

MARIAN UNIVERSITY Spring 2018 GRADUATE SCHEDULE OF CLASSES

OFFICE OF THE REGISTRAR

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The course information listed in this schedule is updated intermittently. Changes will appear in **RED**.
Students can find the most accurate schedule information in the course offering on their CAMS student portal.

REGISTRATION INFORMATION

► ACADEMIC ADVISING AND REGISTERING FOR CLASSES

All students are required to register online via the CAMS student portal. Students should contact their designated program director with any questions about the required classes to enroll in for the semester. The program director must “release” each student to register for classes, but the program director is not responsible for processing the students registration. Students must register themselves for classes online.

COURSE SELECTION & APPROVAL: Review course selections and degree requirements with your program director.

1. **REGISTRATION:** Registration for students will take place online October 30-November 10. Graduate students can register beginning **Monday, October 30. To register online, follow the directions in the “[Step-by-Step Guide to Online Registration](#)” in the [Registration Resources](#) section of the Office of the Registrar’s website.**

- Newly admitted and readmitted students will receive information regarding when and how they can register.
- **NO LATE REGISTRATION:** Students **must** register **by Sunday, January 7th @ 11:59pm** or they will **not** be able to start classes for the fall semester. The CAMS Student Portal will be available for online registration through 11:59pm on January 7th.

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.

► SCHEDULE CHANGES

- At any time before Sunday, January 7th at 11:59 p.m., 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 January 9th. You are responsible for adhering to the following deadlines to add and/or drop courses.

LAST DAY TO ADD A CLASS; LAST DAY TO DROP A CLASS WITHOUT “W” GRADE & \$50 FEEJANUARY 12

LAST DAY TO DROP A CLASS (for semester-long courses).....MARCH 23

LAST DAY TO DROP ALL CLASSES FOR THE SEMESTER (WITHDRAW FROM THE UNIVERSITY).....APRIL 27

- A \$50.00 fee will be charged for each Schedule Change (Drop/Add) form submitted on or after January 15th.
- **If you discontinue a class without following the above procedure to drop the class, you will receive a failing grade.**

FEES FOR 2017-2018

Schedule Change (Drop/Add) form submitted on or after January 15 th , per form submitted.....	\$50.00
Auto registration, per semester*	\$110.00
*\$220.00 annual fee charged during fall semester for the academic year-parking passes are valid through summer 2018	
Parking violation, per occurrence (1 st , 2 nd , 3 rd offense).....	\$50.00, \$100.00, \$150.00
Late payment of tuition.....	\$100.00 (additional penalties also apply)
Transcript fees are available online at http://www.marian.edu/current-students/registrar/transcripts .	

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.

SCHEDULES 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. Consult with the Financial Aid Office concerning the impact that withdrawal may have upon current financial aid awards.

Standard (semester-long) courses

- withdraw during calendar week 1 = 100%
- withdraw during calendar week 2 = 90%
- withdraw during calendar week 3 = 60%
- withdraw during calendar week 4 = 25%
- withdraw during calendar week 5 or after = 0%

Courses lasting 5 weeks or more

(up to, but not including, semester-long courses)

- withdraw during calendar week 1 = 100%
- withdraw during calendar week 2 = 50%
- withdraw during calendar week 3 or after = 0%
- *last date to withdraw with "W" grade – 5 business days before the end date of class*

Courses lasting 4 or fewer weeks – no "W" grades given without complete withdrawal from the university

- withdraw prior to start of class = 100%; withdraw after class begins = 0% - *last date to withdraw with "W" grade – 5 business days before published end date of the class. If class meets less than 5 days, withdraw is not permitted after class begins.*

