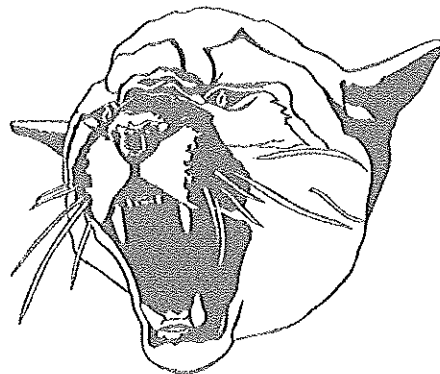


# **Mountain State University**

**SPRING 2011-12 Schedule**

**JANUARY 9 – APRIL 30**



**Pre-Registration Begins  
November 7, 2011**

**For More Information  
Call 304.596.6230 or 1-866-FOR-MSU1  
[www.mountainstate.edu](http://www.mountainstate.edu)**

## Registration Dates for SPRING 2011-12

|                                 | Traditional Classes  | Independent Study<br>Classes  |
|---------------------------------|--|---|
| <b>Pre-<br/>Registration</b>    | <b>November 7 – December 30</b><br>Monday – Friday<br>8:00 am – 5:00 pm                            |   |
| <b>General<br/>Registration</b> | <b>January 3 - 7</b><br>Tuesday – Friday<br>8:00 am – 6:00 pm<br><br>Saturday<br>9:00 am – 2:00 pm | <b>December 16 – April 15</b><br>Monday – Friday<br>8:00 am – 5:00 pm<br><br>*Online until April 15 |
| <b>Late<br/>Registration</b>    | <b>January 9 - 13</b><br>Monday – Thursday<br>8:00 am – 6:00 pm<br><br>Friday<br>8:00 am – 5:00 pm |   |
| <b>Last Day to<br/>Add/Drop</b> | <b>January 13</b>  | <b>within 10 business days</b><br>of registration<br>for the class                                  |

## **SPRING 2011-12 Academic Calendar for Hybrid Courses**

### **SESSION 1**

|              |  |
|--------------|--|
| November 7   | Pre-Registration Begins                              |
| January 2-7  | General Registration                                 |
| January 9    | Session 1 Classes Begin                              |
| January 9-13 | Late Registration and Add / Drop period              |
| January 13   | Last Day to Add / Drop                               |
| February 17  | Last Day to Withdraw                                 |
| January 9    | Graduation Application Deadline for Spring Graduates |
| March 2      | Last Day of Class                                    |
| March 5      | Grades Due to Registrar                              |

### **SESSION 2**

|                     |   |
|---------------------|---|
| November 7          | Pre-Registration Begins                 |
| February 27-March 2 | General Registration                    |
| March 5             | Classes Begin                           |
| March 5-9           | Late Registration and Add / Drop period |
| March 9             | Last Day to Add / Drop                  |
| April 13            | Last Day to Withdraw                    |
| April 27            | Last Day of Class                       |
| May 1               | Final Grades Due to Registrar           |



## Tuition and Fees

### 2011–2012 Academic Year

MAIN CAMPUS  
410 KEYVILLE STREET  
BECOLEY, WV 25801

CENTER TOWNSHIP  
1 CAMPUS DRIVE  
MOKACA, PA 15061

MARTINSBURG  
UNIVERSITY CENTER  
214 VESING WAY  
MARTINSBURG, WV 25401

MOORESVILLE  
CAJALUNA BAY AT LAKE MORWAN  
517 ALOUVE ROAD  
MOORESVILLE, NC 28117

ORLANDO  
151 SOUTH WYMORE RD  
SUITE 200  
ALFAMONTE SPRINGS, FL 32714

HICKORY CENTER  
2760 HIGHWAY 20 SE  
HICKORY, NC 28602

#### All Campuses and Locations; Independent Study

Not all programs are available at all campuses and locations; see the website or speak with an enrollment coordinator for details.

#### Undergraduate Tuition and Fees (per credit hour)

|   |       |
|---|-------|
| Undergraduate study for all courses and programs not listed below | \$320 |
| Culinary Arts (CA) courses  | \$360 |
| Diagnostic Medical Sonography (DMS) courses                       | \$360 |
| Emergency Medical Services (EMS) courses                          | \$360 |
| Nursing (NURS) courses  | \$375 |
| Occupational Therapy Assistant (OTA) courses                      | \$360 |
| Physical Therapy Assistant (PTA) courses                          | \$360 |
| Radiologic Technology (RADT) courses                              | \$360 |

#### Graduate Tuition and Fees (per credit hour)

|  |       |
|--|-------|
| Graduate study for all courses and programs not listed below | \$400 |
| Executive Leadership (doctoral)                              | \$700 |

#### Graduate Nursing

|   |        |
|---|--------|
| Administration and education concentration                  | \$450  |
| Family nurse practitioner concentration                     | \$450  |
| Nurse anesthesia concentration                              | \$550  |
| Clinical fee for GCRNA 690, 691, 692, and 693, per semester | \$4400 |
| Physician Assistant   | \$450  |

#### Online Study

##### Undergraduate Tuition and Fees (per credit hour)

|   |       |
|---|-------|
| Diagnostic Medical Sonography (DMS) courses | \$495 |
| All other online undergraduate courses      | \$365 |

##### Graduate Tuition and Fees (per credit hour)

|                                 |       |
|---------------------------------|-------|
| Executive Leadership (doctoral) | \$725 |
| Psychology                      | \$400 |
| Strategic Leadership (master's) | \$475 |

#### Military Discount

Active duty military, reservists, and National Guard members are eligible for a discounted tuition rate of \$250 per credit hour\* for many undergraduate programs. Spouses and dependents are also eligible for the offer.

\*This tuition rate applies to undergraduate general tuition only. It cannot be used for graduate or selective enrollment programs, or be combined with any other discount or promotional offer. Other restrictions may apply.

#### Other Fees

##### Application Fee

|   |        |
|---|--------|
| U.S. citizens and permanent residents   | \$25   |
| International application fee   | \$50   |
| D.E.L. program application fee  | \$75   |
| E-mail service fee (one-time fee, all students)   | \$5    |
| E-mail reactivation fee (if account is not accessed for 90 days)  | \$5    |
| Lab fee for CA 203  | \$80   |
| Clinical fee for GCRNA 690, 691, 692, and 693, per semester   | \$4400 |
| English Language Training (ELT), per week   | \$130  |
| Malpractice liability insurance, per year   | \$25   |
| <i>Applies to all undergraduate and graduate programs in the Patsy H. Haslam School of Health Sciences.</i> |        |

##### Graduation

|   |       |
|---|-------|
| Additional Degree   | \$100 |
| Graduation Late Fee   | \$50  |
| Change of Date  | \$50  |
| Thesis submission   | \$20  |
| Thesis binding (6 copies)                                     | \$120 |
| Thesis copyright  | \$30  |
| Returned check  | \$25  |
| Payment Plan Late Fee   | \$35  |
| Official transcript (no charge for first copy)                | \$5   |
| Overnight transcript delivery (in addition to transcript fee) | \$25  |

#### Notes

2011–2012 fees are in effect from summer 2011 through spring 2012. Tuition and fees are subject to change without notice.

If you are enrolled full time in traditional courses, any independent study course must be paid in full (or have approved financial aid) at the time of registration.

No additional tuition costs apply for out-of-state or international students. Tuition for traditional campus-based and independent study undergraduate courses includes a general fee of \$75 per credit hour. Additional course and program fees may apply; check with the program administrator for details.

**If you register for courses and do not attend, it is your responsibility to officially withdraw in writing. If you fail to withdraw and stop attending, you will still be responsible for all charges to your account. If you withdraw, you may still owe for the course. Speak with a financial aid representative if you plan to drop or withdraw from classes; you may still be responsible for charges.**

## Registration Information

Students who are 18 years of age must sign their own university documents and forms unless the university has the written consent of the student for a second party to process and sign the paperwork in the student's absence. The person signing in the student's absence will assume guarantor status.

