A MESSAGE FROM THE DEAN

Small class sizes. Incredible facilities. Very affordable tuition. And students just like you.

Have you wondered if the University of Richmond is right for you? At Richmond’s School of Continuing Studies, our degree programs were developed to meet the needs of working adults. So you’ll find convenient class schedules. Faculty and staff focused on your success. Top-notch facilities. Very affordable tuition. And a full range of services required by busy adults trying to juggle their studies with work, family and other demands.

The University of Richmond experience is special and unique regardless of your age or educational background. In fact, we don’t require an entrance exam or any college experience, which makes us the perfect choice for transfer students, career changers, career enhancers and even new college students.

We’ve been helping Richmonders reach their learning goals for more than 40 years and we’d like to help you, too. I invite you to satisfy your curiosity by taking a class this spring.

James L. Narduzzi, Ph.D.
Dean

Getting started is easy.

We’re excited that you are considering the University of Richmond to continue your education. Our Spring 2006 Schedule of Classes includes a variety of information to help you get registered. If you’re new to the School of Continuing Studies, you should start by completing a New Student Information Form located on page 29. If you’re planning to apply to a graduate certificate or master’s degree program, please call us at (804) 289-8133 for a Graduate Application or download one from our website (www.richmond.edu/scs).

Have some questions? For more information about our programs or to schedule an advising appointment, call us at 289-8133.
Admission Procedures for Degree-Seeking Students

Students seeking admission to a certificate, associate, or bachelor degree program in the School of Continuing Studies must:

1. Complete the New Student Information Form (on page 29) and mail, fax or bring to the School of Continuing Studies. Special admission may be granted to non-high school graduates. Graduate level students must call 289-8133 and request the graduate application form.

2. Students seeking admission to the Teacher Licensure Program should call 289-8427 for application and admissions information.

3. Submit transcripts from each college or university previously attended.

4. If you’ve never attended college, show evidence of high school graduation by submission of transcripts or the General Education Development (GED) equivalency.

5. If you attended University of Richmond previously, but did not attend the last semester, call 289-8133 to be reinstated.

6. Select course(s) to be taken. You may register for courses while waiting for transcripts.

7. Register online using BannerWeb at https://bannerweb.richmond.edu/

8. Register your vehicle with campus police. You can do this online. Go to oncampus.richmond.edu and click on Parking Services in the Campus Directory.


Note: A student who is not eligible to return to another college or university may not be admitted to any SCS program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such a student must be filed in the Office of the Dean.

Admission Procedures for Non-Degree-Seeking Students

Students desiring to take a class or classes in the School of Continuing Studies for college credit, but who are not pursuing a degree must:

1. Complete the New Student Information Form (on page 29) and mail, fax, or bring to the School of Continuing Studies. If you attended previously, but did not attend last semester, call 289-8133 to be reinstated.

2. Select course(s) to be taken.

3. Register online using BannerWeb once you’ve received your University ID: https://bannerweb.richmond.edu/

4. Register your vehicle with campus police.

5. Purchase textbooks in UR Bookstore.

Your University ID

Students must have an official University ID to register. Here’s how you’ll receive your ID:

- Submit your New Student Information Form.
- It will take about three working days to process your New Student Information Form, activate your student record and create your University ID.
- You’ll receive your University ID by mail 2-3 days after your student record is activated.
- Because of confidentiality, we cannot give out your University ID over the phone. Please keep a copy of your University ID for your records.

Students Not Attending UR During the Prior Semester

In order to register for classes, you must first be reactivated for the upcoming term. Call the School of Continuing Studies at 289-8133 to have your student status reactivated. You should also provide current address, phone and employment information at this time. Once you have been reactivated, you’ll be mailed your University ID. Once you receive your University ID, you may register for classes through BannerWeb.
If you already know your University ID, you may register after you’ve been reactivated.

**Continuing University of Richmond Students**

If you attended the University of Richmond during the previous term, you do not need to contact the School of Continuing Studies office prior to registering for the upcoming term, unless you have moved or changed employment. Simply access BannerWeb online at:

https://bannerweb.richmond.edu/

Please note that you will need your University ID and PIN. If you do not know your University ID, you can contact the School of Continuing Studies and request that your ID be mailed to you. Please allow 3-4 business days.

**Students Who Have Not Attended UR in the Last Two Years**

If it has been two years since you last attended, you must reapply using the New Student Information Form on page 29. As with new students, you’ll receive your University ID by mail:

- It will take about three working days to process your New Student Information Form, activate your student record and create your University ID.
- You’ll receive your University ID by mail 2-3 days after your student record is activated.
- Because of confidentiality, we cannot give out your University ID over the phone. Please keep a copy of your University ID for your records.

**Advising and Program Planning**

An academic advisor will help you plan a degree suited to your needs. You are urged to use this service since information about programs and University regulations is important to your academic success. To make an appointment with an advisor, call 289-8133.

**Registration Information**

Registration for the spring semester begins Tuesday, November 15, 2005, and ends Sunday, January 15, 2006. Late registration is in effect January 16–20, 2006. BannerWeb, the University’s online registration system, is available 24 hours a day, 7 days a week with the exception of 5 p.m. Friday through 6 a.m. Saturday.

Classes with insufficient enrollment may be canceled starting January 9, so register early.

From time to time, the system may go down without prior notice because of technical problems. We apologize for any inconvenience and appreciate your cooperation.

Students must have a University ID to register. New students should complete a New Student Information Form (on page 29).

**Using This Schedule**

This schedule is broken into two sections which you can use to select courses. Both sections are arranged alphabetically by subject area.

If you do not know what course(s) for which you’d like to register, you might want to browse the *Course Descriptions*, which begin on page 4. Once you find a course, you can get all of the details from the *Class Schedule Matrix*.

If you already know what course(s) for which you need to register, you may want to turn directly to the *Class Schedule Matrix*, which begins on page 16. Classes are listed alphabetically by subject and provide a quick glance at all the course information.
### Accounting (ACCT)

**ACCT 300U Accounting for Non-Accountants**

Analytical and interpretative approach to study of basic accounting. User’s approach rather than preparer’s approach used, emphasizing effects of transactions on financial statements; interrelationships among financial statements; and interpretation and use of financial statement information. Emphasizes underlying objective of accounting: to assist in making business and economic decisions. 3 sem. hrs.

### Adult Education (ADED)

**ADED 201U Portfolio Submission/Assessment**

For students who wish to seek credit for prior learning through the Portfolio program. Prerequisite: Adult Education 200U. Requires $100.00 nonrefundable portfolio review fee. 0 sem. hrs.

### Anthropology (ANTH)

**ANTH 398U ST: Introduction to Anthropology: The Four Fields**

An introduction to Anthropology using the four fields approach: archaeological, biological, linguistic, and socio-cultural. 3 sem. hrs.

### Art (ART)

**ART 300U Color Photography**

Introduction to technical considerations and development of artistic expression with color materials. Student work discussed in context of larger aesthetic history of color photography. Focus placed on new media and electronic darkroom. 3 sem. hrs.

**ART 398U ST: 20th Century European Art**

European painting, sculpture, and architecture from 1900 through the 1960s. Topics include Fauvism, Expressionism, Dada and Surrealism, the Bauhaus and International Style architecture, and developments in 20th century film and photography. 3 sem. hrs.

**ART 398U ST: Introduction to Photoshop for Photographers**

An introduction using Photoshop as a digital darkroom and a powerful means of processing images using digital and traditional photography. Topics will include navigation and tools, selections and layer masks, history palette and history brush, file formats, color correction, digital zone system, and image resolution. 3 sem. hrs.

**ART 398U ST: Americans on the Move**

This interdisciplinary course will examine the patterns, causes, effects, and meanings of migrations to and within America from the 17th century to the present. Among the topics to be covered will be the 17th century European incursions into North America, the first westward movement from the Virginia colony, slavery and the Middle Passage, the great movement west following the Lewis and Clark expedition, the “Great Migration” of African Americans after the Civil War and in the 20th century, the displacement of Americans during the Dust Bowl and Great Depression of the 1930s, and the more recent movement of Americans to the Sunbelt states. Finally, “Americans on the Move” will consider the forced migrations necessitated by Hurricane Katrina and other natural disasters, as well as their projected social and economic consequences. 3 sem. hrs.

### Studio Art (ARTS)

**ARTS 125U Art for Non-Majors: Introduction to Design**

An introduction to the basic elements of design (line, shape, value, texture, and hue), the principles of design (unity and variety, balance, repetition, rhythm, movement, and emphasis), the elements of color (hue, value, and saturation), and the basics of drawing (proportion and tone) through lectures, demonstrations and assignments. 3 sem. hrs.

### Biology (BIOL)

**BIOL 301U Environmental Ethics**

Examination of complexities of environmental relationships and issues including scientific knowledge, economic, political, social and moral values within the U.S. and between countries of the world. Will explore alternative solutions to environmental problems from multiple perspectives through various value/moral systems. 3 sem. hrs.

### Economics (ECON)

**ECON 202U Principles of Economics: Macroeconomics**

Analysis of consumer and business behavior, money and banking, public finance, public utilities and economic systems. Prerequisite: Economics 201U is prerequisite to Economics 202U. 3-3 sem. hrs.

**ECON 381U Public Budget and Finance**

Introduction to theory and practice of public finance in areas of budgeting, revenues and expenditures. 3 sem. hrs.
Education (EDUC)

EDUC 200U Foundations of Education
Social and philosophical foundations of education from historical and contemporary perspectives; overview of roles and responsibilities of teachers and schools of present and future. Meets the criteria for a licensure class and is provided for current K-12 teachers and teacher with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

EDUC 310U Curriculum Methods
Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. 3 sem. hrs.

EDUC 320U Reading Instruction and Classroom Applications
Focus on practical teaching strategies that will accelerate a student’s progress in reading. Phonemic awareness, phonics, fluency, vocabulary and comprehension will be emphasized with the teacher using, in part, his/her own curricular materials to develop lessons that can be used in the classroom the next day. Needs of the reader will be explored with a comprehensive review of skills needed as student moves from primary grades to upper grades and how instruction changes to meet needs of a diverse student population. 3 sem. hrs.

