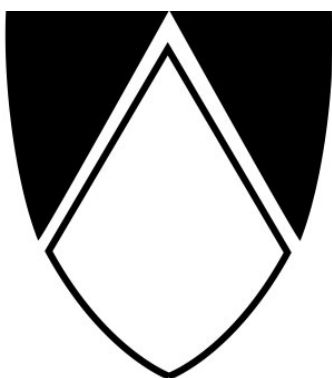


**RETURNING ADULT  
ACCELERATED DEGREE PROGRAM**

**STUDENT HANDBOOK**

**2007-08**



**EDGEWOOD COLLEGE**



Returning Adult Accelerated Degree Program

# STUDENT HANDBOOK

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**DISCLAIMER:**

- ❖ **For additional College Policies, Procedures and Information, consult the College Catalogue, Undergraduate Student Handbook, and Timetable.**
- ❖ **Information in this Handbook is subject to change without advance notification.**

**Graduate, Adult and Professional Studies Office**

<b>Scott Campbell</b> .....	663-4231
<i>Dean of the School of Graduate and Professional Studies (GPS)</i>	
<b>Julie McDonald</b> .....	663-2317
<i>Director of Adult Student Service (GPS)</i>	
<b>Tim McGowan</b> .....	663-4262
<i>Director of Program Operations &amp; Faculty Dev. (GPS)</i>	
<b>Deb Wiese</b> .....	663-4243
<i>Program Coordinator: Graduate and Professional Studies</i>	
<b>Trish Tegen</b> .....	663-4229
<i>GPS Project Assistant</i>	
<b>Paula O'Malley</b> .....	663-2217
<i>Director of Admissions and Recruitment</i>	
<b>Joann Eastman</b> .....	663-3250
<i>Recruiter</i>	
<b>Laura McIntosh</b> .....	663-4225
<i>Administrative Assistant: GPS Office</i>	
<b>Tracy Kantor.....</b> .....	663-3297
<i>Administrative Assistant: GPS Office</i>	

## Phone Directory

<u>Office</u>	<u>Location</u>	<u>Phone</u>
<b>Deming Campus Front Desk</b>		<b>663-4243</b> <b>663-4225</b>
<b>Monroe St. Campus Services</b>		
Academic Dean's Office	222 DeRicci	663-2200
Admissions	208 DeRicci	663-2294
Bookstore	121 DeRicci	663-2213
Business Office	217 DeRicci	663-2298
Cafeteria/Food Service	Regina Dining Hall	663-3221
Campus Assistance Center/Info Desk	Predolin 1 <sup>st</sup> floor	663-4861
Campus Ministry	100 Regina	663-3233
Career Planning & Placement	206 DeRicci	663-2281
Center for Ethnic Diversity	206 Predolin	663-2256
Computer Lab Information	14 Regina	663-2276
Credit for Prior Learning	110F DeRicci	663-2302
Counseling Services	206 DeRicci	663-2281
Dean of Students	215 Predolin	663-2212
Disabilities Coordinator	206 DeRicci	663-2281
Financial Aid	209 DeRicci	663-2206
Fitness Center	LL 7A Sonderegger	663-3327
Health Services	208 Predolin	663-8334
Information Desk/Campus Assist. Ctr.	Predolin 1 <sup>st</sup> floor	663-4861
Learning Support Services	206 DeRicci	663-2281
Library – Circulation	Library 1 <sup>st</sup> floor	663-3278
Library – Reference	Library 1 <sup>st</sup> floor	663-3300
Parking Permits	Campus Assist. Ctr.	663-4861
President's Office	202 Predolin	663-2262
Registrar	212 DeRicci	663-2202
Reservations – Rooms & AV set-up	Campus Assist. Ctr.	663-4861
Security	Weber Lobby	663-4321
Student Activities	242 Predolin	663-2244
Student Government	234 Predolin	663-3415
Technology Assistance Center	Library 1 <sup>st</sup> floor	663-6900
Theatre Box Office	Lower Level Regina	663-6710
Wingra Café	230 Predolin	663-3213



## Edgewood College Mission Statement

Sponsored by the Sinsinawa Dominicans, Edgewood College is a community of learners that affirms both its Catholic heritage and its respect for other religious traditions. The liberal arts are the foundation of all our curricular offerings in the humanities, arts, sciences, and professional programs. Committed to excellence in teaching and learning, we seek to develop intellect, spirit, imagination, and heart. We welcome women and men who reflect the rich diversity of the world's cultures and perspectives. We foster open, caring, thoughtful engagement with one another and an enduring commitment to service, all in an educational community that seeks truth, compassion, justice, and partnership.

## Accreditation and Memberships

Edgewood College is accredited by the North Central Association of Colleges and Schools, the National Council for the Accreditation of Teacher Education, and the Commission on Collegiate Nursing Education, and is approved by the Wisconsin State Board of Nursing. Among the associations in which the College holds membership are the following:

<b>AACN</b>	American Association of Colleges of Nursing
<b>AACRAO</b>	American Association of Collegiate Registrars and Admissions Officers
<b>AACSB</b>	American Assembly of Collegiate Schools of Business
<b>AACTE</b>	American Association of Colleges for Teacher Education
<b>AAHE</b>	American Association for Higher Education
<b>ACBSP</b>	Association of Collegiate Business Schools & Programs
<b>ACCU</b>	Association of Catholic Colleges and Universities
<b>AGB</b>	Association of Governing Boards
<b>AILACTE</b>	Assoc. of Independent Liberal Arts Colleges for Teacher Ed.
<b>AIR</b>	Association for International Research
<b>AIRUM</b>	Association for Institutional Research of the Upper Midwest
<b>CASE</b>	Council for the Advancement and Support of Education
<b>CCNE</b>	Commission on Collegiate Nursing Education
<b>CHEA</b>	Council for Higher Education Accreditation
<b>CIC</b>	Council of Independent Colleges
<b>CUPA</b>	College and University Personnel Association
<b>HLC</b>	Higher Learning Commission
<b>NACE</b>	National Association of Colleges and Employees
<b>NACUBO</b>	National Assoc. of College and University Business Officers
<b>NAICU</b>	National Association of Independent Colleges and Universities
<b>NCAA III</b>	National Collegiate Athletic Association
<b>NCATE</b>	National Council for the Accreditation of Teacher Education
<b>WACRAO</b>	Wisconsin Assoc. of Collegiate Registrars and Admissions Officers
<b>WACSN</b>	Wisconsin Association for Collegiate Schools of Nursing
<b>WACTE</b>	Wisconsin Association of Colleges for Teacher Education
<b>WAICU</b>	Wisconsin Assoc. for Independent Colleges and Universities
<b>WFIC</b>	Wisconsin Foundation of Independent Colleges
<b>WIPCS</b>	Wisconsin Institute for Peace and Conflict Studies
<b>WICTE</b>	Wisconsin Independent Colleges of Teacher Education

## Admissions Requirements

Students accepted into the Returning Adult Accelerated Degree (RAAD) program must meet the following requirements:

- 1) Minimum age of 25 (*prior to the start of classes in term of enrollment*)
  - a. Students 23-24 years of age may be considered on a case-by-case basis
- 2) Minimum 2 years full-time work experience or equivalent
- 3) GPA:
  - a. First-time students must have a High School cumulative GPA of 2.5 or a GED of 278
  - b. Transfer students must have a cumulative grade point of 2.0 (4.0 scale)
- 4) Submit a completed application with the non-refundable \$25.00 application fee
- 5) Supply official transcript(s) from every post secondary school attended and High School (students must request official transcript to be sent from High School and each college/university directly to Edgewood's Admissions Office)

\* Note: Failure to list on the application and submit transcripts at the time of application from ALL colleges/universities attended is grounds for dismissal from the program.

Applications may be submitted by **mail, fax, or online** to:

Edgewood College  
Office of Admissions  
1000 Edgewood College Drive  
Madison, WI 53711-1997  
Phone: (608) 663-2294  
Fax: (608) 663-2214  
[www.Edgewood.edu](http://www.Edgewood.edu)

**Admissions Deadline** – ALL admissions materials must be submitted **4 weeks prior** to the class term in which you would like to begin your studies. See “Calendar and Deadlines” for a schedule of start dates for all terms.

## **SUMMER 2007 TERM E DEADLINES**

### **April 10, 2007**

- Last day to be admitted for Summer Term E  
ALL admissions materials must be on file

### **April 16, 2007**

- Deadline for Financial Aid application (Term E)  
All paperwork must be filed

### **April 20, 2007**

Term E EdgeReg deadline ~ manual registration after this date

### **April 23, 2007**

- New Student Orientation & Registration for Summer Term E admits
- Term E students need to make payment arrangements through the Business Office before registering

### **April 27, 2007**

Last day to register for Term E classes

### **April 30, 2007**

Last day to pay Term E tuition

### **May 7, 2007**

Summer Term E classes begin

### **May 8, 2007**

Students who have not paid/made arrangements for Term E tuition will be withdrawn from classes

### **May 21, 2007**

RAAD loans are disbursed through Financial Aid

### **June 8, 2007**

Last day to drop a 7 week, Term E class without 'F' entered on transcript

### **July 5, 2007**

Summer Term E grades are mailed out to students

\* **Last day to drop a 3 week**, Term E class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term E class without 'F' entered on transcript is three business days after the second class meeting.

# **SUMMER 2007 TERM F DEADLINES**

## **June 11, 2007**

- Last day to be admitted for Summer Term F  
ALL admissions materials must be on file

## **June 18, 2007**

- Deadline for Financial Aid application (Term F)  
All paperwork must be filed

## **June 22, 2007**

Term F EdgeReg deadline ~ manual registration after this date

## **June 25, 2007**

- New Student Orientation & Registration for Summer Term F admits
- Term F students need to make payment arrangements through the Business Office before registering

## **June 29, 2007**

Last day to register for Term F classes

## **July 9, 2007**

Summer Term F classes begin  
Last day to pay Term F tuition

## **July 10, 2007**

Students who have not paid/made arrangements for Term F tuition will be withdrawn from classes

## **July 23, 2007**

RAAD loans are disbursed through Financial Aid

## **August 10, 2007**

Last day to drop a 7 week, Term F class without 'F' entered on transcript

## **September 4, 2007**

Summer Term F grades are mailed out to students

\* **Last day to drop a 3 week**, Term F class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term F class without 'F' entered on transcript is three business days after the second class meeting.

# FALL 2007 TERM A DEADLINES

## July 30, 2007

- Last day to be admitted for Fall Term A  
ALL admissions materials must be on file

## August 6, 2007

- Deadline for Financial Aid application (Term A)  
All paperwork must be filed

## August 10, 2007

Term A EdgeReg deadline ~ manual registration after this date

## August 13, 2007

- New Student Orientation & Registration for Fall Term A admits
- Term A students need to make payment arrangements through the Business Office before registering

## August 17, 2007

Last day to register for Fall Term A classes

## August 27, 2007

Fall Term A classes begin  
Last day to pay Term A tuition

## August 28, 2007

Students who have not paid/made arrangements for Term A tuition will be withdrawn from classes

## September 11, 2007

RAAD loans are disbursed through Financial Aid

## September 28, 2007

Last day to drop a 7 week, Term A class without 'F' entered on transcript

## October 24, 2007

Fall Term A grades are mailed out to students

\* **Last day to drop a 3 week**, Term A class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term A class without 'F' entered on transcript is three business days after the second class meeting.

# FALL 2007 TERM B DEADLINES

## September 24, 2007

- Last day to be admitted for Fall Term B  
ALL admissions materials must be on file

## October 1, 2007

- Deadline for Financial Aid application (Term B)  
All paperwork must be filed

## October 5, 2007

Term B EdgeReg deadline ~ manual registration after this date

## October 8, 2007

- New Student Orientation & Registration for Fall Term B admits
- Term B students need to make payment arrangements through the Business Office before registering

## October 12, 2007

Last day to register for Fall Term B classes

## October 22, 2007

Fall Term B classes begin  
Last day to pay Term B tuition

## October 23, 2007

Students who have not paid/made arrangements for Term B tuition will be withdrawn from classes

## November 5, 2007

RAAD loans are disbursed through Financial Aid

## November 23, 2007

Last day to drop a 7 week, Term B class without 'F' entered on transcript

## January 3, 2008

Fall Term B grades are mailed out to students

\* **Last day to drop a 3 week**, Term B class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term B class without 'F' entered on transcript is three business days after the second class meeting.

# **SPRING 2008 TERM C DEADLINES**

## **December 10, 2007**

- Last day to be admitted for Spring Term C  
ALL admissions materials must be on file

## **December 17, 2007**

- Deadline for Financial Aid application (Term C)  
All paperwork must be filed

## **December 21, 2007**

Term C EdgeReg deadline ~ manual registration after this date

## **January 2, 2008**

- Last day to register for Spring Term C classes
- Term C students need to make payment arrangements through the Business Office before registering
- New Student Orientation & Registration for Spring Term C admits

## **January 7, 2008**

Spring Term C classes begin  
Last day to pay Term C tuition

## **January 8, 2008**

Students who have not paid/made arrangements for Term C tuition will be withdrawn from classes

## **January 22, 2008**

RAAD loans are disbursed through Financial Aid

## **February 8, 2008**

Last day to drop a 7 week, Term C class without 'F' entered on transcript

## **March 5, 2008**

Spring Term C grades are mailed out to students

\* **Last day to drop a 3 week**, Term C class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term C class without 'F' entered on transcript is three business days after the second class meeting.



# SPRING 2008 TERM D DEADLINES

## February 4, 2008

- Last day to be admitted for Spring Term D  
ALL admissions materials must be on file

## February 11, 2008

- Deadline for Financial Aid application (Term D)  
All paperwork must be filed

## February 15, 2008

Term D EdgeReg deadline ~ manual registration after this date

## February 18, 2008

- New Student Orientation & Registration for Spring Term D admits
- Term D students need to make payment arrangements through the Business Office before registering

## February 22, 2008

Last day to register for Term D classes

## March 3, 2008

Spring Term D classes begin  
Last day to pay Term D tuition

## March 4, 2008

Students who have not paid/made arrangements for Term D tuition will be withdrawn from classes

## March 17, 2008

RAAD loans are disbursed through Financial Aid

## April 11, 2008

Last day to drop a 7 week, Term D class without 'F' entered on transcript

## April 30, 2008

Spring Term D grades are mailed out to students

\* **Last day to drop a 3 week**, Term D class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term D class without 'F' entered on transcript is three business days after the second class meeting.

# **SUMMER 2008 TERM E DEADLINES**

## **April 7, 2008**

- Last day to be admitted for Summer Term E  
ALL admissions materials must be on file

## **April 14, 2008**

- Deadline for Financial Aid application (Term E)  
All paperwork must be filed

## **April 18, 2008**

Term E EdgeReg deadline ~ manual registration after this date

## **April 21, 2008**

- New Student Orientation & Registration for Summer Term E admits
- Term E students need to make payment arrangements through the Business Office before registering

## **April 25, 2008**

Last day to register for Term E classes

## **May 5, 2008**

Summer Term E classes begin  
Last day to pay Term E tuition

## **May 6, 2008**

Students who have not paid/made arrangements for Term E tuition will be withdrawn from classes

## **May 19, 2008**

RAAD loans are disbursed through Financial Aid

## **June 6, 2008**

Last day to drop a 7 week, Term E class without 'F' entered on transcript

## **July 2, 2008**

Summer Term E grades are mailed out to students

\* **Last day to drop a 3 week**, Term E class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term E class without 'F' entered on transcript is three business days after the second class meeting.

# **SUMMER 2008 TERM F DEADLINES**

## **June 2, 2008**

- Last day to be admitted for Summer Term F  
ALL admissions materials must be on file

## **June 9, 2008**

- Deadline for Financial Aid application (Term F)  
All paperwork must be filed

## **June 13, 2008**

Term F EdgeReg deadline ~ manual registration after this date

## **June 16, 2008**

- New Student Orientation & Registration for Summer Term F admits
- Term F students need to make payment arrangements through the Business Office before registering

## **June 20, 2008**

Last day to register for Term F classes

## **June 30, 2008**

Summer Term F classes begin  
Last day to pay Term F tuition

## **July 1, 2008**

Students who have not paid/made arrangements for Term F tuition will be withdrawn from classes

## **July 14, 2008**

RAAD loans are disbursed through Financial Aid

## **August 1, 2008**

Last day to drop a 7 week, Term F class without 'F' entered on transcript

## **August 25, 2008**

Summer Term F grades are mailed out to students

\* **Last day to drop a 3 week**, Term F class without 'F' entered on transcript is one business day after the second class meeting.

\* **Last day to drop a 4 week**, Term F class without 'F' entered on transcript is three business days after the second class meeting.