The submission of an application and signing of the attached registration form represents an optional and voluntary decision on the part of the student to participate in the services and privileges offered by the University. The student understands and accepts responsibility for reading and abiding by university publications including academic requirements and the student code of conduct. The student recognizes that the University has the right to change the schedule as deemed necessary.

Students can register via paper registration in the Suite 216A on the Martinsburg campus or online using Cougar Web. Any student wishing to register for a practicum course must contact the Career Services Office to obtain approval and a practicum registration form with the appropriate signatures prior to registration.

An academic advisor is available to assist you in completing your program requirements. While an advisor will help you make sure that you are reaching your academic goals, it is each student's responsibility to meet all course, program and graduation requirements.

If you choose to self advise, it is imperative that you follow the college catalog in effect when you first enrolled. If you interrupt your program of study for two or more consecutive terms (excluding summer sessions), you are subject to the requirements in effect when you re-enroll.

You must have a balance of \$200.00 or less prior to registering for classes.

## Paper Registration Instructions

Students must have a photo ID in order to complete any university transaction on campus.

Paper registration forms should be signed by the academic advisor to ensure courses are taken within the program of study.

## Online Registration Instructions

Please follow the steps below to register online:

**Step 1:** Go to <http://online.mountainstate.edu>

**Step 2:** Enter your **User ID** and **password**. Your Cougar Web User ID is your **Student ID Number** and your Cougar Web **password** (a random alphanumeric) is either mailed to the postal address that the University has on record for you, or it is e-mailed to the personal email

address that you may have provided and is on record with the University. If you need assistance with your Student ID Number or your Cougar Web password, please e-mail Tech Support at [itsupport@mountainstate.edu](mailto:itsupport@mountainstate.edu).

**Step 3:** Read the privacy policy

**Step 4:** Select **My Academics**

**Step 5:** Select **Registration and Schedule** courses

**Step 6:** Select **Course Search** and enter the desired term and other criteria you would like to search

**Step 7:** Select **Add** next to each appropriate class for which you need to register

**Step 8:** Select **RESET** when repeating steps 4-7 for each course

**Martinsburg Campus Courses** - Courses available on the **Martinsburg campus** are listed as **WV015**

**INDEPENDENT Study Courses** – Courses are listed as **WVI01**

If you will be enrolled in more independent study credit hours than traditional hours, you are strongly advised to speak with a financial aid representative prior to registration. International students are required to enroll in a minimum of 9 credit hours of in-seat courses.

You cannot receive financial aid for an upcoming term if your enrollment period for the previous term has not passed. You may not register for upcoming independent study courses before your previous term's completion date and receive financial aid.

**Search Criteria:** Tab to **Department** under **Detailed Search for Courses** and select the department from which you would like to take a course from the **Department** drop-down menu. Click on the **Search** button located at the bottom of the screen:

**Step 6:** Select **Campus – Independent Study**

**The versions of independent study courses available include:**

| <b>Format of Syllabus</b> | <b>Type of Examination</b>                                    | <b>Section Number</b> | <b>Example</b>          |
|---------------------------|---|-----------------------|-------------------------|
| Paper syllabus            | Tests completed in testing center or with an approved proctor | 01                    | ENGL 101 IS 01<br>WVI01 |
| Online syllabus           | Tests completed online (some may require a proctor)           | W1                    | ENGL 101 IS W1<br>WVI01 |

**Step 7:** Select **Add** next to each appropriate class for which you wish to register

**Please check the day and time before you save your selection.**

# Financial Aid

Financial aid consists of grants, scholarships, and student loans. You can review details of these awards by visiting [www.mountainstate.edu](http://www.mountainstate.edu) and clicking on **Financial Aid/Financial Aid Resources**. All financial aid awards require the following three basic steps at MSU:

**STEP 1**      **Complete a Free Application for Federal Student Aid (FAFSA)** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure you choose the correct academic year in which you will be requesting aid. **MSU's school code is 003807**. Print a copy for your records once you have submitted the application. The copy will contain an EFC (Estimated Family Contribution) number you will need for additional processing. If you have questions about completing the FAFSA please call toll free 1-800-4FED-AID.

**STEP 2**      **Complete the VFAO Interview at <http://mountainstate.vfao.com>**. It is necessary to complete STEP 1 above before beginning the Interview because you will need to enter your EFC score. Again, be sure you choose the correct semester for which you want aid. The interview will inform the University regarding the semester for which you need aid, your grade level, and other information that is needed for processing. If you have questions about completing the interview, please call toll-free 1-877-906-1723. Part of the eligibility for financial aid is based upon the cost of attendance (COA) at the school you are attending. Federal guidelines state that the COA consists of average tuition, fees, books, living expenses, transportation and miscellaneous expenses. All educational aid added together cannot exceed your COA. Therefore, it is very important that you list all aid you will receive as requested in the VFAO Interview. Other aid may consist of Veterans benefits, state grants, rehabilitation, employee waivers, scholarships, military tuition assistance, etc. This list is not inclusive but examples of aid you might receive. Note: Aid not listed on the interview as part of the initial award process can result in recalculation later that could require aid being returned.

**STEP 3**      **Complete Master Promissory Note**. If you have decided to apply for a Federal Stafford Loan and have never had a loan before at MSU, you must complete a Master Promissory Note (MPN). Without completing this step, the lender cannot legally disburse your student loans. The MPN must be completed online and you can reach the application through a hyperlink found on the VFAO website.

**SPECIAL NOTE:** Federal Stafford Loans require that you be enrolled at least half time (6 credit hours for undergraduate students/3 credit hours for graduate students) at the time of disbursement to be eligible to receive the award. ***Once these steps are completed and you are registered for classes, our financial aid staff will begin processing your award(s).***

If you applied for financial aid and want to make sure that you have completed the process, please contact a student services representative at **1-866-497-4111**, or the Virtual Financial Aid Office at **1-877-906-1723**, or the financial aid hotline at **(304) 461-3240**.

## Withdrawal and Refunds

Refunds will be given **ONLY** upon complete withdrawal from the institution. You will not be eligible for a refund if you do not withdraw from every course in which you are enrolled for the term.

Students must officially withdraw in writing. The **only** way to initiate the withdrawal process is to **return** the **completed** Withdrawal Form to the Student Services Office in the Benedum Center.

### Students Receiving Financial Aid

Federal Department of Education regulations require that the Financial Aid Office recalculate financial aid (including Pell, SEOG & Stafford Loans) eligibility for students who **completely** withdraw, drop out, are dismissed, or take an approved leave of absence prior to completing 60% of the semester.

Please refer to the following hyperlink for Federal guidelines regarding withdrawals and Return to Title IV funds: <http://www.ifap.ed.gov/sfahandbooks/attachments/0708Vol5C2a.pdf>

For those students who completely withdraw from **all courses**, the federal regulations require the school to recalculate the amount of federal aid that a student has "earned." The Department of Education formula is as follows:

Percent earned = # of days completed up to the withdrawal date divided by total days in the semester.

Federal aid is returned to the federal programs based upon the amount that is designated as "unearned."

Students who completely withdraw after completing 60% or more of their semester will be able to keep all Federal funding. However, state grants may have to be returned depending on which grants the students receive. All state grant information can be found by using the hyperlink: <https://secure.cfwv.com/Default.aspx>

This refund calculation applies upon complete withdrawal from the institution. A refund **IS NOT** calculated on partial withdrawals. Since independent study, cohort, and online courses have nonterm beginning and ending dates, the refund will be calculated on the 60% point of the term designated for the specific course.

### Students NOT Receiving Financial Aid

Refund Policy for Withdrawal from ALL Traditional Courses : You will not be eligible for a refund if you do not withdraw from every course in which you are enrolled for the term.

|            | SPRING          |
|------------|-----------------|
| 90% Refund | January 16 - 20 |
| 50% Refund | January 23 - 27 |
| NO REFUND  | February 4      |

### Independent Study Students NOT Receiving Financial Aid

Payment must be made in full at time of registration for Independent Study students not receiving financial aid. Students have 10 business days to add/drop independent study courses. Students **WILL NOT** receive a refund on independent study courses after the drop date.

