



# MARIAN UNIVERSITY - FALL 2009 SCHEDULE OF CLASSES

OFFICE OF THE REGISTRAR • Phone: 317.955.6050 • E-Mail: [regis@marian.edu](mailto:regis@marian.edu) • Web: [www.marian.edu/mymarian/registrar](http://www.marian.edu/mymarian/registrar)

The course information listed in this schedule was accurate as of February 18, 2009. Students can find up-to-date schedule information in the “Course Offering” on their CAMS student portal.

## FALL 2009 REGISTRATION INFORMATION

### ► **ACADEMIC ADVISING AND REGISTERING FOR CLASSES**

- CHANGES IN ACADEMIC PROGRAM AND/OR ADVISOR:** If wishing to change advisors and/or declare or change a major, minor, or concentration, complete and submit the Change of Major/Advisor form available in the Office of the Registrar. Check your registration letter to see who is currently listed as your advisor in CAMS; submit a Change of Major/Advisor form well in advance of registration if the advisor listed is not correct. If the advisor listed in CAMS is not your correct advisor, you will be unable to register.
- COURSE SELECTION & APPROVAL:** Review course selections and complete a schedule planning form with your advisor.
  - If you are registering for a course for which you do not have the required prerequisite, a course that requires instructor permission to register, or courses with conflicting class meeting times, you must obtain signatures from the applicable instructor in the shaded section of your schedule planning form and bring the form to the Office of the Registrar after you have registered online so these courses can be added.
  - If registering for an independent study or tutorial, obtain and complete an independent study/tutorial form from the Office of Academic Affairs (MH 110). These courses require the approval of Bill Harting, Dean of Academic Affairs.
- REGISTRATION:** Registration for continuing students will take place online. All students are informed of their appointed registration day by letter at their current local mailing address of record and by e-mail at their Marian University e-mail address; registration days are assigned based on class level as determined by the number of earned credit hours. Formal registration will take place March 23-April 3. **To register online, follow the directions in the “Step-by-Step Guide to Online Registration,” which can be found in the “Online Registration Resources” section of the Office of the Registrar website.**
  - Registration days for newly admitted students and readmitted students will be held on April 18, June 13, July 18, and August 14. These students will register in person at the Office of the Registrar, not online.
  - LATE REGISTRATION:** Students who do not register on or before Friday, August 15 may register in person at the Office of the Registrar during the first week of classes, August 17-21. A \$50 late registration fee will be assessed and students will be required to obtain a signature from the instructor of each course before registering.
  - SCHEDULES & TEXTBOOKS:** Following registration, print a copy of your schedule from your CAMS student portal. You must have a schedule in order to charge textbooks to your Marian University student account.

*You must comply with the published tuition payment policy and meet all tuition payment deadlines in order to confirm your registration. Students who do not comply with the published tuition payment policy will incur late fees on their student accounts.*

### ► **WAITING LIST**

- If placed on a “waiting list,” you are not considered to be registered for that course until an opening becomes available.
- Check your schedule via your CAMS student portal to see whether you have been taken off the waiting list and added into the class. Other notification of waiting list status will not be provided.
- All waiting lists will be “frozen” by 4:30 pm on Friday, August 14** and it will no longer be possible to get into a course from the waiting list without following the schedule change procedure as described below. If you are not comfortable taking the risk that you may not get into a closed class at the last minute, select an alternate course to complete your schedule.
- Effective beginning with fall 2009 registration, nursing students may no longer place themselves on waiting lists for clinicals.

