

Spring 2015

Programs & Courses

Inside

Part-time undergraduate
degree program

New online degree
in health sciences
management

Online and on-site
certificates in business,
finance, IT, leadership, and
management — many of
which can be completed in
12-18 months



UNIVERSITY *of* VIRGINIA
SCHOOL *of* CONTINUING & PROFESSIONAL STUDIES



The popularity and increased demand for public lectures given by University of Virginia professors throughout the Commonwealth motivated UVa President Edwin Alderman to formally establish the Bureau of Extension in 1915.

Celebrating 100 Years: 1915-2015

The School of Continuing and Professional Studies (SCPS) opens the doors of the University of Virginia to nontraditional adult learners. It is the mission of SCPS to be responsive to nontraditional learners by providing high quality educational opportunities that help them achieve their personal and professional goals. The commitment to serving a diverse community of learners is apparent in the programs and courses offered at convenient times and places. Students enrolled through SCPS have the option to learn in the classroom, at various locations around the Commonwealth, and online.

Contents

- Learning Environments. 2
- Degree Programs 3
- Graduate Certificates 4-5
- Graduate Transfer Partnerships 6-7
- Undergraduate / Post-Baccalaureate Certificates 8-9
- Certificate Programs - Application & Admission, Deadlines 9
- Noncredit Certificates 10
- Credit Classes by Location or Online. 11-13
- Noncredit Classes by Location or Online. 14
- Credit Class Offerings. 15-26
- Noncredit Class Offerings. 27
- Registration, Payment, Tuition & Fees. 28-32

SCPS Calendars

Information Sessions

TBA

Degree Programs for Working Adults

Please check www.scps.virginia.edu for a complete schedule of Information Sessions to learn more about the Bachelor of Interdisciplinary Studies and the new Bachelor of Professional Studies in Health Sciences Management.

Academic Calendar

Registration Opens

Monday, December 1

Classes Begin

Mid January

Certificate Program Deadlines

See page 9

Degree Program Deadlines

See page 3

The School of Continuing and Professional Studies may cancel, modify, or make substitutions for any published class or program, may change instructors, and may change the dates and times a class is offered. Information published in this catalog is subject to change. Please use the Class Search at www.virginia.edu/sis for the most up-to-date and complete listing of classes offered through SCPS this semester.

< DECEMBER 2014 >

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 30 | 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 | 1 | 2 | 3 |

< JANUARY 2015 >

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 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 |

Learning Environments

In Person

You will see the terminology In Person to define the mode of instruction in the Student Information System. You may also see this type of class referred to as live or classroom-based. These classes provide only face-to-face (F2F) instruction, and may include lectures, discussion, and seminar-style formats.

Less than 50% Internet-Based

You will see the terminology Less than 50% Internet to define the mode of instruction in the Student Information System. You may also see this type of class referred to as hybrid or blended. These classes combine both face-to-face (F2F) and online instruction. There will be required F2F classes, as well as online class meetings. Less than 50% of class materials, course activities, assignments, and discussions will be online.

More than 50% Internet-Based

You will see the terminology More than 50% Internet to define the mode of instruction in the Student Information System. You may also see this type of class referred to as hybrid or blended. These classes combine both face-to-face (F2F) and online instruction. There will be required F2F classes, as well as online class meetings. More than 50% of class materials, course activities, assignments, and discussions will be online.

Televised

You will see the terminology Televised to define the mode of instruction in the Student Information System. You may also see this type of class referred to as DVC (digital video conferencing). These classes originate on Grounds or at sites across Virginia, and are transmitted to one or more receiving sites using digital video. Classes are transmitted in real time to allow for student and faculty interaction and engagement.

Web Based

You will see the terminology Web Based to define the mode of instruction in the Student Information System. You may also see this type of class referred to as online. All instruction in these classes occurs in an online environment, synchronously or asynchronously, or both. Face-to-face (F2F) meetings are not required for the course. The instructor provides all materials, course activities, assignments, and discussions in an online environment.

Is My Class Synchronous or Asynchronous?

- **Same Time / Same Place** Synchronous In Person
- **Same Time / Different Place** Synchronous Televised / Synchronous Web Based
- **Different Time / Different Place** Asynchronous Web Based

Bachelor of Interdisciplinary Studies

Charlottesville, Richmond, and on the campuses of Northern Virginia, Thomas Nelson, and Tidewater community colleges

The Bachelor of Interdisciplinary Studies (BIS) is a part-time undergraduate degree program for working adults. Classes are offered on-Grounds in Charlottesville, in Richmond, on the Virginia Beach campus of Tidewater Community College, and on the Alexandria and Loudoun campuses of Northern Virginia Community College. In Fall 2015, classes will also be offered on the Williamsburg campus of Thomas Nelson Community College.

Students enter the BIS program as third year students, having completed 60 transferable hours in core and elective requirements. Applicants for the off-Grounds program offered with the Northern Virginia, Thomas Nelson and Tidewater community colleges need to have earned at least fifteen (15) transferable credits from the host community college.

The BIS curriculum is designed to foster a broad liberal studies education with concentrations offered in business, the liberal arts, or in an individualized concentration. Instruction occurs primarily face-to-face in a seminar environment in the evenings. Online courses are also available for added flexibility.

Applications are accepted for fall and spring admission. See www.scps.virginia.edu for deadlines.

Bachelor of Professional Studies in Health Sciences Management

Online

The Bachelor of Professional Studies in Health Sciences Management (BPHM) is intended for adults working in health care who aspire to managerial roles, but lack the necessary bachelor's degree. Health care professionals who have earned an associate's degree and who hold a national certification in sonography, radiography, respiratory therapy, and physical therapy assistant are invited to apply.

Admitted students complete their degree requirements on a part-time basis while continuing to work. Courses are offered online, making it convenient for adults to balance work and family while continuing their education.

The program emphasizes competency and skills development in the areas of communication, relationship management, leadership, professionalism, knowledge of health care, and business skills necessary for professional growth and advance in the health care industry. Program requirements can be completed in 10 terms.

Under a Guaranteed Admission Agreement (GAA) with the Virginia Community College System (VCCS), applicants who have completed an associate of applied science degree from a VCCS college in an applicable allied health field with 45 or more credits earned from VCCS, and have earned a GPA in VCCS coursework of 3.5 or better, and hold national certification in an applicable allied health field will be eligible for guaranteed admission. Those applying under the GAA must submit a letter of intent and official transcripts to Admission Services by February 15. A completed online application for admission must be submitted by April 1.

Applications are accepted for fall admission. Deadline for Fall Admission is April 1.

Cybersecurity Management

Online

This 6-course (18-credit) graduate certificate is designed to provide security managers with the essential tools needed to develop company standards, manage policies, and explore issues in the area of internal and external threat management. Courses cover security practices, methods in network security, and practical security management measures. The certificate is ideal for managers who have been charged with overseeing the security function. Participants from both private and public sectors benefit from the coursework that emphasizes industry standards and emerging technologies.

See Graduate Transfer Partnerships on page 6 to learn how you can transfer credits earned in the certificate to a master's degree.

eMarketing

Online

This 5-course (15-credit) graduate certificate provides the practical knowledge and hands-on skill development using the integrated web, email, and database technologies needed to acquire and retain customers in today's marketing environment. The program is appropriate for marketing professionals in all stages of their professional development as well as career changers.

Leadership

Online

This 6-course (18-credit) graduate certificate is ideal for those interested in management and leadership training. Participants establish a solid foundation of leadership competencies that can be applied immediately in the workplace. Work related projects and demonstrations add to this foundation and help each student build personal leadership skills. The program was designed for those relatively new to leadership positions, for those who must fulfill leadership roles within their organizations, or for those seeking to complete prerequisites for an MBA program.

See Graduate Transfer Partnerships on page 6 to learn how you can transfer credits earned in the certificate to a master's degree.

Leadership in Human Resources Management

Online

This 5-course (15-credit) graduate certificate provides the knowledge and skills essential in top management positions. Coursework focuses on the principles and concepts of group and team behavior, leadership roles, the importance of organizational vision, values and ethics, assessing and capitalizing on human resources, and managing scarce resources in today's complex organizations. This hands-on program is ideal for human resource management professionals in the early to mid-level stages of their professional development. Typical students are working professionals who have completed a bachelor's degree, work in the field of human resources management, and are ready to assume greater responsibilities.

See Graduate Transfer Partnerships on page 6 to learn how you can transfer credits earned in the certificate to a master's degree.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2015.

Procurement & Contracts Management

Online

This 6-course (18-credit) graduate certificate provides advanced training in the field of procurement and contracts management. Coursework focuses on the core competencies recognized by the National Contract Management Association. The certificate is ideal for mid-level and senior professionals looking to stay ahead of the competition, advance in their career, or increase their earning potential. Students with no prior procurement and contracting experience are advised to enroll in PC 4010 before beginning courses in this certificate.

See Graduate Transfer Partnerships on page 6 to learn how you can transfer credits earned in the certificate to a master's degree.

Project Management

Online

This 8-course (24-credit) graduate certificate provides a core framework and information on how to apply a wide range of tools in order to be an effective project manager. Coursework focuses on the core competencies recognized by the Project Management Institute. The certificate is ideal for individuals who are required to manage projects but possess a limited understanding of project management as a discipline.

Public Administration

Online

This 5-course (15-credit) graduate certificate provides the essential knowledge and skills needed to meet the administrative and management challenges of today's public sector and nonprofit organizations. Courses build the knowledge base necessary for decision making, planning, administrative effectiveness, budgeting, and critical thinking, as well as the management and leadership skills essential for success. The courses are ideal for employees working in public or nonprofit organizations, career changers interested in entering the public or nonprofit sectors, and in-service or pre-career students interested in beginning a career in public service.

See Graduate Transfer Partnerships on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

Technology Leadership

Online

This 6-course (18-credit) graduate certificate offers a solid foundation of leadership competencies that can be used immediately in the workplace. It includes work-related projects and demonstrations that help each student build effective personal leadership skills. The certificate is ideal for technical professionals who currently serve in managerial or leadership positions, and for those interested in advancing to such positions in the future.

See Graduate Transfer Partnerships on page 6 to learn how you can transfer credits earned in the certificate to a master's degree.