EDUC 337U Technology in Today’s Classroom
Focuses on appropriate integration into K-12 curriculum. Project-based learning and class activities will focus on utilization of various technologies to positively affect teaching and learning. Participants will produce numerous items including SOL-focused lesson plans for use in their own classrooms. Topics will include evaluating web resources, creating web pages and Webquests, using various online resources including Blackboard and Beyond Books, using digital cameras, scanned images and digital authoring software and research and defining best practices in technology integration. 3 sem. hrs.

EDUC 347U Characteristics of Students with Disabilities.
Focuses on nature and educational implications of serving students with disabilities. Participants will study various categories of disabilities covered under the federal law, the Individuals with Disabilities Act (IDEA). Emphasis will be on providing participants skills necessary to understand eligibility criteria for special education and related services, function as members of eligibility committees and compose the implement effective Individualized Education Programs (IEP’s) for students with special needs in grades K-12. In addition, will address interaction of the IDEA, Virginia state regulations and local policy and procedure. 3 sem. hrs.

EDUC 348U Emergent Reading Instruction
Designed for teachers who want to learn how best to nurture emerging reading and writing abilities of young learners and how crucial early intervention of at-risk readers is for children who demonstrate need. Will examine developmental process of early reading and writing in children. Will also focus on sound educational practices for beginning readers and writers, intervention techniques for children who need more support and what research says about the developmental nature of reading and writing. 3 sem. hrs.

EDUC 349U Legal Aspects of Students with Disabilities
Focus on legal aspects of special education at national and state levels. Classroom teachers will be exposed to theory and application of regulatory requirements associated with the identification, education and evaluation of students with disabilities. 3 sem. hrs.

EDUC 350U Content Area Reading
Reading and critical thinking in secondary school content areas. Specific strategies are explored that enhance comprehension, concept development and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas. 3 sem. hrs.

EDUC 358U Classroom Management
Behavioral principles and procedures for reducing classroom problems, increasing motivation and strengthening desired classroom behavior. 3 sem. hrs.
Spring 2006
Schedule of Classes
Course Descriptions

EDUC 398U ST: Methods for Teaching ESL (English as a Second Language)
A training class for persons wishing to gain appropriate skills for teaching ESL students. This class will focus on understanding the method of teaching conversational English; understanding the international Phonetic Alphabet; application of target language groups; essentials of English—know what you teach; methods of instruction (includes drills, activities, lesson resources); application of knowledge as students have guided practice in developing skills. In addition to meeting renewal requirements, this course is also required for the ESL endorsement. 3 sem. hrs.

EDUC 398U ST: Differentiating Instruction in the Regular Education Classroom
This course will provide the teacher with methods to differentiate instruction for students in the regular education classroom: students with special needs, whether gifted or academically weak. 3 sem. hrs.

EDUC 398U ST: Language Disorders in the Classroom
The purpose of this course is to provide teachers, physicians, and parents with the knowledge to recognize impaired language development in a child. The causes of receptive and expressive language disorders can be difficult to define. This course will focus on how language disorders impair the comprehension and production of the sounds of language. Participants will study the structure of language to gain new cultural knowledge and to acquire a better understanding of the obstacles to language acquisition. 3 sem. hrs.

EDUC 398U ST: Critical Issues in Today’s Classroom
This course will focus on selected issues in three separate weekend sessions. Session I, February 24 and 25, will focus on strategies for helping at-risk students and differentiating instruction. The No Child Left Behind (NCLB) legislation will also be explored. Session II, March 31 and April 1, will focus on the new Individuals with Disabilities Education Improvement Act (IDEIA) and the implications for the K-12 educator. Section 504 of the Americans with Disabilities Act (ADA) will be included. Session III, April 28 and 29, will focus on crisis management and school law and school safety issues that affect the K-12 educator. 3 sem. hrs.

EDUC 398U ST: Tools for Teaching: An Integrated Discipline, Instruction and Motivation System
Intended for the practicing K-12 professional, teachers will learn how to organize a classroom to reduce disruption and increase time on task, increase learning and retention of material with the Say, See, Do instructional approach and Visual Instruction Plans (VIPs), eliminate backtalk and teacher nagging, and turn problem students around with an incentive system that builds responsible behavior. 3 sem. hrs.

EDUC 398U ST: Praxis Preparation—Math
This course is designed to focus on preparation for taking the mathematics component of the Praxis I Pre-Professional Skills Tests, required for a five-year, renewable license to teach in Virginia. Participants will receive test-taking tips, study strategies, study materials and practice exams. 2 sem. hrs.

EDUC 398U ST: Praxis Preparation—Writing and Reading
This course is designed to focus on preparation for taking the writing and reading components of the Praxis I Pre-Professional Skills Tests, required for a five-year, renewable license to teach in Virginia. Participants will receive test-taking tips, study strategies, study materials and practice exams. 2 sem. hrs.

EDUC 398U ST: Methods of Teaching Foreign Languages at the Elementary and Secondary Levels
In this course, we will examine current trends in foreign language education including foreign language pedagogy, second language acquisition, national and state standards, instructional planning and implementation, and assessment. As part of this course, we will work to create a variety of practical instructional materials while acquiring the necessary knowledge and skills to become a successful foreign language educator. 3 sem. hrs.

EDUC 398U ST: Seminar in Advanced Instructional Media
This course is designed for K-12 educators looking for strategies to help incorporate a variety of media into their teaching methods. In this course, participants will gain hands-on knowledge of an online content management system (Blackboard), image acquisition (digital camera, scanner, download) and editing, audio capture and editing, and video production. Each form of media will include examples, technology requirements, teaching considerations, class discussion and sharing of a short final project. Participants in the course must be comfortable working with a variety of tech...
Please review your schedule on BannerWeb before classes begin to verify class location.

**Education (EDUC) TLP**

The following courses are restricted to students admitted to the Teacher Licensure Program.

**EDUC 310U Curriculum Methods**

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. 3 sem. hrs.

**EDUC 317U Introductory Seminar**

Series of discussion and examination of critical issues related to the teaching profession. Topics include orientation to the profession; microteaching (using the Speech Center); child development; teaching diverse learners and legal issues in education. 2 sem. hrs.

**EDUC 318U Seminar in Special Education**

Provides students with historical and contemporary perspectives on the critical issues, professional practices and state and federal laws influencing the education of exceptional students; and an understanding of the characteristics and needs of children in the most prevalent disability categories. 2 sem. hrs.

**EDUC 324U The Teaching of Reading**

In-depth examination of developmental nature of language and reading ability and its link to literacy development. Study of methods and materials associated with reading instruction. 3 sem. hrs.

**EDUC 327U The Teaching of Mathematics**

Examination of the strategies and methodologies of teaching elementary mathematics integrating state and national standards, problem solving, manipulatives, current research and learning theories. 3 sem. hrs.

**EDUC 338U Instructional Technology Integration**

Theory and pedagogy of integrating common and practical instructional technologies within the teaching and learning environment and across the curriculum. Includes current practice, skill building and exploration of resources to better prepare educators to fully understand the potential, the consequences and future uses of instructional technology to address the needs of all learners. Prerequisites: EDUC 310U, Curriculum Methods. 3 sem. hrs.

**EDUC 350U Content Area Reading**

Reading and critical thinking in secondary school content areas. Specific strategies are explored that enhance comprehension, concept development and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas. 3 sem. hrs.

**EDUC 475U Student Teaching, Elementary (PreK-6)**

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all Core courses. Corequisite: EDUC 485U. 12 sem. hrs.

**EDUC 477U Student Teaching, Secondary (6-12)**

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Corequisite: EDUC 485U. 12 sem. hrs.

**EDUC 478U Student Teaching, Comprehensive (Pre K-12)**

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Corequisite: EDUC 485U. 12 sem. hrs.
EDUC 485U Student Teaching Seminar. This weekly seminar for student teachers provides a forum for discussion and examination of critical issues related to students’ teaching responsibilities and competence. Also provides guidance in the preparation of the Teacher Work Sample. Prerequisite: Completion of undergraduate teacher preparation coursework. Corequisite: EDUC 475U, 477U or 478U. 2 sem. hrs. See PSYC 190U, Child Psychology.

Emergency Services Management (ESM)

ESM 302U Emergency Planning Exposes students to basic emergency planning concepts at federal, state, local and business level. Also introduces students to design and use of exercises to test and refine plans. 3 sem. hrs.

ESM 306U Law and Ethics for the Emergency Services Manager Current legal principles and ethical issues which impact emergency services, including both provision of care and services and management of service. 3 sem. hrs.

ESM 310U Business Continuity Planning Explores the role, organization and management of business continuity planning in surviving the impact of disaster, continuing to operate to serve clients or customers and rapidly recovering to full operations. 3 sem. hrs.

ESM 398U ST: Writing for Decisions Emergency management requires skills in preparing a wide variety of written communications that will be used for decision by varied audiences from senior elected officials to members of the general public. This scenario based course requires students to develop skills in identifying information requirements for decision making, analyzing the ways information can be presented, identifying outside factors that influence how communications are perceived, and selecting the right format for the message. Addresses both routine day to day situations and emergency operations. 3 sem. hrs.

ESM 495U Hazards and Threats for the Future Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic and social change. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.

ESM 542U Economic Impacts of Disaster Will examine impact of disasters on economy of impacted areas and relative costs and benefits of various strategies for disaster mitigation, response and recovery. 3 sem. hrs.

ESM 547U Concentration II Review of current literature, theory, management practices and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Areas of concentration may include governmental emergency management, business continuity, health care contingency planning and voluntary agency disaster response. Prerequisites: ESM 546U is prerequisite to ESM 547U. 3-3 sem. hrs.

ESM 548U Thesis Individual research and writing of a thesis representing original research in the field of disaster science under the supervision of a director and two committee members from the SCS graduate studies faculty. 3 sem. hrs.

