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WHAT IS IT?
Dual Enrollment allows academically talented students to earn college credit while still in high school. The courses are taught at the area high schools by high school staff who have been approved by their respective UNO Academic Departments to be adjunct faculty.

Students earn college credit that counts toward a bachelor’s degree in subject areas such as history, music, education, and computer science.

The courses are the result of an alignment between the high school and college courses requiring college level curriculum. Therefore, not all high school courses are eligible for Dual Enrollment. Check with your high school counselor to find out which courses are approved.

WHY IS IT IMPORTANT?
Besides costing less than ¼ of actual tuition and fees for the same course at UNO, Dual Enrollment provides the opportunity to earn college credit with a grade, while still in high school.

WHAT IS THE COST?
The cost is $250 per course. This is a flat fee and is the only cost for the course. A UNO billing statement will be sent shortly after course registration explaining how to pay for the Dual Enrollment course(s).

If a student plans to apply to the University of Nebraska system at a later date, the application fee will need to be paid.
The Advanced Placement (AP) Program is based on the belief that many students are capable of completing college-level courses while still in high school. With this belief in mind, the College Entrance Examination Board assists high schools in planning such courses and provides examinations for them.

The University of Nebraska at Omaha participates in the Advanced Placement Examination through College Board. A maximum of 32 hours of credit may apply toward graduation. Advanced Placement credit is based on criterion examination(s) administered by College Board. Students should contact their college advisor regarding the application of these credits to their academic program. Students must have official copies of their scores submitted to the Office of Undergraduate Admissions by College Board in order for credit to be awarded. To obtain copies of official grade reports, visit their website at student.collegeboard.org

The Office of the University Registrar manages the Advanced Placement Program at UNO. For additional information, call 402-554-2314.
STUDENT RESPONSIBILITIES

THE STUDENT’S RESPONSIBILITIES ARE TO:

• Review and understand the information provided in the UNO Dual Enrollment Student Handbook.

• Know the application/registration, drop and withdraw deadlines for the UNO Dual Enrollment Program. It is your responsibility as a student to meet these deadlines. Academic calendars are located on page 10.

• Complete the UNO Dual Enrollment application for admission each semester you wish to receive credit. This is the only step towards enrolling for credit. The application is located at applydual.unomaha.edu. Each school has a different two week window to complete the application following the date a UNO representative visits the school.

For a list of these dates please visit: unomaha.edu/enrollment-management/dual-enrollment/important-dates.php

• Maintain complete and accurate account information including keeping track of your NUID and password. You can update your information in MavLINK at mavlink.unomaha.edu

• Once the student has submitted the Dual Enrollment Application, the student is obligated to pay the $250 Dual Enrollment Fee, even if the student chooses to withdraw from the course.

• You are responsible for formally withdrawing your class if you do not want the UNO credit. Your parents and guardians or high school counselor cannot do it for you. If you fail to withdraw by the withdraw date each semester, you will still be responsible for the grade posted on your transcript (even if it is a D or F).

• Ensure the accuracy of your final grades on your academic transcripts via MavLINK immediately following the conclusion of your course.
The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the University of Nebraska at Omaha to comply with the requirements of FERPA.
5. The right to obtain a copy of the University of Nebraska at Omaha’s Student Records Policy. A copy of the policy is available at registrar.unomaha.edu/ferpa.php.

FAMILIES OF DUAL ENROLLMENT STUDENTS

Students who are enrolled in courses at both a high school and a postsecondary institution provide a unique situation. While the rights under FERPA belong to the parents with respect to high school records, they belong to the student with respect to the postsecondary records. The student can give express written permission to the parent to access his/her education record by downloading the Information Release form at cashiering.unomaha.edu/pdf/ferpa.pdf. Please note that there is a separate release form for financial aid, available in the Office of Financial Support and Scholarships.

UNO strongly encourages parents of dual enrolled students to respect the student’s ownership of his or her education record at the college level and seek ways to gain that information while safeguarding the student’s rights and responsibilities.

If you have questions, please contact:

UNO Office of the University Registrar
105 Eppley Administration Building (EAB)
402-554-2314
registrar.unomaha.edu/ferpa
1. RECEIVE INFORMATION
A Dual Enrollment representative will be visiting your high school on a set date each semester to explain the Dual Enrollment Program. Please check our website for high school visit dates: dualenroll.unomaha.edu.

