

CALIFORNIA LUTHERAN UNIVERSITY

CALIFORNIA LUTHERAN UNIVERSITY

**ADULT
DEGREE
EVENING
PROGRAM**

ADEP REGISTRATION BULLETIN AND CLASS SCHEDULE

**WINTER TERM 2012
NOVEMBER 21, 2011 - FEBRUARY 16, 2012**

**REGISTRATION BEGINS:
JULY 18, 2011 - SENIORS
JULY 19, 2011 - ALL STUDENTS**



CLASS SCHEDULE

Tentative schedule - Classes are subject to change.

ADEP Winter Term 2012

November 21, 2011 - February 16, 2012

Dept./Course No./ Course Title	Cr.	SYN. No.	Day	Time	Room	Instructor	Prerequisite / notes (see pg. 3)
MAIN CAMPUS							
BUSINESS ADMINISTRATION							
BUS 252 Managerial Accounting	4	32334	Th	6-9:30	A 128	Julius	BUS 251
BUS 352B Intermediate Accounting	4	32341	Th	6-9:30	A 115	Gillis	BUS 251, BUS 352A
BUS 374 Business Law	4	32336	M	6-9:30	A 113	McVerry	N/A
BUS 375 Principles of Marketing (crosslist w/COMM 375)	4	32337	T	6-9:30	A 115	Drake	N/A
BUS 446 Theories and Practice of Leadership	4	32340	W	6-9:30	H 113	Oliver	N/A
BUS 451 Cost Accounting	4	32391	M	6-9:30	A 115	Sangeladji	BUS 252, Junior Standing
BUS 462 Tax II	4	32343	T	6-9:30	H 116	Schuh	BUS 452
BUS 476 International Business Behavior	4	32344	T	6-9:30	A 128	Kwong	N/A
BUS 477 Personal Financial Planning	4	32345	W	6-9:30	A 128	Kuns	N/A
BUS 490 Independent Study	1 - 4					Staff	see note B
BUS 493 Field Study	1 - 3					Staff	see note B
COMMUNICATIONS							
COMM 375 Principles of Marketing (crosslist w/BUS 375)	4	32346	T	6-9:30	A 115	Drake	N/A
COMPUTER SCIENCE							
CSC 321 Computer Organization & Architecture	4	32347	M	6-9:30	D 8	Becker	CSC 210, MA 241
CSC 335 Software Engineering	4	32348	W	6-9:30	D 14	Young	CSC 210, MATH 241
CSC 490 Independent Study	1 - 4					Staff	see note B
CSC 493 Field Study	1 - 3					Staff	see note B
ECONOMICS							
ECON 201 Intro to Macro-Economics	3	32349	T	6-9:30	A 113	Weessler	N/A
ENGLISH							
ENGL 312 The Teaching of Writing (w)	3	32350	T	6-9:30	NY 1	Hicks	N/A
ENGL 316 First and Second Language Acquisition	4	32351	Th	6-9:30	H 116	Ogle	ENGL 111, Junior Standing
HISTORY							
HIST 101 World Civilizations to 1500 (h)	3	32352	W	6-9:30	A 113	Nomelli	N/A
MATH							
MATH 115 Finite Math	4	32353	M/W	6-8:15	A 112	Counter	MATH 110 or satisfactory score on MPE
MATH 241 Discrete Math	4	32355	T/Th	6-8:15	A 112	Detgen	MATH 151 or satisfactory score on MPE
MUSIC							
MUS 102 Fundamentals of Music (v)	3	32356	M	6-9:30	ZM 201	Kinsley	N/A
PSYCHOLOGY							
PSYC 401 Social Psychology	4	32357	T	6-9:30	GF 254	Wonser	PSYC 200
RELIGION							
REL 300 Exploring Biblical Traditions (h, o, r)	4	32358	W	6-9:30	A 115	Comer	N/A
SOCIOLOGY							
SOC 322 Gender and Society (d)	4	32359	Th	6-9:30	A 113	Wonser	Sophomore Standing
THEATRE ARTS							
TA 131 Beginning Acting (o, v)	4	32360	M	6-9:30	TA 123	Gardner	N/A
ONLINE							
BUSINESS ADMINISTRATION							
BUS 301 Communications for Managers (o)	4	32361	OL	Online		Tofanelli	N/A
BUS 449 Managerial Leadership	4	32362	OL	Online		Weaver	Senior Standing
OXNARD							
BUSINESS ADMINISTRATION							
BUS 361 Human Resource Management	4	32363	T	6-9:30	117	Stauffer	N/A
BUS 391 Principles of Finance	4	32364	M	6-9:30	117	Terry	BUS 252, see note A
BUS 354 Theology and Business Ethics	4	32365	Th	6-9:30	115	Macklin	N/A (crosslist w/REL 354) (h, r)
BUS 448 Organization Development	4	32366	W	6-9:30	122	Amenta	Senior Standing
COMMUNICATIONS							
COMM 342 Public Relations	4	32367	Th	6-9:30	122	Moss	BUS 301
ECONOMICS							
ECON 311 Statistical Methods	4	32368	Th	6-9:30	124	Novosel	MATH 115 or equivalent
PSYCHOLOGY							
PSYC 222 Abnormal Psychology	4	32369	M	6-9:30	122 K	Kuehnel	PSYC 200

