

Fall 2015

# COURSE GUIDE

Community College, Four-Year and Graduate Offerings

**IMPORTANT: ALL STUDENTS MUST ACTIVATE THEIR EMAIL ACCOUNTS.**

All students have email accounts established when they register for one or more classes at the **University of the District of Columbia**. This email account will be used by faculty to contact students enrolled in their classes and for college staff to inform students of important announcements. Student email accounts are Web-based and can be accessed from any computer with an Internet connection.

The format of the email address is **firstname.lastname@udc.edu**. Occasionally, we have students sharing the same username. When this happens, the username (firstname.lastname) is suffixed with a number like: **firstname.lastname2** or **firstname.lastname3**. The username portion of the email address can be used to access Blackboard and Wireless connections.

**Once issued, email accounts must be activated by the student.** For detailed instructions on how to retrieve and activate your student email and access your account, please visit **my.udc.edu**.

To access the email, please visit **www.udc.edu/mail**. The username is **firstname.lastname@udc.edu** and the initial password is your student ID number.

If you need assistance with your email, please visit the Help Desk in Building 41, A Level, or send email to **support@udc.edu**.

## TABLE OF CONTENTS

USEFUL TELEPHONE NUMBERS.....	3
ACADEMIC CALENDAR-FALL 2015 .....	4
DEPARTMENT HEADS AND LOCATIONS.....	7
ACADEMIC ADVISORS .....	12
CONTINUING STUDENTS REGISTRATION PROCEDURES.....	19
ADD/DROP PROCEDURES .....	22
CONCURRENT ENROLLMENT POLICY.....	23
PAYMENT OPTIONS.....	27
RESIDENCY REQUIREMENTS .....	28
COUNSELING AND STUDENT DEVELOPMENT CENTER.....	28
ENGLISH AS A SECOND LANGUAGE .....	28
VETERANS CERTIFICATION.....	29
MILITARY SCIENCE (ROTC).....	29
CONSORTIUM OF UNIVERSITIES .....	29
PARKING.....	30
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	31
SPECIAL BOOKSTORE HOURS, REGISTRATION WEEK.....	32
UNIVERSITY TUITION & FEES SCHEDULE.....	33
FINAL EXAMINATION SCHEDULE.....	33

### **EQUAL OPPORTUNITY POLICY**

The University of the District of Columbia is an Equal Opportunity Affirmative Action institution. The University prohibits discrimination or harassment against any person on the basis of the actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. This policy covers all programs, services policies, and procedures of the University, including admission to educational programs and employment. The University emphasizes the recruitment of minorities, women, disabled individuals, disabled veterans, Vietnam era veterans, and other eligible veterans. ©2012 University of the District of Columbia

### **DISCLAIMER**

The University will make every effort to offer all courses and sections shown on the website. However, the University reserves the right to cancel or make changes to courses for insufficient enrollment or as other compelling circumstances warrant.

## USEFUL TELEPHONE NUMBERS (AREA CODE 202)

<b>UNIVERSITY OPERATOR</b>	<b>274.5000</b>
Academic Advising Center (Flagship)	274.6899
Academic Advising Center (C.C.)	274-6988
Academic Support Center (Tutoring)	274.5938
Admissions—Undergrad	274.6155
Admissions—Graduate	274.6110
Admissions—Law School	274.7341
Alumni Affairs	274.5117
Athletics	274.5024
Blackboard 9.1	274.6628
Bookstore	274.5110
Cable Television	274.5300
Campus Police (Lost & Found)	274.5050
Career Services	274.6920
Cashier	274.5112
Child Development Center (Lab School)	274.5213
Community College	274.5800
Computer Center	274.5500
Continuing Education	274.5536/7183
Cooperative Extension Service	274.7115
Counseling/Student Development Center	274.6000
Financial Aid	274.5060
Gerontology	274.6697
Health Services	274.5030
Land-Grant Activities	274.7115
Law School	274.7400
Library	274.6370
Lost & Found	274.5050
New Student Orientation	274.5354
Parking Operations	274.5159
Provost and VP for Academic Affairs	274.5072
Registrar	274.6100
Special Events	274.5824
Speech & Hearing Clinic	274.6161
Student Accounts	274.5168
Student Life & Services (Clubs & Organizations)	274.5900
Student Affairs	274.5210
Student Employment	274.6268
Trilogy Student Newspaper	274.5574
Undergrad Student Government	274.5190
Veterans Affairs	274.6099
Water Resources Research Institute	274.5273
Workforce Development	274.5417/7181
Visit us on the Web	<a href="http://www.udc.edu">www.udc.edu</a>