Graduate Transfer Partnerships

The School of Continuing and Professional Studies (SCPS) has developed partnerships with several universities to provide master's degree opportunities for its graduate certificate students. For a list of the identified course equivalences applicable to their respective graduate programs, visit:

www.scps.virginia.edu/graduate-transfer-partnerships

Transfer Program with Hollins University

The UVa School of Continuing and Professional Studies and the Hollins University have established a graduate-level transfer program. SCPS students earning a graduate certificate in Leadership or in Technology Leadership are eligible to apply and transfer their credits into the Hollins University Masters of Arts in Liberal Studies (MALS) program.

No more than nine (9) credit hours of graduate course work earned at UVa may be applied to the MALS program, except for students who have completed the Leadership certificate. Students who have completed the Leadership certificate can apply up to eighteen (18) credit hours of graduate course work earned at UVa towards the MALS program.

For more information, contact:

Edward Lynch
Hollins University Program Director
elynch@hollins.edu
540.362.6475

Transfer Program with Marymount University

The UVa School of Continuing and Professional Studies and the Marymount School of Business Administration have established a graduate-level transfer program. SCPS students earning a graduate certificate in Procurement & Contracts Management are eligible to apply and transfer their credits into the Marymount University M.S. in Leadership & Management program, and those earning a graduate certificate in Leadership in Human Resources Management are eligible to apply and transfer their credits into the Marymount M.A. in Human Resources Management.

No more than eighteen (18) credit hours of graduate course work earned at UVa may be applied to a Marymount School of Business degree program.

For more information, contact:

Maureen Dour
Marymount University Admissions Coordinator
mdour@marymount.edu
703.284.5770

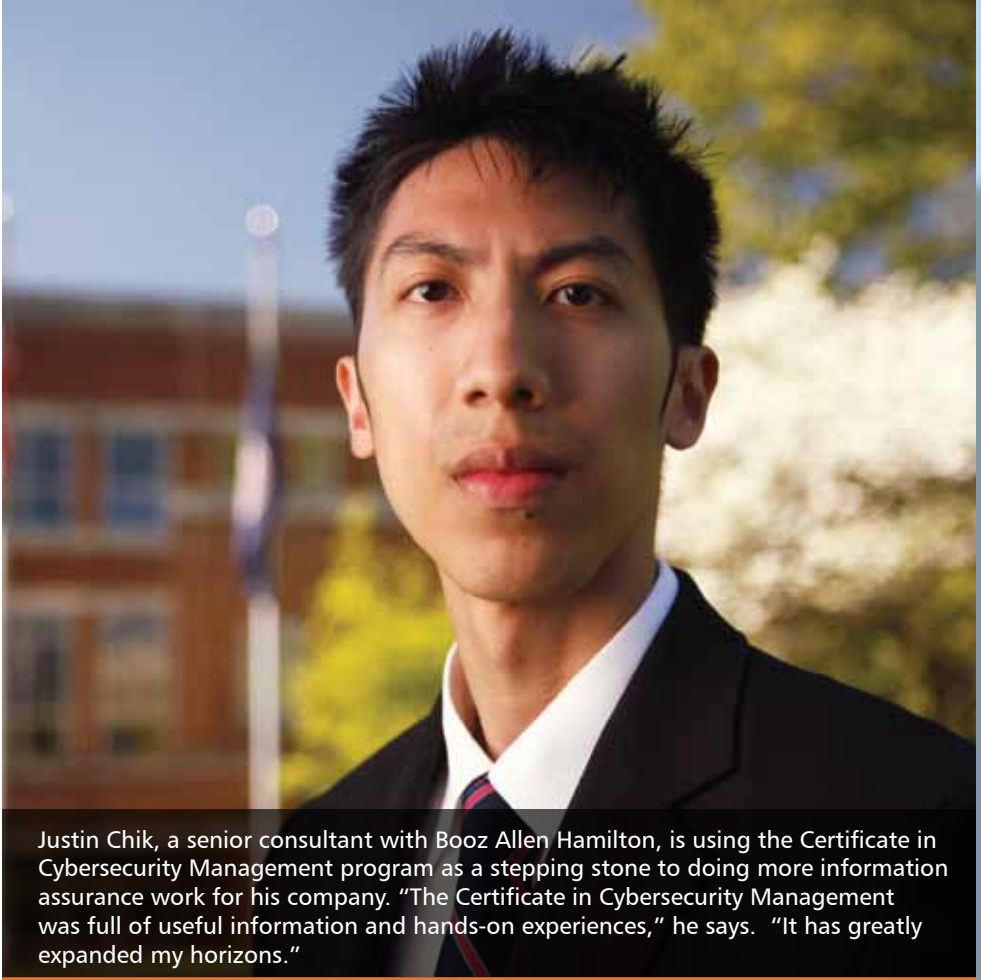
Transfer Program with Syracuse University

The UVa School of Continuing and Professional Studies and the Syracuse University School of Information Studies have established a graduate-level transfer program. SCPS students earning a Graduate Certificate in Cybersecurity Management are eligible to apply and transfer their credits into the Syracuse University Master of Science in Information Management program.

No more than fifteen (15) credit hours of graduate course work earned at UVa may be applied to a Syracuse School of Information Studies degree program.

For more information, contact:

Susan Corieri
Assistant Dean for Enrollment Management and Special Academic Program Initiatives
School of Information Studies, Syracuse University
sbcorier@syr.edu
315.443.2575



Justin Chik, a senior consultant with Booz Allen Hamilton, is using the Certificate in Cybersecurity Management program as a stepping stone to doing more information assurance work for his company. "The Certificate in Cybersecurity Management was full of useful information and hands-on experiences," he says. "It has greatly expanded my horizons."

Transfer Program with Virginia Tech

The UVa School of Continuing and Professional Studies and the Virginia Tech Center for Public Administration and Policy have established a graduate-level transfer program. SCPS students earning a Graduate Certificate in Public Administration are eligible to apply and transfer their credits into the Virginia Tech Master of Public Administration program.

No more than eighteen (18) credit hours of graduate course work earned at UVa may be applied to a Virginia Tech Master of Public Administration degree program.

For more information, contact:

Brian Cook
Center for Public Administration & Policy
Virginia Tech
brml27@vt.edu
540.231.3438

Accounting

Charlottesville / Falls Church

This 10-course (30-credit) undergraduate/post-baccalaureate certificate prepares individuals to assume greater responsibility for the accounting function. Coursework provides a foundation in accounting, auditing, taxation, commercial law, and managerial finance. The certificate is ideal for those individuals new to the accounting profession, as well as for mid-level professionals looking to stay ahead of the competition, advance in their career, or increase their earning potential.

The certificate program includes courses that are both required and recommended as preparation to sit for the Certified Public Accounting (CPA) examination. The Virginia State Board of Accountancy currently requires CPA applicants to have a baccalaureate degree from an accredited college or university with a total of 120 semester hours in accounting and business subjects distributed as follows:

- 24 semester hours in accounting including financial or intermediate accounting, management/cost accounting, taxation, and auditing. (Introductory accounting courses cannot be considered in determining whether a person has obtained the number of semester hours required for an accounting concentration or equivalent.)
- 24 semester hours in business subjects at the graduate or undergraduate level.

The coursework must be completed prior to application to sit for the CPA exam. Many individuals who have completed our Certificate in Accounting have successfully passed the exam and are now CPAs.

Human Resources Management

Online

This 6-course (18-credit) undergraduate/post-baccalaureate certificate addresses the functional areas of human resources, including the management of organizations, organizational development, and legal and ethic issues. Elective courses allow students to delve deeper into specialized areas, polish communication skills, and explore relevant topics. The certificate is appropriate for those just entering the field of human resources management.

Information Technology

Online

This 6-course (18-credit) undergraduate/post-baccalaureate certificate provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology. Coursework covers the strategic value of IT to businesses and exposes students to the web application development process (topics include IT architecture, systems analysis and design, web design, database systems, and web application development). Upon completion of the certificate, students are prepared for positions in systems analysis, web design and application development, programming, and business analysis.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2015.

Post-Bac Pre-Med

Charlottesville

The Post-Baccalaureate Pre-Medical Program is a full-time, one-year certificate program designed for college graduates with strong academic records who have made a late decision to pursue a career in medicine. It provides the science courses students need to be eligible for medical school admission. Applications are accepted beginning August 1 for the following summer.

Procurement & Contracts Management

Online

This 6-course (18-credit) undergraduate/post-baccalaureate certificate provides students with the principles for effective procurement and contracts management essential to all organizations. Course-work focuses on the core competencies recognized by the National Contract Management Association. The certificate is ideal for those individuals just entering the field of procurement and contracts management.

Certificate Programs – Application & Deadlines

Application & Admission

Students can enroll in courses without applying for admission to earn the certificate. However, a maximum of two courses will count toward satisfying the requirements for the certificate prior to admission.

Applications are accepted online, and must include the following:

- Proof of high school diploma or equivalent for those applying to an undergraduate certificate
- See the web site for details regarding academic credentials needed for noncredit certificates
- College transcript for those applying to a graduate certificate
- Résumé
- Letter of recommendation
- Statement of purpose
- Application for Virginia In-State Education Privileges, if seeking in-state tuition eligibility
- \$70 Application fee, payable by credit card only

Deadlines

Certificate Programs

- April 1 - Summer Admission
- July 1 - Fall Admission
- November 1 - Spring Admission

National Criminal Justice Command College

- June 15 - Summer Admission

Noncredit Certificates

Certified Financial Planning

Falls Church

The Certificate in Certified Financial Planning is designed to provide individuals with the skills and knowledge necessary for obtaining CFP™ Certification. This noncredit program is registered with the Certified Financial Planner Board of Standards, Inc. and includes seven classes that address the core competencies in financial planning, insurance, investment planning, income tax planning, retirement planning, estate planning, and ethics.

The program is ideal for finance and insurance professionals, attorneys, and career changers with an undergraduate or advanced degree. College seniors, who have met program entry requirements, are eligible for admission to the program.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2015.

Public Relations

Online

The Certificate in Public Relations provides a solid foundation in the fundamental functions of public relations. The noncredit certificate includes eight courses designed to provide the public relations practitioner, small business owner, and those interested in entering the field of public relations with the knowledge, skills, and abilities critical for success.