2. APPLY ONLINE
applydual.unomaha.edu

The online application MUST be submitted within the two-week window following the high school visit. An email will be sent to both your parent or guardian, and the high school representative to approve participation in the program.

When you start the online application/registration process, make sure to carefully enter all your information. You want to make sure that you are enrolling in the correct course(s). If you are considering dropping or withdrawing from a class, please refer to the Withdrawing section on page 11.

3. APPROVE
Once you submit your application, your parent or guardian will receive an email to approve your application. Your parent or guardian MUST approve the application within the two-week window for the application to be accepted.

After you finish, two emails will be sent:

1. To your high school representative for approval.

2. To your parents/guardians for approval. Your parents/guardians have 2 weeks after the dual enrollment representative visits your high school to complete the consent form. Please check our website for high school visit dates: dualenroll.unomaha.edu.

4. PAY YOUR BILL
A billing statement will be generated and mailed to you.
The cost of Dual Enrollment is $250 per course. After admittance to the program, the course fee cannot be refunded even if the student has withdrawn from the course. No payment is due at the time of registration. To view the balance, please go online at my.unomaha.edu and click on MavLINK. The balance of the student’s account is subject to change if classes or scholarships are added.

DUE DATES
Billing for Dual Enrollment students are generated by the UNO Cashiering/Student Accounts Office.

PAYMENTS
Payments can be made by cash, check, money order or credit card. When mailing in payments, please include the student’s NUID. The bill may also be paid by logging into MavLINK and selecting Make a Payment. The Cashiering/Student Accounts Office cannot take payments over the phone. Postmarks are not considered in the posting of our payments, so please allow proper mailing time when sending payments through the mail.

NON-PAYMENT
Failure by a student to pay a financial obligation owing to the University or to any department, division, or agency thereof, will result in denial of readmission, denial of transcripts, denial of registration for ensuing terms and withholding of diplomas until such debt is paid. Debts that are older than the current term must be paid by cash, money order, cashier’s check or credit card. Payment by check will result in a 30 day delay on release of holds. Students will not be withdrawn from classes for non-payment of tuition and fees. If you register and do not plan to attend, you are responsible for withdrawing from classes. If you do not attend and do not withdraw, you will still be responsible for the payment of tuition and fees and may receive a failing grade.

LATE FEES
If any balance is not paid on time, late payment fees can accrue according to the following schedule:

- Balances of $100.00 - $999.99: $25.00 late fee
- Balances of $1000.00 and more: $50.00 late fee

Subsequent billings will be generated at the end of each month, and each billing will be subject to late payment fees. One can accrue up to two late payment fees each semester.

HOLDS
All students with outstanding balances as of September 23 for Fall and February 23 for Spring will have holds placed on their accounts regardless of whether a bill has been generated. This hold will prevent registration for future semesters and receipt of transcripts.
Access College Early (ACE) Scholarship Program pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for Postsecondary Education (CCPE) for award consideration.

To qualify for the scholarship, the student or student’s family must be approved to participate in one of the federal need-based government programs listed below, have experienced an extreme hardship that affects family income, or is participating in a designated Career Education program as established by the Nebraska Department of Education.

- Free or Reduced Price Lunch Program
- Supplemental Security Income
- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Special Supplemental Assistance Program (WIC)

The student must provide documentation to participate in the ACE Scholarship Program.

Go to ccpe.state.ne.us and click on financial aid to get started.

**If you have questions, please contact:**
Ritchie Morrow
ritchie.morrow@nebraska.gov
402-471-0032

OR

Your high school guidance counselor
### FALL 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Fall Semester Begins</td>
</tr>
<tr>
<td>November 06</td>
<td>Last date before midnight to withdraw from a General session course with a grade of “W”</td>
</tr>
<tr>
<td>December 13-18</td>
<td>Finals</td>
</tr>
</tbody>
</table>

### SPRING 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12</td>
<td>Fall Semester Begins</td>
</tr>
<tr>
<td>April 03</td>
<td>Last date before midnight to withdraw from a General session course with a grade of “W”</td>
</tr>
<tr>
<td>May 02 - 08</td>
<td>Finals</td>
</tr>
</tbody>
</table>

### TIMELINE FOR WITHDRAWING FROM DUAL ENROLLMENT AT UNO

#### Traditional Semester (term)

- Fall 2015 - November 6, 2015
- Spring 2016 - April 1, 2016

#### 4x4 Block Schedule

- 1st semester – September 28, 2015
- 2nd semester – December 3, 2015
- 3rd semester – February 23, 2016
- 4th semester – May 6, 2016
Students taking dual enrollment classes will receive the same letter grade that they receive in their high school. The grade inputted is the actual letter grade, not the weighted grade point average.

