



UNIVERSITY of SAINT FRANCIS

CROWN POINT, IN

UNDERGRADUATE AND GRADUATE

COURSE SCHEDULE

SUMMER TERM 2017

This schedule is subject to change.

The SUMMER 2017 schedule is available in Cougar Connection at the Course Search link. To search for on-ground courses only, choose the Crown Point Campus designation. To search for web-based courses only, choose the Online Course Campus designation.

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.**

JANUARY 2017

University of Saint Francis, Crown Point, IN

Summer Term: May 8-August 25, 2017

Students must complete registration forms with the academic advisor at the Crown Point site. Registration for some courses may be completed in Cougar Connection at the *Course Search* link. If registration is completed in the Registrar's Office at the Fort Wayne campus, students may confirm their registration and view their class schedule at the *Student Tab* in Cougar Connection.

Registration Schedule for the Summer Term, 2017

Student Classification	Previous Hours Earned	Registration Dates	Registration Times
Graduate	Any Amount	Monday, February 27 and following	7:00am on the Web* or 7:00am-5:00pm Mon-Fri in the Registrar's Office
Teacher Licensure	Any Amount	Monday, February 27 and following	7:00am on the Web* or 7:00am-5:00pm Mon-Fri in the Registrar's Office
Seniors	90 + hours earned	Monday, February 27 and following	7:00am on the Web* or 7:00am-5:00pm Mon-Fri in the Registrar's Office
Juniors	60 + hours earned	Tuesday, February 28 and following	7:00am on the Web* or 7:00am-5:00pm Mon-Fri in the Registrar's Office
Sophomores	30+ hours earned	Wednesday, March 1 and following	7:00am on the Web* or 7:00am-5:00pm Mon-Fri in the Registrar's Office
Freshman & Non Degree Students	0-29 hours earned	Thursday, March 2 and following	7:00am on the Web* or 7:00am-5:00pm Mon-Fri in the Registrar's Office

*Web registration can be used starting at 7:00AM on the first registration day. Web registration is available 24 hours per day, but it closes at 5pm on the Friday of the first week of the semester for 16-week courses.

Calendar

NOTE: Students should check the course listings to determine **the exact start times and dates for each course**. Some Summer Term courses have start and end dates that are different than the campus calendar. Some web-based courses may have occasional classroom meetings or in-class tests.

Summer Term, 2017	
Term begins	Monday, May 8
Memorial Day-no classes	Monday, May 29
Independence Day-no classes	Tuesday, July 4
Term ends	Friday, August 25

During the summer term, courses are scheduled within the following **sub terms**:

SUB TERM	START DATE	END DATE	DROP/ADD DEADLINE
FULL 16-WEEK	5/8/2017	8/25/2017	5/12/2017
1st 5 WEEKS	5/8/2017	6/9/2017	5/9/2017
2nd 5 WEEKS	6/12/2017	7/14/2017	6/13/2017
3 rd 5 WEEKS	7/17/2017	8/18/2017	7/18/2017
1st 8 WEEKS	5/8/2017	6/30/2017	5/9/2017
2 nd 8 WEEKS	7/3/2017	8/25/2017	7/4/2017

Tuition & Fees

2016-17

Tuition per semester hour for part-time undergraduate	\$450
Tuition per semester hour for graduate	\$905
Semester fee if registered for 1 to 5 semester hours (non-refundable)	\$105
Semester fee if registered for 6 to 8 semester hours (non-refundable)	\$140
Semester fee if registered for 9 to 11 semester hours (non-refundable)	\$180
Semester fee if registered for 12 or more semester hours (non-refundable)	\$220
Audit tuition per semester hour	\$295
UG/GR Senior Citizen (min age 60 yrs/non-degree) tuition per semester hour	\$295
Independent study fee per semester hour (in addition to tuition)	\$95
Orientation fee (first-time, full-time/part-time students)	\$100/\$25
Orientation fee (first-time, transfer, full-time students)	\$50
Prior Learning Assessment per credit hour	\$75
Technology fee – full-time	\$285
Technology fee – part-time per credit hour	\$25
Admission Confirmation fee (Must be paid before a first-time student can register. Will be applied to student's bill.)	\$150
Professional Nursing Fee--SNA	\$25

Registration Information

- Registration will not be permitted until all holds are cleared. The current Hold Policy can be found in the USF Undergraduate Catalog at www.sf.edu.
- Registration changes that result in an adjustment to the student's account record will be made according to the Refund Policy published by the university. For the Refund Policy see <http://www.sf.edu/academics/refundpolicy.shtml>, the USF Undergraduate and Graduate Catalogs at www.sf.edu.
- Registration forms can be obtained from academic advisors.
- New students must complete the admission process before registering.
- Official withdrawal after the drop/add period deadline and before the end date of a Summer Term course results in a grade of "W" which is indicated on the permanent record.

Payment Procedures

<u>Session</u>	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:
Summer Term	May 5, 2017	May 6, 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 meeting with their advisor before they register for classes to insure that intended 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.
- Students who wish to be reviewed for summer aid options must complete a Financial Aid Summer Request form. These forms are available at the Office of Financial Aid.

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 at My Cougar Connection (<https://ecampus.sf.edu/ics>).

