



UNIVERSITY of SAINT FRANCIS

VIRTUAL CAMPUS

UNDERGRADUATE AND GRADUATE

COURSE SCHEDULE

FALL SESSION I, 2017

FALL SESSION 2, 2017

This schedule is subject to change. The updated FALL 2017 schedule is available in Cougar Connection.

Cougar Connection can be viewed at www.sf.edu; click on the *USF Links* link; Click on the *Cougar Connection* link. Log in with your USF network username and password. Click on the *STUDENTS Tab*. Click on the *ACADEMIC INFORMATION* link. Click on the *Course Search* link.

FEBRUARY 2017

Fall Term 2017

Session 1: August 28 – October 20

Session 2: October 23 – December 15

Students have two ways to register for classes. Registration can be completed from any computer with Internet access (anywhere in the world) on *Cougar Connection*; or a student may register by contacting the academic advisors Michelle Kuhlhorst, Brooke Corley, or Kyle Richardson during normal business hours at (260) 399-7700 or by email.

Web Registration Instructions

A student must have a USF network login (username and password) to use web registration. Please use the following steps:

1. Review the course schedule located on the USF homepage at www.sf.edu (behind the *USF Links*) in Cougar Connection. Login with your USF network username and password. Use the *Course Search* link (do not use the *Add/Drop Courses* link). Select the desired courses for your program, and click the *ADD COURSES* button to register.
2. If you want to register on the web but want to walk through it with some assistance, please contact the academic advisors Michelle Kuhlhorst, Brooke Corley, or Kyle Richardson, during normal business hours at (260) 399-7700 or by email.
3. You can also register on the web with assistance by contacting the Registrar's Office during normal business hours at (260) 399-8061.

Additional Registration Information: Registration opens on June 5, 2017.

	Deadline to add a course	Deadline to drop a course	Deadline to withdraw from a course (records a final grade of "W" on the official transcript)
Fall First 8-week session	August 29 at 11:59pm	August 29 at 11:59pm	October 20 at 11:59pm by contacting your academic advisor by email stating the intent to withdraw
Fall Second 8-week session	October 24 at 11:59pm	October 24 at 11:59pm	December 15 at 11:59pm by contacting your academic advisor by email stating the intent to withdraw

- New students must complete the admission process before registering.
- Registration will not be permitted until all holds are cleared. Holds on students' accounts are displayed on Cougar Connection.
- Registration changes that result in an adjustment to the student's account will be made according to the Refund Policy.

Tuition & Fees

2017-18

Tuition per semester hour for undergraduate	\$420
Tuition per semester hour for graduate	\$475
Prior Learning Assessment fee per credit hour	\$75

Payment Procedures

Session	Payment due in the Business Office no later than:	Date that students with an account balance not covered by released financial aid will be assessed a late payment fee of \$50:
Fall	August 18, 2017	August 19, 2017

STUDENT ACCOUNT REGISTRATION AGREEMENT

All students who register, by doing so, agree to the following policies:

COURSE REGISTRATION

- Students are responsible for planning an academic program that meets current requirements, including the required sequencing of classes.
- Students are responsible for consulting with the advisor before they register for classes to insure that courses meet a program requirement or elective.
- Students are responsible for the actions taken to register for courses, to drop courses, or add courses. This includes actions taken by registering on the web or in person at the Registrar's Office.

BILLING AND PAYMENT PROCEDURES

- Billing statements will be mailed to the student's legal/permanent address maintained by the Registrar's Office.
- Payment of any balance not covered by released financial aid at the start of the academic term is due in the Business Office by the published due date.

- After this due date, students with a past due balance will be assessed late payment fees.

UNPAID PAST DUE STUDENT ACCOUNT BALANCES

- Continuing unpaid past due balances are subject to late payment fees and penalty or interest.
- Students are responsible for any and all collection costs and attorney fees associated with the collection of unpaid balances.
- Student accounts will be assessed a 25% collection fee on the unpaid account balance prior to being turned over to a collection agency.

FINANCIAL AID

- Students are responsible for notifying the Office of Financial Aid when the credit hours enrolled does not correspond to the enrollment status indicated on the Financial Aid Award Notification.
- Students dropping or withdrawing from courses should notify the Office of Financial Aid to determine if this action requires an adjustment to the student's financial aid funding.
- Students are responsible to reply to request for additional information in a timely fashion.

