

Adult Degree Completion Program Fall II, 2008

Undergraduate Schedule of Classes

Drop/Withdrawal Policy

Students are not dropped or withdrawn from courses if they do not attend. In order to qualify for a refund or reversal of charges you must drop or withdraw from class officially by notifying your academic advisor before the deadline. Notifying an instructor or failing to attend class does not constitute an official drop or withdrawal from a course nor does it eliminate the student's financial responsibility for course payment.

- **ADCaP will refund tuition at 100% if the student drops before the end of the first week of classes (in writing before Friday @ 5:00 pm).**
- **Students may withdraw up to the end of the sixth week (in writing before Friday @ 5:00 pm) without academic penalty. A grade of W will be issued. The student is responsible for full tuition.**
- **It is not possible to withdraw from a three-semester-hour course after the sixth week.**

A course dropped by the end of the first week of class will not be recorded on your permanent record. Withdrawal from a course before week seven and after week one will result in a permanent grade of "W." It is not possible to withdraw from a three-semester-hour course after the sixth week.

Students withdrawing from UIW may be required to repay some of the federal grants and/or loans. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), TIP Grant, Federal Stafford Loan or PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded. If any funds remain after the return of Title IV aid, they will be used to repay UIW funds, state funds, other private sources and the student in proportion to the amount received from each non-federal source as long as there is no unpaid balance at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

Text Book Information

Textbooks can be ordered online or by telephone at (210) 829-6056. If you choose to order your textbooks online, the address is www.uiw.bkstr.com. The Bookstore is located on the 4th floor of the International Conference Center (ICC) on the Corner of Hildebrand and Highway 281.

When you order or purchase your text books online at the UIW Bookstore, please make certain you are purchasing the correct text. In some cases a different edition is being used at another ADCaP center. Please read the tags on each shelf to make sure you are purchasing the correct text for the correct course or ask the Bookstore employees for assistance if you are in doubt.

If you go online to place an order through Follett's Bookstore you will need to do the following:

1. Select Your Program: UIW Bookstore #236 (You must select this option or you will not be able to locate the correct books)
2. Select Your Term: Summer 1 '08 (dependent upon the term in which you are purchasing a book)
3. Select Your Division: This is where you choose ADCAP, Virtual University, High School, or Main Campus.
4. Then select the department (BMGT, ACCT, etc.), course number (3340, 2312, etc), section number (01, 02, etc.) as it corresponds to your banner enrollment. (You will need to check your registration through Banner to locate the section number of your courses or look in the Schedule of Classes below)

NORTHEAST CENTER

The Northeast Center is located at 7880 Pat Booker Road, Live Oak, Texas. Office hours are 10:00 am to 8:00 pm Monday through Thursday. The center is closed on Fridays.

Classes are held at this location on a Monday-Wednesday or a Tuesday-Thursday evening format.

Lesa McKenzie
Academic Advisor
Phone: (210) 590-5490
Email: mckenzie@uiwtx.edu

Monday - Wednesday

5:30 pm - 7:40 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
43460	ACCT 2311	20	Principles of Accounting I		25
43461	EDUC 2302	05	American Sign Language II	EDUC 2301	25
43463	HRES 3340	06	Organizational Development	BMGT 3354, 4355	25
43462	HRES 3350	05	Staffing	HRES 3330	25
43580	ORGD 3340	07	Organizational Development	BMGT 3354, 4355	25

7:50 pm - 10:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
43467	BMGT 3354	10	Human Resources Management	BMGT 3340	25
43465	ENGL 1312	40	Composition II	ENGL 1311	25
43464	MUSI 2346	02	History of Jazz		25
43466	ORGD 3380	02	Work Design	ORGD 3340	25

Tuesday - Thursday

5:30 pm - 7:40 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
43468	BMDS 3370	12	Analytical Decision Making I	MATH 1304	25
43469	BMGT 4351	05	Seminar in Business & Society	Completion of Business Core	25
43470	PHIL 3333	05	Applied Ethics	PHIL 1381	25

7:50 pm - 10:00 pm

CRN	COURSE	SEC:	COURSE TITLE	PRE-REQUISITE	Class Size
43474	BINT 3331	10	International Business Management	BMGT 3340	25
43473	COMP 1301	25	Computer Literacy		25
43471	ECON 2302	09	Microeconomics		25
43507	HRES 4350	06	Leadership in Organizations	BMGT 4355	25
43506	ORGD 4350	05	Leadership in Organizations	BMGT 4355	25
43472	RELS 3300	27	The Religious Quest		25