

## OTTAWA ONLINE

Summer, 2010 Undergraduate 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
ACC	20364	OA	Accounting for Business Ops	4	Haines, Mary
ACC	20364	OB	Accounting for Business Ops	4	Smith, Jere
COM	30263	OA	Small Group Communication	4	Cook, David
COM	32663	OA	Business Communication	4	Carr, Karen
COM	32663	OB	Business Communication	4	Murdock, Barb
COM	38000	OA	Introduction to Online Research	1	Woelfel, Judy
ECE	30070	OA	Early Child Assessment & Monitor	4	Mitchell, Deborah
ECE	30080	OA	Classroom Management Young Child	4	Wonggem, Karen
EDU	32734	OA	Elementary Language Arts Methods	4	Atkins, Allison
EDU	33434	OA	Educational Tests & Measurements	4	Mayes, Cheryl
ENG	20524	OA	Writing Skills Development	4	Atkins, Allison
ENG	41823	OA	Shakespeare Seminar	4	Conaway, Cameron
ENG	45023	OA	Seminar in American Literature	4	Hankins, Amy
HPS	30151	OA	Arizona Constitution (2 week course)	1	Staff
HPS	30251	OA	United States Constitution (2 week course)	1	Staff
HPS	35154	OA	Seminar in World History II	4	Chambers, Kevin
HPS	45553	OA	Contemporary America 1945 - Present	4	Anthony, Kyle
HUS	30253	OA	Social Policy and the Community	4	Akins, Alicia
LAS	30012	OA	Proseminar	4	Amborn, Patty
LAS	30012	OB	Proseminar	4	Goodloe, JamesEtta
LAS	30012	OC	Proseminar	4	Colston, Dean
LAS	30012	OD	Proseminar	4	Krenke, Paulette
LAS	30012	OP	Proseminar Police Science	4	Romero, Fred
LAS	45012	OA	Graduation Review	4	Velasco, Jan
LAS	45012	OB	Graduation Review	4	Bryson, Karen
LAS	45012	OP	Graduation Review Police Science	4	Romero, Fred
MAT	11143	OA	Pre-Calculus	4	Foster, Dave
MAT	31044	OA	Calculus III	4	Foster, Dave
OAD	30563	OA	Management	4	Foreman, Mike
OAD	30563	OB	Management	4	Shah, Rob
OAD	31063	OA	Business Law	4	Duckworth, Mike
OAD	32563	OA	Human Resources Administration	4	Barrow, Janet

OAD	33064	OA	Governmental Budgeting	4	Abram, Charlotte
OAD	36064	OA	Managing Integration in Health Care	4	Jones, Carrie
OAD	40654	OA	Health Care Law and Ethics	4	Hardy, Rich
OAD	40654	OB	Health Care Law and Ethics	4	Hardy, Rich
OAD	41064	OA	International Business	4	Vadlamani, Venkata
OAD	41764	OA	Training and Development	4	Forsyth, Bryan
OAD	43264	OA	Organizational Change	4	Wescoat, Ryan
OAD	43564	OA	Administration of Public Organizations	4	Staff
OAD	48563	OA	Management of Health Care Organizations	4	Hubley, Allison
OAD	48563	OB	Management of Health Care Organizations	4	Tefft, Nicole
OAD	49100	OA	Strategies & Policies	4	Muscia, Tony
OAD	49200	OA	Seminar in Human Resources	4	Holston, Kayong
OAD	49300	OA	Seminar in Applied Management	4	Malka, Charles
OAD	49500	OA	Seminar in Applied Health Care Management	4	Esveldt, Sarah
PLS	30000	OA	Exam of Criminal Justice Systems	4	Brewster, David
PLS	30200	OA	Police Responsibilities, Ethics & Liabilities	4	Click, Ben
PLS	30300	OA	Understanding Criminal Behavior	4	Hanson, Tim
PLS	40000	OA	Race, Crime & Social Policy	4	Kwan, Angela
PLS	40100	OA	Public Safety Supervision	4	Brewster, David
PSY	30153	OA	Theories of Personality	4	Shaw, Laura
PSY	30153	OB	Theories of Personality	4	Shaw, Laura
PSY	40854	OA	History and Systems of Psychology	4	Keith, Sonja
PSY	40854	OB	History and Systems of Psychology	4	Washington, W.
PSY	42654	OA	Health Psychology	4	Linkin, Lisa
PSY	49201	OA	Seminar in Psychology	4	Papazafirpoulos, J.
SOC	30653	OA	Ethnic Relations and Multiculturalism	4	Murdock, Barbara
SOC	30653	OB	Ethnic Relations and Multiculturalism	4	Simmons, Shakira
UNV	32314	OA	Experiential Learning in Adult Education	4	Staff

\* Capstone course

Last Updated: 06/14/2010

**Registration Begins May 17, 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 **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

## **PROSEMINAR REFUND:**

On or before 50% of class meetings = 100% 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 **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.