

Page 5**Location**

University College is headquartered in the San Gabriel Valley community of San Dimas, 28 miles northeast of Los Angeles. Learners may contact University College at:

300 N. Lone Hill Ave., #200, San Dimas, CA 91773
 Phone: 1-855-276-8669
 Email: contact@uc.apu.edu
 Website: www.apu.edu/universitycollege/

Page 8**Flexibility**

University College operates year-round on a standard trimester calendar. In this system, the academic year consists of three 16-week semesters (spring, summer, and fall), each of which is split into two 8-week sessions.

Offering flexibility and convenience, University College enables students to enroll at six different start dates each calendar year.

Online and On Campus

University College programs are offered in online and face-to-face formats, giving students multiple pathways for their higher education experience.

UC's online courses are offered in an asynchronous learning environment, meaning students take classes where and when they need them. Students can access their online courses in the Course Portal at course.uc.apu.edu. UC courses are delivered through Moodle, a media-rich virtual-learning environment.

The university offers several campus locations throughout Southern California designed for working professionals. Students typically attend classes in the evenings to accommodate their schedule. Learn more about which locations are available for your program of choice.

Moodle

Moodle is equipped with a variety of built-in communication, collaboration, assessment, and evaluation tools used for online course delivery, group forums, discussions, sharing of resources, and more. University College provides centralized hosting and support for students using the Moodle software.

Moodle is used by a number of higher education institutions, including the New Jersey Institute of Technology, North Carolina State University, Texas State Technical College, and the University of Minnesota.

Page 12**Refund Policy (effective Fall 1 2015)**

- Learners who do not log in during Week 1 (online learners) or do not attend the first night of class (face-to-face learners), are administratively dropped and refunded 100%.
- Learners who log in or attend during Week 1 and also drop during Week 1 are refunded 100%. Drop requests must be received by 8 a.m. (PST) on Monday of Week 2.
- Learners who withdraw during Week 2 receive no refund and a *W* grade is issued. All learners are subject to a proration of federal financial aid per the regulations for all federal aid. Withdrawal requests will be processed on the date received through Sunday of Week 5 for undergraduate programs and Monday of Week 5 for graduate programs.

Any learner dismissed by the university will receive refunds at the administration's discretion. If a learner feels that individual circumstances warrant exceptions, an academic petition may be submitted to the Office of the Registrar.

Refund Policy Exceptions

Any exception to the stated policy must be requested in writing (using the Academic Petition form) to the Office of the Registrar. Learners receiving federal aid are subject to a proration of federal financial aid per the regulations for all federal aid.

Page 19**Adds/Drops (effective Fall 1 2015)**

1. Learners who do not log in during Week 1 (online learners) or do not attend the first night of class (face-to-face learners), are administratively dropped and refunded 100%.
2. Learners who log in or attend during Week 1 and also drop during Week 1 are refunded 100%. Drop requests must be received by 8 a.m. (PST) on Monday of Week 2.
3. Learners who withdraw during Week 2 receive no refund and a *W* grade is issued. All learners are subject to a proration of federal financial aid per the regulations for all federal aid. Withdrawal requests will be processed on the date received through Sunday of Week 5 for undergraduate programs and Monday of Week 5 for graduate programs.