



College of Continuing Professional Studies/Drury GO

Spring 2024 Fact Sheet

Registration Dates

Registration opens for early registration groups	October 23, 2023
Registration opens for current juniors and seniors (completed 60 or more credit hours)	October 25, 2023
Registration opens for current sophomores and freshman (completed 0 – 59 credit hours)	October 30, 2023
Registration opens for unclassified undergraduate students	November 1, 2023

Important Dates	Full Semester	A Block	B Block
Student access to courses in LMS	January 10	January 10	March 13
Courses begin	January 16	January 16	March 18
Deadline to apply for May or August degree	January 19	January 19	January 19
Last day to add a course 5 p.m. *	January 26	January 19	March 22
Last day for refund 5 p.m.*	January 26	January 26	March 22
Midterm grades due 8 a.m.	March 4	February 5	April 8
Spring Break (no classes)	March 9 – 17	NA	NA
Good Friday (University closed)	March 29	NA	March 29
Last day to withdraw 5 p.m.*	April 12	February 23	April 26
Advance registration for fall semester begins	March 18	March 18	March 18
Finals	Last class meeting	Last class meeting	Last class meeting
Last day of course	May 10	March 8	May 10
Commencement 6:30 p.m.	May 10	May 10	May 10
Final grades due 8 a.m.	May 13	March 11	May 13

*Notes for Students

Please contact your advisor and the Financial Aid Office before making a schedule change after the refund deadline.

Refund dates apply to ALL courses including those that do not start at the beginning of the semester or block. Refunds are calculated from the date the Drop/Add form is received in the Registrar's Office. It is the responsibility of the student to complete a Drop/Add form for any class additions or withdrawals. Drop/Add forms must be returned to the Registrar's Office by the dates and times listed above.

Non-attendance of courses does not constitute official withdrawal. It is the responsibility of the student to complete a Drop/Add form for any course additions or withdrawals. The Drop/Add forms must be returned to the Registrar's Office by the dates and times listed above.

Important Telephone Numbers

Bookstore	Monday – Friday 8 a.m. to 5 p.m.		(417) 873-7316
Textbook information		http://bookstore.drury.edu	
Business Office	Monday – Friday 8 a.m. to 5 p.m.	businessoffice@drury.edu	(417) 873-7232
Financial Aid Office	Monday – Friday 8 a.m. to 5 p.m.	fa@drury.edu	(417) 873-7312
Verification paperwork		verification@drury.edu	
Library	Check https://library.drury.edu for current library hours		(417) 873-7338
Registrar's Office	Monday – Friday 8 a.m. to 5 p.m.	reg@drury.edu	(417) 873-7211
Transcript questions			(417) 873-7335
Safety and Security	24 hours/7 days a week	security@drury.edu	(417) 873-7400

Technology Services/Help Desk (username and password questions; MyDrury, email and LMS support)

Support hours

Monday – Friday 8 a.m. to 5 p.m.

helpdeskticket@drury.edu

(417) 873-7300

Getting Started in Continuing Professional Studies/Drury GO Programs

Drury Username and Password

Students will use their username and password for everything related to Drury including MyDrury, Learning Management System (LMS), One Drive, and email. New students should receive a series of two emails (to personal email) containing their username and a temporary password within a few days of enrollment. If you do not receive these emails or have trouble logging in, complete the Login & Email Help Request Form available at www.drury.edu/techsupport/forms/loginemailhelp. Returning students or others who have forgotten logins or passwords can complete the Login & Email Help Request Form. Students can reset their password by clicking on the Password Management link on the MyDrury homepage.

Learning Management System (LMS)

Canvas is the Learning Management System (LMS) at Drury. Online and blended students are expected to log into the LMS on the first day of class and participate regularly in class. Access to online and blended courses is available in the LMS one week prior to the course start date. Students log into the LMS with their Drury username and password. If you do not have a Drury username and/or password or have difficulty logging into the LMS, please email the Help Desk at helpdeskticket@drury.edu.

It is important to familiarize yourself with the LMS. An orientation tutorial is available on the LMS home page to help students with tools and features by enabling them to participate in discussions, submit homework and take a practice test.

For LMS specific questions, email LMSSupport@drury.edu

Drury Email

Students should check their Drury University email account on a regular basis as it is considered the University's official mode of communication. Students corresponding by email about adding/dropping classes or financial aid-related matters must use their official university email account (i.e.@drury.edu) and include full name and Drury ID number. All responses from the University will be sent to your official University email address.

MyDrury

MyDrury provides online access for students to view their transcript, grades, financial aid awards, and business office records. Students may also update personal information and search the current class schedule. MyDrury is available at <http://my.drury.edu>.

Secure Financing

All students must either be paid in full or on a Nelnet Payment Plan two weeks before the semester begins. Some students pay outright, while others seek Financial Aid (through grants, loans or scholarships). For more information regarding tuition payments, Nelnet and deferred payment, visit www.drury.edu/businessoffice. Information about Financial Aid is available at www.drury.edu/financial-aid. **Financial aid information will only be sent to a student's Drury email account. Students must check their Drury email regularly in order to receive aid.**

Textbooks

To find your course's textbook information, visit the Drury bookstore's website. Your textbook will either be located in the LMS under Course Materials heading if your course is part of Drury Direct, or available to purchase at the Drury Bookstore or elsewhere. Drury Direct eBooks will be billed to your Drury account. If your course uses Drury Direct and you wish to get your book elsewhere, you must opt out of Drury Direct by the stated deadline.

Information on textbooks for Drury GO classes and the option to purchase them is available at <http://bookstore.drury.edu/>.

Instructions for ordering textbooks with a voucher are listed at http://bookstore.drury.edu/site_customer_service.asp. If you have not received your books within seven days after ordering, please contact the Drury Bookstore at (417) 873-7316.

Parking Permits

Students parking at the Springfield campus are required to display current parking stickers. Parking stickers are available in the Security Office in the lower level of Findlay Student Center during regular business hours. (417) 873-7400.