## ACADEMIC CALENDAR – FALL 2015

<b>Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2015</b>	<b>April 1— August 28, 2015</b>
Fall 2015 Online Course Adjustment Period for continuing Students	August 17-21, 2015
Professional Development Days	August 17 & 18 Full Days August 19 & 20 Half Days
Advisement / Registration for New, Readmitted, Special & Transfer Students	August 19-21, 2015
<b>Deadline Date to Submit Change of Major Forms to Registrar's Office</b>	<b>August 21, 2015</b>
Classes Begin	August 24, 2015
Late registration and Add/Drop (On line)	August 24-28, 2015
<b>Deadline date to pay for Fall 2015 Course Registration</b>	<b>August 31, 2015</b>
<b>Withdrawal Deadline for 100% Refund (Tuition Only)</b>	<b>August 31-Sept 4, 2015</b>
Attendance Verification Reports Due (Online)	August 31--Sept 4, 2015
<b>Labor Day Observance (University Closed)</b>	<b>September 7, 2015</b>
Classes Resume	September 8, 2015
<b>Last Day to Apply for Fall 2015 Degree</b>	<b>September 11, 2015</b>
Opening Convocation	September 24, 2015
Mid-term Exams	October 5-10, 2015
<b>Columbus Day Observance (University Closed)</b>	<b>October 12, 2015</b>
<b>Classes Resume</b>	<b>October 13, 2015</b>
Last day to Enter Mid-Term Grades Online	October 13, 2015
<b>Continuing Students Advisement for Spring 2016</b>	<b>November 2, 2015-December 11, 2015</b>
<b>Continuing Students Online Registration for Spring 2016</b>	<b>November 2, 2015-December 18, 2015</b>
Tuition Installment Plan Enrollment Period for Continuing Students	November 2, 2015-January 15, 2016
<b>Last day to Withdraw from Classes without Academic Penalty</b>	<b>November 6, 2015</b>
<b>Veteran's Day Observance (University Closed)</b>	<b>November 11, 2015</b>
Classes Resume	November 12, 2015
<b>Thanksgiving Day Observance (University Closed)</b>	<b>November 26-28, 2015</b>
Classes Resume	November 30, 2015
Deadline for Clearing Incomplete Grades for Spring and Summer 2015 (I- Rosters Due in the Office of the Registrar)	December 4, 2015
<b>Last Day of Classes and Last Day to Effect a Total Withdrawal</b>	<b>December 10, 2015</b>
Reading Day	December 11, 2015
Common Exams (School of Business)	December 14, 2015
Common Exams (English)	December 14, 2015
Final Examination	December 15-21, 2015
Fall Semester Ends	December 21, 2015
Last Day to Enter Grades Online	December 23, 2015
<b>Christmas Day (University Closed)</b>	<b>December 25, 2015</b>

**Reminder: Deadline date to pay for Fall 2015 course registration - August 31, 2015.**

## **ACCREDITATION**

The University of the District of Columbia is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267.284.5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the US Secretary of Education and the Council for Higher Education Accreditation.

## **CONTINUING EDUCATION COURSES**

Continuing Education at the Community College has more than a thousand online and affordable classes right now and will soon be offering live classes in professional development, liberal arts, leisure and recreation, and public service and nonprofit management.

Visit [www.udc.edu/cc/continuing\\_education](http://www.udc.edu/cc/continuing_education) for more information.

## **COMMUNITY COLLEGE**

Effective fall semester 2009, students pursuing Associate Degrees (listed below) will be admitted to the open admissions, University of the District of Columbia Community College (CCDC).

The requirements are:

- ✓ **Official high school transcript or official GED results**
- ✓ **Placement test—ACCUPLACER (administered by the Testing Office)**

## **ASSOCIATE DEGREE PROGRAMS**

Administrative Office Management (AAS)  
Architectural Engineering Technology (AAS)  
Automotive Technology (AAS)  
Aviation Maintenance Technology (AAS)  
Business Technology (AAS)  
Computer Accounting Technology (AAS)  
Computer Science Technology (AAS)  
Construction Management (AAS)  
Corrections Administration (AAS)  
Education (AA)  
**Concentrations:**  
*Early Childhood School*  
*General Education for Elementary & Secondary*  
*Infant Toddler*  
Fashion Merchandising (AAS)  
Fire Science Technology (AAS)  
Graphic Design (AA)  
Hospitality Management and Tourism (AAS)  
Law Enforcement (AAS)  
Legal Assistant (AAS)  
Liberal Studies (AA)/ (AS)  
Mortuary Science (AAS)  
Music (AA)  
Nursing (AAS)  
Respiratory Therapy (AAS)

## **FLAGSHIP UNIVERSITY**

Effective fall semester 2011, students pursuing baccalaureate degrees (on page 4) will be eligible for admission to the University, if one of the following admission requirements\* is met:

**2.5 GPA and 1200 SAT/16 ACT score or  
2.0 GPA and 1400 SAT/19 ACT score**

Students who do not meet the above requirements may “test in” by achieving required minimum scores on the ACCUPLACER examination subtests: 78 (reading), 86 (English) and 85 (mathematics).

International students who are non-native speakers of English must also take the Test of English as a Foreign Language (TOEFL) and achieve minimum scores of 550 on the written test, 213 on the computerized test, or 79 on the Internet test.