*If you are a cohort student, please see the withdrawal and refund policy online, in the current catalog, or request a copy at the Benedum Center.*

## Payment Information

All tuition and fees are due the first day of each term unless financial aid has been approved or arrangements for the payment plan are made through Student Accounts. Payment for tuition, fees, and books may be made by cash, check, debit card, VISA, MasterCard, American Express, or Discover. Payments can be made at the Benedum Center, online at <http://online.mountainstate.edu>, by phone or by mail. Payments made by mail will need to reach the student accounts office by the date the payment is due. A \$25.00 fee will be charged for all returned checks. If a check is returned, the student may be **ADMINISTRATIVELY WITHDRAWN** for nonpayment and will still be responsible for all charges on the accounts.

If a balance of more than \$200 remains unpaid at the end of the current semester or if a previous semester's balance exists, you will be **DENIED REGISTRATION** for the following term. You will also be denied grades, transcripts, and other university services, including graduation, until the balance is paid.

A student statement can be accessed online at <http://online.mountainstate.edu>. A student statement will be mailed upon request. Please follow the steps below to view your statement and make payments online:

1. Go to <http://online.mountainstate.edu> and enter your user id and password
2. Click on My Finances
3. Click on My Account Balances

4. Click on **Course and Fee Statement** to view your account detail.
5. Click on **Make a Payment** to pay with credit card or electronic check.

### **PAYMENT PLANS**

MSU provides a payment plan option for all students. Payments will be due in equal installments. The payment schedule is as follows:

|                                   | <b>SPRING</b>      |
|-----------------------------------|--------------------|
| <b>1<sup>st</sup> Payment Due</b> | <b>January 20</b>  |
| <b>2<sup>nd</sup> Payment Due</b> | <b>February 17</b> |
| <b>3<sup>rd</sup> Payment Due</b> | <b>March 16</b>    |

**If any payment is not received within 5 days after the due date, a late fee of thirty-five dollars (\$35.00) will be added to the account.**

### **FINANCIAL AID RECIPIENTS**

Students who are receiving financial aid may not be required to pay the first payment. Financial aid recipients are responsible for ensuring that amounts due are paid in full by the end of the current term. If your registration status changes, your financial aid and the amount due the university may be adjusted accordingly.

**If you are entitled to a refund check after your financial aid is applied, the check will be mailed within 14 days. All checks must be mailed unless you sign up for direct deposit. You may register for direct deposit or debit cards for your refunds by visiting the student accounts web page and click on the "get your refund direct" link to sign up.**

**Keep in mind financial aid dates are anticipated, and actual aid may not be posted on the respective date.**

### **THIRD PARTY BILLING**

Students whose tuition is being paid by an employer or other party must present the employer's letter of authorization or the third party's tuition authorization to the Student Accounts Office prior to registration. Failure to submit all required paperwork in a timely manner may delay processing of the third party billing. The student is responsible for any and all amounts not paid by the third party. **The Third Party must be willing to pay during the semester and payment cannot be contingent upon completion of the course or require the student to earn a minimum grade.**

# Martinsburg Campus Course Schedule

## 2011-12 SPRING

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| Course<br>Days    | Section<br>Beg Time | Credits<br>End Time | Title                              | Bldg | Room | Professor/Instructor   | Parent Course | Notes               |
|-------------------|---------------------|---------------------|------------------------------------|------|------|------------------------|---------------|---------------------|
| <b>ACCOUNTING</b> |                     |                     |                                    |      |      |                        |               |                     |
| ACCT 210          | H2                  | 3.00                | Financial Accounting               |      |      | R. Jason Cade          | ACCT 210      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 211          | H2                  | 3.00                | Principles of Accounting I         |      |      | R. Jason Cade          | ACCT 211      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 211          | H3                  | 3.00                | Principles of Accounting I         |      |      | R. Jason Cade          | ACCT 211      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 212          | H2                  | 3.00                | Principles of Accounting II        |      |      | R. Jason Cade          | ACCT 212      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 212          | H3                  | 3.00                | Principles of Accounting II        |      |      | R. Jason Cade          | ACCT 212      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 314          | H2                  | 3.00                | Accounting and Information Systems |      |      | R. Jason Cade          | ACCT 314      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 330          | H2                  | 3.00                | Intermediate Accounting I          |      |      | R. Jason Cade          | ACCT 330      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 330          | H3                  | 3.00                | Intermediate Accounting I          |      |      | R. Jason Cade          | ACCT 330      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 331          | H2                  | 3.00                | Intermediate Accounting II         |      |      | R. Jason Cade          | ACCT 331      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 332          | H3                  | 3.00                | Intermediate Accounting III        |      |      | R. Jason Cade          | ACCT 332      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 335          | H2                  | 3.00                | Federal and State Taxation I       |      |      | Kim Riley              | ACCT 335      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 336          | H3                  | 3.00                | Federal & State Taxation II        |      |      | Kim Riley              | ACCT 336      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 345          | H2                  | 3.00                | Fraud Examination                  |      |      | Stephanie Hobart Weiss | ACCT 345      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 360          | H2                  | 3.00                | Cost Management                    |      |      | R. Jason Cade          | ACCT 360      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 360          | H3                  | 3.00                | Cost Management                    |      |      | R. Jason Cade          | ACCT 360      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 410          | H2                  | 3.00                | Auditing                           |      |      | Stephanie Hobart Weiss | ACCT 410      | January 9 - March 2 |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |
| ACCT 412          | H3                  | 3.00                | Advanced Accounting                |      |      | R. Jason Cade          | ACCT 412      | March 5 - April 30  |
|                   | 00:00 AM            | 00:00 AM            |                                    |      |      |                        |               |                     |

### ART

|         |          |          |                             |  |  |                 |         |                      |
|---------|----------|----------|-----------------------------|--|--|-----------------|---------|----------------------|
| ART 450 | H1       | 3.00     | Art History Across the Ages |  |  | James Caplinger | ART 450 | January 9 - April 30 |
|         | 00:00 AM | 00:00 AM |                             |  |  |                 |         |                      |