2018 SPRING CALENDAR

Classes begin at 8:00 am	Jan. 8
Last day to add a course (signatures of instructor and advisor required).....	Jan. 12
Last day to drop a course without "W" grade or change to/from audit status.....	Jan. 12
Martin Luther King Jr. Day, university closed.....	Jan. 15
Incompletes from fall 2017 due	Feb. 16
Mid-term date.....	Mar. 2
Mid-term recess, no classes.....	Mar. 5-9
Last day to withdraw from a single course with a "W" grade (for semester-long courses).....	Mar. 23
Registration for fall 2018 semester	Mar. 19-29
Holy Thursday: no evening classes (4:00 p.m. and later).....	Mar. 29
Good Friday: university closed	Mar. 30
Academic honors day: no classes.....	Apr. 27
Last day to withdraw from <u>all</u> spring 2018 courses (withdraw from the university).....	Apr. 27
Final examinations.....	April 30- May 4
Spring graduation date.....	May 6

FILE FOR GRADUATION

- 2017-2018 candidates for graduation must file a Graduation Application in the Office of the Registrar no later than December 1, 2017. Click on the *graduation application* link at www.marian.edu/commencement.

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.

COURSE LOAD

- The normal load for a full-time graduate student is 9-13 credits per semester. Students wishing to take more than 13 credit hours must get approval from their Program Director.

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, 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, enrollment 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. More information about FERPA is available online at <http://www.marian.edu/current-students/registrar>.

ALPHABETICAL KEY TO CLASSROOM LOCATIONS

CH	Clare Hall	NC	Norman Center	PE	Physical Education Center
DH	Doyle Hall (basement)	MB/MC	Steffen Music Center	PJH	Peace and Justice House
EC	Evans Center	MH	Marian Hall	UH	University Hall (3 rd floor)
LIB	Library	OH	Oldenburg Hall		

INFORMATION CENTERS

Graduate Admissions.....	955.6297
Bookstore.....	955.6080
Business Office.....	955.6020
Financial Aid.....	955.6040
Counseling & Consultation Services.....	955.6150
Library.....	955.6090
Registrar.....	955.6050