CLASS SCHEDULE / NOTES

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Dept. /Course No./ Course Title	Cr.	SYN. No.	Day	Time	Room	Instructor	Prerequisite / Notes (see below)
PSYC 325 Theories of Personalities (w)	4	32381	T	6-9:30	116	Stanoff	PSYC 200
RELIGION							
REL 354 Theology and Business Ethics	4	32370	Th	6-9:30	115	Macklin	N/A, (crosslist w/BUS 354) (h, r)
WOODLAND HILLS							
BUSINESS ADMINISTRATION							
BUS 251 Principles of Accounting	4	32372	W	6-9:30	WH 118	Zeedik	MATH 115 or equivalent
BUS 310 Managerial Use of Information Systems	4	32373	T	6-9:30	WH 118	Merkle	N/A
BUS 367 Behavior in Organizations	4	32374	Th	6-9:30	WH 118	Corbin	Junior standing
BUS 452 Tax I	4	32375	M	6-9:30	WH 117	Schuh	BUS 251
BUS 469 Strategic Management (c, w)	4	32376	W	6-9:30	WH 117	Huggins	Senior Standing and BUS 391
PHILOSOPHY							
PHIL 315 Social Ethics (h)	4	32377	M	6-9:30	WH 116	Thiel	N/A
PSYCHOLOGY							
PSYC 331 Physiological Psychology	4	32378	Th	6-9:30	WH 116	Feldman	N/A
PSYC 304 Child and Adolescent Development (d)	4	32379	T	6-9:30	WH 115	Cohen	N/A

CLASS SCHEDULE NOTES

Monday classes will have a make-up session, on Monday, August 8 for the missed class due to the Memorial Day holiday.

For the Monday, July 4 holiday, arrangements will be made for a class make-up on a Saturday, online, and/or an additional assignment may be required. Please refer to the course syllabus for specific information.

NOTES

A Or permission by instructor

B Any student planning to enroll in BUS or CSC 490 must be a Junior or Senior, and in BUS or CSC 493, must be at least a Sophomore. Students interested in completing an Independent Study or Field Study contract must obtain approval signatures from the sponsoring professor, department chair, and registrar two weeks before the start of the term. Contracts are due Friday, November 11, 2012.

COURSE INFO

- (c) capstone course
- (d) satisfies U.S. diversity requirement
- (h) satisfies humanities requirement
- (o) satisfies speaking intensive/oral communication requirement
- (p) satisfies philosophy requirement
- (r) satisfies religion requirement
- (s) satisfies social science requirement
- (v) satisfies visual/performing arts requirement
- (w) satisfies writing intensive requirement

CLASSROOM LEGEND

- A Alumni Hall
- AS Ahmanson Science Center
- D D Building (Computer Science)
- F F Building
- FOR Preus-Brandt Forum
- GF Gilbert Sports and Fitness Center
- H Soiland Humanities Center
- NY Nygreen Hall
- OX Oxnard Campus
- P Peters Hall
- SB Spies-Bornemann Center for Education Technology
- SW Swenson Center
- WH Woodland Hills Campus
- ZM Zimmerman Music Building

STUDENTS SHOULD CHECK
WEBADVISOR
(www.callutheran.edu)
OR AT THE ADEP OFFICE FOR
ADDITIONS OR CHANGES TO THE
SCHEDULE AT THE TIME
OF REGISTRATION.

