

# MARIAN UNIVERSITY FALL 2017 SCHEDULE OF CLASSES

OFFICE OF THE REGISTRAR

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The course information listed in this schedule is updated weekly. Changes will appear in **RED**. Students can find the most accurate schedule information in the course offering on their CAMS student portal.

## REGISTRATION INFORMATION

### ► ACADEMIC ADVISING AND REGISTERING FOR CLASSES

- CHANGES IN ACADEMIC PROGRAM AND/OR ADVISOR:** If wishing to change advisors and/or declare or change a major, minor, or concentration, complete and submit the Change of Major/Advisor form available in the Office of the Registrar. Check your CAMS student portal as directed in your registration e-mail to see who is currently listed as your advisor in CAMS; submit a Change of Major/Advisor form well in advance of registration if the advisor listed is not correct. If the advisor listed in CAMS is not your correct advisor, you will be unable to register.
- COURSE SELECTION & APPROVAL:** Review course selections and complete a schedule planning form with your advisor.
  - Self-tracking guides for graduation requirements are available at the Office of the Registrar to help in schedule planning.
  - If you are registering for a course for which you do not have the required prerequisite, a course that requires instructor permission to register, or courses with conflicting class meeting times, you must obtain signatures from the applicable instructor(s) in the shaded section of your schedule planning form and bring the form to the Office of the Registrar after you have registered online so these courses can be added.
  - If registering for an independent study or tutorial, obtain and complete an independent study/tutorial form from the Office of Academic Affairs (MH 110). These courses require the approval of Bill Harting, Assistant Provost for Academic Affairs.
- REGISTRATION:** Registration for continuing students will take place online. **All students receive information about determining their appointed registration day by e-mail at their Marian University e-mail address;** registration days are assigned based on class level as determined by the number of earned credit hours. Registration will take place March 27-April 7. To register online, follow the directions in the “Step-by-Step Guide to Online Registration” in the Registration Resources section of the Office of the Registrar’s website.
  - Newly admitted and readmitted students will receive information regarding when and how they can register.
  - NO LATE REGISTRATION:** Students **must** register by Sunday, Aug. 20th @ 11:59pm or they will not be able to start classes for the fall semester. The CAMS Student Portal will be available for online registration through 11:59pm on Aug. 20th.
  - SCHEDULES & TEXTBOOKS:** Following registration, print a copy of your schedule from your CAMS student portal. You must have a schedule in order to charge textbooks to your Marian University student account. Required textbooks can be viewed online at [www.marian.edu](http://www.marian.edu) →Current Students→My Marian→Bookstore.  
*You must comply with the published tuition payment policy and meet all tuition payment deadlines in order to confirm your registration. Students who do not comply with the published tuition payment policy will incur late fees on their student accounts.*

### ► WAITING LIST

- If placed on a waiting list, you are not considered to be registered for that course until an opening becomes available.
- Nursing students are not permitted to place themselves on waiting lists for clinicals.
- Check your schedule via your CAMS student portal to see whether you have been taken off the waiting list and added into the class. Other notification of waiting list status will not be provided.
- At 4 p.m. on Friday, August 18, all waiting lists will be finalized and students will no longer have the ability to add themselves to a waiting list or to be moved from the waiting list into the class. It will no longer be possible to get into a course from the waiting list without following the schedule change procedure as described below. If you are not comfortable taking the risk that you may not get into a closed class at the last minute, select an alternate course to complete your schedule.

### ► SCHEDULE CHANGES

- At any time before Sunday, August 20 at 11:59 p.m., you may drop or add classes online through your CAMS student portal. On or after the first day of the semester, you must submit any changes to your schedule, including section changes, in person at the Office of the Registrar using a Course Scheduling (Drop/Add) form. Instructor and advisor signatures are required beginning August 21. You are responsible for adhering to the following deadlines to add and/or drop courses.