## Tuition and Refund Schedule

### RAAD Undergraduate Tuition

Summer 2007 Term F - Summer 2008 Term E \$313.00 per credit hour

*\*Tuition typically is adjusted each year after the Summer, term E.*

#### Other fees

Undergraduate Matriculation fee	\$10.00
Science Lab Fee (per course)	\$50.00
Art Supplies Fee (per course)	\$20.00
Reinstatement Fee	\$50.00
Late Payment Fee	\$50.00

*\* Fees may be subject to change without prior notification.*

### RAAD Tuition Refund Deadlines for course drops/withdrawals

#### **7 week course refunds:**

**100% refund** – four business days after the class begins  
(this includes the first day of class)

**60% refund** – nine business days after the class begins  
(this includes the first day of class)

**NO REFUNDS** after this point

#### **3 and 4 week course refunds:**

**100% refund** – two business days after the class begins  
(this includes the first day of class)

**NO REFUNDS** after this point

**Students need to make payment arrangements through the Business Office; consult the “Calendar and Deadlines” for specific cut-off dates. If tuition has not been paid, or a payment plan has not been established by the appropriate deadline, a student will be withdrawn from all classes. A \$50.00 fee will be charged to reinstate a student for their courses. Applying for or receiving financial aid does not constitute a fee payment.**

## **New Student Orientation & Registration**

Just prior to the start of each term, a New Student Orientation & Registration session takes place.

**Attendance at this orientation is mandatory for all newly admitted students.**

Please call the GPS Program Coordinator at 663-4243 for the available dates/times. Advance registration is required.

At the orientation you will:

- ❖ Receive an individualized Degree Completion Plan outlining the courses you will need to fulfill to earn your degree
- ❖ Review degree requirements, course offerings and strategies for completing your degree
- ❖ Receive a training overview of the blackboard technology integrated into the courses
- ❖ Discuss important policies, procedures and deadlines in the Student Handbook
- ❖ Receive information on our Credit for Prior Learning program
- ❖ Discuss the team-based learning component integrated into each class
- ❖ Obtain information about campus resources and academic services
- ❖ Register for your classes
- ❖ Pay your tuition or establish a payment plan
- ❖ Pick up your parking permit and have your picture taken for your Student ID Card

## ***Degree Requirements***

Edgewood's curriculum prepares one for lifelong personal development, fulfilling careers and growth in responsibility for the wider community. The required Foundations of Communications, Foundations of Human Learning, and Human Issues courses, in addition to major department requirements, are designed to provide a solid basis for these lifelong processes.

### **Goals of the Foundations Curriculum**

The goal of the College's Foundations curriculum is to educate the student in the liberal arts tradition. These goals and objectives were created and approved by the faculty in May of 1994. For additional information, consult the undergraduate College Catalog.

#### **I. Foundations of Communication**

To acquire the knowledge and ability to use logic and language both as a means for further study and as a basis for an educated life of responsible service.

- English Composition (minimum of 3-6 credits)
- Logic/Critical Thinking (minimum of 3 credits)
- Mathematics (minimum of 3 credits)
- Speech/Public Speaking (minimum of 3 credits)
- Foreign Language \*  
    One foreign language (minimum of 6 credits)
- Computer competency

*\* The foreign language requirement is satisfied by a minimum of two years of the same foreign language in high school with a minimum "C" in each semester. However, no college credit is awarded for students who satisfy the foreign language requirement through high school work. Students for whom English is a second language satisfy this requirement by successful completion of the English Composition requirement.*

## **II. Foundations of Human Learning**

To provide students with the foundations necessary for the development of literacy and critical ability in the arts, sciences and humanities critical to career advancement, growth, self-knowledge, a sense of personal responsibility and moral direction.

- An F1 course (minimum of 3 credits) in literature
- An F2 course (minimum of 3 credits) in one of the following: history and/or appreciation of art, music, or theater
- An F3 studio experience (minimum of 2 credits) in one of the following: art, creative writing, music, or theater
- An F4 course (minimum of 3 credits) in one of the following social sciences: anthropology, economics, psychology, sociology, political science
- An F5 two-semester sequence (minimum of 6 credits with laboratory experience) in natural sciences, including experimental studies in biology and/or physical sciences
- An F6 course (minimum of 3 credits) in history
- An F7 course (minimum of 3 credits) in philosophy
- An F8 course (minimum of 3 credits) in religious studies

*Acceptance of transfer courses in the Foundations of Human Learning will be based on catalog descriptions and/or syllabi. It is the responsibility of the transfer student to provide this documentation. The decision will be made by the Registrar and/or Academic Dean.*

## **III. Human Issues** (minimum of 3-4 credits)

Arising out of our Mission, the Human Issues Study program addresses a significant human issue through experience and intellectual rigor from an interdisciplinary perspective. As such, the process of human issues study is an endeavor, which fosters experiential reflection and academic integration.

## **OBJECTIVES FOR THE HUMAN ISSUES STUDY**

(Approved by the Academic Assembly, April 5, 1984.)

The objectives for students engaged in a Human Issues Study are:

1. To relate intellectual life to their particular concerns and to the contemporary world;
2. To discover methods of inquiry useful in examining their own particular concerns;
3. To understand liberal education through awareness of different academic perspectives.
4. To integrate and synthesize bodies of knowledge and relate these to their professional interests;
5. To assess their talents in relationship to their goals in life; and
6. To confront broad human issues and questions with intelligence, good judgment, and integrity.

## **HUMAN ISSUES CRITERIA**

(Approved by the Undergraduate Curricular and Educational Policies Committee, April 17, 1998.)

The goal of the Human Issues Study is to provide students with the opportunity to confront a significant human issue with intellectual rigor and reflective judgment, through several disciplinary perspectives and within the context of Dominican values and the liberal arts. The Human Issues Study is student-centered and student-generated; topics should involve students' own interests and experiences, and should be developed in cooperation with a faculty advisor and with the assistance and support of the Human Issues office. Completion of the Human Issues Study is a requirement for graduation. (See "Human Issues")

## **IV. MAJOR**

*Business Administration Degree Requirements follow.*

*Computer Information Systems Degree Requirements follow.*

*Psychology Degree Requirements follow.*



## ***BBA Degree Requirements***

<u>Courses</u>		<u>Credits</u>	<u>Term</u>
<i>(Foundations of Communication &amp; Foundations of Human Learning)</i>			
*RENG 151	Research Paper Writing	4 cr.	A,E
*RMATH 123/124	Mathematical Models I/II	2 cr./2 cr.	A/B, E/F
RCA 153	Public Speaking	4 cr.	B,F
RPHIL 154	Critical Thinking	4 cr.	A,C
RSPAN 155/156	Foreign Language & Culture I/II	4cr./4 cr.	C/D, E/F
*RCS 157	Computers in the Workplace	4 cr.	B,E
RENG 160	F1– Perspectives in Literature	4 cr.	C,F
RART 161	F2 – Art Survey: Art of Western World	4 cr.	B
RART 162	F3 – Art Structure	4 cr.	A,D,F
RECON 163	F4 – Micro-Economics	4 cr.	B,E
RECON 164	F4 – Macro-Economics	4 cr.	D,F
*RGEOS 165/166	F5 – Intro. to Earth Science I/ II	4cr./4 cr.	C/D, E/F
RHIST 167	F6 – U.S. History: 1865-Present	4 cr.	C,F
*RPHIL 168	F7 – Professional Ethics	4 cr.	B,D
RRS 169	F8 – Introduction to Christian Thought	4 cr.	A,D
<i>(Business Dept. Major Requirements)</i>			
*RMATH 123/124	Mathematical Models I/II	2 cr./2 cr.	A/B, E/F
*RMATH 125/126	Statistics I/II	2 cr./2 cr.	C/D, E/F
*RCS 157	Computers in the Workplace	4 cr.	B,E
RECON 163	F4 – Micro-Economics	4 cr.	B,E
RECON 164	F4 – Macro-Economics	4 cr.	D,F
*RPHIL 168	F7 – Professional Ethics	4 cr.	B,D
RENG 170	Professional Communications	4 cr.	D
RBUS 211	Financial Accounting	4 cr.	A,E
*RBUS 212	Managerial Accounting	4 cr.	B,F
RBUS 311	Marketing Principles	4 cr.	C,E
RBUS 312	Management Concepts	4 cr.	A,C
*RBUS 313	Corporate Finance	4 cr.	B,D
RBUS 314	Business Law	4 cr.	A,C
*RBUS 315	Operations Management	4 cr.	B,C
*RBUS 400	Organizational Management	4 cr.	B,D
*RBUS 401	Improv. Organizational Effectiveness	4 cr.	A,F
*RBUS 402	Human Issues: Social Resp. of Business	4 cr.	A,E
*RBUS 490	Strategic Business Practices	4 cr.	B,F

\* = Course has prerequisites

**Total = 120 credits**

*Some classes are represented/repeated in both the General Education as well as Major requirements.*

### **Business Department Requirements**

- A cumulative grade point average of 2.0.
- A minimum of 18 credits in Business courses numbered 300 or above must be earned at Edgewood College.
- Once admitted to the RAAD program, all RBUS courses must be completed at Edgewood.

## ***Add-On Major: BBA Requirements***

<u>Courses</u>		<u>Credits</u>	<u>Term</u>
<i>(Business Dept. Add-Major Requirements)</i>			
*RMATH 123/124	Mathematical Models I/II	2 cr./2 cr.	A/B, E/F
*RMATH 125/126	Statistics I/II	2 cr./2 cr.	C/D, E/F
*RCS 157	Computers in the Workplace	4 cr.	B,E
RECON 163	Micro-Economics	4 cr.	B,E
RECON 164	Macro-Economics	4 cr.	D,F
*RPHIL 168	Professional Ethics	4 cr.	B,D
RENG 170	Professional Communications	4 cr.	D
RBUS 211	Financial Accounting	4 cr.	A,E
*RBUS 212	Managerial Accounting	4 cr.	B,F
RBUS 311	Marketing Principles	4 cr.	C,E
RBUS 312	Management Concepts	4 cr.	A,C
*RBUS 313	Corporate Finance	4 cr.	B,D
RBUS 314	Business Law	4 cr.	A,C
*RBUS 315	Operations Management	4 cr.	B,C
*RBUS 400	Organizational Management	4 cr.	B,D
*RBUS 401	Improv. Organizational Effectiveness	4 cr.	A,F
*RBUS 402	Social Responsibility of Business	4 cr.	A,E
*RBUS 490	Strategic Business Practices	4 cr.	B,F

\* = Course has prerequisites

### **Business Department Requirements**

- A cumulative grade point average of 2.0.
- A minimum of 18 credits in Business courses numbered 300 or above must be earned at Edgewood College.
- Once admitted to the RAAD program, all RBUS courses must be completed at Edgewood.

## ***CIS Degree Requirements***

<u>Courses</u>		<u>Credits</u>	<u>Term</u>
<i>(Foundations of Communication &amp; Foundations of Human Learning)</i>			
*RENG 151	Research Paper Writing	4 cr.	A,E
*RMATH 123/124	Mathematical Models I/II	2 cr./2 cr.	A/B, E/F
RCA 153	Public Speaking	4 cr.	B,F
RPHIL 154	Critical Thinking	4 cr.	A,C
RSPAN 155/156	Foreign Language & Culture I/II	4cr./4 cr.	C/D, E/F
RENG 160	F1– Perspectives in Literature	4 cr.	C,F
RART 161	F2 – Art Survey: Art of Western World	4 cr.	B
RART 162	F3 – Art Structure	4 cr.	A,D,F
RECON 163 or 164 or RPSY 102	F4 – Micro or Macro-Economics F4 – General Psychology	4/4 cr. 4 cr.	B,E/D,F A
*RGEOS 165/166	F5 – Intro. to Earth Science I/ II	4cr./4 cr.	C/D, E/F
RHIST 167	F6 – U.S. History: 1865-Present	4 cr.	C,F
*RPHIL 168	F7 – Professional Ethics	4 cr.	B,D
RRS 169	F8 – Intro. to Christian Thought	4 cr.	A,D
<i>(Computer Science Dept. Major Requirements)</i>			
RCS 107 <i>(Online)</i>	Introduction to Information Systems	1 cr.	A-F
RCS 108	Network Fundamentals	4 cr.	A,C
RCS 117	Introduction to Programming	4 cr.	C
RCS 127	Introduction to Operating Systems	4 cr.	A,E
*RCS 207 <i>(Online)</i>	Introduction to Business Systems	1 cr.	A-F
*RCS 208 <i>(Online)</i>	Introduction to Project Management	2 cr.	E
*RCS 217	Programming in C#	4 cr.	D
RCS 227	Introduction to Databases	2 cr.	B
RCS 228	Professional Comm. & Presentation	2cr.	B
*RCS 307	Object Oriented Systems Design	2 cr.	F
*RCS 308 <i>(Online)</i>	Project Management Tools	2 cr.	F
*RCS 317	Programming in JAVA	4 cr.	A
*RCS 327	Programming in Visual Basic .NET	4 cr.	B
*RCS 337	Database & OO Systems Implement.	4 cr.	C
*RCS 407	Network Security	2 cr.	D
*RCS 408	Network Management	2 cr.	D
*RCS 417	Developing for the Web	4 cr.	E
*RCS 497	Info. Systems Project/Human Issues	4 cr.	F
RBUS 211	Financial Accounting	4 cr.	A,E
*RBUS 212	Managerial Accounting	4 cr.	B,F
RBUS 312	Management Concepts	4 cr.	A,C
RBUS 314	Business Law	4 cr.	A,C

\* = Course has pre-requisites

**Computer Science Department Policies (RAAD Program):** See next page for polices.

## ***Add-On Major: CIS Requirements***

<u>Courses</u>		<u>Credits</u>	<u>Term</u>
<i>(Computer Science Dept. Add-Major Requirements)</i>			
RCS 107 <i>(Online)</i>	Introduction to Information Systems	1 cr.	A-F
RCS 108	Network Fundamentals	4 cr.	A,C
RCS 117	Introduction to Programming	4 cr.	C
RCS 127	Introduction to Operating Systems	4 cr.	A,E
*RCS 207 <i>(Online)</i>	Introduction to Business Systems	1 cr.	A-F
*RCS 208 <i>(Online)</i>	Introduction to Project Management	2 cr.	E
*RCS 217	Programming in C#	4 cr.	D
RCS 227	Introduction to Databases	2 cr.	B
RCS 228	Professional Comm. & Presentation	2cr.	B
*RCS 307	Object Oriented Systems Design	2 cr.	F
*RCS 308 <i>(Online)</i>	Project Management Tools	2 cr.	F
*RCS 317	Programming in JAVA	4 cr.	A
*RCS 327	Programming in Visual Basic .NET	4 cr.	B
*RCS 337	Database & OO Systems Implement.	4 cr.	C
*RCS 407	Network Security	2 cr.	D
*RCS 408	Network Management	2 cr.	D
*RCS 417	Developing for the Web	4 cr.	E
*RCS 497	Info. Systems Project/Human Issues	4 cr.	F
RBUS 211	Financial Accounting	4 cr.	A,E
*RBUS 212	Managerial Accounting	4 cr.	B,F
RBUS 312	Management Concepts	4 cr.	A,C
RBUS 314	Business Law	4 cr.	A,C

\* = Course has pre-requisites

### Computer Science Department Policies (RAAD Program):

A student must have a cumulative grade point average of 2.5 or higher in the three courses RCS 117, RCS 127 and RCS 108, or written consent of the department before he/she may declare a major in Computer Information Systems.

A student must have a cumulative grade point of 2.5 or higher in all computer science courses in order to earn a major in Computer Information Systems

The CIS Department Residency Requirement is defined as the following: a minimum of three computer science courses in the Computer Information Systems degree at or above the 300 level must be taken in the Department of Computer Science at Edgewood College.

Any course requirement other the 400 level courses may be satisfied through transfer or Credit for Prior Learning. All 400 level courses are residency courses and must be completed through attendance in class at Edgewood College.

Courses in computer science taken more than five years ago may not be accepted toward the majors in Computer Information Systems. Such courses are accepted solely at the discretion of the department.

Courses in computer science may not be audited.

No computer science course may be taken Pass/Fail.

# ***Psychology: Organizational Behavior Concentration Degree Requirements***

<u>Courses</u>		<u>Credits</u>	<u>Term</u>
<i>(Foundations of Communication &amp; Foundations of Human Learning)</i>			
*RENG 151	Research Paper Writing	4 cr.	A,E
*RMATH 123/124	Mathematical Models I/II	2 cr./2 cr.	A/B, E/F
RCA 153	Public Speaking	4 cr.	B,F
RPHIL 154	Critical Thinking	4 cr.	A,C
RSPAN 155/156	Foreign Language & Culture I/II	4cr./4 cr.	C/D, E/F
RENG 160	F1– Perspectives in Literature	4 cr.	C,F
RART 161	F2 – Art Survey: Art of Western World	4 cr.	B
RART 162	F3 – Art Structure	4 cr.	A,D,F
RPSY 102	F4 –General Psychology	4/4 cr.	A
*RGEOS 165/166	F5 – Intro. to Earth Science I/ II	4cr./4 cr.	C/D, E/F
RHIST 167	F6 – U.S. History: 1865-Present	4 cr.	C,F
*RPHIL 168	F7 – Professional Ethics	4 cr.	B,D
RRS 169	F8 – Intro. to Christian Thought	4 cr.	A,D

- Computer Competency – integrated into the Major requirements below.
- Requirements for the Major total 44 credits. 120 credits minimum needed to obtain a bachelor's degree. Elective credits may be necessary for some students to reach the 120 credit minimum.