ESM 595U Hazards and Threats for the Future Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic and social change. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.
English (ENGL)

ENGL 100U The Research Process
Introduction to modern on-line library skills and research techniques needed for a successful academic experience. Includes work with online library catalogs, indexes and Internet research. A directed research paper is required. Corequisite: English 101U. 1 sem. hr.

ENGL 101U Composition
Elements of composition, grammar, rhetorical strategy and reading. Particular emphasis on actual practice in writing, with one documented research paper. Corequisite: ENGL 100U. 3 sem. hrs.

ENGL 112U Professional Communication
Communication for professional world, with emphasis on memorandum, report and business letter. Prerequisites: English 100U and 101U. 3 sem. hrs.

ENGL 230U Women in Modern Literature
Modern woman’s search for identity and struggle for self-realization through study of selected figures from 19th- and 20th-century literature. 3 sem. hrs.

ENGL 330U Twentieth-Century American Literature
Development of literary form and thought from American experience. 3 sem. hrs.

ENGL 369U Creative Writing: Poetry
Examines characteristics and functions of artistic invention and poetic form through analysis of literary models and students’ own poetry. 3 sem. hrs.

Finance (FIN)

FIN 368U Applied Personal Investments
Focuses on practical applications of investment theory. Investment theory presented in context of real-world applications of securities analysis and valuation, investment vehicles, investment strategies and portfolio management. Will use Internet to perform practical tasks of stock and bond analysis, portfolio construction and monitoring and mutual fund evaluation as well as gaining exposure to how and why events of the day impact investments. Prerequisite: Finance 366U. 3 sem. hrs.

Geology (GEOL)

GEOL 388U Earth Science: Understanding the Earth
Course will focus on solid earth science and offer an overview of how basic principles may be applied to understand how both the planet and life have evolved, with specific reference to natural resources, climate and environmental hazards. The impact of geological processes on the environment and the modern world and society will be examined. “Earth Science: Understanding the Earth” will offer students a foundation for more advanced courses in earth science. 3 sem. hrs.

History (HIST)

HIST 301U Women in European Civilization
In-depth study of place of women in European civilization and how ideas, institutions and practices of civilization determined and/or changed that place. 3 sem. hrs.

HIST 398U ST: Americans on the Move
This interdisciplinary course will examine the patterns, causes, effects, and meanings of migrations to and within America from the seventeenth century to the present. Among the topics to be covered will be seventeenth century European incursions into North America, the first westward movement from the Virginia colony, slavery and the Middle Passage, the great movement west following the Lewis and Clark expedition, the “Great Migration” of African Americans after the Civil War and in the 20th century, the displacement of Americans during the Dust Bowl and the Great Depression of the 1930s, and the more recent movement of Americans to the Sunbelt states. Finally, “Americans on the Move” will consider the forced migrations necessitated by Hurricane Katrina and other natural disasters, as well as their projected social and economic consequences. 3 sem. hrs.

Human Resource Management (HRM)

HRM 343U HR/Personnel Management
Survey of traditional human resources functions and their relation to effective personnel and organizational results. Examines recruitment and selection, performance appraisal, collective bargaining, labor relations, training, human resource and management development, salary administration, and promotions and their relationship to communication, motivation, and leadership in organization. 3 sem. hrs.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HRM 350U</td>
<td>Training Design and Facilitation</td>
<td>Design, implementation and evaluation of adult training programs, with emphasis on increasing individual and organizational effectiveness. Includes adult learning theory, presentation methods and techniques to measure trainer’s effectiveness. 3 sem. hrs. (Same as ADED 350U)</td>
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<tr>
<td>HRM 354U</td>
<td>Compensation and Benefits</td>
<td>Provides thorough grounding in theory and working knowledge of employment compensation and benefits. 3 sem. hrs.</td>
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<tr>
<td>HRM 360U</td>
<td>HR in an IT World</td>
<td>Overview of integration of human resource management with information technology. Provides insight and hands-on experience in evaluation, design and implementation of use of automation with major functional areas of HR. Additionally, exploration of various resources such as software, platforms, intranet and Internet will be included. Will use a practical versus theoretical approach. Prerequisite: HRM 343U. 3 sem. hrs.</td>
<td>3</td>
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<tr>
<td>HRM 388U</td>
<td>Internship</td>
<td>Applied experience in Human Resource Management in an organizational setting for students enrolled in the HRM certificate program of the AAS/BAS degree programs. Working closely with an assigned faculty member and a site supervisor, student will be assigned projects or duties that are outside of his or her normal job. Intent is to offer the student opportunities to gain new knowledge or skills in the field of HRM. Students may receive credit for only one (1) internship while enrolled in the School of Continuing Studies. At the discretion of the student, this course may be credited as a focus course or as an elective. Prerequisite: Must have completed the HRM Core Courses (12 credits) prior to being considered for this course. 3 sem. hrs.</td>
<td>3</td>
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<tr>
<td>HRM 495U</td>
<td>Capstone Seminar in Human Resource Management</td>
<td>(PHR Review Course) This course is designed as a review and preparation for the Professional in Human Resource Management (PHR) certification exam and will cover the test specifications set forth by the Human Resource Certification Institute. Topics include a review of strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations; and health, safety and security. Prerequisites: HRM 343U and all required HRM core courses or a minimum of two years of HR experience. HRM 495U may be taken concurrently with any focus courses. 3 sem. hrs.</td>
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<tr>
<td>HRM 532U</td>
<td>Legal Issues in Human Resource Management</td>
<td>Every manager and HR professional will face numerous legal challenges to managing people in a workplace. In fact, employment-related litigation is one of the greatest financial risks facing any organization. This class will explore in a practical way the federal and state laws associated with hiring, firing and discipline, medical leave (including FMLA, ADA and worker’s compensation), discrimination, harassment, immigration, labor law, unemployment compensation, religion in the workplace and state law torts including defamation and privacy. The course will also explore workplace investigations, workplace violence and employment-related legal processes, including EEOC Charges and lawsuits. 3 sem. hrs.</td>
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<tr>
<td>HRM 533U</td>
<td>Research in Human Resource Management</td>
<td>Human Resource professionals must be able to gather appropriate data, analyze it and present it to line managers in a convincing way if they are to be strategic partners in the organization. This course includes an overview of the design, delivery and analysis of employee and client satisfaction surveys; use of market analysis and benchmarking data and understanding the statistical profile of the workforce. 3 sem. hrs.</td>
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<tr>
<td>Humanities (HUM)</td>
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<td>HUM 310U</td>
<td>Survey of the Western Traditions in the Humanities II</td>
<td>Interdisciplinary course designed to introduce student to panorama of Western civilization. Literature, art, music and history combined to present “Man’s great adventure” from Stone Age to Jet Age. (Must be taken in sequence.) Prerequisites: ENGL 100U and 101U. 3-3 sem. hrs.</td>
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<tr>
<td>HUM 335U</td>
<td>Aspects of Southern Culture</td>
<td>Focus on exploring various perspectives on Southern society, its development, social strata and ethnic groups through the study of literature, food, art, architecture and music. Prerequisite: ENGL 101U. 3 sem. hrs.</td>
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<tr>
<td>HUM 345U</td>
<td>The History of Ideas</td>
<td>Exploring the intellectual development within the western tradition. Required for accelerated BLA. Weekend College students only. 6 sem. hrs.</td>
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</table>
**Information Systems (ISYS)**

**ISYS 101U Online Learning and Teaching**
Intensive short course that explains in depth the software and technology used in the university’s online courses. Discusses how changes in learning methods and styles relate to changes in the way we work, addresses intellectual property issues and examines the future of online learning. Strongly recommended for students with no previous online course experience. 1 sem. hr.

**ISYS 198U ST: Software Tools**
Each student will select three of the following software tools for customized and comprehensive study during the semester: Microsoft Word, PowerPoint, Excel, FrontPage. Application of basic and advanced software features for research papers, advanced documents, oral presentations, web page design, and data analysis and reporting in an academic or business environment. Computer assignments required. 3 sem. hrs.

**ISYS 203U Information Technology**
Studies use of information technology in organizations to facilitate decision-making and achieve competitive advantage. Overview of computer hardware, operating systems, application software, networks and combinations of these components into common computer “architectures.” Technological trends will be covered, impacting business and personal purchasing decisions. Communicate clear user requirements for development and enhancement of effective information systems. Computer assignments required. 3 sem. hrs.

**ISYS 204U Hardware and Operating Systems**
Study of computer systems hardware and operating systems. Includes overview of digital logic, basics of large-scale and very large-scale integration and components necessary to create a functioning computer. Operating systems reviewed from primitive functions and interprocess communications through basic program loading, task control and input/output operations. Computer assignments required. Prerequisites: ISYS 203U, MATH 103U or equivalent. 3 sem. hrs.

**ISYS 302U Local Area Networks**
Concepts of shared media local area networking including Ethernet, Token Ring and Fiber Distributed Data Interface (FDDI). Topics include LAN definition, use, topology, media, standards, network interface cards (NIC), protocols (layer 2, 3, 4), repeaters, hubs, bridges, switches and routers. Discussions include network design, design rules, administration, management and TCP/IP. Students present research projects on various networking topics. (Internet access required for current technology research.) Prerequisite: ISYS 204U. 3 sem. hrs.

**ISYS 351U Web Design and Development**
Focus on planning and development of Web sites using proper design techniques, with design elements such as page layouts, graphics, color, lists, tables, frames, formatting, links, simple CSS styles, templates and basic forms. Topics include graphics techniques and editing modification of digital pictures. HTML coding, Dreamweaver MX and Java applets will be used to develop a website. Prerequisites: ISYS 201U or 202U, or equivalent proficiency. 3 sem. hrs.

**ISYS 360U Electronic Commerce on the Internet**

**ISYS 398U ST: Flash for Web Design**
Use Flash MX to create high-impact, vector-based animation and interactivity for web sites. Work with graphics, layers and frames for artwork and animation. Use sound and video, ActionScript commands for interactivity, and control communication flow with text boxes and other methods. Optimize file sizes and site performance. 3 sem. hrs.