**REPEAT POLICY**

When an undergraduate course is repeated, only the most recent grade will be counted into the GPA.

- Letter-graded courses must be repeated for a letter grade.
- All courses and grades will continue to be a part of the student’s permanent record (transcript).
- When determining eligibility for graduation with honors, every grade awarded is computed into the GPA.
- Repeats must be completed before a degree is granted. Once a degree is granted, repeated courses will not change the GPA established at the time the degree was awarded.
- Students can replace grades earned at another University of Nebraska system campus if they take the articulated equivalent course at UNO. Students should consult with an advisor prior to taking the course at UNO to ensure that they take the direct equivalent to the course they took elsewhere. Upon completing the course, either the student or the advisor must ask the Office of the University Registrar in EAB 105 to eliminate the previous grade from their GPA.

The course will appear on your transcript with a grade of "W". You are still responsible for the UNO dual enrollment fee. "W" grades have no impact on your academic GPA.

Any student who wishes to withdraw from the UNO Dual Enrollment course must check the timeline and notify the Office of Dual Enrollment at the University of Nebraska at Omaha at 402-554-3810 or send the request via fax, email or mail. Students are still obligated to pay the $250 course fee even if the course is withdrawn.

**NOTE**

You are responsible for formally withdrawing from your class if you do not wish to earn UNO credit. If you fail to withdraw during the correct timeframe, you will still be responsible for the grade posted on your transcript (even if it is a D or F). You are responsible for keeping UNO informed of any changes in your mailing address or name.
ATTENDANCE
If you withdraw from your high school class or change high schools after you have registered for UNO Dual Enrollment, you must drop or withdraw from the UNO Dual Enrollment course as well. High school and UNO records are not linked and you will be responsible for your dual enrollment courses.

TIMELINE FOR WITHDRAWING FROM DUAL ENROLLMENT AT UNO

Traditional Semester (term)

Fall 2015 - November 6, 2015
Spring 2016 - April 1, 2016

4x4 Block Schedule

1st semester – September 28, 2015
2nd semester – December 3, 2015
3rd semester – February 23, 2016
4th semester – May 6, 2016

Mavlink is UNO’s online student portal which allow students to:

• Access class schedule
• View grades
• Send official transcripts
• Pay bill

To log on to Mavlink visit mavlink.unomaha.edu

FIRST TIME DUAL ENROLLMENT STUDENTS
After being enrolled, the student will be sent two emails from TrueYou; one with the student NU ID, and the other with a temporary password, which will allow you to set up your MavLink Password.

RETURNING DUAL ENROLLMENT STUDENTS
Continue to use the same student ID and password that was issued to you when first admitted into the Dual Enrollment Program.

FORGOT NUID AND/OR PASSWORD
If you have forgotten you NUID, you can locate that by going to my.unomaha.edu and on the bottom left tab under Password Assistance.
If you have forgotten your password you will need to call the Office of Dual Enrollment at 402.554.3810 and we can send you an email to reset it.
UNO credit hours can be transferred to other colleges and universities and applied toward degree requirements or elective credit. While UNO cannot guarantee course recognition on behalf of another university, it strives to make the transfer of courses from one institution to another as simple as possible.

Speak to an advisor if your course was not automatically transferred when a transcript was provided. See if there is any additional information that could be provided in order to have that course recognized.

There are many factors that affect how and if another college or university will accept UNO Dual Enrollment credit. The grade and what was covered in the class can make a difference. Start a file and keep course syllabi and other important information to share with the colleges you may attend later. UNO is fully accredited by the North Central Association of Colleges and Schools.

Course credits are generally accepted by other member colleges and universities and by those accredited by other regional accrediting agencies. Some universities have a general statement on their university policy regarding transfer of credit on their website.

The courses offered through UNO’s Dual Enrollment Program may be fully transferable into a program of study or you may be granted exemption from taking a similar course. Courses may be used as a pre-requisite, allowing you to take more advanced courses your freshman year.