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE

Academic Year 2016-2017

SUMMER 2017 - Full Term

Campus: Crown Point

CERTIFIED NURSE AIDE

CNA 100 01	CERTIFIED NURSE AIDE COURSE		Debra A Winston	MTWR	8:00 am	4:30 pm	CP	128	20	0
			\$800 Fee							

MATHEMATICS

MATH 122 02	COLLEGE ALGEBRA	3	Thomas J Thiel	TR	1:00 pm	3:30 pm	CP	145	25	0
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PHLEBOTOMY

PHLB 100 01	PHLEBOTOMY COURSE		S S Staff				CP		12	0
			\$1,600 Fee				To be announced			

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE

Academic Year 2016-2017

SUMMER 2017 - First 8 Weeks

Campus: Crown Point

BIOLOGY

BIOL 221 02	HUMAN ANATOMY & PHYSIOLOGY I	3	S S Staff	MR	9:00 am	10:30 am	CP	148	32	0
BIOL 221 02 L	HUMAN ANATOMY & PHYSIOLOGY I LAB		S S Staff	MR	11:00 am	2:00 pm	CP	122	24	0
BIOL 223 02	INTRO TO MICROBIOLOGY	3	Julie A Gardner	TW	9:00 am	10:30 am	CP	144	24	0
BIOL 223 02 L	INTRO TO MICROBIOLOGY LAB		Julie A Gardner	TW	11:00 am	1:00 pm	CP	122	24	0

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE

Academic Year 2016-2017

Campus: Crown Point

SUMMER 2017 - Second 8 Weeks

BIOLOGY

BIOL 222 02	HUMAN ANATOMY AND PHYSIOLOGY II	3	S S Staff	MR	9:00 am	10:30 am	CP	146	20	0
BIOL 222 02 L	HUMAN ANATOMY & PHYSIOLOGY II LAB		S S Staff	MR	11:00 am	2:00 pm	CP	122	20	0
BIOL 270 03	PATHOPHYSIOLOGY	3	Kimberly A Valich	T	8:00 am	11:50 am	CP	144	24	0

MEDICAL TECHNOLOGY

MEDT 295 01	MLT SEMINAR	1	Leah J Ames				CP		12	0
							To be announced			

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE

Academic Year 2016-2017

Campus: Online Course

SUMMER 2017 - First 8 Weeks

BIOLOGY

BIOL 270 01 B	PATHOPHYSIOLOGY	3	Jeanne A Calvert			20	0
			Ends June 23	On site tests WED 5:15PM	Web Based		

CHEMISTRY

CHEM 121 01 B	INTRODUCTORY CHEMISTRY	3	Jean Marie Elick			20	0
					Web Based		

EDUCATION

EDUC 605 01 B	TECHNOLOGY APPLICATION	3	S S Staff			10	0
					Web Based		

ENGLISH

ENGL 232 01 B	WORLD LIT 1660 TO PRESENT	3	Michael J Levan Jr			20	0
					Web Based		

HEALTH SERVICES

HEAS 480 01 B	PRACTICUM IN HEALTH SERVICES	3	Theresa A Sorgen-Burleson			5	0
					Web Based		

HEAS 480 03 B	PRACTICUM IN HEALTH SERVICES	3	Mary Kay Solon			5	0
					Web Based		

HISTORY

HIST 101 01 B	WORLD CIVILIZATION I	3	Barry A Jackisch			20	0
					Web Based		

HIST 105 01 B	US HISTORY I	3	Phyllis Gernhardt			20	0
					Web Based		

MANAGEMENT

MGMT 230 01 B	PRINCIPLES OF MANAGEMENT	3	Shawn D Ambrose			30	0
					Web Based		

PSYCHOLOGY

PSYC 121 01 B	GENERAL PSYCHOLOGY	3	Kenneth H Nashkoff			20	0
					Web Based		

PSYC 232 01 B	HUMAN GROWTH AND DEVELOPMENT	3	Amy Jo Carrigan			20	0
					Web Based		

SOCIOLOGY

SOCI 101 01 B	INTRO TO SOCIOLOGY	3	David F Mullins			20	0
					Web Based		

SOCI 135 01 B	INTRO TO RACE AND ETHNICITY	3	David F Mullins			20	0
					Web Based		

SPANISH

SPAN 170 01 B	BASIC SPANISH HLTH CARE PROF I	3	Linda L Elman			20	0
					Web Based		

UNIVERSITY OF SAINT FRANCIS COURSE SCHEDULE
Academic Year 2016-2017
SUMMER 2017 - Second 8 Weeks

Campus: Online Course

BIOLOGY

BIOL 270 02 B	PATHOPHYSIOLOGY	3	Amy R Obringer			20	0
				On site tests WED 6PM	Web Based		

HEALTH SERVICES

HEAS 480 02 B	PRACTICUM IN HEALTH SERVICES	3	Donna J Lyke			5	0
					Web Based		

HISTORY

HIST 102 01 B	WORLD CIVILIZATION II	3	Barry A Jackisch			20	0
					Web Based		

HIST 322 01 B	AMERICAN ENVIRONMENTAL HISTORY	3	Phyllis Gernhardt			20	0
					Web Based		

SOCIOLOGY

SOCI 251 01 B	SOCIOLOGY OF HEALTH	3	David F Mullins			20	0
					Web Based		

SOCI 440 01 B	NATURE AND SOCIETY	3	David F Mullins			20	0
					Web Based		

HEALTH SCIENCE

SOHS 150 01 B	TOPICS & TERMINOLOGY IN MEDICINE	3	Michelle L Lefevra			20	0
					Web Based		

SPANISH

SPAN 180 01 B	BASIC SPANISH HLTH CARE PROF II	3	Linda L Eiman			20	0
					Web Based		

SPECIAL EDUCATION

SPED 615 01 B	LANGUAGE & SOCIAL SKILLS TOPICS	3	S S Staff			10	0
					Web Based		