Credit Classes by Location or Online

| | Charlottesville | Falls Church | NVCC / Alexandria | NVCC / Loudoun | Richmond | TCC / Virginia Beach | Online |
|--|-----------------|--------------|-------------------|----------------|----------|----------------------|--------|
| Accounting Graduate - see page 15 | | | | | | | |
| ACCT 5250: Advanced Auditing | ✓ | ✓ | | | | | |
| ACCT 5310: Selected Topics in Advanced Accounting | | | | | | | ✓ |
| ACCT 5330: Accounting for Non-Business Organizations | | ✓ | | | | | |
| ACCT 5460: Federal Taxation II | | ✓ | | | | | |
| Accounting Undergraduate - see page 15 | | | | | | | |
| ACCT 2010: Introductory Accounting | | ✓ | | | | | |
| ACCT 2020: Introductory Accounting II | | ✓ | | | | | |
| ACCT 3110: Intermediate Accounting I | | ✓ | | | | | |
| ACCT 3120: Intermediate Accounting II | ✓ | ✓ | | | | | |
| ACCT 3140: Cost Accounting | | | | | | | ✓ |
| ACCT 4450: Federal Taxation I | | | | | | | ✓ |
| BIS Undergraduate - see pages 16-20 | | | | | | | |
| ISBU 3281 ISHU 3281 ISSS 3281: The Art of Public Speaking | | | ✓ | | | | |
| ISBU 3422 ISSS 3422: Managing your Emotions in the Workplace | | | | | | | ✓ |
| ISBU 3451: Fundamentals of Marketing | | | ✓ | | | | |
| ISBU 3710: Managerial Finance | | | ✓ | | | | |
| ISBU 3810 ISHU 3810 : Ethical Issues | | | | | ✓ | | |
| ISBU 3888 ISSS 3888: Looking Through the Philosophic Lens of Technology | | | | | | | ✓ |
| ISHU 3044: Remakes & Adaptions: Rewriting across the Genres | ✓ | | | | | | |
| ISHU 3260: Contemporary American Fiction | | | | | ✓ | | |
| ISHU 3456: History of Western Architecture from Antiquity to the Present | ✓ | | | | ✓ | | |
| ISHU 3500: Photography as Art | | | | ✓ | | | |
| ISHU 3621: The Biological Basis for Art | | | | | | | ✓ |
| ISHU 3902: Dance: Origins, Ethnology, and Evolution | | | | | | ✓ | |
| ISHU 3951: Discovering the Art of Acting | | | ✓ | | | | |
| ISHU 4120: The American Short Story: The Writer and Tradition | ✓ | | | | | | |
| ISHU 4165: American Directors | | | | | | | ✓ |
| ISHU 4210: Shakespeare for Everyone | ✓ | | | | | | |
| ISHU 4890: America and the Ethics of Food and Energy in the 21st Century | | | | | | ✓ | |
| ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences - British History | | | | ✓ | | | |
| ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences - The Atlantic World | | | | | | | ✓ |
| ISIN 4520: Special Topics in Conduct of Inquiry: Humanities - The Memorial Impulse: Loss and Commemoration | ✓ | | | | | | |
| ISIN 4520: Special Topics in Conduct of Inquiry: Humanities - Minds, Machines, and Human Nature | | | | | | | ✓ |

Credit Classes by Location or Online

| | Charlottesville | Falls Church | NVCC / Alexandria | NVCC / Loudoun | Richmond | TCC / Virginia Beach | Online |
|---|-----------------|--------------|-------------------|----------------|----------|----------------------|--------|
| BIS Undergraduate continued - see pages 16-20 | | | | | | | |
| ISLS 3190: Good Cop/Bad Cop | | | ✓ | | | | |
| ISLS 3211: Russian Politics | ✓ | | | | | | |
| ISLS 3250: The Notion and the Heft of Home | | | | | ✓ | | |
| ISLS 3280: Science as a Cultural System: Challenging Our Presuppositions | | | ✓ | | | | |
| ISLS 3291: A Seminar for Discussion of Current Issues in Public Policy | | | ✓ | | | | |
| ISLS 3780: An Examination of the Criminal Justice System | ✓ | | | | | | |
| ISLS 4120: Determining Community Needs in an Individualistic Society | ✓ | | | | | | |
| ISSS 3410: Abnormal Psychology | ✓ | | | | | | |
| ISSS 3432: Women and Science; Gender Issues in STEM since 1860 | | | | | | ✓ | |
| ISSS 3460: Lifespan Development | | | ✓ | | | | |
| ISSS 4060: War and World Politics | | | | | | | ✓ |
| ISSS 4064: Remembering the Future: How Historical Vision has Shaped Modern Politics | | | ✓ | | | | |
| ISSS 4131: Mental Health Disorders of Modern Society | | | | | | ✓ | |
| ISSS 4455: Social Inequality | ✓ | | | | ✓ | | |
| BPHM Undergraduate - see page 21 | | | | | | | |
| PSHM 3010: Introduction to Health Care Management: Applying Concepts to Practice | | | | | | | ✓ |
| PSHM 3050: Current Issues in Health Care | | | | | | | ✓ |
| Cybersecurity Graduate - see page 21 | | | | | | | |
| BUS 5010: Cyber Security Management | | | | | | | ✓ |
| BUS 5020: Security Policy Development and Assessment | | | | | | | ✓ |
| BUS 5060: Understanding Technology Used in an Open Access Environment | | | | | | | ✓ |
| BUS 6000: Applied Wireless Network Security | | | | | | | ✓ |
| eMarketing Graduate - see page 21 | | | | | | | |
| PSMT 6020: Strategic Database Marketing | | | | | | | ✓ |
| Human Resources Management Undergraduate - see page 22 | | | | | | | |
| HR 4010: Management of Organizations | | | | | | | ✓ |
| HR 4030: Organizational Change and Development | | | | | | | ✓ |
| HR 4050: Legal and Ethical Issues in Human Resource | | | | | | | ✓ |
| Information Technology Undergraduate - see page 22 | | | | | | | |
| IT 3240: Enterprise Systems Architecture and Design | | | | | | | ✓ |
| IT 3350: Agile Project Management | | | | | | | ✓ |
| IT 3380: Information Assurance Fundamentals | | | | | | | ✓ |
| IT 4400: Web Application Development - Building Dynamic Websites | | | | | | | ✓ |

| Leadership Graduate - see page 23 | | | | | | | |
|---|--|--|--|--|--|--|---|
| BUS 5300: Leadership in the Technology Organization | | | | | | | ✓ |
| BUS 5320: Communications and Team Development | | | | | | | ✓ |
| PSPM 5030: Introduction to Project Management | | | | | | | ✓ |
| Leadership in Human Resources Management Graduate - see page 23 | | | | | | | |
| HR 5050: Organizational Change and Development | | | | | | | ✓ |
| HR 5060: Transformational Leadership in HR Management | | | | | | | ✓ |
| Procurement & Contracts Management Graduate - see pages 23-24 | | | | | | | |
| PC 5010: Procurement & Contracting Principles & Administration | | | | | | | ✓ |
| PC 5060: Federal Acquisition Case Studies | | | | | | | ✓ |
| PC 5100: Advanced Contracting by Negotiation | | | | | | | ✓ |
| PC 5130: Advanced Services Contracting | | | | | | | ✓ |
| PC 5140: Seminar in International Procurement | | | | | | | ✓ |
| PC 5200: Advanced Subcontract Management | | | | | | | ✓ |
| PSPM 5030: Introduction to Project Management | | | | | | | ✓ |
| Procurement & Contracts Management Undergraduate - see pages 24-25 | | | | | | | |
| PC 4010: Introduction to Federal Procurement | | | | | | | ✓ |
| PC 4030: Cost and Price Analysis | | | | | | | ✓ |
| PC 4040: Government Contract Law | | | | | | | ✓ |
| PC 4050: Negotiation of Contracts and Modifications | | | | | | | ✓ |
| PC 4220: Federal Government Contracting: A Contractor's Perspective | | | | | | | ✓ |
| Project Management Graduate - see page 25 | | | | | | | |
| PSPM 5030: Introduction to Project Management | | | | | | | ✓ |
| PSPM 5200: Project Schedule, Cost, and Budget Control | | | | | | | ✓ |
| PSPM 5230: The Project Manager and Managing the Project Team | | | | | | | ✓ |
| PSPM 5240: Introduction to Purchasing for Project Managers | | | | | | | ✓ |
| PSPM 5300: Project Management Body of Knowledge Review | | | | | | | ✓ |
| PC 5010: Procurement & Contracting Principles & Administration | | | | | | | ✓ |
| Public Administration Graduate - see page 26 | | | | | | | |
| PSPA 5020: Public Organization Management | | | | | | | ✓ |
| PSPA 5030: Public Budgeting and Financial Management | | | | | | | ✓ |
| PSPA 5050: Environmental Justice | | | | | | | ✓ |
| PSPA 5060: Digital Government | | | | | | | ✓ |
| Technology Leadership Graduate - see page 26 | | | | | | | |
| BUS 5350: Understanding Technology Operations | | | | | | | ✓ |
| BUS 5300: Leadership in the Technology Organization | | | | | | | ✓ |
| BUS 5320: Communications and Team Development | | | | | | | ✓ |
| PSPM 5030: Introduction to Project Management | | | | | | | ✓ |
| PSPM 5230: The Project Manager and Managing the Project Team | | | | | | | ✓ |

Noncredit Classes by Location or Online

| | Falls Church | Online |
|--|--------------|--------|
| Certified Financial Planning - see page 27 | | |
| NCPR 500: Personal Financial Planning | ✓ | |
| NCPR 503: Income Tax Planning | ✓ | |
| NCPR 505: Estate Planning | ✓ | |
| Public Relations Noncredit - see page 27 | | |
| NCBM 107: Introduction to Public Relations | | ✓ |
| NCBM 110: Public Relations, Ethics and the Law | | ✓ |
| NCBM 123: Branding Through Public Relations | | ✓ |
| NCBM 218: Getting Social: How Social Media is Revolutionizing PR | | ✓ |

Accounting | Graduate

ACCT 5250: Advanced Auditing

Falls Church | Thursdays, 6:30-9:30pm | Jan 22-Apr 30
DVC to Charlottesville | Thursdays, 6:30-9:30pm |
Jan 22-Apr 30

Builds on the concepts and practice examples from introductory auditing to provide students with an in-depth understanding of professional standards, the audit process, advanced audit techniques, and the auditor's role in ensuring that publicly issued financial statements are fairly presented. Prerequisite: ACCT 5210.

Richard Evans | 3 GR credits | Elective

ACCT 5310: Selected Topics in Advanced Accounting

Online Synchronous | Tuesdays, 7-10pm | Jan 13-Apr 21

Studies accounting and financial reporting for partnerships, business enterprise segments, home office/branch office, foreign transactions and translation, business combinations, and other intercorporate investments and consolidated statements. Prerequisite: ACCT 3120.

