

OFFICE OF CONTINUING EDUCATION

2010 Spring Schedule

www.francis.edu / oce@francis.edu / 814-472-3012

GREATER ALTOONA CAREER & TECHNOLOGY CENTER

January 11<sup>th</sup> - April 24<sup>th</sup> from 6:30 - 9:00 p.m.

- ACCT 102 Managerial Accounting . . . . . Tuesday, Dr. Logue
- ECON 101 Principles of Economics I . . . . . Tuesday, TBA
- ENGL 104 Intro. To Literature . . . . . Wednesday, Dr. Cope
- MGMT 102 Productions/Operations . . . . . Tuesday, Mr. Low
- MKTG 302 Marketing . . . . . Monday, Ms. Schrum
- PSYC 101 Intro. To Psychology . . . . . Thursday, Mr. Cope
- SPCH 103 Speech Fundamentals . . . . . Monday, Ms. Riva

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

January 11<sup>th</sup> - April 24<sup>th</sup> from 6:30 - 9:00 p.m.

- BUS 101 Wall Street 101 . . . . . Wednesday, Ms. Schrum
- ENGL 103 Writing for a Discipline . . . . . Monday, Dr. Cope
- HIST 103 The U.S. to 1877 . . . . . Tuesday, Mr. Bruscha
- MGMT 201 Human Resource Management . . . . . Thursday, Mr. Moyer
- STAT 302 Quant. Business Analysis II . . . . . Monday, Mr. Wensel

SAINT FRANCIS UNIVERSITY

January 11<sup>th</sup> - April 24<sup>th</sup> from 6:30 - 9:00 p.m. (unless otherwise noted)

- ACCT 304 Advanced Accounting II . . . . . Thursday, Mr. Petyak
- ACCT 405 Municipal & Governmental Accounting . . . . . Monday, Ms. Zakrzewski
- BIOL 105 Human Biology . . . . . Monday, Dr. Pion
- EDUC 421 Special Topics: Inclusion Approach to Development  
Appropriation Practices . . . . . Monday, 5 - 7:30 p.m., Dr. Zeak
- FNAR 101 Explorations in the Arts (1 cr.) . . . . . Wednesday, Mr. Resinski
- MATH 106 Modern Elementary II . . . . . Wednesday, Ms. Barroner
- MGMT 203 Labor & Management Relations . . . . . Thursday, Mr. Low
- MS 104 Divemaster Scuba Diving (2 cr.) . . . . . Wednesday, 3:00 p.m., Dr. Morra
- MS 111 Fish Identification Scuba Diving (1 cr.) . . . . . Dr. Morra
- MS 119 Boat Diver Scuba Diving (1 cr.) . . . . . Dr. Morra
- MS 121 Dry Suit Diver (1 cr.) . . . . . Mr. Shea
- MS. 125 Equipment Specialist Scuba Diving (1 cr.) Wednesday, 4:00 p.m., Dr. Morra
- MUS 202 Studies in Music: W. African Dance . . . . . M/F, 7:30 - 9 p.m., Ms. Bickford
- PHED 111 Yoga for Well. II Thurs. 11a.m.-12:15 p.m., 3/11,18,25, 4/8,15,22; Dr. DeFiore;
- RE 112 Real Estate Fundamentals . . . . . Wednesday, Mr. Rawlings
- THTR 102 Intro. To Film Art . . . . . Wednesday, Mr. Resinski

SPRING BREAK, ONE -WEEK CLASSES

February 27<sup>th</sup> - March 7<sup>th</sup> from 9:30 a.m. - 4:30 p.m.

The tuition for these classes are not included in your flat tuition rate. The cost will be the current Continuing Education rate.

- FNAR 102 Cultures and Values (3 cr.) . . . . . TBA
- RLST (TBA) . . . . . Fr. Bourque

ONLINE CHRISTMAS BREAK CLASSES (12/26 - 31/09)

The tuition for these classes are not included in your flat tuition rate. The cost will be the current Continuing Education rate.

- HIST 104 The U.S. Since 1877 . . . . . Ms. Bernard
- PHIL 308/RLST 308 Peace, Justice & Human Relations . . . . . Fr. Bourque
- SOC 202 Intro. To Women in Society . . . . . Dr. Lynch

SATURDAYS AT SAINT FRANCIS

The compressed 7 week modules, offered six times a year, will allow an individual to complete up to 36 credits in one year on Saturdays. Adult learners must have successfully completed at least 36 credits to be eligible to register for courses from the Saturdays at Saint Francis.