# Martinsburg Campus Course Schedule

## 2011-12 SPRING

11/14/2011  
Page 2 of 13

| Course<br>Days                      | Section<br>Beg Time | Credits<br>End Time       | Title                               | Bldg | Room | Professor/Instructor   | Parent Course                     | Notes |
|-------------------------------------|---------------------|---------------------------|-------------------------------------|------|------|------------------------|-----------------------------------|-------|
| <b>BIOLOGY</b>                      |                     |                           |                                     |      |      |                        |                                   |       |
| BIOL 101                            | H1                  | 3.00<br>00:00 AM 00:00 AM | General Biology I                   |      |      | Aida Jimenez-Esquilin  | BIOL 101<br>January 9 - April 30  |       |
| BIOL 101L                           | H1                  | 1.00<br>00:00 AM 00:00 AM | General Biology I Laboratory        |      |      | Cheryl Lynn Richardson | BIOL 101L                         |       |
| BIOL 102                            | H1                  | 3.00<br>00:00 AM 00:00 AM | General Biology II                  |      |      | Cheryl Lynn Richardson | BIOL 102                          |       |
| BIOL 103                            | H1                  | 3.00<br>00:00 AM 00:00 AM | Biology for Non-science Majors      |      |      | Dawn Turner            | BIOL 103<br>January 9 - April 30  |       |
| BIOL 120                            | H1                  | 3.00<br>00:00 AM 00:00 AM | History of Biology                  |      |      | Aida Jimenez-Esquilin  | BIOL 120<br>January 9 - April 30  |       |
| BIOL 212                            | H1                  | 3.00<br>00:00 AM 00:00 AM | Intro to Human Anatomy & Physiology |      |      | Holly Dawn Painter     | BIOL 212<br>January 9 - April 30  |       |
| BIOL 212L                           | H1                  | 1.00<br>00:00 AM 00:00 AM | Intro to Humn Anatomy & Phys Lab    |      |      | David A Chaffin        | BIOL 212L<br>January 9 - April 30 |       |
| BIOL 215                            | H1                  | 4.00<br>00:00 AM 00:00 AM | Human Anatomy and Physiology I      |      |      | Holly Dawn Painter     | BIOL 215<br>January 9 - April 30  |       |
| BIOL 215L                           | H1                  | 1.00<br>00:00 AM 00:00 AM | Human Anatomy & Physiology I Lab    |      |      | David A Chaffin        | BIOL 215L<br>January 9 - April 30 |       |
| BIOL 216                            | H1                  | 4.00<br>00:00 AM 00:00 AM | Human Anatomy and Physiology II     |      |      | Holly Dawn Painter     | BIOL 216<br>January 9 - April 30  |       |
| BIOL 216L                           | H1                  | 1.00<br>00:00 AM 00:00 AM | Human Anatomy & Physiology II Lab   |      |      | David A Chaffin        | BIOL 216L<br>January 9 - April 30 |       |
| BIOL 222                            | H1                  | 3.00<br>00:00 AM 00:00 AM | Fundamentals of Nutrition           |      |      | Holly Dawn Painter     | BIOL 222<br>January 9 - April 30  |       |
| BIOL 330                            | H1                  | 3.00<br>00:00 AM 00:00 AM | Human Genetics                      |      |      | Holly Dawn Painter     | BIOL 330<br>January 9 - April 30  |       |
| <b>COMPUTER INFORMATION SYSTEMS</b> |                     |                           |                                     |      |      |                        |                                   |       |
| CIS 100                             | H2                  | 3.00<br>00:00 AM 00:00 AM | Basic Computer Utilization          |      |      | Shawn Brown            | CIS 100<br>January 9 - March 2    |       |
| CIS 100                             | H3                  | 3.00<br>00:00 AM 00:00 AM | Basic Computer Utilization          |      |      | Shawn Brown            | CIS 100<br>March 5 - April 30     |       |
| CIS 115                             | H2                  | 3.00<br>00:00 AM 00:00 AM | Fund of Computer Applications       |      |      | Shawn Brown            | CIS 115<br>January 9 - March 2    |       |
| CIS 115                             | H3                  | 3.00<br>00:00 AM 00:00 AM | Fund of Computer Applications       |      |      | Shawn Brown            | CIS 115<br>March 5 - April 30     |       |
| CIS 120                             | H2                  | 3.00<br>00:00 AM 00:00 AM | Computer Science I                  |      |      | Shawn Brown            | CIS 120<br>January 9 - March 2    |       |

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| Course<br>Days                      | Section<br>Beg Time | Credits<br>End Time | Title                               | Bldg | Room | Professor/Instructor | Parent Course | Notes               |
|-------------------------------------|---------------------|---------------------|-------------------------------------|------|------|----------------------|---------------|---------------------|
| <b>COMPUTER INFORMATION SYSTEMS</b> |                     |                     |                                     |      |      |                      |               |                     |
| CIS 120                             | H3                  | 3.00                | Computer Science I                  |      |      | Shawn Brown          | CIS 120       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 130                             | H2                  | 3.00                | Programming & Problem Solving C++   |      |      | Sixin Qian           | CIS 130       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 140                             | H2                  | 3.00                | Computer Architecture               |      |      | Sixin Qian           | CIS 140       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 150                             | H3                  | 3.00                | Discrete Structures                 |      |      | Sixin Qian           | CIS 150       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 220                             | H3                  | 3.00                | Computer Science II                 |      |      | Shawn Brown          | CIS 220       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 230                             | H2                  | 3.00                | App Development using VB.NET        |      |      | Shawn Brown          | CIS 230       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 250                             | H3                  | 3.00                | Introduction to Algorithms          |      |      | Sixin Qian           | CIS 250       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 261                             | H2                  | 3.00                | Web Design and Development I        |      |      | Shawn Brown          | CIS 261       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 262                             | H3                  | 3.00                | Web Design & Development II         |      |      | Shawn Brown          | CIS 262       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 330                             | H2                  | 3.00                | Object Oriented Prog using JAVA     |      |      | Sixin Qian           | CIS 330       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 340                             | H3                  | 3.00                | Operating System Principles         |      |      | Sixin Qian           | CIS 340       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 350                             | H3                  | 3.00                | Analysis of Algorithms              |      |      | Sixin Qian           | CIS 350       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 360                             | H2                  | 3.00                | Database Management                 |      |      | Shawn Brown          | CIS 360       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 360                             | H3                  | 3.00                | Database Management                 |      |      | Shawn Brown          | CIS 360       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 370                             | H3                  | 3.00                | Software Engineering                |      |      | Shawn Brown          | CIS 370       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 430                             | H3                  | 3.00                | Principles of Programming           |      |      | Sixin Qian           | CIS 430       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 435                             | H2                  | 3.00                | Multi-Tier Web Application          |      |      | Shawn Brown          | CIS 435       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 440                             | H2                  | 3.00                | Intr Compiler Design & Construction |      |      | Shawn Brown          | CIS 440       | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |
| CIS 440                             | H3                  | 3.00                | Intr Compiler Design & Construction |      |      | Shawn Brown          | CIS 440       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                     |      |      |                      |               |                     |

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| Course<br>Days                      | Section<br>Beg Time | Credits<br>End Time | Title                            | Bldg | Room | Professor/Instructor | Parent Course | Notes               |
|-------------------------------------|---------------------|---------------------|----------------------------------|------|------|----------------------|---------------|---------------------|
| <b>COMPUTER INFORMATION SYSTEMS</b> |                     |                     |                                  |      |      |                      |               |                     |
| CIS 460                             | H3                  | 3.00                | Network Security                 |      |      | Shawn Brown          | CIS 460       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CIS 490                             | H3                  | 3.00                | Senior Capstone                  |      |      | Sixin Qian           | CIS 490       | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| <b>COMMUNICATION</b>                |                     |                     |                                  |      |      |                      |               |                     |
| COMM 200                            | H2                  | 3.00                | Prin of Comm in Health Care      |      |      | Vanessa R. Thompson  | COMM 200      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| COMM 200                            | H3                  | 3.00                | Prin of Comm in Health Care      |      |      | Vanessa R. Thompson  | COMM 200      | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| COMM 203                            | H2                  | 3.00                | Intro to Human Communication     |      |      | Vanessa R. Thompson  | COMM 203      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| COMM 203                            | H3                  | 3.00                | Intro to Human Communication     |      |      | Vanessa R. Thompson  | COMM 203      | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| <b>CRIMINAL JUSTICE</b>             |                     |                     |                                  |      |      |                      |               |                     |
| CRJS 101                            | H2                  | 3.00                | Introduction to Criminal Justice |      |      | Nelson R. Staples    | CRJS 101      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 101                            | H3                  | 3.00                | Introduction to Criminal Justice |      |      | Nelson R. Staples    | CRJS 101      | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 220                            | H2                  | 3.00                | Juvenile Justice                 |      |      | Nelson R. Staples    | CRJS 220      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 220                            | H3                  | 3.00                | Juvenile Justice                 |      |      | Nelson R. Staples    | CRJS 220      | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 230                            | H1                  | 3.00                | American Legal Systems           |      |      | Nelson R. Staples    | CRJS 230      |                     |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 230                            | H2                  | 3.00                | American Legal Systems           |      |      | Nelson R. Staples    | CRJS 230      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 230                            | H3                  | 3.00                | American Legal Systems           |      |      | Nelson R. Staples    | CRJS 230      | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 240                            | H1                  | 3.00                | Introduction to Policing         |      |      | Staff                | CRJS 240      |                     |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 240                            | H2                  | 3.00                | Introduction to Policing         |      |      | Staff                | CRJS 240      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 240                            | H3                  | 3.00                | Introduction to Policing         |      |      | Staff                | CRJS 240      | March 5 - April 30  |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |
| CRJS 250                            | H2                  | 3.00                | Introduction to Corrections      |      |      | Staff                | CRJS 250      | January 9 - March 2 |
|                                     | 00:00 AM            | 00:00 AM            |                                  |      |      |                      |               |                     |

