

2012 Summer QUARTER

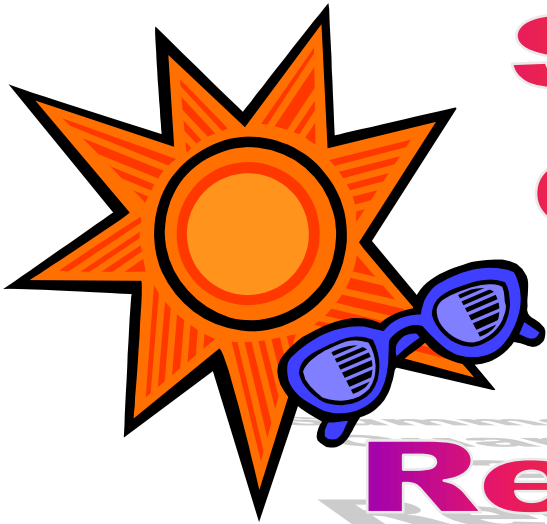
KEY:	<p>Note: The Closed Registration Periods Do Not Apply to New Students or Students Returning After Taking The Current Quarter Off</p> <p>New And Returning Students: Contact The Registrar's Office To Schedule Courses If You Do Not Have Access In MyUNOH</p>
	<p>Current Students And The Registrar's Office Cannot Change Current Students' Spring Quarter Schedules During This Period</p> <p>MyUNOH Scheduling System Is Closed For Spring Quarter Scheduling</p>
	<p>Registration Period For Current Students</p> <p>MyUNOH Scheduling System Is Open To Schedule Courses For Spring Quarter</p>
	<p>Late Registration Period For Current Students</p> <p>MyUNOH Scheduling System Is Open To Schedule Courses For Spring Quarter</p>
	<p>Late Change Period for Current, New, & Returning Students (Tuition Charges For Dropped Courses Will Apply After 2nd Day Of Qtr.)</p> <p>MyUNOH Scheduling System Is open for day 1 & 2 of Spring Quarter scheduling and then is closed For Spring Quarter Scheduling the rest of the week. Visit The Registrar's Office Or Email Advisor@unoh.edu</p>
	<p>Students Can Drop Courses During The Quarter (Tuition Charges Will Apply)</p> <p>MyUNOH Scheduling System Is Closed For Spring Quarter Scheduling. Visit The Registrar's Office Or Email Advisor@unoh.edu</p>
April 14	Online Registration Opens for Spring Quarter
April 29	All Current Students Must Be Scheduled For Spring Quarter By This Date
May 13	Last Day for Current Students To Make Changes To Their Schedules Online During The Registration Period
June 19	Last Chance For Current Students To Make Schedule Changes Online Before Spring Quarter Starts
July 2	Summer Quarter Starts
July 2-3	100% Tuition Refund For Dropped Courses
July 2-9	Late Change Period. All Changes Must Be Made By The Registrar's Office Or Requested By Email To Advisor@unoh.edu
July 27	Last Day To Drop A Course And Receive A Grade Of Withdrawn Passing (WP)
Aug 24	Summer Quarter Ends

April 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Summer Quarter 2012 Registration

COURSE TIMES ARE SUBJECT TO CHANGE

CURRENT STUDENTS
REGISTER ON-LINE
April 14 – April 29

Changes can be made to your schedule on
mySirius.unoh.edu
until May 13

Search and Register Instructions for Online Registration **Read These Instructions BEFORE You Start Scheduling**

Overview

The process for searching for courses has been changed. Instead of searching for subjects (Accounting, Management, etc.), you will now search for course numbers (AC-114, MA-121, etc.) This will give you a much shorter list of results since you will see specific courses instead of the entire subject area. This should make scheduling much easier and more accurate. See your UNOH e-mail for a message from Advisor with images of the new screens.

Important Notes

1. You must include the dash in the course number as you search. For example, you must type in "AC-114", not "AC114", for the search function to work properly.
2. Your search results might display additional courses at the bottom of the list. For example, a search for AC-114 will list AC-115 in the results because AC-114 is a prerequisite. Just ignore those extra courses at the bottom of the list.

Search and Register Instructions

1. Study your rotation sheet, program evaluation, master schedule and fall quarter registration packet. Once you know the courses you are interested in scheduling, proceed to the next step. Be sure you are scheduling courses needed for your program(s).
2. Log in and start at the Student home page in the MyUNOH Portal (<https://my.unoh.edu>)
3. In the Quick Links section, choose the "Register/Drop Sections" link, then choose the "Search and Register for Sections" link. You'll go to the new search screen. Enter the first course number for which you want to search. (Type in AC-114, for example) Click "Search" or hit Enter.
4. The list of available sections for AC-114 will be displayed.
5. Click on the section you want to see more details about. When you do that, you will be able to see such information as time, room number, faculty, and capacity. Capacity tells you how many seats remain or if it is closed.
6. If that is the section you want, you can add it to your Preferred List. You can also click on the "Show Other Sections" link, and all the sections for that course will be displayed.
7. After you have added the section that you want to schedule to your Preferred List, the screen will display "Successfully Added" which means the course is on your Preferred List. You do not have to view your Preferred List at this time.
8. Click on the "Click Here To Search For Another Course" link and you will start the process over again to search for another course. Repeat the process of searching for course sections and adding courses to your Preferred List until you have all your courses in the Preferred List.
9. If you want to view your Preferred List before you have added all the courses that you want to schedule, you can click on the "View Your Preferred List" link at any time. To get back to the search and register process, simply click the "Click Here To Search For Another Course" link.
10. Once your Preferred List is loaded with the courses you have selected, the remaining steps are the same as they have been in the past. You will choose from the drop list to "Register" or "Remove From List". Click the "Submit" button and your courses will be processed.