REGISTRATION AND GENERAL INFORMATION

REGISTRATION PROCEDURES

Registration begins Monday, April 25 for Seniors (90+ credits), and Tuesday, April 26 for all other ADEP students.

You **MUST** clear any financial 'Hold' prior to registration.

For the most current registration information, utilize WebAdvisor. The information in the printed schedule may have changed since publication.

3 WAYS TO REGISTER

Online Registration:

See directions on the last page of this bulletin.

Walk-in Registration:

Completed registration forms may be dropped off in the ADEP office.

These forms will be processed by the end of the day in the order in which they are received. Registration confirmations will be mailed.

Mail-in Registration:

See 'Mail-in Registration Information' in this bulletin for details. Registration confirmations will be mailed.

OFFICE HOURS

ADEP OFFICE (805) 493-3325
Monday - Thursday 8:30 am - 7:00 pm
Friday 8:30 am - 5:00 pm

ADMISSION

All persons planning to enroll in ADEP courses must be admitted to the University in either regular or special student status. Prior to registration, individuals must meet with an ADEP counselor for an advisement interview and submit application materials by one week before the start of the semester. Packets containing all necessary information and forms are available in the ADEP Office.

Under certain conditions, a student may be provisionally admitted and may register for classes before completing the entire admission process. However, applicants must meet with a counselor and file an Application for Admission **BEFORE REGISTRATION MAY BE ACCEPTED.**

ADDING/DROPPING CLASSES

Students who wish to add or drop a class after registering must complete a Course Add/Drop form which is available online and in the ADEP Office or they may add/drop on WebAdvisor the first week of class. Classes may be added or dropped through the second week of instruction. To add a course after the second week, a petition and a \$50 late fee are required. Students may withdraw from classes (although significant financial cost is involved) up to and including the sixth week of instruction. Important add/drop dates are listed on the Academic Calendar in this bulletin.

Please Note: Students who drop for other than a medical reason after the official withdrawal date will receive a grade of "UW" (Unofficial Withdrawal) which is calculated as an 'F' in their grade point average.

COURSE LOAD

A normal course load in ADEP is 1-2 classes per term (3-8 units). A student taking 8 units in a term is considered a full-time student for financial aid purposes. Students who wish to enroll in 10 or more units in a single term must complete an Overload Request form available in the ADEP Office and online and must receive approval from the Director of the program prior to registration. All students requesting permission for an overload must have a 3.0 cumulative GPA.

FIRST CLASS ASSIGNMENT

Due to the accelerated format of the Adult Degree Evening Program, students are responsible for course preparation prior to the first class. Most ADEP class assignments are identified on a course syllabus which can be obtained online. By the first class meeting, students are expected to:

1. Read the syllabus.
2. Purchase necessary textbook(s).
3. Complete the first assignment for each course in which they are enrolled.

PURCHASE OF TEXTBOOKS

Textbooks may be purchased at the CLU Bookstore or online at the Follett website: www.callutheran.edu/student_life/student_services/bookstore.php. You can reserve your books at this site; no credit card is necessary. Book rentals are available at the bookstore and online.

SUMMER BOOKSTORE HOURS

Monday – Thursday 9:00 am – 6:00 pm
Friday 9:00 am – 5:00 pm
Saturday Closed
Sunday Closed

BOOKSTORE HOURS

Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 5:00 pm
Saturday 10:00 am – 2:00 pm
Sunday Closed

ADEP SYLLABI AVAILABLE ONLINE

- Access ADEP website at: www.clunet.edu/ADEP
- Click on Resources link
- Click on Syllabi link
- Enter CLU Login

All students entering California Lutheran University are required to take the Math Placement/Proficiency Exam (MPE) before enrolling in a math course. The general education requirement in mathematics can be met by any course beyond intermediate algebra.

