

## OTTAWA ONLINE

Summer, 2010 Graduate Course Schedule

**Term begins Monday June 28, 2010.**

Registration via the web begins May 17, 2009

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

| Prefix     | Number      | Sect.     | Course Title                                      | Credit Hours | Instructor        |
|------------|-------------|-----------|---|--------------|-------------------|
| BUS        | 7001        | OA        | Contemporary Issues in Business Leadership        | 3            | Esveldt, Sarah    |
| <b>BUS</b> | <b>7100</b> | <b>OA</b> | <b>Human Resource Planning &amp; Admin</b>        | 3            | Lorenzoni, Teresa |
| <b>BUS</b> | <b>7100</b> | <b>OB</b> | <b>Human Resource Planning &amp; Admin</b>        | 3            | Lorenzoni, Teresa |
| BUS        | 7300        | OA        | Global Health Care Delivery Systems               | 3            | Nemecek, Jack     |
| BUS        | 7309        | OA        | Communicating Change in HC Orgs                   | 3            | Derby, Vivian     |
| BUS        | 7454        | OA        | Distribution & Supply Chain Management            | 3            | Brown, Steven     |
| <b>BUS</b> | <b>7500</b> | <b>OA</b> | <b>Managerial Economics</b>                       | 3            | Stika, Nita       |
| <b>BUS</b> | <b>7700</b> | <b>OA</b> | <b>Management Information Systems</b>             | 3            | Binder, Greg      |
| <b>BUS</b> | <b>7700</b> | <b>OB</b> | <b>Management Information Systems</b>             | 3            | Carr, Karen       |
| <b>BUS</b> | <b>7800</b> | <b>OA</b> | <b>Management Accounting</b>                      | 3            | Forde, Brenda     |
| BUS        | 7805        | OA        | Financial Modeling Methodologies                  | 3            | Symopoulos, S.    |
| BUS        | 8000        | OA        | Advanced Leadership Theory & Practice             | 3            | Edwards, Tom      |
| <b>BUS</b> | <b>8500</b> | <b>OA</b> | <b>Seminar Business Policies &amp; Strategies</b> | 3            | Muscia, Tony      |
| EDC        | 7153        | OA        | Educational Law                                   | 3            | Mayes, Cheryl     |
| EDC        | 7291        | OA        | Differentiated Instruction                        | 3            | Tincher, Lee      |
| EDC        | 7299        | OA        | Curriculum Design & Content Standards             | 3            | Flory, Michelle   |
| EDC        | 7553        | OA        | Special Topics in Education                       | 3            | Wongergem, Karen  |
| EDC        | 7603        | OA        | Conflict Resolution Educational Environment       | 3            | Henry, Justin     |
| EDC        | 7623        | OA        | Foundations in Distance Learning                  | 3            | Hobson, Diane     |
| EDC        | 7663        | OA        | Technology Integration in K-12                    | 3            | Molina, Judy      |
| EDC        | 7733        | OA        | The Principalship                                 | 3            | Leo, Gaye         |
| EDC        | 7753        | OA        | Assessment Techniques for At-Risk Learners        | 3            | Pattison, Jillian |
| <b>EDF</b> | <b>7163</b> | <b>OA</b> | <b>Educational Research</b>                       | 3            | Pennington, Nan   |
| <b>EDF</b> | <b>7203</b> | <b>OA</b> | <b>Diverse Community of Learners</b>              | 3            | Bennett, Jaime    |
| <b>EDF</b> | <b>8503</b> | <b>OA</b> | <b>Masters Research Project</b>                   | 3            | Krenke, Paulette  |
| HRC        | 7361        | OA        | Managing HR Costs                                 | 3            | Barrow, Janet     |
| HRC        | 7411        | OA        | Human Resources Planning & Administration         | 3            | Lorenzoni, Teresa |
| HRC        | 7601        | OA        | Training and Development                          | 3            | Forsyth, Bryan    |
| HRC        | 7741        | OA        | Employment Law                                    | 3            | Duckworth, Mike   |
| HRC        | 7841        | OA        | Managing in a Culturally Diverse Workforce        | 3            | Edwards, Tom      |
| HRF        | 8481        | OA        | Applied Case Studies in HR                        | 3            | Holston, Kayong   |

**Registration Begins May 17****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, etc.)
- Course title.
- Form of payment

**DEADLINE TO ADD COURSES:**

- Full- term courses must be added by **July 2, 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

**WITHDRAWAL PROCEDURES:**

All withdrawals must be received by the Office of the Registrar by **August 6, 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 **July 9, 2010**.
- Courses can be dropped with a “Withdrawal (W)” grade up to (but no later than) **August 6, 2010**.
- **No withdrawals (drops) will be accepted after August 6, 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.