

OTTAWA ONLINE

Early Summer, 2010 Undergraduate 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
ACC	20464	OA	Financing & Investing Activities	4	Staff
COM	11023	OA	Speech Prep & Delivery	4	Staff
COM	30363	OA	Organizational Communication	4	Staff
ECE	30000	OA	Foundations of Early Childhood Education	4	Staff
ENG	20524	OA	Writing Skills Development	4	Staff
ENG	31723	OA	Multicultural Literature	4	Staff
ENG	32523	OA	The English Language	4	Staff
HPS	35054	OA	Seminar in World History	4	Staff
HPS	35555	OA	History of America 1840-1890	4	Staff
HPS	40154	OA	Philosophy & Ethics of Public Admin	4	Staff
HUS	30000	OA	Social Welfare: Issues in Human Services	4	Staff
HUS	40154	OA	Addiction Studies in the Media	4	Staff
HUS	40553	OA	Skills and Techniques in Human Services	4	Staff
HUS	49000	OA	Seminar in Human Services	4	Staff
LAS	30012	OA	Proseminar	4	Staff
LAS	30012	OP	Proseminar Police Science	4	Staff
LAS	45012	OA	Graduation Review	4	Staff
LAS	45012	OP	Graduation Review Pollice Science	4	Staff
MAT	10643	OA	College Algebra	4	Staff
MAT	20143	OA	Business Math	4	Staff
OAD	30063	OA	Behavior in Organizations	4	Staff
OAD	30264	OA	Employment Law & Policies	4	Staff
OAD	30364	OA	Conflict Resolution	4	Staff
OAD	31664	OA	Business Ethics	4	Staff
OAD	32864	OA	Employment & Staffing	4	Staff
OAD	36000	OA	Intro to Medical Terminology 1 cr.	1	Staff
OAD	36020	OA	Planning & Budgeting in Health Care	4	Staff
OAD	38663	OA	Human Resources in Health Care Organizations	4	Staff
OAD	40063	OA	Financial Administration	4	Staff
OAD	43464	OA	Leadership	4	Staff
OAD	46000	OA	Health Care Policy & Regulation	4	Staff
OAD	49100	OA	Strategies & Policies	4	Staff

OAD	49300	OA	Seminar in Management	4	Staff
OAD	49500	OA	Seminar in Applied Health Care Management	4	Staff
PLS	30100	OP	Individual Rights, Police Practice	4	Staff
PLS	40200	OP	Policing in Today's Communities	4	Staff
PLS	40300	OP	Leadership in Law Enforcement	4	Staff
PLS	49000	OP	Selected Contemporary Topics	4	Staff
PSY	30353	OA	Psychology of Abnormal Behavior	4	Staff
PSY	31354	OA	Physiological Psychology	4	Staff
PSY	32253	OA	Research Design and Analysis	4	Staff
PSY	45650	OA	Psychological Experience of Music	4	Staff
PSY	49201	OA	Seminar in Psychology	4	Staff

* Capstone course

Last Updated: 02/16/2010

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

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 **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.