5 IMPORTANT QUESTIONS TO ASK COLLEGES REGARDING DUAL ENROLLMENT CREDIT.

1. Does this institution accept Dual Enrollment credit?
2. If yes, how would this institution take Dual Enrollment credit from UNO (course number and name.)
3. If no, what score is needed on the AP exam to receive credit, and what course would it be?
4. Will I be considered a freshman regardless of the number of credits I bring in? Make sure you would still be eligible for all freshman scholarships.
5. Would the credits I bring to college count against the overall length and amount of any scholarship that I might receive?

ORDERING TRANSCRIPTS

Ordering your transcripts online through MavLINK is the fastest way to get your transcripts processed. To order transcripts online, please login to MavLINK using your assigned NUID (received in the mail and email) and password (received via e-mail when you enrolled in the Dual Enrollment Program). Click on Request Official Transcript then complete the request form online. There is a $15.00 processing fee for each transcript request for former students and those not currently enrolled at UNO.

Dual Enrollment students may order a transcript, free of charge, if they have been dual enrolled in one of the last 3 semesters. Please select Dual Enrollment Transcript Request Form in Documents & Resources on the UNO Dual Enrollment website at: dualenroll.unomaha.edu.
The maintenance of academic honesty and integrity is of vital concern to the University community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:

**Cheating**
Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.

**Fabrication and falsification**
Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

**Plagiarism**
Presenting the work of another as one’s own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one’s own when such work has been prepared by another person or copied from another person.

**Abuse of academic materials and/or equipment**
Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

**Complicity in academic dishonesty**
Helping or attempting to help another student to commit an act of academic dishonesty.

**Falsifying grade reports**
Changing or destroying grades, scores or markings on an examination or in an instructor’s records.

**Misrepresentation to avoid academic work**
Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

**Other**
Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under Sanctionable Conduct and the University Disciplinary Procedures. The Office of Academic and Student Affairs maintains a record of students who violate the policy on Academic Integrity. Repeat offenders may be subject to disciplinary action under the “UNO Student Code of Conduct.”
**Office of Dual Enrollment**
All questions related to UNO Dual Enrollment (admission, enrollment, holds)

Phone: 402.554.3810
Fax: 402.554.3837
unodualenroll@unomaha.edu

**Cashiering/Student Accounts**
Processing payments on your account

Phone: 402.554.2324
unocsa@unomaha.edu

**Office of the University Registrar**
Transcripts, student record questions

Phone: 402.554.2314
Fax: 402.554.3472
unoregistrar@unomaha.edu
APPENDIX B: COURSE DIRECTORY

COLLEGE OF ARTS & SCIENCES

Biology

BIOL 1330: Environmental Biology
This course is a study of human ecology with emphasis on the effects of human populations on the earth’s resources and on the environment.

Credits: 3
General Education Area: Natural and Physical Science
Prereq: None

BIOL 1450: Biology I
First semester of a two semester series on the general principles of biology. Concepts including the chemical and physical basis of living systems, cell structure and function, energy and metabolism, genetics and molecular genetics, and evolution of biological diversity will be presented. Laboratory will provide inquiries into these same topics. Intended as the first course for Biology majors. Must enroll in one lab section.

Credits: 5
General Education Area: Natural and Physical Science
Prereq: High school biology and chemistry. College level chemistry recommended.

BIOL 1750: Biology II
Second semester of a two semester series on the general principles of biology. Introduction to the study of life, concentrating on whole organisms and their interactions with the environment. This course will focus on evolution and natural selection, biodiversity, physiologic responses to the environment, organ systems, population dynamics, community ecology, and energy and material flow through ecosystems. Laboratory will provide inquiries into these same topics. Intended as the second course for Biology majors. Must enroll in one lab section.

Credits: 5
Prereq: BIOL 1450; College level chemistry is recommended.

English

ENGL 1010: Introduction to Genre Studies: Prose
This course introduces students to the study of short stories, novels, and creative non-fiction (optional; inclusion may vary by instructor).

Credits: 3
General Education Area: Humanities and Fine Arts
Prereq: None. Completion of ENGL1150/1160 is recommended.

ENGL 1020: Introduction to Genre Studies: Poetry, Drama, Film
This course introduces students to the study of poetry, drama, and film (optional; inclusion may vary by instructor).

Credits: 3
General Education Area: Humanities and Fine Arts
Prereq: None. Completion of ENGL1150 is recommended.

French

FREN 1120: Elementary French II
Pronunciation, listening, comprehension, speaking, and reading.

Credits: 5
Prereq: FREN 1110 or placement by Department of Foreign Languages diagnostic examination. Department permission is needed for transfer credit.

