Ottawa University Graduate Course Schedule
Early Summer Term: May 5 – June 28, 2014

Please note that all graduate classes are eight weeks in length.

BUS 0001 – New Student Orientation
Attendance of the orientation is required for all new students at the start of their first term in the graduate program. Information on the day and time is located on the registration form. Orientation is held at the Brookfield campus.

CLASSROOM FORMAT
($575.00 per credit hour)
Course descriptions are available on the MyOttawa web portal or in the University catalog.

Required texts are listed on Akademos – www.ottawa.textbookx.com

Graduate Business Courses – MBA and MAHR Students Only					
BUS 7000/HRC 7611	WA	Organizational Behavior and Theory	Maggi Cage	Monday - Brookfield Campus	5/5/14 – 6/23/14 6:00 – 9:30 p.m.
BUS 7900	WA	Social, Cultural, Legal, and Political Aspects of Business	Sonya Bice	Monday – Oak Creek Campus	5/5/14 – 6/23/14 6:00 – 9:30 p.m.
HRF 7111	WA	Trends, Issues, and Perspectives in HR	Elaine McCarty	Tuesday - Brookfield Campus	5/6/14 – 6/24/14 6:00 – 9:30 p.m.
BUS 8500	WA	Graduate Seminar: Business Policies and Strategies	Tom Walsh	Wednesday - Brookfield Campus	5/7/14 – 6/25/14 6:00 – 9:30 p.m.
BUS 7700	WA	Management Information Systems	Jackie Daulton	Thursday - Brookfield Campus	5/8/14 – 6/26/14 6:00 – 9:30 p.m.
HRC 7461	WA	Wage, Salary, and Benefits Administration	Cheryl Brah	Thursday – Brookfield Campus	5/8/14 – 6/26/14 6:00 – 9:30 p.m.

Graduate Counseling Courses – MAC Students Only					
PYC 7932	WA	Group Counseling and Dynamics	Staff	Wednesday - Brookfield Campus	5/7/14 – 6/25/14 6:00 – 9:30 p.m.

ONLINE FORMAT
($575.00 per credit hour)

For online courses, please see the Ottawa website at: http://www.ottawa.edu/Online.
To find books for online courses, please go to www.ottawa.textbookx.com and choose the Online division.

Refund Policy

The refund policy applies when a student drops a single class or completely withdraws from all classes during a period of enrollment. Classes that do not meet are treated as those with standard schedules:

8-Week Terms
Through the Term Drop Period (Monday of Week 2) ..... 100% refund
Week 2 of Term (Tuesday – Sunday) ..... 75% refund
Week 3 of Term (Monday – Sunday)..... 50% refund
Remainder of Term..... NO REFUND

Additional state and federal refund policies may apply. For more detailed information, see your student handbook.

FEDERAL UNOFFICIAL WITHDRAWAL POLICY:

Financial aid students who fail to continue participating in an academically related activity before 60 percent or more of the calendar days have expired in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F or NC.

The Federal R2T4 calculations will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate federal program(s).

Because the student did not officially withdraw, the institutional charges will not be reduced and any resulting return of funds can/will result in a balance due the University. **For this reason, students are strongly encouraged to officially withdraw from any class as quickly as possible once the decision to not complete has been made.**