After You Have Registered Courses

1. When you are done with the registration process, it is VERY important that you click on the "Students" button to go back to the Quick Links and view your "My Class Schedule" for the term. Check very carefully to make sure that your schedule has the exact classes and sections that you wanted. Make sure there are no overlapping times. If your schedule is empty, you are not registered for classes.
2. Viewing your Program Evaluation will serve to double check your scheduling efforts. The courses you just scheduled will be inserted in your program evaluation's requirements. Courses listed in the "Other Courses" section indicate that they do not apply to graduation for that program and might need to be dropped. Check your other program evaluations to make sure the course applies. E-mail advisor@unoh.edu if you have any questions.

CHECKING YOUR EXPECTED GRADUATION DATE

As you complete the registration process for this quarter, take a moment to check your Anticipated Completion Date, which is listed on your Program Evaluation.

Having an accurate graduation date is important to having your financial aid award accurately calculated and to being processed for graduation at the proper time. Your financial aid may be terminated and your student loan payment deferral period may start if your date is not accurate.

1. Students who plan to graduate at the end of the next three quarters are a group of primary concern for having a correct graduation date in the system.
2. Log on to my.unoh.edu
3. Click on the Students menu
4. Click on the Quick Links tab
5. Choose Program Evaluation
6. Look in the upper left hand corner of the report for Anticipated Completion Date
7. The date will be expressed as a month/year, i.e. 08/12. This means you are currently listed as graduating in August, 2012.
8. Examine your Program Evaluation for each degree to see how many courses you have yet to take. The courses you must take in future quarters will be displayed with a "1 course needed" designation. See the Master Schedule for the credit hours assigned to each course and when those courses will be offered.
9. Based on the number of courses and credit hours remaining in the program, calculate a close estimate of your graduation date. Each student's graduation date will be affected by the number of credit hours taken each quarter, number of courses taken, and if continuous enrollment will be maintained. Taking a quarter off will delay graduation. The Registrar's Office cannot anticipate these factors, and cannot accurately update your expected graduation date without your assistance. The decisions you make about your course load / credit hour load will accelerate or delay your graduation date.
10. If you notice a discrepancy between your current Anticipated Completion Date and the one you calculated, please contact the Registrar's Office. Again, we are most concerned with students who plan to graduate in the next three quarters.
11. It is not necessary to have a quarter-by-quarter plan when you are starting your program. Monitor your graduation date and keep it updated as the date gets closer. When you are within three quarters of graduating from any degree, fill out the Request for Graduation that is included in each quarter's scheduling materials. Fill the form out at the appropriate time and deliver it to the Registrar's Office. A letter will be sent to you to confirm your plan and that you will graduate in the quarter you expect if you stick to your plan.



Tuition Refund Policy

Withdrawing From The University

The tuition refund policy for students who withdraw completely from all courses is on Page 38-39 of the 2011-2012 University Catalog. In order to receive a 100% refund for tuition, a student must be completely withdrawn on the first or second day he or she is scheduled for a class that term.

Withdrawing after the second day will lead to a reduced tuition refund based on the number of calendar days after the start of the quarter. If the first course on your schedule is an evening course, contact the Registrar's Office to leave a voice message or an email message that evening, or call us the next morning. A withdrawal process must also be completed by contacting The Counseling Office in the 200 Building. See the policies in the Catalog for all the details on Pages 38 and 39.

Dropping One Or More Courses From Your Schedule

The refund policy for dropping courses is on Page 40 of the 2011-2012 University Catalog. In order to receive a 100% tuition refund for a dropped course, a student must request the course to be dropped on the first or second day of the quarter. Any courses dropped the third day of the quarter or later will be subject to a reduced refund based on calendar days after the start of the quarter.

Adding Courses To Your Schedule

Courses may only be added to a student's schedule if courses were previously scheduled during the registration period when the MyUNOH Scheduling System was open. The MyUNOH Scheduling system will be closed to registration a few days before the quarter starts. Students who have not entered a schedule and want to add courses after the quarter starts may be denied permission. All current students are expected to have a schedule entered in the UNOH Portal by April 29, 2012 except those students who are in the First Year Experience course.

Changing Schedules After The Registration Period Ends

Once the MyUNOH Scheduling System has been closed to registration, all course additions and deletions must be processed by the Registrar's Office.



COURSES ONLY OFFERED SUMMER QUARTER

The following courses are only offered once a year during the Summer Quarter. Please make sure that you have scheduled these courses if you plan to graduate before next Summer. Old numbers are in parenthesis. Please reference the Master Schedule for additional information on elective offerings.