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|---------------------------------|---------------------|---------------------|-----------------------------|------|------|----------------------|---------------|---------------------|
| <b>CRIMINAL JUSTICE</b>         |                     |                     |                             |      |      |                      |               |                     |
| CRJS 250                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Introduction to Corrections |      |      | Staff                | CRJS 250      | March 5 - April 30  |
| CRJS 254                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Criminology                 |      |      | Staff                | CRJS 254      | January 9 - March 2 |
| CRJS 254                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Criminology                 |      |      | Staff                | CRJS 254      | March 5 - April 30  |
| CRJS 256                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Criminal Law                |      |      | Staff                | CRJS 256      | January 9 - March 2 |
| CRJS 256                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Criminal Law                |      |      | Staff                | CRJS 256      | March 5 - April 30  |
| CRJS 258                        | H1<br>00:00 AM      | 3.00<br>00:00 AM    | Constitutional Law          |      |      | Staff                | CRJS 258      |                     |
| CRJS 258                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Constitutional Law          |      |      | Staff                | CRJS 258      | January 9 - March 2 |
| CRJS 258                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Constitutional Law          |      |      | Staff                | CRJS 258      | March 5 - April 30  |
| <b>ECONOMICS</b>                |                     |                     |                             |      |      |                      |               |                     |
| ECON 201                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Principles of Economics I   |      |      | Jerry L. Lowans      | ECON 201      | January 9 - March 2 |
| ECON 201                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Principles of Economics I   |      |      | Jerry L. Lowans      | ECON 201      | March 5 - April 30  |
| ECON 202                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Principles of Economics II  |      |      | Jerry L. Lowans      | ECON 202      | January 9 - March 2 |
| ECON 202                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Principles of Economics II  |      |      | Jerry L. Lowans      | ECON 202      | March 5 - April 30  |
| ECON 203                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Economics                   |      |      | R. Jason Cade        | ECON 203      | March 5 - April 30  |
| <b>ENGLISH &amp; LITERATURE</b> |                     |                     |                             |      |      |                      |               |                     |
| ENGL 100                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | College Writing             |      |      | James A. McCoy       | ENGL 100      | January 9 - March 2 |
| ENGL 100                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | College Writing             |      |      | James A. McCoy       | ENGL 100      | March 5 - April 30  |
| ENGL 101                        | H2<br>00:00 AM      | 3.00<br>00:00 AM    | English Composition I       |      |      | James A. McCoy       | ENGL 101      | January 9 - March 2 |
| ENGL 101                        | H3<br>00:00 AM      | 3.00<br>00:00 AM    | English Composition I       |      |      | James A. McCoy       | ENGL 101      | March 5 - April 30  |

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|---------------------------------|----------|----------|------------------------------------|------|------|----------------------|---------------|----------------------|
| Days                            | Beg Time | End Time |                                    |      |      |                      |               |                      |
| <b>ENGLISH &amp; LITERATURE</b> |          |          |                                    |      |      |                      |               |                      |
| ENGL 102                        | H2       | 3.00     | English Composition II             |      |      | James A. McCoy       | ENGL 102      | January 9 - March 2  |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 102                        | H3       | 3.00     | English Composition II             |      |      | James A. McCoy       | ENGL 102      | March 5 - April 30   |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 209                        | H1       | 3.00     | A Survey of World Literature I     |      |      | Rachel L. Bragg      | ENGL 209      | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 210                        | H1       | 3.00     | A Survey of World Literature II    |      |      | Rachel L. Bragg      | ENGL 210      | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 220                        | H2       | 3.00     | Technical Writing                  |      |      | James A. McCoy       | ENGL 220      | January 9 - March 2  |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 220                        | H3       | 3.00     | Technical Writing                  |      |      | James A. McCoy       | ENGL 220      | March 5 - April 30   |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 302                        | H1       | 3.00     | A Survey of American Literature I  |      |      | Rachel L. Bragg      | ENGL 302      | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 303                        | H1       | 3.00     | A Survey of American Literature II |      |      | Rachel L. Bragg      | ENGL 303      | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 307                        | H1       | 3.00     | A Survey of English Literature I   |      |      | Rachel L. Bragg      | ENGL 307      | January - April 30   |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 308                        | H1       | 3.00     | A Survey of English Literature II  |      |      | Rachel L. Bragg      | ENGL 308      | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| ENGL 405                        | H1       | 3.00     | Shakespeare Seminar                |      |      | Gregg A. Smith       | ENGL 405      | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| <b>FINANCE</b>                  |          |          |                                    |      |      |                      |               |                      |
| FIN 310                         | H2       | 3.00     | Finance                            |      |      | Ann M. Nagye         | FIN 310       | January 9 - March 2  |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| FIN 316                         | H2       | 3.00     | Financial Statement Analysis       |      |      | R. Jason Cade        | FIN 316       | January 9 - March 2  |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| FIN 316                         | H3       | 3.00     | Financial Statement Analysis       |      |      | R. Jason Cade        | FIN 316       | March 5 - April 30   |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| FIN 320                         | H3       | 3.00     | Advanced Finance                   |      |      | Ann M. Nagye         | FIN 320       | January 9 - April 30 |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| FIN 400                         | H2       | 3.00     | Problems in Corporate Finance      |      |      | R. Jason Cade        | FIN 400       | January 9 - March 2  |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |
| FIN 410                         | H3       | 3.00     | Finance Institutions               |      |      | Ann M. Nagye         | FIN 410       | March 5 - April 30   |
|                                 |          | 00:00 AM | 00:00 AM                           |      |      |                      |               |                      |

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|------------------------------------|---------------------|---------------------|-------------------------------------|------|------|----------------------|----------------------------------|-------|
| <b>HEALTH CARE ADMINISTRATION</b>  |                     |                     |                                     |      |      |                      |                                  |       |
| HCAR 303                           | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Health Services Organization        |      |      | Tara L. Miller       | HCAR 303<br>January 9 - March 2  |       |
| HCAR 310                           | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Health Care Administrator           |      |      | Kenneth M. Miller    | HCAR 310<br>January 9 - March 2  |       |
| HCAR 310                           | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Health Care Administrator           |      |      | Kenneth M. Miller    | HCAR 310<br>March 5 - April 30   |       |
| HCAR 401                           | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Health Law                          |      |      | Teresa Lynn Webb     | HCAR 401<br>January 9 - March 2  |       |
| HCAR 405                           | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Financial Management of Health Serv |      |      | Cynthia Gail Heltzel | HCAR 405<br>March 5 - April 30   |       |
| HCAR 417                           | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Research Methods in Hlth Profession |      |      | Sharon Whitteker     | HCAR 417<br>March 5 - April 30   |       |
| <b>HEALTH CARE MED INFORMATICS</b> |                     |                     |                                     |      |      |                      |                                  |       |
| HCMCI 301                          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Introduction to Medical Informatics |      |      | Cynthia Gail Heltzel | HCMCI 301<br>January 9 - March 2 |       |
| HCMCI 301                          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Introduction to Medical Informatics |      |      | Cynthia Gail Heltzel | HCMCI 301<br>March 5 - April 30  |       |
| HCMCI 307                          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Health Care Reimbursement Systems   |      |      | Mary F. Hash         | HCMCI 307<br>January 9 - March 2 |       |
| HCMCI 307                          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Health Care Reimbursement Systems   |      |      | Mary F. Hash         | HCMCI 307<br>March 5 - April 30  |       |
| <b>HISTORY</b>                     |                     |                     |                                     |      |      |                      |                                  |       |
| HIST 101                           | H1<br>00:00 AM      | 3.00<br>00:00 AM    | History of World Civilizations I    |      |      | Carl Wolfe           | HIST 101<br>Janury 9 - April 30  |       |
| HIST 102                           | H1<br>00:00 AM      | 3.00<br>00:00 AM    | History of World Civilizations II   |      |      | Carl Wolfe           | HIST 102<br>January 9 - April 30 |       |
| HIST 203                           | H1<br>00:00 AM      | 3.00<br>00:00 AM    | United States History I             |      |      | Carl Wolfe           | HIST 203<br>January 9 - April 30 |       |
| HIST 204                           | H1<br>00:00 AM      | 3.00<br>00:00 AM    | United States History II            |      |      | Carl Wolfe           | HIST 204<br>January 9 - April 30 |       |
| <b>HOSPITALITY</b>                 |                     |                     |                                     |      |      |                      |                                  |       |
| HOSP 205                           | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Introduction to Hospitality         |      |      | Matthew W Lonam      | HOSP 205<br>January 9 - March 2  |       |
| HOSP 312                           | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Management of Hospitality Operation |      |      | Matthew W Lonam      | HOSP 312<br>March 5 - April 30   |       |
| HOSP 350                           | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Food & Beverage Planning & Control  |      |      | Matthew W Lonam      | HOSP 350<br>January 9 - March 2  |       |

