

# EVENING & WEEKEND STUDIES PROGRAM

## VISION

Dillard University Evening & Weekend Studies Program's vision is to recruit actively post-traditional students and to develop and design a program with a strong & sound academic foundation along with excellent student support services that encourage high retention and completion rates which will ultimately increase student enrollment and revenue for the university.

## GOALS

### **A. Strengthen the University Infrastructure of Support for Post-traditional Learners.**

*Establish an Evening & Weekend Studies Program office under the Division of Enrollment Management, which has been designed to support and serve nontraditional students. A Director's position is created, and that position will serve to coordinate, oversee and implement evening programming. A Director's position will allow the individual to work more directly and independently in making decisions that will maintain and ensure a progressive program development and success.*

### **B. Ensure Full Access to Dillard University's Educational Opportunities including a variety of program/course offerings.**

*The Evening & Weekend Studies Program office will work with colleges/departments to encourage faculty participation and continue efforts to increase the number of the broad-based core curriculum and elective courses needed at nontraditional times to encourage consideration of new and cutting-edge majors offered to nontraditional students and expand opportunities for evening students to choose minors as fields of study.*

### **C. Encourage departments across colleges to offer courses in flexible formats and to expand schedules by offering more classes in the evening hours and on weekends as well as online courses and hybrid courses.**

*Flexible scheduling will provide a variety of course offerings and potentially attract more students for recruitment.*

### **D. Encourage students to continue their education on a degree track leading to a bachelor's degree.**

*The Evening & Weekend Studies Program Coordinator will work with students to ensure that classes taken are towards a degree track to maintain students' retention and completion rates.*

## OBJECTIVES

- Expand Access to Campus Services and Student Organization Activities
- Develop an Appropriate Expense/Revenue Model
- Conduct a full recruitment cycle audit and create a comprehensive, multi-year enrollment marketing plan
- Establish appropriate metric and evaluation plan

## GUIDELINES AND POLICIES

Evening & Weekend Studies Program students must follow all policies of Dillard University outlined in the University catalog, the Student Handbook, and the Evening & Weekend Studies Program Handbook. The Evening & Weekend Studies Program office will work with college deans/departmental chairs to offer the required courses for students and ensure readily available student support services are provided at times convenient for this population.

- **Admission**

Students' acceptance into the Evening & Weekend Studies Program requires the following: 2.00 GPA (high school or college); official college transcripts and/or GED, completed application, and application fee if applicable. Students with no college coursework must present a high school diploma or GED. All Evening Program students will be admitted through the Evening Program Office.

A student accepted with GPA below 2.00 will be admitted on probation. Students on probation, placed on probation, and/or on continued probation will be required to meet regularly with their faculty advisor and/or Coordinator of the Evening & Weekend Studies Program until they are in good academic standing with the university. Students requiring further guidance will be encouraged to utilize additional counseling services at the university such as those provided by Student Support Services, Center for Career and Professional Development and the Behavioral Health and Wellness.

Regular admission cannot be guaranteed without above stated documents. All transcripts (college, high school, GED) must be received in the original sealed; unopened envelope from institutions where course work was completed.

- **Student Enrollment Status**

A student enrolled in 12-18 hours is a full-time student; 6-11 hours, a part-time student; 1-5 hours, less than part-time.

- **Tuition**

Tuition rates for the Evening & Weekend Studies Program are offered at a discounted rate. Students are charged by the evening hour rate.

- **Office of Financial Aid & Scholarships**

The EWS Program works closely with the Office of Financial Aid & Scholarships so that students are counseled to be made aware of available resources to pay educational expenses. Also, their Loan and Pell history are reviewed to ensure students are conscientious of the any limited aid so they can work to stay on track to maximize their remaining financial aid. Additionally, students are provided information on Financial Literacy, Scholarships, Internships, and other pertinent processes needed to finalize their Financial Aid files.

- **Registration**

To encourage evening students to early register, the Evening & Weekend Studies Program Coordinator will e-mail an early registration notice to students. Early registration will allow for better planning for course offering, student needs, and course section needs.

- **Online Classes**

No additional fees as a result of courses being offered online.

- **Intra Cross Enrollment**

Students admitted to the traditional program are allowed to enroll in evening and weekend courses but will not receive the discounted tuition rate but will still be charged the regular day tuition rate.