AC375	Accounting Professional Ethics
AC411	Auditing I - A Survey of Auditing
AC442	Governmental & Nonprofit Accounting
AC452	CPA Review—Financial Acctg & Reporting
AG145	Agriculture Sales
AG211	Animal Science
AG230	Agronomy II
AG406	Special Problems in Agribusiness (VC Only)
AM215	(MA215) Automotive Aftermarket Management
AM311	(MA311) Automotive Aftermarket & Manufacturing
CF210	Cybercrime
CF295	Safety & Security of Critical Infrastructure
DM221	Advanced Digital Video Editing
DM230	(DP238) Advanced Graphic Imaging
DM250	(DP261) Applied 3-D Animation Concepts
DM263	(DP263) Advanced Digital Multimedia
DP210	Advanced Spreadsheet Applications
HC467	Health Care Finance
MA380	Human Relations in Organizations
MN294	(DP257) Configuring and Maintaining a Directory Infrastructure
MN297	(DP270) Designing Network Directory Service Architecture
MO246	Pharmacology for Medical Assisting II
MO250	Human Anatomy, Pathophysiology, & Terminology IV
MO259	(MO269) Clinical IV
MO273	Medical Coding II
MO285	Medical Assisting Externship I
MT342	(MT331) Marketing Research I
MT450	Marketing Capstone
NS203	(DP203) Network Disaster Recovery
NS288	(DP248) Security Policy and Procedures
OP259	Medical Language Specialist
PL108	Juvenile Law
PL202	Criminal Law
SO380	Death and Dying
SM230	Facility and Event Management
SM250	Sport Law
TR125	(DP116) Computerized Reservations
TR216	Hospitality Supervision
TR219	Hospitality & Travel Sales

SUMMER QUARTER 2012 - DISTANCE LEARNING (VC)

Students who have not taken distance learning must have a 3.00 gpa to choose a course

AC-114-VC	Accounting I	5	KY-250-VC	Keyboarding III	5
AC-131-VC	Intro to Accounting Software	5	MA-121-VC	Principles Of Management	5
AC-202-VC	Managerial Accounting	5	MA-122-VC	Small Business And The Entrepreneur	3
AC-218-VC	Intermediate Accounting I	5	MA-322-VC	Organizational Behavior	5
AC-219-VC	Intermediate Accounting II	5	MA-324-VC	Organizational Behavior II	3
AC-375-VC	Accounting Professional Ethics	3	MA-326-VC	Human Resources Management	3
AC-411-VC	Auditing I - A Survey of Auditing	3	MA-327-VC	Leadership	3
AC-442-VC	Gov'tal and Np Accounting	5	MA-380-VC	Human Relations in Organizations	3
AC-452-VC	Cpa Review-Fin Acctg & Rptg	3	MA-401-VC	Moral Issues in Business	3
AG-145-VC	Agricultural Sales	5	MA-430-VC	Entrepreneurship	3
AG-211-VC	Animal Science	5	MH-065-VC	Review Math	3
AG-230-VC	Agronomy II	5	MH-169-VC	Business Math	5
AG-400-VC	Agricultural Policy	5	MH-190-VC	Algebra	5
AG-406-VC	Special Problems In Agribusiness	3	MH-310-VC	Finite Mathematics	3
AM-215-VC	Automotive Aftermarket Management	5	MH-350-VC	Statistics	5
AM-311-VC	Automotive Aftermarket & Manufactng	3	MO-259-VC	Clinical IV	2
BU-109-VC	Customer Service	3	MO-273-VC	Coding II	3
BU-115-VC	Contract Law	5	MT-120-VC	Advertising	3
BU-120-VC	Intro To Business	3	MT-220-VC	Marketing I	5
BU-240-VC	International Business I	5	MT-342-VC	Marketing Research I	3
BU-301-VC	Management Essentials for Spec St	3	MT-353-VC	Services Marketing	3
BU-315-VC	Business Law I	3	MT-450-VC	Marketing Capstone	3
CO-179-VC	Introduction To Human Communication	3	OP-130-VC	Medical Accounting Software	2
CO-445-VC	Group Dynamics	3	OP-149-VC	Records Management	3
DP-117-VC	Database Applications	3	OP-252-VC	Machine Transcription	3
DP-144-VC	Developing Business Presentations	3	OP-259-VC	Medical Word Specialist	3
DP-150-VC	Spreadsheet Applications	3	PH-310-VC	Ethics	3
DP-210-VC	Advanced Spreadsheet Applications	3	PL-108-VC	Juvenile Law	5
EC-190-VC	Survey of Economics	3	PL-202-VC	Criminal Law	3
EC-215-VC	Macroeconomics	3	PY-177-VC	Introduction to Psychology	3
EN-070-VC	Basic English	3	PY-376-VC	Child & Adolescent Psychology	3
EN-180-VC	Composition I	5	SC-200-VC	Principles of Ecology	3
EN-200-VC	Composition II	5	SC-320-VC	Biology	3
EN-280-VC	Film & Literature	3	SM-230-VC	Facility and Event Management	3
EN-290-VC	Women & Literature	3	SM-250-VC	Sport Law	5
EN-318-VC	Gothic Literature	3	SO-186-VC	Sociology	3
EN-325-VC	Sherlock Holmes	3	SO-380-VC	Death And Dying	3
FI-210-VC	Principles of Finance	5	UN-100-VC	First Year Experience	1
FI-310-VC	Personal Finance	3	UN-210-VC	International Travel	3
FI-400-VC	Corporate Finance	4	UN-220-VC	Intro to Diversity Issues	3
FI-410-VC	Investments	3	UN-292-VC	Portfolio Capstone	1
HC-467-VC	Health Care Finance	5	UN-310-VC	International Travel	3
HI-280-VC	U.S. Formative History	3	UN-490-VC	Portfolio Capstone	1
HI-315-VC	The American Frontier & the Old West	3	WP-138-VC	Intro to Word Processing Apps	3
KY-080-VC	Keyboarding for Beginners	2	WP-267-VC	Advanced Word Processing Apps	3
KY-146-VC	Keyboarding I	5	WS-315-VC	Women & Technology	3
KY-147-VC	Keyboarding II	5			

Summer Quarter 2012

All students must register via the MyUNOH Portal (<https://my.unoh.edu>). All resources and materials can be found under the Registration Quick Links. Students should evaluate their program through this website to understand what course requirements are not yet complete. If you would like to speak to an advisor, please visit the 200 building.