**LAST DAY TO ADD A CLASS; LAST DAY TO DROP A CLASS WITHOUT “W” GRADE & \$50 FEE .....AUGUST 25**

**LAST DAY TO DROP A CLASS (for semester-long courses).....OCTOBER 27**

**LAST DAY TO DROP ALL CLASSES FOR THE SEMESTER (WITHDRAW FROM THE UNIVERSITY).....DECEMBER 8**

- A \$50.00 fee will be charged for each Schedule Change (Drop/Add) form submitted on or after August 28.
- If you discontinue a class without following the above procedure to drop the class, you will receive a failing grade.**

## FEES FOR 2017-2018

Tuition, full-time students, 12-19 credits, per semester .....	\$16,500.00
Tuition for enrolled credits in more than 19 credits (19.01 and above), per credit hour .....	\$725.00
Tuition, part-time students, fewer than 12 credits, per credit hour .....	\$1,450.00
Tuition, second degree students, per credit hour .....	\$795.00
Audit fee, per credit hour, only charged if course is <u>not</u> taken for credit .....	\$200.00
Additional course fees..... published in the attached course schedule listing where applicable	
Schedule Change (Drop/Add) form submitted on or after August 28, per form submitted .....	\$50.00
Auto registration, per semester* .....	\$110.00
*\$220.00 annual fee charged during fall semester for the academic year-parking passes are valid through summer 2018	
Parking violation, per occurrence (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> offense) .....	\$50.00, \$100.00, \$150.00
Late payment of tuition .....	\$100.00 (additional penalties also apply)
Full-time estimated book fees.....	\$600.00
Transcript fees are available online at: <a href="http://www.marian.edu/current-students/registrar/transcripts">http://www.marian.edu/current-students/registrar/transcripts</a> .	

**PLEASE NOTE:** Students are expected to pay all student account charges by the due dates published by Marian University. The student will be responsible for paying any and all costs associated with collection efforts by Marian University. This may include interest, collection costs, attorney fees and court fees.

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## SCHEDULES FOR WITHDRAWAL FROM THE UNIVERSITY and REDUCTION OF CHARGES:

A student who withdraws from school may be entitled to full or partial reduction of charges. Reduction of charges is based on the official date of withdrawal as recorded in the Office of the Registrar. Consult with the Financial Aid Office concerning the impact that withdrawal may have upon current financial aid awards.

### Standard (semester-long) courses

- withdraw during calendar week 1 = 100%
- withdraw during calendar week 2 = 90%
- withdraw during calendar week 3 = 60%
- withdraw during calendar week 4 = 25%
- withdraw during or after calendar week 5 = 0%
- *last date to withdraw with "W" grade – 5 business days before published end date of the class.*

### Courses lasting 5 weeks or more

(up to, but not including, semester-long courses)

- withdraw during calendar week 1 = 100%
- withdraw during calendar week 2 = 50%
- withdraw during calendar week 3 or after = 0%
- *last date to withdraw with "W" grade –5 business days before published end date of the class.*

### Courses lasting 4 or fewer weeks – no "W" grades given without complete withdrawal from the university

- withdraw prior to start of class = 100%; withdraw after class begins = 0%: *last date to withdraw with "W" grade –5 business days before published end date of the class. If class meets less than 5 days, withdraw is not permitted after class begins.*

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## 2017 FALL CALENDAR

Registration for students not previously registered, change of registration, fee payment, placement tests .....	Aug. 17
Residence Halls open.....	Aug. 20
Classes begin at 8:00 am. ....	Aug. 21
Last day to add a course (signatures of instructor and advisor required).....	Aug. 25
Last day to drop a course without "W" grade or change to/from audit status .....	Aug. 25
Labor Day, university closed.....	Sept. 4
Close of Pass/Fail option .....	Sept. 22
Incompletes from spring/summer 2017 due .....	Sept. 29
Mid-term date.....	Oct. 13
Mid-term recess, no classes .....	Oct. 16-17
Last day to withdraw from a single course with a "W" grade (for semester-long courses) .....	Oct. 27
Registration for spring 2018 semester .....	Oct. 30-Nov. 10
Holy Day: Feast of All Saints.....	Nov. 1
Thanksgiving Recess, no Wednesday classes.....	Nov. 22
Thanksgiving Recess, no classes and university closed .....	Nov. 23- 24
Senior comprehensive exam results due (Dec. 2016 grads) .....	Nov. 27
Last day for May 2018 graduation candidates to file graduation application .....	Dec. 1
Marian University patronal feast: Immaculate Conception.....	Dec. 8
Reading Day, no classes .....	Dec. 8
Last day to withdraw from <u>all</u> fall 2017 courses (withdraw from the university).....	Dec. 8
Final examinations.....	Dec. 11-15
Fall graduation date (no ceremony) .....	Dec. 31

## FILE FOR GRADUATION

- 2017-2018 Associate and Bachelor degree candidates must file a Graduation Application with the Office of the Registrar no later than December 1, 2017. Click on the *graduation application* link at [www.marian.edu/commencement](http://www.marian.edu/commencement).