GRADUATE COURSES

COURSE ID	COURSE NAME	C.H.	DAY	TIME	INSTRUCTOR
BIOMEDICAL SCIENCE					
BMS 501 A	Biomedical Science Seminar	1	F	4:00 PM - 4:50 PM	Larsen
BMS 532 A	Molecular Biology and Genetics	4	MW	3:00 PM - 4:50 PM	Bhetwal
BMS 545 A	Immunology	4	MTWR	2:00 PM - 2:50 PM	Phoenix
BMS 552 A	Pharmacology	4	TR	3:00 PM - 4:50 PM	Hum
BMS 599 A	Thesis Research in Biomedical Sciences	1		ARR	Staff
BMS 599 B	Thesis Research in Biomedical Sciences	2		ARR	Staff
BMS 599 C	Thesis Research in Biomedical Sciences	3		ARR	Staff
BMS 599 D	Thesis Research in Biomedical Sciences	4		ARR	Staff
BMS 599 E	Thesis Research in Biomedical Sciences	5		ARR	Staff
BMS 599 F	Thesis Research in Biomedical Sciences	6		ARR	Staff
BMS 599 G	Thesis Research in Biomedical Sciences	7		ARR	Staff
BMS 599 H	Thesis Research in Biomedical Sciences	8		ARR	Staff
BMS 599 I	Thesis Research in Biomedical Sciences	9		ARR	Staff
COUNSELING					
COU 535 A	Theories/Models of Counseling	3	TR	9:30 AM - 10:45 AM	Jenkins
COU 550 A	Psychopathology	3	TR	8:00 AM - 9:15 AM	Yalch
COU 560A A	Mental Health Counseling Practicum	3	T	12:45 PM - 2:00 PM	Jenkins
COU 605 A	Statistics and Research Methods	3	TR	11:00 AM - 12:15 PM	Yalch
MASTER OF ARTS IN TEACHING					
EDU 505 A	Child Development and Observation	3	T	6:00 PM - 9:00 PM	Guyse
EDU 505 B	Child Development and Observation (Elementary)	3	S	9:00 AM - 3:00 PM	Melrose
EDU 505 IA	Child Development and Observation	3		ARR	Farren
EDU 505 PB	Child Development and Observation	3	S*	ARR	Staff
EDU 513 A	Study of Young Children through Observing and Recording	3	S	9:00 AM - 4:00 PM	Terry
EDU 514 A	Second Language Learning	2	T	6:00 PM - 9:00 PM	Hutchinson
EDU 514 B	Second Language Learning	2	R	6:00 PM - 9:00 PM	Staff
EDU 514 C	Second Language Learning	2	S	8:00 AM - 5:00 PM	Hutchinson
EDU 514 IA	Second Language Learning	2		ARR	Feeser
EDU 515 IA	Principles and Problems of Education	2		ARR	Staff
EDU 515 PB	Principles and Problems of Education	2	S	ARR	Conner
EDU 516 001	Family and Teacher in Diverse/Inclusive Settings	2		ONLINE	Wise
EDU 520 A	Best Practices in Language and Expressive Arts	3	T	6:00 PM - 9:00 PM	Moore
EDU 520 B	Best Practices in Language and Expressive Arts	3	T	6:00 PM - 9:00 PM	Jackson
EDU 521 IA	Best Practices in Language Arts and Social Studies	3		ARR	Staff
EDU 523 A/525 A	Exceptional Needs I and II	2	T	6:00 PM - 9:00 PM	Downing
EDU 525 FB	Children with Exceptional Needs II	1	W	1:00 PM - 4:00 PM	Grissom
EDU 525 PB	Children with Exceptional Needs II	1	S*	ARR	Conner
EDU 526 FB	Best Practices in Elementary Math & Science	3	R	1:00 PM - 4:00 PM	Beesley
			F	8:00 AM - 12:00 PM	
EDU 530 A/531 A	Assessment of Learning I and II	4	T	6:00 PM - 9:00 PM	S.L. Bryant
EDU 530 B/531 B	Assessment of Learning I and II	4	T	6:00 PM - 9:00 PM	Meyer-Brown
EDU 530 C/531 C	Assessment of Learning I and II	4	R	6:00 PM - 9:00 PM	Hakim
EDU 530 D/531 D	Assessment of Learning I and II	4	R	6:00 PM - 9:00 PM	Meyer-Brown
EDU 530 E/531 E	Assessment of Learning I and II	4	R	6:00 PM - 9:00 PM	Martin
EDU 531 FB	Assesment of Learning II	2	W	8:00 AM - 12:00 PM	Guyse
EDU 535 A	Introduction to Children with Exceptional Needs	3		ARR	Staff
EDU 535 001	Introduction to Children with Exceptional Needs	3		ONLINE	Wise
EDU 536 A	Assessment of English Learners	3	S*	9:00 AM - 5:00 PM	Feeser
EDU 543 001	Techniques for Reading and Literacy Instruction	3		ONLINE	Wise
EDU 549 A	Exceptional Needs: Collaborative Consultation	3	R	6:00 PM - 9:00 PM	Henderson
EDU 560 A	Internship	1		ARR	Melrose
EDU 560 FA	Internship	3		ARR	Marble
EDU 560 FP	Internship	1		ARR	Marble
EDU 560 IA	Internship	2		ARR	Grissom
EDU 560 IB	Internship	2		ARR	Feeser
EDU 560 IC	Internship	1		ARR	Grissom
EDU 560 PA	Internship	3		ARR	Marble
EDU 560 PB	Internship	3		ARR	Marble
EDU 560 PC	Internship	1		ARR	Marble
EDU 560 TB	Internship	1		ARR	Hertzer
EDU 590 001	Classroom Research II	2		ONLINE	Wise
EDU 590 IA	Classroom Research I	2		ARR	Staff
EDU 591 A	Classroom Research II	3	R	6:00 PM - 9:00 PM	Marble
EDU 591 B	Classroom Research II	3	R	6:00 PM - 9:00 PM	Patterson/Smitherman
EDU 591 C	Classroom Research II	3	R	6:00 PM - 9:00 PM	Melrose
EDU 591 D	Classroom Research II	3	S	9:00 AM - 12:00 PM	Marble
EDU 591 E	Classroom Research II	3	T	6:00 PM - 9:00 PM	McGinley-Ford
EDU 591 FB	Classroom Research II	3	R	8:00 AM - 12:00 PM	Downing