### ► **SCHEDULE CHANGES**

- At any time before 4 p.m. on Friday, August 14, you may drop or add classes online through your CAMS student portal. On or after the first day of the semester, you must submit any changes to your schedule, including section changes, in person at the Office of the Registrar using a Schedule Change (Drop/Add) form. Instructor and advisor signatures are required beginning August 17. You are responsible for adhering to the following deadlines to add and/or drop courses.
  - LAST DAY TO ADD A CLASS..... AUGUST 21<sup>ST</sup>**
  - LAST DAY TO DROP A CLASS WITH NO “W” GRADE AND NO \$40 FEE..... AUGUST 21<sup>ST</sup>**
  - LAST DAY TO DROP A CLASS.....OCTOBER 23<sup>RD</sup>**
  - LAST DAY TO DROP ALL CLASSES FOR THE SEMESTER (WITHDRAW FROM THE UNIVERSITY).....DECEMBER 4<sup>TH</sup>**
- A \$40.00 fee will be charged for each Schedule Change (Drop/Add) form submitted on or after August 24<sup>th</sup>.
- If you discontinue a class without following the above procedure to drop the class, you will receive a failing grade.**

### **SCHEDULE FOR WITHDRAWAL FROM THE UNIVERSITY and REDUCTION OF CHARGES:**

A student who withdraws from school may be entitled to full or partial reduction of charges.

Reduction of charges is based on the official date of withdrawal as recorded in the Office of the Registrar.

- withdraw on or before August 21 = 100%
- withdraw August 24 – August 28 = 90%
- withdraw August 31 – September 4 = 60%
- withdraw September 7 – September 11 = 25%
- withdraw on or after September 14 = 0%

## **FEES FOR 2009-2010 (pending final Board approval at time of publication)**

*Tuition, full-time students, 12-20 credits, per semester .....	\$12,000.00
*Tuition for enrolled credits over the 20-hour full-time maximum, per credit hour .....	\$1,050.00
*Tuition, part-time students, fewer than 12 credits, per credit hour .....	\$1,050.00
*Audit fee, per credit hour, only charged if course is <u>not</u> taken for credit .....	\$150.00
Lab, studio and private lessons fees .....	published in the attached course schedule listing
Late registration fee for registering on or after the first day of the semester .....	\$50.00
Schedule Change (Drop/Add) form submitted on or after August 24, per form submitted .....	\$40.00
Copy of university transcript requested <u>in advance</u> .....	\$5.00
Copy of university transcript requested <u>on demand</u> .....	\$10.00
Auto registration .....	\$50.00
Parking violation.....	\$50.00
Late payment of tuition .....	\$50.00 (additional penalties also apply)
*Persons 60 years of age or older should contact the Financial Aid Office at 317-955-6040 regarding a tuition grant equal to 40% of the regular rate per credit hour.	

**PLEASE NOTE:** Students are expected to pay all student account charges by the due dates published by Marian University. The student will be responsible for paying any and all costs associated with collection efforts by Marian University. This may include interest, collection costs, attorney fees and court fees.

## **COURSE LOAD**

The normal load for a full-time student is 12-18 credit hours per semester. Because academic performance may suffer when an overload is taken, students with a cumulative GPA of 2.0 or above wishing to enroll in 19 or more credits and students with a cumulative GPA below 2.0 wishing to enroll in 17 or more credits must receive signature approval from the Office of Academic Affairs, MH 110. Full-time students earning fewer than 16 credits each semester will be unable to complete degree requirements in the prescribed four years for a bachelor degree or two years for an associate degree, unless additional credits are earned during summer school or by examination. An additional per credit hour fee is charged if enrolled in more than 20 credits per semester.

## **CLASS CANCELLATION OR CHANGE**

The university reserves the right to change or cancel courses as needs and enrollment warrant. Because course information may change in between registration and the first day of classes, students should print an updated schedule from their CAMS student portal immediately prior to the start of the classes.