## **CLASS CANCELLATION OR CHANGE**

- The university reserves the right to change or cancel courses as needs and enrollment warrant. Because course information may change in between registration and the first day of classes, students should print an updated schedule from their CAMS student portal immediately prior to the start of the classes.

## **COURSE LOAD**

- The normal load for a full-time student is 12-19 credit hours per semester.
- Because academic performance may suffer when an overload is taken, students with a cumulative GPA of 2.0 or above wishing to enroll in 19 or more credits and students with a cumulative GPA below 2.0 wishing to enroll in 17 or more credits must receive signature approval from the Office of Academic Affairs, MH 110.
- An additional per credit hour fee is charged if enrolled in more than 19 (19.01 and above) credits per semester.
- Full-time students earning fewer than 16 credits each semester will be unable to complete degree requirements in the prescribed four years for a bachelor degree or two years for an associate degree, unless additional credits are earned during summer school or by examination.

## **ATTENDANCE AND CROSS-REGISTRATION**

- See information and policies as printed in the Course Catalog. Information for those interested in the cross-registration program (the Consortium for Urban Education – CUE) is available by request in the Office of the Registrar. All cross-registration forms for fall 2017 classes must be submitted to the Office of the Registrar by August 1, 2017.

## **CONVOCATIONS**

- Convocations are a required component of each department's senior seminar course. All Marian University students are encouraged and welcome to attend the convocations.

## **PASS/FAIL AND AUDIT OPTIONS**

- **PASS/FAIL OPTION** - This option is available to juniors and seniors in elective courses (not applicable to courses required for the major or minor discipline, certification, or general education). Using the Schedule Change (Drop/Add) Form, all changes to or from pass/fail status must be submitted to the Office of the Registrar by September 22.
- **AUDIT GRADING OPTION** – Students wishing to audit a course must be admitted to the university. This option is not available for laboratory, studio, or practicum courses. No credit or grade is given. A fee of \$200.00 per credit hour is charged for an audited course. All changes to or from audit status must be recorded on a Course Scheduling form (drop/add) and submitted to the Office of the Registrar by August 25.

## **COURSE LEVELS**

- Courses numbered below 100 level (ENG 099, COL 099, MAT 090, MAT 095) are graded developmental courses designed to bring students up to the college level in these subjects. A combined maximum of 12 credits in developmental, activity, and enhancement courses may apply toward a bachelor degree or 6 credits toward an associate degree.
- Numbers 100-299 are lower division courses designed primarily for students at the freshman and sophomore levels.
- Numbers 300-498 are upper division courses primarily for juniors and seniors but are open to students who have completed the freshman level of study.
- Number 499 designates independent study or a research project at an advanced level.
- Numbers 500-599 are graduate level courses.
- Of the 128 credits for a bachelor degree, at least 64 credits must be at the 200 level or above.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect all official records which pertain to them and to challenge inaccurate or misleading information, except parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except the following "directory" information available to the public: student's name, campus address, off-campus address, email address, telephone number, voice mail number, date of birth, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full-time/part-time status, degrees, awards, and honors including the Dean's List, and most recent previous institution attended by student.

***The student may request that "directory" information not be released by completing the FERPA Request form in the Office of the Registrar at the beginning of each semester. Failure to notify the Office of the Registrar may mean that university publications, such as team rosters or student directories, may include some directory information. More information about FERPA is available online at [www.marian.edu](http://www.marian.edu).***

## **ARMY RESERVE OFFICER TRAINING (ROTC)**

Through a cooperative program with IUPUI, Marian University students may enroll in the Reserve Officer Training Corps (ROTC) program which leads to a commission in the U.S. Army, Army National Guard or Army Reserve. All ROTC classes (indicated with course prefix MIL) taken are applied as general electives to your Marian University academic record. The leadership classes are open to full-time students, men and women, without incurring any obligation to continue the program to enter into military service. The first two years are exploratory in nature and offer one or two hours of academic credit per semester. Students wanting to continue the program and receive a commission upon graduation must apply for admission into the advanced program at the end of the second year of ROTC. Selection is competitive. Marian University students who are eligible for assistance can receive significant scholarship assistance by participation in this program. There are no restrictions on majors for students interested in ROTC. Students who do not continue may still use credits as electives earned toward any degree. For more information call 317.274.2691/0073 or email at [goarmy@iupui.edu](mailto:goarmy@iupui.edu). Visit the Army ROTC website at <http://www.iupui.edu/~armyrotc/>.