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| <b>HOSPITALITY</b>   |                     |                     |                                   |      |      |                      |               |                      |
| HOSP 410             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Resort Management                 |      |      | Matthew W Lonam      | HOSP 410      | March 5 - April 30   |
| <b>HUMANITIES</b>    |                     |                     |                                   |      |      |                      |               |                      |
| HUMN 101             | H1<br>00:00 AM      | 3.00<br>00:00 AM    | Humanities I                      |      |      | Rachel L. Bragg      | HUMN 101      | January 9 - April 30 |
| <b>LEGAL STUDIES</b> |                     |                     |                                   |      |      |                      |               |                      |
| LGLS 120             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Intro to Law and the Court System |      |      | Priscilla H Gay      | LGLS 120      | January 9 - March 2  |
| LGLS 120             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Intro to Law and the Court System |      |      | Priscilla H Gay      | LGLS 120      | March 5 - April 30   |
| LGLS 215             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Family Law                        |      |      | Priscilla H Gay      | LGLS 215      | January 9 - March 2  |
| LGLS 225             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Will & Estate Administration      |      |      | Priscilla H Gay      | LGLS 225      | January 9 - March 2  |
| LGLS 230             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Torts                             |      |      | Staff                | LGLS 230      | March 5 - April 30   |
| LGLS 297             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Contracts                         |      |      | Priscilla H Gay      | LGLS 297      | March 5 - April 30   |
| LGLS 298             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Business Law                      |      |      | Christopher Howard   | LGLS 298      | January 9 - March 2  |
| LGLS 298             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Business Law                      |      |      | Christopher Howard   | LGLS 298      | March 5 - April 30   |
| LGLS 304             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Legal Research and Writing II     |      |      | Priscilla H Gay      | LGLS 304      | January 9 - March 2  |
| LGLS 314             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Ethics and Professional Resp.     |      |      | Christopher Howard   | LGLS 314      | January 9 - March 2  |
| LGLS 320             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Administrative Practice/Procedure |      |      | Christopher Howard   | LGLS 320      | March 5 - April 30   |
| LGLS 405             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Alternative Dispute Resolution    |      |      | Christopher Howard   | LGLS 405      | January 9 - March 2  |
| LGLS 440             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Civil Rights & Constitutional Law |      |      | Staff                | LGLS 440      | March 5 - April 30   |
| <b>MATHEMATICS</b>   |                     |                     |                                   |      |      |                      |               |                      |
| MATH 100             | H2<br>00:00 AM      | 3.00<br>00:00 AM    | General Mathematics               |      |      | Gyaneswor Pokharel   | MATH 100      | January 9 - March 2  |
| MATH 100             | H3<br>00:00 AM      | 3.00<br>00:00 AM    | General Mathematics               |      |      | Gyaneswor Pokharel   | MATH 100      | March 5 - April 30   |

# Martinsburg Campus Course Schedule

## 2011-12 SPRING

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| Course             | Section  | Credits  | Title                           | Bldg | Room | Professor/Instructor | Parent Course | Notes                |
|--------------------|----------|----------|---------------------------------|------|------|----------------------|---------------|----------------------|
| Days               | Beg Time | End Time |                                 |      |      |                      |               |                      |
| <b>MATHEMATICS</b> |          |          |                                 |      |      |                      |               |                      |
| MATH 101           | H2       | 3.00     | Math for the Health Sciences    |      |      | James E. Hodge       | MATH 101      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 101           | H3       | 3.00     | Math for the Health Sciences    |      |      | James E. Hodge       | MATH 101      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 102           | H1       | 3.00     | Beginning Algebra               |      |      | James E. Hodge       | MATH 102      | January 9 - April 30 |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 102           | H2       | 3.00     | Beginning Algebra               |      |      | James E. Hodge       | MATH 102      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 102           | H3       | 3.00     | Beginning Algebra               |      |      | James E. Hodge       | MATH 102      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 104           | H2       | 3.00     | Business Mathematics            |      |      | Kathy Lewis-Payne    | MATH 104      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 104           | H3       | 3.00     | Business Mathematics            |      |      | Kathy Lewis-Payne    | MATH 104      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 112           | H1       | 3.00     | Intermediate Algebra            |      |      | James E. Hodge       | MATH 112      | January 9 - April 30 |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 112           | H2       | 3.00     | Intermediate Algebra            |      |      | James E. Hodge       | MATH 112      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 112           | H3       | 3.00     | Intermediate Algebra            |      |      | James E. Hodge       | MATH 112      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 116           | H2       | 3.00     | Elementary Statistics           |      |      | Gyaneswor Pokharel   | MATH 116      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 116           | H3       | 3.00     | Elementary Statistics           |      |      | Gyaneswor Pokharel   | MATH 116      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 120           | H2       | 3.00     | College Algebra                 |      |      | James E. Hodge       | MATH 120      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MATH 120           | H3       | 3.00     | College Algebra                 |      |      | James E. Hodge       | MATH 120      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| <b>MANAGEMENT</b>  |          |          |                                 |      |      |                      |               |                      |
| MGMT 120           | H2       | 3.00     | Intro to Business & Tech Skills |      |      | Ann M. Nagye         | MGMT 120      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MGMT 120           | H3       | 3.00     | Intro to Business & Tech Skills |      |      | Ann M. Nagye         | MGMT 120      | March 5 - April 30   |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MGMT 200           | H2       | 3.00     | Compensation Management         |      |      | Marjorie H. Smith    | MGMT 200      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
| MGMT 302           | H2       | 3.00     | Fundamentals of Management      |      |      | Marjorie H. Smith    | MGMT 302      | January 9 - March 2  |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |
|                    |          | 00:00 AM |                                 |      |      |                      |               |                      |

# Martinsburg Campus Course Schedule

## 2011-12 SPRING

| Course            | Section  | Credits  | Title                             | Bldg | Room | Professor/Instructor | Parent Course | Notes               |
|-------------------|----------|----------|-----------------------------------|------|------|----------------------|---------------|---------------------|
| Days              | Beg Time | End Time |                                   |      |      |                      |               |                     |
| <b>MANAGEMENT</b> |          |          |                                   |      |      |                      |               |                     |
| MGMT 302          | H3       | 3.00     | Fundamentals of Management        |      |      | Marjorie H. Smith    | MGMT 302      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 303          | H2       | 3.00     | Entrepreneurship                  |      |      | Marjorie H. Smith    | MGMT 303      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 303          | H3       | 3.00     | Entrepreneurship                  |      |      | Marjorie H. Smith    | MGMT 303      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 304          | H2       | 3.00     | Organizational Behavior           |      |      | Ann M. Nagye         | MGMT 304      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 304          | H3       | 3.00     | Organizational Behavior           |      |      | Ann M. Nagye         | MGMT 304      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 308          | H2       | 3.00     | Labor Relations Management        |      |      | Timothy Keith Glaid  | MGMT 308      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 312          | H2       | 3.00     | Small Business Management         |      |      | Ann M. Nagye         | MGMT 312      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 314          | H3       | 3.00     | Quantitative Methods              |      |      | Matthew W Lonam      | MGMT 314      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 320          | H2       | 3.00     | Recruitment & Personnel Selection |      |      | Timothy Keith Glaid  | MGMT 320      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 322          | H2       | 3.00     | Strategic Human Resource Mgmt     |      |      | Marjorie H. Smith    | MGMT 322      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 322          | H3       | 3.00     | Strategic Human Resource Mgmt     |      |      | Marjorie H. Smith    | MGMT 322      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 325          | H2       | 3.00     | Management Information Systems    |      |      | Marjorie H. Smith    | MGMT 325      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 395          | H3       | 3.00     | SpTp: in Human Resource Mgmt      |      |      | Jimmy A Atkins       | MGMT 395      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 405          | H3       | 3.00     | Compensation and Benefits         |      |      | Marjorie H. Smith    | MGMT 405      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 408          | H2       | 3.00     | Operations Management             |      |      | Ann M. Nagye         | MGMT 408      | January 9 - March 2 |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 410          | H3       | 3.00     | Organizational Systems Theory     |      |      | Ann M. Nagye         | MGMT 410      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 415          | H3       | 3.00     | International Business            |      |      | Timothy Keith Glaid  | MGMT 415      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 416          | H3       | 3.00     | Team Dev & Group Mgmt             |      |      | Marjorie H. Smith    | MGMT 416      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
| MGMT 430          | H3       | 3.00     | Project Management                |      |      | Ann M. Nagye         | MGMT 430      | March 5 - April 30  |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |
|                   |          | 00:00 AM |                                   |      |      |                      |               |                     |