## *(Psychology Department Major Requirements)*

### *Required core courses:*

*RMATH 125/126	Statistics I/II	2 cr./2 cr.	C/D, E/F
RPSY 102	F 4 – General Psychology	4 cr.	A
*RPSY 376	Research Methods in Org. Psych.	4 cr.	C
*RPSY 477	Evaluating Psychological Research	4 cr.	D
*RPSY 494	Guided Exp'l. Learning: Human Issues	4 cr.	E

### *Organizational Psychology:*

RPSY 322	Intro. to Organizational Psychology	4 cr.	B
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### *(must complete at least three of the four following)*

RPSY 332	Psychology of Management	4 cr.	C
RPSY 333	Human Relations in Organizations	4 cr.	D
RPSY 402	Psychology of Motivation in Organizations	4 cr.	E
RPSY 482	Approaches to Training & Dev in Org.	4 cr.	F

### *Human Development:*

RPSY 442	Psychology of Adulthood & Aging	4 cr.	A
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### *Topics & Applications:*

RPSY 303	Psychological Assessment	4 cr.	B
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### *Additional Electives (not required):*

RPSY 384 (A,B,C,D)	Topics in Psychology	4 cr.	A,F
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## **Psychology Department Requirements:**

- A minimum of 12 credits toward the Psychology major must be earned at Edgewood College.
- Eighteen credits of the major must be earned in courses at the 300-level or above.
- A student must have a grade point average of 2.5 in major courses in order to graduate with a psychology major.
- A psychology course in which a student receives a grade below a "C/D" will not be accepted toward the major.

## ***Add-On Major: Psychology (Organizational Behavior concentration) Requirements***

<u>Courses</u>		<u>Credits</u>	<u>Term</u>
<i>(Psychology Department Major Requirements)</i>			
<i>Required core courses:</i>			
*RMATH 125/126	Statistics I/II	2 cr./2 cr.	C/D, E/F
RPSY 102	F 4 – General Psychology	4 cr.	A
*RPSY 376	Research Methods in Org. Psych.	4 cr.	C
*RPSY 477	Evaluating Psychological Research	4 cr.	D
*RPSY 494	Guided Exp'l. Learning: Human Issues	4 cr.	E
<i>Organizational Psychology:</i>			
RPSY 322	Intro. to Organizational Psychology	4 cr.	B
<i>(must complete at least three of the four following)</i>			
RPSY 332	Psychology of Management	4 cr.	C
RPSY 333	Human Relations in Organizations	4 cr.	D
RPSY 402	Psychology of Motivation in Organizations	4 cr.	E
RPSY 482	Approaches to Training & Dev in Org.	4 cr.	F
<i>Human Development:</i>			
RPSY 442	Psychology of Adulthood & Aging	4 cr.	A
<i>Topics &amp; Applications:</i>			
RPSY 303	Psychological Assessment	4 cr.	B
<i>Additional Electives (not required):</i>			
RPSY 384 (A,B,C,D)	Topics in Psychology	4 cr.	A,F

### **Psychology Department Requirements:**

- A minimum of 12 credits toward the Psychology major must be earned at Edgewood College.
- Eighteen credits of the major must be earned in courses at the 300-level or above.
- A student must have a grade point average of 2.5 in major courses in order to graduate with a psychology major.
- A psychology course in which a student receives a grade below a "C/D" will not be accepted toward the major.

## **2007-2008 Course Dates**

### **2007 Summer Term E**

**M** - May 7,14,21, June 4,11,18,25  
**T** - May 8,15,22,29, June 5,12,19  
**W** - May 9,16,23,30, June 6,13,20  
**R** - May 10,17,24,31 June 7,14,21  
*Memorial Day – May 28 (College closed)*

### **2007 Summer Term F**

**M** - July 9,16,23,30, Aug. 6,13,20  
**T** - July 10,17,24,31, Aug. 7,14,21  
**W** - July 11,18,25, Aug. 1,8,15,22  
**R** - July 12,19,26, Aug. 2,9,16,23

*\* Note – there is not an “off” week between Summer '07 term F & Fall '07 term A due to holiday scheduling in the 2007 calendar year.*

### **2007 Fall Term A**

**M** - Aug. 27, Sept. 10,17,24, Oct. 1,8,15  
**T** - Aug. 28, Sept. 4,11,18,25, Oct. 2,9  
**W** - Aug. 29, Sept. 5,12,19,26, Oct. 3,10  
**R** - Aug. 30, Sept. 6,13,20,27, Oct. 4,11  
*Labor Day – Sept. 3 (College closed)*

### **2007 Fall Term B**

**M** - Oct. 22,29, Nov. 5,12,26, Dec. 3,10  
**T** - Oct. 23,30, Nov. 6,13,27, Dec. 4,11  
**W** - Oct. 24, 31,Nov. 7,14,28, Dec. 5,12  
**R** - Oct. 25, Nov. 1,8,15,29, Dec. 6,13  
*Thanksgiving Break – Nov. 19-23*

### **2008 Spring Term C**

**M** - Jan. 7,14,28, Feb. 4,11,18,25  
**T** - Jan. 8,15,22,29, Feb. 5,12,19  
**W** - Jan. 9,16,23,30, Feb. 6,13,20  
**R** - Jan. 10,17,24,31 Feb. 7,14,21  
*Martin Luther King, Jr. Day – Jan. 21 (College closed)*

## 2008 Spring Term D

**M** - Mar. 3,10,17,31, Apr. 7,14,21  
**T** - Mar. 4,11,18,25, Apr. 1,8,15  
**W** - Mar. 5,12,19,26, Apr. 2,9,16  
**R** - Mar. 6,13,20,27, Apr. 3,10,17  
*Easter Holiday – March 21-24 (College closed)*

## 2008 Summer Term E

**M** - May 5,12,19, June 2,9,16,23  
**T** - May 6,13,20,27, June 3,10,17  
**W** - May 7,14,21,28, June 4,11,18  
**R** - May 8,15,22,29, June 5,12,19  
*Memorial Day – May 26 (College closed)*

## 2008 Summer Term F

**M** - June 30, July 7,14,21,28, Aug. 4,11  
**T** - July 1,8,15,22,29, Aug. 5,12  
**W** - July 2,9,16,23, 30,Aug. 6,13  
**R** - July 3,10,17,24,31, Aug. 7,14

## 2008 Fall Term A

**M** - Aug. 25, Sept. 8,15,22,29, Oct. 6,13  
**T** - Aug. 26, Sept. 2,9,16,23,30, Oct. 7  
**W** - Aug. 27, Sept. 3,10,17,24, Oct. 1,8  
**R** - Aug. 28, Sept. 4,11,18,25, Oct. 2,9  
*Labor Day – Sept. 1 (College closed)*

## 2008 Fall Term B

**M** - Oct. 20,27, Nov. 3,10,17, Dec. 1,8  
**T** - Oct. 21,28, Nov. 4,11,18, Dec. 2,9  
**W** - Oct. 22,29, Nov. 5,12,19, Dec. 3,10  
**R** - Oct. 23,30, Nov. 6,13,20, Dec. 4,11  
*Thanksgiving Break – Nov. 24-28*



## 2009 Spring Term C

**M** - Jan. 5,12,26, Feb. 2,9,16,23

**T** - Jan. 6,13,20,27, Feb. 3,10,17

**W** - Jan. 7,14,21,28, Feb. 4,11,18

**R** - Jan. 8,15,22,29, Feb. 5,12,19

*Martin Luther King, Jr. Day – Jan. 19 (College closed)*

## 2009 Spring Term D

**M** - Mar. 2,9,16,23,30, Apr. 6,20

**T** - Mar. 3,10,17,24,31, Apr. 7,14

**W** - Mar. 4,11,18,25, Apr. 1,8,15

**R** - Mar. 5,12,19,26, Apr. 2,9,16

*Easter Holiday – April 10-13 (College closed)*

## 2009 Summer Term E

**M** - May 4,11,18, June 1,8,15,22

**T** - May 5,12,19,26, June 2,9,16

**W** - May 6,13,20,27, June 3,10,17

**R** - May 7,14,21,28, June 4,11,18

*Memorial Day – May 25 (College closed)*

## 2009 Summer Term F

**M** - June 29, **July 6**,13,20,27, Aug. 3,10

**T** - June 30, July 7,14,21,28, Aug. 4,11

**W** - July 1,8,15,22,29, Aug. 5,12

**R** - July 2,9,16,23,30, Aug. 6,13

*\* Note – at this time we are uncertain of the July 4<sup>th</sup> holiday dates in which the College will be closed. This is currently a tentative schedule.*

## ***Course Offerings/Rotation Schedule***

*\*Note: Schedule is subject to change ~ See EdgeReg for current course listings*

\* = Courses have prerequisites

### **2007 Summer Term E**

RGEOS 165 F5*	Intro. to Earth Science I (4 cr.)	M	5:30-9:30 pm
RSPAN 155	Foreign Language and Culture I (4 cr.)	M	5:30-9:30 pm
RBUS 311	Marketing Principles (4 cr.)	T	5:30-9:30 pm
RECON 163 F4	Micro-Economics (4 cr.)	T	5:30-9:30 pm
RCS 417*	Developing for the Web (4 cr.)	T	6:00-8:30 pm
RBUS 402*	Human Issues: Social Resp. of Bus. (4 cr.)	W	5:30-9:30 pm
RCS 157*	Computers in the Workplace (4 cr.)	W	5:30-9:30 pm
RMATH 123*	Mathematical Models I (2 cr.)	W	5:30-8:30 pm
RPSY 402	Psychology of Motivation in Organizations (4 cr.)	W	5:30-9:30 pm
RMATH 125*	Statistics I (2 cr.)	R	5:30-8:30 pm
RENG 151*	Research Paper Writing (4 cr.)	R	5:30-9:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 127 ONL	Intro. to Operating Systems (4cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCS 208* ONL	Intro. to Project Management (2 cr./online/4 wks.)	R	To be announced

### **2007 Summer Term F**

RGEOS 166 F5*	Intro. to Earth Science II (4 cr.)	M	5:30-9:30 pm
RSPAN 156*	Foreign Language and Culture II (4 cr.)	M	5:30-9:30 pm
RCS 497*	Information Systems Project/Human Issues (4 cr.)	M	6:00-8:30 pm
RBUS 401*	Improv. Organizational Effectiveness (4 cr.)	T	5:30-9:30 pm
RECON 164 F4	Macro-Economics (4 cr.)	T	5:30-9:30 pm
RPSY 482	Approaches to Training & Development in Organizations (4 cr.)	T	5:30-9:30 pm
RCS 307*	Object Oriented Systems Design (2 cr. /4 wks.)	T	6:00-8:30 pm
RART 162 F3	Art Structure (4 cr.)	W	5:30-9:30 pm
RBUS 490*	Strategic Business Practices (4 cr.)	W	5:30-9:30 pm
RMATH 124*	Mathematical Models II (2 cr.)	W	5:30-8:30 pm
RCA 153	Public Speaking (4 cr.)	W	5:30-9:30 pm
RMATH 126*	Statistics II (2 cr.)	R	5:30-8:30 pm
RHIST 167 F6	U.S. History: 1865-Present (4 cr.)	R	5:30-9:30 pm
RENG 160 F1	Perspectives in Literature (4 cr.)	R	5:30-9:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCS 308*	Project Management Tools (2 cr./online/3 wks.)	R	To be announced

## 2007 Fall Term A

RART 162 F3	Art Structure (4 cr.)	M	5:30-9:30 pm
RBUS 312	Management Concepts (4 cr.)	M	5:30-9:30 pm
RBUS 402*	Human Issues: Social Resp. of Bus. (4 cr.)	M	5:30-9:30 pm
RBUS 401*	Improv. Organizational Effectiveness (4 cr.)	T	5:30-9:30 pm
RMATH 123*	Mathematical Models I (2 cr.)	T	5:30-8:30 pm
RCS 108	Network Fundamentals (4 cr.)	T	6:00-8:30 pm
RBUS 211	Financial Accounting (4 cr.)	W	5:30-9:30 pm
RRS 169 F8	Introduction to Christian Thought (4 cr.)	W	5:30-9:30 pm
RENG 151*	Research Paper Writing (4 cr.)	W	5:30-9:30 pm
RPSY 102 F4	General Psychology (4 cr.)	W	5:30-9:30 pm
RPHIL 154	Critical Thinking (4 cr.)	R	5:30-9:30 pm
RBUS 314	Business Law (4 cr.)	R	5:30-9:30 pm
RPSY 442	Psychology of Adulthood and Aging (4 cr.)	R	5:30-9:30 pm
RCS 127	Intro. to Operating Systems (4cr.)	R	6:00-8:30 pm
RCS 317*	Programming in JAVA (4cr.)	R	6:00-8:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCPL	CPL Portfolio Workshop (0 cr.)		To be announced

## 2007 Fall Term B

RART 161 F2	Art Survey: Art of the Western World (4 cr.)	M	5:30-9:30 pm
RBUS 400*	Organizational Management (4 cr.)	M	5:30-9:30 pm
BUS 490*	Strategic Business Practices (4 cr.)	M	5:30-9:30 pm
RPSY 303	Psychology of Assessment (4 cr.)	M	5:30-9:30 pm
RBUS 315*	Operations Management (4 cr.)	T	5:30-9:30 pm
RMATH 124*	Mathematical Models II (2 cr.)	T	5:30-8:30 pm
RCS 227	Intro. to Databases (2 cr./4 wks.)	T	6:00-8:30 pm
RCS 228	Professional Communication & Presentation (2 cr./3 wks.)	T	6:00-8:30 pm
RCS 327*	Programming in Visual Basic .NET (4cr.)	T	6:00-8:30 pm
RBUS 212*	Managerial Accounting (4 cr.)	W	5:30-9:30 pm
RCA 153	Public Speaking (4 cr.)	W	5:30-9:30 pm
RPSY 322	Intro. to Organizational Psychology (4 cr.)	W	5:30-9:30 pm
RPHIL 168 F7*	Professional Ethics (4 cr.)	R	5:30-9:30 pm
RBUS 313*	Corporate Finance (4 cr.)	R	5:30-9:30 pm
RECON 163 F4	Micro-Economics (4 cr.)	R	5:30-9:30 pm
RCS 157*	Computers in the Workplace (4 cr.)	R	5:30-9:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced

## 2008 Spring Term C

RMATH 125*	Statistics I (2 cr.)	M	5:30-8:30 pm
RENG 160 F1	Perspectives in Literature (4 cr.)	M	5:30-9:30 pm
RPSY 376*	Research Methods in Organizational Psychology (4 cr.)	M	5:30-9:30 pm
RGEOS 165 F5*	Intro. to Earth Science I (4 cr.)	T	5:30-9:30 pm
RBUS 312	Management Concepts (4 cr.)	T	5:30-9:30 pm
RSPAN 155	Foreign Language and Culture I (4 cr.)	T	5:30-9:30 pm
RHIST 167 F6	U.S. History: 1865-Present (4 cr.)	T	5:30-9:30 pm
RPHIL 154	Critical Thinking (4 cr.)	W	5:30-9:30 pm
RBUS 314	Business Law (4 cr.)	W	5:30-9:30 pm
RPSY 332	Psychology of Management (4 cr.)	W	5:30-9:30 pm
RBUS 311	Marketing Principles (4 cr.)	R	5:30-9:30 pm
RBUS 315*	Operations Management (4 cr.)	R	5:30-9:30 pm
RCS 117	Intro. to Programming (4 cr.)	R	6:00-8:30 pm
RCS 337*	Database & OO Systems Implementation (4 cr.)	R	6:00-8:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 108 ONL	Network Fundamentals (4 cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCPL	CPL Portfolio Workshop (0 cr.)		To be announced

## 2008 Spring Term D

RART 162 F3	Art Structure (4 cr.)	M	5:30-9:30 pm
RMATH 126*	Statistics II (2 cr.)	M	5:30-8:30 pm
RPSY 477*	Evaluating Psychological Research (4 cr.)	M	5:30-9:30 pm
RGEOS 166 F5*	Intro. to Earth Science II (4 cr.)	T	5:30-9:30 pm
RBUS 400*	Organizational Management (4 cr.)	T	5:30-9:30 pm
RSPAN 156*	Foreign Language and Culture II (4 cr.)	T	5:30-9:30 pm
RECON 164 F4	Macro-Economics (4 cr.)	T	5:30-9:30 pm
RPHIL 168 F7*	Professional Ethics (4 cr.)	W	5:30-9:30 pm
RENG 170	Professional Communications (4 cr.)	W	5:30-9:30 pm
RBUS 313*	Corporate Finance (4 cr.)	W	5:30-9:30 pm
RCS 217*	Programming in C# (4 cr.)	W	6:00-8:30 pm
RCS 407*	Network Security (2 cr./4 wks.)	W	6:00-8:30 pm
RCS 408*	Network Management (2 cr./3 wks.)	W	6:00-8:30 pm
RRS 169 F8	Introduction to Christian Thought (4 cr.)	R	5:30-9:30 pm
RPSY 333	Human Relations in Organizations (4 cr.)	R	5:30-9:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCPL	CPL Portfolio Workshop (0 cr.)		To be announced

