Years of Excellence

During the 2012-2013 academic year, SPCS is celebrating its 50th year of meeting the educational needs of adult and non-traditional learners in the Richmond area. We opened as University College on the corner of Lombardy and Grace, where we started serving Richmond's part-time and evening educational needs. We moved to the University of Richmond campus in the 1970s, and we renamed ourselves the School of Continuing Studies in 1995.

We're celebrating this milestone the entire year. In August we finalized our renaming process, becoming officially the School of Professional and Continuing Studies. In September we spent an entire week celebrating with events and activities. In November we'll host the Hays and Margaret Crimmel Colloquium. We'll culminate the celebratory year in May, when we'll honor and graduate our first class of students from the renamed SPCS.

We hope you'll visit spcs.richmond.edu/50 to learn more about the upcoming celebration!
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REGISTRATION BEGINS NOVEMBER 13, 2012
CLASSES BEGIN JANUARY 14, 2013
Welcome to the School of Professional and Continuing Studies and the University of Richmond!

The School of Professional and Continuing Studies is committed to providing a world-class educational experience for adult students. With flexible evening, weekend, and online classes, you’ll have access to the latest technology, stellar facilities, and incomparable academic resources. And with an average class size of 15, you’ll experience the intimacy of a small college with exceptional academic and cultural opportunities found only at larger institutions.

There are no graduate student instructors, no crowded lecture halls and no students treated as numbers. Instead, our faculty are passionate about teaching and our staff are committed to providing the support you need to succeed as a student at the University of Richmond.

SPCS offers a variety of degree options including master’s and bachelor’s degrees, as well as certificates and graduate certificates, in areas ranging from the liberal arts, education, paralegal studies, and information systems to emergency management and human resource management.

Our goal is to serve students just like you, who expect more from their education. Join us and see for yourself.

SPCS Contacts

Dean
James L. Narduzzi, Ph.D. (804) 289-8135

Senior Associate Dean
Patricia Johnson Brown, Ed.D. (804) 289-8136

Associate Deans
Ned Swartz, Ed.D. (804) 287-6338
David Kitchen, Ph.D. (804) 289-8382

Director of Enrollment Management and Student Services
John Zinn (804) 287-6378

Student Advisors
Caroline Bear (804) 287-1291
John Butt (804) 289-8137
Lois Willis (804) 287-1810
Fees for 2012-2013

**Undergraduate Tuition**
$419 per semester hour
(3 semester hour course: $1,257)

**ADED 201U Portfolio Assessment**
- Non Refundable Application fee: $200
- Tuition per semester hour granted: $200

**Graduate Tuition**
$502 per semester hour
(3 semester hour course: $1,506)

**Teacher Licensure Program Student Teaching**
$5,000 (12 semester hours total cost-graduate)
$4,300 (12 semester hours total cost-undergraduate)

**Teacher Professional Development Courses**
$266 per semester hour
(3 semester hour course: $798)

**Application Fees (Non-Refundable)**
- Graduate $50
- Undergraduate $35

**Late Payment Fee**
Payment is due no later than 5 p.m. Monday the first day of the term: $35-$70

**Parking Permit**
Per academic year (thru Summer ’13): $40

**Auditing Fee**
Cost to audit a course is the same as taking the course for credit.

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**ADED 201U Portfolio Submission/Assessment**
For students who wish to seek credit for prior learning through the Portfolio program.
Prerequisite: ADED 200U

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This is NOT a course in Intellectual Property! It is, instead, a course that addresses the ways in which art and the law interact. The student will be exposed to the various perspectives of art, artist, collector, and lawyer. Topics explored will include art as the victim of war; ownership of cultural heritage; the artist’s rights in his/her work; artistic freedom of expression in terms of censorship, decency, morality; the collector’s rights in terms of acquisition, theft, and inheritance; depictions of various groups (e.g., women as witches, priests as primates, and lawyers in general) to accomplish political means; and the very practice of law as theater and shamanism.

**ADED 301U Knowledge Management: Seminar Across the Disciplines I: Art Law**

**ADED 302U Knowledge Management: Seminar Across the Disciplines II: Entrepreneurial Capitalism**
Focuses on “entrepreneurial capitalism,” a form of capitalism in which entrepreneurs, who continue to provide breakthrough ideas that meet the test of the marketplace, play a central role in the system. Incorporates Socratic dialogue, critical reading and scholarly research to explore how entrepreneurial capitalism has the power potential to advance economic growth, job growth, and national security, by meeting at the disciplinary intersection of growth economics, innovation studies, national security, foreign policy, patent law, entrepreneurship, microcredit, and management.

**Art**

**ART 209U Photography as Art**
Basic black and white darkroom techniques emphasizing development of aesthetic sensibilities. History of photography through exposure to work of past and contemporary photographers. In-class/online hybrid.

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Examines the role of American women from the Colonial Era to modern times as inspirations for, and subjects of visual arts; as promoters of visual arts; and - primarily - as artists themselves skillfully and ‘artfully’ making their way as practitioners in the visual arts. In each of these roles American women will be seen both as products of their culture and through their influence upon it.

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Examines the role of American women from the Colonial Era to modern times as inspirations for, and subjects of visual arts; as promoters of visual arts; and - primarily - as artists themselves skillfully and ‘artfully’ making their way as practitioners in the visual arts. In each of these roles American women will be seen both as products of their culture and through their influence upon it.

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**Art Studio**

**ARTS 115U Art Non-Major: Introduction to Painting**

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Students will explore the traditional use of oil paints and techniques through both still life and abstract painting assignments. Lectures on art history, technical demonstrations. Some previous drawing experience is suggested; it is not required.

**Culture and Language Across the Curriculum**

**CLAC 250U Spanish: Cultures and Languages Across the Curriculum**

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Students will be guided in their study and discussion of authentic Spanish materials relevant to materials in the primary course. In-class/online hybrid. Must have passed or be registered in HRM 343U or ISTY 398U.

Prerequisite: Proficiency in Spanish or permission of instructor and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

**CLAC 550U Spanish: Cultures and Languages Across the Curriculum**

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Students will be guided in their study and discussion of authentic Spanish materials relevant to materials in the primary course. In-class/online hybrid. Must have passed or be registered in HRM 331U.

Prerequisite: Proficiency in Spanish or permission of instructor and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

**Economics**

**ECON 377U Principles of Economics**

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A survey course which introduces students to the general economic principles that guide the nation’s economy and influences HRM. Topics will include such things as inflation, exchange rates, consumer price index, and supply and demand. Focus will be placed on how economic variables influence such things as supply of labor, compensation, recruitment, and retention.

**ECON 398U ST: The LGBTQ Consumer: Buying a Seat at the Table**

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In an effort to ultimately identify the factors influencing the advancement of civil rights and overall acceptance, students will explore the power queer consumers exert within both economic and political situations. Consideration will be given to the impact that identifying as LGBTQ has on socio-economic status. Economic, political, and cultural assumptions will be explored. Students will identify key LGBTQ individuals who have advanced the economic and political standing of the queer community.

**ECON 507U Labor Economics**

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A survey course that introduces students to the general economic principles that guide the nation’s economy and influences HRM. Topics will include such things as inflation, exchange rates, consumer price index, and supply and demand. Focus will be placed on how economic variables influence such things as supply of labor, compensation, recruitment, and retention.

**Education**

**EDUC 306U Integrated Curriculum Methods Content and Pedagogy for Elementary Science and Social Studies**

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In-depth examination of core elementary science and social studies concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, curriculum integration strategies, content area literacy, and current research. TLP only.

Registration Information

Registration for the spring semester begins Tuesday, November 13, and ends Saturday January 12, 2013. Late registration is in effect January 14 - 19, 2013. 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: bannerweb.richmond.edu.