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee	\$ 50.00
Online Application Fee	\$ 25.00
Tuition (per credit)	\$570.00

FINANCIAL RESPONSIBILITY

CLU does not automatically cancel a student's registration if they register but do not attend class. Students are financially responsible for the tuition charges associated with any registration in effect after the first week of the term, including those students on employer reimbursement plans.

Sponsoring companies generally will not reimburse for courses which are not satisfactorily completed. To officially withdraw from a class, students must drop the course online through WebAdvisor or submit a drop form to the ADEP Office. The date of withdrawal will determine whether tuition may be adjusted.

ADEP WITHDRAWAL CHARGES SCHEDULE

- Withdrawal from class during the first and second week of class - no charge.
- Withdrawal from class after the second week of class - full charge.

The withdrawal charge is based on one class per week and may vary for classes that meet on Saturday or on a staggered schedule. Fees are non-refundable. A variation of this policy may occur if the student has financial aid. Please note that withdrawal dates used by the Student Accounts Office for financial responsibility are not the same as withdrawal dates used by the Registrar's Office as the "last date to withdraw from a class without academic penalty."

All financial obligations must be met before academic records (diplomas and transcripts) can be released. Registration for an upcoming term will not be accepted until financial obligations are met from the previous term. For information regarding student accounts or billing procedures, please contact the Student Accounts office at (805) 493-3173.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended, (FERPA, also known as the Buckley Amendment) is a federal law which allows students the right to inspect their education records and provides that colleges and universities will maintain the confidentiality of those records. The law basically says that no one outside the institution shall have access to your education records nor will the institution disclose other than Directory Information from those records without your written consent, except in an emergency. A copy of the full text of the law is available at the Registrar's office.

PAYMENTS

Tuition is due and payable on or before the first class meeting unless you have made alternative payment arrangements. If a balance remains at the end of any monthly billing cycle, a finance charge of 1.25% per month will be added to the account.

Students with delinquent accounts cannot register for the new term until fees from the prior term have been paid.

For additional information and updates go to www.callutheran.edu/student_accounts/.

As a result of California legislation, CLU no longer accepts credit card payments for tuition. CLU offers monthly payment plans and we are able to accept cash, checks or ACH payments for tuition. The University will still accept credit card payments for non-tuition based costs such as parking tickets, transcripts, events, and corporate reimbursement, etc. If you have any questions regarding how to make payments on your student account, please contact the Student Accounts office at (805) 493-3180 or 3173.

ADEP CLASSIFICATION

Summer 2011
Full-Time = 6 or more units
Part-Time = 5 units or less

ADEP students must be at least half-time (3 units) to be eligible for financial aid.

Fall 2011
Full-Time = 8 or more units
Part-Time = 7 units or less

Must be registered at least half-time (4 credits) to be eligible for financial aid.

FINANCIAL AID

Some financial aid is available to ADEP students including ADEP assistantships. Eligibility for specific aid is often contingent upon full-time status and income level. Student with full-time status (6 or more units per term) and students with half-time status (3-5 units per term) are eligible for loans. Students registered for less than three units with financial need may be considered for other types of aid on a

case by case basis. Please note that proceeds from a government loan will be unavailable until after the third week of classes.

Students must be fully admitted to regular ADEP student standing prior to the start of the semester to be eligible for financial aid. The Free Application for Federal Student Aid (FAFSA) and the ADEP Application for Financial Aid must be filed before a student will be reviewed for financial aid. For more information about the FAFSA, please contact the Financial Aid office at (805) 493-3115.

EMPLOYER TUITION REIMBURSEMENT

Students who receive tuition reimbursement from their employer may delay payment for up to eight weeks after the last day of the term. To take advantage of this deferred payment plan, please read the following:

- Submit a confirmation letter or company plan from your employer
- Submit a completed Employer Reimbursement application prior to the term you begin your enrollment and annually thereafter each fall term
- Tuition statements are available only electronically through TouchNet
- If the application and/or company plan are received in the Student Accounts Office after the second week of the term, a \$50 late transaction fee will be assessed
- If your employer does not provide 100% reimbursement, you are responsible for paying the difference prior to the first class meeting
- If your employer reimbursement plan has a maximum annual limit, CLU will cancel your deferral when that limit is reached. You will be responsible for payment of all tuition charges exceeding your policy limit prior to the first class meeting

The print version of the application may be downloaded and faxed to (805) 493-3886 or completed online and transmitted electronically to the Student Accounts Office.

