

School of Extended Studies & Adult Degree Completion Program Fall ■, 2009 Schedule of Classes

Drop/Withdrawal Policy

Students are not dropped or withdrawn from courses if they do not attend. To qualify for a refund or reversal of charges you must drop or withdraw from class officially by notifying your academic counselor or learning center staff before the deadline shown. Notifying an instructor or failing to attend class does not constitute an official drop or withdrawal from a course nor does it eliminate the student's financial responsibility for course payment.

- **Refund tuition at 100% (minus a \$50 administrative fee per course) if the student drops before the end of the first week of classes (in writing before Friday @ 5:00 pm). The class will not be recorded on your permanent record.**
- **Students may withdraw up to the end of the sixth week (in writing before Friday @ 5:00 pm) without academic penalty. The student is responsible for full tuition and an administrative fee of \$50 per course. A grade of W will be issued.**
- **It is not possible to withdraw from courses after the sixth week of the term.**

Students withdrawing from UIW may be required to repay some of the federal grants and/or loans. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), TIP Grant, Federal Stafford Loan or PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded. If any funds remain after the return of Title IV aid, they will be used to repay UIW funds, state funds, other private sources and the student in proportion to the amount received from each non-federal source as long as there is no unpaid balance at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

Text Book Information

Text books for all undergraduate ADCaP students are provided free of charge. Most students will be using e-books for their classes. Some books are not yet adapted to e-book so a hardcover book will be available at the UIW Bookstore.

After you register for classes, and it is approved by your academic counselor, an email will be sent to your Cardinal Email account with complete instructions to either download the e-book or to get it from the UIW Bookstore. Read the email in its entirety before downloading or ordering the book from the Bookstore.

You are strongly advised, do not wait until the last minute to access your e-book. If you have any technical difficulties it will only serve to delay you in getting your text book.

School of Extended Studies and ADCaP

Remaining 2009 School Calendar of Activities

September 14, 2009	First day of Registration - ADCaP and School of Extended Studies Fall II 2009 Term
October 9, 2009	Last day to withdraw from ADCaP and School of Extended Studies Fall I 2009 Term
October 22, 2009	ADCaP and School of Extended Studies Fall I 2009 Term Ends
October 24, 2009	ADCaP Fall II 2009 Term Begins - Weekends
October 24, 2009	School of Extended Studies Graduate Fall II 2009 Term begins - Weekend
October 26, 2009	ADCaP Fall II 2009 Term Begins - Weekday Evenings
October 26, 2009	School of Extended Studies Graduate Fall II 2009 Term begins - Weekend
October 26, 2009	ADCaP and School of Extended Studies Fall I 2009 Term Grades Due
October 30, 2009	Last day to drop at 100% refund - ADCaP and School of Extended Studies Fall II 2009 Term
November 9, 2009	First day of Registration - ADCaP and School of Extended Studies Spring I 2010 Term
November 25/26, 2009	Thanksgiving Holiday - ADCaP and School of Extended Studies Classes Will Not Meet
December 4, 2009	Last day to withdraw from ADCaP and School of Extended Studies Fall II 2009 Term
December 17, 2009	ADCaP and School of Extended Studies Fall II 2009 Term Ends
December 21, 2009	ADCaP and School of Extended Studies Fall II 2009 Term Grades Due
December 24, 2009	Christmas Break - December 24, 2009 - January 1, 2010

DISCLAIMER: This schedule has been prepared by your academic counselor. We have tried to assure that information is accurate and as complete as possible when preparing and posting it for your use. The School of Extended Studies and ADCaP reserves the right to make changes (i.e. changes in course offerings and class locations, as well as deleting classes) as they are necessary. These changes may result in the information given in these pages to be incorrect. We will make every effort to keep these pages updated as changes are made.

Adult Degree Completion Program

FALL II, 2009

Schedule of Classes

NORTHEAST CENTER MBA/MAA

The Northeast Center is located at Rolling Oaks Mall, 6909 Loop 1604. Office hours are 9:00 am to 8:00 pm Monday through Thursday; and 9:00 am – 5:00 pm Fridays.

Classes are held at this location on Tuesday-Thursday evenings.

Lesa McKenzie
Academic Counselor
Phone: (210) 805-3041
Email: mckenzie@uiwtx.edu

Tuesday

5:30 pm - 9:30 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44666	ECON 6311	05	Managerial Economics	ECON 2302, BMDS 3371, or Comparable Courses	25

Thursday

5:30 pm - 9:30 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44667	ORGD 6370	05	Human Performance Technology		25

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NORTHEAST CENTER

Monday - Wednesday

5:30 pm - 7:40 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44557	BMDS 3370	09	Analytical Decision Making I	MATH 1304	25
44555	BMGT 3340	12	Management Theory and Practice		25
44558	HRES 4380	02	Capstone in Human Resources	Completion of Business and HRES Courses	25
44559	ORGD 4380	02	Capstone in Organizational Development	Completion of Business and ORGD Courses	25

7:50 pm - 10:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44560	ECON 2301	11	Macroeconomics		25
44563	HRES 3330	02	Human Resource and the Law	BMGT 3354	25
44561	RELS 3325	02	Arts for Christian Worship	3 Hrs of RELS or permission of the Instructor	25

Tuesday - Thursday

5:30 pm - 7:40 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44566	BINF 2325	10	Personal Productivity Applications	COMP 1301	22
44565	ENGL 1311	14	Composition I		25
44564	GEOL 1401	03	Physical Geology		25

7:50 pm - 10:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44568	BMKT 4390	03	Marketing Management	BMKT 3331,3334,3377	25
44665	DWHP 3300	06	Dimensions of Wellness		25
44567	MUSI 2346	05	History of Jazz		25