Classes with insufficient enrollment may be canceled, 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 apply online: spcs.richmond.edu/admissions.

Locations

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

BannerWeb Registration Instructions

Visit the Registrar’s BannerWeb portal online for detailed instructions on using BannerWeb to register: registrar.richmond.edu/registration/bannerweb.
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 14, 2013. During the first week of the term, you may add or drop courses by accessing BannerWeb. 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. Saturday, January 19, 2013. Payment is due at the time of registration.
- The two-week Drop period ends at 5:00 p.m. Saturday, January 26, 2013.
- Withdrawals after January 19, 2013, 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 2013 term, the last day to withdraw is March 1, 2013.

Students who stop attending class without notifying the School of Professional and Continuing Studies 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.

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
- Parking Services
- Perkins Loan in Repayment
- Registrar’s Office
- Student Health
- Student Accounts

EDUC 317U Foundations of Teaching and Learning Foundations of Education

Introduction to the American educational system. Explores the philosophical, sociological, historical, and political roots of schools today. Attention also given to the legal status of teachers and students, including federal and state laws and regulations, school as an organization/culture, and contemporary issues in education. TLP only.

EDUC 318U Diverse Learners Diverse Learners

Introduction to the wide range of diversity that exists across today’s general school population and examination of the increased professional demands that inclusion makes upon teachers. Exploration of physical, social, emotional, intellectual development, individual learning styles, and prior learning as well as language, culture, family and community values, and how they influence student learning. TLP only.

EDUC 324U Reading Foundations for Early Literacy Instruction

In-depth examination of the teaching methods, literacy concepts and development, and materials that are used to support and scaffold children’s literacy acquisition from birth to the primary grades. A foundational understanding of the components of reading including phonemic awareness, concepts of print, phonics, fluency, comprehension, vocabulary, and writing will be addressed. Participants will examine early literacy assessment tools and will determine how to implement interventions for diverse learners. Language development, children’s literature, and classroom strategies for early literacy instruction will also be investigated. TLP only.

Prerequisite: EDUC 306U.

EDUC 326U Assessment, Intervention and Literacy Strategies for Elementary Readers

In-depth examination of reading comprehension, vocabulary development, critical thinking, word study, and writing instruction within elementary classrooms. Study of the methods, materials, and assessment tools associated with elementary literacy instruction will be explored across the components of reading. Participants will examine assessment tools and learn techniques for meeting the needs of struggling readers. A supervised practical experience will be incorporated into the course. Emphasis is placed on making decisions based upon students’ individual needs and critical reflection to improve instructional effectiveness. Participants will learn to analyze assessment data and use this information to inform instructional practices including developing reading and writing interventions. Effective literacy techniques designed to support diverse learners will be studied. TLP only.

Prerequisite: EDUC 324U.

EDUC 327U Content and Pedagogy for Elementary Mathematics

In-depth examination of fundamental mathematics concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, use of manipulatives and technology, current research, and learning theory. TLP only.

EDUC 338U Instructional Technology Applications for the Classroom

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. TLP only.

EDUC 350U Content Area Literacy

Examination of reading, writing and critical thinking in secondary content areas. Specific techniques for teaching and assessing comprehensions, vocabulary knowledge, and study skills will be addressed. The effects of text organization and relationship between reading and writing are investigated. The course integrates theory with practice and is designed to help content area instructors learn how to integrate literacy principles into subject matter instruction. A strong emphasis will be placed on the elements of effective comprehension instruction. Literacy techniques designed to support the needs of diverse learners will be studied. Participants will learn strategies to foster motivation and appreciation of a variety of types of literature utilized for independent and collaborative reading. TLP only.
Please review your schedule on BannerWeb before classes begin to verify class location.

**Getting Started**

**For New Students**

New students who have been accepted into a degree program or as a non-degree seeking student may register upon receipt of their University ID. Initial course selections for undergraduate students are dependent on admissions pathway and program of study.

Prospective students must meet admissions requirements and apply online. Review degree programs at [spcs.richmond.edu/degrees](http://spcs.richmond.edu/degrees) and admissions procedures at [spcs.richmond.edu/admissions](http://spcs.richmond.edu/admissions) for details.

**For Continuing UR Students**

If you attended the University of Richmond during the previous term, you do not need to contact the School of Professional and Continuing Studies prior to registering for the upcoming term, unless you have moved or changed employment. Simply access BannerWeb at [bannerweb.richmond.edu](http://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 Professional and Continuing Studies and request that your ID be mailed to you. Please allow 3-4 business days.

**For UR Students Who Did Not Attend During the Prior Semester**

In order to register for classes, you must reactivate your student status for the upcoming term by calling the School of Professional and Continuing Studies at (804) 287-6572. 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.

**For Students Who Have Not Attended UR in the Last Year**

If it has been one year since you last attended, you must reapply online at [spcs.richmond.edu/admissions](http://spcs.richmond.edu/admissions). As a re-applicant, you will be admitted only if you meet existing admission requirements. Your admission process will match the New Student Admission process.
Academic Advising

Academic advisors assist with course planning, registration, and academic counseling, and can direct students to a variety of campus resources. Contact your advisor when you:

• have questions about majors, minors, and certificate programs
• have filed for graduation
• are preparing to register for the next semester and want to plan your schedule
• want to explore changing majors or adding a minor
• have questions about our undergraduate programs
• have questions about the registration process
• are having academic difficulties

Advisor Assignments

John Zinn
(804) 287-6378 • jzinn@richmond.edu

• Director of Enrollment Management and Student Services

Caroline Bear
(804) 287-1291 • cbear@richmond.edu

• Human Resources Management—undergraduate and graduate
• Information Systems and IT Management

John Butt
(804) 289-8137 • jbutt@richmond.edu

• Weekend College—on-campus and off-campus
• Paralegal Studies

Lois Willis
(804) 287-1810 • lwillis2@richmond.edu

• Undergraduate Liberal Arts majors
• Emergency Services Management and Disaster Science—undergraduate and graduate

EDUC 518U Diverse Learners
20051 1 3 01/14-05/04 T 06:00 PM-08:40 PM Amann $1,506
20052 2 3 01/14-05/04 R 04:00 PM-06:40 PM Amann $1,506

Introduction to the wide range of diversity that exists across today's general school population and examination of the increased professional demands that inclusion makes upon teachers. Exploration of physical, social, emotional, intellectual development, individual learning styles, and prior learning as well as language, culture, family and community values, and how they influence student learning. TLP only.

Prerequisite: EDUC 506U.

EDUC 524U Reading Foundations for Early Literacy Instruction
20053 1 3 01/14-05/04 W 07:00 PM-09:40 PM Milby $1,506

In-depth examination of the teaching methods, literacy concepts and development, and materials that are used to support and scaffold children's literacy acquisition from birth to the primary grades. A foundational understanding of the components of reading including phonemic awareness, concepts of print, phonics, fluency, comprehension, vocabulary, and writing will be addressed. Participants will examine early literacy assessment tools and will determine how to implement interventions for diverse learners. Language development, children's literature, and classroom strategies for early literacy instruction will also be investigated. TLP only.

Prerequisite: EDUC 506U.

EDUC 526U Assessment, Intervention and Literacy Strategies for Elementary Readers
22688 1 3 01/14-05/04 W 04:00 PM-06:40 PM Milby/Calabro $1,506

In-depth examination of reading comprehension, vocabulary development, critical thinking, word study, and writing instruction within elementary classrooms. Study of the methods, materials, and assessment tools associated with elementary literacy instruction will be explored across the components of reading. Participants will examine assessment tools and learn techniques for meeting the needs of struggling readers. A supervised practical experience will be incorporated into the course. Emphasis is placed on making decisions based upon students' individual needs and critical reflection to improve instructional effectiveness. Participants will learn to analyze assessment data and use this information to inform instructional practices including developing reading and writing interventions. Effective literacy techniques designed to support diverse learners will be studied. TLP only.