*\* These minimum requirements do not preclude the additional requirements established by the respective degree programs.*

## **UNIVERSITY BACHELOR’S DEGREE PROGRAMS**

### **College of Agriculture, Urban Sustainability, and Environmental Sciences**

Architecture (BS)  
Health Education (BS)  
**Concentration:**  
*Public Health*  
Nursing (BS)  
Nutrition and Dietetics (BS)

### **College of Arts and Sciences**

Administration of Justice (BA)  
**Concentration:**  
*Homeland Security Science and Technology*  
Art (BA)  
**Concentration:**  
*Art Education*  
Biology (BS)  
Chemistry (BS)  
Early Childhood Education (BA)  
Elementary Education (BA)  
English (BA)  
Human Development (BA)  
Mathematics (BS)  
Music (BM)  
Political Science (BA)  
Psychology (BS)  
Social Work (BSW)  
Special Education (BS)

### **School of Business and Public Administration**

Accounting (BBA)  
Business Management (BBA)  
**Concentrations:**  
*Finance*  
*Management Information Systems*  
*Marketing*  
Entrepreneurship (Certificate)  
Non-Profit Leadership (Certificate)  
Procurement and Public Contracting (Certificate)

## **School of Engineering and Applied Sciences**

Civil Engineering (BS)  
Computer Science (BS)  
Electrical Engineering (BS)

### **Concentration:**

*Computer Engineering Electronic Engineering Technology*  
Information Technology (BS)  
Mechanical Engineering (BS)

## **UNIVERSITY GRADUATE AND PROFESSIONAL DEGREE PROGRAMS**

### **College of Agriculture, Urban Sustainability, and Environmental Sciences**

Architecture (MARC)  
Nutrition and Dietetics (MS)  
Water Resources Management (PSM)

### **College of Arts and Sciences**

Adult Education (MA)

#### **Concentrations:**

*Adult Basic Education*  
*Health Services & Gerontology*  
*Human Resources Development*  
*Leadership & Administration in Adult Education*

Cancer Biology, Prevention and Control (MS)  
Counseling (MS)

#### **Concentrations:**

*School Counseling*  
*Mental Health Counseling*

Early Childhood Education (MA)  
Homeland Security (MS)  
Rehabilitation Counseling (MA)  
Speech-Language Pathology (MS)  
Teaching (MAT)

#### **Concentrations:**

*Elementary Concentration*  
*Music Education*  
*Secondary Art*  
*Secondary English*  
*Secondary Foreign Languages*  
*Secondary Math*  
*Secondary Social Studies*

Adult Education (Certificate)

### **School of Business and Public Administration**

Business Administration (MBA)  
Public Administration (MPA)

#### **Concentrations:**

*Nonprofit Management*  
*Public Management*  
*Procurement-Public Contracting*

Nonprofit Management (Certificate)

## **School of Engineering and Applied Sciences**

Computer Science (MS)

### **Concentrations:**

*Computer Design & Systems Software*

*Intelligent Systems*

*Network Security*

*Specialized Applications*

*Theoretical Computer Sciences*

Electrical Engineering (MS)

## **David A. Clarke School of Law**

Juris Doctorate (JD)

Master of Laws (LLM)

## **DEPARTMENT HEADS AND LOCATIONS**

### COMMUNITY COLLEGE

#### **Dr. Dianna Phillips, Chief Executive Officer**

202.274.7177, 801 N. Capitol St. NE, Suite 514

Professor Marilyn Hamilton, Dean of Academic Affairs

202.274.5800, 801 N. Capitol St. NE, Suite 321

Dr. H. Pearl Peters, Dean of Student Achievement

202.274.5800, 801 N. Capitol St. NE, Suite 225

Kim Ford, Acting Dean of Workforce

Development and Lifelong Learning

202.274.7181, 801 N. Capitol St. NE, Suite 329

Prof. Laurence S. Covington, Faculty Program Coordinator

English, ESL, Speech, and World Languages

202.274.5629, 801 N. Capitol St. NE

Prof. John Griffin, Faculty Program Coordinator for Math and Engineering

202.274.5800, 801 N. Capitol St. NE, Room 407

Prof. Susie Cato, Faculty Program Coordinator and Director of Nursing for AAS Nursing Program

202.274.5914, 801 N. Capitol St., NE, Room 812

Prof. Donald Steinert, Faculty Coordinator, Program Director AAS Respiratory Therapy Program

