

OTTAWA ONLINE

Early Summer, 2010 Graduate Course Schedule

Term begins Monday May 3, 2010.

Registration via the web begins March 22, 2009

Please register early as these classes fill up quickly.

Prefix	Number	Sect.	Course Title	Credit Hours	Instructor
BUS	7000	OA	Organizational Behavior Theory	3	Staff
BUS	7004	OA	Leading the Business to Create Value	3	Staff
BUS	7200	OA	Value Systems & Professional Ethics	3	Staff
BUS	7307	OA	Product Line & Profitability in Health Care	3	Staff
BUS	7450	OA	Strategic Marketing	3	Staff
BUS	7453	OA	Public Relations & Publicity	3	Staff
BUS	7600	OA	Managerial Finance	3	Staff
BUS	7804	OA	International Finance	3	Staff
BUS	7900	OA	Social, Cultural, Legal, and Political Influences Bus.	3	Staff
BUS	8500	OA	Seminar Business Policies and Strategies*	3	Staff
EDC	7293	OA	Instructional Theory & Techniques	3	Staff
EDC	7613	OA	Introduction to Educational Technology	3	Staff
EDC	7643	OA	Computer Assisted Instruction	3	Staff
EDC	7703	OA	School & Community Resources Education Intervention	3	Staff
EDC	7723	OA	Instructional Design & Evaluation	3	Staff
EDC	7793	OA	Materials & Strategies for Success	3	Staff
EDC	8073	OA	Clinical Supervision/Assessment	3	Staff
EDF	7103	OA	Philosophy Accountability & Change	3	Staff
EDF	7303	OA	Leadership & Management of Change	3	Staff
EDF	8503	OA	Masters Research Project	3	Staff
HRC	7561	OA	Recruitment, Selection, & Placement	3	Staff
HRC	7611	OA	Organizational Behavior Theory	3	Staff
HRC	7811	OA	Career Development	3	Staff
HRF	7001	OA	Value Systems & Professional Ethics	3	Staff
HRF	7111	OA	Trends, Issues, & Perspectives in HR	3	Staff
HRF	7161	OA	Research: Assessment & Evaluation	3	Staff
HRF	8481	OA	Applied Case Studies in HR	3	Staff
PYF	7160	OA	Methods & Models of Research Marr & Family Therapy	3	Staff

* Capstone course

Registration Begins March 22

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 **May 7, 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 **June 14, 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 **May 17, 2010**.
- Courses can be dropped with a “Withdrawal (W)” grade up to (but no later than) **June 14, 2010**.
- **No withdrawals (drops) will be accepted after June 14, 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
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.