Prerequisite: EDUC 524U.

EDUC 527U Content and Pedagogy for Elementary Mathematics
20055 1 3 01/14-05/04 T 06:00 PM-09:00 PM Stohr-Hunt $1,506

In-depth examination of fundamental mathematics concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, use of manipulatives and technology, current research, and learning theory. TLP only.

EDUC 538U Instructional Technology Applications for the Classroom
20057 1 3 01/14-05/04 T 06:00 PM-09:40 PM Castle $1,506

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. TLP only.

EDUC 542U Teaching in Middle and Secondary Schools
24115 1 3 01/14-05/04 T 06:15 PM-08:45 PM Lanham $1,506

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; state and national curriculum standards; and evaluation of student performance. TLP only.

Prerequisite: Concurrent registration in EDUC 543U.

EDUC 543U Seminar in Middle and Secondary Teaching
24116 1 1 01/14-05/04 T 05:00 PM-06:00 PM Lanham $502

Overview of content-specific assessment strategies for middle and high school teachers. Course will include a review of standards-based testing items as well as strategies for improving teacher-made tests. In addition, the seminar will utilize peer review of content-specific lesson plans and instructional strategies, and provide opportunities for microteaching using the University of Richmond lesson plan template. TLP only.

Prerequisite: Concurrent registration in EDUC 542U.
Please review your schedule on BannerWeb before classes begin to verify class location.

**EDUC 544U Tools for Teaching**

24383  R01  3  01/22-05/04  W  04:30 PM-07:10 PM  Burgess  $798  
Classes held at Varina High School, 7053 Messer Rd., Richmond

24384  R02  3  01/22-05/04  T  04:30 PM-07:10 PM  Burgess  $798  
Classes held at Nuchols Farm Elementary School, 12351 Graham Meadows Dr., Richmond

An integrated discipline, instruction and motivation system. Intended for the practicing teacher (K-12), participants 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.

**EDUC 550U Content Area Literacy**

20060  1  3  01/14-05/04  M  04:30 PM-07:10 PM  Richardson  $1,506  
Examination of reading, writing and critical thinking in secondary content areas. Specific techniques for teaching and assessing comprehensions, vocabulary knowledge, and study skills will be addressed. The effects of text organization and relationship between reading and writing are investigated. The course integrates theory with practice and is designed to help content area instructors learn how to integrate literacy principles into subject matter instruction. A strong emphasis will be placed on the elements of effective comprehension instruction. Literacy techniques designed to support the needs of diverse learners will be studied. Participants will learn strategies to foster motivation and appreciation of a variety of types of literature utilized for independent and collaborative reading.

**EDUC 550U Content Area Literacy**

22691  R01  3  01/22-04/23  Special  Massie  $798  
Examination of reading, writing and critical thinking in secondary content areas. Specific techniques for teaching and assessing comprehensions, vocabulary knowledge, and study skills will be addressed. The effects of text organization and relationship between reading and writing are investigated. The course integrates theory with practice and is designed to help content area instructors learn how to integrate literacy principles into subject matter instruction. A strong emphasis will be placed on the elements of effective comprehension instruction. Literacy techniques designed to support the needs of diverse learners will be studied. Participants will learn strategies to foster motivation and appreciation of a variety of types of literature utilized for independent and collaborative reading.

Classes held at Three Chopt Elementary School, 1600 Skipwith Rd., Richmond

01/22  Tuesday  05:30 PM-08:45 PM
02/05  Tuesday  04:30 PM-07:10 PM
02/19  Tuesday  04:30 PM-07:10 PM
03/05  Tuesday  04:30 PM-07:10 PM
03/26  Tuesday  04:30 PM-07:10 PM
04/09  Tuesday  04:30 PM-07:10 PM
04/23  Tuesday  04:30 PM-07:10 PM

**EDUC 551U Cross Cultural Communications**

24385  R01  3  01/22-05/04  R  04:30 PM-07:10 PM  Burns  $798  
24477  1  3  01/22-05/04  R  04:30 PM-07:10 PM  Burns  $1,506  
After completing this course, candidates will know, understand, and use the major concepts, principles, theories, and research related to the nature and role of culture and cultural groups to construct supportive learning environments for ELLs (Domain 2. Culture). Candidates will keep current with new instructional techniques, research results, advances in the ESL field, and education policy issues, and demonstrate knowledge of the history of ESL teaching. They use such information to reflect on and improve their instruction and assessment practices. Candidates work collaboratively with school staff and the community to improve the learning environment, to provide support, and to advocate for ELLs and their families (Domain 5. Professionalism).

Classes held at CCPS Instructional Design Center, 600 Southlake Blvd., Richmond.

**EDUC 558U Classroom and Behavior Management**

22109  2  3  01/14-05/04  R  07:00 PM-09:40 PM  Robinson  $1,506  
24119  1  3  01/14-05/04  W  04:30 PM-07:10 PM  Hall  $1,506  
24387  R03  3  01/22-05/04  T  04:30 PM-07:30 PM  Thomas  $798  
Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior.

MLA Students

MLA students work with Dr. Frank Eakin, MLA program coordinator, on all advising matters. MLA students may contact Dr. Eakin at feakin@richmond.edu or (804) 289-8326.

Education Students

Teacher Licensure Program and Master of Education studies work with representatives from SPCS’s Education Department on all advising. Call (804) 289-8427 with advising questions.

Want to Transfer?

Once a student decides he or she is serious about transferring, we suggest attending an Information Session for Adult Students. Sessions are held periodically throughout the year.

You can also schedule a meeting with a student advisor for an unofficial audit of transfer work or to discuss degree options. You do not have to apply or be admitted to SPCS to meet with a student advisor.

Are you thinking about transferring at a later date? Our student advisors are also willing to speak to you before your current school’s registration begins to help choose courses that have a high likelihood of transferability and complete the general education requirements or your desired degree program.

Students can transfer a maximum of 60 credit hours to an SPCS undergraduate degree program.
Payment Terms

The University reserves the right to increase the fees listed herein, if conditions should make such a change necessary or advisable. Changes will be announced as far in advance as possible.

A student will be dropped if payment for classes is not received by 5:00 p.m. on Monday of the first day of the term or if arrangements for payment are not on file with the Student Accounts office. A student is still responsible for meeting all payment deadlines, even if an invoice has not been received. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, he/she is still responsible for tuition and fee charges according to the University Refund Policy. Payment is due upon registration for classes added on or after the first day of the term.

No credit is given for a term’s work nor a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, withholding of transcripts and/or referral to a collection agency.

If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney’s fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

Refunds

controller.richmond.edu

With Direct Deposit, your refund check will be automatically deposited to the bank account you specify, eliminating trips to the bank and the risk of your check being lost or stolen. It can take up to two business days for a direct deposit to post to your bank account. To participate, return the completed Student Authorization Form available on the Controller website along with a voided check to Accounts Payable. The mailing address is on the direct deposit form.
Please review your schedule on BannerWeb before classes begin to verify class location.

**Students are matriculated by semester. If a student withdraws from classes or is administratively withdrawn 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 from the Financial Aid Office.

- The amount of the refund is based on the date the written withdrawal notification is received in the Office of the Dean. Any special fee is nonrefundable after the first day of class. The full schedule of refunds is available online.

**Tuition Refund**

- 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 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 appeals process for students who believe individual circumstances warrant exceptions from the published general refund policy. A student has six weeks from the time of withdrawal to appeal the University's refund policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, VA 23173, or via email to bursar@richmond.edu.
The School

The University of Richmond School of Professional and Continuing Studies offers degree programs designed specifically for adults. We offer small classes, flexible scheduling, a supportive atmosphere with incredible facilities and academic resources, and top-notch, unrivaled faculty.