202.274.5864, 801 N. Capitol Street, NE, Room 904

Dr. Vincent Hill, Faculty Coordinator, Program Director

AAS Mortuary Science Program

202.274.5858, Building 44, Room 200-28

Prof. Steve Madkins, Faculty Program Coordinator for Graphic

Communication Technology and Early Childhood Education

202.274.7368, 801 N. Capitol St. NE, Room 521



COLLEGE OF AGRICULTURE, URBAN SUSTAINABILITY, AND ENVIRONMENTAL SCIENCES

**Dr. Sabine O'Hara, Dean**

202.274.7011, Building 44, Room 109

Professor Elgloria Harrison, Assistant to the Dean for Academic Programs

202.274.6940, Bldg. 44, Room 200-24

Professor William Hare, Associate Dean for Land Grant Programs

202.274. 7133, Bldg. 44, Room 200-23

Diane Hyman, Associate Dean for Operations

202.274.7137, Bldg. 44, Room 102

**Academic Programs:**

Nutrition and Dietetics

Prema Ganganna, PhD, Program Director

202.274.5516, Bldg. 44, Room 200-29

Architecture and Urban Design

Susan Schaefer Kliman, Chair/Program Director

202.274.5243, Bldg. 32, Room 104-6

Nursing (RN to BSN)

Pier Broadnax, PhD, Program Director

202.274.5916, Bldg. 44, Room 104A

Health Education

John Slack, EdD, Program Director

202.274.5324, Bldg. 47, Room A31

**Land Grand Programs:**

Center for Urban Agriculture and Gardening Education

202.274.7133

Center for Sustainable Development

202.274.7011

Water Resources Research Institute

Tolessa Deksissa, PhD

202.274.5273, Bldg. 42, Room 215

Center for Nutrition Diet and Health

Lillie Monroe-Lord, PhD

202.274.7125, Bldg. 44, Room 200-01

Institute of Gerontology

Laurie Thompson

202.274.6659, Bldg. 32, Room 203B

Center for 4-H and Youth Development

Rebecca Bankhead

202.274.7081, Bldg. 44, Room 103

COLLEGE OF ARTS AND SCIENCES

**Dr. April Massey, Dean**  
**Dr. Lena Walton, Associate Dean, 202.274.5543**

Wilma Thompson, Office Manager  
Terry D. Best, Receptionist  
202.274.5194, Building 41, Suite 405-01

Division of Arts and Humanities

Dr. Wynn Yarbrough, Chair  
Bldg. 41, Room 426  
202.274.5137  
Art (BA)  
English (BA)  
Music (BM)

Division of Education, Health, and Social Work

Dr. Lena Walton, Interim Chair  
Bldg. 52, Room 319  
202.274.7404  
Early Childhood Education (BA)  
Elementary Education (BA)  
Social Work (BSW)  
Special Education (BS)  
Adult Education (Graduate Certificate)  
Adult Education (MA)  
Counseling (MS) – School and Mental Health Counseling options  
Early Childhood Education (MA)  
Rehabilitation Counseling (MA)  
Teaching (MAT)  
Speech and Language Pathology (MS)

Division of Sciences and Mathematics

Dr. Jeffrey Fleming, Chair  
Bldg. 44, Room 103  
202.274.7401  
Biology (BS)  
Chemistry (BS)  
Mathematics (BS)  
Cancer Biology, Prevention and Control (MS)

Division of Social and Behavioral Science

Dr. Shiela Harmon-Martin, Chair  
Building 41, Room 407  
202-274.7403  
Administration of Justice (BA)  
Human Development (BA)  
Political Science (BA)  
Psychology (BS)  
Homeland Security (MS)

## SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

### **Dr. Mohamad Sepehri, Dean**

202.274.7000, Bldg. 38, Room 314

Dr. Malva D. Reid, Associate Dean for Administration and Development

202.274.7037, Bldg. 38, Room 310

Raquel Brown-Gaston, J.D., Assistant Dean for Student Services

202.274.6617, Bldg. 38, Room 308B

Department of Accounting

Dr. Tarsaim Goyal, Chairperson

202.274.7002, Bldg. 38, Room 122

Department of Management

202.274.7001, Bldg. 38, Room 220

Department of Public Administration/Graduate Studies

202.274.7000, Bldg. 38

## SCHOOL OF ENGINEERING AND APPLIED SCIENCES

### **Dr. Devdas Shetty, Dean**

202.274.5220, Building 42, Room 212

Mavis Johnson, Staff Assistant

202.274.5131, Building 42, Room 212

Department of Civil Engineering

Dr. Pradeep Behera, PE, Chair

202-274-6186, Bldg. 42, Room 213

Department of Computer Science & Information Technology

Dr. Lily Liang, Chair

202.274.6289, Building 42, Room 112

Department of Electrical & Computer Engineering

Dr. Samuel Lakeou, (Acting) Assistant Dean & Chairperson

202.274.5834, Building 42, Room 109

Department of Mechanical Engineering

Dr. A Segun Adebayo, Chair

202-274-5039, Bldg 42, Room 213

## **GRADUATE PROGRAM DIRECTORY**

Dr. Philicia Jefferson

MS in Counseling

pjwilson@udc.edu

202.274.5439

Dr. Valbona Bejleri

MS in Applied Statistics

vbejleri@udc.edu

202.274.5771

Dr. Carolyn Cousin

MS in Cancer Biology,

Prevention and Control

ccousin@udc.edu

202.274.5874

Dr. Jan Blancato (co-director, Georgetown Univ.)  
MS in Cancer Biology Prevention and Control  
blancatj@georgetown.edu  
202.444.1536