Gary Brooks | 3 GR credits | Elective

ACCT 5330: Accounting for Non-Business Organizations

Falls Church | Tuesdays, 6:30-9:30pm | Jan 20-Apr 28

Financial accounting for governmental and non-profit organizations. Studies the theory and techniques of accounting and reporting for various funds and groups of accounts. Prerequisite: ACCT 3120.

Richard Evans | 3 GR credits | Elective

ACCT 5460: Federal Taxation II

Falls Church | Fridays, 6:30-9:30pm | Jan 16-May 1

Analyzes of the federal income tax law and its application to corporations, shareholders, partnerships, partners, estates, and gift transactions. Prerequisite: ACCT 4450. No class Mar 13.

Thomas Hughes | 3 GR credits | Elective

Accounting | Undergraduate

ACCT 2010: Introductory Accounting

Falls Church | Wednesdays, 7-10pm | Jan 21-Apr 29

Designed to introduce students to the language of business, the course begins with the role of financial data in contemporary society, proceeds to develop the accounting model for capturing financial data, and finishes with the problems of measuring and reporting income, assets, liabilities, and equities.

Marshall Kasten | 3 UG credits | Required

ACCT 2020: Introductory Accounting II

Falls Church | Mondays, 6:30-9:30pm | Jan 12-May 4

Continuation of ACCT 2010. Approximately one third of the course deals with additional financial accounting topics, emphasizing managerial considerations and financial analysis. Cost accumulation, allocation, and product cost methods are studied in a manufacturing setting. Matters such as evaluation of performance planning, cost behavior, and special decisions are emphasized. Prerequisite: ACCT 2010. No class Jan 19 or Apr 20.

Noel Montesa | 3 UG credits | Required

ACCT 3110: Intermediate Accounting I

Falls Church | Wednesdays, 6:30-9:30pm | Jan 14-Apr 29

An intensive study of the generally accepted accounting principles for asset valuation, income measurement, and financial statement presentation for business organizations, and the processes through which these principles evolve. Prerequisite: ACCT 2020. No class Mar 11.

Leon Hutton | 3 UG credits | Required

ACCT 3120: Intermediate Accounting II

Charlottesville | Thursdays, 6:15-9:15pm | Jan 22-Apr 30

Falls Church | Wednesdays, 6:30-9:30pm | Jan 21-Apr 29

Continuation of ACCT 3110, emphasizing accounting for the equities of a firm's investors and creditors. Covers special problem areas in financial accounting including accounting for leases, pensions, and income taxes. Prerequisite: ACCT 3110.

Charlottesville: Rebecca Adams | Falls Church: Nammy Lee | 3 UG credits | Required

ACCT 3140: Cost Accounting

Online Synchronous | Tuesdays, 6:30-9:30pm |
Jan 20-May 1

Addresses analysis of cost behavior and volume profit relationships; responsibility accounting and reporting flexible budgets; and the use of standard costs to guide and control performance. Prerequisite: ACCT 2020.

William Cardine | 3 UG credits | Required

ACCT 4450: Federal Taxation I

Online Synchronous | Mondays, 7-10pm | Jan 20-May 1

An analysis of the federal income tax law and its application to individuals. A study is made of problems covering personal and business tax situations. Several cases are assigned for which the student prepares illustrative tax returns. Prerequisite: ACCT 2020 or instructor permission.

Gary Dittmer | 3 UG credits | Elective

BIS | Undergraduate

Registration in Bachelor of Interdisciplinary Studies (BIS) classes is open to students enrolled in the BIS program. Others may register with program permission for most classes. See class details for restrictions.

ISBU 3281 | ISHU 3281 | ISSS 3281: The Art of Public Speaking

NVCC Alexandria | *Fridays, 7-9:45pm | Saturdays, 8:30am-12:30pm | Jan 16-Apr 25*

Examines the five canons of the art of public speaking allowing students to learn and practice the skills needed to speak persuasively, confidently, forcefully, and intelligibly to an audience. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Specific Friday and Saturday dates to be determined.

Karen Hufford | 3 UG credits

ISBU 3422 | ISSS 3422: Managing your Emotions in the Workplace

Online Synchronous | Mondays, 7-9:45pm | Jan 12-Apr 27

Gives a fundamental overview of Emotional Intelligence (E.I.) and shows how understanding E.I. leads to a beneficial career and personal life. Presents an E.I. competence framework and reviews basic domains, such as self-awareness, self-management, social awareness, and relationship management through methods to promote learning by doing. Applies theoretical concepts to real world situations. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Stephen Oliver | 3 UG credits

ISBU 3451: Fundamentals of Marketing

NVCC Alexandria | *Tuesdays, 4-6:45pm | Jan 13-Apr 28*

Introduction to marketing principles and activities in both profit and non-profit enterprises, from the conception of goods and services to their consumption. Participants study consumer behavior as well as ethical, environmental, and international issues in marketing. Prerequisite: ECON 201 and 202 or equivalents, or instructor permission. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Jill Guindon-Nasir | 3 UG credits

ISBU 3710: Managerial Finance

NVCC Alexandria | *Mondays, 7-9:45pm | Jan 12-Apr 27*

Principles and practices of business finance focusing on managerial decision-making in financial policy. Topics include capital structure, types of securities and their use in raising funds, risk, valuation, and allocating resources for investment. Prerequisite: ISBU concentration prerequisites or instructor permission. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

John Hulburt | 3 UG credits

ISBU 3810 | ISHU 3810: Ethical Issues

Richmond | *Thursdays, 7-9:45pm | Jan 15-Apr 23*

Introduces the philosophical concept of the ethical discrimination of actions. Examines primary sources in some detail by presenting prevailing philosophical systems. Studies decision-making in the context of the contemporary world using examples such as business environment, faith and religion, and the political arena. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Robin McCall | 3 UG credits

ISBU 3888 | ISSS 3888: Looking Through the Philosophic Lens of Technology

Online Synchronous | Tuesdays, 7-9:45pm | Jan 13-Apr 28

Explores ways in which the history and philosophy of technology can inform today's liberal arts students about the role of technology in our society. Covers current and historical topics as well as explores and develops a personal philosophic approach to the application of technology. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Yitna Firdiyewek | 3 UG credits

ISHU 3044: Remakes & Adaptions: Rewriting across the Genres

Charlottesville | *Mondays, 7-9:45pm | Jan 12-Apr 27*

Review creative works that arise from a long history of repetition and innovation. Respond to literary texts from different genres, which have been adapted for the movies and theater. Practice how to 'read' written and visual texts, and how to write about both. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Abigail Arnold | 3 UG credits

ISHU 3260: Contemporary American Fiction

Richmond | Mondays, 7-9:45pm | Jan 12-Apr 27

Writers have long relied on the twin constructs of landscape and community to frame and inform their work. We live, however, in a country whose topography is constantly changing (due to urban sprawl and development), and we write within an increasingly globalized and itinerant society. The challenge now for writers of both fiction and non-fiction is how to accurately depict this restlessness while still representing the regions and people that are important to us. In this course, we will begin by acquainting ourselves with the tradition of short fiction that resides firmly in one place, before turning our attention to those writers who are attempting to harness the shifting boundaries of contemporary American life. In the process, we will produce our own works of memoir and short fiction as we examine the landscapes that have influenced us individually. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.
David Horton | 3UG credits

ISHU 3456: History of Western Architecture from Antiquity to the Present

Charlottesville | Tuesdays, 7-9:45pm | Jan 13-Apr 28
Richmond | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Examines the tradition of Western architecture from its inception in Greece and Rome to the present. Focuses on aesthetic, cultural, and political ideas framing the design, uses, and meanings of these celebrated buildings. Provides tools for visual analysis using a variety of methods from text analysis to visits of buildings. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.
Julia May | 3 UG credits

ISHU 3500: Photography as Art

NVCC Loudoun | Mondays, 7-9:45pm | Jan 12-Apr 27

Examines the tense but fruitful relationship between photography and art. Draws upon aesthetics, history, and criticism to explore controversies about photography as art, examine the impact of photography on artistic ideas and practices, and evaluate the importance of photography and art in modern culture. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.
Dianne Pitman | 3 UG credits

ISHU 3621: The Biological Basis for Art

Online Synchronous | Thursdays, 7-9:45pm | Jan 15-Apr 23

Investigates the idea of approaching art as a form of human evolution. Examines the art of several past and present cultures. Blends art and science to connect aesthetics to an understanding of human nature from the cognitive and biological sciences. Examines existing personal and cultural theories of art and art criticism. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.
Geoffrey Andrews | 3 UG credits

ISHU 3902: Dance: Origins, Ethnology, and Evolution

TCC Virginia Beach | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Examines how dance is the human expression of communication through movement. Explores how dance is used as a universal language to express such things as emotion, entertainment, storytelling, or representation of religious or ritualistic ceremony. Follows the history of dance, its origins, ethnology, and the evolution of dance to present day. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.
Sharen Mendoza | 3 UG credits

ISHU 3951: Discovering the Art of Acting

Alexandria | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Studies the fundamentals of acting. Focuses on textual analysis, personalization, objectives, and characterization. Uses some of the basic techniques of pivotal acting teachers, Constantine Stanislavski, Lee Strasberg, Stella Adler, and Sanford Meisner, in scene work and in performing short plays. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.
Stefan Sittig | 3UG credits

ISHU 4120: The American Short Story: The Writer and Tradition

Charlottesville | Thursday, 7-9:45pm | Jan 15-Apr 23

This course examines the American short story from the perspective of both the reader and writer. Defining recurrent themes and conventions of the genre by reading major stories spanning the last 200 years of American literature, students explore the importance of tradition to the writer analytically in critical essays and experientially in their own short stories. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Kathy May | 3 UG credits

ISHU 4165: American Directors

Online Synchronous | Wednesdays, 4-6:45pm | Jan 14-Apr 22

Investigates the work of contemporary filmmakers, each with a unique style and an approach to film that combines stylistic innovation with a particular cultural vision. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Robert Kolker | 3 UG credits

ISHU 4210: Shakespeare for Everyone

Charlottesville | Mondays, 7-9:45pm | Jan 12-Apr 27

This course explores the plays of Shakespeare and his non-dramatic poetry. The course considers key philosophical, religious, political, and literary milieus. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Leo Daugherty | 3UG credits

ISHU 4890: America and the Ethics of Food and Energy in the 21st Century

TCC Virginia Beach | Tuesdays, 7-9:45pm | Jan 13-Apr 28

Examines deep and complex ethical issues within the United States regarding the production of food and energy, corporate social responsibility, duties to future generations, and national interest versus obligations to other peoples. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Mark Fowler | 3 UG credits

ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences - British History

NVCC Loudoun | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Introduces students to methodologies, content areas, and contributions of social sciences. Provides students with framework for studying and articulating arguments in the social sciences. Students learn similarities among social science disciplines and what differentiates them from the humanities and sciences. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Richard Floyd | 3 UG credits

ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences - The Atlantic World

Online Synchronous | Wednesdays, 7-9:45pm | Jan 14-Apr 22

An interdisciplinary examination of exploration and colonization of the New World, 1300-1700, and the Africans, Europeans, and Native Americans who shaped it. Students will be introduced to and employ historical methodology and research, anthropology, and literary analysis in an examination of primary sources, literature, artifacts, and current scholarship to gain a deeper understanding of social sciences and the roots of our modern world. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

David Corlett | 3 UG credits

ISIN 4520: Special Topics in Conduct of Inquiry: Humanities - The Memorial Impulse: Loss and Commemoration

Charlottesville | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Through study of built monuments and the controversies surrounding them (e.g., the Vietnam War Veterans Memorial), cultural rituals pertaining to the dead (e.g., the development of cemeteries), and literary treatments of our response to the dead (e.g., Toni Morrison's *Beloved*), this course will explore how efforts of commemoration embody a culture's ideals as well as the contested border between the living and the dead. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu.