2010 Spring Module I (1/9/10 - 2/20/10)

- BUS 101 Wall Street 101 . . . . . 8 a.m. - noon., Ms. Schrum
- ECON 102 Principles of Economics II. . . . . 8 a.m. - noon, Mr. Low
- ENGL 208 Writing and Communication in Bus. . . . . 1 - 5 p.m., Dr. Wardzinski-Cope
- MGMT 203 Labor & Management Relations. . . . . 1 - 5 p.m., Ms. Schrum
- MGMT 401 Strategic Management . . . . . 1 - 5 p.m., Mr. Low
- MIS 110 Computer Programming w/Bus. App.. . . . . 1 - 5 p.m., TBA
- MUS 104 Fundamentals of Music . . . . . 1 - 5 p.m., Dr. Barnett
- PHIL 205 Discovering Philosophy. . . . . 8 a.m. - noon, TBA

2010 SPRING MODULE II (3/6/10 - 4/17/10)

- LANG 103 Language, Culture & Comm.. . . . . 1 - 5 p.m., Ms. Wilson
- MATH 111 Finite Math . . . . . 1 - 5 p.m., Mr. Hall
- MGMT 102 Productions/Operations. . . . . 8 a.m. - noon, TBA
- MIS 345 Data Base Management . . . . . 8 a.m. - noon, Mr. Vargo
- MUS 104 Fundamentals of Music . . . . . 1 - 5 p.m., Dr. Barnett
- PSYC 101 Intro. to Psychology . . . . . 1 - 5 p.m., Dr. Cope
- SPCH 103 Speech Fundamentals. . . . . 1 - 5 p.m., Mr. Hartland

SATURDAYS AT STATE COLLEGE

South Hills School of Business and Technology on Waupelani Drive in State College

2010 SPRING MODULE I (1/9/10 - 2/20/10)

- HIST . . . . . 1 - 5 p.m., Mr. Dellape
- MGMT 201 Human Resource Management . . . . . 8 a.m. - noon, TBA

2010 SPRING MODULE II (3/6/10 - 4/17/10)

- MGMT 401 Strategic Management . . . . . 8 a.m. - noon, Mr. Low
- PLSC 102 American National Government. . . . . 1 - 5 p.m., Mr. Dellape

ONLINE CLASSES

- BIOL 205 Human Anat. & Phys. (4 cr. - IDC only) . . . . . 1/11 - 4/24, Dr. Langer
- CPSC 101 Intro. to Computer Science . . . . . 1/11 - 4/24, Mr. Anater
- HIST 101 Europe and the World 1500-1815 . . . . . 1/11 - 4/24, Dr. Kopanic
- HIST 102 Europe and the World Since 1815 . . . . . 1/11 - 4/24, Dr. Kopanic
- HIST 103 The U.S. to 1877 . . . . . 1/11 - 4/24, Ms. Bernard
- HIST 104 The U.S. Since 1877 . . . . . 1/11 - 4/24, Ms. Bernard
- HIST 495 Special Topics: PA History . . . . . 1/11 - 4/24, Mr. Dellape
- PHIL 205 Discovering Philosophy. . . . . 1/11 - 4/24, Dr. Socoski
- PHIL 313 Business Ethics. . . . . 2/1 - 3/19, Fr. Bourque
- PLSC 102 American National Government. . . . . 1/11 - 4/24, Mr. Dellape
- RLST 205 Faith and Franciscanism. . . . . 3/15 - 4/30, Fr. Bourque
- RLST 205 Faith and Franciscanism. . . . . 3/15 - 4/30, Fr. Bourque
- SOC 102 American Society and its Problems . . . . . 1/11 - 4/24, TBA

2010 SPRING REGISTRATION FORM

name \_\_\_\_\_ SS# \_\_\_\_\_ e-mail address \_\_\_\_\_

home phone \_\_\_\_\_ work phone \_\_\_\_\_ address \_\_\_\_\_

COURSE #	CR	DAY(S)	LOCATION	Total Credits:	
				Rate Per Credit:	\$ 362.00
				Total Tuition (Total Credits x Per Credit):	
				Less Loans / Financial Aid:	
				Balance Due:	

**POLICY ON WITHDRAWAL:** All withdrawals and requests for refunds **must be made in writing** and will be calculated according to the postmark date it was delivered to the Office of Continuing Education. An individual will be charged a tuition penalty according to the following schedule:

- 0% . . . . . only when courses are canceled by OCE After the 3<sup>rd</sup> class, no reduction will be given.
- 25% . . . . . from date of registration to the 1<sup>st</sup> class. Individuals withdrawing from a 7-week module will be subject to a penalty of 100% after the second class.
- 50% . . . . . up to the date of the 2<sup>nd</sup> class. **A written notice of withdrawal must be sent to the Director of the Office of Continuing Education. Non-attendance will not constitute notice of withdrawal.**
- 75% . . . . . up to the date of the 3<sup>rd</sup> class.

The University reserves the right to change tuition rates and other fees without notice. As an individual enrolled at Saint Francis University, I am fully aware of the University's policies and, in particular, the University's policy on withdrawal from a course.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## COURSE ROTATION

Several courses are rotated between the Altoona and Johnstown sites, between odd and even years, or between both sites and years. All rotations are listed under the course descriptions found on <http://www.francis.edu/ContinuingEd/CourseDesc.shtml>. Students should keep this in mind when scheduling classes and planning schedules. If a student does not take a course when it is at his/her nearest location, he/she will have to either travel to another site when it is offered or wait for the next rotation.

## CREDIT LOAD

The standard rule of thumb for college work is that for every one contact hour for a course, the students are expected to do three hours of work on their own (ie, reading, homework, research). This equation however does not apply to accelerated courses which meet for only 28 contact hours. *More* time may be required outside of the classroom for these courses.

## CLASS FORMATS

In order to accommodate the various needs of our adult learners, every effort is made to offer courses in a variety of formats. The scheduled dates and times for each class may be different in the summer when we are also accommodating the needs of the day school students. In order to meet required instructional times, some classes may meet on holidays, namely Memorial Day, 4<sup>th</sup> of July and Labor Day. Classes that are scheduled over holidays will meet unless the instructor decides otherwise or if the off campus site is closed. Therefore, expect to go to class on some holidays.

A traditional continuing education course meets for 35 contact hours and requires no advanced work on the part of the student. These are the majority of classes that the OCE offers with the following exceptions.

*1-Week Courses:* Although these courses meet for 35 contact hours and thus are not considered accelerated, they require special consideration. Learners registering for a class in this format will often be required to do some advanced work and may have assignments extending beyond the last day. Individuals should expect to be immersed in the subject matter; thus, it is recommended that students do not take any other courses or schedule any other activities during the week of this class. Evenings will be spent preparing for the next day's lesson.

*Weekend Format:* These courses meet for 35 contact hours but are compressed into a series of Friday evenings and Saturdays. There is no credit minimum required to register for these courses and they are not considered accelerated. However, they are compressed into four weeks; thus students interested in scheduling a course in this format should realize that it will be an intense educational experience.

*7-Week Courses:* These courses meet for 28 contact hours rather than 35 and are in a compressed format. Only students with 36 completed credits may enter these classes. Often instructors will assign work to be completed prior to the start of these classes. If prior work is required, a syllabus will be mailed or given at the time of registration. Because of the decrease in the amount of contact hours, the student taking these courses must assume a greater degree of self-directed learning.

*Summer School:* In the summer, the OCE administers courses not only for OCE students but also for the day school student. Although the evening, Saturday and many of the 1-week courses are designed for the adult learner, learners will often find traditional aged students in summer classes. The summer is split into three sessions. The 1<sup>st</sup> and 2<sup>nd</sup> are designed with the adult learner in mind with courses being offered in all locations in the evening or on Saturdays. The mid-session is designed for the day school student and adult students who are able to take a 1-week course. However, any student is free to take any course offered by the OCE with the exception of the 7-week courses. (OCE students are also able to take classes through the day school program in the fall/spring semesters; however, the student will pay the day school tuition rate.)

## CLASS ATTENDANCE

Attendance at class is a necessary part of the college experience. However, we do realize that from time to time students will have to miss a class due to illness, a family commitment, emergency, work requirement, etc. Students should inform their instructor at the earliest possible opportunity of any classes that will be missed so that appropriate arrangements can be made. **THIS DOES NOT INCLUDE ACCELERATED COURSES.** Attendance at *every* class for accelerated courses is *mandatory* and students may be penalized for missing a class.