# Martinsburg Campus Course Schedule

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| Course<br>Days    | Section<br>Beg Time | Credits<br>End Time | Title                               | Bldg | Room | Professor/Instructor | Parent Course | Notes                |
|-------------------|---------------------|---------------------|-------------------------------------|------|------|----------------------|---------------|----------------------|
| <b>MANAGEMENT</b> |                     |                     |                                     |      |      |                      |               |                      |
| MGMT 440          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Leadership                          |      |      | Marjorie H. Smith    | MGMT 440      | January 9 - March 2  |
| MGMT 450          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Business Strategy Capstone          |      |      | Ann M. Nagye         | MGMT 450      | March 5 - April 30   |
| <b>MARKETING</b>  |                     |                     |                                     |      |      |                      |               |                      |
| MKTG 280          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Retail Management                   |      |      | Kathy Lewis-Payne    | MKTG 280      | January 9 - March 2  |
| MKTG 306          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Fundamentals of Marketing           |      |      | Kathy Lewis-Payne    | MKTG 306      | January 9 - March 2  |
| MKTG 306          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Fundamentals of Marketing           |      |      | Kathy Lewis-Payne    | MKTG 306      | March 5 - April 30   |
| MKTG 333          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Advertising                         |      |      | Kathy Lewis-Payne    | MKTG 333      | January 9 - March 2  |
| MKTG 340          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Consumer Behavior                   |      |      | Kathy Lewis-Payne    | MKTG 340      | January 9 - March 2  |
| MKTG 345          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Services Marketing                  |      |      | Kathy Lewis-Payne    | MKTG 345      | January 9 - March 2  |
| MKTG 370          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | E-Commerce                          |      |      | Kathy Lewis-Payne    | MKTG 370      | January 9 - March 2  |
| MKTG 373          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Supply Chain Management             |      |      | Kathy Lewis-Payne    | MKTG 373      | March 5 - April 30   |
| MKTG 415          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Retail and Distribution Management  |      |      | Kathy Lewis-Payne    | MKTG 415      | March 5 - April 30   |
| MKTG 440          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Qualitative/Quantitative Res Method |      |      | Matthew W Lonam      | MKTG 440      | March 5 - April 30   |
| <b>PHILOSOPHY</b> |                     |                     |                                     |      |      |                      |               |                      |
| PHIL 190          | H1<br>00:00 AM      | 3.00<br>00:00 AM    | Ethics                              |      |      | Ryan Patrick Snuffer | PHIL 190      | January 9 - April 30 |
| PHIL 190          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Ethics                              |      |      | Ryan Patrick Snuffer | PHIL 190      | January 9 - March 2  |
| PHIL 190          | H3<br>00:00 AM      | 3.00<br>00:00 AM    | Ethics                              |      |      | Ryan Patrick Snuffer | PHIL 190      | March 5 - April 30   |
| PHIL 201          | H1<br>00:00 AM      | 3.00<br>00:00 AM    | Introduction to Philosophy          |      |      | Ryan Patrick Snuffer | PHIL 201      | January 9 - April 30 |
| PHIL 201          | H2<br>00:00 AM      | 3.00<br>00:00 AM    | Introduction to Philosophy          |      |      | Ryan Patrick Snuffer | PHIL 201      | January 9 - March 2  |

**Martinsburg Campus Course Schedule**  
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| Course            | Section  | Credits  | Title                              | Bldg | Room | Professor/Instructor | Parent Course | Notes                |
|-------------------|----------|----------|------------------------------------|------|------|----------------------|---------------|----------------------|
| Days              | Beg Time | End Time |                                    |      |      |                      |               |                      |
| <b>PHILOSOPHY</b> |          |          |                                    |      |      |                      |               |                      |
| PHIL 201          | H3       | 3.00     | Introduction to Philosophy         |      |      | Ryan Patrick Snuffer | PHIL 201      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| <b>PHYSICS</b>    |          |          |                                    |      |      |                      |               |                      |
| PHYS 101          | H1       | 3.00     | Introduction to Physics            |      |      | Gyaneswor Pokharel   | PHYS 101      | January 9 - April 30 |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| <b>PSYCHOLOGY</b> |          |          |                                    |      |      |                      |               |                      |
| PSYC 201          | H1       | 3.00     | Principles of Psychology           |      |      | Annie M Cardell      | PSYC 201      | January 9 - April 30 |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 201          | H2       | 3.00     | Principles of Psychology           |      |      | Annie M Cardell      | PSYC 201      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 201          | H3       | 3.00     | Principles of Psychology           |      |      | Annie M Cardell      | PSYC 201      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 212          | H1       | 3.00     | Lifespan Developmental Psychology  |      |      | Annie M Cardell      | PSYC 212      | January 9 - April 30 |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 212          | H2       | 3.00     | Lifespan Developmental Psychology  |      |      | Annie M Cardell      | PSYC 212      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 212          | H3       | 3.00     | Lifespan Developmental Psychology  |      |      | Annie M Cardell      | PSYC 212      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 302          | H2       | 3.00     | Social Psychology                  |      |      | Sandra Mack          | PSYC 302      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 302          | H3       | 3.00     | Social Psychology                  |      |      | Sandra Mack          | PSYC 302      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 308          | H2       | 3.00     | Child & Adolescent Psychopathology |      |      | Sandra Mack          | PSYC 308      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 308          | H3       | 3.00     | Child & Adolescent Psychopathology |      |      | Sandra Mack          | PSYC 308      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 410          | H2       | 3.00     | Psychological Assessment           |      |      | Sandra Mack          | PSYC 410      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 410          | H3       | 3.00     | Psychological Assessment           |      |      | Sandra Mack          | PSYC 410      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 435          | H2       | 3.00     | Abnormal Psychology                |      |      | Sandra Mack          | PSYC 435      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 435          | H3       | 3.00     | Abnormal Psychology                |      |      | Sandra Mack          | PSYC 435      | March 5 - April 30   |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |
| PSYC 480          | H2       | 3.00     | Community Counseling               |      |      | Sandra Mack          | PSYC 480      | January 9 - March 2  |
|                   | 00:00 AM | 00:00 AM |                                    |      |      |                      |               |                      |

**Martinsburg Campus Course Schedule**  
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| Course            | Section  | Credits           | Title                | Bldg | Room | Professor/Instructor | Parent Course | Notes               |
|-------------------|----------|-------------------|----------------------|------|------|----------------------|---------------|---------------------|
| Days              | Beg Time | End Time          |                      |      |      |                      |               |                     |
| <b>PSYCHOLOGY</b> |          |                   |                      |      |      |                      |               |                     |
| PSYC 480          | H3       | 3.00              | Community Counseling |      |      | Sandra Mack          | PSYC 480      | March 5 - April 30  |
|                   |          | 00:00 AM 00:00 AM |                      |      |      |                      |               |                     |
| PSYC 481          | H2       | 3.00              | Death & Dying        |      |      | Sandra Mack          | PSYC 481      | January 9 - March 2 |
|                   |          | 00:00 AM 00:00 AM |                      |      |      |                      |               |                     |
| PSYC 481          | H3       | 3.00              | Death & Dying        |      |      | Sandra Mack          | PSYC 481      | March 5 - April 30  |
|                   |          | 00:00 AM 00:00 AM |                      |      |      |                      |               |                     |

## Additional Information

### Admissions (New students only)

Complete the application for admission and pay the non-refundable \$25 application fee. Applications are available in the Benedum Center or you may complete the application online at <http://www.mountainstate.edu/future/enrollment/apply>.