## **DEVELOPMENTAL AND ENHANCEMENT COURSES**

A combined maximum of 12 credits in developmental and enhancement courses may apply toward a bachelor degree or 6 credits toward an associate degree. Not all of the following courses are offered in the current semester. See the course listing for details.

BIO 198	Introductory Research	LAW 101-102	Mock Trial I & Mock Trial II
COL 099	College Reading and Learning Strategies	MAT 090	Introductory Algebra
COL 101	Career Exploration	MAT 095	Intermediate Algebra
COL 110	Strategies for College and Career Success	MUS XXX	Vocal/Instrumental Ensembles
COM 203	Forensics	MUL XXX	Private Lessons
ENG 099	Basic English	PHL 115	Ethical Analysis in Practice
ENG L10, L20, L30, L40	Writing Tutorial	SOC 100	Experiential Learning: Community Service
GLS 290	Model United Nations	THE 105	Theatre Production
HPE 100-122	Physical Education Activity Courses	THL 100	The Practice of Prayer

## **ALPHABETICAL KEY TO CLASSROOM LOCATIONS**

CH	Clare Hall	MB/MC	Steffen Music Center	PE	Physical Education Center
DH	Doyle Hall (basement)	MH	Marian Hall	PJH	Peace and Justice House
EC	Evans Center	OH	Oldenburg Hall	UH	University Hall (3 <sup>rd</sup> floor)
LIB	Library				

## **SPECIAL TOPICS COURSES – FALL 2017**

### **BUS 380- Business Management: Cases & Application**

This course encompasses the case study method of instruction to analyze, present and defend recommendations with justification confronting business managers. Emphasis is placed on the practical implications and applications of business concepts through real-world company examples and cases. Students will integrate management theories and business knowledge; apply research, critical thinking, decision-making and enhance written and verbal communication skills as they explore the challenges in case studies based on real business experiences. Guidelines provided by the Society of Human Resource Management Student Case Competition and the Indiana Logistics Case Competition will be followed throughout the course. Each student team will participate in a mock case and present their proposal to business professionals for critique. The mock case process will aid student teams as they prepare to compete against other university teams in a state, regional or national case competition. Course may count for elective business experience.

### **HIS/SOC 380: Special Topics: Crime and Punishment**

This course examines the ways in which crime is defined, perceived, experienced, and responded to. In particular, it examines all the ways these have changed over time, how these changes are linked to other social phenomena, as well as their various ramifications for different groups. The primary focus is on the United States, but international issues will also be examined.

**Fall 2017 SCHEDULE - MARIAN UNIVERSITY FOR ST.VINCENT HEALTH ACCELERATED BSN**

Students enrolled in clinicals must enroll in NUR 002, Nursing Clinical and Assessment Fee, and pay a \$200 fee for the semester.

Students are not permitted to go on waiting lists for clinicals.

COURSE ID	COURSE NAME	C.H.	COURSE DATES	INSTRUCTOR
NUR 002 100	Nursing Clinical & Assessment Fee		Required for all students enrolled in clinicals.	
NSG 129 100	Nursing Concepts and Connections	1	August 21 - October 13	Gomez/Benson
NSG 201 100	Health Assessment and Communication	4	August 21 - October 13	Miller
NSG 201 L101	Health Assessment and Communication Clinical		August 21 - October 13	Miller
NSG 211 100	Pathophysiology	3	August 21 - December 15	Burns
NSG 221 100	Community Health Concepts	2	August 21 - December 15	Blackford
NSG 241 100	Fundamentals	4	October 18 - December 15	Delcampo
NSG 241 L101	Fundamentals Clinical		October 18 - December 15	Delcampo
NSG 251 100	Pharmacology and Dosage with Lab I	4	August 21 - December 15	Campbell
NSG 251 L101	Pharmacology and Dosage Lab		August 21 - December 15	Staff
NUB 220 100	Nursing Care of the Adult Client I	4	August 21 - October 13	Rogers/Bolyard
NUB 220 L101	Nursing Care of the Adult Client I Clinical		August 21 - October 13	Rogers/Bolyard
NUR 238 100	Human Nutrition	2	August 21 - October 13	Edrington
NUB 330 100	Maternity Nursing	5	August 21 - October 13	Phillips
NUB 330 L101	Maternity Nursing Clinical		August 21 - October 13	Phillips
NUB 340 100	Pediatric Nursing	5	October 18 - December 15	Benson
NUB 340 L101	Pediatric Nursing Clinical		October 18 - December 15	McNelis
NUB 350 100	Nursing Care of Adult Client II	5	October 18 - December 15	Hertzler
NUB 350 L101	Nursing Care of Adult Client II Clinical		October 18 - December 15	Hertzler
NUB 400 100	Research in Health Care	2	August 21 - October 13	Hardin
NUB 401 100	Leadership and Management	4	August 21 - December 15	Bragg
NUB 401 L101	Leadership and Management Clinical		August 21 - December 15	Bragg
NUB 416 100	Professional Role Development III	1	October 18 - December 15	Rogers/Bolyard
NUB 430 100	Mental Health Nursing	3	August 21 - December 15	Curran
NUB 430 L101	Mental Health Nursing Clinical		August 21 - December 15	Curran
NUB 440 100	Nursing Care of the Adult Client III - Complex	5	August 21 - December 15	Dimmock
NUB 440 L101	Nursing Care of the Adult Client III - Complex Clinical		August 21 - December 15	Dimmock
NUB 450 100	Community Health Nursing	4	August 21 - December 15	Malary
NUB 450 L101	Community Health Nursing Clinical		August 21 - December 15	Malary
NUR 310 100	Legal and Ethical Aspects of Health Care	1	August 21 - October 13	Bolyard/Rogers
NUR 350 100	Nursing Informatics	2	October 18 - December 15	Hoogerwerf