## **2009 FALL CALENDAR**

Registration for students not previously registered, change of registration, fee payment, placement tests .....	Aug. 13
Residence Halls open.....	Aug. 16
Classes begin at 8:00 am. ....	Aug. 17
Late registration begins at 8:00am (a \$50 fee is assessed).....	Aug. 17
Late registration ends at 4:00 pm.....	Aug. 21
Last day to add a course (signatures of instructor and advisor required).....	Aug. 21
Last day to drop a course without "W" grade or change to/from audit status .....	Aug. 21
Labor Day, university closed.....	Sept. 7
Close of Pass/Fail option .....	Sept. 18
Incompletes from Spring and Summer 2009 due.....	Sept. 25
Mid-term date.....	Oct. 9
Mid-term recess, no classes .....	Oct. 10-13
Last day to withdraw from a single course with a "W" grade.....	Oct. 23
Registration for Spring 2010 semester .....	Oct. 26 – Nov. 6
Holy Day: Feast of All Saints .....	Nov. 1
Senior comprehensive exam results due for December graduates.....	Nov. 23
Thanksgiving Recess, no classes.....	Nov. 25
Thanksgiving Recess, no classes and university closed .....	Nov. 26-29
Last day for 2009-2010 graduation candidates to file graduation application .....	Dec. 1
Reading Day, no classes .....	Dec. 4
Last day to withdraw from <u>all</u> Fall 2009 courses (withdraw from the university) .....	Dec. 4
Marian University's patronal feast: Immaculate Conception .....	Dec. 8
Final examinations.....	Dec. 7-11
Fall graduation date (no ceremony) .....	Dec. 31

## **FILE FOR GRADUATION**

- 2009-2010 Associate and Bachelor degree candidates must file a Graduation Application in the Office of the Registrar no later than December 1, 2009.

## **ATTENDANCE AND CROSS-REGISTRATION**

- See information and policies as printed in the Course Catalog. Informational brochures for those interested in the cross-registration program (the Consortium for Urban Education – CUE) are available by request in the Office of the Registrar.

## **PASS/FAIL AND AUDIT OPTIONS**

- **PASS/FAIL OPTION** - This option is available to juniors and seniors in elective courses (not applicable to courses required for the major or minor discipline, certification, or general education). Using the Schedule Change (Drop/Add) Form, all changes to or from pass/fail status must be submitted to the Office of the Registrar by September 18.
- **AUDIT GRADING OPTION** – Students wishing to audit a course must be admitted to the university. This option is not available for laboratory, studio, or practicum courses. No credit or grade is given. A fee of \$150.00 per credit hour is charged for an audited course. Persons 60 years of age or older should contact the Financial Aid Office at 317-955-6040 regarding a grant equal to 40% of the regular rate per credit hour. All changes to or from audit status must be recorded on a Schedule Change (Drop/Add) form and submitted to the Office of the Registrar by August 21.

## **HONORS PROGRAM**

- See information and policies as printed in the Course Catalog. Contact Dr. Carolyn Johnston at 317.955.6144 or [cjohnston@marian.edu](mailto:cjohnston@marian.edu) with questions.
- If a class space exists, a non-honors student may enroll in an honors course during late registration.

## **COURSE LEVELS**

- Courses numbered below 100 level (ENG 099, COL 099, MAT 098) are graded developmental courses designed to bring students up to the college level in these subjects. A combined maximum of 12 credits in developmental, activity, and enhancement courses may apply toward a bachelor degree or 6 credits toward an associate degree.
- Numbers 100-299 are lower division courses designed primarily for students at the freshman and sophomore levels. Numbers 300-498 are upper division courses primarily for juniors and seniors but are open to students who have completed the freshman level of study. Number 499 designates independent study or a research project at an advanced level. Numbers 500-599 are graduate level courses.
- Of the 128 credits for a bachelor degree, at least 64 credits must be at the 200 level or above.

## **CONVOICATIONS**

- Convocations are a required component of each department's senior seminar course. All Marian University students are encouraged and welcome to attend the convocations.

## **ARMY RESERVE OFFICER TRAINING (ROTC)**

Through a cooperative program called the Consortium for Urban Education (CUE), Marian University students may cross-enroll in the Reserve Officer Training Corps (ROTC) program which leads to a commission in the U.S. Army, Army National Guard or Army Reserve. All ROTC classes taken are applied as general electives to your Marian University academic record. The leadership classes are open to full-time students, men and women, without incurring any obligation to continue the program to enter into military service. The first two years are exploratory in nature and offer one or two hours of academic credit per semester. Students wanting to continue the program and receive a commission upon graduation must apply for admission into the advanced program at the end of the second year of ROTC. Selection is competitive. Marian University students who are eligible for assistance can receive significant scholarship assistance by participation in this program. There are no restrictions on majors for students interested in ROTC. Students who do not continue may still use credits as electives earned toward any degree. For more information call 317.274.2691/0073 or email at [goarmy@iupui.edu](mailto:goarmy@iupui.edu). Visit the Army ROTC website at <http://www.iupui.edu/~armyrotc/>.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect all official records which pertain to them and to challenge inaccurate or misleading information, except parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except the following "directory" information available to the public: student's name, campus address, off-campus address, email address, telephone number, voice mail number, date of birth, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full-time/part-time status, degrees, awards, and honors including the Dean's List, and most recent previous institution attended by student.