## 2008 Summer Term E

RGEOS 165 F5*	Intro. to Earth Science I (4 cr.)	M	5:30-9:30 pm
RSPAN 155	Foreign Language and Culture I (4 cr.)	M	5:30-9:30 pm
RCS 157*	Computers in the Workplace (4 cr.)	M	5:30-9:30 pm
RPSY 494*	Guided Experiential Learning: Human Issues (4 cr.)	M	5:30-9:30 pm
RBUS 211	Financial Accounting (4 cr.)	T	5:30-9:30 pm
RBUS 311	Marketing Principles (4 cr.)	T	5:30-9:30 pm
RECON 163 F4	Micro-Economics (4 cr.)	T	5:30-9:30 pm
RCS 417*	Developing for the Web (4 cr.)	T	6:00-8:30 pm
RBUS 402*	Human Issues: Social Resp. of Bus. (4 cr.)	W	5:30-9:30 pm
RMATH 123*	Mathematical Models I (2 cr.)	W	5:30-8:30 pm
RPSY 402	Psychology of Motivation in Organizations (4 cr.)	W	5:30-9:30 pm
RMATH 125*	Statistics I (2 cr.)	R	5:30-8:30 pm
RENG 151*	Research Paper Writing (4 cr.)	R	5:30-9:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 127 ONL	Intro. to Operating Systems (4cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCS 208* ONL	Intro. to Project Management (2 cr./online/4 wks.)	R	To be announced

## 2008 Summer Term F

RGEOS 166 F5*	Intro. to Earth Science II (4 cr.)	M	5:30-9:30 pm
RSPAN 156*	Foreign Language and Culture II (4 cr.)	M	5:30-9:30 pm
RCS 497*	Information Systems Project/Human Issues (4 cr.)	M	6:00-8:30 pm
RPSY 384	Topics in Psychology (4 cr.)	M	5:30-9:30 pm
RBUS 212*	Managerial Accounting (4 cr.)	T	5:30-9:30 pm
RBUS 401*	Improv. Organizational Effectiveness (4 cr.)	T	5:30-9:30 pm
RECON 164 F4	Macro-Economics (4 cr.)	T	5:30-9:30 pm
RPSY 482	Approaches to Training & Development in Organizations (4 cr.)	T	5:30-9:30 pm
RCS 307*	Object Oriented Systems Design (2 cr. /4 wks.)	T	6:00-8:30 pm
RART 162 F3	Art Structure (4 cr.)	W	5:30-9:30 pm
RBUS 490*	Strategic Business Practices (4 cr.)	W	5:30-9:30 pm
RMATH 124*	Mathematical Models II (2 cr.)	W	5:30-8:30 pm
RCA 153	Public Speaking (4 cr.)	W	5:30-9:30 pm
RMATH 126*	Statistics II (2 cr.)	R	5:30-8:30 pm
RHIST 167 F6	U.S. History: 1865-Present (4 cr.)	R	5:30-9:30 pm
RENG 160 F1	Perspectives in Literature (4 cr.)	R	5:30-9:30 pm
RCS 107 ONL	Intro. to Information Systems (1cr./online)	R	To be announced
RCS 207* ONL	Intro. to Business Systems (1 cr./online)	R	To be announced
RCS 308* ONL	Project Management Tools (2 cr./online/3 wks.)	R	To be announced

\* = Courses have prerequisites

*Note: Schedule is subject to change ~ See EdgeReg for current course listings*

## ***Course Descriptions***

### **RART 161: ART SURVEY—ART OF THE WESTERN WORLD**

This introductory survey course offers an introduction to major developments and themes in Western (European and American) art from ancient times to the modern period. While our focus is the arts of Europe, we will also look briefly at several world art traditions from this period. We will consider various art historical approaches to the study of art, with a focus on works of visual art as expressions of spiritual beliefs, cultural values, and social experience. We will also explore ways that the subject and style of a work of art may be related to the historical, cultural, and social context in which the work was created. Emphasis will be on looking carefully and thoughtfully at works of art, and developing an understanding of the questions and issues raised by this form of art historical inquiry, so that knowledge gained here can be applied to consideration of art and artists not studied in this class. **Prerequisite:** None.

### **RART 162: ART STRUCTURE**

This course is designed as a studio introduction to the visual arts for non-art majors and minors. Students explore a variety of media to develop a creative and aesthetic awareness of two and three-dimensional art forms. This course provides basic information on materials and techniques while placing an emphasis on the production of visual art. Through the process of making and discussing their own artwork and through viewing historical and contemporary artwork, students will develop a better understanding and appreciation for the world of visual art. **Prerequisite:** None.

### **RBUS 211: FINANCIAL ACCOUNTING**

Financial Accounting focuses on the information that is presented to financial statement users outside of the organization. This course prepares the learner to understand, use and analyze financial statements. Upon completing this course, the learner should understand how financial transactions and events are recorded and reflected in the financial statements. Topics will include the application of accounting theory, standards and principles to accounting problems and exploration of the financial statement impact. Course activities will include the frequent examination of the financial statements of real companies to link the course material to current events. **Prerequisite:** None.

## **RBUS 212: MANAGERIAL ACCOUNTING**

Managerial Accounting has two areas of emphasis. First, this course completes the financial topics of RBUS 211. We examine the form and content of the cash flow statement. This segment is completed with a comprehensive analysis of the four corporate financial statements.

Secondly, this course defines the role of management accounting in producing information that is relevant to a fast-paced, competitive environment. Unlike financial accounting where the focus is on providing information to *external* users, managerial accounting's emphasis is on the presentation and analysis of data by *internal* decision makers. We will examine alternate methods for the computation of costs for products and services. Next, we will explore how to use the cost information, as well as qualitative factors such as quality and time, for planning, directing, controlling and decision making activities in organizations. The role of management accountants is changing as technology makes information much more readily available. Their role has expanded from simply "scorekeepers" of past performance to members of organizations' management strategy teams. **Prerequisite:** RBUS 211.

## **RBUS 311: MARKETING PRINCIPLES**

This course is an overview course; its purpose is to introduce you to the different aspects of Marketing—not just in theory, but in practice as well, by using applications to illustrate the various theoretical concepts. Building skills will be emphasized at least as much as building knowledge. In addition to covering the course material, this class will challenge you to think critically, write better, and voice your opinions persuasively and with confidence. At the same time you will find that developing a global perspective and becoming aware of the world around you (in terms of current affairs in business, politics, and science) will be an integral part of this course. **Prerequisite:** None.

## **RBUS 312: MANAGEMENT CONCEPTS**

This course is designed to familiarize you with the principles and theories of management. Different organizational situations demand different managerial methods. Different people apply these methods in slightly different ways depending upon their own unique combination of personality, background, ability and ambition. There are, however, certain fundamental principles of management that are common to all situations and all individuals. We will concentrate our efforts on this common ground.

The individual who assumes a management role must accept a great deal of responsibility. It is the purpose of this course to equip you with the foundation necessary to handle this responsibility with confidence. It will be up to you to combine these fundamental concepts with your own intuition, judgment and

philosophy to formulate your own management style. The result of this course will be the development of your own unique management technique and sufficient understanding of the concepts to be able to adapt these basic principles to individual situations and circumstances. **Prerequisite:** None.

### **RBUS 313: CORPORATE FINANCE**

The course will introduce the student to the basic ideas related to corporate financial management. Topics covered will include the role of financial management in the firm, fundamental financial analysis, capital structure, capital budgeting, working capital management, the corporate capital markets, and the concept and creation of shareholder value from a shareholder perspective. The course will provide a fundamental understanding of corporate finance to serve as a basis for future study in Business and Finance.

**Prerequisite:** RBUS 212, RMATH 123/124, RMATH 125/126, RECON 164.

### **RBUS 314: BUSINESS LAW**

This course provides the student with an overview of the role and methodology of the legal environment within which businesses must operate. Topics will include a) the essential elements of a contract including mutual assent, consideration, legality, capacity and compliance with the statute of frauds; b) other introductory legal concepts of agency, bailments, sales under the uniform commercial code, negligence and product liability; and c) property law including Wisconsin's Marital Property Law. In addition, the student will use current technology in completing a legal research project involving the operation of our legal system in the context of its relationship to a current social and ethical issue. **Prerequisite:** None.

### **RBUS 315: OPERATIONS MANAGEMENT**

Organizations depend on efficient and effective operations management that transforms such resources as labor and raw materials into goods and services. In this course students will learn about data driven decision-making, inventory management, queuing theory, value chain management, project management, continuous improvement and quality control, and other related concepts. Theories, case studies, team project work, and simulated activities will foster dynamic learning. **Prerequisite:** RMATH 123/124 and 125/126, RBUS 312 required, and RBUS 400 recommended.



## **RBUS 400: ORGANIZATIONAL MANAGEMENT**

This course will explore the structure and relationships within an organization and the skills management must develop to maintain the successful operation of the enterprise. In order to effectively live the mission and carry out the vision of the organization, there must be structure. The deliberate development of that structure is the job of management. **Prerequisite:** RBUS 312.

## **RBUS 401: IMPROVING ORGANIZATIONAL EFFECTIVENESS**

This course will enable student to identify ways to improve an organization's effectiveness by exploring the concepts and principles of leadership essential for continuous improvement and effective planning. Through case studies, readings, discussions and exercises, students will gain an understanding of the processes and methods needed for improving the effectiveness of organizations and their members. **Prerequisites:** RBUS 312 and RBUS 400.

## **RBUS 402: HUMAN ISSUES—SOCIAL RESPONSIBILITY OF BUSINESS**

This interdisciplinary course explores and implements the critical thinking, communication, and managerial skills necessary for developing socially responsible organizations. Students will debate ethical issues and explore ways to enhance their own organization's social performance. Successful completion of the seminar fulfills the Human Issues requirement for graduation.

**Prerequisite:** Junior standing, RPHIL 168, RBUS 312.

## **RBUS 490: STRATEGIC BUSINESS PRACTICES**

RBUS 490 is the capstone course in which students develop an understanding of business strategy and its formulation, implementation, and evaluation. Involves synthesis of all fundamental areas of business (management, accounting, marketing, finance, operations, production, and social responsibility), analyzing the environment the firm works in, and choosing strategies that enable the firm to meet its performance objectives. Course uses lectures, readings and business cases to accomplish synthesis. **Prerequisite:** Final course taken or approval. Must have all Business courses completed.

## **RCA 153: PUBLIC SPEAKING**

The course provides the student with both the knowledge and skills required to successfully speak in public in both civic and professional situations. The knowledge objectives of the course provide students with an understanding of basic rhetorical theory including contextual theory (i.e. recognizing rhetorical situations), invention (i.e. defining and researching a topic), disposition (i.e. organizing a message to fit a situation), delivery, and group process. The skill objectives provide students with the skills necessary to define topics that fit the situations, research topics, define a message, organize a message, deliver a

message, argue effectively, critically analyze arguments, run effective meetings, and work in groups. **Prerequisite:** None.

### **RCPL: CREDIT FOR PRIOR LEARNING PORTFOLIO WORKSHOP**

This workshop is required for those students who, under the advisement of the Credit for Prior Learning Coordinator, have established that he/she will be fulfilling specific course proficiency in the RAAD program by developing a proficiency portfolio. This workshop is not designed for students who will be establishing proficiency through a standardized exam. Consult the Director of Credit for Prior Learning for more details. **Prerequisite:** None.

### **RCS 157: COMPUTERS IN THE WORKPLACE**

The purpose of this course is to introduce key concepts of computers and Information Systems (IS) to students who are pursuing a degree in Business Administration. Therefore, the course's main focus is on the use of computers in the business workplace, while at the same time, studying the underlying technology using "real-life" scenarios.

Further, the design of this course provides the opportunity for students to view IS from the perspective of fulfilling business and organizational needs. Because IS are used for a wide variety of business functional contexts, the course contains specific emphasis on the use of case studies. The case studies chosen describe effective and innovative use of computers and information system solutions that achieve relevant businesses goals.

Armed with the understanding of computer technology, it is anticipated that students will be able to review and assess how computers and IS are integrated into today's business workplace.

At the end of this course, the students will have:

- Participated in various discussions concerning key components, elements and aspects of an IS and the use of the World Wide Web.
- Successfully completed a series of lab and case study exercises whereby they have applied knowledge of IS at a practical level
- Experienced the dynamic nature of IS through the completion of a project that demonstrates the application of computer technology within a business setting

**Prerequisite:** Must have an established Edgewood Network Login minimum two weeks prior to start of course. Contact CIS Help Desk at 663-6767 for login.

## **RCS 107: INTRODUCTION TO INFORMATION SYSTEMS**

This course focuses on 4 areas: (1) the core components of an information system; (2) the effective use of the Internet and Information Systems; (3) how personal productivity tools are used to complete tasks commonly completed in an organization and (4) the profession of information systems as experienced in various contexts. **Prerequisite:** None

## **RCS 108: NETWORK FUNDAMENTALS**

This course focuses on 3 areas: (1) the core features and functions of the Internet; (2) current networking technologies used in the business workplace and (3) the use of networks and the implications on the ethical use of information. **Prerequisite:** None

## **RCS 117: INTRODUCTION TO PROGRAMMING**

This course focuses on four areas: (1) object-oriented solutions to everyday problems using several different object-oriented design tools; (2) different number and data systems used in Information Systems and how they are represented internally in the computer; (3) how to build a basic website using HTML and (4) the study of object-oriented programming languages by learning the basic concepts of C#. **Prerequisite:** None

## **RCS 127: INTRODUCTION TO OPERATING SYSTEMS**

This course focuses on four areas: (1) in order to have a grasp of the internal workings of the computer, students will study the functions of the critical hardware units of the typical single-processor computer; (2) study of the core operating systems functions; how they control the hardware, system and user software and how they communicate with the user; (3) survey of some of the modern operating systems and how they accomplish those basic functions and (4) the study of Linux at a sufficient depth to become proficient in using a computer system which uses Linux as its operating system. **Prerequisite:** None

## **RCS 207: INTRODUCTION TO BUSINESS SYSTEMS**

This course focuses on 3 areas: (1) how information systems furthers the goals and objectives of a business organization operating in a global economy; (2) current types of business systems, from an operational, tactical and strategic perspective and (3) the use of the effectiveness of information systems with reference to the organizational use of databases. **Prerequisite:** All 100 level computer courses.

## **RCS 208: INTRODUCTION TO PROJECT MANAGEMENT**

This course focuses on 4 areas: (1) the need for project management in various areas of the information systems profession; (2) approaches to project management; (3) the core components of project management and (4) effective use of project management to enhance the success of the information systems development process, in terms of team processes. **Prerequisite:** All 100 level computer courses.

## **RCS 217: PROGRAMMING IN C#**

This course focuses on expanding the basic concepts of C# learned in the *Introduction to Programming* class. Using the object-oriented problem solving skills learned in that same class, students will develop solutions to an increasingly difficult series of problems, and then they will write C# programs to implement those algorithms. **Prerequisite:** RCS117.

## **RCS 227: INTRODUCTION TO DATABASES**

This course focuses on 4 areas: (1) types of database systems, including current products and approaches; (2) the technical functionality of the organizational use of data and databases; (3) database design, development and administration and (4) integrating databases as information systems. **Prerequisite:** None

## **RCS 228: PROFESSIONAL COMMUNICATION & PRESENTATION**

This course focuses on 3 areas: (1) methods and technologies used for communication, as appropriate for the information systems professional; (2) using effective presentation techniques and (3) utilizing professional communication strategies to support the systems development process. **Prerequisite:** None

## **RCS 307: OBJECT ORIENTED SYSTEMS DESIGN**

This course focuses on 4 areas: (1) characteristics of traditional approaches to Systems Development, within the context of: purpose, audience, attributes, functionality and development; (2) systems development using object oriented approaches; (3) use of Unified Modeling Language (UML) for developing systems and (4) developing models, commonly used to complete tasks associated with systems development. **Prerequisite:** RCS207 and RCS208.

## **RCS 308: PROJECT MANAGEMENT TOOLS**

This course focuses on 3 areas: (1) use of project management tools to successfully control and execute software development projects; (2) estimating resource costs and developing milestones using a project management toolkit and (3) formative and summative reporting of projects to stakeholders. **Prerequisite:** RCS207 and RCS208.

### **RCS 317: PROGRAMMING IN JAVA**

To continue development of object-oriented programming skills, students will study JAVA. In contrast to C#, which allows more direct manipulation of machine internals, JAVA concentrates on programming for the web. Since the web and e-commerce are becoming crucial to many organizations, it is necessary to develop JAVA skills to remain current in the industry.

**Prerequisite:** RCS217.

### **RCS 327: PROGRAMMING IN VISUAL BASIC .NET**

Many organizations use Rapid Application Development (RAD) tools for the majority of their systems development. Since many of these organizations are using a Wintel platform, students will study a product used on many of those systems. The use of the Microsoft .NET protocol is becoming prominent and a common development platform for .NET is Visual Basic. **Prerequisite:** RCS217.