Dr. Prema Ganganna  
MS in Nutrition and Dietetics  
pganganna@udc.edu  
202.274.5516

Dr. Arlene King-Berry  
MA in Special Education  
akberry@udc.edu  
202.274.5973

Dr. Wanda Colston, Director  
MS in Speech Language  
Pathology-Clinical  
wcolston@udc.edu  
202.274.5325

Dr. Lily Liang  
MS in Computer Science  
llyang@udc.edu  
202.274.5086

Dr. Wagdy Mahmoud  
MS in Electrical Engineering  
wmahmoud@udc.edu  
202.274.5239

William B. White, J.D., CPA  
MBA—Master of Business Administration  
MPA—Master of Public Administration  
wwhite@udc.edu  
202.274.7039

Prof. Clarence Pearson  
MArch—Master of Architecture  
cpearson@udc.edu  
202.274.5057

Dr. Tolessa Deksissa  
PSM in Water  
Resource Management  
tdeksissa@udc.edu  
202.274.5273

## **ACADEMIC ADVISORS**

**COMMUNITY COLLEGE (all students):** 801 N. Capitol St., NE

**Colin Touhey, Director**

ctouhey@udc.edu

202.274.5454

### **STUDENT SUCCESS SPECIALISTS**

**Karen Artis**

karen.artis@udc.edu

202.274.6267

**Students Advised: A-B**

**Latisha Avery**

latisha.avery@udc.edu

202.274.6501

**Students Advised: C-F**

**Maurice Cook**

mauricec.cook@udc.edu

202.274.6719

**Students Advised: G-J**

**Tyondra Jefferson**

tyondra.jerfferson@udc.edu

202.274.5463

**Students Advised: K-N**

**Bobby “Marcus” Roberson**

bobby.roberson@udc.edu

202.274.6537

**Students Advised: O-Sn**

**Amos Smith**

amos.smith@udc.edu

202.274.6721

**Students Advised: So-Z**

**Alisha Mitchell**

alisha.mitchell@udc.edu

202.274.6501

**Student Advised: Undecided, Non-Degree**

## **OFFICE OF ACADEMIC ADVISING AND RETENTION**

### **Timothy L. Hatchett, Director**

timothy.hatchett@udc.edu  
202.274.5102

### **Sharleeta Dunlap, Admin. Assistant to Director**

sharleeta.dunlap@udc.edu  
202.274.6604

## **ACADEMIC SUPPORT CENTER**

Building 39, Room 111 (202) 274-5938

Monday and Thursday 10:00 am-6:00pm

Tuesday and Wednesday 10:00 am – 8:00 pm

Friday 10:00 am-5:00 pm

Saturday 12:00 – 4:00 pm

### **Kimberly Crews, Academic Support**

kcrews@udc.edu  
202.274.5857

### **Deborah Dessaso, Writing Resource Coordinator**

ddessaso@udc.edu  
202.274.6176

**The Academic Support Center (ASC)** offers several free services to help undergraduates excel in their courses and their academic careers. In addition, the ASC provides student referrals, faculty support, and policy information to strengthen support services across campus.

### **Student and Faculty Support**

**Tutoring** - free peer tutoring in writing in all disciplines, foreign languages, quantitative reasoning, oral communication, technology, and general study skills; and referrals to specialized tutorial units (i.e. Mathematics, Accounting, Biology, Chemistry, Physics, and Community College Tutoring)

**Academic Workshops** – Workshops on study, research, and writing skills are offered each semester. In-class workshops can be scheduled by faculty.

**Calculator Loaner Program** – students may borrow TI-83 Plus or TI-84 Plus Graphing Calculators for the semester

**Study Hall** – study space with 8 computer workstations

**Reference Materials** - handouts, worksheets, and style guides for academic writing

**Office Hours** – Faculty are invited to host office hours and tutorials in the ASC

## **FLAGSHIP ACADEMIC ADVISING CENTER**

Special students, please call the Academic Advising Center

Juniors & Seniors with declared majors: Academic Departments

Non-Degree Graduate students: Academic Chairperson

Building 39, Room 111

**Monday - Thursday 8:30 am -5:30 pm**

**Friday 8:00 am - 5:00 pm**

**202.274.6899**

### **Erin Wilkerson, Advisor**

erin.wilkerson@udc.edu

202.274.6989

#### ***Majors:***

Education, English, Graphic Design, Human Development, Mass Media, Social Work, Studio Art, UDC-CC Transition, Non-Degree A-H, Track & Field/Cross Country/Women's Lacrosse/Women's Basketball