**ISYS 398U ST: Structured Query Language (SQL) Database Programming**
Learn SQL commands to store and retrieve data in Oracle tables. Create unique tables and perform selects, inserts, updates and deletes. Become familiar with the newest reporting tools, creating reports from Oracle tables and use Oracle functions while using SQL. Learn SQL and Oracle programming using PL/SQL. Examine trends in data warehousing and business intelligence. Computer assignments required. 3 sem. hrs.

Please review your schedule on BannerWeb before classes begin to verify class location.
### Spring 2006

#### Schedule of Classes

**Course Descriptions**

**ISYS 450U Project Management**
Practical and theoretical foundation for IT project management. Concepts and techniques for evaluating project proposals as well as managing technical and behavioral aspects of systems development projects. Project planning and estimation, scheduling, staffing and teamwork, costing and budgeting, managing change. Use of computerized tools (Microsoft Project and Excel) for project management, resource tracking and reporting. Prerequisite: ISYS 306U. 3 sem. hrs.

**ISYS 490U Managing in an Information Age**
Capstone course with an in-depth look at how organizations cope with the challenges of management in an information age. Using the case study method, management issues related to the internet, electronic commerce, information for competitive advantage, design and management of IT architecture and approaches to IT implementation are explored. Prerequisite: Completion of all business and all other Information Systems courses in the major are required. Departmental permission required. 3 sem. hrs.

**Interdisciplinary Studies (IDST)**

**IDST 495U Capstone Course: Senior Seminar**
Capstone course for Weekend College. Required for accelerated BLA. Admission permitted to Weekend College students only. 6 sem. hrs.

**International Studies (ISTY)**

**ISTY 398U ST: Export/Import Management**
This course will cover the mechanics of import and export transactions, to include U.S. and foreign government regulations, transportation modes, use of freight forwarders and customs brokers, payment methods, insurance, export packing, and NAFTA. Emphasis will be given to the practical aspects of international trade with attention to the current international business climate. 3 sem. hrs.

**Law (LAW)**

**LAW 327U Cybercrimes**
Provides an overview of cybercrimes, computer-related crime, computer security and law enforcement's response. Includes a study of the evolving aspects of cyber laws, search and seizure of digital evidence and the enactment of post-September 11 laws and policies. This class is a course in the Law and Technology minor and may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

**LAW 330U Terrorism Law**
Examines current state of national and international law on terrorism, including aviation and maritime law as applicable. Considers practical issues involved in enforcing laws on terrorism, and studies the interaction of law and policy in the context of protection of society from its enemies while preserving the essential fabric of law. 3 sem. hrs.

**Leadership Studies (LDSP)**

**LDSP 302U Leadership and Ethical Action and the Law**
Examines current ethical issues such as privacy, legal dilemmas, workplace ethics and trends in corporate and governmental ethics. Applied ethics course where students will attempt to resolve ethical dilemmas faced by leaders in specific situations common to various workplace environments. Focus on understanding ethical meanings, contexts, paradigms and models associated with executive decision making. Emphasizes critical thinking and oral and written communication skills as students read, analyze, debate in small groups and make formal presentations. 3 sem. hrs.

**LDSP 303U Skills for Leading Individuals**
Applied course designed to assist students in making transition from theory to application. Focus on what a leader does when leading individuals in the work environment. Emphasis on leader/employee interactions and effective leader behavior in that interaction. 3 sem. hrs.

**LDSP 305U Leadership in a Time of Change**
Focuses on leaders as change agents as they initiate change, guide those who are affected by change, and use change to attain personal and corporate goals, strategies, systems, standards and values. Will analyze planned change process and identify change strategies and tactics. Will identify techniques used by leaders to help their organizations manage change. Course is intended to be a learning laboratory in change. 3 sem. hrs.
LDSP 310U Leadership and Ethical Decision Making
Role of leader in commerce and service is examined. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

LDSP 495U Philosophy of Professional Leadership
Integrating seminar giving students opportunity to explore various philosophical/applied leadership orientations, select one and then integrate previous course work taken in that orientation. Affords opportunity to integrate current theory and practice with own leadership approach while also expanding knowledge through a thorough examination of selected leadership topics. Offers a reevaluation and reconceptualization of areas of interest and concern. Prerequisites: All Leadership Core Courses and required Focus Courses. LDSP 495U may be taken concurrently with any Focus Course. 3 sem. hrs.

Legal Assistant/Paralegal Studies (LA)

LA 301U Introduction to Paralegalism
Orientation and introduction to corporations, estate planning and administration of decedents’ estates, real property, domestic relations, criminal law and role of paralegal. 3 sem. hrs.

LA 302U The Judicial System
Structure and meaning of courts and their jurisdiction, procedure and appeal; history and introduction to judicial process. 3 sem. hrs.

LA 303U Legal Research and Library Use
Law libraries and basic legal research methods; where and how to gather information. 3 sem. hrs.

LA 304U Legal Writing
Legal terminology and writing styles, development of analytical skills, exercises in legal composition and drafting. 3 sem. hrs.

LA 311U Real Estate
Land and its elements; law of fixtures; types of easements and how they are created; acquisition of title and other interest in real estate property by deed, will, inheritance and adverse possession; co-ownership and marital rights; the legal and practical matters of real estate contracts for residential, commercial and construction transactions; plats of survey and legal descriptions; form and substance of deeds; recording priorities; title examination and title insurance; mortgage financing for residential, commercial and construction closings; the secondary mortgage market; foreclosure, settlements and actual closing exercises; condominium; property law with other areas of law, such as domestic relations, corporate, partnership, limited liability company, tax, will and estates, equity remedies, litigation and bankruptcy. Prerequisite: LA 310U is prerequisite to 311U. Note: Both courses must be completed to count in the “Focus Courses” requirement for certificate, associate or bachelors degree. 3-3 sem. hrs.

LA 312U Domestic Relations
Domestic problems requiring legal assistance: marriage, divorce, separation agreements, child custody and financial obligations; ramifications of legal action. 3 sem. hrs.

LA 313U Evidence
In-depth study of selected Rules of Evidence and overview of Code of Professional Responsibility (Ethics). Prerequisite: Legal Assistant 306U. 3 sem. hrs.

LA 315U Torts
Survey of three traditional categories of torts: intentional, negligence and strict liability. 3 sem. hrs.

LA 316U Contract Law
Law of formation, legal construction, execution and enforcement of and remedies under contracts. 3 sem. hrs.

LA 398U ST: Law as Business Strategy
This course innovatively merges business strategy and the law by studying how law-savvy managers, side-by-side with their “strategic lawyers,” can create and sustain competitive and regulatory compliance advantage for their companies. Indeed, Ford Motor Co., Intel and Southwest Airlines are excellent examples of companies that have discovered that the “strategic use of the law” can give them a competitive advantage in their industries. Using “specific, law-based strategies,” corporate lawyers were the catalysts behind these successful company initiatives. In essence, “law as business strategy” is the study of reframing legal issues and problems as business opportunities, and achieving business gain as a result.

Case study-driven, the course will include coverage of some aspects of intellectual property law, corporate law, contract law, product liability law, environmental law, antitrust law, litigation, legislation and lobbying, regulation, basic business strategy, and business history. 3 sem. hrs.
Spring 2006 Schedule of Classes

Course Descriptions

Back to Back Classes will be offered this fall on Monday nights.

Students can take Principles of Marketing from 6–7:15 p.m. and stay for Principles of Management from 7:30–8:45 p.m. Both classes are hybrids with both an in-class component and an online component. This allows you to take two classes but only have to drive to campus one night a week!

LA 398U ST: White Collar Crime
White collar worker (generally business executives) crime is rampant in the 21st Century. Headlines with the names of ENRON, WORLDCOM, Martha Stewart, and Arthur Anderson immediately come to mind. This course is a federal law and practice overview of some of the major financial crimes involving cheating, dishonesty, and abuse of privilege that have hurt and defrauded investors, employees, clients, and the public at large. Coverage will include: the evolution of white collar crime, theories and principles of corporate and individual liability, criminal intent standards, grand jury investigations, Fifth Amendment issues, and the prosecution of cases. Among the crimes covered are: money laundering, bribery, racketeering, securities fraud, embezzlement, insider trading, obstruction of justice, and mail/wire fraud. 3 sem. hrs.

LA 398U ST: Legal Malpractice
Sometimes an angry client will sue his lawyer over the alleged failure to render competent professional service to the client. Such conduct is called legal malpractice. This course will examine the tort of legal malpractice, including coverage of common mistakes that can catalyze malpractice claims, the prosecution of a case, applicable defenses, expert testimony, malpractice insurance issues, and lawyer ethical responsibilities. 3 sem. hrs.

LA 398U ST: CLA Exam Preparation
This course is designed to focus on preparation for taking the voluntary, national Certified Legal Assistant (CLA) Exam, which is normally proctored three times a year on-site at the University. The exam is administered by the National Association of Legal Assistants (NALA). Participants will receive test-taking tips, study strategies, study materials and practice exams. (This class will not count in the Paralegal Studies major or as a focus course, but may count as a General Distribution course.) 2 sem. hrs.

LA 495U Paralegal Studies Senior Seminar (Capstone)
Integration of course work completed through individual or group research projects that will result in written and oral presentations. Post-baccalaureate students are required to write a longer “thesis-quality” research paper and give a longer oral presentation on that paper. Prerequisites: Completion of all Paralegal Studies Core Courses and 18 sem. hrs. of Focus Courses. 3 sem. hrs.

Management (MGMT)

MGMT 341U Principles of Management
Fundamentals of management emphasizing application of scientific methods to solution of business problems; illustrations from various types of organizations, including manufacturing and service industries, government, charitable and other social institutions. 3 sem. hrs.