### **RCS 337: DATABASE & OO SYSTEMS IMPLEMENTATION**

This course focuses on 5 areas: (1) the key components of good end user interface design; (2) translating user requirements and system functionality using object oriented techniques; (3) developing databases, interface objects and implementation plans and user acceptance methods; (4) documenting and maintaining systems for development flexibility and (5) developing and implementing object oriented database systems using effective team processes.

**Prerequisite:** RCS227, RCS228, RCS307 and RCS308.

### **RCS 407: NETWORK SECURITY**

This course focuses on 4 areas: (1) network security fundamentals; (2) network protocols and operating systems integration; (3) encryption standards and (4) development and implementation of security plans for information systems.

**Prerequisite:** RCS108.

### **RCS 408: NETWORK MANAGEMENT**

This course focuses on 3 areas: (1) international and industry standards and network management; (2) network management tools and monitoring strategies and (3) implementing network management within an enterprise environment.

**Prerequisite:** RCS108.

### **RCS 417: DEVELOPING FOR THE WEB**

This course focuses on 5 areas: (1) key characteristics of commonly designed websites within the context of: purpose, audience, attributes, functionality and development; (2) key components of a website information systems

development process; (3) models of enterprise-oriented information systems development; (4) use of the .NET product suite for rapid web development and (5) various web development languages, commonly used to develop database oriented websites. **Prerequisite:** All 300 level computer courses.

### **RCS 497: INFORMATION SYSTEMS PROJECT/HUMAN ISSUES PROJECT**

This course focuses on 5 areas: (1) key characteristics of appropriate Project Management practices, as experienced through an information systems capstone project, within the context of: purpose, audience, attributes, functionality and development of the project; (2) effective consulting skills used when working with various types of clients; (3) impact of information systems on the global economy and within the local community; (4) examination of the information systems professional's career development and role within the wider community and (5) proficiency in the core objectives of the Computer Information Systems degree, through the completion of the ICCP exam. **Prerequisite:** All other computer science courses in the major.

### **RECON 163 F4: MICROECONOMICS**

This course will survey the basic principles of microeconomics by examination of the mechanisms used to price products and allocate scarce resources to their production. These economic principles will be applied to an analysis of various current social issues including health care, crime, pollution, education, immigration, discrimination, international trade, poverty, income distribution and market power. **Prerequisite:** None.

### **RECON 164 F4: MACROECONOMICS**

This course provides the student with an overview of the global economy with special emphasis on the American economy in the 21<sup>st</sup> century. The course will consist of analytical sections combined with historical applications. The course offers the student an opportunity to learn about the implications of the technological changes that are integrating the economies of diverse nations into a global economy. Special attention will be given to the role of money, trade and budgetary issues. **Prerequisite:** None.

### **RENG151: RESEARCH PAPER WRITING**

Students will learn to produce academic research papers. This will include learning how to do research in the library and online, evaluate, summarize, and paraphrase sources, narrow a topic to a thesis, compose an outline, draft, revise, and create an original, argumentative paper that correctly incorporates and cites sources. **Prerequisite:** RENG 160 F1.

## **RENG 160 F1: PERSPECTIVES IN LITERATURE**

This course provides an introduction to literature through a look at short stories, poetry, and drama. Students will develop a greater understanding and appreciation of literature through group discussions and analytical papers. We will examine plot, setting, point of view, symbol, image, metaphor, theme, style, tone, and form and investigate how personal, historical, and cultural contexts interrelate to create the experience of the literary work. We will write essays to delve personally into the worlds of fiction and literary analysis, and thereby obtain a broader perspective of the world we live in and a deeper understanding of ourselves. **Prerequisite:** None.

## **RENG 170: PROFESSIONAL COMMUNICATIONS**

This course provides the students with the skills they need as communicators in professional environments, with an emphasis on written communication. The students will acquire knowledge of correct format and writing style for memos, letters, reports, resumes, cover letters, and web pages. They will learn to approach each writing assignment by first determining the purpose of the communication—to persuade, console, demand, request, inform, or convey good or bad news—and then to analyze the audience to best achieve their goal. The students will gain experience communicating orally in both formal and informal situations. They will also confront issues of intercultural business communication and gender and communication at work. **Prerequisite:** None.

## **RGEOS 165 F5: EARTH SCIENCE I**

This course is the first semester of a two-semester sequence of a study of the major physical materials, processes and features of the earth, and how they are investigated. Such a study should provide students with a better understanding of how a growing human population is increasingly affected by natural phenomena that are hazardous or influence economic development. It should help students understand the nature of geologic change on the Earth, and how humanity is becoming a significant agent of such change. Students should come to appreciate how our understanding of the solid Earth has helped raise our standard of living by helping us locate the fuel and ores on which our modern society rests. It should also provide a background for appreciating geologic features of their surroundings. And finally it should suggest what types of questions to ask when matters of private concern or public policy, such as groundwater pollution or earthquake hazard mitigation, contain an important geologic component. Laboratory experiences are intended to train students to solve problems, apply principles, distinguish between fact and assumption, use models, and to acquaint students with some of the important techniques for geologic investigations. **Prerequisite:** Placement into College level math.

## **RGEOS 166 F5: EARTH SCIENCE II**

This course is the second semester of a two-semester sequence of a study of the major physical materials, processes and features of the earth, and how they are investigated. Such a study should provide students with a better understanding of how a growing human population is increasingly affected by natural phenomena that are hazardous or influence economic development. It should help students understand the nature of geologic change on the Earth, and how humanity is becoming a significant agent of such change. Students should come to appreciate how our understanding of the solid Earth has helped raise our standard of living by helping us locate the fuel and ores on which our modern society rests. It should also provide a background for appreciating geologic features of their surroundings. And finally it should suggest what types of questions to ask when matters of private concern or public policy, such as global climate change or ozone, contain an important geoscience component. Laboratory experiences are intended to train students to solve problems, apply principles, distinguish between fact and assumption, use models, and to acquaint students with some of the important techniques for investigations in the earth sciences. **Prerequisite: RGEOS 165 F5 must be taken before RGEOS 166 F5.** Placement into College level math.

## **RHIST 167 F6: UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

United States History from 1865 to the Present is designed to provide an overview and general understanding of the political, social, and economic history of the U.S. from the Civil War to the Present. To gain that understanding, we will spend a great deal of time reading, writing, and talking about the events that shaped the United States as we know it today. Topics may include: Redemption, Robber Barons, “smoked Irishmen,” the Haymarket Riot, women’s suffrage, the Great War, the roaring twenties, the Great Depression, World War II, the Cold War, “Free Love,” Civil Rights, Viet Nam, and many other important developments in U.S. History. **Prerequisite:** None.

## **RMATH 123/124: MATHEMATICAL MODELS I/II**

“Mathematical Models” in Business is a course designed to introduce students to some of the common mathematical tools used in business applications. The mathematical theory will be developed at a deep enough level to enable students to understand and solve real-world problems, but no mathematics will be introduced that does not have ready application. While these applications are the focus of the course, students will also learn about some of the connections between mathematics and other disciplines and larger societal issues involving mathematics. **RMATH 123 must be taken before RMATH 124.**

**Prerequisite:** Satisfactory score on Edgewood’s Math Placement Examination or transferred college level math course.



## **RMATH 125/126: STATISTICS I/II**

Statistics and its Applications is an introduction to the statistical tools commonly used in professional disciplines. Theory will be explored at a level deep enough to make the concepts accessible, but the emphasis will be on the use of statistics to analyze data. **RMATH 125 must be taken before RMATH 126. Prerequisite:** Satisfactory score on Edgewood's Math Placement Examination or transferred college level math course.

## **RPHIL 154: CRITICAL THINKING**

The goal of this course is to help students think more clearly, critically, and cogently in every aspect of life. This includes the ability to construct arguments to support ideas as well as to evaluate the arguments. In this way students become more autonomous human beings, "thinking for themselves" rather than dependent on outside opinion, authority figures, or propaganda. The course will employ a dialogical learning model based on Socratic method. Each class session will involve critical analysis of writing and group discussion. Underlying everything is this idea: wonder is the progenitor of all thinking. **Prerequisite:** None.

## **RPHIL 168 F7: PROFESSIONAL ETHICS**

Professional Ethics is the reflective study of moral values in the workplace. It deals with the real moral dilemmas that we face in our professional lives, and the standards of right and wrong by which we make these choices. Professional Ethics also examines the larger social context of the professions and the ways in which they contribute to the Good Life and the Just Society.

**Prerequisite:** RPHIL 154.

## **RPSY 102 F4: GENERAL PSYCHOLOGY**

Basic introduction to psychology as a science. Emphasis on major topics and areas of research in psychology including: methodology; biology and behavior; perception; memory; learning; motivation; emotions; states of consciousness; personality; psychological disorders; and psychotherapies. **Prerequisite:** None.

## **RPSY 303: PSYCHOLOGICAL ASSESSMENT**

An examination of the basic principles of test construction and interpretation including issues related to reliability and validity. Issues related to test administration, scoring, and reporting are explored with emphasis given to the ethical uses of tests. Attention is also given to emerging trends in the practical uses of tests. **Prerequisite:** None.

## **RPSY 322: INTRODUCTION TO ORGANIZATIONAL PSYCHOLOGY**

This course examines the behavior of persons in the workplace, particularly the social influences that affect the individual in work organizations. Attention is given to the role of work in the life of the person and the returns that people expect from their jobs. Topics covered include importance of pay and other benefits, various motivations to work, communication in organizations, leadership and management styles, work redesign, and other factors which influence job satisfaction, personal fulfillment, and productivity.

**Prerequisite:** None.

## **RPSY 332: PSYCHOLOGY OF MANAGEMENT**

Explores the structure and functions of formal organizations, managerial characteristics, dynamics, and processes. Issues examined include brokering, innovating, producing, directing, coordinating, monitoring, facilitating, and mentoring. **Prerequisite:** None.

## **RPSY 333: HUMAN RELATIONS IN ORGANIZATIONS**

A study of individual and interpersonal behavior in the work world. Topics covered include communication techniques, conflict, group processes, and improving human relations skills. **Prerequisite:** None.

## **RPSY 376: RESEARCH METHODS IN ORGANIZATIONAL PSYCHOLOGY**

An examination of research methods used to study organizational behavior such as surveys, case studies, field experiments, etc. In addition to various classroom experiences, the student conducts a research project in which data are collected and a summary report is written. **Prerequisite:** RMATH 125/126.

## **RPSY 384 (A,B,C,D): TOPICS IN PSYCHOLOGY**

### ***A. Managing Diversity in Organizations***

Knowledge and skills needed to manage an increasingly diverse workforce are examined. The impact of race, gender, ethnicity, culture, and other dimensions of a diverse workforce are examined. **Prerequisite:** None.

### ***B. Organizational Development***

This course explores approaches to individual and organizational-level analysis. Topics include innovation, leadership, corporate cultures, roles of internal and external consultants, problems of implementing change, and measuring relevant variables. The “organization as a system” is a central concept.

**Prerequisite:** None.

### ***C. Leading Organizational Change***

This course explores various approaches to leading planned change initiatives within organizational settings. Students are exposed to the necessary steps to implement a change strategy. The importance of identifying organizational targets and outcomes is highlighted. **Prerequisite:** None.

### ***D. Building High Performance Teams***

This course examines the nature of teams in organizations. Topics covered include types of teams, stages of team development, team dynamics, team building, and factors influencing teams. **Prerequisite:** None.

### **RPSY 402: PSYCHOLOGY OF MOTIVATION IN ORGANIZATIONS**

An examination of the development of motives in adulthood, group attractions and pressures, general problems of motivation, basis of motives, changing motives and conflicts. Special attention is given to work settings and management motivational concerns. **Prerequisite:** None.

### **RPSY 442: PSYCHOLOGY OF ADULTHOOD & AGING**

Introduction to the study of early, middle, and late adulthood; theoretical orientations to aging. A study of the continuity and discontinuities in life such as changes in biological systems, sensation-perception, psychomotor skills, intellectual functioning, and personality. **Prerequisite:** None.

### **RPSY 477: EVALUATING PSYCHOLOGICAL RESEARCH**

Senior organizational psychology majors write and present to the faculty a critical review of the primary research literature on a topic of their choice. They will exhibit skills in searching data sources (e.g., PsychInfo). Writing conceptual frameworks for the reviews, analyzing and summarizing the research articles, critically evaluating the research and writing the final review paper in APA style. **Prerequisite:** RMATH 125/126 and RPSY 376.

### **RPSY 482: APPROACHES TO TRAINING & DEV. IN ORGANIZATIONS**

A review of the application of learning principles in organizational settings. Attention is given to processes such as learning needs analysis, instructional design and development, implementation, evaluation, and maintenance. Emphasis is placed upon the important connection between training/development activity and its organizational context. **Prerequisite:** None.

## **RPSY 494: GUIDED EXPERIENTIAL LEARNING: HUMAN ISSUES**

Active experiences involve psychology as a science as a means to improving human welfare. Under the sponsorship of a faculty advisor, students complete an experiential project characterized by interdisciplinary inquiry, values exploration, and engaged learning. **Prerequisite:** Consent of Instructor.

## **RRS 169 F8: INTRODUCTION TO CHRISTIAN THOUGHT**

An introduction to the critical study of religion with a focus on the basic ideas of Christianity as taught by Catholic and other Christian churches, understood by contemporary theologians, and expressed in the lives of believers. The course provides opportunities to investigate human/religious experiences at the core of the Christian tradition and some of the multiple ways these experiences have been expressed and passed down through generations; to explore the ways Christians speak and think about these things, and to examine the relationships between Christian beliefs, practices and behavior. **Prerequisite:** None.

## **RSPAN 155: FOREIGN LANGUAGE and CULTURE I**

This course will prepare students to understand Hispanic culture, use the Spanish language at an elementary level, learning the facts and etiquette of the Spanish business world, and employ all these elements as a communicative tool for doing business with Spanish speaking countries (specially, Mexico, Spain, Cuba, and Argentina). Its leading principle claims that language is culture and culture is reflected in the ways of conducting business. While simultaneously developing receptive and productive communication skills, exchanging real life information about each other and within the context of the global business world, students will gain insights into Hispanic culture through writing, reading, and viewing strategies of authentic texts integrated into learning processes. **Prerequisite:** None

## **RSPAN 156: FOREIGN LANGUAGE and CULTURE II**

This course will prepare students to understand Hispanic culture, use the Spanish language at an elementary level, learning the facts and etiquette of the Spanish business world, and employ all these elements as a communicative tool for doing business with Spanish speaking countries (specially, Mexico, Spain, Cuba, and Argentina). Its leading principle claims that language is culture and culture is reflected in the ways of conducting business. While simultaneously developing receptive and productive communication skills, exchanging real life information about each other and within the context of the global business world, students will gain insights into Hispanic culture through writing, reading, and viewing strategies of authentic texts integrated into learning processes.

**Prerequisite:** RSPAN 155.

## ***Study Time***

Studying for classes is personal and individual. There is no one “right way” to study for classes. It will take some time and practice to determine your own individual “study style.” Some students will find that they study best away from home, in a library or other quiet place, while some students find the home environment is their most conducive place to study. Even the time of day you choose to study will be determined by what works best for you. The key is to keep trying different places and times until you determine for yourself what works best.

Each class activity requires that students come to class having read the material, completed all assignments, and are ready to participate. The general “guideline” for out of class study and preparation time is 2-3 hours outside of class for every hour in class. (This does not include team-based assignments; the estimated time pertains to individual studying only.) If your class meets for four hours a week, you can expect to spend approximately 8 - 12 hours of studying (reading, completing assignments, researching, etc.) per week. This will vary depending on the course content, your own personal aptitude for each course and your individual strengths/weaknesses. Subject areas that you find more challenging may take much more study time.

## ***Blackboard***

Blackboard is a web-based "course management" system that students use to access, via a web browser, the individual websites for Edgewood's accelerated courses. All adult accelerated courses will be using this website system to distribute course syllabi, readings and some assignments electronically. Faculty may also use their Blackboard websites to post lecture notes, give secure tests or quizzes, and communicate with students in an on-line classroom chat area. Information about accessing Blackboard is provided at the New Student Orientation and a tutorial is available online at <http://edgectms.edgewood.edu>

## ***Class Attendance***

Weekly class attendance throughout the term is expected. Each faculty member has the right to set class attendance policies and its impact on your grade. In the case of an unavoidable absence (sickness, family emergency etc.) you will need to contact the instructor within 24 hours.

If you know in advance you will be missing a class, it is your responsibility to contact the instructor as soon as you know you will be gone, to discuss the impact of your absence. If you know prior to the start of the term that you will be absent on a particular class session, please discuss this with the instructor before the start of classes.

Keep in mind that any absence, planned or emergency, will result in your missing important class content. This may have an impact on your grade. Students are fully responsible for any material presented and/or announcements made in class and are responsible for work missed. If you cannot attend class, instructors will still require any homework, papers, or other assignments that are due to be handed in (via email or in their on-campus mailboxes) on time. Late homework or assignments may not be accepted for credit.

A student who is attending a class for which he/she is not registered and has not paid, will not be allowed to add the course retroactively and will not be allowed to receive a grade for the course. In order to receive a grade and credit for the class, the student will be required to register, pay for and attend the class in a subsequent term. Three class misses (for 7 wk. courses) will result in an administrative withdrawal.