An incomplete financial aid file will result in a delay of financial aid funding being processed and applied to the student's business office account.

- Students must have a completed Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid to be reviewed for financial aid eligibility.

I understand that it is my responsibility to make sure that I fulfill all requirements in the Financial Aid Office so that aid and loans may be applied to my account at the start of the academic term. I understand and agree to the assessment of late payment fees, penalty or interest, and collection costs for unpaid past due balances. I understand and agree to abide by all the policies stated in this document.

I hereby agree that my Title IV funds (Federal Loans, Pell Grant, FSEOG Grant, Perkins Loan, etc) may be used to pay any charges from the University of Saint Francis.

Disclosures

In its employment practices, selection of students, and administration of all programs, the University of Saint Francis maintains a policy of nondiscrimination regarding age, race, creed, gender, disability, or national origin.

The University of Saint Francis reserves the right to cancel classes if enrollment is below the minimum number of students.

Textbooks

A link to textbook information is available on the [internet Course Schedule](https://ecampus.sf.edu/ics) at My Cougar Connection (<https://ecampus.sf.edu/ics>).

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE

Academic Year 2017-2018

Campus: Virtual Campus

FALL 2017 - Full Term

EDUCATION

EDUC 674 01 B	TRANSITIONAL CLINICAL PRACTICUM	3	Daniel J Tortone		23	0
				By Arrangement		
EDUC 676 01 B	TRANSITIONAL CLINICAL INTERNSHIP	3	Daniel J Tortone		23	0
				By Arrangement		

NURSING-ASN, BSN, MSN

NURS 445 01 B	APP PROF NURS EV BAS PR II	1	David R Johnson		23	0
				Web Based		

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE

Academic Year 2017-2018

Campus: Virtual Campus

FALL 2017 - First 8 Weeks

ACCOUNTING

ACCT 515 01 B	MANAGERIAL ACCOUNTING	3	S S Staff		30	0
				Web Based		

BUSINESS

BUS 575 01 B	QUANT FOUND FOR DECISION SUPPORT	3	Robert D Bisking		30	0
				Web Based		

BUS 580 01 B	LEADING CHANGE	3	Karen Palumbo		30	0
				Web Based		

BUS 631 01 B	HUMAN RESOURCES MANAGEMENT	3	Karen Palumbo		30	0
				Web Based		

BUS 639 01 B	OPERATIONS MANAGEMENT	3	S S Staff		30	0
				Web Based		

BUS 661 01 B	FUND AND RESOURCE DEVELOPMENT	3	S S Staff		30	0
				Web Based		

BUS 680 01 B	MARKETING PROBLEMS & POLICIES	3	S S Staff		30	0
				Web Based		

EDUCATION

EDUC 524 01 B	CONTEMPORARY LEARNERS TODAY CLASSRM	3	S S Staff		23	0
				Web Based		

EDUC 658 01 B	INTRO HIGHER EDUC ADMINISTRATION	3	S S Staff		30	0
				Web Based		

ENVIRONMENTAL HEALTH

EHS 515 01 B	SAFETY COMPLIANCE	3	S S Staff		30	0
				Web Based		

EHS 545 01 B	ENVIRONMENTAL ETHICS & PROF PRACT	3	S S Staff		30	0
				Web Based		

ICONNECT

ICON 200 01 B	INTRO TO A VIRTUAL FRANCISCAN EDUC	3	Michelle L Kuhlhorst		23	0
				Web Based		

HEALTHCARE ADMINISTRATION

MHA 520 01 B	US HEALTHCARE DELIVERY SYSTEM	3	S S Staff		30	0
				Web Based		

MHA 566 01 B	HEALTHCARE ECONOMICS	3	S S Staff		30	0
				Web Based		

MHA 595 01 B	PRINCIPLES OF MANAGED CARE	3	S S Staff		30	0
				Web Based		

NURSING-ASN, BSN, MSN

NURS 390 01 B	PRIN PRIOR LEARNING ASSESSMENT	3	Allison V Sabin		23	0
				Web Based		

NURS 409 01 B	PROFESSIONAL COMMUNICATION	2	Margaret J Blauvelt		23	0
				Web Based		