**Fall 2017 SCHEDULE - MARIAN UNIVERSITY AT SAINT THOMAS HEALTH ACCELERATED BSN**

Students enrolled in clinicals must enroll in NUR 002, Nursing Clinical and Assessment Fee, and pay a \$200 fee for the semester.

Students are not permitted to go on waiting lists for clinicals.

COURSE ID	COURSE NAME	C.H.	COURSE DATES	INSTRUCTOR
NUR 002 200	Nursing Clinical & Assessment Fee		Required for all students enrolled in clinicals.	
NSG 129 200	Nursing Concepts and connections	1	August 21 - October 13	Rogers/Bolyard
NSG 201 200	Health Assessment and Communication	4	August 21 - October 13	Miller
NSG 201 L201	Health Assessment and Communication Clinical		August 21 - October 13	Miller
NSG 211 200	Pathophysiology	3	August 21 - December 15	Burns
NSG 221 200	Community Health Concepts	2	August 21 - December 15	Blackford
NSG 241 200	Fundamentals	4	October 18 - December 15	Delcampo
NSG 241 L201	Fundamentals Clinical		October 18 - December 15	Delcampo
NSG 251 200	Pharmacology and Dosage with Lab I	4	August 21 - December 15	Campbell
NSG 251 L201	Pharmacology and Dosage Lab		August 21 - December 15	
NUB 220 200	Nursing Care of the Adult Client I	4	August 21 - October 13	Rogers/Bolyard
NUB 220 L201	Nursing Care of the Adult Client I Clinical		August 21 - October 13	Rogers/Bolyard
NUB 330 200	Maternity Nursing	5	August 21 - October 13	Phillips
NUB 330 L201	Maternity Nursing Clinical		August 21 - October 13	Phillips
NUB 340 200	Pediatric Nursing	5	October 18 - December 15	Benson
NUB 340 L201	Pediatric Nursing Clinical		October 18 - December 15	Benson
NUB 350 200	Care of the Adult Client II	5	October 18 - December 15	Hertzler
NUB 350 L201	Nursing Care of Adult Client II Clinical		October 18 - December 15	Hertzler
NUB 400 200	Research in Health Care	2	October 18 - December 15	Hardin
NUB 401 200	Leadership and Management	4	October 18 - December 15	Story
NUB 401 L201	Leadership and Management Clinical		October 18 - December 15	Story
NUB 416 200	Professional Role Development III	1	August 21 - December 15	Rogers/Bolyard
NUB 430 200	Mental Health Nursing	3	August 21 - October 13	Thie
NUB 430 L201	Mental Health Nursing Clinical		August 21 - October 13	Thie
NUB 440 200	Nursing Care of the Adult Client III - Complex	5	August 21 - October 13	Hardin/Potter
NUB 440 L201	Nursing Care of the Adult Client III - Complex Clinical		August 21 - October 13	Hardin/Potter
NUB 450 200	Community Health Nursing	4	August 21 - October 13	Blackford
NUB 450 L201	Community Health Nursing Clinical		August 21 - October 13	Blackford
NUR 310 200	Legal and Ethical Aspects of Health Care	1	October 18 - December 15	Bolyard/Rogers
NUR 350 200	Nursing Informatics	2	August 21 - October 13	Hogerwerf