## ACADEMIC UPDATES

Periodically students will want, and are encouraged to ask for, an academic update. An advisor will go over a student's progress and mail him/her an updated curriculum sheet. All requests for updates will be given a two-week turn around time.

## YOUR ONLINE ACCOUNT

A student may access many important pieces of information online through his/her online account. A student can view and print a transcript, business office account, currently scheduled classes and report card.

In order to access an online account, students must obtain a password and pin number from IT Services. They can be reached at 472-3014. This password is different from a campus e-mail account password (for more information on a university e-mail account, please see the *University E-Mail Account* section below).

## UNIVERSITY E-MAIL ACCOUNT

After registering for courses through Saint Francis University, students are automatically assigned a University e-mail account. This account can be accessed at any computer in the campus computer labs or from a remote computer by clicking on the *Faculty, Staff and Students* link found at [www.francis.edu](http://www.francis.edu). In order to obtain an account name and password, please contact IT Services at 472-3014. E-mail accounts will remain active for up to a year after the last time of registration or until graduation.

## BOOKS

Textbooks are available at the University Bookstore located on the lower level of the John F. Kennedy Student Union Building. The bookstore also offers online ordering of textbooks for those unable to travel to Loretto for their books. The bookstore also provides a time each semester where they will buy back used textbooks. For more information, click the *General Information* button on their website. Their website can be found on the University webpage, [www.francis.edu](http://www.francis.edu).

In addition, the OCE provides a web page where students may buy and sell used books from each other. Students may wish to post their used textbooks on this site or use it to purchase books for their upcoming courses. Students are cautioned to make sure that it is the right textbook and the right edition. This web page can be accessed from the OCE web site, found on [www.francis.edu](http://www.francis.edu).

## TUITION REIMBURSEMENT

Student receiving tuition reimbursement from an employer are asked to submit a letter at the time of EACH registration from their employer stating the terms of their tuition benefits. This letter will be kept on file in the Business Office for the semester. Students having a letter on file will not be required to pay their tuition at the beginning of the semester but may delay payment until the end of the semester.

## BILLING

The tuition fee is payable before the start of the semester. Payments may be made via cash, check, credit card via the Internet, or enrollment in a payment plan. See additional information below regarding credit card payments and the payment plan options. If an individual receives employer reimbursement for tuition, a copy of the tuition remission letter must be **sent to the business office EACH** semester. Inquiries about billing should be directed to the business office at 472-3006.

*Credit Card Payments:* All credit card payments for tuition will be processed through the Internet at [www.francis.edu](http://www.francis.edu). There will be a convenience fee assessed by our resource partner, Tuition Management Systems, for this service.

*Payment Plan Options:* Students can participate in one of the Tuition Management Systems monthly payment plans. The interest-free monthly payment option enables students to spread all or part of annual, or semester, expenses over equal monthly payments. There are no interest charges and only a fee of \$55.00 for an annual contract or \$40.00 for a semester contract. Please contact Tuition Management Systems at (800) 722-4867 or [www.afford.com](http://www.afford.com) for additional information.

## INCLEMENT WEATHER

There may be times when the weather is an issue regarding class attendance. Because the OCE offers classes in various locations, a blanket judgment regarding the cancellation of courses cannot be made. Therefore, course cancellation is up to each individual instructor. Should he or she decide to cancel class, it will be posted on our weather hotline which can be accessed by calling 472-3860, twenty-four hours a day. Instructors will also set up a phone tree during the initial class for this purpose.

There may be times, however, that the site where classes are scheduled will cancel all activities at their location due to the weather. This will be announced on the local radio stations and on our weather hotline. Please keep in mind, that many of these places have SEPARATE cancellation announcements for their day and evening activities. Please note what they are canceling.

In any situation involving weather, students are cautioned to use their best judgment when deciding to travel. The weather may be very different from where a student is traveling to the class location. Decisions to cancel classes are made for the course locations and not for surrounding areas.

SAINT FRANCIS UNIVERSITY OFFICE OF CONTINUING EDUCATION  
PO Box 600, Loretto, PA 15940-0600

8:00 a.m. - 4:00 p.m. . . . . Monday - Friday  
Raymond Hall . . . . . room 203

Fax . . . . . 814-472-3299  
Phone . . . . . 814-472-3012 or (800) 457-6300

E-Mail . . . . . [oce@francis.edu](mailto:oce@francis.edu)  
Web Site . . . . . [www.francis.edu](http://www.francis.edu)