Kenny Marotta | 3 UG credits

ISIN 4520: Special Topics in Conduct of Inquiry: Humanities - Minds, Machines, and Human Nature

Online Synchronous | Tuesdays, 7-9:45pm | Jan 13-Apr 28

Explores selected connections between mind, brain, and mechanism from perspectives including philosophy, psychology, cognitive science, neurobiology, and evolution. Topics include the concept of consciousness, the impact of culture on what we are, evolutionary origins of the mental, the importance of narrative in constructing a self and – our overarching theme – what is “human nature.” “What makes us us?” By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Glenn Kessler | 3 UG credits

ISLS 3190: Good Cop/Bad Cop

NVCC Alexandria | Wednesdays, 7-9:45pm | Jan 14-Apr 22

This course examines the current use of the police power in a variety of situations, informed by the past and motivated by the future. Particular emphasis is on contemporary real-life examples to inform the discussion on the proper use of the police power. Those examples are subjected to a variety of perspectives, societal and individual, to gain a fuller understanding of the delicate balance of competing values. Restricted to BIS students only.

Alan Rasmussen | 3 UG credits

ISLS 3211: Russian Politics

Charlottesville | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Explores Russia’s political themes of the 20th century, especially events since the fall of the Soviet Union. Includes Russia’s tentative steps towards capitalism and democracy in the last two decades. Employs different analytical tools to craft an interdisciplinary portrait of Russia. Provides an opportunity to substantially improve critical thinking and basic academic writing. Restricted to BIS students only.

Yuri Urbanovich | 3 UG credits

ISLS 3250: The Notion and the Heft of Home

Richmond | Mondays, 7-9:45pm | Jan 12-Apr 27

Explores the myriad meanings of home through such questions as: is home a preposterous notion? Considers and analyzes personal definitions of home. Explores readings from sermons of Puritan New England to personal narrative of Native Americans to testimonials of the homeless. Restricted to BIS students only.

Charlotte Matthews | 3 UG credits

ISLS 3280: Science as a Cultural System: Challenging Our Presuppositions

NVCC Loudoun | Tuesdays, 7-9:45pm | Jan 13-Apr 28

Focuses on the production of the scientific method from its eighteenth-century roots in natural philosophy, which demonstrates that the methodology which produces science is the same which produces natural philosophy. Restricted to BIS students only.

Luke Wright | 3 UG credits

ISLS 3291: A Seminar for Discussion of Current Issues in Public Policy

NVCC Alexandria | Mondays and Tuesdays, 7-9:45pm | Jan 27-Apr 14

Explores current issues involving public policy at the Federal, State, and Local levels. Following a preliminary discussion of an issue, the class will identify information needed for a deeper discussion, assign responsibilities for acquiring the needed information for the next class period, disseminate the new information, and discuss the issue and sub-issues. Restricted to BIS students only.

John Mirabella | 3 UG credits

ISLS 3780: An Examination of the Criminal Justice System

Charlottesville | Tuesdays, 7-9:45pm | Jan 13-Apr 28

Provides students with an overview and understanding of the criminal justice system as a social institution inside of the American institution. Enables students to gain an understanding of the various components of the criminal justice system and its responsibilities to include courts, corrections, and law enforcements. Restricted to BIS students only.

Alan Rasmussen | 3 UG credits

ISLS 4120: Determining Community Needs in an Individualistic Society

Charlottesville | Thursdays, 7-9:45pm | Jan 15-Apr 23

Focuses on the tension evident today between the dynamism of a consumer-driven individualistic society and the necessity in the modern interrelated world for good definitions of community needs. Encourages and enables students to think both critically and analytically about social and political issues while building upon communication skills, especially writing. Restricted to BIS students only.

William Welty | 3 UG credits

ISSS 3410: Abnormal Psychology

Charlottesville | Wednesdays, 7-9:45pm | Jan 14-Apr 22

Explores the origins, maintenance, and treatment of such mental disorders as: major depression, bipolar disorder, schizophrenia, substance abuse, anxiety disorders, sexual disorders, and eating disorders. Develops critical thinking skills as applied to theories and treatments, and related social concerns such as the social consequences of abnormal behaviors and legal issues. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Lisa Speidel | 3 UG credits

ISSS 3432: Women and Science; Gender Issues in STEM since 1860.

TCC Virginia Beach | Thursdays, 7-9:45pm | Jan 15-Apr 23

Explores the role of Women in Science, Engineering, Technology, and Mathematics since 1860 including self-limiting beliefs, societal oppression and religion. Discusses the notions of biological differences between the sexes with learning science and math and covers a review of literature on this topic. Explores where women are currently in STEM including jobs, pay, and promotion. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Clair Berube | 3 UG credits

ISSS 3460: Lifespan Development

NVCC Alexandria | Wednesdays, 7-9:45pm | Jan 14-Apr 28

Studies how an individual's psychological abilities grow and change over time. Explores topics in both cognitive and social development. Investigates how individuals become who they are by examining one's self and one's environment, communication methodologies amongst individuals, and the relationship between individuals. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Mary Repass | 3 UG credits

ISSS 4060: War and World Politics

Online Asynchronous | Available Jan 12-Apr 28

Explores the causes of war, evolution and advances in military strategy, historical case studies, and contemporary issues of nuclear weapons, humanitarian war, and war against terrorism through major scholarly works, primary documents, films, class discussions, papers, and lectures. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Peter Ronayne | 3 UG credits

ISSS 4064: Remembering the Future: How Historical Vision has Shaped Modern Politics

*NVCC Alexandria | Wednesdays, 7-9:45pm | Jan 14-Apr 22
NVCC Loudoun | Thursdays, 7-9:45pm | Jan 15-April 23*

Analyzes how history has shaped decisions about war, peace, and political order in the modern era. Includes close examination of the French Revolution, the World Wars, the Cuban Missile Crisis and, Vietnam. Combines policy analysis and historical study to understand the past's paradoxical role in designing the modern world. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Paul Pitman | 3UG credits

ISSS 4131: Mental Health Disorders of Modern Society

TCC Virginia Beach | Thursdays, 7-9:45pm | Jan 15-Apr 23

Introduces students to psychological disorders and mental health concerns prevalent in today's society via memoirs and classic texts from psychological literature. Examines the symptoms of each disorder. Explores common misperceptions related to the disorders and current treatment options. Includes discussion and familiarization with available resources. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Beverly Supler | 3 UG credits

ISSS 4455: Social Inequality

*Charlottesville | Wednesdays, 7-9:45pm | Jan 14-Apr 22
Richmond | Tuesdays, 7-9:45pm | Jan 13-Apr 27*

This course explores systems of social inequality: feudalism, caste and slavery, class, and status groups, primarily in American society, but with reference to Europe and the Indian sub-continent as well. Starting with the fundamental concepts of Karl Marx and Max Weber, students will discuss the theoretical constructs that define systems of inequality, consider some historical examples, and then examine “social stratification” in our own country. Does the United States have a class system? If so, what are its characteristics? Joining the scholarly debate on this issue, students will consider the meaning of equal opportunity and social mobility for achieving the “American dream.” The course also explores the empirical consequences of social inequality for every day life: in health and wellness, housing, education, and family structure. By permission of program – contact Suzi Dougald, 434.243.2558, smd2ez@virginia.edu. Lisa Speidel | 3 UG credits

BPHM | Undergraduate

Registration in Bachelor of Professional Studies in Health Sciences Management (BPHM) classes is open to students enrolled in the BPHM program.

PSHM 3010: Introduction to Health Care Management: Applying Concepts to Practice

Online Hybrid | Synchronous Sessions: Tuesdays, 7-9:30pm | Jan 12-Apr 28 | In-Person Session: Saturday, Feb 28

Provides an introduction to health care management for allied health practitioners. Integrates theory and practice through course presentations, readings, online discussions, experiential exercises, and written assignments. Emphasizes the application of critical thinking and problem solving skills, within multidisciplinary environments, to both health care practice and professional development. No online synchronous class March 3 or March 10.

Ana Abad-Jorge | 3 UG credits | Required

PSHM 3050: Current Issues in Health Care

Online Asynchronous | Available Jan 12-Apr 28

Provides an introduction to the health care and health care management literature for allied health care professionals, building on the foundational knowledge provided in the concurrent PSHM 3010 Introduction to Health Care Management. The course emphasizes the application of critical thinking and library research skills.

Ana Abad-Jorge | 1 UG credit | Required

Cybersecurity | Graduate

BUS 5010: Cyber Security Management

Online Asynchronous | Available Jan 13-Mar 9 | *Optional synchronous class meetings TBD*

Provides managers with the essential framework needed to design and develop an effective cyber security program. Explores methods used to raise general security awareness, review current industry practices, and develop expertise needed to adapt policies to achieve confidentiality, integrity, and availability of organizational assets and data.

James Lantzy | 3 GR credits | Required

BUS 5020: Security Policy Development and Assessment

Online Asynchronous | Available Mar 17-Apr 20 | *Optional synchronous class meetings TBD*

Examines the steps required in policy development including password protection, acceptable use of organization information technology assets, risk acceptance, identification of threats, countermeasures, intellectual property, proprietary info and privacy issues, compliance reporting, and escalation procedures. Discusses access controls, security standards, and policy implementation.