Our average class size is just 15, giving students personal, one-on-one attention both inside the classroom and out. Our tuition is competitive—$419 per credit hour for undergraduate classes and $502 per credit hour for graduate classes—delivering one of the best educational values anywhere.

Recognized as one of the nation’s leading liberal arts universities, the University of Richmond blends the intimacy of a small college with exceptional academic and cultural opportunities usually found only at larger institutions that focus solely on traditional-age students.

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<tr>
<td>EDUC 598U ST: New Tools for Elementary Social Studies Instruction</td>
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<td>04:30 PM-07:10 PM</td>
<td>Thurston</td>
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<td>This course examines the understandings and skills K-5 students should develop when engaged in the study of history, geography, economics, and civics. The course explores conceptual themes in the four content areas to engage teachers in investigating new tools to use in social studies classrooms. Class sessions will include hands-on resources, guest speakers, and two field trips.</td>
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| EDUC 598U ST: Reading, Writing and Speaking Across the Curriculum |
| 24394 | R08 | 3   | 01/22-05/04 | -   | Online | Flynn     | $798 |
| Learn how to combine traditional Readers Theatre with creative writing to increase students’ reading fluency, comprehension, and retention of in any content area. Participants will complete major assignments and attend bi-weekly online meetings to share and learn from one another. |

| EDUC 598U ST: School-Wide Positive Behavior Supports |
| 24395 | R09 | 3   | 01/22-05/04 | -   | Online | Armbruster | $798 |
| This course provides an in depth examination of positive behavioral interventions and support (PBIS) with emphasis on school-wide approaches designed to enhance school climate. School-wide positive behavior supports (SWPBS) aim to reduce the problem behavior of students who are at-risk for school failure but who do not necessarily qualify for special education services. Participants will learn how to create and nurture a problem-solving team who are responsible for developing evidence-based strategies for improving behavior and academic achievement. |

| EDUC 598U ST: Teaching Strategies for Globalization |
| 24396 | R10 | 3   | 01/22-05/04 | W   | 05:00 PM-07:40 PM | Hiller    | $798 |
| Globalization is the reality for today’s students. This course focuses on learning about key principles of globalization as well as teaching strategies to better prepare students to compete in a 21st century global economy. The course will be valuable for all teachers, especially in social studies, world languages, and business. It will also be quite useful for administrators and curriculum specialists. |

| EDUC 598U ST: Universal Design for Learning: Implications for Educators |
| 24397 | R11 | 3   | 01/22-05/04 | W   | 06:00 PM-08:40 PM | Smith     | $798 |
| This course provides an overview and introduction to universal design for learning (UDL), including contemporary issues, applications of digital and assistive technologies, and tools for developing a comprehensive plan for the implementation of UDL. The major theme of UDL is that instruction and assessment approaches should be flexible, accessible and appropriate for individuals with diverse backgrounds, varied learning approaches, abilities and disabilities. |

| EDUC 601U Foundations of Educational Leadership Studies |
| 23932 | 1   | 3   | 01/14-05/04 | R   | 06:00 PM-09:00 PM | Cassada   | $1,506 |
| A survey of the fundamental leadership theories and models as they apply to educational leadership. Includes historical and contemporary conceptions, collaborative case study work on current educational leadership approaches, personal reflection and leadership development, and bridging theory and practice in twenty-first century schools. M.Ed. only. |

| EDUC 602U Data for Decision-Making |
| 22698 | 1   | 3   | 01/14-05/04 | R   | 05:00 PM-07:40 PM | Fellows   | $1,506 |
| A survey of tools and techniques used in conducting and utilizing assessment data. Includes current research approaches, project design, and data collection. Also included are methods for using data to identify school needs, evaluate personnel, track student performance, and develop strategies for increasing performance as necessary. M.Ed. only. |
| Prerequisite: EDUC 601U. |

| EDUC 603U Leading and Supervising Instruction |
| 23933 | 1   | 3   | 01/14-05/04 | T   | 04:30 PM-07:30 PM | Fisher    | $1,506 |
| This course will prepare students to effectively oversee instructional practices in their school. These include aligning curriculum and instruction with assessment to achieve high academic success, innovative instructional techniques, strategies for monitoring instruction and providing feedback, and encouraging academic freedom and innovation while respecting benchmarks and standards. M.Ed. only. |
| Prerequisite: EDUC 601U. |
Please review your schedule on BannerWeb before classes begin to verify class location.

**Degrees**

We offer the following degree programs:

**Graduate Education**
- Graduate Certificate in Teacher Licensure Preparation
- Graduate Certificate in Educational Leadership and Policy Studies
- Master of Education (M.Ed.) in Curriculum and Instruction
- Master of Education (M.Ed.) in Educational Leadership and Policy Studies

**HR Management**
- Graduate Certificate in Human Resource Management
- Master of Human Resource Management (MHRM)

**Liberal Arts**
- Master of Liberal Arts (MLA)

**Undergraduate Bachelor of Science in Professional Studies (BSPS)**
- Major in Emergency Management
- Major in Human Resource Management
- Major in IT Management
- Major in Paralegal Studies

**Bachelor of Arts in Liberal Arts (BALA)**
- Major in Liberal Arts
- Major in Interdisciplinary Studies (Weekend College only)

**Undergraduate Certificate**
- Certificate in Information Systems (requires an earned bachelor’s degree)
- Certificate in Paralegal Studies (requires an earned bachelor’s degree)
Admission Requirements

All applications are available online at spcs.richmond.edu/admissions. We do not accept paper applications. The following is a summary of requirements.

Undergraduate Admissions

Bachelor’s Degree Application Requirements

• Completed online undergraduate application
• Statement of purpose
• Current résumé
• $35 application fee
• Official transcripts in sealed envelopes from each university and college attended
• Satisfactory scores on the School’s ACCUPLACER® placement tests (Reading Comprehension and Sentence Skills)
• TOEFL scores if the applicant’s native language is not English
• Meet with an academic advisor

The School uses a selective admissions process to evaluate applicants. The School offers several admission pathways depending on your college experience, writing aptitude and GPA. Review pathways at spcs.richmond.edu/catalog.

Undergraduate Certificate Application Requirements

Applicants to an undergraduate certificate program should complete the Undergraduate Certificate Application at spcs.richmond.edu/admissions.

• Completed online undergraduate application including $35 application fee
• Official transcripts in sealed envelopes from each university and college attended
• TOEFL scores if the applicant’s native language is not English
• An earned bachelor’s degree and a 2.0 cumulative GPA.

EDUC 676U Reflective Practitioner Seminar
20065 1 3 01/14-05/04 M 05:00 PM-07:40 PM Cowbleck $1,506
This biweekly seminar for teachers provides a forum for discussion of and reflection on critical issues related to their daily responsibilities as classroom teachers. Also provides guidance in the development and implementation of a Professional Growth Plan. M.Ed. only.
Prerequisite: EDUC 675U.

EDUC 681U Content Specialization and Action Research II
22098 1 3 01/14-05/04 T 05:00 PM-07:40 PM Corallo $1,506
Fieldwork and implementation of research project conceived during Content Specialization and Action Research I, to include the formal dissemination of research results. M.Ed. only.
Prerequisite: EDUC 680U.

Emergency Management

EM 303U Research Practicum
24087 01B 3 01/14-05/04 - Online Staff $1,257
Introduction to formal research in emergency services, including a guided research project.

EM 313U Disaster Exercises
24088 01B 3 01/14-05/04 - Online Lowe $1,257
Examines the role of disaster exercises and tests in an emergency management or business continuity program and addresses how to design and conduct exercises for training and for evaluation. Identifies strategies for use of lessons learned to improve operations and teaches principles of management of an exercise program.