**** denotes double class period**

Course #	Section	Description	Starts	Ends	Meets
AC-114	1	Accounting I	8:00 AM	to 9:00 AM	MTWThF
AG-145	1	Agricultural Sales	8:00 AM	to 9:00 AM	MTWThF
BU-315	1-EVN	Business Law I	8:00 AM	to 9:00 AM	EVEN
CF-295	1-EVN	Safety & Security of Critical Infrastruc	8:00 AM	to 9:00 AM	EVEN
CO-179	1-EVN	Introduction To Human Communication	8:00 AM	to 9:00 AM	EVEN
DP-150	1-ODD	Spreadsheet Applications	8:00 AM	to 9:00 AM	ODD
EN-200	1	Composition II	8:00 AM	to 9:00 AM	MTWThF
EN-318	1-ODD	Gothic Literature	8:00 AM	to 9:00 AM	ODD
FI-400	1	Corporate Finance	8:00 AM	to 9:00 AM	MTWTh
HI-315	1-ODD	The American Frontier & the Old West	8:00 AM	to 9:00 AM	ODD
MA-121	1	Principles Of Management	8:00 AM	to 9:00 AM	MTWThF
MA-326	1-ODD	Human Resources Management II	8:00 AM	to 9:00 AM	ODD
MH-310	1-EVN	Finite Mathematics	8:00 AM	to 9:00 AM	EVEN
MO-259	1-EVN	Clinical IV	8:00 AM	to **10:15 AM	EVEN
MO-259	1-ODD	Clinical IV	8:00 AM	to **10:15 AM	ODD
MO-273	1-EVN	Coding II	8:00 AM	to 9:00 AM	EVEN
MO-273	1-ODD	Coding II	8:00 AM	to 9:00 AM	ODD
OP-149	1-EVN	Records Management	8:00 AM	to 9:00 AM	EVEN
PL-202	1-ODD	Criminal Law	8:00 AM	to 9:00 AM	ODD
PY-177	1-EVN	Introduction to Psychology	8:00 AM	to 9:00 AM	EVEN
TR-125	1-ODD	Computerized Reservations	8:00 AM	to 9:00 AM	ODD
TR-219	1-EVN	Hospitality & Travel Sales	8:00 AM	to 9:00 AM	EVEN
UN-100	1-ODD	First Year Experience	8:00 AM	to 9:00 AM	ODD

Course #	Section	Description	Starts	Ends	Meets
AC-218	2	Intermediate Accounting I	9:15 AM	to 10:15 AM	MTWThF
AC-219	2	Intermediate Accounting II	9:15 AM	to 10:15 AM	MTWThF
AG-211	2	Animal Science	9:15 AM	to 10:15 AM	MTWThF
BU-120	2-EVN	Intro To Business	9:15 AM	to 10:15 AM	EVEN
BU-301	2-ODD	Management Essentials for Spec St	9:15 AM	to 10:15 AM	ODD
CF-210	2-ODD	Cybercrime	9:15 AM	to 11:30 AM	ODD
CO-179	2-ODD	Introduction To Human Communication	9:15 AM	to 10:15 AM	ODD
CO-445	2-EVN	Group Dynamics	9:15 AM	to 10:15 AM	EVEN
DM-221	2-ODD	Advanced Digital Video Editing	9:15 AM	to 10:15 AM	ODD
DM-230	2-EVN	Advanced Graphic Imaging	9:15 AM	to 10:15 AM	EVEN
DP-144	2-EVN	Developing Business Presentations	9:15 AM	to 10:15 AM	EVEN
EC-190	2-EVN	Survey of Economics	9:15 AM	to 10:15 AM	EVEN
EN-070	2	Basic English	9:15 AM	to 10:15 AM	MTWThF
EN-180	2	Composition I	9:15 AM	to 10:15 AM	MTWThF
EN-290	2-EVN	Women & Literature	9:15 AM	to 10:15 AM	EVEN
FI-410	2-ODD	Investments	9:15 AM	to 10:15 AM	ODD
KY-080	2-ODD	Keyboarding for Beginners	9:15 AM	to 10:15 AM	ODD
MH-350	2	Statistics	9:15 AM	to 10:15 AM	MTWThF

MO-246	2-EVN	Pharmacology for Medical Assisting III	9:15 AM	to	10:15 AM	EVEN
MO-246	2-ODD	Pharmacology for Medical Assisting III	9:15 AM	to	10:15 AM	ODD
NS-203	2-EVN	Network Disaster Recovery	9:15 AM	to	10:15 AM	EVEN
OP-259	2-ODD	Medical Word Specialist	9:15 AM	to	10:15 AM	ODD
PL-108	2	Juvenile Law	9:15 AM	to	10:15 AM	MTWThF
SM-250	2	Sport Law	9:15 AM	to	10:15 AM	MTWThF
TR-216	2	Hospitality Supervision	9:15 AM	to	10:15 AM	MTWThF
UN-100	2-EVN	First Year Experience	9:15 AM	to	10:15 AM	EVEN
WS-315	2-ODD	Women & Technology	9:15 AM	to	10:15 AM	ODD

