

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Students are not dropped or withdrawn from courses if they do not attend.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

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
Academic Counselor
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Monday

5:30 pm - 9:30 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44525	BMGT 63CS	03	Cases in Management Problems	Final semester or permission of instructor.	25

Tuesday

5:30 pm - 9:30 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44523	ORGD 6352	02	Organizational Development Interventions and Practices	ORGD 6351	25

Wednesday

5:30 pm - 9:30 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44526	BMKT 6311	03	Marketing Management	BMKT 3331 or Comparable Course	25

Thursday

5:30 pm - 9:30 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44524	ADED 6388	01	Effective Teams and Groups		25

Saturday

8:00 am - 12:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44530	ADED 6388	04	Effective Teams and Groups		25
44527	BMGT 63CS	04	Cases in Management Problems	Final semester or permission of instructor.	25
44528	BMKT 6311	04	Marketing Management	BMKT 3331 or Comparable Course	25
44529	ORGD 6352	03	Organizational Development Interventions and	ORGD 6351	25

NORTHWEST CENTER

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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.

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Monday - Wednesday

5:30 pm - 7:40 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44469	BINF 2321	04	Introduction to Information Systems	COMP 1301	24
44468	BMDS 3370	08	Analytical Decision Making I	MATH 1304	25
44470	BMGT 4356	02	Fundamentals of Organizational Change & Development		25
44471	BMKT 3377	02	Consumer Behavior	BMKT 3331	25
44465	ECON 2301	08	Macroeconomics		25
44462	ENGL 2310	18	World Literature	ENGL 1311, Concurrent w/ ENGL 1312	25
44463	RELS 3365	01	Christian Worship	3 Hrs RELS or Permission	25
44464	SOCI 1311	07	Introduction to Sociology		25
44466	SPAN 1312	12	Spanish II	SPAN 1311	25

7:50 pm - 10:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44477	BINF 2330	02	Programming Languages I	BINF 2325	24
44472	BIOL 1401	07	Diversity of Life and Laboratory		25
44476	BMGT 4340	02	Management Skills	BMGT 3340	25
44478	BMGT 4346	01	Systems and Quality Management	BMGT 3340, BMDS 3370	25
44480	BMGT 4381	04	Integrative Business Analysis & Decision Making II	BMGT 4380	25
44481	BMKT 3333	05	Fundamentals of Advertising	BMKT 3331	25
44482	DWHP 3300	03	Dimensions of Wellness		25
44475	HIST 1321	09	U.S. History to 1865		25
44474	MUSI 2346	03	History of Jazz		25

Tuesday - Thursday

5:30 pm - 7:40 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44502	ACCT 3312	02	Intermediate Accounting II	ACCT 3311	25
44501	ACCT 4314	02	Auditing	ACCT 2312, 3311	25
44498	BFIN 4373	02	Case Studies in Financial Management	BFIN 3321	25
44491	BMDS 3371	07	Analytical Decision Making II	BMDS 3370	25
44490	ECON 2301	10	Macroeconomics		25
44487	ENGL 1312	15	Composition II	ENGL 1311	25
44497	HRES 3340	02	Organizational Development	BMGT 3354, 4355	25
44500	HRES 3370	01	Compensation and Benefits	HRES 3330	25
44493	ORGD 3340	02	Organizational Development	BMGT 3354, 4355	25
44495	ORGD 3390	01	Communication in Organizations	BMGT 3340, 3354, ORGD 3340	25

7:50 pm - 10:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44511	BFIN 3321	08	Principles of Financial Management	ACCT 2311, ECON 2301,2302	25
44510	BMGT 3340	09	Management Theory and Practice		25
44509	COMP 1301	18	Computer Literacy		24
44629	EDUC 2301	05	American Sign Language I		25
44513	HRES 4380	01	Capstone in Human Resources	Completion of Business and HRES Courses	25
44488	MATH 1304	16	College Algebra	ALMA 0319 or Placement	25
44512	ORGD 4380	01	Capstone in Organizational Development	Completion of Business and ORGD Courses	25
44473	PHIL 1381	19	Introduction to Philosophy		25
44507	PHIL 3333	05	Applied Ethics	PHIL 1381	25

Saturday

8:00 am - 12:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
44520	BINF 2321	06	Introduction to Information Systems		24
44521	BMGT 3340	11	Management Theory and Practice	COMP 1301	25
44516	ECON 2302	04	Microeconomics		25
44515	EDUC 2301	03	American Sign Language I		25
44518	ENGL 1312	16	Composition II	ENGL 1311	25
44519	MATH 1304	17	College Algebra	ALMA 0319 or Placement	25
44522	ORGD 3340	03	Organizational Development Practices	BMGT 3354, 4355	25
44517	RELS 3320	04	Christian Symbols and Celebrations	3 Hrs RELS or Permission	25