EM 356U Public Budget and Finance
24089 01B 3 01/14-05/04 - Online Price $1,257
Introduction to theory and practice of public finance in areas of budgeting, revenues, and expenditures.
Prerequisite: EM 312U, EM 331U, EM 354U.

EM 398U ST: IT Security, Risk and Recovery
24090 01B 3 01/14-05/04 - Online Mew $1,257
This course provides a holistic introduction to digital resource security, threat assessment, planning and administration. Techniques for security risk management in business terms are discussed. Strategies for disaster recovery planning are covered. The course project involves developing an IT security or disaster recovery plan.

EM 563U Hazard, Vulnerability, and Risk Analysis
24091 01B 3 01/14-05/04 - Online Harris $1,506
Emergency management is a profession of risk - risk definition, risk acceptance, and risk management. This course examines the interplay between hazards, threats, vulnerabilities, impacts, and risk with an emphasis on the development of effective tools the emergency manager can use to address these key factors in the context of the community.

EM 566U Disaster Exercises and Tests
24092 01B 3 01/14-05/04 - Online Lowe $1,506
Exercises provide a vital tool for improving plans and operations. This course examines the exercise process and highlights ways in which exercises can be better designed to meet specific training and testing needs.

EM 595U Hazards and Threats for the Future
24093 01B 3 01/14-05/04 - Online Clements $1,506
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.
Please review your schedule on BannerWeb before classes begin to verify class location.

**English**

**ENGL 101U Strategic Reading and Writing**
- CRN: 24084
- HRS: 3
- DATE: 01/14-05/04
- DAY: M
- TIME: 07:00 PM-09:40 PM
- INST: Feagans
- FEE: $1,257

This course focuses on critical reading and writing, providing instruction in grammar and mechanics, organizational and paragraph development skills, rhetorical techniques, and basic research. It will provide a collaborative environment in which students will employ a range of comprehension strategies to a variety of assigned texts, and it will encourage students to approach writing as a process by requiring prewriting, editing, and revision. It will also introduce basic research skills.

**ENGL 201U Critical Writing and Research I**
- CRN: 20082
- HRS: 3
- DATE: 01/14-05/04
- DAY: M
- TIME: 07:00 PM-09:40 PM
- INST: Staff
- FEE: $1,257

This course focuses on academic writing, critical reading, and research. Throughout the semester, it will require students to write on a range of topics for a variety of purposes and audiences, emphasizing writing as a process. It will also introduce a broad array of texts that are intended to improve students’ critical reading skills. Finally, it will include training in research and proper methods of documentation.

Prerequisite: Satisfactory ACCUPLACER score or completion of ENGL 101U with a grade of ‘C’ or better.

**ENGL 202U Writing Critical Writing and Research II**
- CRN: 20085
- HRS: 3
- DATE: 01/14-04/22
- DAY: Special
- TIME: Hybrid
- INST: Nielson
- FEE: $1,257

This course focuses on academic writing, critical reading, and research, building on the skills developed in ENGL 201U. Throughout the semester, it will require students to write essays of varying length and purpose, culminating in a research-driven persuasive essay. It will also introduce a broad array of cultural texts that are intended to improve students’ critical reading and analytical skills. Finally, it will include additional training in research and documentation.

Prerequisite: Completion of ENGL 201U with a grade of ‘C’ or better.

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**ENGL 203U Research Process**
- CRN: 20088
- HRS: 3
- DATE: 01/14-05/04
- DAY: M
- TIME: 07:00 PM-09:40 PM
- INST: Wittig
- FEE: $1,257

This course will cover the process of researching and writing a documented argument paper. Topics covered will include forming a strategy, learning the library’s resources, incorporating evidence, avoiding plagiarism and writing correct citations.

Prerequisite: ENGL 201U and ENGL 202U

Graduate Admissions

Applicants to graduate programs, including graduate certificates (except Teacher Licensure Preparation), should complete the Graduate Application online at spcs.richmond.edu/admissions.

Applicants to the graduate certificate in Teacher Licensure Preparation program should complete the TLP Application online at spcs.richmond.edu/admissions.

Graduate Program Admission Requirements

Certain requirements vary by program; visit spcs.richmond.edu/admissions for details. All graduate programs require an earned bachelor’s degree in addition to the following:

- Completed Graduate Application
- Official transcripts in sealed envelopes from each university and college attended
- TOEFL scores if the applicant’s native language is not English
- Three letters of recommendation

Non-Degree Seeking Admissions

Students who wish to take a class or classes in the School of Professional and Continuing Studies for college credit, but who are not pursuing a degree, must complete the online Non-Degree Seeking Application at spcs.richmond.edu/admissions.

Note: A student who is not eligible to return to another college or university may not be admitted to any SPCS 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.

Admissions Deadlines and Decisions

Priority admission deadlines enable applicants to receive an admissions decision prior to the beginning of the upcoming term. The spring priority application deadline is November 15.

Applications are accepted following the priority deadline, but submitting after the priority deadline does not ensure an admissions decision prior to the beginning of the upcoming term.

Admissions decisions are communicated in a meeting with your academic advisor. Accepted students will receive a University ID to enable registration.
Your University ID

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

- Submit your application.
- Meet with your academic advisor and receive your University ID.
- Because of confidentiality, we cannot give out your University ID over the phone. Please keep a copy of your University ID for your records.
- Use your University ID to set up your student account and to register in BannerWeb: bannerweb.richmond.edu.

Flexible Ways to Earn Undergraduate Credit

The School of Professional and Continuing Studies offers several opportunities to earn credit for prior study and experience. Details are available at spcs.richmond.edu/prospective under “Student Advising.” Opportunities include the following:

- College Level Examination Program (CLEP) test results
- American Council on Education (ACE) college-level credit recommendations
- Advanced Placement (AP) test results
- Independent Study
- Transfer Credit
- Portfolio Assessment of Prior Learning

### General Science

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This course is designed for non-science majors. The non-technical course integrates and focuses on major events of biology, chemistry, and physics that have shaped the course of science through the centuries. The idea behind each major advance is treated in its historic context, with special attention to its importance in mankind’s understanding of the nature of the universe. Everyday examples will be incorporated in the course to help students understand the relationship between individuals and the natural world.

### History

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Using important events in the history of the Americas, the course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program “A Moment in Time” allows students to examine significant events in the Americas in their historical context.

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Despite its predictable elements - a lonely landscape, a chase on horseback, and a gunfight, to name but a few - the Western genre expresses a surprising range of perspectives on our frontier past that encode modern anxiety and aspiration. This course will examine literature as well as film, employing both historical and formal analysis to produce interpretations of an enduring national myth.

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Despite its predictable elements - a lonely landscape, a chase on horseback, and a gunfight, to name but a few - the Western genre expresses a surprising range of perspectives on our frontier past that encode modern anxiety and aspiration. This course will examine literature as well as film, employing both historical and formal analysis to produce interpretations of an enduring national myth.

### ENGL 398U ST: Tracking Contemporary Trickster

What do Bart Simpson, Q, Prometheus and the serpent of Genesis have in common? All might be considered tricksters-boundary-breaking characters who sometimes play the harmless idiot, sometimes play the malevolent joker, and almost always teach us something about ourselves. We’ll seek out tricksters throughout literary history and apply our understanding of the archetype to identifying contemporary tricksters in unexpected places.

### ENGL 398U ST: The Western: Tradition and Transformation

Using important events in the history of the Americas, the course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program “A Moment in Time” allows students to examine significant events in the Americas in their historical context.