MGMT 342U Operations Management
An overview of the management of production and service operations in corporate, government and non-profit organizations. Topics include implementation and interpretation forecasting, statistical process control, inventory control and waiting line models. Internet architectures, enterprise resource planning systems and other current technologies supporting supply chain activities in an organization will be explored. Prerequisite: ISYS 203U and MATH 265U, or departmental permission. 3 sem. hrs.

MGMT 345U Business Literacy
Providing an overview of the issues facing those involved in domestic and international commerce. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

Marketing (MKT)

MKT 321U Principles of Marketing
Institutions involved, functions performed, and problems encountered in getting goods and services from producers to consumers. 3 sem. hrs.

Mathematics (MATH)

MATH 103U Finite Mathematics
Topics in finite mathematics designed to demonstrate the power of mathematical reasoning. 3-3 sem. hrs.

MATH 104U Elementary Probability and Statistics
Probability sufficient to provide introduction to statistics, descriptive statistics, binomial and normal distributions and hypothesis testing. 3 sem. hrs.

Political Science (PLSC)

PLSC 207U Virginia Government and Politics
A multimedia, high-tech approach to the study of Virginia government at state, county, municipal and special district levels emphasizing legislative, executive and judicial organization; and state politics and intergovernmental relations. 3 sem. hrs.
Psychology (PSYC)

**PSYC 101U Introductory Psychology**
Scientific principles of behavior. Survey emphasizing psychological methods and research involved in understanding human behavior. Research participation or equivalent required. 3 sem. hrs.

**PSYC 190U Child Psychology**
Introduction to biological, social, cognitive and emotional processes of development during prenatal to preadolescent developmental periods. 3 sem. hrs.

**PSYC 305U Stress and Its Management**
Physiological and psychological aspects of stressors and the stress response. Review of principles, research and methods of stress management. 3 sem. hrs.

**PSYC 389U ST: Human Growth & Development**
The purpose of this course is to provide the student with a foundation in the study of human growth and development. Theory and research related to education, human development and counseling will be examined. A strong emphasis will be placed on the adolescent period of development and the psychological, emotional, physical and social changes that occur. The goal for students is to examine ways in which research in human development contributes to an understanding of their field of study. 3 sem. hrs.

Religion (RELG)

**RELG 201U Introduction to Religion**
Religious dimensions of human existence with special attention to basic Jewish-Christian religious motifs, their historical development and their subsequent impact on Western culture. 3 sem. hrs.

Social Analysis (SA)

**SA 310U Social Analysis I**
Systematic study of individual and group behavior involving conscious examination of assumptions underlying nature of social life. Necessarily multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover patterns of meaning in human life. 3 sem. hrs.

**SA 310U The Examined Life—What We Know About the Human Condition**
Exploring human behavior and the uniqueness of the human condition. Required for accelerated BLA. Limited space available for non-

Sociology (SOC)

**SOC 305U Deviance**
Social deviance at microsociological level, sociological explanations for and current methods of dealing with such behavior. Drug and alcohol abuse, sexual deviance, suicide, mental illness, and child and spouse abuse. 3 sem. hrs.

**SOC 320U Alternative Lifestyles and Contemporary Families**
Changes in the family as a social institution and the impact on society. Blended families, inter-racial and same-sex marriages, gender roles and divorce and divorce are among the topics to be examined. 3 sem. hrs.

Speech Communication (SPCH)

**SPCH 105U Interpersonal Communication**
Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles. 3 sem. hrs.

**SPCH 206U Group Communication**
Modern theory and methodology; student participation in group discussion relating theory to specific communication problems. 3 sem. hrs.

**SPCH 222U Business and Professional Speech**
Making business presentation and giving corporate advocacy speech. Application to workplace of skills in listening, problem solving, interviewing, conducting meetings. 3 sem hrs.

Please review your schedule on BannerWeb before classes begin to verify class location.
<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
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<th>Time</th>
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<td>23334</td>
<td>ACCT</td>
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<td>ANTH</td>
<td>388</td>
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<td>27828</td>
<td>ART</td>
<td>300</td>
<td>01 COLOR PHOTOGRAPHY</td>
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<td>S</td>
<td>9 a.m.–2 p.m.</td>
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<td>ART</td>
<td>388</td>
<td>03 ST: INTRO TO PHOTOSHOP FOR PHOTOGRAPHERS</td>
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<td>ART</td>
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<td>01B ST: AMERICANS ON THE MOVE</td>
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<td>ARTS</td>
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<td>01 ART FOR NON-MAJOR: INTRODUCTION TO DESIGN</td>
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<td>01 ENVIRONMENTAL ETHICS</td>
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<td>ECON</td>
<td>202</td>
<td>01 PRINCIPLES OF ECONOMICS: MACRO</td>
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<td>ECON</td>
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<td>01B PUBLIC BUDGET &amp; FINANCE</td>
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<td>01R LEGAL ASPECTS/STUDENTS WITH DISABILITIES</td>
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<td>4:30–7:40 p.m.</td>
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**Special Note:** This course is cross-listed with HIST 398U (CRN 27848) and has an overall maximum capacity of 20.

**Special Note:** This course meets off campus at IDC: Chesterfield Schools.

**Special Note:** This class meets off campus at Deep Run High School.

**Special Note:** This class meets off campus at Three Chopt Elementary School.

**Special Note:** This class meets off campus at Godwin High School.

**Special Note:** This class meets off campus at Deep Run High School.

**Special Note:** This class meets off campus at Hungary Creek Middle School.

**Special Note:** This class meets off campus at Three Chopt Elementary School.

**Special Note:** This class meets off campus at Hanover High School (room 305).

**Special Note:** This class meets off campus at Deep Run High School.

**Special Note:** This class meets off campus at Three Chopt Elementary School.

**Special Note:** This class meets off campus at Deep Run High School.

**Special Note:** This class meets off campus at IDC: Chesterfield Schools.

**Special Note:** This class meets off campus at Dan River Elementary School.

**Special Note:** This class meets off campus at Deep Run High School.
Please review your schedule on BannerWeb before classes begin to verify class location.

**EDUCATION (TLP)** The following courses are restricted to students admitted to the Teacher Licensure Program.

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<th>Num</th>
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**ENGLISH**

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### Spring 2006 Schedule of Classes

#### Class Schedule Matrix

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### Finance

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### History

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Please review your schedule on BannerWeb before classes begin to verify class location.
### Spring 2006 Schedule of Classes

#### Class Schedule Matrix

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<td>W</td>
<td>7–9:40 p.m.</td>
<td>Foreman</td>
<td>$909</td>
</tr>
<tr>
<td>21176</td>
<td>LA 312U</td>
<td>01</td>
<td>DOMESTIC RELATIONS</td>
<td>3</td>
<td>R</td>
<td>6:30–9:10 p.m.</td>
<td>Cook</td>
<td>$909</td>
</tr>
<tr>
<td>27965</td>
<td>LA 313U</td>
<td>01</td>
<td>EVIDENCE</td>
<td>3</td>
<td>R</td>
<td>7–9:40 p.m.</td>
<td>McFarlane</td>
<td>$909</td>
</tr>
<tr>
<td>27861</td>
<td>LA 315U</td>
<td>01</td>
<td>TORTS</td>
<td>3</td>
<td>W</td>
<td>6:30–9:10 p.m.</td>
<td>Champlin</td>
<td>$909</td>
</tr>
<tr>
<td>24739</td>
<td>LA 316U</td>
<td>01</td>
<td>CONTRACT LAW</td>
<td>3</td>
<td>M</td>
<td>7–9:40 p.m.</td>
<td>Foreman</td>
<td>$909</td>
</tr>
<tr>
<td>27862</td>
<td>LA 398U</td>
<td>04</td>
<td>ST: LAW AS BUSINESS STRATEGY</td>
<td>3</td>
<td>M</td>
<td>6:30–9:10 p.m.</td>
<td>Taylor</td>
<td>$909</td>
</tr>
<tr>
<td>27863</td>
<td>LA 398U</td>
<td>05</td>
<td>ST: WHITE COLLAR CRIME</td>
<td>3</td>
<td>R</td>
<td>6:30–9:10 p.m.</td>
<td>Mooney</td>
<td>$909</td>
</tr>
<tr>
<td>27864</td>
<td>LA 398U</td>
<td>06</td>
<td>ST: LEGAL MALPRACTICE</td>
<td>3</td>
<td>R</td>
<td>6:30–9:10 p.m.</td>
<td>Olson</td>
<td>$909</td>
</tr>
<tr>
<td>27866</td>
<td>LA 398U</td>
<td>07</td>
<td>ST: CLA EXAM PREPARATION</td>
<td>2</td>
<td>W</td>
<td>7–9:10 p.m.</td>
<td>Shapiro</td>
<td>$606</td>
</tr>
<tr>
<td>24775</td>
<td>LA 495U</td>
<td>01</td>
<td>PARALEGAL STUDIES CAPSTONE SEMINAR</td>
<td>3</td>
<td>T</td>
<td>7–9:40 p.m.</td>
<td>Foreman</td>
<td>$909</td>
</tr>
<tr>
<td>27868</td>
<td>LDSP 302U</td>
<td>01</td>
<td>LEADERSHIP/ETHICAL ACTION/ THE LAW</td>
<td>3</td>
<td>M</td>
<td>6:30–9:10 p.m.</td>
<td>Leonard</td>
<td>$909</td>
</tr>
<tr>
<td>27869</td>
<td>LDSP 303U</td>
<td>03</td>
<td>SKILLS FOR LEADING INDIVIDUALS</td>
<td>3</td>
<td>F</td>
<td>6–9 p.m.</td>
<td>Cluverius</td>
<td>$909</td>
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<tr>
<td></td>
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<td></td>
<td>Special Dates: Jan 20-21; Feb 3-4; Mar 10-11; Mar 31-Apr 1</td>
<td></td>
<td>S</td>
<td>8:30 a.m.–3 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24382</td>
<td>LDSP 305U</td>
<td>01</td>
<td>LEADERSHIP IN A TIME OF CHANGE</td>
<td>3</td>
<td>R</td>
<td>6:30–9:10 p.m.</td>
<td>Leinenbach</td>
<td>$909</td>
</tr>
<tr>
<td>27850</td>
<td>LDSP 310U</td>
<td>01B</td>
<td>LEADERSHIP/ETHICAL DECISION MAKING</td>
<td>6</td>
<td>F</td>
<td>6:30–9:10 p.m.</td>
<td>Duffee</td>
<td>$1,818</td>
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<td>Special Dates: Weekend College students only. Departmental Approval required. This class also meets online each week.</td>
<td></td>
<td>S</td>
<td>9 a.m.–2:30 p.m.</td>
<td></td>
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<tr>
<td>25312</td>
<td>LDSP 495U</td>
<td>01</td>
<td>CAPSTONE SEMINAR: PHILOSOPHY OF PROFESSIONAL LEADERSHIP</td>
<td>3</td>
<td>S</td>
<td>8 a.m.–5 p.m.</td>
<td>Peters</td>
<td>$909</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Special Notes: Jan 28, Feb 18, Mar 18, Apr 8, Apr 29</td>
<td></td>
<td></td>
<td></td>
<td>vonBebchmann</td>
<td></td>
</tr>
<tr>
<td>20031</td>
<td>MGMT 341U</td>
<td>01B</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>3</td>
<td>M</td>
<td>7:30–8:45 p.m.</td>
<td>Geary</td>
<td>$909</td>
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<td>Special Note: This in-class/online hybrid course meets on campus each Monday and has a weekly online component.</td>
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</tr>
<tr>
<td>27938</td>
<td>MGMT 342U</td>
<td>01B</td>
<td>OPERATIONS MANAGEMENT</td>
<td>3</td>
<td>R</td>
<td>7–8:30 p.m.</td>
<td>Walk</td>
<td>$909</td>
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<tr>
<td></td>
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<td>Special Note: This in-class/online hybrid course meets on campus each Thursday and has a weekly online component.</td>
<td></td>
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</tr>
<tr>
<td>27014</td>
<td>MGMT 345U</td>
<td>02B</td>
<td>BUSINESS LITERACY</td>
<td>6</td>
<td>F</td>
<td>6:30–9:10 p.m.</td>
<td>Quirk</td>
<td>$1,818</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Special Note: Weekend College students only. Departmental Approval required. This class also meets online each week. Special Dates: March 17-April 29: You should activate your computer account before January 16 if you enroll in this course.</td>
<td></td>
<td>S</td>
<td>9 a.m.–2:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20032</td>
<td>MKT 321U</td>
<td>01B</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3</td>
<td>M</td>
<td>6–7:15 p.m.</td>
<td>Thompson</td>
<td>$909</td>
</tr>
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<td>Special Note: This in-class/online hybrid course meets on campus each Monday and has a weekly online component.</td>
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<tr>
<td>20030</td>
<td>MATH 103U</td>
<td>01</td>
<td>FINITE MATHEMATICS</td>
<td>3</td>
<td>M/W</td>
<td>5:30–6:40 p.m.</td>
<td>Dobbs</td>
<td>$909</td>
</tr>
<tr>
<td>25956</td>
<td>MATH 104U</td>
<td>01</td>
<td>ELEMENTARY PROBABILITY &amp; STATISTICS</td>
<td>3</td>
<td>T/R</td>
<td>5:30–6:40 p.m.</td>
<td>Childers</td>
<td>$909</td>
</tr>
</tbody>
</table>