## ***Team-Based Learning***

Edgewood College's Returning Adult Accelerated Degree Program (RAAD) is committed to utilizing team-based learning as a part of the curriculum. An important benefit to the students is the use of a team component to enhance learning. The purpose of these teams is to provide training in leadership, skill-development, mentoring opportunities, networking and cooperation. This type of team learning allows opportunities for students to share their professional and personal knowledge with others. Research has proven that when teams are used, students consistently receive higher grades in courses than they do when working as individuals. Team-based learning provide students with the opportunity to help each other succeed through note sharing, test reviewing, discussions, and working on class assignments. Working together, students help each other succeed.

Some form of team-based learning will be incorporated into each course in the RAAD program. Course content and effective delivery of that content determine the most appropriate avenue to attain team goals. The team component may take many different forms ranging from a formal group presentation to a weekly study group in which students assist each other with class assignments.

How the team-based learning component is structured will vary depending on the course and faculty. In some classes, face-to-face group meetings might be best. Other instructors may feel that the integration of technology in the form of chat rooms or discussion boards in Blackboard would be most beneficial or perhaps telephone conferencing if available to the students. Other courses may find it more applicable to facilitate team learning within the context of the classroom setting. At times, a combination of delivery systems will be most effective. How the team component is integrated, and the extent of its use, will be driven primarily by course content and faculty expertise. It is important to keep in mind that each course will have inside-of-class requirements, outside-of-class requirements, individual assignments and team-based assignments. Courses should include all components.

The accelerated nature of the course requires active participation from students in their learning and requires them to assume substantial responsibility for it. Each member of the team is expected to contribute significantly to its effectiveness. Students should contact the course instructor if there are questions about any aspect of the group process.

## ***Places to Study***

Edgewood College provides the following meeting room options:

### **Study Loft**

The Edgewood College Deming Campus provides an open area study loft for individual or group study.

### **Conference Rooms or Classrooms** (*both the Deming Way and Monroe St. Campuses*)

Conference rooms and classrooms are available on a **Reservation Only Basis**. Students may reserve a conference room on the Deming Campus through the Deming front desk at 663-4225/4243 or in person. All rooms on the Monroe St. campus by contacting Melissa Hamer at 663-6789 or email [mhamer@edgewood.edu](mailto:mhamer@edgewood.edu). Please make reservations as early as possible.

### **Library** (*Monroe St. Campus*)

The library has three study rooms available for meetings. These are available on a first come first served basis. The rooms are available during regular library hours. Call 663-3278 for library hours.

### **Off – Campus**

Several of the local bookstores and coffee houses have rooms available for students to use for study purposes. The Public Libraries also have rooms available for study group meetings.



## Academic Advising

An official evaluation of all transcripts is made by the Registrar's Office after a student is admitted to the College. All transferable courses and credits will be indicated on this evaluation. While the Registrar's Office determines the Foundations of Communication and Foundations of Human Learning course equivalencies, the Academic Advisor works with departments/faculty to establish any Major transfer course equivalencies. These equivalencies are then documented on the Degree Completion Plan and reviewed with the student at the New Student Orientation and Registration.

The Degree Completion Plan is a summary of the course requirements that comprise each RAAD program. This form will be used by the Academic Advisor to record all transfer course equivalencies, and to document any course waivers or special arrangements (in unique situations on a case-by-case basis.) The top portion of this form allows the student and advisor to "map out" a term-by-term plan of course selections to complete the degree. At this time, any appropriate placement or proficiency testing will also be discussed. The Degree Completion Plan will later be copied and filed in the Registrar's Office to serve as the student's formal declaration of his/her major as well to document the expected year/term the student will graduate.

Mapping out a degree completion plan helps to keep students focused. Flexibility is one of the key elements built into the accelerated degree. Students can take up to 2 courses per term; they can consistently take courses each term year round; or students stop out when need be and transition back in with a simple phone call to our Admissions Office to let the college know they'll be returning. When combining more than one course per term, both the advisor and student look at individual interests, strengths and one's personal and professional life commitments to create a strategic plan that fits each person's unique situation.

**This plan establishes a "map" for students to follow when registering for future classes. While we try to maintain consistency in course offerings, the course schedule is subject to change. There may be times when work demands or one's personal life affects the degree completion plan and changes need to be made.**

**Anytime there is a change to a student's Degree Completion Plan, students are responsible for contacting the Academic Advisor as soon as possible to discuss modifying their plan. Correspondences between students and the**

**Academic Advisor can be conveniently handled via phone, e-mail or in-person.**

After the New Student Orientation and Registration, signing up for future classes is done via the EdgeReg online system. Students will receive notification in the mail from the Registrar's Office as well as an e-mail from the Academic Advisor with detailed information on this process. Again, since students have already "mapped out" their program/ course selections with the advisor, registering for courses is very simple. (See "Registration.")

*Note: Students are responsible for knowing and fulfilling the specific requirements in their major and for graduation, as well as the academic policies in this Student Handbook.*

## Registration

### General Instructions for Registering Online Using EdgeReg

Currently registered and re-entry students will receive a notice in the mail from the Registrar's Office detailing specific dates and times for online registration. Registration takes place twice each year: in April students register for Fall terms A & B classes, and in November students register for both Spring terms C & D and Summer terms E & F classes.

*Note: You can only register online if you are a currently registered student or you have filed a re-entry form through the Admissions Office in advance.*

#### 1. Review Your Registration Notice

Registration Notices are sent to currently registered and re-entry students. Your earliest registration time is listed on the Registration Notice. If you are a new student, you must register in person at the New Student Orientation and Registration.

#### 2. Consult with Your Academic Advisor

The Advisor will assume that each student is following the schedule of courses previously discussed and mapped out on the Degree Completion Plan. Any alterations to this plan should be discussed with the Advisor. If a student has a question about course scheduling or course selection, he/she should call the Academic Advisor prior to his/her online registration date/time.

#### 3. How to Register using EdgeReg

- Go to <http://edgereg.edgewood.edu>
- "Using EdgeReg" provides HELP in navigating the site
- "Get Started" allows you to begin using EdgeReg.

#### **4. Click on “Click Here to Start Using EdgeReg”**

A login screen will appear, with a warning message regarding the security of your Personal Access Code. You may log in as a “Guest” to see courses that will be offered; however, you will need your student identification number and personal access code in order to register.

#### **5. Enter Your Edgewood Student ID and Personal Access Code**

Type your ID Number and Personal Access Code in the appropriate boxes. Students who are currently registered will have received a registration notification letter containing these numbers. If a student is re-entering the College, after the re-entry process has been completed, the Registrar’s Office will mail out the access code number.

***Note:*** *The system will deactivate your account after 3 invalid login attempts. You will need to contact the Registrar’s Office if you have forgotten your Personal Access Code in order to receive the correct code and reactivate your account.*

Upon successful login, a welcome message will be displayed. The system will automatically default to the daytime semester long courses. You must prompt the system to the specific accelerated term in which you would like to register, go to Step 6.

#### **6. Selecting an Accelerated Term**

Click on “Select Term” from the menu at the left of the screen. Select the correct year and term in which you would like to register for classes. You must always prompt the system to the accelerated term you desire.

#### **7. Click on “Course Search”**

After prompting the screen to conduct a “course search,” look for the prompt that reads, “FIND CLASSES”. Hitting this button will bring up all of the accelerated courses within a particular term. You may click on any course number to see detailed course information such as the description, prerequisites, credits, course location, days and times the course meets, and special course notices under “comments.”

#### **8. Adding Courses**

Scroll down and select courses using the “Add” column to the left of the course numbers. Once a course is selected and confirmed, you are responsible for all tuition and fees associated with the course. Courses may be dropped via EdgeReg according to the deadlines and policies listed in the Student Handbook. Students are responsible for knowing and observing course prerequisites. Except for a few courses, EdgeReg does not prevent registration in courses with prerequisites.

***Note:*** *If a course is listed as “No Add,” you must register for the course in person.*

You are a registered student if you have accessed the EdgeReg system and successfully added a course. You must accept responsibility for the choices you make on the EdgeReg Registration System. As a registered student, you are responsible for payment of all tuition and fees, and for grades in these courses, unless you officially drop them or withdraw from Edgewood by the appropriate deadlines. See “Calendar and Deadlines.”

### **9. Adding courses from other terms**

To add courses for other accelerated terms, repeat steps 6-8 above.

### **10. Verify Your Schedule**

When you have selected and confirmed all of your courses, click on “My Schedule” to verify your courses and your schedule. You may print out your schedule, if you wish. Remember, a course schedule is NOT sent to you via mail, to view your schedule you must look online.

### **11. Click on “Log Out”**

When finished, click on “Log Out” to exit EdgeReg. EdgeReg will automatically log out users after 10 minutes of non-activity in the system.

### **12. Updating Your Information**

Use EdgeReg to continue to add or drop courses, view and print your schedule or to see previous courses taken and grades received. Just before the start of each term, consult EdgeReg to verify course room location (some courses may be reassigned prior to the start of class.)

### **13. Pay Tuition**

The Business Office will send you a billing statement. See Tuition Payment Options listed below. Consult the “Calendar and Deadlines” for payment deadlines. Contact the Business Office at 663-2298 regarding any questions on your billing statement or if you do not receive a billing statement prior to the start of classes.

**NOTE: A STUDENT WHO IS ATTENDING A CLASS FOR WHICH HE/SHE IS NOT REGISTERED AND HAS NOT PAID WILL NOT BE ALLOWED TO ADD THE COURSE RETROACTIVELY AND WILL NOT BE ALLOWED TO RECEIVE A GRADE FOR THE COURSE. IN ORDER TO RECEIVE A GRADE AND CREDIT FOR THE CLASS, THE STUDENT WILL BE REQUIRED TO REGISTER, PAY FOR AND ATTEND THE CLASS IN A SUBSEQUENT TERM.**

## Tuition Payment Options

Edgewood College offers a variety of payment options to meet the individual needs of students.

Payment of tuition/fees, or a payment plan agreement must be made with the Business Office and need to be filed only once per academic year.

The following payment options are available for students:

- Students receiving Employer Reimbursement may defer payment of fees until after grades are released for the term. A payment plan agreement is signed between Edgewood College and the student. A finance charge of 1% per month (12% per year) will be imposed on any unpaid balance remaining on the last day of each month throughout the term. Payment in full is due within 30 days of the grades being released.
- Payment can be made in two installments: payment of 50% of the balance by the payment deadline at the beginning of the term, and the remaining balance due in four weeks after the start of the term. A finance charge of 1% per month (12% per year) will be imposed on any unpaid balance remaining on the last day of each month throughout the term. Payment by cash or check.
- Approved financial aid that is sufficient to cover balance.
- Approved financial aid that covers a portion of the balance. The remaining balance can be paid in two installments: 50% of the balance by the payment deadline at the beginning of the term, and the remaining balance due in four weeks after the start of the term. A finance charge of 1% per month (12% per year) will be imposed on any unpaid balance remaining on the last day of each month throughout the term.
- Payment in full by cash, check or credit card. (VISA or Master Card)

## Financial Aid

Financial aid comes in the form of grants, scholarships, loans and work. The Financial Aid Office will do the utmost to help you keep your financial concerns manageable while you strive to achieve your educational goals.

### **Applying for Financial Aid**

In order to apply for aid at Edgewood, students must complete a Free Application for Federal Student Aid (FAFSA). Applying early is the key to maximizing the number of aid programs for which you will be considered.

You may file your FAFSA in several ways:

#### **A. Paper FAFSA**

This form is available from any financial aid office, guidance counselor, and many public libraries.

#### **B. FAFSA on the Web**

Applying for student aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is fast, easy, and more accurate than the paper application.

#### **C. Renewal FAFSA**

Continuing students who, applied during the previous school year, may complete a Renewal FAFSA on paper or on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**You must reapply for Financial Aid every academic year.**

## **Financial Aid Helpful Hints**

1. If you are receiving financial aid, please check with the Financial Aid Office if you are considering any of the following:
  - a. Dropping a class**
  - b. Withdrawing from all classes**
  - c. Transferring to another college or university**
2. Financial aid is based on a student's enrollment status as of the end of the 100% add/drop period for the term.
3. To be eligible for Federal Loans, RAAD students must be enrolled for a minimum of eight (8) credit hours each tri-term. Consult Financial Aid materials for specific details.
4. All financial aid recipients must maintain Satisfactory Academic Progress.
5. Please contact our office if you feel you have special circumstances that might affect your dependency status or the amount you and your family are expected to contribute toward your education.

### **How to contact us:**

Location: 209 DeRicci Hall

Office Hours: 8:00am – 4:30pm Monday thru Friday (or by appointment at the Deming Campus)

Phone: 663-2237

E-mail: [financialaid@edgewood.edu](mailto:financialaid@edgewood.edu)

### **Academic Honesty**

As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood College are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Each student should reflect this sense of responsibility toward the community by submitting work that is a product of his or her own effort in a particular course, unless the instructor has directed otherwise. In order to clarify and emphasize its standards for academic honesty, the College has adopted this policy.

**The following are example of violations of standards for academic honesty and are subject to academic sanctions:** Cheating on exams, submitting collaborative work as one's own, falsifying records, achievements, fields or laboratory data, or other course work; stealing examinations or course materials; submitting work previously submitted in another course, unless specifically approved by the present instructor; falsifying documents or signing an instructor's or administrator's name to a document or form; plagiarism\*; or aiding another student in any of the above actions.

\*Plagiarism, which is defined as the deliberate use of another's ideas or words as if they were one's own, can take many forms, from egregious to the mild. Instances most commonly seen in written work by students in order from most to least serious are:

- Borrowing, buying, or stealing a paper from elsewhere; lending or selling a paper for another's use as his or her own; using printed material written by someone else as one's own.
- Getting so much help on a paper from someone else, including a college tutor, that the student writer can no longer legitimately claim authorship;
- Intentionally using source material improperly, e.g., neither citing nor using quotation marks on borrowed material; supplying an in-text citation but failing to enclose quoted material within quotation marks; leaving paraphrased material too close to the original version; failing to append a works-cited page when sources have been used;
- Unintentional misuse of borrowed sources through ignorance or carelessness.

Sanctions recommended for plagiarism are "F" on the assignment and/or an "F" in the course. More serious violations may be referred to the Dean of GPS for appropriate action.



## Academic Standing

### **Good Academic Standing**

To be in good academic standing, a student must have a cumulative grade point average of at least 2.00 with no grades of “Incomplete.” The grade point average is based on all courses attempted on a graded basis except pass/fail courses and pre-college courses. A student’s academic standing is noted on the term grade report and on his or her official record.

### **Probation**

A student will be placed on probation if the cumulative grade point average is less than 2.00. While on probation, a student who takes an “Incomplete” in any course may not register for the following term.

### **Dismissal**

A student will be dismissed if the cumulative grade point average is less than 2.00 for two consecutive terms, with a minimum of 12 cumulative credits attempted overall. Once a student is dismissed, there are two ways s/he will be considered for reinstatement:

- 1) The student can appeal the dismissal in writing and appear before the RAAD Appeals Committee.
- 2) Students dismissed from the college may re-apply after attending another institution and demonstrating academic success in at least 12 credits of college-transferable courses. The application will be reviewed by the Admissions Committee.

A copy of the Procedures for Appeal of Academic Dismissal is available through the Dean of the School of Graduate and Professional Studies located at the Deming Campus.

## Adding or Dropping Courses

Students have until **two weeks prior to the start of classes** each term to add or drop courses using EdgeReg. One week past this deadline, adding or dropping may be done in person on hard copy, using a Course Change Form that can be obtained from the Registrar’s Office. This form must be turned in to the Registrar’s Office before you are considered officially dropped from or added to a class. Students have through the 100% refund period to drop a course without a “W” (withdrawn) entered on the transcript. **Failure to comply with the official add/drop procedure will result in a grade of ‘F’.** Please refer to deadlines for fee refund rates listed under “Refund Policy.” Currently enrolled students may add a class to their schedule only through the 100% refund deadline for that particular course.

## Appeals, Grades

Student appeals regarding grades and other course-related concerns must be made to the department in which the concern arises. The student should first discuss the matter with the instructor. If the student is not satisfied at this level, the student should contact the department chair who will initiate the department's appeal procedures. If resolution is not reached at this level, the Academic Dean's Office should be contacted. Grades may be changed within one year of the end of the course. No grade appeals or grade changes will be accepted after one year.

## Attendance

Weekly class attendance throughout the term is expected. Non-attendance in a class or informing the instructor does not constitute dropping it or withdrawal. Students who stop attending or who have never attended a class must formally drop the class following official add/drop procedures ~ see "Adding or Dropping Courses." Failure to do so will result in liability for all tuition and fees associated with the course and a grade of **'F' recorded for the course at the end of the term.**

Students in accelerated courses will be **administratively withdrawn after three absences** from class. Students withdrawn for non-attendance will **still be responsible for all tuition and fees charged** for the term. Students who must be absent are encouraged to discuss their absence with their instructor preferably before the absence occurs. Responsibility for attending class is placed upon the student in the context of academic achievement. Students are responsible for work missed.