FREN 2120: Intermediate French II
Grammar review, continued oral practice, and introduction to literary readings.

Credits: 3
Prereq: FREN 2110 or placement by Department of Foreign Languages diagnostic examination. Department permission is needed for transfer credit.
**Geography**

**GEOG 1020: Introduction to Human Geography**
An introductory course which studies the geography of human activity through a topic by topic coverage of cultural traits and complexes that characterize different societies in the world. Major cultural topics of focus are the geography of population, agricultural systems, settlement, language, religion, political patterns, and the way people occupy urban and industrial space, among others.

**Credits:** 3  
**General Education Area:** Global Diversity & Social Science

**German**

**GERM 2120: Intermediate German II**
Grammar review, continued oral practice, and introduction to literary readings.

**Credits:** 3  
**Prereq:** GERM 2110. Department permission is needed for transfer credit.

**History**

**HIST 1010: World Civilizations II**
An examination of selected societies since the beginning of the modern era.

**Credits:** 3  
**General Education Area:** Global Diversity & Humanities and Fine Arts  
**Prereq:** None Not open to non degree students.

**HIST 1110: American History to 1865**
A history of the creation and development of the United States from the beginning of English colonization to the end of the American Civil War.

**Credits:** 3  
**General Education Area:** Humanities and Fine Arts

**HIST 1120: American History since 1865**
A general survey of the basic forces shaping American life since the Civil War.

**Credits:** 3  
**General Education Area:** Humanities and Fine Arts

**HIST 1510: Western Civilization: 1453-1789**
A factual and interpretative treatment of the major political, economic, and cultural movements in Europe terminating just prior to the French Revolution and Napoleon.

**Credits:** 3

**HIST 1520: Western Civilization: 1789-the Present**
A study of the forces shaping modern Europe with particular emphasis on republican, national, anticlerical and socialistic developments.

**Credits:** 3

**Mathematics**

**MATH 1950: Calculus I**
This is a course in plane analytic geometry emphasizing the study of functions, limits, derivatives and applications, and an introduction to integration.

**Credits:** 5  
**Prereq:** Students must have an ACT Math sub score of at least 26 within the last 5 years, a COMPASS Test score of 7, MATH 1320 and MATH 1330, or MATH 1340 within the last 2 years with a grade of C- or better.

**MATH 1960: Calculus II**
This course introduces applications of integration, techniques of integration, infinite sequences and series, vectors in the plane, and polar functions. A mathematical software package is introduced, with required assignments.

**Credits:** 5  
**Prereq:** MATH 1950 with a grade of C- or better, or MATH 1960 with a grade of F or better, or permission of instructor.

**MATH 1970: Calculus III**
This course presents vector functions, parametric equations, solid analytic geometry, partial differentiation, multiple integration, and an introduction to vector calculus. A mathematical software package is introduced with required assignments.

**Credits:** 4  
**Prereq:** MATH 1960 with a grade of C- or better, or MATH 1970 with a grade of F or better, or permission of instructor.
MATH 2350: Differential Equations
Topics include solutions of linear and first order nonlinear differential equations with applications. Also included are power series solutions, Fourier series, and Laplace transform.

Credits: 3
Prereq: MATH 1960 with a grade of C- or better

Physics

PHYS 1110: General Physics I with Algebra
First part of a two-semester continuing course designed for students with no prior background in physics. Mechanics, heat and sound are covered in this semester.

Credits: 4
General Education Area: Natural and Physical Science
Prereq: MATH 1310 or equivalent, or MPE score above 2.

PHYS 1120: General Physics
Second part of a two-semester continuing course designed for students with no prior background in physics. Electricity and magnetism, light, and a little modern physics are covered.

Credits: 4
Prereq: PHYS 1110 or permission.

PHYS 1154: General Physics Laboratory I
One-semester laboratory course for students enrolled in PHYS 1110 or 2110. Covers experiments in mechanics, wave motion and heat.

Credits: 1
General Education Area: Natural and Physical Science
Prereq: PHYS 1110 or 2110, prior or concurrent.

PHYS 1164: General Physics Laboratory II
One-semester laboratory course for students enrolled in PHYS 1120 or 2120. Second semester covers experiments in electricity and magnetism, optics, and modern physics.

Credits: 1
Prereq: PHYS 1120 or 2120, prior or concurrent.