### **Dr. Janice Jackson, Advisor**

janice.jackson1@udc.edu

202.274.6870

#### ***Majors:***

Accounting, Business Management, Management Information Systems, Economics, Finance Procurement & Public Contracting, Undeclared, Men's & Women's Tennis

### **Tesfaye Yehualashet, Advisor**

tesfaye.yehualashet@udc.edu

202.274.6079

#### ***Majors:***

Architecture, Civil Engineering, Computer Science, Electrical Engineering, Mechanical Engineering, Psychology, Men's Soccer, Information Technology, International Students (At student's request)

### **Christopher Daniels, Advisor**

christopher.daniels1@udc.edu

202.274.6990

#### ***Majors:***

Administration of Justice, Biology, Chemistry & Physics, Environmental Science, Health Education, Mathematics, Nutrition, Political Science & History, Sociology/Anthropology Non-Degree I-Z, Men's Lacrosse/Men's Basketball

## **SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION - ACADEMIC ADVISORS**

### **ACCOUNTING MAJORS**

Building 38, 1<sup>st</sup> Floor

A-E	Darien Green	202.274.7065	dgreen@udc.edu
F-J	Eva Green	202.274.7056	egreen@udc.edu
K-O	Errol Salmon	202.274.7058	esalmon@udc.edu
P-U	Richard Bebee	202.274.5023	richard.beebe@udc.edu
V-Z	Debra Robinson-Foster	202.274.7057	drobinson-foster@udc.edu

### **ECONOMICS MAJORS**

Building 38, 1<sup>st</sup> Floor

A-F	Sharon Terrell	202.274.7064	sterrell@udc.edu
F-L	Eboh Ezeani	202.274.7053	eezeani@udc.edu
M-Z	Muhammad Samhan	202.274.7051	msamhan@udc.edu

### **FINANCE MAJORS**

Building 38, 1<sup>st</sup> Floor

A-Z	Tarsaim Goyal	202.274.7049	tgoyal@udc.edu
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### **MANAGEMENT MAJORS**

Building 38, 2<sup>nd</sup> Floor

A-D	Paul Bachman	202.274.7042	pbachman@udc.edu
E-H	Sergey Ivanov	202.274.6833	sivanov@udc.edu
I-L	Deborah Lyons	202.274.7043	dlyons@udc.edu
M-P	Charlie Mahone	202.274.7070	cmahone@udc.edu
Q-V	Hany Makhoulouf	202.274.7040	hmakhoulouf@udc.edu
W-Z	Michael Tannen	202.274.7046	mtannen@udc.edu

### **MANAGEMENT INFORMATION SYSTEMS MAJORS**

Building 38, 2<sup>nd</sup> Floor

A-F	Harbans Dhuria	202.274.7138	hdhuria@udc.edu
G-M	Jian Hua	202.274.7138	jhua@udc.edu
N-S	Meena Srinivasan	202.274.6839	msrinivasan@udc.edu
T-Z	Judy Williams-Smith	202.274.7061	jsmith@udc.edu

### **MARKETING MAJORS**

Building 38, 2<sup>nd</sup> Floor

A-M	Nikolai Ostapenko	202.274.6681	nostapenko@udc.edu
N-Z	Les Vermillion	202.274.7094	lvermillion@udc.edu

### **PROCUREMENT AND PUBLIC CONTRACTING MAJORS**

Building 38, 3<sup>rd</sup> Floor

A-Z	Judith Ramey	202.274.7485	jramey@udc.edu
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### **MASTER OF BUSINESS ADMINISTRATION (MBA) MAJORS**

Building 38, 2<sup>nd</sup>/3<sup>rd</sup> Floors

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**COLLEGE OF AGRICULTURE, URBAN SUSTAINABILITY, AND ENVIRONMENTAL SCIENCES –  
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NUTRITION AND DIETETICS PROGRAM (MS)**

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**PROFESSIONAL SCIENCE MASTER'S PROGRAM**

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jjajun@udc.edu

## **IMPORTANT: ALL STUDENTS MUST ACTIVATE THEIR EMAIL ACCOUNTS**

All students have email accounts established when they register for one or more classes at the University of the District of Columbia. This email account will be used by faculty to contact students enrolled in their classes and for college staff to inform students of important announcements. Student email accounts are Web-based and can be accessed from any computer with an Internet connection.

The format of the email address is `firstname.lastname@udc.edu`. Occasionally, we have students sharing the same username. When this happens, the username (firstname.lastname) is suffixed with a number like: `firstname.lastname2` or `firstname.lastname3`. The username portion of the email address can be used to access Blackboard and Wireless connections.

Once issued, email accounts must be activated by the student. For detailed instructions on how to retrieve and activate your student email and access your account, please visit [my.udc.edu](http://my.udc.edu).

To access the email, please visit [www.udc.edu/mail](http://www.udc.edu/mail). The username is `firstname.lastname@udc.edu` and the initial password is your student ID number.