## Auditing Courses

Accelerated courses cannot be audited.

## Canceling a Class

RAAD courses are held year round and rarely cancelled. Typically, there are only three reasons why a class would be cancelled:

- 1) Inclement weather – The decision to cancel classes due to inclement weather is made by the Academic Dean and will be announced on local radio stations WIBA (1310 AM), WTSO (1070 AM), WTDY (1480 AM), WOLX (94.9 FM). The Campus Assistance Center (663-4861) will also be notified.
- 2) Instructor illness, or family emergency beyond the instructor's control – If the class has to be cancelled, the instructor must take the following steps:

- Notify all students in the class that the class has been cancelled and must be rescheduled. Use the “Phone Tree form” that was completed on the first night of class. It is the instructor’s responsibility to notify students by 3:00 pm that the class has been cancelled.
- Either before or during the next class meeting, it is the instructor’s responsibility to reschedule the class so that students can make up the work that was missed. Because of the limited class space available, classes may need to be made up on a Friday or Saturday. Each cancelled class must be made up within the 7-week term in which the cancellation occurred.

### **Class Schedules**

See “Student Schedules.”

### **Classification of Students**

Students are classified according to the number of credits earned. Those who meet the entrance requirements are classified as freshmen. Students with 28 semester hours of credit are classified as sophomores; those with 60 semester hours are classified as juniors; those with 90 semester hours are classified as seniors.

### **Classroom Changes**

Changes in classrooms are updated on EdgeReg.

### **Course Evaluations**

Students are given the opportunity to evaluate each of their courses and professors near the end of each term. Student course evaluations are used to: provide feedback to the faculty member on the students’ perceptions of the teaching/learning process; provide faculty with the opportunity to work consistently to improve the teaching/learning process; provide department chairpersons with feedback on students’ perceptions of the teaching/learning process in their departments; provide department chairpersons with the opportunity to assist and mentor new faculty; provide one form of student input into faculty evaluation by the tenure and promotion committee (Faculty Council) and by the Academic Dean; provide students with the opportunity to evaluate professors in an environment in which they perceive minimal intimidation or potential for reprisals. Instructors do not review their course evaluations until after term grades have been submitted. The course instructor will provide students with information about course evaluations.

## **Credit for Prior Learning**

Credit for Prior Learning is a program that helps students get credit for courses if they have learned the content or acquired the skills taught in those courses through work or other life experiences. Many students, particularly those who have spent some years after high school away from college, can receive credit through this program. Credit for Prior Learning can provide an option for removing credit deficits or obtaining elective credits. There are three major ways to earn credit through the Credit for Prior Learning Program:

1. Examinations (Edgewood College Proficiency Exams, CLEP, DANTES, and EXCELSIOR)
2. The Portfolio Process
3. Training Programs accredited by the American Council on Education (ACE)

Proficiency exams and Portfolios are to be completed no later than 2 terms prior to graduation. Additional information can be obtained by contacting the CPL Coordinator at 663-2302.

## **Credit Loads**

Half-time students carry a minimum of 4 credits per term. Full-time students carry a minimum of 8 credits per term. Term loads exceeding 8 credits are rare and should be considered carefully. The RAAD Academic Advisor must approve term loads over 8 credits.

## **Disabilities, Students with**

Services for students with disabilities are coordinated through Learning Support Services (LSS), located in the Student Resource Center in 206 DeRicci Hall. Students who anticipate requesting services or accommodations are strongly encouraged to submit disability documentation and meet with the coordinator of disability services at least 30 days before the beginning of the initial term of enrollment. Requests for some services, such as taped or brailled texts, may require more notice. Please contact LSS at 608-663-2281 for more information or to schedule an appointment.

## **Dismissals**

See “Academic Standing.”

## **Emergency Procedures**

### **Medical Emergency:**

- Check the emergency scene to determine if it is safe to enter.
- If it is, go assess the person’s need for medical attention.
- If possible, have someone stay with the injured person while you call for help.

- Call 9-911 from a campus phone for immediate emergency help – be sure to give the location (college and building name, room # and directions).
- Notify the person at the Front Desk so they can assist with the response. This person will also notify the main campus at the Campus Assistance Center for additional assistance.
- Care for the injured/sick person by administering comfort & care. If it is safe, remain with the injured person until emergency help arrives.

***First Aid Kits:***

- A First Aid Kit is located at the Front Desk and is well stocked with a variety of supplies.
- Please note – First Aid kits do not contain medicine of any sort, including nonprescription (over the counter) medicines, due to the wide variety of allergies and reactions that some people may experience. AED – an automated external defibrillator and accessory pack is mounted on the wall behind the front desk. The AED may be used by any trained personnel.

**Fire:**

- If you discover a fire or chemical spill, do not attempt to put the fire out or clean up the spill.
- Pull the fire alarm as you evacuate the building via the posted evacuation route, assisting others whenever possible.
- Call 911 from a safe area.
- Proceed to the designated evacuation area and wait for the “all clear.” The evacuation area is on the far side of the parking lot. A head count will be conducted when the evacuation is complete to ensure that all have evacuated the building.

**Tornado:**

- In the case of a tornado, a warning alarm will be activated.
- Go immediately to the designated tornado shelter (classrooms located in the center of the building.)
- Move away from windows.
- Remain in this area until a designated College Official gives the “all clear.”
- **Emergency Response: Dial 9-911 from any campus phone**
- **1255 Deming Way Front Desk – 663-4225**
- **Campus Assistance Center (Monroe St. Campus) - Dial 663-4444 or extension 4444 from any campus phone**

### **Failure to Register**

A student who attends a class for which he or she is not registered and has not paid will not be allowed to add the course retroactively or receive a grade for the course. In order to receive a grade and credit for the class, the student will be required to register, pay, and attend the class in a subsequent term. (See “Attendance.”)

### **FERPA (Family Educational Rights and Privacy Act) - Buckley Amendment**

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) requires institutions to 1) maintain confidentiality of student records by restricting access and 2) enable students to review their official record and challenge it.

#### ***What information is public and what's private?***

Student records that are public information unless a student specifically asks that they be withheld are:

- Student's name
- Addresses and telephone numbers
- Date of birth
- Major fields of study, including classification, year, and current credit load
- Dates of attendance, including starting and ending dates and date of death
- Type of degree or degrees earned and dates granted
- Most recent previous educational institutions attended
- Participation in official activities or sports
- Weight and height of athletic team members

Student records that are confidential unless released by a student are:

- Previous or married name
- Student's ID number
- Emergency contact (or parent's) name, address and telephone number
- Marital and residence status
- Place of birth
- High school units
- Transfer credits
- Courses in progress, current class schedule, courses completed
- Grades, credits and grade points earned
- Grade point average and rank in class
- Academic actions and disciplinary actions
- Advisor's name
- Racial status
- International student status, including type of visa and country of citizenship
- Fine or holds on records, if any
- Health status

## **Grade Hold**

If a student has not met his/her financial and library obligations to the College, or his/her credentials are not on file, grade reports are withheld.

## **Grade Point Average (GPA)**

The GPA is calculated by dividing the total number of grade points by the total number of attempted credits. Pass/fail, remedial, transfer and audit grades are NOT included in the Edgewood GPA. However, the Edgewood GPA and the GPA of transferred credits are used in the calculation of graduation honors (see “Honors”).

## **Grade Reports**

Grade reports are sent to students at their designated mailing addresses at the end of each term. Grades can also be viewed online at <http://edgereg.edgewood.edu>. If the student has not met his/her financial and library obligations to the College or his/her credentials are not on file, this report is withheld. Students in the accelerated courses do not receive mid-term grades.

## **Grades**

Letter Grades—The quality of a student’s work is expressed in grades and grade points. The scale is:

A	Excellent	4.00 grade points/term hour
AB		3.50 grade points/term hour
B	Good	3.00 grade points/term hour
BC		2.50 grade points/term hour
C	Satisfactory	2.00 grade points/term hour
CD		1.50 grade points/term hour
D	Poor	1.00 grade points/term hour
F	Failure	0.00 grade points/term hour

NR = Not reported by instructor. The Office of the Registrar gives a grade of “NR” when an instructor has not submitted a grade for a student. No grades of N/R (Not Reported) will be given for students in accelerated courses.

## **Graduation and Commencement**

Edgewood College officially posts degrees three times each year: January 25, May 25 and August 25. Commencement ceremonies are held in May and December. Students may participate in the May ceremony if they expect to have all requirements completed by May 25 or if the student has fewer than 6 credits outstanding and anticipates that these requirements will be completed by August 25 (evidence of registration is required). Students may participate in the

December Graduation and Commencement ceremony only if they expect to have all the requirements completed by January 25. Any student who completes their degree and does not participate in a commencement ceremony at that time may participate in the following semester's ceremony.

### **Graduation Requirements**

Candidates for the Bachelor's degree at Edgewood College must have a cumulative 2.0 GPA, complete a minimum of 32 residency credits at Edgewood, file a formal "Application for a Degree" and an "Approval for Graduation" in the Registrar's Office. Forms may be obtained in the Registrar's Office. Graduation forms are due on Sept. 15, Feb. 1, and May 1 for January, May, and August graduation respectively. A student may not graduate with a grade of "Incomplete" on his/her academic record. Degree requirements must be completed within 5 years of a student's last date of attendance at Edgewood. After 5 years, students will be required to fulfill any additional curriculum requirements that may have been established by the College

### **Honors**

Graduation honors are awarded to students who have demonstrated superior scholarship in all their college coursework. To be eligible for graduation honors, a student must have earned a minimum of 60 credits from Edgewood College (bachelor's degree) at the time of graduation. The GPA calculation for Graduation Honors includes all transfer credits as well as credits earned at Edgewood. The honors recognized at the commencement ceremony are based on grades earned to date. Final honors are calculated at the time of degree posting and will be noted on your diploma and transcript.

#### **Three classes of Latin honors are awarded:**

*Summa cum laude* ~ cumulative average of 3.90

*Magna cum laude* ~ cumulative average of 3.70

*Cum laude* ~ cumulative average of 3.50

Students enrolled in an accelerated program are not eligible for "term" honors.

### **Human Issues**

Arising out of Edgewood's Mission, the Human Issues Study program addresses a significant human issue through experience and intellectual rigor from an interdisciplinary perspective. As such, the process of human issues study is an endeavor, which fosters experiential reflection and academic integration.

Completion of the Human Issues Study is a requirement for graduation. The graduation requirement may be fulfilled either (1) through independent study



conducted under the supervision of a faculty advisor and approved by the Human Issues office, or (2) through completion of a Human Issues seminar.

Whichever form is chosen, Human Issues Study is characterized by six elements:

1. Interdisciplinary inquiry: The project demonstrates the student's familiarity with sources and/or methodologies from several disciplines: it demonstrates the ability to integrate and apply those sources and /or methodologies in a scholarly fashion and to make critical judgments on the basis of them.
2. Values: The project involves the self-conscious articulation of the student's values, within the context of Dominican values such as truth, compassion, justice, community and partnership, as well as the application of values to the development of a just and humane society.
3. Personal experience/service: The project involves a strong experiential element or personal commitment on the part of the student.
4. Intellectual and ethical maturation: The project includes a strong element of reflection on the values involved in the issue: that is, it may reveal a transformation in the student's own values, or a strengthened and deepened understanding of the relationship between action, value and intellectual life.
5. Critical judgment: The student will take a stand on a significant human issue. Many projects will result in concrete recommendations for change or actions; all projects should include consideration of the relationship of the project to the student's role as responsible member of the changing society.
6. Presentation of student's work: The project is to be presented in some coherent form of which a record may be kept; the presentation should conform to the customary academic standards appropriate to its mode (e.g. command of written prose, facility in oral delivery, mastery of forms of citation and documentation, etc.) and should reflect the other requirements of the Human Issues project as outlined above.

All degree candidates must complete a Human Issues component of their general education requirements. Consult your Academic Advisor for further details.

### **ID, Student**

Student ID pictures are taken at the New Student Orientation & Registration. New student ID cards are available at the Deming Front Desk the first night of class. It is necessary for every student to obtain an Edgewood College ID card as soon as an ID number is assigned (ID numbers are assigned when students are admitted to the college.) This ID card will be required in order to check out books or AV equipment and access the computer labs. In addition, the card serves as a free Madison Metro bus pass during the Fall and Spring terms. Retain your ID and have it renewed at the beginning of each term at the Deming Front Desk. A \$5.00 fee will be charged for ID replacement.

### **Incomplete Grades**

The grade of “Incomplete” is given only for reasons of health or other serious emergencies. A student must make arrangements in advance for an Incomplete. A “Request for Incomplete” form must be completed and signed by both the student and the instructor and filed with the Registrar’s Office by the appropriate deadline. The grade of Incomplete must be removed 7 weeks after the end of the term in which the Incomplete is given. If the work is not made up and the grade change is not received by the Registrar’s office by this deadline, the grade will become an “F”. It is the **student’s responsibility** to maintain contact with the instructor regarding grade of Incomplete.

### **Parking Information**

Parking at Edgewood College is by permit only. All cars parked on campus (both Monroe St. and Deming Way) must display a parking permit in the lower corner of the driver’s side windshield. Purchase of a permit does not guarantee that a parking place will be available. Permits are required in all College lots. Vehicles without a permit, parking in undesignated areas, altering/defacing/manufacturing a permit, transferring a permit to another party, and failure to properly display a valid permit will result in fines.

#### ***How to Apply for a Parking Permit***

***New Students—In Person:*** New students will apply for a permit at the New Student Orientation and Registration. You will be billed according to the number of credits you take and your residential status. Once you apply for a permit, the fee is placed directly on your tuition bill.

***Continuing Students—On-line Registration:*** At the start of each academic year, students will be mailed information regarding the update of permits. Students who have an EdgeReg Personal Access Number may apply for a permit through the EdgeReg registration system. After registering for your classes, select “Yes” when prompted for parking permit registration.

**Permit Payment:** Parking fees per term are as follows:

- ***Commuters (full time): \$25.00/term***
- ***Commuters (part time): \$10.00/term***

***Please note:*** There will be a \$10.00 charge for replacement of lost permits.

### **Pass/Fail Grading**

Students will not be allowed to take regularly graded courses on a pass/fail basis. However, the RAAD program may designate courses to be taken pass/fail within the RAAD program. In this case, all students in a course would be graded pass/fail.

## **Plagiarism**

See “Academic Honesty.”

## **Prerequisites**

When a course has a noted prerequisite(s), it must be fulfilled prior to registering for the course. The EdgeReg system and/or Registrar’s Office does not check prerequisites; students are responsible for doing so. Check course descriptions on EdgeReg or in the Student Handbook for specific prerequisite requirements. Instructors may withdraw a student from a course if the student has not met the prerequisites for the course. A student may or may not receive a tuition refund if withdrawn by the instructor, depending on the date the form is received by the Registrar’s Office. Students enrolled in courses for which they do not have the prerequisites are not eligible for tutoring services through Learning Support Services.

## **Probation**

See “Academic Standing.”

## **Proficiency Testing**

See “Credit for Prior Learning.”

## **Re-entering (Admission of Re-entry Students)**

Initial matriculation carries a five-year statute of limitations. This means that if a student re-enters after an absence of five or more years, he or she is responsible for completing all requirements in the student handbook or catalog, which is in effect at the time of re-entry. Specific guidelines for students wishing to re-enter Edgewood College include the following:

1. Students in good standing who have not attended other institutions since last attending Edgewood College must contact the Admissions Office (either in person or by telephone) to complete a re-entry form.
2. Any student who has attended another institution since last attending Edgewood College must submit official transcripts from each institution in addition to completing (either in person or by telephone) the re-entry form.
3. Students dismissed from Edgewood College who wish to return to the college must submit to the Admissions Office an essay, any transcripts of recent college work, and two letters of recommendation in addition to completing the re-entry form. The Admissions Committee will consider the student’s application.

## **Refund Policy**

Tuition refund deadlines for **7 week course** drops/withdrawals are as follows:

**100%** refund – four business days (including first day of class)

**60%** refund – nine business days (including first day of class)

**No refunds after this point.**

Tuition refund deadlines for **3 or 4 week course** drops/withdrawals are as follows:

**100%** refund –two business days (including first day of class)

**No refunds after this point.**

The Edgewood College Financial Aid Refund policy has been developed in accordance with the 1998 Reauthorization of the Higher Education Amendments. If a student withdraws from school on or before the 60% point of the term, Edgewood and possibly the student shall return a percentage of federal financial aid funds received by the student. The following formula will be used in determining the amount to be returned:

$$\begin{array}{l} \text{Total Title IV aid disbursed (including aid that could have been disbursed)} \\ - \text{Earned Aid*} \\ \hline = \text{Aid that must be returned} \end{array}$$

If the student received a credit balance refund prior to withdrawing, the student may be required to repay a portion of that refund immediately as part of the return of funds policy. A copy of Edgewood's return of Title IV Funds policy is available from the Financial Aid Office.

If a student unofficially withdraws, the term midpoint will be used as the last day of attendance.