George Kostopoulos | 3 GR credits | Required

BUS 5060: Understanding Technology Used in an Open Access Environment

Online Synchronous | Wednesdays, 7-9pm | Jan 14-Mar 11

Covers the technologies enabling the migration of computing applications, communications, and information to the cloud environment. Explores the technologies that facilitated back-end integration and front-end deployment. Reviews the information assurance challenges and popular solutions of cloud computing. Discusses communications concepts such as TCP/IP, ISP delivery channels, and wireless technology.

David Ward | 3 GR credits | Elective

BUS 6000: Applied Wireless Network Security

Online Synchronous | Wednesdays, 7-9pm | Mar 18-Apr 22

Provides students with practical, real-world experience with the various wireless network security core competencies. Specifically, the course provides the most popular hacking, cracking, and wireless security network analysis tools on a CD ROM and trains students to use them to assess and secure wireless networks.

David Ward | 3 GR credits | Elective

eMarketing | Graduate

PSMT 6020: Strategic Database Marketing

Online Synchronous | Synchronous Sessions: Thursdays, 7-9pm | Jan 22-Apr 23

Explores ways to identify, retain, and build customer loyalty to generate sales that drive higher profits to the bottom line. Explores how to use databases to deliver these results. Includes such topics as database design, data warehouses, data mining, and marketing techniques such as customer lifetime value, and recency-frequency-monetary analysis.

John Duffy | 3 GR credits | Required

Human Resources Management | Undergraduate

HR 4010: Management of Organizations

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Presents a broad view of management theories and principles. Topics include historical and current trends in management, how organizations plan and make decisions, leadership, and resource management.

Betty Marshall | 3 UG credits | Required

HR 4030: Organizational Change and Development

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Analysis of the key concepts and theories in organizational behavior and organizational development. Focuses on the student's development of the diagnostic skills necessary to effectively manage organizational change. Also deals with specific issues such as downsizing. Prerequisite: HR 4010.

Laura Horn | 3 UG credits | Required

HR 4050: Legal and Ethical Issues in Human Resources

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Addresses personnel laws and issues including the Civil Rights Acts of 1964 and 1991, FLSA, ADA, FMLA, ERISA, selected immigration laws, affirmative action, sexual harassment, and other issues of gender and racial/ethnic equity. Also deals with business ethics issues as they relate to HR. Prerequisite: HR 4010.

Paul Weatherhead | 3 UG credits | Required

Information Technology | Undergraduate

IT 3240: Enterprise Systems Architecture and Design

*Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Applies common frameworks and methodologies to the examination of enterprise system architecture needs. Includes coverage of the systems development life cycle and the methodologies in use characterized by their varying degrees of iteration, structure, and user involvement. Emphasizes analytical and design concepts and related tools such as use cases and Unified Modeling Language. Donald Chisholm | 3 UG credits | Required

IT 3350: Agile Project Management

*Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Introduces the principles of Agile Project Management and covers the frameworks and practices used by agile teams. Explores innovative ways of gathering requirements, estimation, release planning, performance metrics, and scaling are covered with the Agile Manifesto in mind. Emphasizes software development while applying the principles to any type of project.

Mike Vito | 3 UG credits | Elective

IT 3380: Information Assurance Fundamentals

Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Introduces technological advances in information risk assessment and security management, as well as environments affected by advancing technology. Reviews risks involved in computing, threats to security in computing, encryption, programming controls, operating systems controls, law and ethics, network controls, administrative controls, law and ethics, and information risk mitigation protocols to make highly secured information systems.

Syama Chaudhuri | 3 UG credits | Elective

IT 4400: Web Application Development — Building Dynamic Websites

*Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

This course serves as a capstone course to be taken after all other required courses in the program. Using a project-based approach, students will develop Web applications using the PHP scripting language and MySQL databases. Topics include PHP scripting, data-driven interactivity, writing secure PHP programs, and code frameworks.

Michael Vito | 3 UG credits | Required

Leadership | Graduate

BUS 5300: Leadership in the Technology Organization

Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Investigates the complex and rapidly changing nature of technology organizations. Teaches the transition to management and leadership roles, the importance of organizational vision and values, assessing and capitalizing on human resources, and managing scarce resources in a technology organization.

Edward Kropp | 3 GR credits | Required

BUS 5320: Communications and Team Development

*Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Today's leaders must be skilled in both communicating with diverse audiences and maintaining effective teams in order to succeed in a technology organization. Communications topics include addressing technical and non-technical audiences using presentations, interpersonal skills, and writing skills. Team development instruction focuses on managing teams, identifying and understanding the leadership role, the importance of shared leadership, product teams, and team decision-making.

John McCarthy | 3 GR credits | Required

PSPM 5030: Introduction to Project Management

Required course in Leadership. See Project Management, page 25.

Leadership in Human Resources Management | Graduate

HR 5050: Organizational Change and Development

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Enables the student to understand the behavioral concepts and theories that form the foundation of organization development, the process of change management, and the organizational development techniques and interventions designed to improve organization effectiveness. Explores such concepts and processes as power and influence, conflict, inter-group behavior, decision-making, and communication.

Eric Coleman | 3 GR credits | Required

HR 5060: Transformational Leadership in Human Resources Management

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Prepares leaders and managers to meet their organizations simultaneous need for stability and change. Reviews the components of the leadership process (goals, leader, followers, and activities), and the psychological, behavioral, sociological, and cognitive underpinnings of leadership strategies.

Roderick French | 3 GR credits | Required

Procurement & Contracts Management | Graduate

PC 5010: Procurement and Contracting Principles and Administration

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Contract administration topics are covered as well as some of the basics necessary for contracts and acquisition personnel. Uses many of the elements of both PC 4010 and PC 4020 and applies them to case studies. Prerequisites: PC 4010 and PC 4020 or equivalent.

John McCarthy | 3 GR credits | Required

PC 5060: Federal Acquisition Case Studies

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Provides a basic understanding of the laws and principles of law that affect government contracting; various case scenarios dealing with ethical considerations; and an understanding of the changes as brought forth in FASA, FARA, and ITMRA. Prerequisite: PC 4020 or 5010.

Peter McKeen | 3 GR credits | Required

PC 5100: Advanced Contracting by Negotiation

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

The purpose of this course is to provide students with a detailed explanation of contracting by the negotiation method as provided in the current Federal Acquisition Regulation (FAR) Part 15. It provides for an intensive review of policy and procedures in contracting by negotiation. Prerequisite: PC 4010 or equivalent.

George Powers | 3 GR credits | Required

PC 5130: Advanced Services Contracting

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Provides the opportunity for intensive review and workshop experience in the current predominant policies and procedures of services contracting. Laws, regulations, policies, and procedures that are currently superior in influence and that are drawn from all stages of the services contracting acquisition cycle will be covered. Prerequisite: PC 5070 or instructor permission. Michael Giboney | 3 GR credits | Elective

PC 5140: Seminar in International Procurement

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

This seminar is designed to permit a study of current issues in public and private international procurement not covered in depth in the introductory courses of PC 4120 and PC 4170. Initially, the class will examine and review relevant international business issues, and then each student will choose, with the approval of the instructor, a specific topic for research and writing.

Mary Wangemann | 3 GR credits | Elective

PC 5200: Advanced Subcontract Management

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Designed to cover the technical, business, and contractual issues surrounding subcontract management from both the prime contractor and subcontractor perspectives. Intended for both commercial and federal students. Covers the entire subcontract relationship from initiation through termination.

Gladis Griffith | 3 GR credits | Elective

PSPM 5030: Introduction to Project Management

Elective course in graduate Procurement & Contracts Management. See Project Management, page 25.

Procurement & Contracts Management | Undergraduate

PC 4010: Introduction to Federal Procurement

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Introduces the procurement and contracting processes, and explores fundamental principles and techniques in detail. Emphasis is on government procurement, but the course also provides an understanding of procurement methods and subcontracting in the private sector. Uses the FAR (Federal Acquisition Regulations) as a text. Ronald Falcone | 3 UG credits | Required

PC 4030: Cost and Price Analysis

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Covers the basic concepts in the analysis of contract-price by cost-price analysis techniques, learning curve, weighted guidelines, profit objectives, and analysis of the ADP systems environment. Prerequisite: PC 4010.

Scott Cook | 3 UG credits | Required

PC 4040: Government Contract Law

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Introduces government contract law, contract clauses and provisions, legal aspects associated with contracting, and administering contracts. Prerequisite: PC 4010.

Joseph Harrison | 3 UG credits | Required

PC 4050: Negotiation of Contracts and Modifications

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Covers the techniques of negotiation. Focuses on the organization and operation of the procurement team, preparation and conduct of negotiations of contracts, and contract modifications by the team concept. Mock negotiations are conducted in class using case studies. Prerequisite: PC 4030.

Peter McKeen | 3 UG credits | Required

PC 4220: Federal Government Contracting: A Contractor's Perspective

Online Asynchronous | Available Jan 20-Apr 25 | *Optional synchronous class meetings TBD*

Covers marketing and sales, pre-RFP work, RFP analysis, technical proposal preparation, management and cost proposal preparation, government site visits, audits, negotiations, contract start-up, performance, and contract shut-down. Matthew Mazgajewski | 3 UG credits | Required

Project Management | Graduate

PSPM 5030: Introduction to Project Management

Online Asynchronous | Available Jan 20-May 2 | *Optional synchronous class meetings TBD*

Introduces students to the various aspects of the project life cycle and project management. Explores best practices and the application of these best practices for project success. Edward Kropp | 3 GR credits | Required

PSPM 5200: Project Schedule, Cost, and Budget Control

Online Asynchronous | Available Jan 20-May 2 | *Optional synchronous class meetings TBD*

Introduces students to a variety of project scheduling and cost control techniques that are vital for a project to meet its schedule and cost goals and objectives. Concentrates on the variety of scheduling techniques (Gantt Chart, Critical Path Method, and Program Evaluation Review Technique) that can be used to guide and monitor project performance. Activities that are critical in preparing a realistic schedule are explored, discussed, and practiced. Students are then introduced to a variety of budgeting, cost estimating, and cost control techniques. William Lowe | 3 GR credits | Required

PSPM 5230: The Project Manager and Managing the Project Team

Online Asynchronous | Available Jan 20-May 2 | *Optional synchronous class meetings TBD*

Covers the importance that project teams play with organizations, the challenges facing project teams and tools to confront those challenges; the role of the project manager; and the tools that the project manager can use to overcome those challenges.