Students admitted to the Evening & Weekend Studies Program are allowed to take up to 2-day courses at the discounted tuition rate. Exceptions *may be* approved only when course offerings dictate such occasion such as degree requirements for graduation. Approval must come from Vice President of Academic Affairs(or their designee), Dean of the College, Chair of the Program, Academic Advisor, Vice President of Enrollment Management, Evening & Weekend Studies Program Coordinator, and the Vice President for Business and Finance.

Evening & Weekend Studies Program students who voluntarily choose to enroll in a day course, without their academic advisor's approval will be assessed at the regular tuition day rate.

- **Advising**

Students enrolled in the general core classes will be advised by the Evening & Weekend Studies Program Coordinator along with the designated faculty advisor. The Evening & Weekend Studies Program Coordinator along with a designated faculty advisor will advise students who transfer in as junior status or who enter into Dillard University under a Dillard University recognized MOU or Articulation Agreement.

Each student will be assigned a faculty academic advisor along with the Evening Program Coordinator who will support the faculty advisor as well as monitor the student's progress. Evening & Weekend Studies Program students can register for online courses, online hybrid, and weekend courses as well as evening classes.

- **Enrollment Outside of Dillard University**

Students must obtain prior written permission from the Division of Academic Affairs and the Registrar to enroll in courses at other institutions. No transfer credit will be awarded for such work unless the required signatures and documentation is on file. Students will be granted permission to take courses elsewhere only when they can demonstrate compelling reasons to do so and are in good academic standing at Dillard.

- **Out of State/International students**

The Evening & Weekend Studies Program will accept applications from out of state students and international students (online or classroom). Tuition and fees for out of state students are the same as tuition and fees for in-state Evening & Weekend Studies Program students.

- **SAMPLE Class Times/Schedules**

**Mon or Tues or Wed or Thurs**

5:30 PM – 8:15 PM

7:00 PM – 9:50 PM

8:30 PM – 9:45 PM

**Mon/Wed**

5:30 PM – 6:45 PM

7:00 PM – 8:15 PM

8:30 PM – 9:45 PM

**Tues/Thurs**

5:30 PM – 6:45 PM

7:00PM – 8:15 PM

8:30 PM – 9:45 PM

**Weekend Classes (Saturday)**

8:00 AM– 10:50 AM

11:00 AM – 1:50 PM

2:00 PM – 4:50 PM

### Online Classes

Classes are available at all times

### Online/Hybrid Classes

Classes are available-according to faculty's scheduling

## GENERAL ENROLLMENT GUIDELINES

All admissions processes and basic services, like parking decal distribution, ID validation, etc., are handled and/or coordinated through the Evening & Weekend Studies Program Office. If an applicant's previous academic work is below the university's admissions standards, then the Dean of the appropriate college along with the Evening & Weekend Studies Program Coordinator is consulted to determine the applicant's status, which is either full admissions, probation or non-admission.

The Evening & Weekend Studies Program Coordinator will work with the Dean of the appropriate college to certify a degree audit for graduation as well as academic success tracking. The Evening Program Coordinator will assist with advising undecided students and any students who are unable to meet with their advisor.

The respective Dean's office in consultation with the Evening & Weekend Studies Program office will determine academic action decisions. The Evening & Weekend Studies Program office is to be consulted and /or notified of all academic decisions made by the colleges regarding post-traditional students.

The Evening & Weekend Studies Coordinator will provide a New Student Orientation for all incoming, first-time nontraditional students in all colleges. The Evening & Weekend Studies Coordinator will recruit students, admit them, academically advise them and support their matriculation through the University.

## COLLEGE & DEPARTMENTS RESPONSIBILITIES

Colleges and their respective departments are responsible for maintaining and supporting the Evening Weekend Studies Programs housed in their colleges in the same way they are responsible for their traditional day program.

Ensuring that evening courses are routinely offered by all departments, and that enough courses are provided to satisfy students' degree requirements.

Encouraging faculty/instructors to offer evening courses and evening sections of courses.

Proposing new and innovative evening courses/programs (Majors & Minor).

Overseeing and processing faculty course evaluation.

The Evening & Weekend Studies Program Coordinator will continue to implement ongoing program and course review processes to ensure that quality learning outcomes are achieved.