***The student may request that "directory" information not be released by completing the FERPA Request form in the Office of the Registrar at the beginning of each semester. Failure to notify the Office of the Registrar may mean that university publications, such as team rosters or student directories, may include some directory information.***

## **ALPHABETICAL KEY TO CLASSROOM LOCATIONS**

AA	Art Annex	LIB	Library	PJH	Peace and Justice House
CH	Clare Hall	MB	Music Building	SF	Saint Francis Hall
DH	Doyle Hall (basement)	MH	Marian Hall	UH	University Hall (3 <sup>rd</sup> floor)
FH	Fisher Hall	PE	Physical Education Center		

## **DEVELOPMENTAL AND ENHANCEMENT COURSES**

A combined maximum of 12 credits in developmental and enhancement courses may apply toward a bachelor degree or 6 credits toward an associate degree. Not all of the following courses are offered in the current semester. See the course listing for details.

COL 099	College Reading & Learning Strategies	LAW 101	Mock Trial I	MUS xxx	Private Lessons
COL 101	Career Exploration	LAW 102	Mock Trial II	SOC 100	Experiential Learning: Community Service
ENG 099	Basic English	MAT 098	Introductory Algebra	THL 100	The Practice of Prayer
HPE 100-119	Physical Education Activity Courses	MUS 100-107	Vocal/Instrumental Ensembles		

## **SPECIAL TOPICS COURSES – FALL 2009**

### **ART 380 Digital Production 3 credits**

In this course, students will develop the skills necessary for the production of professional artwork for commercial painting. Students will gain an understanding of and appreciation for the importance of production, printing, paper, budget and deadline considerations when designing or illustrating for print. Students will also gain an understanding of estimating costs and communicating with clients.

### **HON 380 Films and Fictions about Nature and Masculinity 3 credits**

Two key issues facing contemporary thinkers are how to have a genuinely equitable and supportive understanding of both males and females and how to find a balanced, interactive relationship between mankind and nature. This course examines shared readings and multiple modern and classic films in the defining of "great questions" about these two key issues.

### **HPE 380 A Scientific Principles of Strength Training and Conditioning 3 credits**

This course covers scientific principles and procedures of physical fitness and exercise. Primary topics include cardio-respiratory endurance, muscular fitness, body weight and composition, flexibility, and pre-cardiovascular training screening.

### **HPE 380 B Sport Communication and Media Relations 3 credits**

This is the study and the appraisal of the media and the role that it plays in contemporary sports. Attention is also given to preparation and evaluation of sports media presentations and publications.

### **SPA 280 Spanish for Educators 3 credits**

This course integrates thematically related vocabulary, grammar, and culture and focuses students on the pragmatic, real-world language they will need in the school setting. With an emphasis on learning to communicate appropriately in real-life situations, students master need-to-know phrases and vocabulary quickly and efficiently. Developing communicative abilities in Spanish and understanding the rich culture of the Spanish-speaking world are the two primary objectives of the course.

### **THL 380 Ecclesiastical Latin I 3 credits**

A reading comprehension course presenting the Latin language as it has been used by the Catholic Church from the period of the New Testament to the present day. Intended for the student with no previous study of Latin, it systematically presents the grammar, vocabulary, and literature of ecclesiastical Latin to begin preparing the student to read texts such as the Liturgy and Divine Office, the Vulgate Bible, and the writings of Church theologians and inspirational authors composed in Latin. This course does not meet a foreign language or theology distribution requirement.

**NOTES:**