PHYS 1350: Principles of Astronomy
An introductory course that satisfies divisional requirements in natural science. Topics discussed include the night sky, gravity, telescopes, atoms and radiation, the solar system, the sun and stars, and cosmology.

Credits: 3
General Education Area: Natural and Physical Science
Prereq: High school algebra or equivalent.

PHYS 2110: General Physics I - Calculus Level
First part of a two-semester continuing course for students majoring in some area of science, mathematics or engineering. Mechanics, molecular properties of matter and heat are covered in the first semester.

Credits: 4
General Education Area: Natural and Physical Science
Prereq: MATH 1950 (MATH 1930 for Geology majors) or permission of the instructor. High school physics or Physics 1050 is recommended.

PHYS 2120: General Physics - Calculus Level
Second part of a two-semester continuing course for students majoring in some area of science, mathematics or engineering. Wave motion, electricity, magnetism and light are considered during the second semester.

Credits: 4
Prereq: PHYS 2110 and MATH 1960 (MATH 1930 for Geology majors) or permission of the instructor.

Political Science

PSCI 1100: Introduction to American National Government
This course introduces students to the foundational principles, institutions, processes, and policies of national government in the United States.

Credits: 3
General Education Area: Social Science
**PSCI 2500: Introduction to Comparative Politics**
This course introduces students to the fundamental concepts and theoretical approaches used to study political institutions, processes, and public policies in different country settings. This course also illustrates the rich diversity of political life and the importance of global political and economic change.

**Credits:** 3  
**General Education Area:** Global Diversity & Social Science

**Psychology**

**PSYC 1010: Introduction to Psychology I**
An overview of scientific understanding of the human mind and behavior. Theories and empirical tests of explanations for how we think, feel, and act. This course is a prerequisite to all subsequent, more specialized courses in Psychology.

**Credits:** 3  
**General Education Area:** Social Science  
**Prereq:** None

**Religion**

**RELI 1010: Introduction to World Religions**
A introductory course in religious studies, designed both to introduce students to ways of understanding religion as a phenomenon in human culture and history and also to survey a wide variety of the religions of the world.

**Credits:** 3  
**General Education Area:** Global Diversity & Humanities and Fine Arts  
**Prereq:** none

**Sociology**

**SOC 1010: Introductory Sociology**
An introduction to the study of human societies. The course presents the fundamental concepts and theories that make up the sociological perspective. These serve as tools for the analysis of social inequality, social institutions and social change.

**Credits:** 3

**Spanish**

**SPAN 2110: Intermediate Spanish I**
Grammar review, continued oral practice, writing and introduction to literary readings.

**Credits:** 3  
**Prereq:** SPAN 1120 with a grade of C- or better, or placement by department diagnostic exam. Department permission is needed for transfer credit.

**SPAN 2120: Intermediate Spanish II**
Grammar review, continued oral practice, writing and introduction to literary readings.

**Credits:** 3  
**Prereq:** SPAN 2110 with a grade of C- or better, or placement by department diagnostic exam. Department permission is needed for transfer credit.

**COLLEGE OF BUSINESS ADMINISTRATION**

**Business Administration**

**BSAD 1500: Introduction to Business**
This course is intended for first-year CBA students. The course introduces students to the contemporary business world. Students will be introduced to the academic options available in CBA and will be assisted in choosing a career path. Students will be assisted in developing their academic skills.

**Credits:** 3  
**Prereq:** Fewer than 28 earned hours (enrollment restricted to freshmen only).

**Economics**

**ECON 2200: Principles of Economics (Micro)**
An introduction to economic principles, decision making and policies affecting product and resource markets. Particular emphasis is on price, output and input decisions by individuals and firms under various market conditions. An introduction to the fundamentals of international trade.

**Credits:** 3  
**General Education Area:** Social Science  
**Prereq:** ENGL1150 and MATH1310 with ‘C-’(1.67) or better.
**ECON 2220: Principles of Economics (Macro)**

An introduction to economic principles, decision making and policies on national income and output, employment, growth, money, the price level and the international economy.

**Credits:** 3  
**General Education Area:** Social Science  
**Prereq:** MATH1310, ENGL 1150 and ECON2200 with a ‘C’-(1.67) or better.

**Marketing**

**MKT 2210: Survey of Marketing**

This course is for any student majoring in business. Course content focuses on basic product and service marketing for business and non-business organizations. Additional topics include marketing for career development and marketing for non-profit organizations.

