

School of Extended Studies & Adult Degree Completion Program Spring I, 2010 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Students are not dropped or withdrawn from courses if they do not attend.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.

Registration Policies

We are aware that planning is important to working adults. Consulting your advisor before submitting your registration will assure correct selection of courses and a quicker route to graduation. Registration deadlines:

Saturday classes: Students may not register for a Saturday class after the first class has met.

Weekday classes: Students may register for classes up to the start of the third meeting of the class.

School of Extended Studies and ADCaP

Remaining 2009-2010 School Calendar of Activities

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 25-27, 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, 2010	ADCaP and School of Extended Studies Fall II 2009 Term Ends
December 21, 2010	ADCaP and School of Extended Studies Fall II 2009 Term Grades Due
December 24, 2010	Christmas Break - December 24, 2009 - January 1, 2010
January 9, 2010	ADCaP Spring I 2010 Term Begins - Weekends
January 9, 2010	School of Extended Studies Graduate Spring I 2010 Term begins - Weekend
January 11, 2010	ADCaP Spring I 2010 Term Begins - Weekday Evenings
January 11, 2010	School of Extended Studies Graduate Spring I 2010 Term begins - Weekend
January 15, 2010	Last day to drop at 100% refund - ADCaP and School of Extended Studies Spring I 2010 Term
January 18, 2010	Martin Luther King Day - ADCaP and School of Extended Studies Classes Will Not Meet
January 25, 2010	First day of Registration - ADCaP and School of Extended Studies Spring II 2010 Term
February 19, 2010	Last day to withdraw from ADCaP and School of Extended Studies Spring I 2010 Term
March 4, 2010	ADCaP and School of Extended Studies Spring I 2010 Term Ends
March 6, 2010	ADCaP and School of Extended Studies Spring II 2010 Term Begins - Weekends
March 6, 2010	School of Extended Studies Graduate Spring II 2010 Term begins - Weekend
March 8, 2010	ADCaP and School of Extended Studies Spring II 2010 Term Begins - Weekday Evenings
March 8, 2010	School of Extended Studies Graduate Spring II 2010 Term begins - Weekend
March 8, 2010	ADCaP and School of Extended Studies Spring I 2010 Term Grades Due
March 12, 2010	Last day to drop at 100% refund - ADCaP and School of Extended Studies Spring II 2010 Term
March 22, 2010	First Day of Registration - ADCaP and School of Extended Studies Summer I 2010 Term
April 1, 2010	Holy Thursday - - ADCaP and School of Extended Studies Classes Will Not Meet
April 16, 2010	Last day to withdraw from ADCaP and School of Extended Studies Spring Term II
April 29, 2010	ADCaP and School of Extended Studies Spring II 2010 Term Ends
May 1, 2010	ADCaP Summer I 2010 Term Begins - Weekends
May 1, 2010	School of Extended Studies Graduate Summer I 2010 Term begins - Weekend
May 3, 2010	ADCaP Summer I 2010 Term Begins - Weekday Evenings
May 3, 2010	School of Extended Studies Graduate Summer I 2010 Term begins - Weekend
May 3, 2010	ADCaP and School of Extended Studies Spring II 2010 Term Grades Due
May 7, 2010	Last day to drop at 100% refund - ADCaP and School of Extended Studies Summer I 2010 Term
May 17, 2010	First day of Registration - ADCaP and School of Extended Studies Summer II 2010 Term
May 31, 2010	Memorial Day - ADCaP and School of Extended Studies Classes Will Not Meet
June 11, 2010	Last day to withdraw from ADCaP and School of Extended Studies Summer I 2010 Term
June 24, 2010	ADCaP and School of Extended Studies Summer I 2010 Term ends
June 26, 2010	ADCaP Summer II 2010 Term Begins - Weekends
June 26, 2010	School of Extended Studies Graduate Summer II 2010 Term begins - Weekend
June 28, 2010	ADCaP Summer II 2010 Term Begins - Weekday Evenings
June 28, 2010	School of Extended Studies Graduate Summer II 2010 Term begins - Weekend
June 28, 2010	ADCaP and School of Extended Studies Summer I 2010 Term Grades Due
July 2, 2010	Last day to drop at 100% refund - ADCaP and School of Extended Studies Summer II 2010 Term
July 19, 2010	First day of Registration - ADCaP and School of Extended Studies Fall I 2010 Term
August 6, 2010	Last day to withdraw from ADCaP and School of Extended Studies Summer II 2010 Term
August 19, 2010	ADCaP and School of Extended Studies Summer II 2010 Term Ends
August 23, 2010	ADCaP and School of Extended Studies Summer II 2010 Term Grades Due

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 Spring I, 2009 Schedule of Classes

NORTHWEST CENTER – MBA/MAA

The Northwest Center is located at 9729 Datapoint Drive, Suite 100, San Antonio, Texas. Office hours are 8:00 am to 8:00 pm Monday through Thursday; 8:00 am to 5:00 pm Fridays; and 8:00 am to 2:30 pm Saturdays. NOTE: THE PARKING LOT IS LOCATED OFF BLUEMEL DRIVE.