**POLITICAL SCIENCE**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>23333</td>
<td>PLSC 207U</td>
<td>01</td>
<td>VIRGINIA GOVERNMENT &amp; POLITICS</td>
<td>3</td>
<td>F</td>
<td>6–8:40 p.m.</td>
<td>Morgan</td>
<td>$909</td>
</tr>
</tbody>
</table>
Please review your schedule on BannerWeb before classes begin to verify class location.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>25959</td>
<td>PSYC 101U</td>
<td>01</td>
<td>INTRODUCTORY PSYCHOLOGY</td>
<td>3</td>
<td>R</td>
<td>7-9:40 p.m.</td>
<td>Angster</td>
<td>$909</td>
</tr>
<tr>
<td>25960</td>
<td>PSYC 190U</td>
<td>01</td>
<td>CHILD PSYCHOLOGY</td>
<td>3</td>
<td>M</td>
<td>7-9:40 p.m.</td>
<td>Angster</td>
<td>$909</td>
</tr>
<tr>
<td>27871</td>
<td>PSYC 305U</td>
<td>01</td>
<td>STRESS AND ITS MANAGEMENT</td>
<td>3</td>
<td>W</td>
<td>7-9:40 p.m.</td>
<td>Bryant</td>
<td>$909</td>
</tr>
<tr>
<td>27870</td>
<td>PSYC 388U</td>
<td>01R</td>
<td>ST: HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
<td>R</td>
<td>4:30-7:40 p.m.</td>
<td>Geary</td>
<td>$528</td>
</tr>
</tbody>
</table>

**Special Note:** This course is restricted to professional educators seeking to earn credit to meet initial licensure requirements.

This course meets off campus at Freeman High School.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>27873</td>
<td>RELG 201U</td>
<td>01</td>
<td>INTRODUCTION TO RELIGION</td>
<td>3</td>
<td>W</td>
<td>7-9:40 p.m.</td>
<td>White</td>
<td>$909</td>
</tr>
</tbody>
</table>

**SOCIAL ANALYSIS**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>26047</td>
<td>SA 301U</td>
<td>01</td>
<td>SOCIAL ANALYSIS I</td>
<td>3</td>
<td>T</td>
<td>7-9:40 p.m.</td>
<td>Thompson</td>
<td>$909</td>
</tr>
</tbody>
</table>

**Special Note:** Open to SCS students years 3 or 4 and by permission.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>26569</td>
<td>SA 310U</td>
<td>01B</td>
<td>THE EXAMINED LIFE</td>
<td>6</td>
<td>F</td>
<td>6:30-9:10 p.m.</td>
<td>Zelinski</td>
<td>$1,818</td>
</tr>
</tbody>
</table>

**Special Notes:** Weekend College students only. Departmental Approval required. This class also meets online each week. Special Dates: January 20–March 3. You should activate your computer account before January 16 if you enroll in this course.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>27940</td>
<td>SA 320U</td>
<td>01</td>
<td>HOW TO BE A SKEPTIC: CRITICAL THINKING FOR CRITICAL TIMES</td>
<td>3</td>
<td>R</td>
<td>7-9:40 p.m.</td>
<td>Thompson</td>
<td>$909</td>
</tr>
</tbody>
</table>

**SPEECH COMMUNICATION**

<table>
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<tr>
<th>CRN</th>
<th>Subj Num</th>
<th>Sec</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20093</td>
<td>SPCH 105U</td>
<td>01</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>M</td>
<td>7-9:40 p.m.</td>
<td>Helms</td>
<td>$909</td>
</tr>
<tr>
<td>26048</td>
<td>SPCH 206U</td>
<td>01</td>
<td>GROUP COMMUNICATION</td>
<td>3</td>
<td>T</td>
<td>7-9:40 p.m.</td>
<td>Helms</td>
<td>$909</td>
</tr>
<tr>
<td>24317</td>
<td>SPCH 222U</td>
<td>01</td>
<td>BUSINESS &amp; PROFESSIONAL SPEECH</td>
<td>3</td>
<td>R</td>
<td>7-9:40 p.m.</td>
<td>Helms</td>
<td>$909</td>
</tr>
</tbody>
</table>

**FINAL CREDIT**

The course number, final credit, and cost are listed for each course. The final credit is located in the bottom right corner of the page.
Payment
PAYMENT IN FULL IS DUE BY THE END OF THE FIRST WEEK OF CLASSES WHETHER OR NOT AN INVOICE HAS BEEN RECEIVED. Students have the option of paying for classes with a check, cash or credit card (MasterCard, Visa or Discover). If paying by credit card, the student should call PhoneCharge (877) 237-9734. There is a fee for using this credit card service. Payment for tuition and fees is due by the end of the first week of the term. You will still be responsible to meet all payment deadlines, even if you do not receive a bill. You may also make payments using the AMS (Academic Management Services) plan. For more information regarding payment of fees, contact the Office of Student Accounts at 289-8149.

Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration, removal from classes, withholding of transcripts, and/or referral to a collection agency. If your student account is referred to a collection agency, you will be liable for all collection costs, including attorney fees and other charges necessary for collection of this debt. Accounts referred to collections are reported to credit bureau(s). By registering for classes you are acknowledging receipt of this information and your acceptance of the associated responsibilities.

Tuition Payment Options
1. MasterCard, Visa, American Express or Discover. To pay by credit card please call PhoneCharge at (877) 237-9734. There is a convenience fee for using this credit card service.
2. Check payable to the University of Richmond.
3. Cash
4. AMS Payment Plan (see below)

Tuition Payment Plan from AMS
What is AMS?
AMS (Academic Management Services) is an educational financing company that provides families and students with a low cost plan for budgeting tuition and other education expenses. The Tuition Pay Monthly plan is NOT a loan program, therefore no debt is incurred. There is no interest or finance charge assessed by AMS on the unpaid balance due to the college. The only fee to budget payments through AMS is a $35.00 per semester non-refundable enrollment fee. Payments made through AMS are considerably less expensive than the cost of obtaining loans, paying with credit cards, or budgeting through other interest or fee-charging payment plans. There is no credit search or qualifications necessary to use AMS.

One of the reasons why the cost to budget with AMS is so affordable is because payments through AMS are made by using automatic payments from your bank. The automatic payment helps you budget tuition payments in a convenient way which ensures that the college will receive dependable and consistent tuition payments. With AMS you never miss a payment and you save the time and expense of writing and mailing checks.