If you need assistance with your email, please visit the Help Desk in Building 41, A Level, or send email to [support@udc.edu](mailto:support@udc.edu).

## **TEXTBOOK INFORMATION**

In accordance with the Higher Education Opportunity Act, 20 U.S.C. §1015b, textbook information for University courses is available on the University's website at [www.udc.edu/booklink](http://www.udc.edu/booklink).

## **ACCUPLACER (BASIC SKILLS ASSESSMENT TEST)**

All students admitted to the Community College, students whose primary language is not English and students readmitted to the University ***who have not received a passing grade in one college level mathematics and one college level English course*** are required to take the computerized ACCUPLACER Test prior to meeting with an academic advisor and registering for courses. If you have not taken the ACCUPLACER Test, please report to 801 North Capitol St. NE to schedule your test. You must present proper identification at the time of the test. Your test score results will be available upon completion of the test.

***Transfer students admitted to the University must meet minimum GPA and SAT/ACT requirements.***

## **CONTINUING STUDENTS REGISTRATION PROCEDURES FOR FALL 2015**

April 1 – May 1, 2015, all students must see their academic advisor to discuss their program of study and to have the Advisor's hold released.

April 1 – July 31, 2015, you will be able to register for classes directly in myUdc ([my.udc.edu](http://my.udc.edu)), our online portal.

In order to register you must have a UDC email account and password. You will need this information to log in. Don't have your UDC email yet? Email your request to the IT Help Desk at [support@udc.edu](mailto:support@udc.edu) from a personal email account (include your Banner student ID number) or visit Bldg. 41, A Level.

All students must satisfy prior tuition and fees obligations before they can register for classes. Check your Student Account in the myUdc portal.

After completing online registration, there will be a pay online option that will direct you to the secure payment page.

Be sure to meet with your academic advisor regarding the registration process.

Questions? Email the IT Help Desk at [support@udc.edu](mailto:support@udc.edu), call 202.274.5941, or visit Bldg. 41, A Level.

## **PAYMENT OF TUITION AND FEES**

Tuition and fees are due and payable at the time of registration. If tuition and fees are not paid by the below deadline date, courses will be dropped.

**Deadline date to pay for Fall 2015 course registration - August 31, 2015.**

## **HOLDS AND BARS**

### **Admissions**

Administration Bldg. 39, Rm. A-111  
202.274.6110

### **Advisor Holds**

Report to your academic advisor, *listed pages 14 - 19*

### **Cashier's Office**

Administration Bldg. 39, Rm. 201  
202.274.5112

### **English as a Second Language**

801 North Capitol St. N.E., Room 421  
202.274.6761

### **Financial Aid**

Administration Bldg. 39, Rm. A-133  
202.274.5060

### **Health Services**

Bldg. 44, Rm. A-12  
202.274.5030

### **Registrar**

Administration Bldg. 39, Rm. A-135  
202.274.6200

### **Student Accounts**

Administration Bldg. 39, Rm. A-145  
202.274.5168

## **REGISTRATION LOCATIONS**

### **COMMUNITY COLLEGE STUDENTS**

Report to 801 North Capitol St. NE.

### **FLAGSHIP STUDENTS**

#### **Freshmen/sophomores/undeclared/special:**

Report to the Academic Advising Center, Administration Bldg. 39, Rm.111.

### **GRADUATE STUDENTS**

#### **New/readmitted/non-degree/special:**

Report to the appropriate academic department.

## **MAXIMUM COURSE LOADS**

### **UNDERGRADUATE STUDENTS:**

18 semester hours. Undergraduate students on academic probation are limited to 9 semester hours or less.

### **GRADUATE STUDENTS:**

15 semester hours. Graduate students on academic probation are limited to 6 semester hours or less.

## **FINAL STEPS FOR ALL STUDENTS:**

1. Visit [www.udc.edu/studentaffairs/studenthealthinsurance.htm](http://www.udc.edu/studentaffairs/studenthealthinsurance.htm) OR [www.firststudent.com](http://www.firststudent.com) on any computer to find out information regarding the University health insurance plan or complete the Online Waiver form to show proof of insurance. Students who wish to enroll in the University plan simply pay the premium when paying for classes.
2. Proceed to the Administration Bldg. 39, 2nd floor, Cashier's Office to pay tuition and fees.
  - a. Tuition and fees can be paid in cash or by certified or personal check, money order, credit cards (MasterCard, Visa and Discover only), official agency Deferment Letter, or Purchase Voucher. Financial aid recipients should have their awards on file. Students registering with estimated financial aid awards will be responsible for payment of tuition and fees if their awards are not finalized at the time of registration.
  - b. Students who register online can also pay online by using credit card payment (MasterCard, Visa and Discover only). Note: When paying online, you must pay your tuition and bill in full; no partial payments can be made.
  - c. Failure to make satisfactory payment arrangements by the **deadline date to pay for Fall 2015 courses** may result in the cancellation of your classes. (Exception: continuing student's registration period.)