Course #	Section	Description	Starts	to	Ends	Meets
AC-114	3	Accounting I	10:30 AM	to	11:30 AM	MTWThF
AC-131	3	Introduction to Accounting Software	10:30 AM	to	11:30 AM	MTWThF
AC-442	3	Governmental and Nonprofit Accounting	10:30 AM	to	11:30 AM	MTWThF
AG-230	3	Agronomy	10:30 AM	to	11:30 AM	MTWThF
BU-115	3	Contract Law	10:30 AM	to	11:30 AM	MTWThF
DM-250	3-ODD	Applied 3-D Animation Concepts	10:30 AM	to	11:30 AM	ODD
DM-263	3-EVN	Advanced Digital Multimedia	10:30 AM	to	11:30 AM	EVEN
EN-200	3	Composition II	10:30 AM	to	11:30 AM	MTWThF
FI-210	3	Principles Of Finance	10:30 AM	to	11:30 AM	MTWThF
HI-280	3-EVN	U.S. Formative History	10:30 AM	to	11:30 AM	EVEN
KY-146	3	Keyboarding I	10:30 AM	to	11:30 AM	MTWThF
KY-147	3	Keyboarding II	10:30 AM	to	11:30 AM	MTWThF
KY-250	3	Keyboarding III	10:30 AM	to	11:30 AM	MTWThF
MA-327	3-ODD	Leadership	10:30 AM	to	11:30 AM	ODD
MA-430	3-EVN	Entrepreneurship	10:30 AM	to	11:30 AM	EVEN
MH-065	3	Review Math	10:30 AM	to	11:30 AM	MTWThF
MH-169	3	Business Math	10:30 AM	to	11:30 AM	MTWThF
MO-250	3-EVN	Human Anatomy-Pathophy-Terms IV	10:30 AM	to	11:30 AM	EVEN
MO-250	3-ODD	Human Anatomy-Pathophy-Terms IV	10:30 AM	to	11:30 AM	ODD
MT-120	3-EVN	Advertising	10:30 AM	to	11:30 AM	EVEN
MT-342	3-ODD	Marketing Research I	10:30 AM	to	11:30 AM	ODD
NS-288	3-EVN	Security Policy and Procedures	10:30 AM	to	11:30 AM	EVEN
OP-130	3-EVN	Medical Accounting Software	10:30 AM	to	11:30 AM	EVEN
PY-376	3-ODD	Child & Adolescent Psychology	10:30 AM	to	11:30 AM	ODD
SC-200	3-ODD	Principles of Ecology	10:30 AM	to	11:30 AM	ODD
SM-230	3-ODD	Facility and Event Management	10:30 AM	to	11:30 AM	ODD
SO-186	3-ODD	Sociology	10:30 AM	to	11:30 AM	ODD
UN-220	3-EVN	Introduction to Diversity Issues	10:30 AM	to	11:30 AM	EVEN

Course #	Section	Description	Starts	to	Ends	Meets
AC-202	4	Managerial Accounting	11:45 AM	to	12:45 PM	MTWThF
AC-375	4-EVN	Accounting Professional Ethics	11:45 AM	to	12:45 PM	EVEN
AC-411	4-ODD	Auditing I - A Survey of Auditing	11:45 AM	to	12:45 PM	ODD
DP-150	4-EVN	Spreadsheet Applications	11:45 AM	to	12:45 PM	EVEN
EC-190	4-ODD	Survey of Economics	11:45 AM	to	12:45 PM	ODD
EC-215	4-ODD	Macroeconomics	11:45 AM	to	12:45 PM	ODD
EN-280	4-ODD	Film & Literature	11:45 AM	to	12:45 PM	ODD
EN-325	4-EVN	Sherlock Holmes	11:45 AM	to	12:45 PM	EVEN
FI-310	4-EVN	Personal Finance	11:45 AM	to	12:45 PM	EVEN
HC-467	4	Health Care Finance	11:45 AM	to	12:45 PM	MTWThF
MA-121	4	Principles Of Management	11:45 AM	to	12:45 PM	MTWThF
MA-324	4-ODD	Organizational Behavior II	11:45 AM	to	12:45 PM	ODD

MA-401	4-EVN	Moral Issues in Business	11:45 AM	to	12:45 PM	EVEN
MH-190	4	Algebra	11:45 AM	to	12:45 PM	MTWThF
MN-294	4-ODD	Config/Maintain Directory Service	11:45 AM	to	12:45 PM	ODD
MN-297	4-EVN	Design Network Directory Service Archit	11:45 AM	to	12:45 PM	EVEN
MO-246	4-EVN	Pharmacology for Medical Assisting III	11:45 AM	to	12:45 PM	EVEN
MO-273	4-ODD	Coding II	11:45 AM	to	12:45 PM	ODD
MT-220	4	Marketing I	11:45 AM	to	12:45 PM	MTWThF
MT-353	4-EVN	Services Marketing	11:45 AM	to	12:45 PM	EVEN
MT-450	4-ODD	Marketing Capstone	11:45 AM	to	12:45 PM	ODD
OP-252	4-EVN	Machine Transcription	11:45 AM	to	12:45 PM	EVEN
OP-252	4-ODD	Machine Transcription	11:45 AM	to	12:45 PM	ODD
PH-310	4-EVN	Ethics	11:45 AM	to	12:45 PM	EVEN
SC-200	4-ODD	Principles of Ecology	11:45 AM	to	12:45 PM	ODD
SC-320	4-EVN	Biology	11:45 AM	to	**2:00 PM	EVEN
SO-186	4-ODD	Sociology	11:45 AM	to	12:45 PM	ODD
TR-217	4	Event Planning	11:45 AM	to	12:45 PM	MTWThF
UN-100	4-ODD	First Year Experience	11:45 AM	to	12:45 PM	ODD
UN-220	4-EVN	Introduction to Diversity Issues	11:45 AM	to	12:45 PM	EVEN
WP-138	4-ODD	Intro to Word Processing Applications	11:45 AM	to	12:45 PM	ODD