How does the automatic payment work?
Automatic payments are simply payments that you authorize your bank to make on your behalf on a specific date each month. The amount paid by your bank is a predetermined amount that you have authorized. Your bank will make these payments from either your checking or savings account, according to the instructions you have provided on your agreement with AMS. Payments will be made until the total amount due to the college is paid in full. Automatic payments are used to pay mortgages, life insurance premiums, car payments, utilities, and other types of bills.

When you use AMS to pay your school tuition, your bank sends your payment on the 5th of the month directly to the bank that AMS uses to collect tuition payments. Before any payment is made, AMS provides evidence of your authorization for tuition payments to your bank. Your bank will usually verify this authorization with you and then set up the payment schedule. It is important to remember that AMS and your college never see your bank account or have any direct access to your account. You never lose any control of your account. The automatic payment process is strictly controlled by state and federal laws. With AMS your payments are made on the 5th of each month.
Budget Period
To qualify for the 3-month payment plan, AMS must receive student applications by August 10th for the Fall semester or December 10th for the Spring semester. The budget period is August through October for the Fall semester and January through March for the Spring semester. The AMS payment plan is not available for courses offered during the Summer semester.

How to apply for AMS
To enroll in the Tuition Pay Monthly plan simply go to their website at www.tuitionpay.com and click on “enroll now”.

What if I have questions about my account?
There is always an account representative who can answer questions about your AMS account once it has been established. You can call 1-800-556-6684 and speak to your account representative. You may also contact the Student Accounts Office at (804) 289-8149.

Can changes be made to my account?
Yes. Notify the Student Accounts Office at the University of changes resulting from additional Financial Aid, course additions, deletions, etc. Call (804) 289-8149.

General Fee Refund
Students are matriculated by semester. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester shall be made in accordance with the University’s refund policy, based on the following schedule. This schedule is adapted for summer terms.

Students who withdraw from the University and who are receiving any financial assistance may be required to return such assistance per Public Law 668.22 and institutional policy. The University of Richmond complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available in the Financial Aid Office.

The amount of the refund is based on the date that written withdrawal notification is received in the Office of the Dean.

Any special fee is non-refundable after the first day of class.

Tuition and Fee Refund
Refund percentages are administered according to the following schedule:

- Withdrawal on or before the first day of class: 100%
- Withdrawal during the first week of classes: 100%
- Withdrawal during the second week of classes: 70%
- Withdrawal during the third week of classes: 50%
- Withdrawal during the fourth week of classes: 25%
- Withdrawal during the fifth week of classes: 25%
- Withdrawal during the sixth week of classes: 25%
- Withdrawal after the sixth week of classes: None

Appeals Process
The University of Richmond has an appeal process for students and parents who believe individual circumstances warrant exceptions from published policy. All appeals must be in writing and directed to:

Annemarie Weitzel, Bursar
Box R
University of Richmond, Virginia 23173
or bursar@richmond.edu

Parking Permits
Parking permits are required for all students. Register online at:

http://oncampus.richmond.edu/administration/policy/parking/ or call 289-8703.

Fee will be billed to your tuition account. Cost is $20.00 through Summer 2006.
Spring 2006
Schedule of Classes
Adding and Dropping Classes
Withdrawing Classes
Financial Aid and Scholarships
Grades on BannerWeb
Holds

Attendance
A student may be absent no more than 25% of class meetings, including absences due to late enrollment. If a student has more than the maximum number of absences, whether excused or unexcused, a grade of "V" (failure due to excessive absences) will be recorded. The instructor may set a more rigorous attendance policy or, with the approval of the Dean, waive the attendance policy for a student demonstrating sufficient course knowledge and just cause.

Adding and Dropping Classes
The two-week Drop period and the one-week Add period (with payment due at the time of registration) begins Monday, January 16, 2006. You no longer need to complete an Add/Drop form for each change in registration. Instead, you may add or drop courses by accessing BannerWeb online. In general, BannerWeb is available 24 hours a day with the exception of 5 p.m. Friday through 6 a.m. Saturday. You will need your personal identification number (PIN) which initially is your birth date (MMDDYY). You will need to change it after the first use.
- The one-week Add period ends at 5:00 p.m. Friday, January 20, 2006. Payment is due at the time of registration.
- The two-week Drop period ends at 5:00 p.m. Friday, January 27, 2006.
- Withdrawals after January 27, 2006, must be in writing and mailed or delivered to the Office of the Dean.

Withdrawing From a Class
Ordinarily, a student may not withdraw from a course after the end of the seventh week of classes except for medical reasons. For the Spring 2006 term, the last day to withdraw is March 3, 2006.

Students who stop attending class without notifying the School of Continuing office will receive the grade of V (failure due to excessive absences) regardless of the last date of attendance and are responsible for payment of any fees due.

Grades on BannerWeb
Grades are now available online on BannerWeb, giving students faster access than ever before to their grades at the end of each semester. Students can also check grade changes, incomplete make-ups, and posting of transfer credit throughout the year from any location.
BannerWeb: https://bannerweb.richmond.edu/
Because of this service, the Registrar’s Office no longer issues grade mailers. Students can now request official transcripts in person, in writing or by fax. There is no charge. Students should include their name, University ID, address, telephone number and signature. Requests without a signature cannot be processed.

MAIL transcript requests to:
Office of the University Registrar
University of Richmond, VA 23173
FAX transcript requests to: (804)287-6578.

Changes to Your Profile
I.D. cards for non-degree seeking students and other correspondence will be mailed to the permanent address currently listed on the system. If you have recently moved, complete the New Student Information form in this publication or call the School of Continuing Studies office at 289-8133 to update your student profile including your address, phone number or employment.
**Financial Aid and Scholarships**

Financial assistance, in the form of scholarships, grants, and loans, is available to School of Continuing Studies (SCS) students who need help with their educational expenses. Students must be enrolled in a degree or certificate program at Richmond and must be U.S. citizens or permanent residents. All SCS degree and certificate programs are eligible programs for financial aid consideration EXCEPT for the Liberal Arts and Leadership certificate programs, and the undergraduate certificate in Performance Coaching Skills.

Specific enrollment requirements and application processes vary depending on the aid program and are outlined below. Most applications are available on line at http://oncampus.richmond.edu/financialaid/.

**Scholarships**—Several scholarships are available for School of Continuing Studies students who are actively pursuing a planned program of study and who have completed at least 15 semester hours in the School of Continuing Studies. Call the School of Continuing Studies at 289-8133 to request an application (leave your name, address, and zip code). Deadline for applications is July 1, 2005 for the 2005-06 school year; July 1, 2006 for the 2006-07 school year.

**Loans**—Federal Direct and private loans are available for students who are enrolled in a degree or certificate program on at least a half-time basis (6 credit hours/term). Contact the Financial Aid office at 289-8438 or finaid@richmond.edu for application information. Financial Aid applications and Loan applications must be submitted at least six weeks prior to the start of the term for funding to be available by the time classes begin.

**Federal Pell Grants**—Pell grants are available to needy students enrolled in an undergraduate degree or certificate program for at least three credit hours/term. You must qualify per the federal need analysis formula. Contact the Financial Aid office at 289-8438 or finaid@richmond.edu for application information. Financial Aid applications must be completed at least six weeks prior to the start of the term for funding to be available by the time classes begin.

**Virginia Tuition Assistance Grant (VTAG)**—Virginia residents enrolled full-time (12 credit hours/term) in a degree program may apply for VTAG. Contact the Financial Aid office at 289-8438 or finaid@richmond.edu for a VTAG application. Deadline is July 31, 2005 for the 2005-06 academic year; July 31, 2006 for the 2006-07 academic year. (VTAG applications may be submitted after the deadline but will only be considered if funding is available for late applications.)

Financial aid is generally disbursed to the student’s account at the start of each term. If financial aid exceeds billable charges, then the student has a credit balance and is due a refund. Refunds for fall term, assuming all financial aid paperwork has been submitted, will be made on September 16, 2005 for the fall term and on February 3, 2006 for the spring term.

**Holds**

Access to web registration is prevented by holds. You may access BannerWeb to query your holds. If you have a question about a hold, please contact the appropriate office. The following holds will prevent students from registering.

- Bursar’s Office
- Dean’s Office
- Registrar’s Office
- Student Health
- Perkins Loan in Repayment
- Student Accounts

Web
www.richmond.edu/scs
Phone
(804) 289-8133
Register
bannerweb.richmond.edu

Please review your schedule on BannerWeb before classes begin to verify class location.
Confidentiality

University of Richmond procedures and Family Educational Rights and Privacy Act of 1974 (PL. 93-380) as amended, prohibit the unauthorized release of confidential information about individual students. However, directory information is not considered to be confidential and may be published or otherwise released. The University of Richmond has designated the following items as directory information: student name; permanent, campus, local (off-campus), email and campus computer network (IP) addresses, and associated telephone numbers; date and place of birth; major and/or minor fields of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; previous schools attended; and photographs. Further information on the University's policy is available on the Office of the University Registrar's web page at www.richmond.edu/academics/registrar/ferpa.html or by contacting the Office of the University Registrar. Students may opt to have their directory information withheld. To exercise this option, the appropriate form must be obtained from the Office the University Registrar, completed and returned to that office. Once filed this form remains in effect until withdrawn in writing by the student to the Office of the University Registrar. For further information, contact the Office of the University Registrar (phone: 804/289-8639, email: registrar@richmond.edu).

Rights With Respect to Educational Records

The Family Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1) The right to inspect and review their records within 45 days of the date the University receives a request for access.

Students should submit to the University Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.

2) The right to request the amendment of education records that the student believes are inaccurate or misleading.

Students may ask the University of Richmond to amend a record that they believe is inaccurate or misleading. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University of Richmond decides not to amend the record as requested by the student, the University will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University of Richmond has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

The University of Richmond’s complete FERPA Policy Statement is available as part of the Office of the University Registrar’s Web page at www.richmond.edu/academics/registrar/ferpa.html or by contacting the Office of the University Registrar.
Activating Your Net ID

Prior to the first day of class, you will need to activate your University of Richmond computer account (net ID). If you are enrolling in a class which has an online component, we recommend that you activate your account as soon as possible after receiving your University ID. To activate your account please go to:

https://wwws.richmond.edu/webpass

These instructions are repeated there along with a link to the account activation web page.