Michael Powers | 3 GR credits | Required

PSPM 5240: Introduction to Purchasing for Project Managers

Online Asynchronous | Available Jan 20-May 2 | *Optional synchronous class meetings TBD*

Explores the important role that contracting and purchasing play in the project environment, especially in light of meeting or exceeding goals. Steven Soares | 3 GR credits | Elective

PSPM 5300: Project Management Body of Knowledge Review

Online Asynchronous | Available Jan 20-May 2 | *Optional synchronous class meetings TBD*

Provides an in-depth review of the Project Management Institute's required Body of Knowledge to successfully prepare for the Project Management Professional exam (PMP). The major function of the PMP credentialing program is to ensure competence and professionalism in the field of project management.

William Yates | 3 GR credits | Elective

PC 5010: Procurement and Contracting Principles and Administration

Elective course in graduate Project Management. See Procurement and Contracts Management/Graduate, page 23.

Public Administration | Graduate

PSPA 5020: Public Organization Management

Online Asynchronous | Available Jan 12-Mar 22 | *Optional synchronous class meetings TBD*

Familiarizes students with public organization management literature. Covers historically important works in the field, major current schools of thought, and writers in organization theory and behavior. Examines different ways to view organizations.

Amanda Deerfield | 3 GR credits | Required

PSPA 5030: Public Budgeting and Financial Management

Online Asynchronous | Available Mar 2-May 8 | *Optional synchronous class meetings TBD*

Exposes students to the theoretical foundations and applied practices of public budgeting and financial management of public organizations. Focuses on the issues of budgeting and finance in a broad sense and specifically as it pertains to public administration.

John Dunning | 3 GR credits | Required

PSPA 5050: Environmental Justice

Online Asynchronous | Available Mar 2-May 8 | *Optional synchronous class meetings TBD*

Designed to provide students with an introduction and overview of environmental justice (EJ). Covers topics such as the origins of the EJ movement, national environmental policy issues, the distribution of the effects of environmental pollution across ethnic, racial, income and occupational groups, environmental risk, economic environmental issues and finally, state and local issue pertaining to EJ.

Celeste Greene | 3 GR credits | Elective

PSPA 5060: Digital Government

Online Asynchronous | Available Jan 12-Mar 22 | *Optional synchronous class meetings TBD*

Examines the ways in which the public sector is changing as a result of information technology. Covers various topics such as the social, ethical, policy, and management issues related to information technology. Explores federal, state and local initiatives in digital government. Reviews the theoretical foundations of information technology.

Celeste Greene | 3 GR credits | Elective

Technology Leadership | Graduate

BUS 5350: Understanding Technology Operations

Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Examines a number of topics that can have a significant impact on the extent to which a firm attains world class standards. Topics include operations strategy, product/service selection and design, business process reengineering, capacity planning, quality management, facility location and layout, and supply chain management.

Randall Sylvertooth | 3 GR credits | Required

BUS 5300: Leadership in the Technology Organization

Online Asynchronous | Available Jan 12-Apr 25 | *Optional synchronous class meetings TBD*

Investigates the complex and rapidly changing nature of technology organizations. Teaches the transition to management and leadership roles, the importance of organizational vision and values, assessing and capitalizing on human resources, and managing scarce resources in a technology organization.

Edward Kropp | 3 GR credits | Required

BUS 5320: Communications and Team Development

Online Asynchronous | Available Jan 12 - Apr 25 | *Optional synchronous class meetings TBD*

Today's leaders must be skilled in both communicating with diverse audiences and maintaining effective teams in order to succeed in a technology organization. Communications topics include addressing technical and non-technical audiences using presentations, interpersonal skills, and writing skills. Team development instruction focuses on managing teams, identifying and understanding the leadership role, the importance of shared leadership, product teams, and team decision-making.

John McCarthy | 3 GR credits | Required

PSPM 5030: Introduction to Project Management

Elective course in Technology Leadership. See Project Management, page 25.

PSPM 5230: The Project Manager and Managing the Project Team

Elective course in Technology Leadership. See Project Management, page 25.

Certified Financial Planning | Noncredit

NCPR 500: Personal Financial Planning

Falls Church | Thursdays, 6:30-9:30pm | Jan 15-Apr 23 | \$675

Introduces the concepts of the financial planning process, client/planner interactions, time value of money applications, personal financial statements development and assessment, cash flow and debt management, and asset acquisition. Other topics and an overview of practice management concepts will be discussed. Recommended but not required: Financial Accounting, Macroeconomics, Statistics.

Sheffield Richey | Noncredit | Required

NCPR 503: Income Tax Planning

Falls Church | Mondays, 6:30-9:30pm | Jan 19-Apr 27 | \$675

Focuses on principles and current law and practice of income taxation and its impact on financial planning for individuals, couples, and families in their roles as investors, employees, and business owners. Recommended but not required: Financial Accounting, Macroeconomics, Statistics.

James Simos | Noncredit | Required

NCPR 505: Estate Planning

Falls Church | Tuesdays, 6:30-9:30pm | Jan 20-Apr 28 | \$675

Focuses on the efficient conservation and transfer of wealth consistent with the clients goals. Studies the legal, tax, financial, and non-financial aspects of this process, and covers topics such as trusts, wills, probate, advanced directives, charitable giving, wealth transfers, and related taxes. Recommended but not required: Financial Accounting, Macroeconomics, and Statistics.

Sheffield Richey | Noncredit | Required

Public Relations | Noncredit

NCBM 107: Introduction to Public Relations

Online Asynchronous | Available Jan 12-Feb 27 | \$480

Addresses the history of public relations (PR) and examines how PR is practiced today. Reviews key elements of the PR process and introduces ethical/legal issues. Introduces a four-step process to create an effective PR planning model that includes goals, objectives, strategies and tactics. Provides guidelines for working with the media, doing effective interviews and responding to inquiries.

Rokesha Green | Noncredit | Required

NCBM 110: Public Relations, Ethics and the Law

Online Asynchronous | Available Mar 9-Apr 24 | \$480

Introduces the ethical issues that arise in the practice of public relations and the ethical standards that govern the practice. Reviews the Public Relations Society of America's Code of Ethics. Examines communications, employment and business law issues that arise in the litigation setting.

Christian Klein | Noncredit | Required

NCBM 123: Branding Through Public Relations

Online Asynchronous | Available Jan 12-Feb 27 | \$480

Examines the role of public relations in defining, advancing and defending the institutional brand. Reviews the brand imperative as a driver of effective PR within the organization. Examines two basic components of brand and their implications for PR strategy and direction. Explores the PR role in institutionalizing the brand, and three operational elements of brand that define PR practice.

Rokesha Green | Noncredit | Elective

NCBM 218: Getting Social: How Social Media is Revolutionizing PR

Online Asynchronous | Available Mar 9-Apr 24 | \$480

Examines how the strategic combination of social media and traditional public relations tactics can be used to promote an organization's image, share its messages and build its brand. Explores the latest technology, best practices and social media's role in the marketing mix through a case study approach.

Robert Pasquinnucci | Noncredit | Elective

Registration

Degree Students

Students admitted to the School's degree programs, see page 3, may register for classes using the Student Self-Service in the Student Information System (SIS).

All other students should follow the steps below for New or Returning Students.

New Students

New students must request permission to enroll at the University, prior to registering for classes. You are considered a new student if you were not enrolled for classes at the University in the previous three semesters (e.g., if you are enrolling for a class, you need to request permission to enroll if you were not enrolled in classes during the previous fall, summer, or spring terms). New students must complete the following steps for Enrollment and then Registration. All steps must be completed.

Step 1: Enroll

Complete the online Permission to Enroll Form. You need to complete five sections: biographical, contact, academic, professional, and honor code, as well as Virginia residency for in-state tuition. All required fields are noted with an *.

Step 2: Set Up UVa Email

Within 24-72 hours, you will receive an email with instructions for establishing access to the University's online resources, including instructions on establishing a UVa email account and gaining access to SIS. Failure to complete the steps outlined in the email will delay your ability to access University electronic resources, including electronic payment.

Step 3: Register

Register for your class using the Student Self Service (see exceptions listed below) through the Student Center in the Student Information System (SIS) OR by completing the Class Registration Form. <http://www.scps.virginia.edu/uploads/classregistration.pdf>

Returning Students

Returning students do not need to request permission to enroll at the University if they were enrolled in classes during the last academic year (e.g., if you are enrolling for a class you do not need to request permission to enroll if you were enrolled in classes during the previous fall, summer or spring terms).

Depending on your career and plan, returning students may be able to use the Student Self Service through the Student Center in the Student Information System (SIS) to register for classes.

Returning Students who can use Self-Service in SIS

- Returning students registering for classes in the following subjects: ACCT, BUS, CJ, HR, IS, IT, PC, and those course subjects beginning with NC and PS.

To register, please visit www.scps.virginia.edu

If you have questions, please contact us at 1-800-346-3882 or email SCPSregistration@virginia.edu. For other information related to being a student at SCPS, please visit www.scps.virginia.edu/audience/students

Payment

Whether or not you register online through the Student Center in SIS or by using the paper form, or are sponsored by your employer or organization, your class registration will trigger and post charges in the SIS. Within 24 hours after you register, use your SIS login to check your Student Center. Go to the Finances section to view what you owe. See **How to Pay** for methods of payment, including payment information for specific programs.

How to Pay for Your Class

Students admitted to the School's degree programs, see page 3, are billed for their classes through Student Financial Services (SFS). Please follow the instructions provided by SFS for paying for your classes.

All other students should follow the steps below.

Payment of your class tuition and fees is due prior to the start of your class. Failure to make payment will result in a financial hold on your student account, preventing future registrations and access to transcripts. You can pay for your class using one of these payment options:

e-Check or Credit Card

e-Check (electronic debit from your checking or savings account) and Credit Card payments can only be completed through the Student Information System (SIS) using QuikPay@UVA, an advanced, secure online payment system. Through SIS, you will be able to pay by e-Check or Credit Card using American Express, Discover, or MasterCard (VISA is not accepted*). With QuikPay@UVA, all credit card payments are processed by NelNet Business Solutions and charged a 2.75% nonrefundable service fee. There are no service fees for e-Checks.

**VISA's association rules will not permit NelNet to charge a percentage service fee and would require UVA to charge the same fee for ALL transactions, including e-Check or paper check.*

Credit card payments cannot be made by phone or in person. This process ensures the security of your personal and credit card information.