Students are ultimately responsible for payment of their fees, tuition and costs. Payment of your account is expected when your employer reimburses you no later than eight weeks after the end of the term.

If full payment has not been received within eight weeks from the end of the term, interest of 1.25% will accrue monthly on the entire unpaid balance (including charges for a current term.) A student is ineligible to defer tuition if there is a past due balance. A hold will be placed on the account to prevent future registrations until that balance has been paid in full.

ADEP WEBADVISOR INSTRUCTIONS

www.callutheran.edu

TO VIEW WINTER 2012 COURSE SCHEDULE

1. Select MyCLU, log in
2. Select the WebAdvisor tab
3. Select WebAdvisor for Students
4. Select Search for Sections
5. Select Term - Winter Term '12
6. Select Academic Level - ADEP Undergraduate
7. Other search criteria available (optional), click Submit
8. Print if desired

TO VIEW GRADES AND/OR GPA

1. Select MyCLU, log in
2. Select the WebAdvisor tab
3. Select WebAdvisor for Students
4. Select Grades
5. Select Term - (term to view)
6. Click Submit

TO REGISTER FOR CLASSES

1. Select MyCLU, log in
2. Select the WebAdvisor tab
3. Select WebAdvisor for Students
4. Select Register for Sections
5. Select Search and register for sections
6. Select Term - Summer or Fall '11
7. Select Subject - (optional)
8. Select Academic Level - ADEP Undergraduate
9. Click Submit
10. Select Courses, click Submit
11. Review Selection Confirmation & Confirm Classes, click Submit
12. Print Registration Results for your records

You may also use this process for adding or dropping classes.

In case of technical difficulties, please call the Help Desk at (805) 493-3698.

Additional assistance is available at the ADEP Office at (805) 493-3325.

ACADEMIC CALENDAR

ADEP WINTER TERM 2012

Nov. 21 – Feb. 16

Nov. 7	Mon	Priority Application Deadline
Nov. 19	Sat	New Student Orientation, 9-11:00 a.m.
Nov. 21	Mon	WINTER CLASSES BEGIN
Nov. 24	Thu	Thanksgiving Day (no classes meet)
Dec. 5	Mon	Last day to add; last day to drop (without a W). Last day to drop without financial penalty.
Dec. 14	Wed	Student Rep Breakfast, 7:30-9:00 a.m.
Dec. 19	Mon	Christmas break begins
Jan. 2	Mon	Classes resume
Jan. 16	Mon	Last day to withdraw w/o penalty
Jan. 16	Mon	Spring/Summer registration for seniors
Jan. 17	Tue	Spring/Summer registration for all
Feb. 16	Thu	Last day to remove incompletes from Fall
Feb. 13-16	Mon-Thu	Final exams

SAVE THE DATE

New Student Orientation

Saturday, Nov. 19

9 - 11 a.m., Alumni Hall, Room 128

ADEP SPRING TERM 2012

Feb. 27 - May. 10

Feb. 13	Mon	Priority Application Deadline
Feb. 25	Sat	New Student Orientation, 9-11:00 a.m.
Feb. 27	Mon	SPRING CLASSES BEGIN
Mar. 5	Mon	Application for Degree Deadline for August & December graduates
Mar. 12	Mon	Last day to add; last day to drop (without a W). Last day to drop without financial penalty
Mar. 21	Wed	Student Rep Breakfast, 7:30-9:00 a.m.
Apr. 9	Mon	Last day to withdraw without penalty
Apr. 23	Mon	Fall/Winter registration begins for seniors
Apr. 24	Tue	Fall/Winter registration begins for all
May 12	Thu	Last day to remove incompletes from Winter
May 7-10	Mon-Thu	Final exams
May 12	Sat	Commencement

SAVE THE DATE

New Student Orientation

Saturday, Feb. 25

9 - 11 a.m., Alumni Hall, Room 128