Course #	Section	Description	Starts		Ends	Meets
BU-109	5-ODD	Customer Service	1:00 PM	to	2:00 PM	ODD
BU-240	5	International Business I	1:00 PM	to	2:00 PM	MTWThF
DP-117	5-EVN	Database Applications	1:00 PM	to	2:00 PM	EVEN
DP-144	5-EVN	Developing Business Presentations	1:00 PM	to	2:00 PM	EVEN
DP-210	5-ODD	Advanced Spreadsheet Applications	1:00 PM	to	2:00 PM	ODD
EN-180	5	Composition I	1:00 PM	to	2:00 PM	MTWThF
MA-122	5-EVN	Small Business and the Entrepreneur	1:00 PM	to	2:00 PM	EVEN
MA-322	5	Organizational Behavior	1:00 PM	to	2:00 PM	MTWThF
MA-380	5-EVN	Human Relations in Organizations (P)	1:00 PM	to	2:00 PM	EVEN
MH-065	5	Review Math	1:00 PM	to	2:00 PM	MTWThF
MH-169	5	Business Math	1:00 PM	to	2:00 PM	MTWThF
MO-285	5-ODD	Medical Assisting Externship I	1:00 PM	to	2:00 PM	ODD
OP-130	5-EVN	Medical Accounting Software	1:00 PM	to	2:00 PM	EVEN
PH-310	5-EVN	Ethics	1:00 PM	to	2:00 PM	EVEN
PY-177	5-EVN	Introduction to Psychology	1:00 PM	to	2:00 PM	EVEN
SC-200	5-ODD	Principles of Ecology	1:00 PM	to	2:00 PM	ODD
SO-380	5-ODD	Death And Dying	1:00 PM	to	2:00 PM	ODD
UN-210	5-ODD	International Travel	1:00 PM	to	2:00 PM	ODD
UN-292	5-ODD	Portfolio Capstone	1:00 PM	to	2:00 PM	ODD
UN-310	5-ODD	International Travel	1:00 PM	to	2:00 PM	ODD
UN-490	5-ODD	Portfolio Capstone	1:00 PM	to	2:00 PM	ODD
WP-267	5-ODD	Advanced Word Processing Applications	1:00 PM	to	2:00 PM	ODD

Course #	Section	Description	Starts	to	Ends	Meets
AC-202	9	Managerial Accounting	5:45 PM	to	8:20 PM	M
			5:45 PM	to	7:20 PM	W
AC-218	10	Intermediate Accounting I	8:25 PM	to	10:00 PM	M
			7:25 PM	to	10:00 PM	W
AC-310	9	Business Taxes	5:45 PM	to	8:20 PM	T
			5:45 PM	to	7:20 PM	Th
AC-412	9	Auditing II - Fraud Accounting	5:45 PM	to	8:20 PM	M
AC-436	10	Advanced Accounting II	8:25 PM	to	10:00 PM	T
			7:25 PM	to	10:00 PM	Th
BU-315	9	Business Law	5:45 PM	to	8:20 PM	T
CO-445	10	Group Dynamics	7:25 PM	to	10:00 PM	W
DP-144	9	Developing Business Presentations	5:45 PM	to	8:20 PM	M
EN-180	9	Composition I	5:45 PM	to	8:20 PM	M
			5:45 PM	to	7:20 PM	W
FI-400	10	Corporate Finance	8:25 PM	to	10:00 PM	M
			7:25 PM	to	10:00 PM	W
MA-401	10	Moral Issues in Business	7:25 PM	to	10:00 PM	T
MA-445	9	Global Management Issues	5:45 PM	to	8:20 PM	M
MA-465	10	Strategic Management & Business Policy	7:25 PM	to	10:00 PM	Th
MH-350	9	Statistics	5:45 PM	to	8:20 PM	M
			5:45 PM	to	7:20 PM	W
PH-310	9	Ethics	5:45 PM	to	8:20 PM	T
SO-186	9	Sociology	5:45 PM	to	8:20 PM	T
UN-220	10	Intro to Diversity Issues	7:25 PM	to	10:00 PM	Th

PRACTICUM ELECTIVES

FI310 Personal Finance

11:45 – 12:45 EVEN days and Virtual College

MA380 Human Relations in Organizations

1:00 – 2:00 EVEN days and Virtual College

MA401 Moral Issues in Business

11:45 – 12:45 EVEN days, 7:25-10:00 PM Tuesdays, and Virtual College

GENERAL EDUCATION ELECTIVES

FOR ASSOCIATE DEGREE STUDENTS :

EN280 Film & Literature

(Humanities or General Education Elective)

11:45 – 12:45 ODD days and Virtual College

EN290 Women & Literature

(Humanities or General Education Elective)

9:15 – 10:15 EVEN days and Virtual College

HI280 U.S. Formative History

(Humanities or General Education Elective)

10:30 – 11:30 EVEN days and Virtual College

FOR BACCALAUREATE DEGREE STUDENTS :

EN318 Gothic Literature

(Literature, Humanities or General Education Elective)

8:00 – 9:00 ODD days and Virtual College

PY376 Child and Adolescent Psychology

(General Education Elective)

10:30 – 11:30 ODD days and Virtual College

EN325 Sherlock Holmes

(Literature, Humanities or General Education Elective)

11:45 – 12:45 EVEN days and Virtual College

SO380 Death & Dying

(General Education Elective)