**Credits:** 3  
**Prereq:** ENGL1160 with grade of ‘C’ (2.0) or better and GPA of 2.3 or better.

**COLLEGE OF COMMUNICATION, FINE ARTS AND MEDIA**

**Art and Art History**

**ART 1100: Foundation Drawing & Design: Two Dimensional Applications**

An introduction to the essential tools of art making through an active exploration of drawing mediums and design concepts. The focus is on the development of conceptual and technical skills used in contemporary studio practice.

**Credits:** 3  
**Prereq:** None. Lab fee required.

**ART 1110: Foundation Drawing & Design: Three Dimensional Applications**

An introduction to the technical and conceptual aspects of three dimensional design, focusing on drawing and sculpture problems. Students will develop an understanding of 3-D design components and principles, learn handmade and shop oriented technologies, and explore analytical and conceptual drawing. They will also address critical skills and the cultural analysis of art practice.

**Credits:** 3  
**Prereq:** Lab fee required.

**Journalism and Media Communication**

**JMC 2370: Radio/Audio I**

This course emphasizes the fundamentals of audio production and writing for radio and its online communication venues. On-air delivery, use of video and audio streaming, and broadcast industry issues also are covered.

**Credits:** 3

**Music**

**MUS 1410: Music Core Curriculum I**  
*(Offered through Fall 2014)*

The study of basic elements of music and their application to musical performance, education, and analysis.

**Credits:** 4  
**Prereq:** Music major standing. Not open to nondegree students.

**MUS 1420: Music Core Curriculum II**  
*(Offered through Fall 2014)*

The study of basic elements of music and their application to musical performance, education, and analysis.

**Credits:** 4  
**Prereq:** Completion of Music 1410 with the grade C or better or permission of the instructor.

**MUS 1400: Introduction to Music Studies**

Introduction to Music Studies will cover the basics of music including music reading in multiple clefs, scales, key signatures, meter signatures, triads seventh chords, and elementary aural and singing skills. Additionally introductory topics of music literature and applied music skills will be covered. The primary purpose of the course is to prepare students for further study in music at the college level.

**Credits:** 3  
**Prereq:** Music major or permission of instructor.
Writers Workshop

WRWS 1500: Introduction to Creative Writing
An introduction for non-majors in creative writing to the art and craft of writing fiction, poetry, and creative nonfiction. Follows a workshop format based on individual and group critique of students’ writing, discussion of principles and techniques of the craft, and reading and analysis of instructive literary examples.

Credits: 3
General Education Area: Humanities and Fine Arts
Prereq: ENGL 1160 or equivalent. Not open to nondegree students.

COlLege of educatIOn

Health Education

HED 2310: Healthful Living
A study of selected health problems and controversies in our society as related to knowledge, attitudes, and behaviors necessary for healthful living in a culturally diverse society.

Credits: 3
Prereq: None

Physical Education

PE 3040: Prevention and Care of Athletic Injuries
Designed to develop basic techniques in prevention and care of athletic injuries for coaches and physical educators. Emphasis will be on sports first aid.

Credits: 3
Prereq: PE 3010 and HED 3030 or current CPR certification and First Aid certification. PYES majors: PE 2400 or PE 2880 or BIOL 2740 and HED 3030 or current CPR certification and First Aid certification. ATHT majors can not enroll.

Physical Education Activities

PEA 111H: Weight Training/Body Conditioning
The course is designed to develop the skills and knowledge necessary to begin and participate in a program of weight lifting as a lifelong activity.

Credits: 1
Prereq: None

PEA 111P: Modern Dance
This course for men and women students is designed to develop technique in modern dance and acquire a brief knowledge, understanding, appreciation of modern dance, its history, and composition.

Credits: 1
Prereq: None

PEA 111Q Ballet
The course introduces the student to basic ballet technique and fosters an appreciation for ballet as an art form.

Credits: 1
Prereq: None

Special Education & Communication Disorders

SPED 1400: Introduction to Communication Disorders
This course is designed to introduce the candidate to the fields of speech-language pathology, audiology, and education of the deaf/hard of hearing. The course is an overview of normal development of speech, language, and hearing, and the disorders of human communication in children and adults.

Credits: 3
Prereq: None

Teacher Education

TED 1010: Introduction to Education
The course will provide an introduction to the education profession through career exploration and initial exposure to the dynamics of PK-12 classroom teaching. The course will provide an overview of ethics and professionalism, pre-service preparation, societal influences, classroom practices, and the governance structures which impact teachers and schools. The course has a required field experience.