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What do Bart Simpson, Q, Prometheus and the serpent of Genesis have in common? All might be considered tricksters-boundary-breaking characters who sometimes play the harmless idiot, sometimes play the malevolent joker, and almost always teach us something about ourselves. We’ll seek out tricksters throughout literary history and apply our understanding of the archetype to identifying contemporary tricksters in unexpected places.

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### ENGL 398U ST: The Western: Tradition and Transformation

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Despite its predictable elements - a lonely landscape, a chase on horseback, and a gunfight, to name but a few - the Western genre expresses a surprising range of perspectives on our frontier past that encode modern anxiety and aspiration. This course will examine literature as well as film, employing both historical and formal analysis to produce interpretations of an enduring national myth.

### ENGL 398U ST: Artful American Women

Examines the role of American women from the Colonial Era to modern times as inspirations for, and subjects of visual arts; as promoters of visual arts; and - primarily - as artists themselves skillfully and ‘artfully’ making their way as practitioners in the visual arts. In each of these roles American women will be seen both as products of their culture and through their influence upon it.
Please review your schedule on BannerWeb before classes begin to verify class location.

**Student Resources**

At SPCS, you will be challenged to excel and reach your full potential. Explore resources at spcs.richmond.edu/prospective for details about these resources.

- Academic Skills Center
- Career Services
- Speech Center
- Writing Center
- Computer Labs
- Libraries Resources & Services
- Inspiring Campus

**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 that 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 wwws.richmond.edu/webpass.

Be sure to enter a security question so that the Help Desk can assist you without having to come to campus.

You will be directed to a page that will include your net ID 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.
**Professional Development for Educators**

We are excited about the schedule of classes we offer to help educators meet their continuing education requirements each semester. Our program supports beginning and career teachers and administrators by providing high quality professional education courses to:

- address initial licensure requirements
- satisfy licensure renewal regulations
- satisfy special education conditional license prerequisites

Visit our Professional Development for Educators page at spcs.richmond.edu/teachers for current class schedule and application forms.

**Need additional information?**

Please contact Dr. Patricia Amann, Outreach Program Coordinator, at pburgess@richmond.edu or (804) 484-1584.

### Spring 2012 Schedule of Classes

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<td><strong>HRM 635U Managing Compensation and Benefits</strong></td>
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### Tuition Payments

**General Information**

Inquiries concerning payments should be directed to the Office of the Bursar, phone (804) 289-8147 or via email to bursar@richmond.edu.

Full payment or plan of payment is due to the Student Accounts Office by the first day of the term. The responsibility to meet all payment deadlines is yours, even if you do not receive an invoice. Students may view their student account on BannerWeb.

If you are dropped from class due to non-payment, you are still responsible for the tuition and fee charges according to the University Refund Policy.

**FULL PAYMENT** is due by the first day of the term whether or not an invoice has been received.

### Electronic Invoicing and Payment

The University of Richmond provides electronic invoicing and payment for all enrolled students. Students receive a monthly electronic invoice notification at their UR email address advising that their invoice is ready to view and pay. All students have the ability to grant permission to others (parent, guardian, spouse, employer, etc.) to access their student account information. Anyone with access will also be emailed when the invoice is ready to be viewed and paid.

With electronic invoicing, students and authorized payers are able to make payments through a variety of methods. Electronic payments can be made using MasterCard, American Express or Discover (with a vendor service charge of 2.75 percent of amount charged) OR you can pay by electronic check at no cost. Also, the invoice may be printed and mailed with a check. Another payment option is our monthly payment plan with Tuition Pay. Payments of cash and checks are accepted at the Student Accounts Office located in Sarah Brunet Hall.

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Please review your schedule on BannerWeb before classes begin to verify class location.
Invoice and Payment

The University is committed to offering a very secure online account management system and is partnered with QuikPAY®. The technical architecture/security of the QuikPAY product uses intrusion detection and firewall systems to protect the network. Our contract with them ensures that we are compliant with Family Education Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley (GLB) Act. The QuikPAY system is available worldwide, 24 hours a day, 7 days a week. Additional benefits include viewable invoices and payment history as well as convenient access for authorized payers that students have established. Students can pay online by going to BannerWeb and clicking on Student Services/Payment of Tuition and Fees. Authorized payers will be able to access invoices and pay through the QuikPAY website once given authorization by the student.

Paying by Check

To pay by check, make your check payable to the University of Richmond. You can mail your payment to: University of Richmond, Bursar’s Office, University of Richmond, VA 23173. You may also make your check payment in person at the Student Accounts Office in Sarah Brunet Hall.

Tuition Payment Plan

The University offers a payment plan administered by Sallie Mae for students who prefer this service.

This tuition payment plan provides students with a low cost option for budgeting tuition. The monthly plan is NOT a loan program, therefore no debt is incurred. There is no interest or finance charge assessed on the unpaid balance due to the college. The only fee to participate in the

Information Systems

**ISYS 203U Collaborative Technologies**

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The application of information technologies in organizations to work collaboratively, facilitate decision-making, and achieve competitive advantage. Use of multimedia, storage, and mobile devices, networks, databases, and collaborative Internet technologies supporting work and academics.

**ISYS 306U Systems Analysis and Design**

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Methods and techniques necessary for conducting systems project, from feasibility analysis and specification of functional requirements through system implementation and evaluation. Includes participation in one or more systems design projects.

Prerequisite: College writing and mathematics and foundation course work or experience in IT.

**ISYS 307U IT Evaluation and Selection**

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Junior-level course on guidelines and techniques for the selection and acquisition of computer hardware and software. Methods of computer device evaluation, vendor selection, and development of system requirements for both hardware and software, from management and technical perspectives. The Request for Proposal (RFP) process in universal use by firms acquiring IT equipment and systems is used as a practical method of demonstrating commercial practices.

Prerequisite: College writing and mathematics and foundation course work or experience in IT.

**ISYS 311U Database Design/Business Intelligence**

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Junior-level course in logical and physical design of database systems: rules of normalization in database modeling, SQL programming, and physical design issues impacting the I/O performance of commercial-level database management systems in Oracle. Introduction to data warehousing and business intelligence tools for corporate decision-making using Oracle Discoverer.

Prerequisite: College writing and mathematics and foundation course work or experience in IT.

IDST 395U The Realm of Ideas IV: Capstone Seminar for Liberal Arts Majors

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The capstone seminar for the Liberal Arts major: The culminating academic experience for liberal arts majors; emphasis on demonstrating through a substantive paper understanding of the connections among the liberal arts; also emphasis on relevant experiential learning opportunities.

Prerequisite: IDST 303U
Please review your schedule on BannerWeb before classes begin to verify class location.

**ISYS 353U Advanced Tools for Web Design and Development**
20121 01H 3 01/17-01/17 Special Hybrid Mittendorfer $1,257
Contemporary advanced tools for web design and development. Each student selects tools for a major semester project, with approval and supervision by the instructor.

Prerequisite: ISYS 351U or equivalent proficiency.

01/17 Thursday 07:00 PM-09:40 PM
01/24 Thursday 07:00 PM-09:40 PM
02/07 Thursday 07:00 PM-09:40 PM
02/21 Thursday 07:00 PM-09:40 PM
03/07 Thursday 07:00 PM-09:40 PM
03/21 Thursday 07:00 PM-09:40 PM
04/04 Thursday 07:00 PM-09:40 PM
04/18 Thursday 07:00 PM-09:40 PM
05/02 Thursday 07:00 PM-09:40 PM

**ISYS 398U ST: IT Security, Risk and Recovery**
24103 1 3 01/14-05/04 M 06:30 PM-09:10 PM Mew $1,257
This course provides a holistic introduction to digital resource security, threat assessment, planning and administration. Techniques for security risk management in business terms are discussed. Strategies for disaster recovery planning are covered. The course project involves developing an IT security or disaster recovery plan.