- At the bottom of the first page is the link for Account Activation
- At the next page please click on the “continue” button.
- At the next page please fill in the requested information—your University ID and your birth date (MMDDYY) and click the submit button. (At this time the system will verify you are an accepted student.)
- You will then be asked to pick a password. There is a description of what makes a good password at http://oncampus.richmond.edu/is/account/pick-pw.html. Please read this before deciding on your password. You must enter the same password in both spaces for it to register. Then click on the “continue” button.

You will be returned to a page that will include your “netid” and your University of Richmond e-mail address. Please note: We use a secure server so your personal information will be encrypted before being sent over the Internet.

If you have problems with any of these processes, please contact the Help Desk at 804-287-6400 or helpdesk@richmond.edu.

Tuition and Fees

Undergraduate Tuition
$303 per credit hour
3 credit hour courses: $909

Exceptions
ADED 201U Portfolio Assessment
Non Refundable Application fee: $100
Tuition per semester hour granted: $150

Teacher Licensure Courses
$303 per credit hour
Student Teaching: $3,636 (total cost)

Teacher Education Courses
$176 per Credit Hour
3 Credit Hour Course: $528

Graduate Application Fee
$50 (Non-Refundable)
Due with your application when applying to a graduate degree or certificate program.

Graduate Tuition
$340 per credit hour

Late Registration Fee
$15

Late Payment Fee
$30

Parking Permit (thru Summer ‘06)
$25

Auditing Fee
Cost to audit a course is the same as taking the course for credit.
Logging in to BannerWeb

1. Log into BannerWeb directly from any computer with Internet access: https://bannerweb.richmond.edu/
2. Enter your UNIVERSITY ID. Details regarding ID and PIN Number are on the login screen.
3. Enter your PIN. If you have forgotten your PIN, call the Help Desk at 287-6400.
4. If you are logging in to BannerWeb for the first time, re-enter your PIN.
5. Read and accept "Terms of Usage" by clicking CONTINUE. (You will only need to do this once per term.)
6. Click on STUDENT.

Add/Drop Classes

1. To Add or Drop Classes, click on REGISTRATION. Click on ADD/DROP CLASSES.
2. Select the TERM that you wish to use.
3. Enter the CRNS (Course Request Numbers) for the classes you wish to ADD to your schedule in the ADD CLASS boxes at the bottom of the page.
4. Use the ACTION pull-down boxes to DROP classes from your current schedule.
5. When finished, click on SUBMIT CHANGES to submit your requests. Always scroll to the right to check the registration status of your courses. You are registered in the class if the status reads "Registered" or "Web Registered." Errors, if any, will be displayed at the bottom of the page.
6. To CONFIRM and PRINT your schedule, return to the STUDENT menu and click STUDENT DETAIL SCHEDULE.
7. EXIT BannerWeb by clicking on EXIT at the top right of the page. FOR MAXIMUM SECURITY, ALWAYS CLOSE YOUR BROWSER.

Look Up Classes To Add and Course Availability

1. From the REGISTRATION menu, click LOOK-UP CLASSES TO ADD. (If you have not already done so, select the TERM you wish to use.)
2. Select the criteria that you want to use in your search. You must select at least one SUBJECT. Click on GET CLASSES to execute your search.
3. Classes returned with a CHECKBOX on the left column are open for registration. To register, click the CHECKBOX and click the REGISTER button at the bottom of the page. If prompted, enter the TERM PIN that you received from your advisor. Errors, if any, will be displayed at the bottom of the page.
4. Classes returned with the letter "C" in the left column are CLOSED.
5. If classes are returned without a CHECKBOX, then you are not allowed to register at the present time. However, you can still check COURSE AVAILABILITY by scrolling completely to the RIGHT of the page. A "C" will always display when a course is closed even when it is not your time to register.
6. To CONFIRM and PRINT your schedule, return to the STUDENT menu (button at top right) and click STUDENT DETAIL SCHEDULE.
7. EXIT BannerWeb by clicking on EXIT at the top right of the page. FOR MAXIMUM SECURITY, ALWAYS CLOSE YOUR BROWSER.

Additional Information

Through BannerWeb, you can register for classes, drop classes, view your schedule, view your grades for a specific term, and view your unofficial University of Richmond transcript. You are responsible for all activity on your BannerWeb account including PIN maintenance, registration, and security.

Important Notes About Security

- It is strongly recommended that you change your PIN number frequently. See instructions below. If you forget your PIN and wish to have it temporarily reset to your birth date, you must contact the Information Services Help Desk at 287-6400.
- To protect your privacy, BannerWeb will automatically terminate a session if there are more than five minutes of inactivity. Should this occur, you will need to repeat the login process and start your session again.
- You should always close your browser after exiting your BannerWeb session.
- BannerWeb will not allow you to be logged in from different computers at the same time. If this occurs, your session will be terminated.

Logging In

BannerWeb is a secured web site that may be accessed over the Internet through the Registrar’s homepage: http://www.richmond.edu/~registr/
Or, via the following link: https://bannerweb.richmond.edu/
A valid University ID number (see left side bar) and PIN are required to access BannerWeb. If you are logging in to BannerWeb for the first time, you will be prompted to change your PIN when you first log into BannerWeb. You may change your PIN at any time by accessing the Personal Information Menu. See the “Change PIN” section below for more information.

Personal Information Menu

- CHANGE PIN: It is highly recommended that you change your PIN number frequently. PIN numbers must be 6 characters. Key in the new PIN carefully.
- VIEW ADDRESS AND PHONE: Verify your active addresses and phone numbers that are currently in Banner. To make changes, contact the Office of the University Registrar.
- NAME CHANGE INFORMATION: Learn how to officially change your name.
- SOCIAL SECURITY NUMBER CHANGE INFORMATION: Learn how to officially change or update your Social Security records.
- VIEW E-MAIL ADDRESSES: View your active University e-mail addresses that are currently in Banner.
New Student Information Form

If you are enrolling in class at the University of Richmond for the first time, please complete the following information. For the quickest response, fax your form to the School of Continuing Studies at 289-8138. It will take approximately two business days from the day we receive your information to make your record active. If you have previously attended classes, please call 289-8133 to be reactivated.

I would like to begin courses in: ☐ Fall 20__ ☐ Spring 20__ ☐ Summer 20__ ☐ Full time ☐ Part time

Name: ____________________________ Sex: ☐ M ☐ F U.S. Citizen: ☐ Yes ☐ No

Home Address: ____________________________ Street City State Zip

Permanent Resident of Virginia: City County Other state or county ____________________________

Home Phone ____________________________ Email ____________________________

Date of Birth ____________________________ J.D. Number (S S #) ____________________________

IF EMPLOYED: Name of Firm ____________________________ Business Address ____________________________

Business Phone ____________________________

Have you ever taken courses in any program at the University of Richmond?  ☐ Yes ☐ No If yes, give dates ____________________________ Division: ____________________________

Your name when you attended: ____________________________

Ethnic Group: ☐ American Indian/Alaskan Native (1) ☐ Asian/Pacific Islander (2) ☐ Black Non-Hispanic (3)

☐ White Non-Hispanic (4) ☐ Hispanic (5) ☐ Multi-cultural (6)

Signature of Applicant Date

Please fax this form to 804-289-8138 or mail to the University of Richmond, School of Continuing Studies, University of Richmond, VA 23173.

STOP HERE IF YOU ARE NOT PURSUING A DEGREE AT THIS TIME.

IF YOU ARE APPLYING FOR ADMISSION AS A DEGREE-SEEKING STUDENT, PLEASE ANSWER SECTIONS 1-7:

1. I am applying for: ☐ Bachelor Degree ☐ Associate Degree ☐ Certificate ☐ Post-Baccalaureate Certificate


☐ Paralegal Studies ☐ Liberal Arts ☐ Weekend College

☐ Retail Management (Certificate Only) ☐ Leadership (Certificate Only) ☐ Business Continuity (Online Certificate Only)

☐ Emergency Management (Online Certificate Only)

3. Have you applied for financial aid? ☐ Yes ☐ No

4. Name of high school attended: Your name when attended: ____________________________

5. Did you graduate? ☐ Yes ☐ No If not, do you have a GED certificate? ☐ Yes ☐ No If yes, name on certificate: ____________________________

6. Name of all colleges attended: Did you graduate? Degree: Your name when you attended: ☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

7. Please have official college/university transcripts mailed directly to:

University of Richmond, School of Continuing Studies, University of Richmond, VA 23173.

If you have NOT attended any colleges or universities, please request that official high school or GED transcripts be mailed to the School of Continuing Studies.

Please review your schedule on BannerWeb before classes begin to verify class location.
Spring 2006
Schedule of Classes
Please review your schedule on BannerWeb before classes begin to verify class location.
Learn more about the great resources available to Richmond students at our New Student Orientation.

If you are a new or current student who would like to know more about the resources on campus, attending the New Student Orientation will make it much easier to find your way.

Learn about Richmond resources and meet representatives from a number of offices and departments including the Libraries/Media Resources Center, Writing Center, Speech Center, Technology Center, Academic Skills Program and the SCS Student Government Association.

You will also have the opportunity to register your vehicle and activate your email account. Refreshments will be served.

Call (804) 287-1204 or (804) 289-8133 to reserve your seat.

Spring 2005 Academic Calendar

Registration
November 15–August 28

New Student Orientation
January 12
Tyler Haynes Commons

Spring Classes Begin
January 16

Late Registration
January 16–January 20

Last day to ADD
Payment is due by today
January 20

Last Day to DROP and Last Day for No-Record Withdrawal
January 27

Last Day to File for May or August Graduation
February 3

Mid-semester
LAST DAY TO WITHDRAW
March 3

Begin Spring Break After Last Class
March 3

Classes Resume
March 13

End of Term Examinations
May 1-6

Term Ends
May 6