Credits: 3
Prereq: None Not open to nondegree students.
COLLEGE OF INFORMATION SCIENCE & TECHNOLOGY

CIST 1100: Introduction to Computing
This course is an introduction to program development using Visual Basic, Excel and Access.

Credits: 3
Prereq: Secondary school algebra and geometry, basic typing skills. Basic knowledge of a Windows computer.

CIST 1300: Introduction to Web Development
This course will provide students with a practical introduction to web development. By learning the basic skills needed to develop an interactive website, students will develop an understanding of the web development task and an appreciation of the importance of the Internet in both business and academic environments. Specific technical topics to be covered include XHTML, CSS, the Unix/Linux operating system, web server software, and a programming language. As part of the class, each student will develop a working website.

Credits: 3
Prereq: MATH 1310 (or equivalent)

CIST 1400: Introduction to Computer Programming
An introduction to programming within the context of a high level modern programming language. Coverage of fundamental programming concepts and program design; including arrays, user defined types, and objects. This course has an optional laboratory component in CIST 1404.

Credits: 3
Prereq: MATH 1320 and either CSCI 1200 or CIST 1300

Computer Science

CSCI 1000: Computer Literacy with Applications
The historical development of computers, implication of computers in daily life, introduction to computer applications (general purpose and specifically word processing, spreadsheet, data base and telecommunication), and a brief introduction to programming languages and their development. Designed for non-computer science majors. Students may not receive credit for more than one of the following: CIST 1100, CSCI 1000 and 1500.

CSCI 1200 Computer Science Principles
This course introduces students to the foundational principles of computer science. It aims to help students learn the essential thought processes used by computer scientists to solve problems, expressing those solutions as computer programs. The exercises and projects make use of mobile devices and other emerging platforms.

Credits: 3
Prereq: MATH 1310 (or equivalent)

CIST 2500: Introduction to Applied Statistics for IS&T
The course emphasizes the function of statistics in information science and technology including topics such as descriptive statistical measures, probability discrete probability, sampling, estimation analysis, hypothesis testing, regression, and analysis of variance. A well-known computer package will be used to support the problem-solving process.

Credits: 3
Prereq: Math 2040 or Math 2030 or CSCI 2030.

CSCI 2980: Topics in Computer Science
A variable topic course in computer science at the sophomore level. Topics not covered in the computer science degree program, but suitable for sophomore-level students.

Credits: 1-3
Prereq: Permission of instructor. Additional prerequisites may be required for particular topic offerings.

Information Assurance – Science

IASC 1100: Introduction to Information Security
This course emphasizes our current dependence on information technology and how its security in cyberspace (or lack thereof) is shaping the global landscape. Several historical and contemporary global events that have been influenced by the exploitation of information technology motivates topics on cyber crime, malware, intrusion detection, cryptography, among others, and how to secure one’s own data and computer system. Several aspects of this course are geared towards developing an understanding of the cyberspace as a new medium that breaks all geographical boundaries, while highlighting noticeable influences on it from social, political, economic and cultural factors of a geographical region.

Credits: 3
General Education Area: Global Diversity
Prereq: None; Course is open to all undergraduate majors.
**Aviation**

**AVN 1000 Introduction to Aviation and Aerospace**
This course provides a broad understanding of all aspects of the air transportation and aerospace industries. Lectures will cover what has happened in the industry to date, with emphasis on present and future developments in air transportation. The course will include the impact the airline industry is making on airports and other segments of aviation and aerospace.

**Credits:** 3

**AVN 1020: Private Pilot Theory**
This course will familiarize the student with theories associated with flight. These include aerodynamics, weather, FAA regulations, navigation, airports, airspace and aviation safety. There is no flight requirement associated with this course.

**Credits:** 3

**AVN 1040: History of Aviation and Aerospace**
Purpose of this course is to present the historical antecedents leading to the conquest of the air and the evolution of aviation and aerospace progress to present day. The course is intended as an introductory course for those pursuing a major in aviation or considering aviation as a vocation; or for undergraduates wishing to gain a historical perspective of the development of the field of aviation and aerospace.

**Credits:** 3

**AVN 1160 Aviation Safety**
This course provides the student with a detailed introduction to aspects of aviation safety as well as the associated components of flight human factors, aircraft technology, weather related accidents and accident investigation.

**Credits:** 3

**Prereq:** AVN 1000