**ISYS 398U ST: Microsoft Project**
24348 2 1 01/15-02/12 Special Hybrid Mew $419
This short course provides an overview of the project management field and a brief introduction to the use of Microsoft Project. Basic project management concepts such as creating work breakdown structures, determining task dependencies, etc., are covered to the extent required to understand the use of Microsoft Project as a management tool. The course deliverable consists of an independently completed laboratory assignment.

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01/29 Tuesday 06:30 PM-09:10 PM
02/05 Tuesday 06:30 PM-09:10 PM
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**ISYS 402U Advanced Networking Topics**
24517 1 3 01/14-05/04 S 09:30 AM-12:30 PM Dalton $1,257
Preparation for advanced certifications such as Network+, with course review, prep materials and sample test. Does not include the test or test fee.

**ISYS 450U Project Management**
20125 1 3 01/14-05/04 T 06:30 PM-09:10 PM Mew $1,257
Practical and theoretical foundation for IT project management. Concepts and techniques for evaluating business strategies and developing projects to align with strategic plans. Project planning and estimation, scheduling, staffing and teambuilding, costing and budgeting, managing change. Use of computerized tools for project management, resource tracking, and reporting.

Prerequisite: College writing and mathematics and foundation course work or experience in IT; ISYS 306U preferred as pre- or co-requisite.

**Legal Assistant/Paralegal Studies**

**LA 301U Introduction to Paralegal Studies**
20126 1 3 01/14-05/04 T 06:30 PM-09:10 PM Taylor $1,257
The role of the paralegal and how law offices are managed. Introduction to the judicial system, contract law, torts, criminal law, corporate law, real property, family law, estate planning, legal research, legal writing, litigation, and paralegal ethics.
Financial Aid and Scholarships

Financial assistance, in the form of scholarships, grants, and loans, is available to SPCS students who need help with their educational expenses. We recommend that students complete the FAFSA within 6 weeks of the start of the term. To be eligible for aid, students must be enrolled in a degree or certificate program at Richmond, and must be U.S. citizens or permanent residents. All SPCS degree and certificate programs are eligible programs for financial aid consideration EXCEPT the Leadership certificate.

Applications and information are available at financialaid.richmond.edu. Most options have specific enrollment deadlines, requirements and application processes that vary depending on the program. The following options are among those available to SPCS students.

- Scholarships (SPCS)
- Loans (Federal Direct and private)
- Federal Pell Grants
- Virginia Tuition Assistance Grant (VTAG)

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 in early September 2013.

Parking Permits

Parking permits are required for all students. Register online at police.richmond.edu or call (804) 289-8703.

Fee will be billed to your tuition account. Cost is $40 through summer 2013.

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.

SPRING 2012 SCHEDULE OF CLASSES

<table>
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<tr>
<th>CRN</th>
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<tr>
<td>LA 302U</td>
<td>The Judicial System</td>
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<td>LA 306U</td>
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Law

LA 303U | Constitutional Law |
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Examination of the U.S. Constitution, the U.S. Supreme Court and the major decisions of the Court rendered on issues including free speech, search and seizure and other police powers, war powers, property rights, civil rights, right to bear arms, separation of church and state, separation of powers among branches of the federal government, impeachment and other significant areas.

UNIVERSITY OF RICHMOND  School of Professional and Continuing Studies • spcs.richmond.edu • (804) 289-8133
Grades on BannerWeb

Grades are available online on BannerWeb, giving students access 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. The Registrar's Office does not issue grade mailers.

Transcripts

Students can request official transcripts in person, 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, call the SPCS office at (804) 289-8133 to update your student profile including your address, phone number or employment.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The University's full FERPA policy, including its handling of directory information, is available on the Registrar's Website at registrar.richmond.edu/ferpa.

Right to Know

In accordance with the Student Right to Know and the Campus Security Act (available at police.richmond.edu/reporting), the University of Richmond makes graduation rates available to all current and incoming students. These figures can be found on Office of Institutional Effectiveness Web site at ifx.richmond.edu/research.

Please review your schedule on BannerWeb before classes begin to verify class location.
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<th>CRN</th>
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<td>Zelinski</td>
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**Helpful Links**

- Undergraduate & Graduate Admissions
  spcs.richmond.edu/admissions
- University of Richmond
  www.richmond.edu
- School of Professional & Continuing Studies
  spcs.richmond.edu
- Degree Programs
  spcs.richmond.edu/degrees
- Information Sessions/Campus Tours
  spcs.richmond.edu/returntoschool
- New Student Information
  spcs.richmond.edu/new-student
- Prospective Student Information
  spcs.richmond.edu/prospective
- Schedule & Catalog
  spcs.richmond.edu/schedules
- Tuition & Aid
  spcs.richmond.edu/about/tuition

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**Master of Liberal Arts**

**MLA 507U Social Sciences Seminar**

- CRN: 24107
- Section: 1
- HRS: 3
- DATE: 01/14-05/04
- DAY: M
- TIME: 07:00 PM-09:40 PM
- INST: Trevett-Smith
- FEE: $1,506

An interdisciplinary graduate seminar in the social sciences. Topics vary from semester to semester. May be repeated for credit.

**MLA 508U Science Seminar**

- CRN: 23440
- Section: 1
- HRS: 3
- DATE: 01/14-05/04
- DAY: M
- TIME: 07:00 PM-09:40 PM
- INST: Kitchen
- FEE: $1,506

An interdisciplinary graduate seminar in science. Topics vary from semester to semester. May be repeated for credit.

**MLA 510U Great Trials in American History**

- CRN: 23877
- Section: 1
- HRS: 3
- DATE: 01/14-05/04
- DAY: M
- TIME: 06:30 PM-09:10 PM
- INST: Turner
- FEE: $1,506

This class investigates the great trials of the American judicial system in an effort to explore the emergence of the current justice system, including the development of trial record keeping, strategy and skills; the effect of the contemporary culture on the outcome of trial proceedings; and the divisive impact of some trials on the population of the United States. We will observe the impact of child testimony, media influence, jury bias, political influence and religious beliefs in the courtroom. The course will also consider the great orators in American law and their influence on trial outcomes and the development of the justice system.

**MLA 570U Independent Research**

- CRN: 23441
- Section: 1
- HRS: 3
- DATE: 01/14-05/04
- INST: Eakin
- FEE: $1,506

**MLA 599U Seminar in Liberal Arts**

- CRN: 22654
- Section: 1
- HRS: 3
- DATE: 01/14-05/04
- DAY: T
- TIME: 06:00 PM-08:30 PM
- INST: Eakin
- FEE: $1,506

Discussion of selected readings designed to assist student’s drawing meaningful closure to the MLA program. Each student will develop a final project growing out of theme, interest or topic that has served to integrate student’s program. Sharing of preparation and results of the projects will be an essential component of the course.

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**Philosophy**

**PHIL 302U Thinking About the Paranormal**

- CRN: 24111
- Section: 01B
- HRS: 3
- DATE: 01/14-05/04
- INST: Zelinski
- FEE: $1,257

A recent Gallup Poll shows that about three in four Americans hold some paranormal belief - in at least one of the following: extrasensory perception, haunted houses, ghosts, mental telepathy, clairvoyance, astrology, communicating with the dead, witches, reincarnation, and channeling. How reasonable are these beliefs? Can they be supported or discounted via modern science or are they purely a matter of faith or personal opinion? What makes one belief or explanation more reasonable than another? Is it immoral to hold beliefs that are not supported by strong evidence? This course examines these and other questions.

**Political Science**

**PLSC 207U Virginia Government and Politics**

- CRN: 24108
- Section: 207U
- HRS: 3
- DATE: 01/14-05/04
- DAY: F
- TIME: 07:00 PM-09:40 PM
- INST: Morgan
- FEE: $1,257

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.

