

## OTTAWA ONLINE

Fall, 2010 Graduate Course Schedule

**Term begins Monday August 23, 2010.**

Registration via the web begins July 5th, 2010

*Please register early as these classes fill up quickly.*

Prefix	Number	Sect.	Course Title	Credit Hours	Instructor
BUS	7000	OA	Organizational Behavior Theory	3	Schoenwetter, J.
BUS	7002	OA	Foundations of Leadership	3	Edwards, Tom
BUS	7200	OA	Value Systems & Professional Ethics	3	Williams, Ann
BUS	7303	OA	Legal, Ethical, Political Aspects of HC Management	3	STAFF
BUS	7450	OA	Strategic Marketing	3	STAFF
BUS	7451	OA	Advertising and Promotional Strategies	3	Deming, Mary
BUS	7600	OA	Managerial Finance	3	STAFF
BUS	7801	OA	Money & Capital Markets	3	STAFF
BUS	7900	OA	Social, Cultural, Legal, and Political Influences Business	3	Riggs, Russel
BUS	8500	OA	Seminar Business Policies & Strategies*	3	Muscia, Tony
EDC	7291	OA	Differentiated Instruction	3	Tincher, Lee
EDC	7297	OA	Curriculum Evaluations	3	STAFF
EDC	7653	OA	Theory & Technique in Ed. Intervention	3	Wongergem, Karen
EDC	7683	OA	Instructional Theory & Strategy in Tech Integration	3	Bennett, Jaime
EDC	7713	OA	School & Community Relations	3	Henry, Justin
EDC	7743	OA	School Finance	3	Clark, Rustin
EDC	8453	OA	Field Experience in Education	3	Leo, Gaye
EDF	7103	OA	Philosophy Accountability & Change	3	White, Mary
EDF	7303	OA	Leadership & Management of Change	3	Barton, Craig
EDF	8503	OA	Masters Research Project*	3	Krenke, Paulette
HRC	7461	OA	Wage, Salary, and Benefit Administration	3	STAFF
HRC	7561	OA	Recruitment, Selection, & Placement	3	Miles, Fred
HRC	7611	OA	Organizational Behavior Theory	3	Schoenwetter, J.
HRF	7001	OA	Value Systems & Professional Ethics	3	Williams, Ann
HRF	7111	OA	Trends, Issues, & Perspectives in HR	3	Goldsmith, Sue
HRF	7161	OA	Research: Assessment & Evaluation	3	STAFF
HRF	8481	OA	Applied Case Studies in Human Resources*	3	Holston, Kayong
PYF	7160	OA	Methods & Models of Research Marr & Family Therapy	3	STAFF
PYF	7162	OA	Methods & Models of Research	3	STAFF

\* Capstone course

## **Registration Begins July 5th, 2010**

**Register via the web**

<https://myottawa.ottawa.edu>

(login and click "Students")

### **REGISTRATION PROCEDURES:**

Clearly indicate the **complete** –

- Course prefix & number including section (i.e., OA, OB, OP etc.)
- Course title.
- Form of payment

It is recommended that all students consult with their advisor or director prior to selecting courses. Bachelor of Arts students are limited to 16 credit hours per term. Credit hours over 16 per term must be approved by the Dean of Instruction.

### **DEADLINE TO ADD COURSES:**

- Full- term courses must be added by **August 27, 2010**

### **REFUND POLICY:**

The institutional refund policy for withdrawals from scheduled courses is based on date of student notification to the university, regardless of the number of class meetings. Withdrawal from a course is the responsibility of the student.

0% - 25% of class meetings = 100% refund

26% - 37% of class meetings = 75% refund

38% - 50% of class meetings = 50% refund

After 50% of class meetings = NO REFUND

FEES are non-refundable after 25% of an 8-week course.

Any outstanding balances owed to Ottawa University will be deducted prior to issuance of any refund.

Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all classes. Title IV financial aid is refunded in the following order as prescribed by Law and Regulation:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal PELL Loans
5. Other Title IV Aid Programs
6. Other Federal, state, private or institutional aid
7. The student

## **WITHDRAWAL PROCEDURES:**

All withdrawals must be received by the Office of the Registrar by **October 4, 2010**. Students registered after this date will receive a grade for the course. Ottawa University will consider a student actively enrolled for course(s) until a signed Drop/Withdrawal form is received by the Office of the Registrar.

- A student's withdrawal is based on the date the Drop/Withdrawal form is received by the Office of Registrar.
- Upon official withdrawal from class(es), a student will receive a copy of the Drop/Withdrawal form, duly signed and dated by the Office of the Registrar.
- **NO WITHDRAWALS WILL BE ACCEPTED VIA TELEPHONE COMMUNICATION.**

## **FINANCIAL AID UNOFFICIAL WITHDRAWAL:**

Financial Aid students who fail to continue participating in an academically related activity before 60% or more of the calendar days have expired in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F or NC. The Federal R2T4 calculations will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s). Because the student did not officially withdraw, the institutional charges will not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any course as quickly as possible once the decision to not complete has been made.

## **WITHDRAWAL DEADLINES:**

- Courses can be dropped, without a "Withdrawal (W)" grade, through **September 6, 2010**.
- Courses can be dropped with a "Withdrawal (W)" grade up to (but no later than) **October 4, 2010**.
- **No withdrawals (drops) will be accepted after October 4, 2010.**

## **TEXTBOOKS:**

Textbooks are available through MBS Direct, the nation's largest distributor of new and used college textbooks.

Instructions for accessing/ordering online textbooks:

1. Go to OU website [www.ottawa.edu](http://www.ottawa.edu)
2. Select 'Locations' from the top menu bar
3. Select 'Online'
4. Select 'Buy Textbooks' from the related links menu on the right
5. Select 'Order my Books'
6. Select 'Ottawa Online' as the Location
7. Click 'Continue'
8. Select Term (if more than one option)
9. Select Program (Graduate or Undergraduate)
10. Click 'continue'
11. Scroll & Select desired course(s)
12. Click on "Submit Course ID Selection(s)" at top or bottom of page
13. Click 'Add Item(s) to Cart'
14. Proceed to check out.

Minimal shipping charges will be assessed. Orders processed within 24 hours. Allow one (1) week for delivery.