Check/Money Order

To pay by check or money order, please make check or money order payable to the University of Virginia. Class title should be noted on your payment. It is preferred that you mail your payment to UVA/SCPS, PO Box 400764, Charlottesville, VA 22904-4764, Attention: Financial Operations. As an alternative, you may bring your check into any SCPS Academic Center. However this may slow processing as it will be mailed to the above address for posting to your account. Cash is not accepted.

Employer/Sponsor

If you are requesting that a business/organization be billed for tuition, a letter of authorization or purchase order must be noted on the Online Permission to Enroll Form and Class Registration Form. You are responsible for all tuition and fees associated with your class enrollment. You are responsible for payment of your bill by your employer/sponsor and will be billed on your student account for unpaid tuition and/or fees in the event of default by your employer/sponsor or failure to meet the employer/sponsor criteria.

The letter of authorization or purchase order must be submitted no later than seven calendar days before the first day of class. The letter of authorization must be on company letterhead. The letter of authorization or purchase order must include: student name, class title, and tuition being paid for by the employer/sponsor, along with a contact person, billing name, address, phone number, and email. An authorization signature and tax ID number must be included.

Checks, e-Checks (ACH, a charge made to your checking account) and Credit Card payments are accepted. Payment by e-Check and Credit Card (American Express, Discover, MasterCard, and VISA) must be made online by accessing EPay@UVA. An invoice from the University of Virginia School of Continuing and Professional Studies is required in order to make an online payment via e-Check or Credit Card.

Tuition Rates

Subject to change per Board of Visitors' action.

| | In-State Rates / Credit Hours | | | | | |
|---|-----------------------------------|---------------|--------|-------------------|--------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Undergraduate | \$349 | \$698 | \$1047 | \$1396 | \$1745 | \$2094 |
| Graduate | \$410 | \$820 | \$1230 | \$1640 | \$2050 | \$2460 |
| K-12 Educators (<i>Degree and non-Degree</i>)* | \$309 | \$618 | \$927 | \$1236 | \$1545 | \$1854 |
| Community Scholar (<i>Undergraduate</i>) | \$349 | \$698 | \$1047 | \$1396 | \$1745 | \$2094 |
| Community Scholar (<i>Graduate</i>) | \$392 | \$784 | \$1176 | \$1568 | \$1960 | \$2352 |
| Community Scholar (<i>High School</i>) | \$349 | \$698 | \$1047 | \$1396 | \$1745 | \$2094 |
| Bachelor of Interdisciplinary Studies (<i>BIS</i>) | \$375 | \$750 | \$1125 | \$1500 | \$1875 | \$2250 |
| Bachelor of Professional Studies — Health Sciences Management (<i>BPHM</i>) | \$475 | \$950 | \$1425 | \$1900 | \$2375 | \$2850 |
| | Out-of-State Rates / Credit Hours | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Undergraduate | \$835 | \$1670 | \$2505 | \$3340 | \$4175 | \$5010 |
| Graduate | \$828 | \$1656 | \$2484 | \$3312 | \$4140 | \$4968 |
| K-12 Educators (<i>Degree and non-Degree</i>)* | \$684 | \$1368 | \$2052 | \$2736 | \$3420 | \$4104 |
| Community Scholar (<i>Undergraduate</i>) | \$1247 | \$2494 | \$3741 | \$4988 | \$6235 | \$7482 |
| Community Scholar (<i>Graduate</i>) | \$1235 | \$2470 | \$3705 | \$4940 | \$6175 | \$7410 |
| Community Scholar (<i>High School</i>) | \$1247 | \$2494 | \$3741 | \$4988 | \$6235 | \$7482 |
| Bachelor of Interdisciplinary Studies (<i>BIS</i>) | \$1158 | \$2316 | \$3474 | \$4632 | \$5790 | \$6948 |
| Bachelor of Professional Studies — Health Sciences Management (<i>BPHM</i>) | \$1258 | \$2516 | \$3774 | \$5032 | \$6290 | \$7548 |
| National Criminal Justice Command College | | In-State Rate | | Out-of-State Rate | | |
| Undergraduate | | \$5518 | | \$12,645 | | |
| Graduate | | \$6450 | | \$12,720 | | |
| Noncredit | | \$5518 | | \$5518 | | |

The tuition rate a student pays is based on his/her residency (in-state vs. out-of-state). This applies to students registering in online, as well as in-person courses.

Board Approved Fees

| | |
|---|------|
| Application Fee (<i>for degrees and certificates</i>) | \$70 |
| CEU Fee (<i>for each CEU course</i>) | \$50 |
| Returned Check Fee..... | \$50 |

Mandatory Comprehensive Fees

| | |
|---|---|
| Off-Grounds Fees — All Academic Centers, including Charlottesville, and BIS cohorts in Northern Virginia, Tidewater, and Richmond, and BPHM cohorts | \$20 per credit hour |
| Required Fee — Bachelor of Interdisciplinary Studies (Charlottesville cohort only) | \$228/semester In-State and \$287/semester Out-of-State |

*The University of Virginia offers a special professional development credit course tuition rate to students who are currently employed full-time by a preK-12 public school system, a private school system accredited by the National Council for Private Education, or a licensed preK-12 residential school. Qualifying students are eligible for the special rate for up to six credit hours per semester.

Notice to On-Grounds Students

If University students normally enrolled on Grounds in fall and spring terms wish to enroll in any courses offered by the School of Continuing and Professional Studies, the University will charge the fall/spring term tuition and fees for fall/spring courses and the summer session tuition and fees for summer courses.

Refund Policy

Students admitted to the School's degree programs, see page 3, and enrolled in Fall and Spring courses follow the refund policies issued by Student Financial Services (SFS). Visit sfs.virginia.edu for details. Admitted degree students enrolled in Summer courses follow the refund policies issued by the Summer Session Office. Visit www.virginia.edu/summer for details.

All other students follow the schedules noted below.

Refunds are determined and processed by SCPS in accordance with the following policies and schedules:

- Tuition and fees are refunded according to the applicable schedules listed below
- Fees charged by the processor of credit card transactions, currently NelNet, are not University fees and are not refundable
- If payment is made by check, there is a 10-day waiting period after the check is posted before a refund can be processed
- In the event that SCPS issues a refund in error, it reserves the right to reclaim such funds

Refund schedule for SCPS credit classes

| Drop & Withdraw Timeframe | % of Refund | % Charged | Grade |
|---|-------------|-----------|-------------------|
| Before a class begins | 100% | 0% | No grade recorded |
| After first class but before second class | 80% | 20% | W |
| After second class | 0% | 100% | W |

Refund schedule for SCPS web-based (online) and classroom/Internet (hybrid or blended) classes

| Drop & Withdraw Timeframe | % of Refund | % Charged | Grade |
|--|-------------|-----------|-------------------|
| Before a class begins | 100% | 0% | No grade recorded |
| No more than 7 days after the published start of the class | 80% | 20% | W |
| 8 or more days after the published start of the class | 0% | 100% | W |

Refund schedule for SCPS noncredit classes

| Drop & Withdraw Timeframe | % of Refund | % Charged | Grade |
|--|-------------|-----------|-------------------|
| No fewer than 7 days prior to the published start of the class | 100% | 0% | No grade recorded |
| 6 or fewer days prior to the published start of the class | 0% | 100% | W |

Add / Drop

Students admitted to the School's degree programs, see page 3, and enrolled in courses during the Fall and Spring follow the add/drop policies issued by the University Registrar. Please visit www.virginia.edu/registrar for details. Admitted degree students enrolled in courses during the Summer follow the add/drop policies issued by Summer Session. Please visit www.virginia.edu/summer for details.

All other students follow the steps below.

Many of our students can use the Student Self-Service feature in the Student Information System (SIS) to "add" a class. For those not able to use Self-Service, a Class Registration Form must be completed so that SCPS registration staff can add the class in the SIS.

Likewise, students can use the Self-Service feature in the SIS to drop a class. However, if they are requesting a refund, they must also complete and submit the SCPS Drop/Refund Request Form.

The following actions DO NOT constitute an official drop of a class:

- Ceasing to attend a class
- Notifying the instructor
- Notifying the employer/sponsoring agency
- Dropping through self-service in the SIS after classes begin without also completing the SCPS Drop/Refund Request Form

Class Cancellation

The School of Continuing and Professional Studies may cancel, modify, or make substitutions for any published class or program, may change instructors, and may change the dates and times a class is offered. SCPS offers all classes with the expectation of a particular minimum number of paid students. The School reserves the right to cancel a class seven days prior to the published start of the class. Additional paid registrations will be considered, if the number of paid registrations is sufficient for the class to be offered, not later than seven calendar days before the published first day of the class. If SCPS cancels a class, the School will contact students to determine if they wish to exchange their registration in the cancelled class for registration in another class that is being offered during the same term. If a student has registered and paid for a class which SCPS cancels, then:

- The student may elect to register in an alternative class during the same term. Tuition and fees will be applied to the alternative class and the student will be responsible for any difference in tuition and fees.
- **Or** the student will be dropped from the class and a refund will be issued. Fees charged by the processor of credit card transactions, currently NelNet, are not University fees and are not refundable.

Holidays

All SCPS Academic Centers will be closed on:

- Thanksgiving, Wednesday-Friday, November 26-28
- Christmas, Wednesday-Friday, December 24-26
- New Year's Eve, Wednesday, December 31
- New Year's, Thursday-Friday, January 1-2
- Martin Luther King Day, Monday, January 19
- Spring Break, Friday, March 13

Leadership. Management. Career Opportunities.



Join Us

Become a part of a community of nontraditional learners who are UVa proud. Join the faculty, staff, and fellow students at SCPS who care about your life, your career, and your success.

The **National Criminal Justice Command College** provides an integrated, cutting-edge approach to criminal justice education through a framework of **leadership** and **collaboration**. Participants apply for and complete either a **15-credit undergraduate or graduate certificate**, or a professional **noncredit certificate**. This **intensive 10-week program** is scheduled annually from mid-July through mid-September. **Applications are now being accepted.**

Learn more about NCJCC at

scps.virginia.edu/ncjcccatalog

Join Us |



Registration Opens December 1



104 Midmont Lane, PO Box 400764
Charlottesville, VA 22904-4764
www.scps.virginia.edu

Non-Profit Organization
US Postage Paid
Permit No. 164
Charlottesville, VA 22904-4764