1:00 – 2:00 ODD days and Virtual College

HI315 The American Frontier & the Old West

(Humanities or General Education Elective)

8:00 – 9:00 ODD days and Virtual College

WS315 Women & Technology

(Humanities or General Education Elective)

9:15 – 10:15 ODD days and Virtual College

Quick Reference: Courses Listed By Number & Section

AC-114	1	Accounting I	DM-250	3-ODD	Applied 3-D Animation Concepts
AC-114	3	Accounting I	DM-263	3-EVN	Advanced Digital Multimedia
AC-114	VC	Accounting I	DP-117	5-EVN	Database Applications
AC-131	3	Introduction to Accounting Software	DP-117	VC	Database Applications
AC-131	VC	Intro to Accounting Software	DP-144	2-EVN	Developing Business Presentations
AC-202	4	Managerial Accounting	DP-144	5-EVN	Developing Business Presentations
AC-202	9	Managerial Accounting	DP-144	9	Developing Business Presentations
AC-202	VC	Managerial Accounting	DP-144	VC	Developing Business Present
AC-218	2	Intermediate Accounting I	DP-150	1-ODD	Spreadsheet Applications
AC-218	10	Intermediate Accounting I	DP-150	4-EVN	Spreadsheet Applications
AC-218	VC	Intermediate Accounting I	DP-150	VC	Spreadsheet Applications
AC-219	2	Intermediate Accounting II	DP-210	5-ODD	Advanced Spreadsheet Applications
AC-219	VC	Intermediate Accounting II	DP-210	VC	Advanced Spreadsheet Applications
AC-310	9	Business Taxes	EC-190	2-EVN	Survey of Economics
AC-375	4-EVN	Accounting Professional Ethics	EC-190	4-ODD	Survey of Economics
AC-375	VC	Accounting Professional Eth	EC-190	VC	Survey of Economics
AC-411	4-ODD	Auditing I – A Survey of Auditing	EC-215	4-ODD	Macroeconomics
AC-411	VC	Auditing I – A Survey of Au	EC-215	VC	Macroeconomics
AC-412	9	Auditing II – Fraud Accounting	EN-070	2	Basic English
AC-436	10	Advanced Accounting II	EN-070	VC	Basic English
AC-442	3	Governmental and Nonprofit Acct	EN-180	2	Composition I
AC-442	VC	Gov'tal and Np Accounting	EN-180	5	Composition I
AC-452	VC	Cpa Review–Fin Acctg & Rptg	EN-180	9	Composition I
AG-145	1	Agricultural Sales	EN-180	VC	Composition I
AG-145	VC	Agricultural Sales	EN-200	1	Composition II
AG-211	2	Animal Science	EN-200	3	Composition II
AG-211	VC	Animal Science	EN-200	VC	Composition II
AG-230	3	Agronomy	EN-280	4-ODD	Film & Literature
AG-230	VC	Agronomy II	EN-280	VC	Film & Literature
AG-400	VC	Agricultural Policy	EN-290	2-EVN	Women & Literature
AG-406	VC	Special Problems In Agribus	EN-290	VC	Women & Literature
AM-215	VC	Automotive Aftermarket Management	EN-318	1-ODD	Gothic Literature
AM-311	VC	Automotive Aftermarket & Mfg	EN-318	VC	Gothic Literature
BU-109	5-ODD	Customer Service	EN-325	4-EVN	Sherlock Holmes
BU-109	VC	Customer Service	EN-325	VC	Sherlock Holmes
BU-115	3	Contract Law	FI-210	3	Principles of Finance
BU-115	VC	Contract Law	FI-210	VC	Principles of Finance
BU-120	2-EVN	Intro To Business	FI-310	4-EVN	Personal Finance
BU-120	VC	Intro To Business	FI-310	VC	Personal Finance
BU-240	5	International Business I	FI-400	1	Corporate Finance
BU-240	VC	International Business I	FI-400	10	Corporate Finance
BU-301	2-ODD	Management Essentials for Spec St	FI-400	VC	Corporate Finance
BU-301	VC	Management Essentials for Spec St	FI-410	2-ODD	Investments
BU-315	1-EVN	Business Law I	FI-410	VC	Investments
BU-315	9	Business Law I	HC-467	4	Health Care Finance
BU-315	VC	Business Law I	HC-467	VC	Health Care Finance
CF-210	2-ODD	Cybercrime	HI-280	3-EVN	U.S. Formative History
CF-295	1-EVN	Safety & Security of Critical Infrastruc	HI-280	VC	U.S. Formative History
CO-179	1-EVN	Introduction to Human Communictn	HI-315	1-ODD	The American Frontier & the Old West
CO-179	2-ODD	Introduction to Human Communictn	HI-315	VC	The American Frontier & the Old West
CO-179	VC	Introduction to Human Communictn	KY-080	2-ODD	Keyboarding for Beginners
CO-445	2-EVN	Group Dynamics	KY-080	VC	Keyboarding for Beginners
CO-445	10	Group Dynamics	KY-146	3	Keyboarding I
CO-445	VC	Group Dynamics	KY-146	VC	Keyboarding I
DM-221	2-ODD	Advanced Digital Video Editing	KY-147	3	Keyboarding II
DM-230	2-EVN	Advanced Graphic Imaging	KY-147	VC	Keyboarding II