**Psychology**

**PSYC 398U ST: Psychology in the Workplace**

- CRN: 23456
- Section: 01B
- HRS: 3
- DATE: 01/14-05/04
- INST: Carvelli
- FEE: $1,257

Psychological study covers the context, culture, and climate of organizations. Addresses the application of psychological principles and theories in the workplace. Covers attitudes and behaviors of employees and employers, interpersonal relationships, and the structure of organizational policies. Incorporates the complex processes of motivation and leadership, and includes both individual and organizational performance. In conjunction with the theories and emphasis of the workplace, this course will point out consumer psychology and human factors of working together and it will further demonstrate the match between people and jobs.
Please review your schedule on BannerWeb before classes begin to verify class location.

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In the past decade, terrorism has emerged as a dynamic force dramatically impacting individuals, social systems, and the economy. This course will cover explore the psychological development and motivation of groups who use terror as a means to generate fear or to advance a political aim. Specific topics to be explored will include the history of terrorism, the radicalization of terrorists, the immediate and long-term reactions to acts of terrorism, the development of communal support for terrorism and the use of psychological principles in the management and reduction of terrorism.

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<tr>
<th>RELG</th>
<th>200U Patterns in Religion</th>
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Methodologies for study of religion, recurring themes and issues, religious expression in both individual and communal focus.

<table>
<thead>
<tr>
<th>SOC</th>
<th>305U Deviance</th>
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Social deviance at micro-sociological 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.

<table>
<thead>
<tr>
<th>SPCH</th>
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Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles.

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Modern theory and methodology; student participation in group discussion relating theory to specific communication problems.

<table>
<thead>
<tr>
<th>SPCH</th>
<th>398U ST: Dark Side of Communication</th>
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The “Dark Side” is a metaphor used to examine the immoral, abusive, dysfunctional, destructive and even criminal dimensions of interpersonal communication. This course relies on scholarly research to ignite discussion and debate on the value of the dark side paradigm in our daily lives. Some of the topics include infidelity, bullying, intimate partner abuse, jealousy, stalking, child abuse, parent abuse, deception, and secrets. Students are expected to read a significant amount of social scientific research and research one area of the Dark Side.
Visit the University of Richmond

Breakfast Forum
The School, in partnership with the SPCS Student Government Association and the SPCS Alumni Association, offers a free monthly networking breakfast for current students and alumni to which prospective students are invited.

The Breakfast Forums are held monthly from 7:30-8:30 a.m. Each session includes a Continental breakfast and a special guest to discuss a topic of relevance to students and alumni. Visit spcs.richmond.edu/breakfast to review the schedule and topics and to register online.

Information Session
The School invites prospective students to meet current students, faculty and staff at an Information Session for Adult Students. Sessions are free and provide prospective students an opportunity to ask questions and learn more about our degree and academic certificate programs.

Information Sessions are held several times a year from 6:30-8:00 p.m. Each session includes free heavy hors d’oeuvres and provides an opportunity to interact with faculty, program coordinators and student advisors in small groups or individually. Visit spcs.richmond.edu/returntoschool to review the schedule and register online.

Campus Visit
The University of Richmond campus is a remarkable place to go to school. Collegiate Gothic architecture envelops students in state-of-the-art classrooms, computer labs and libraries.

The School offers campus tours for prospective and new students. Each session includes a two-hour walking tour led by a University staff member who is also an SPCS undergraduate student. Tours cover both the campus and the resources available to students. Visit spcs.richmond.edu/returntoschool and select the Campus Tour link under “Take a Campus Tour” to review the schedule and register online.

New Student Orientation
The School provides new and prospective students an orientation session where participants can learn more about University of Richmond resources available to SPCS students. Meet representatives from a number of offices and departments including the Libraries, Writing Center, Speech Center, Technology Center, Academic Skills Center, Student Government and Alumni Associations.

Sessions are scheduled just before the beginning of spring and fall semesters. Each session features heavy hors d’oeuvres and includes an opportunity to register your vehicle with parking services, get your University One Card ID made, and activate your email account. Visit spcs.richmond.edu/new-student and select “New Student Orientation” to review the schedule and register online.

Classroom Visitation
The School offers a selection of classes that prospective students may attend to “test the waters” of a University of Richmond education. Reservations are required for all class visits. Visit spcs.richmond.edu/returntoschool for more details and to register online.
The Rise and Fall of the Celtic Tiger:
Course Dates: Spring Semester
Travel Dates: Spring Break (March 9-16, 2013)
spcs.richmond.edu/springbreakabroad

The School of Professional and Continuing Studies is pleased to offer a unique study abroad opportunity designed for working adults. Hybrid classroom-based and online study during the spring semester will be joined with a study abroad experience in Cork, Ireland, during Spring Break Week 2013.

We started to accept applications and the initial non-refundable deposit on August 1, 2012. Space is limited and is reserved on a “first-come, first-served” basis. If you are interested in this course, please contact Gretchen Flynn Morris at gmorris2@richmond.edu as soon as possible. Once the course has filled, interested students will be placed on a waitlist and contacted if space becomes available.

Course Information

“Rise and Fall of the Celtic Tiger” is a multidisciplinary, 3 semester hour course that explores the rise and fall of Ireland through an historical, social and economic framework. The hybrid course, offered for undergraduate or graduate credit, will meet on campus and online during the spring 2013 semester and includes a travel component to Cork, Ireland, during Spring Break.

Location

Cork, located in County Cork on the southeast coast of Ireland. While in Cork, participants will be hosted by University College Cork. Classes will be held on the UCC campus.

Dates

The course is held on the UR campus during the spring 2013 Semester. For the Ireland portion, students will depart the U.S. on March 9, 2013, and return on March 16. Classes in Ireland will be concentrated primarily in the mornings and early afternoons of March 11-15.

Transportation

Students may book airfare through Covington Travel or make their own reservations using discounts and miles. The program coordinators will make their itineraries available to participants.

Cost

The $600 (double occupancy) or $725 (single occupancy) study abroad fee includes course instruction by UCC faculty, UCC classroom use, study materials and one week stay at The Killarney Guest House. The guest house offers free wifi in all rooms.

• This fee covers health insurance while abroad and an administrative processing fee.
• Full Irish Breakfast is included in this fee, but students are responsible for daily lunch and dinner costs.
• Students will also need to pay regular tuition fee ($1,257 undergraduate, $1,506 graduate) and airfare.

Application

Class size is limited. If you are interested in taking this course and have not already applied, please contact Gretchen Flynn Morris gmorris2@richmond.edu. Once the course is filled, interested students will be placed on a waitlist and contacted to submit an application and deposit should a space become available.

• Admission to the course is by department approval only
• $150 nonrefundable deposit (checks only, made out to “University of Richmond” with “Spring Break Abroad Ireland” in memo line)
• Application form
• Agreement and release form
• Emergency information sheet

Interested?
Contact Gretchen Flynn Morris gmorris2@richmond.edu
During the 2012-2013 academic year, SPCS is celebrating its 50th year of meeting the educational needs of adult and non-traditional learners in the Richmond area.

We opened as University College on the corner of Lombardy and Grace, where we started serving Richmond’s part-time and evening educational needs. We moved to the University of Richmond campus in the 1970s, and we renamed ourselves the School of Continuing Studies in 1995.

We’re celebrating this milestone the entire year. In August we finalized our renaming process, becoming officially the School of Professional and Continuing Studies. In September we spent an entire week celebrating with events and activities. In November we’ll host the Hays and Margaret Crimmel Colloquium. We’ll culminate the celebratory year in May, when we’ll honor and graduate our first class of students from the renamed SPCS.

We hope you’ll visit spcs.richmond.edu/50 to learn more about the upcoming celebration!