



## Early Start Option (ESO) - Concurrent Enrollment Partnership (CEP) Program Spring 2013 Important Information & Dates

### 1. CEP Student Guide

Read the CEP Student Guide and related information at [www.washburn.edu/eso](http://www.washburn.edu/eso).

### 2. Transferring Courses

If you plan to transfer a WU course(s) to another college or university **be sure to check with that institution to ensure that the WU courses will transfer.**

### 3. Important Dates

January 9 – Last day to enroll and pay without a \$50 administrative fee

**January 25 – Last day to enroll with an administrative fee (\$50) or to receive a refund**

March 29 – Last day to drop a course

### 4. Adding or Dropping Courses

To add or drop a course after completing your ESO/CEP enrollment form you need to complete a **Schedule Change Form** and submit it to the University Registrar's Office in Morgan Hall 115. You may also notify the University of your intent to drop a course by either sending an e-mail using your MyWashburn account to [enrollment@washburn.edu](mailto:enrollment@washburn.edu) or by submitting a signed written letter of such intent via mail, fax (670-1104), or in person in Morgan Hall 115. Note that the date of a course withdrawal is determined by the day the withdrawal is processed. Withdrawals are processed on the date received, not the date they are mailed. The responsibility for initiating and processing withdrawals rests with the student, not the faculty. Failure of the student to officially withdraw requires the instructor to record an "F" grade at the end of the semester/term. Students are responsible for all assessed charges. **March 29 is the last day you may drop a course.**

### 5. Tuition Refunds

A 100% refund of tuition will be issued if a student officially withdraws by January 25. No refunds will be issued after that date. The administrative fee for enrollments submitted after January 9 is nonrefundable.

**For More Information go to**

[www.washburn.edu/eso](http://www.washburn.edu/eso)

Or contact Tim Peterson, Ph.D., Dean of Academic Outreach

785.670.1399 or [tim.peterson@washburn.edu](mailto:tim.peterson@washburn.edu)