check, and to allow at least 8 business days for the payment to be processed to your account.

4. Pay in person: at the Student Account Office- Fisher Building, McNichols Campus (cash and checks) or at the Law School Student Service Center (checks only).
5. Employer Reimbursement Forms should be submitted to the University Student Accounting Office before the first day of classes each semester.

## University Tuition Policy

A student who is in debt to the University at the end of any term is NOT entitled to re-register, to receive an official transcript of his/her credits from the Registrar or to receive his/her diploma until his/her indebtedness has been discharged. A fee of 1.5% per month will be charged on the unpaid balance of any delinquent account.

## Student Parking (pricing subject to change)

**Year Long: \$400**

**Semester: Fall or Winter \$200, Summer \$34**

Students that register and pay for both terms at the beginning of the Fall term, will not be required to pay for Summer term. Only upper-class students will be permitted to park in the law school's student parking lot on Larned Street Mondays through Thursdays with the overflow being at Christ Church. First year students are allowed to park in the Larned Lot on Fridays and weekends, otherwise 1L law student are to park at the Christ Church parking lot.

All UDM Law Students can register for a parking permit by going online to [lawschool.udmercy.edu/parking](http://lawschool.udmercy.edu/parking).

After you have filled out and submitted the online request form, please note the following:

1. You must come into the Student Service Center to pick up your parking tag hanger. Please allow at least one hour for processing time after you have submitted your form electronically.
2. **CARPOOLERS:** If you are carpooling, ALL MEMBERS of the carpool must come in together as a group and each member must present their student ID and their vehicle registration if they will be using their vehicle as part of the car pool. There will be only one parking hanger issued per carpool group.
3. When picking up your parking permit you must bring the following:
  - A. Your Student ID Card.
  - B. Your current parking tag hanger (if you have one already assigned from a previous term).
  - C. The vehicle registration for any/every vehicle that will be in the car pool.

If you have any questions about this new process, please contact the Student Service Center.

Students need to come to the Student Service Center beginning the week before fall classes start, during posted business hours, to have their parking hanger renewed or purchase a new hanger. Parking tickets and/or Violation stickers will be issued to students who illegally park (no valid decal or wrong lot) in the student lots beginning September 1.

There is a \$10.00 replacement fee for a reissued parking hanger.

## **Student ID Cards**

New ID Cards or Revalidations for UDM Student ID cards will be conducted during the dates, times and location Term I parking decals are being distributed. NOTE: If a student's ID card is lost or stolen, there is a \$20.00 fee imposed upon the student by the University Parking & ID Officials for a replacement card.

## **Application for Graduation**

Students apply to graduate on TitanConnect during their last year. The graduation fee is assessed to the student's account once they apply.

## **Immigration Information for Foreign Students**

Application forms and related information for SEVIS Form I-20 for FI Visa students are available through the University International Services Office at [www.udmercy.edu/ISO](http://www.udmercy.edu/ISO). The DSOs can sign or re-issue SEVIS Form I-20s. DSOs signature on every F-1 student's Form I-20 is valid for one year from the last time it was signed by the DSO. Therefore, it is highly recommended that F-1 students pay close attention to the PDSO's or DSOs' signature date on page 2 of their Form I-20. If the signature date is close to expiring, please stop by the Student Service Center, room 126 for another signature.

## Directory Information

In compliance with the Family Education Rights and Privacy Act of 1974, As Amended (FERPA), the following pieces of information are considered "Directory Information" by the University of Detroit Mercy School of Law: a student's name, address, telephone number, date and place of birth, dates of attendance, most recent previous school attended and degree earned, e-mail address, photograph, school division (i.e., full-time, extended program, JD/MBA Program, Dual JD Program etc.), participation in officially recognized activities and sports, and degree and awards received from the University of Detroit Mercy School of Law.

Students, who do not wish their Directory Information be disclosed to non-official University personnel in accordance with FERPA, need to complete, sign and turn in, to the Law School Student Services and Registrar's Office, a "Request to Prevent Disclosure of Directory Information" form. These forms are obtained from the Office of the Law Registrar located inside the Student Service Center, room 126, and should be turned back in during the first two weeks of any Law School term to the Office of the Law School Registrar.

## Academic Calendar

<b>Term I (Tentative)</b>	
First-year Orientation	August 21
Saturday Classes Begin	August 26
Term I Weekday Classes Begin	August 28
Course Add/Drop 100 Percent Refund 50 Percent Refund	April 10 – September 3 September 4 - September 10
Pass/No Pass Option Deadline Directed Research Form Deadline	September 10
Labor Day Holiday	September 4
Graduation Application Deadline	September 25
Red Mass	September 26
Student Advising Sessions	Week of October 23 TBD
Term II Priority Registration	November 6 (8:30 a.m.)
Thanksgiving Holiday	November 23 – November 26
Term I Classes End	December 1
Term I Review Period	December 4 – 5
Term I Final Examination Period	December 6– December 19
University Closed	December 22 – January 1
All Term I grades posted	February 1

## End-of-Term Chart

### Make-Up Periods for Term I 2017-18:

1. Monday classes for Labor Day can be made up at the following dates and times:
  - Classes that begin 9 am – 10:30 am on Monday: Friday, Sept. 8 at 2 pm
  - Classes that begin 11 am – 1:30 pm on Monday: Friday, Sept. 15 at 2 pm
  - Classes that begin 2 pm – 3:30 pm on Monday: Friday, Sept. 29 at 2 pm
  - Classes that begin 4:00 pm – 5:30 pm on Monday: Friday, Oct. 6 at 2 pm
  - Classes that begin 6:00 pm on Monday: Saturday, Sept. 9 at 1 pm
  - Classes that begin 8:00 pm on Monday: Saturday, Sept. 16 at 1 pm
  
2. Thursday classes for Thanksgiving Day can be made up at the following dates and times:
  - Classes that begin 9 am – 10:30 am on Thursday: Friday, Oct. 13 at 2 pm
  - Classes that begin 11 am – 1:30 pm on Thursday: Friday, Oct. 20 at 2 pm
  - Classes that begin 2 pm – 3:30 pm on Thursday: Friday, Oct. 27 at 2 pm
  - Classes that begin 4 pm – 5:30 pm on Thursday: Friday, Nov. 3 at 2 pm
  - Classes that begin 6:00 pm on Thursday: Saturday, Oct. 14 at 1 pm
  - Classes that begin 8:00 pm on Thursday: Saturday, Oct. 21 at 1 pm
  
3. Friday class for the day after Thanksgiving can be made up at the following dates and times:
  - Classes that begin 9 am – 10:30 am on Friday: Friday, Nov. 10 at 2 pm
  - Classes that begin 11 am – 1:30 pm on Friday: Friday, Nov. 17 at 2 pm