\* (Number of calendar days student attended within a term ÷ Total number of calendar days within a term) X (The Amount of Title IV aid awarded to the student for the term) = Earned Aid

## **Stopping Out**

Once a student has begun taking classes in the RAAD program, if for any reason he/she needs to stop out (not register for classes) for one or more terms, he/she must contact our Admissions Office to have them file a Re-entry form. Only when a Re-entry form has been filed will students be “re-activated” to receive mailings from the College, including registration information.

## **Student Schedules**

Students can view their course schedules online at <http://edgereg.edgewood.edu>. Student course schedules are not mailed out. On the “Student Schedule” screen, you will find: course numbers and titles, day of the week and time of the class, room location, and professor. Please use this schedule to confirm room location just prior to the start of class (last minute room changes are sometimes made).

## **Syllabi**

Each course will have an expanded syllabus which will outline the assignments, readings, exams, team-based learning projects, etc. Students need to access course syllabi via Blackboard prior to the start of classes in order to prep for the first class meeting.

## **Textbooks**

Course textbooks for the RAAD Program can be ordered 3 weeks prior to the start of each term, online at [www.edgewood.bkstr.com](http://www.edgewood.bkstr.com). Students can have books delivered to their home/work, or pick them up at the Deming Front desk (a student ID will be required for pick-up.) Course textbooks, reading packets, and additional course materials can also be purchased at the Edgewood College Bookstore two weeks prior to the start of each term. Students must print their course schedule from EdgeReg and present it to the bookstore staff in order to obtain books/materials (no purchases will be honored without a class schedule.)

## **Transcripts**

A transcript of credit is an official document issued by the Registrar’s Office. Requests for transcripts must be in writing, including the student’s signature. The fee is two dollars, which should accompany the request. No request will be honored if any outstanding financial obligations have not been met. There is a three-to ten- day processing period for transcript requests. Edgewood College does not issue transcripts or copies of records on file from other institutions.

## **Transfer of Credits**

1. An official evaluation of credits is made after a student is admitted to the College. Edgewood College accepts academic credit from recognized regionally accredited post-secondary institutions.
2. The general residency requirement states that a minimum of 32 credit hours must be earned at Edgewood College, including required work in the major. Each department determines the number of credits that must be earned at Edgewood by those who apply for advance study in that department.

3. A maximum of 60 credits can be transferred from all combined coursework earned at two-year institutions (including two-year UW College campuses and UW Extension coursework).
4. The Registrar's Office determines acceptability of courses for transfer and fulfillment of general education requirements in accordance with policies of the Undergraduate Curriculum Committee and the Faculty Association. Academic departments determine whether transferred courses fulfill requirements in the major or minor.
5. Courses in which a student receives a "D" grade or lower do not transfer (this includes grades of D+). Courses taken as Pass/Fail or "for credit only" do not transfer without official documentation from the institution verifying that the grade is equivalent to a "C" or better.
6. Any transfer student who has not fulfilled the mathematics requirement through transfer, must take a placement test prior to enrolling.
7. Current Edgewood students must receive prior approval to enroll at another institution for the purposes of transferring courses back to Edgewood by submitting a "Request for Transfer Form" to the Office of the Registrar. Students need to be aware of any department policies affecting the transfer of credits as well.
8. Courses that are repeated are counted only once in total credits earned. If a student repeats a course at Edgewood which was previously accepted for credit at the time of transfer, the transferred credits will be removed from the student's record.
9. All records of transcripts received by the College become the property of the College and will not be released to the student; nor will copies be made.
10. Transfer courses are not included in the Edgewood College grade point average calculation; however, they are included in the calculation for graduation honors.
11. International students or students who have studied abroad must submit a report from a foreign credential evaluation service in order for courses taken abroad to transfer. (Contact the Office of the Registrar for information.)

### **Tuition Appeals**

#### ***Appeal Guidelines for Tuition Refunds and Retroactive Withdrawal***

December 2001

In rare and extenuating circumstances, a student may request an exception to the refund and withdrawal policy deadlines. An acute medical condition is an example of a rare and extenuating circumstance. Employment obligations, scheduling conflicts, or failure to be aware of withdrawal policies will not be considered for appeal.

Appeals must be in the form of a letter written by the student and contain the student's signature. In-person appeals are not accepted. The appeal letter should clearly express what is being appealed (be specific), and contain the reasons for the request and all relevant dates of attendance, withdrawal, or illness, if applicable. All appeals must include adequate documentation of the extenuating circumstance, such as a letter from a physician, which contains specific dates of treatment and an explanation of the effect the condition had on the student's ability to attend classes or follow college policy. Supporting letters from physicians or other professionals should be signed, dated and on an appropriate letterhead. Supporting documentation from faculty should be included, depending upon the nature of the extenuating circumstances. There is a one-year statute of limitations on tuition refund and retroactive withdrawal appeals. Appeals beyond one year will not be considered. Tuition/Withdrawal appeals should be sent to: Registrar, Edgewood College, Room 212 DeRicci, 1000 Edgewood College Drive, Madison, WI, 53711. The Tuition/Withdrawal Appeals Committee meets monthly.

### **Voc-Rehab and Veteran's Benefits**

The Department of Vocational Rehabilitation (DVR) provides state grant funds for undergraduate students who have financial need and have some type of physical, psychological or emotional disadvantage, which could interfere with the student obtaining a degree. The student is assigned a DVR counselor and must maintain close contact with the counselor throughout the student's academic career. The student must contact the local DVR office to apply.

Information on the Veterans Grant Program is available through the local Veterans Administration. The Registrar's Office verifies the enrollment status for all veterans attending Edgewood College. For further information or questions, call the Registrar's Office at 663-2202.

### **Waiving of Requirements**

The requirements for the degree are guidelines, which point out standard means toward a liberal education. The Associate Academic Dean has authority to waive any general degree requirement for an individual student when he/she by some demonstrated means and the student concur in a belief that such a waiver achieves the objectives of a liberal education at Edgewood College, as well as the requirement in question. Chairpersons of major and minor departments may waive any part of the requirements for a major or minor.

### **Withdrawal - Administrative and Term**

Edgewood College reserves the right to withdraw any student from classes at any time during the semester or term for reasons such as (but not limited to):

- Disruptive behavior in the classroom which interferes with the learning of other students
- Lack of course prerequisite(s).
- Lack of instructor, advisor or departmental approval for course
- Academic dishonesty

Once registered, the student retains responsibility and financial liability for all courses enrolled in. Tuition refunds will not be granted when students are withdrawn by the institution for cause.

A student who withdraws from the College (drops all courses) during the term must obtain a withdrawal form from the Registrar's Office, have it completed, signed, and returned to the Registrar (see "Refund Policy"). Failure to meet deadlines can result in grades of "F" and/or financial consequences. ***Non-attendance does not constitute withdrawal***; failure to withdraw officially will result in liability for all tuition and fees and grades of "F" for each course enrollment.

If a student is withdrawn, or he/she withdraws, they have the right to appeal. Appeal procedures can be obtained from the GAPS Office, Rm. 109 DeRicci, or by calling 663-2389.

### **Withdrawing from College**

A student who withdraws from the College (drops all courses) during the term must obtain a withdrawal form from the Registrar's Office, have it completed, signed, and returned to the Registrar (see "Refund Policy"). Failure to meet deadlines can result in grades of "F" and/or financial consequences. ***Non-attendance does not constitute withdrawal***; failure to withdraw officially will result in liability for all tuition and fees and grades of "F" for each course enrollment.



## **Campus Offices and Services**

### **Bookstore**

The Edgewood College Bookstore is located on the first floor of DeRicci Hall immediately inside the Woodrow Street entrance.

The Bookstore stocks all textbooks and course materials required and recommended by the faculty for their courses on a term-by-term basis. For each term in the RAAD Program, textbooks become available two weeks before the first class of that term.

Students in the RAAD Program order their textbooks online at [www.edgewood.bkstr.com](http://www.edgewood.bkstr.com). Texts/materials ordered online may then be picked up at the Edgewood College Deming Campus or delivered to your home/work. If you opt to come in-person to pick up books, students must print their course schedule from EdgeReg and present it to the bookstore staff in order to obtain books/materials (no purchases will be honored without a class schedule.)

Textbook buyback takes place twice a year in December and May; contact the Bookstore directly for exact dates. Call 663-2213 for specific questions or hours of operation.

### **Business Office**

Students pay tuition or make fee arrangements each term through the Edgewood College Business Office. Call 663-2298 for specific questions.

### **Campus Ministry**

Campus Ministers are trained religious professionals who are present and willing to serve the needs of all community members. Through their presence and programs, their aim is to build a just community that respects all life. The Dominican and Gospel values of truth, compassion, justice, community and partnership are the foundation of their ministry: to provide opportunities for faith development and service; and to offer pastoral care as needed.

### **Career & Counseling Services**

Career and Counseling Services provide professional and confidential assistance for students, staff and faculty as they face the challenges of human growth and development.

Career Development Services include aptitude testing and individual career counseling, job vacancy bulletins, resume writing assistance, an information

center with current resource materials, and job search information from the internet.

Personal Counseling Services foster self-direction and responsibility, and assists students in dealing with issues and problems, which may interfere with educational or personal development.

### **Center for Ethnic Diversity**

The primary role of the Center for Ethnic Diversity is to provide support services that help to ensure the success of students of color. While working in cooperation with faculty and staff, as well as using resources both on and off campus, the Center acts as a campus-wide catalyst to promote and celebrate diversity. The Center offers all faculty, staff and students (as representatives of various ethnicities) an opportunity to be linked with one another in healthy and realistic ways.

Participation in Center activities could include:

- Planning and attending multi-cultural programming
- Meeting other people from various ethnicities
- Participating in workshops on how to succeed in college
- Using center space to study, review culturally specific resources, or to just hang out

Through the programming efforts coordinated by the Director and others, the Center models an appreciation of the richness that the history and culture of a diverse population brings to Edgewood College. The Center for Ethnic Diversity is devoted to excellence in education, which when realized, fosters a greater understanding of the significance of the power of education for students and the community.

### **Computer & Information Services Department**

To learn more about Edgewood College's CIS department, computer lab location & availability, get technical support, or to find out what services are available, log onto: <http://edgetech.edgewood.edu/>. *Note:* Many troubleshooting questions are addressed within the "Frequently Asked Questions" on the menu.

### **Computer Labs**

Computers are available on the Edgewood College Deming Campus for student use. In addition, the Monroe St. campus provides one Macintosh classroom and lab, one PC lab, and three PC technology classrooms. The DeRicci Macintosh Lab and Classroom is located on the third floor of DeRicci Hall in room 321. When class is not in session, students may use this classroom as an open lab. The Nicolet Computer Lab is located in the basement of Regina Hall and is the only open lab.

### **Dean of Students**

The Dean of Students provides leadership and supervision for student development services and programs. The Dean of Students works with students to ensure that services and programs are responsive to students' needs and to resolve students' non-academic concerns and grievances. The Dean of Students serves as a liaison for students to the administration on all matters concerning student life. For information or to make an appointment, please call 663-2212.

### **Food Service**

There are vending machines (hot/cold food options, sodas, juices, and water) as well as a microwave available on the Deming Campus.

### **Facilities Reservation**

Room and equipment are available for use to student groups, faculty and staff. The Reservation Manager at the Campus Assistance Center reserves rooms for meetings and special events.

### **Fitness Center**

The Edgewood College Athletics Fitness center is located in the basement of Sonderegger Science Center. The Fitness Center provides free weight, selectorized weight machines, and various cardiovascular equipment, for use by current students, faculty, and staff of Edgewood College. Patrons are welcome to use showers and day lockers for their convenience. Personalized fitness evaluations and training programs are provided by appointment. Hours of operation are posted through the campus email system and on the Fitness Center door. For more information, call the Fitness Center at 663-3327.

### **Health Services**

The Edgewood College Health Service is staffed by a certified nurse practitioner. The major goal of Health Services is to encourage a program of health promotion and disease prevention. Health Services provide health assessments, care for acute illness and injury, immunizations, health counseling, educational programming and referrals as necessary. Prescription

medication may be prescribed if it is clinically indicated. Students are welcome to use Health Services as an informational resource in completing classroom assignments. To schedule an appointment, call 663-8334. Same day appointments are usually available.

### ***Additional Services Available in the Health Center***

A registered dietician provides nutrition counseling services for students, faculty and staff. Services may include: counseling for weight management, high cholesterol, high blood pressure, eating disorders and other nutrition related concerns. Nutrition related workshops and classes are also available. Call the Health Center for additional information or to schedule an appointment.

### **Learning Support Services**

Learning Support Services (LSS) provides group and individualized academic support services to Edgewood College students. The services available to students include:

- Tutoring in selected undergraduate introductory-level classes
- Services for students with disabilities
- Study skills support
  - Time management
  - Personal organization skills
  - Test taking techniques
  - College reading techniques
- Development courses
- Math placement tests

For available hours and services call 663-2281.

### **Library**

The Oscar Rennebohm Library serves the curricular and research needs of students, faculty and staff of Edgewood College. Nearly 95,000 volumes and 500 journal subscriptions support the College's broad liberal arts, professional, and graduate programs. Many of the resources that would normally be picked up or checked out from the Library can be delivered via shuttle to Edgewood's Deming Campus. Call the Library for further information or assistance.

#### ***Library Hours***

Check library information on the homepage <http://library.edgewood.edu>  
Signs are also posted at the outer door of the library, or call 663-3300.

#### ***Reference Service***

Reference Desk: 663-3300 or e-mail [library@edgewood.edu](mailto:library@edgewood.edu)

Reference librarians are happy to answer questions and to help locate material in the Library through EdgeCat, the automated catalog, and the many other print and electronic resources. Librarians teach class sessions on search and evaluation skills and are happy to consult with individual students about research questions and especially Human Issues projects.

### ***Circulation Policies***

Circulation Desk: 663-3278

A valid Edgewood ID must be presented in order to check out all materials. Items which are not overdue may be renewed by phoning the Circulation Desk.

### ***Reserve Readings***

Materials put on reserve by professors are available at the Circulation Desk. Items are arranged by course number, and information about them can be found by searching “Reserves” in EdgeCat.

### ***Overdue Notices***

Notices about overdue materials are sent to the student’s Edgewood mailbox, or by request, to an e-mail account. If an item is lost, the replacement cost will be listed. If items are overdue and fines are not paid at the end of the semester, permission to register may be suspended and grades and transcripts may be withheld. Fine rates are listed on the web page under Library Information; click on Loan Policies.

### ***Electronic Resources***

The Library’s homepage provides access to numerous electronic resources, including EdgeCat, periodical indexes, full text journal and newspaper articles, electronic books, and links to reputable websites. These resources are available from any computer on campus. Students with an internet connection at home may set up their browser to use library resources off campus. See a reference librarian for instructions.

### ***Interlibrary Loan***

Books and journal articles that are not available at Edgewood may be requested through Interlibrary Loan. Edgewood is part of a delivery service that connects libraries throughout the state of Wisconsin, thus speeding the transfer of materials. Call 663-3300 for further information.

### ***Computers***

In addition to the computers that give access to library materials and electronic resources, a limited number of computers are available for previewing instructional software. Computers for word processing and other functions require a campus network log-in. Students may bring their own laptops to use in the library.

### ***Copiers***

Photocopies and microform reader printers are available in the Copy Room near the circulation desk. Copies may be paid for with cash or the campus one-card. Students are expected to conform to the copyright policies posted.

### ***Group Study Rooms***

There are three group study rooms on the second floor of the library. These rooms are available on a first-come, first-served basis. Groups are given preference over individuals.

### ***Reciprocal Library Privileges***

UW-Madison: Edgewood students are eligible to borrow materials from the many University of Wisconsin libraries with a UW-Madison borrower's card. Through the Edgewood Library homepage, students may search the UW catalog in order to find the library location and call number of materials before going to the UW campus. Borrower's cards are issued only at the Library Card Application Window at Memorial Library, 728 State Street. Present your valid Edgewood ID, and a borrowers card will be issued at no cost. Hours are limited so call ahead or check their webpage. (Phone 263-7360)

<http://www.library.wisc.edu/libraries/Memorial> click on "Hours and Location of Service Areas" and then "Library Cards and Guest Passes")

### **Registrar's Office**

The Registrar's Office is a resource and service office that can provide information on registration, dropping and adding courses, grades, transfer of credit, veteran's benefits, graduation requirements, and many other questions related to registration and a student's status at Edgewood College.

Transcripts are issued upon a written and signed request to the Registrar. Transcript fees are two dollars for each official or unofficial copy; payment must accompany the written request. No requests will be honored if you have unmet outstanding financial obligations. Requests for transcripts take three to seven days to process. Edgewood does not issue transcripts of records on file from other institutions. For available hours call 663-2202.

### **Security**

A security guard is on staff during class time at the Edgewood College Deming Campus, and is responsible for the safety and security of students/staff/faculty, buildings and grounds. The Security Officer will patrol the campus, monitor parking, escort you to your car when requested, and act as liaison with local police and fire agencies. To report security or safety concern, leave a message for the Director of Security at Ext. 3285. To summon an officer or report an emergency, call the Campus Assistance Center at Ext. 4444. Security can also be reached by calling the cell phone at 446-6092.