If you are a high school graduate, request that official sealed transcripts be mailed from your high school. If you earned a GED, please contact the State Department of Education in the state where the test was completed to request an official transcript.

If you have attended a college or university, it is not necessary that MSU receives an official high school transcript. However, you must request that official sealed transcripts be mailed from each college or university that you have attended to the Admissions Processing Office. (In addition to official college transcripts, an official high school transcript may be required for certain programs).

### Academic Advising

An Academic Advisors is available to assist you with your course selection. The advisor is available in Suite 216A or you may contact the academic advisor at 304-596-6260.

An update of your academic progress is available online and you may access your advising worksheet from the following site: <http://online.mountainstate.edu>

**Step 1:** Login to Cougar Web using your username and password.

**Step 2:** Click on **My Advising** tab

**Step 3:** At the left of the page, select the link for **Degree Requirements (Advising Worksheet)**:

**Step 4:** In the middle of the page, select **View All Details**.

- A slightly different view of your advising worksheet is available when select **My Degree Audit** at the bottom of the page (there is a PDF icon next to it); this will give you the same report you get when you visit the Advising Office.
- This shows all the courses needed for the degree and what has already been completed.

#### As An Alternative, You Might Also....

**Step 1:** Select **Remaining Courses Needed for Degree** (located at the far left of the page).

**Step 2:** Select **Click here** to view the course needs for <student's name>. This shows all remaining course needed for degree completion.

The advising/progression sheet will identify the courses completed and the courses in progress for your degree. It is imperative that you follow the advising worksheet to ensure completion of your degree requirements. Some courses require prerequisites. It is your responsibility to check prerequisite requirements in your college catalog. The advising worksheet will identify the hours earned and the hours required for your degree. Please use this tool when selecting courses for your upcoming semester. The advising worksheet is an unofficial report. The Office of the Registrar will complete an official audit once your graduation application is received in Student Services.

## **Graduation Reminder**

If you will be enrolled in **ALL** of your final degree requirements, you must submit an application for graduation prior to registering for your last semester of classes. If the application for graduation is received after the start date of your final semester of degree requirements, you will be assessed a late fee of \$50 in addition to the designated application fee.

### **Traditional & Online Students**

The application deadline for a traditional conferral date has passed. Students who will complete final degree requirements on or before August 31, 2011 must apply for graduation using the 2011-12 application for graduation. Contact the graduation coordinator for conferral date questions.

**\*\* If you complete the requirement(s) before the official end date, your degree cannot be certified before the official end date passes.\*\***

### **Cohort & Independent Study Students**

Students who will complete final degree requirements on or before August 31, 2011 must apply for a monthly conferral date using the 2010-2011 application for graduation. Students with an official completion date of September 1, 2011-August 31, 2012 will be required to complete the 2011-2012 application for graduation. Your degree will be conferred on the last day of the month in which all program requirements are completed, all grades are posted, any transfer, training and/or testing credit is completed and posted on the academic transcript, and your official end date has passed. If the application for graduation is received after the start date of your final semester of degree requirements, you will be assessed a late fee of \$50 in addition to the designated application fee.

**\*\* If you complete the requirement(s) before the official end date, your degree cannot be certified before the official end date passes.\*\***

## Email Access

**Students are assigned an email address.** The University sends students important messages pertaining to registration, financial aid, student accounts and graduation using the MSU Cougar email. In addition, instructors utilize the email to communicate with students. Please follow the steps outlined below to utilize your email: **For email service, you will be charged a fee of \$5.00 for initial activation as well as any subsequent reactivations.**

### To Access Email

- ✓ **Access the following web access URL:** <http://mail.msucougar.org/>
- ✓ **Enter the Username: FirstName.LastName** (Please note the period between names)

Note: In some cases if there are other students with the same first and last names, your username may be different. If you experience difficulties, please contact tech support below.

- ✓ **Enter the Password: Student ID Number**

Students with setup questions should call 304.929.1730 / 1.866.FOR.MSU1 ext 1730 or e-mail Tech Support at [itsupport@mountainstate.edu](mailto:itsupport@mountainstate.edu) for detailed information.

## Cougar Shop

The MSU bookstore is located at Suite 216B in Martinsburg. Textbooks and MSU merchandise including apparel and school supplies are available for purchase. Students can also find discounted computer systems, a large variety of health care supplies, reference material, dorm room supplies and great gifts for family and friends.

The Cougar Shop is open Monday thru Thursday 8:30am-6pm, Friday 8:30am-5pm, and on Saturday 8:30am-1:30pm. Please visit <http://martinsburg.cougarshop.org> or contact the Cougar Shop by phone at 304.596.6236 for additional information.



SPRING 2011-12
Hybrid Study Registration Form (Martinsburg)

Last Name First Name Middle Initial

Student ID#

Address Telephone #

City State Zip Code

Major Concentration or Minor Circle One: Associate or Bachelo

Table with 7 columns: Dept. Prefix, Course No., Section No., Course Name, Credit Hours, ADD, Credit or Audit. Contains 5 empty rows for course registration.

Notice: Following your registration, please contact one of our on-site facilitators as soon as possible, but no later than one week from the class start date. Also, please email your instructor immediately to begin your coursework.

All coursework for Hybrid Study courses must be complete, final grades posted, and GPAs must meet satisfactory academic progress before you will be eligible to receive financial aid for the following semester. Please see your financial aid counselor if you have questions about your term dates and how these courses can impact your financial aid.

By signing this form I understand and agree to the terms and conditions provided on the back of this form.

Student's Signature

Date

Advisor's Signature

Date

## TERMS & CONDITIONS

- I have read and understand the add, drop and withdrawal policies and timelines for this term.
- I understand that I must contact the Financial Aid office to determine what effect, if any, dropping or withdrawing from my course(s) will have on receiving/retaining financial aid award.
- I understand that I must complete the FAFSA and online interview within the first 10 days of my semester if I plan to pay with financial aid monies.
- I have read and understand the attendance policy.
- I understand that I may be dropped from my course(s) if I fail to comply with the university attendance policy and any financial aid monies received may need to be returned. I further understand that returning financial aid may result in an increase to any balance due on my student account.
- I understand that if I am enrolling in Independent Study classes in addition to in-seat or online classes, I will need to contact the Financial Aid office prior to registration to determine what effect, if any, it will have on my award monies. I understand that all coursework for Independent Study courses must be complete, final grades must be posted, and GPAs must meet satisfactory academic progress before I will be eligible to receive financial aid for the following semester. (Please see your financial aid counselor if you have questions about your term dates and how these courses can impact your financial aid.)
- If I decide that I do not want to participate in an Independent Study course for which I have enrolled, I understand that I must officially drop the course within 10 business days of the registration date. Further, I understand that I must verify my participation in each Independent Study course within 10 business days or I may be administratively dropped from the course.
- I understand that I should contact my academic advisor prior to the beginning of every semester to ensure I am meeting degree requirements.
- I hereby grant Mountain State University full authority to credit federal or state financial aid directly to my student account. These funds may be used for payment of any current tuition, room, board, books, supplies, fees, and/or insurance charges, or up to \$200.00 on prior balances.
- I agree to pay any balance remaining after payment from financial aid, employers or other outside agencies have been applied to my account. Any balance remaining will be due in full by the last day of the semester for which I am currently registering.
- I agree that I will be responsible for all charges to my account, including those not posted to my account at the time charges were made. I understand that my official transcript and/or diploma will not be released until my account is paid in full.
- I understand and agree that any legal action or proceeding relating to my use of Mountain State University's web site or any Mountain State University services shall be brought exclusively in federal or state court sitting in Beckley, Raleigh County, West Virginia and will be governed by and construed exclusively in accordance with the laws of the State of West Virginia, notwithstanding conflicts of laws principles.