COURSE ID	COURSE NAME	C.H.	DAY	TIME	INSTRUCTOR
NURSING					
NSG 501 001	Epidemiology and Biostatistics for Advanced Practice	3		ONLINE ARR	Engstrom
NSG 504 A	Advanced Pharmacology	3	W	1:00 PM - 4:00 PM	Sefcik/Kean
NSG 606 A	Diagnostic Testing and Interpretation	3	W	9:00 AM - 12:00 PM	Kean
NSG 607 A	Anesthesia Principles I	3	MW	10:00 AM - 11:30 AM	Long
NSG 607S A	Anesthesia Principles I - Simulation	1	W	1:00 PM - 2:00 PM	Long
NSG 609 001	Pharmacology for NA II	3	T / ONLINE	10:00 AM - 1:00 PM	Rowles/Nagelhout
NSG 701 A	Analytical Methods for the Translation of Evidence into Practice	3	M	1:00 PM - 4:00 PM	Stewart
NSG 705 001	Information Management to Improve Healthcare	3		ONLINE ARR	Zimmerman
NSG 706 A	DNP Project I - Assessment	1	W	4:00 PM - 4:50 PM	Kruszka

SPECIAL EDUCATION

EDU 535 A	Introduction to Children with Exceptional Needs	3		ARR	Staff
SPD 533 A	Assessment of Children with Exceptional Needs	3		ARR	Tandy
SPD 538 A	Exceptional Needs: Methods and Program Management	3	T	6:00 PM - 9:00 PM	Tandy
SPD 540 A	Legal Aspects & Current Issues in Special Education	3		ARR	Staff
SPD 552 A	Literacy Assessment & Instruction for Special Needs Learners	3	R	6:00 PM - 9:00 PM	Staff
SPD 557 A	Mathematics Methods in Special Education	3		ARR	Staff
SPD 573 A	Applied Behavior Programming in Special Education	3	W	6:00 PM - 9:00 PM	Drumb
SPD 585 IA	Capstone in Special Education	3		ARR	Staff

TEACHING LEARNING LEADERSHIP

TLL 618 A	Transformational Leadership	2		ARR	J. Hannah
TLL 618 B	Transformational Leadership	2		ARR	J. Hannah
TLL 635 A	Research Methods I	1		ARR	Kaufman
TLL 635 B	Research Methods I	1		ARR	Kaufman
TLL 643 A	Program Development and Evaluation	3		ARR	Kaufman
TLL 643 B	Program Development and Evaluation	3		ARR	Kaufman
TLL 651 A	The Culture of High Performing Schools	3		ARR	Kaufman
TLL 652 A	Teacher Performance and Student Learning	3		ARR	J. Brown
TLL 652 B	Teacher Performance and Student Learning	3		ARR	J. Brown
TLL 652 C	Teacher Performance and Student Learning	3		ARR	J. Brown
TLL 661 A	Internship II	2		ARR	Turner
TLL 663 A	Internship II: Leadership in Developing Faith/Spirituality	2		ARR	Hagelskamp
TLL 680 A	Special Topics: Community and Family Engagement	1-3		ARR	L. Jackson
TLL 680 B	Special Topics: Community and Family Engagement	1-3		ARR	L. Jackson
TLL 680 C	Special Topics: Community and Family Engagement	1-3		ARR	L. Jackson
TLL 695 A	Thesis	3		ARR	Kaufman
TLL 695 B	Thesis	2		ARR	Kaufman
TLL 695 C	Thesis	3		ARR	Hagelskamp
TLL 695 D	Thesis	2		ARR	Hagelskamp
TLL 696 A	Thesis	1		ARR	Kaufman
TLL 696 B	Thesis	1		ARR	Hagelskamp

*selected dates-contact program director