NURS 438 01 B	COMM FOCUSED PROFESSIONAL NURSING	2	Allison V Sabin		23	0
				Web Based		

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FALL 2017 - First 8 Weeks

ORGANIZATIONAL LEADERSHIP

ORGL 637 01 B	LEADING THE STRATEGIC PLAN PROCESS	3	Karen Palumbo		30	0
				Web Based		

READING

READ 611 01 B	LITERACY IN THE CONTENT AREAS	3	Nancy M Hankee		23	0
				Web Based		

SOCIOLOGY

SOCI 245 01 B	HEALTH IN THE COMMUNITY	3	David F Mullins		23	0
				Web Based		

SOCI 245 02 B	HEALTH IN THE COMMUNITY	3	David F Mullins		23	0
				Web Based		

THEOLOGY

THEO 205 02 B	PRAYER AND WORSHIP	3	Sr. M. Jacinta Krecek		23	0
				Web Based		

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Academic Year 2017-2018

FALL 2017 - Second 8 Weeks

Campus: Virtual Campus

BUSINESS

BUS 551 01 B	FINANCIAL MANAGEMENT	3	S S Staff		30	0
				Web Based		
BUS 555 01 B	ETHICS & FRANCISCAN VALUES BUSINESS	3	Karen Palumbo		30	0
				Web Based		
BUS 658 01 B	NONPROFIT GOV & VOLUNTEER MGMT	3	S S Staff		30	0
				Web Based		
BUS 670 01 B	LAW AND ETHICS IN THE BUS ENVIRONM	3	S S Staff		30	0
				Web Based		
BUS 688 01 B	INTERNATIONAL BUSINESS	3	S S Staff		30	0
				Web Based		
BUS 690 01 B	BUSINESS POLICY/STRATEGY	3	S S Staff		30	0
				Web Based		

ECONOMICS

ECON 565 01 B	MANAGERIAL ECONOMICS	3	Douglas M Meador		30	0
				Web Based		

EDUCATION

EDUC 568 01 B	RESPONSIVE CLASSROOM MANAGEMENT	3	Daniel J Torlone		23	0
				Web Based		
EDUC 608 01 B	EFFECTIVE & INCLUSIVE CLASSROOM	3	Christine Riley		23	0
				Web Based		
EDUC 611 01 B	LAW AND ETHICS IN HIGHER EDUCATION	3	S S Staff		30	0
				Web Based		

ENVIRONMENTAL HEALTH

EHS 520 01 B	ADV ENVIRONTL CHEMISTRY	3	S S Staff		30	0
				Web Based		
EHS 530 01 B	OCCUPATIONAL HEALTH	3	S S Staff		30	0
				Web Based		

HEALTHCARE ADMINISTRATION

MHA 545 01 B	POPULATION HEALTH MANAGEMENT	3	S S Staff		30	0
				Web Based		
MHA 575 01 B	HEALTHCARE LAW & COMPLIANCE	3	S S Staff		30	0
				Web Based		
MHA 675 01 B	QUALITY MANAGEMENT IN HEALTHCARE	3	S S Staff		30	0
				Web Based		
MHA 695 01 B	HEALTHCARE STRATEGIC MANAGEMENT	3	S S Staff		30	0
				Web Based		

NURSING-ASN, BSN, MSN

NURS 293 01 B	FOUNDATIONS OF HEALTH POLICY	3	Patti A Sprang		23	0
				Web Based		
NURS 295 01 B	IMPLICATIONS CARING FOR AGING POPUL	3	Susan D Cox Rivera		23	0
				Web Based		

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FALL 2017 - Second 8 Weeks

NURSING-ASN, BSN, MSN

NURS 299 01 B	INTEGRATIVE HEALTH	3	Nancy Gillespie		23	0
				Web Based		
NURS 400 01 B	PROFESSIONAL NURSING CONCEPTS I	3	Margaret J Blauvelt		23	0
				Web Based		
NURS 480 01 B	SYNTH LEARN PROF ROLE DEV	3	Lorene R Arnold		23	0
				Web Based		

ORGANIZATIONAL LEADERSHIP

ORGL 690 01 B	CAPSTONE: SENIOR PROJECT	3	Gerald W Lung		30	0
				Web Based		