KY-250	3	Keyboarding III	MT-342	3-ODD	Marketing Research I
KY-250	VC	Keyboarding III	MT-342	VC	Marketing Research I
MA-121	1	Principles Of Management	MT-353	4-EVN	Services Marketing
MA-121	4	Principles Of Management	MT-353	VC	Services Marketing
MA-121	VC	Principles Of Management	MT-450	4-ODD	Marketing Capstone
MA-122	5-EVN	Small Business and the Entrepreneur	MT-450	VC	Marketing Capstone
MA-122	VC	Small Business and the Entrepreneur	NS-203	2-EVN	Network Disaster Recovery
MA-322	5	Organizational Behavior	NS-288	3-EVN	Security Policy and Procedures
MA-322	VC	Organizational Behavior	OP-130	3-EVN	Medical Accounting Software
MA-324	4-ODD	Organizational Behavior II	OP-130	5-EVN	Medical Accounting Software
MA-324	VC	Organizational Behavior II	OP-130	VC	Medical Accounting Software
MA-326	1-ODD	Human Resources Management II	OP-149	1-EVN	Records Management
MA-326	VC	Human Resources Management	OP-149	VC	Records Management
MA-327	3-ODD	Leadership	OP-252	4-EVN	Machine Transcription
MA-327	VC	Leadership	OP-252	4-ODD	Machine Transcription
MA-380	5-EVN	Human Relations in Organizations (P)	OP-252	VC	Machine Transcription
MA-380	VC	Human Relations in Organizations	OP-259	2-ODD	Medical Word Specialist
MA-401	4-EVN	Moral Issues in Business	OP-259	VC	Medical Word Specialist
MA-401	10	Moral Issues in Business	PH-310	4-EVN	Ethics
MA-401	VC	Moral Issues in Business	PH-310	5-EVN	Ethics
MA-430	3-EVN	Entrepreneurship	PH-310	9	Ethics
MA-430	VC	Entrepreneurship	PH-310	VC	Ethics
MA-445	9	Global Management Issues	PL-108	2	Juvenile Law
MA-465	10	Strategic Management & Business Policy	PL-108	VC	Juvenile Law
			PL-202	1-ODD	Criminal Law
MH-065	3	Review Math	PL-202	VC	Criminal Law
MH-065	5	Review Math	PY-177	1-EVN	Introduction to Psychology
MH-065	VC	Review Math	PY-177	5-EVN	Introduction to Psychology
MH-169	3	Business Math	PY-177	VC	Introduction to Psychology
MH-169	5	Business Math	PY-376	3-ODD	Child & Adolescent Psychology
MH-169	VC	Business Math	PY-376	VC	Child & Adolescent Psychology
MH-190	4	Algebra	SC-200	3-ODD	Principles of Ecology
MH-190	VC	Algebra	SC-200	4-ODD	Principles of Ecology
MH-310	1-EVN	Finite Mathematics	SC-200	5-ODD	Principles of Ecology
MH-310	VC	Finite Mathematics	SC-200	VC	Principles of Ecology
MH-350	2	Statistics	SC-320	4-EVN	Biology
MH-350	9	Statistics	SC-320	VC	Biology
MH-350	VC	Statistics	SM-230	3-ODD	Facility and Event Management
MN-294	4-ODD	Config/Maintain Directory Service	SM-230	VC	Facility and Event Management
MN-297	4-EVN	Design Network Directory Service Archit	SM-250	2	Sport Law
MO-246	2-EVN	Pharmacology for Medical Assisting III	SM-250	VC	Sport Law
MO-246	2-ODD	Pharmacology for Medical Assisting III	SO-186	3-ODD	Sociology
MO-246	4-EVN	Pharmacology for Medical Assisting III	SO-186	4-ODD	Sociology
MO-250	3-EVN	Human Anatomy-Pathophy-Terms IV	SO-186	9	Sociology
MO-250	3-ODD	Human Anatomy-Pathophy-Terms IV	SO-186	VC	Sociology
MO-259	1-EVN	Clinical IV	SO-380	5-ODD	Death And Dying
MO-259	1-ODD	Clinical IV	SO-380	VC	Death And Dying
MO-259	VC	Clinical IV	TR-125	1-ODD	Computerized Reservations
MO-273	1-EVN	Coding II	TR-216	2	Hospitality Supervision
MO-273	1-ODD	Coding II	TR-217	4	Event Planning
MO-273	4-ODD	Coding II	TR-219	1-EVN	Hospitality & Travel Sales
MO-273	VC	Coding II	UN-100	1-ODD	First Year Experience
MO-285	5-ODD	Medical Assisting Externship I	UN-100	2-EVN	First Year Experience
MT-120	3-EVN	Advertising	UN-100	4-ODD	First Year Experience
MT-120	VC	Advertising	UN-100	VC	First Year Experience
MT-220	4	Marketing I	UN-210	5-ODD	International Travel
MT-220	VC	Marketing I	UN-210	VC	International Travel

UN-220	3-EVN	Introduction to Diversity Issues
UN-220	4-EVN	Introduction to Diversity Issues
UN-220	10	Introduction to Diversity Issues
UN-220	VC	Intro to Diversity Issues
UN-292	5-ODD	Portfolio Capstone
UN-292	VC	Portfolio Capstone
UN-310	5-ODD	International Travel
UN-310	VC	International Travel

UN-490	5-ODD	Portfolio Capstone
UN-490	VC	Portfolio Capstone
WP-138	4-ODD	Intro to Word Processing Applications
WP-138	VC	Intro to Word Processing Applications
WP-267	5-ODD	Advanced Word Processing Applications
WP-267	VC	Advanced Word Processing Applications
WS-315	2-ODD	Women & Technology
WS-315	VC	Women & Technology