The Northwest Center offers the School of Extended Studies Masters of Business Administration (MBA) and Masters of Art and Administration (MAA) programs.

Becky Medina
School of Extended Studies Graduate Academic Counselor
Phone: (210) 832-2164
Email: remedin1@uiwtx.edu

Monday

5:30 pm - 9:30 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74732	03	BINT 6311	International Business	BINT 3331 or comparable course

Tuesday

5:30 pm - 9:30 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74734	02	ADMN 6375	Strategic Planning and Policy	

Wednesday

5:30 pm - 9:30 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74733	02	BMDS 6340	Business Research and Analysis	BMDS 3370

Wednesday

5:30 pm - 9:30 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74739	04	ADED 6381	Adult Learning and Development	

Saturday

8:00 am - 12:00 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74739	04	ADED 6381	Adult Learning and Development	
74738	03	ADMN 6375	Strategic Planning and Policy	
74736	04	BINT 6311	International Business	BINT 3331 or comparable course
74737	03	BMDS 6340	Business Research and Analysis	BMDS 3370

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Undergraduate classes are held at this location on a Monday-Wednesday and a Tuesday-Thursday evening format as well as all day on Saturdays.

Irene San Miguel
 Academic Counselor
 Phone: (210) 832-2165
 Email: isanmigu@uiwtx.edu

Becky Medina
 Academic Counselor
 Phone: (210) 832-2164
 Email: remedin1@uiwtx.edu

Monday - Wednesday

5:30 pm - 7:40 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74465	05	BINF 2325	Personal Productivity Applications	COMP 1301
74464	04	BMDS 3371	Analytical Decision Making II	BMDS 3370
74466	06	BMGT 3340	Management Theory and Practice	
74467	02	BMGT 4351	Seminar in Business & Society	Completion of Business Core
74468	02	BMKT 3377	Consumer Behavior	BMKT 3331
74463	05	ECON 2302	Microeconomics	
74461	12	ENGL 1311	Composition I	
74462	02	RELS 3320	Christian Symbols and Celebrations	3 Hrs RELS or Permission

7:50 pm - 10:00 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74477	05	ACCT 2311	Principles of Accounting I	
74473	01	BINF 3362	Systems Analysis and Specification	BINF2321 & 2330
74723	02	BINF 4363	E-Business Strategy, Architecture & Design	BINF 2321, BMGT 3340
74474	03	BINT 3331	International Business Management	BMGT 3340
74476	03	BMGT 3354	Human Resources Management	BMGT 3340
74472	01	BMGT 4363	E-Business Strategy, Architecture, & Design	BINF 2321, BMGT 3340
74475	03	BMGT 4380	Integrated Business Analysis & Decision Making I	Business Core, Senior Status
74471	01	BMKT 3334	Service Marketing	BMKT 3331
74470	14	COMP 1301	Computer Literacy	
74469	01	DWHP 3300	Dimensions of Wellness	

Tuesday - Thursday

5:30 pm - 7:40 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74487	02	ACCT 3313	Cost Accounting	ACCT 2312
74486	02	BFIN 3322	Intermediate Financial Management	BFIN 3321
74482	06	BLAW 3317	Business Law I	
74481	06	ECON 2302	Microeconomics	
74478	12	ENGL 2310	World Literature	ENGL 1311, Concurrent w/ ENGL 1312
74484	01	HRES 3330	Human Resource and the Law	BMGT 3354
74485	01	HRES 3350	Staffing	HRES 3330
74480	10	MATH 1304	College Algebra	ALMA 0319 or Placement
74483	01	ORGD 3370	Total Quality Management	ORGD 3340
74479	15	PHIL 1381	Introduction to Philosophy	

7:50 pm - 10:00 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74497	02	ACCT 3316	Federal Income Tax II	ACCT 3315
74496	02	BFIN 3324	Investments	BFIN 3321
74492	04	BINF 2321	Introduction to Information Systems	COMP 1301
74490	02	GEOG 1415	Astronomy	
74493	01	HRES 3340	Organizational Development	BMGT 3354, 4355

74494	01	ORGD 3340	Organizational Development	BMGT 3354, 4355
74528	02	ORGD 4350	Leadership in Organizations	BMGT 4355
74488	13	PSYC 1301	Introduction to Psychology	
74491	02	RELS 3335	God and Human Sexuality	
74489	12	SPAN 1311	Spanish I	

Saturday

8:00 am - 12:00 pm

<u>CRN</u>	<u>Sec</u>	<u>Course ID</u>	<u>COURSE TITLE</u>	<u>PRE-REQUISITE</u>
74500	06	BINF 2325	Personal Productivity Applications	COMP 1301
74501	04	BMGT 3354	Human Resources Management	BMGT 3340
74504	06	BMKT 3331	Marketing Principles	
74506	01	EDUC 2301	American Sign Language I	
74499	13	ENGL 2310	World Literature	ENGL 1311, Concurrent w/ ENGL 1312
74498	11	MATH 1304	College Algebra	ALMA 0319 or Placement