**Note: A \$150.00 fee will be assessed during the late registration period.**

3. New students should obtain an identification card from the Office of Public Safety Administration Bldg. 39, Room C-04.

**Note: Your receipts serve as confirmation of enrollment and payment. PLEASE RETAIN ALL RECEIPTS.**

**Warning: Be advised that students may receive credit and grades only for courses in which they are officially enrolled. Faculty cannot make private arrangements that permit instruction for cancelled classes, unscheduled classes or classes and sections for which the student is not officially registered. The University of the District of Columbia honors no arrangements involving instruction outside of University procedures and policies.**

## **VACCINATIONS/IMMUNIZATIONS**

D.C. Immunization Law and the University requires all students, effective February 3, 2015, who are enrolled in the community college or university, to submit proof of immunization as follows:

- Two (2) doses of Measles, Mumps and Rubella Vaccines (MMR) or a positive blood test for MMR.
- One (1) booster for Tetanus/Diphtheria (Td) within the last 10 years.
- Three (3) doses of Hepatitis-B Vaccines or a positive blood test for Hepatitis-B.
- Two (2) Varicella (Chickenpox) Vaccines or a positive blood test for Varicella.
- One (1) Meningococcal Vaccine within the last 5 years. Starting Fall 2015 all students will be required to have the Meningococcal vaccine prior to registering for classes.

Students under the age of 18 must also show proof for Polio immunization. Unless you submit all information to University Health Services (UHS) or submit verification that you are undergoing immunization, you will not be able to register for coursework at the University or community college. Possible places for retrieving your immunization records may be your private physician's office, military records, the local health department or your high school. All records must be written in English. Health professions students preparing for clinical rotations are required to show proof of immunizations and free of other specific communicable diseases.

If you are missing any of the above vaccines, please obtain that vaccine(s) from your private physician or community health center. You may also visit University Health Services at the Van Ness Main campus to obtain vaccinations for a fee considerably less than other clinics and health retailers. Students covered by the student health insurance plan are eligible for all vaccines at no cost.

**All records are kept confidential and can be securely faxed to: 202.274.5411. Please be sure to include your UDC student ID number on your records whenever possible. For further information, call University Health Services 202.274.5030 between 8:30 AM and 5:00PM, Monday through Friday.**

## **STUDENT INSURANCE COVERAGE**

The University is proud to offer you student health and accident insurance for the 2015-2016 academic year through United Health Care Student Resources. Since health insurance coverage is mandatory by U.S. law, students are automatically enrolled in the United Health Care Student Resources insurance plan when registering for classes. If you have your own insurance you can submit your health insurance information to receive a waiver from the student health plan. Insurance waivers are subject to your health insurance plan meeting a set criteria which aligns with the requirements for the U.S. Law - Affordable Care Act of 2010. The waiver criteria can be found by visiting [http://www.udc.edu/health\\_services/waiver\\_criteria](http://www.udc.edu/health_services/waiver_criteria) .

Students should be prepared, at the time of registration, to pay the insurance fee and receive a credit to their student account after their waiver is approved (about 2–3 weeks after the add/drop period).

During registration students should visit [http://www.udc.edu/health\\_services/student\\_health\\_insurance\\_plan](http://www.udc.edu/health_services/student_health_insurance_plan) from any computer to find information about the student health plan and the waiver process to show proof of comparable insurance.

## **DECLARATION AND CHANGE OF MAJOR**

Students wishing to declare or change a major course of study must obtain the approval of the new department chairperson as well as the release of the former department chairperson. Change of Major forms should be submitted to the Office of the Registrar, Administration Building, 39, A-Level, prior to the first day of classes for fall or spring semester, or Summer Session I and II. Requests received after this time will be processed for the next semester of enrollment.

## **ENROLLMENT TIME STATUS**

<b>TIME STATUS LEVEL</b>	<b>TIME STATUS CODES</b>	<b>MINIMUM CREDIT HOURS</b>	<b>MAXIMUM CREDIT HOURS</b>
<b>Undergraduate</b>	<b>Full Time</b>	<b>12.00</b>	<b>18.00</b>
<b>Undergraduate</b>	<b>3/4 Time</b>	<b>9.00</b>	<b>11.999</b>
<b>Undergraduate</b>	<b>Half Time</b>	<b>6.00</b>	<b>8.999</b>
<b>Undergraduate</b>	<b>Less than half time</b>	<b>.001</b>	<b>5.999</b>
<b>Graduate</b>	<b>Full Time</b>	<b>9.00</b>	<b>15.00</b>
<b>Graduate</b>	<b>3/4 Time</b>	<b>6.00</b>	<b>8.999</b>
<b>Graduate</b>	<b>Half Time</b>	<b>4.500</b>	<b>5.999</b>
<b>Graduate</b>	<b>Less than half time</b>	<b>.001</b>	<b>4.499</b>

*Note: To be eligible for maximum benefits from the financial aid programs, veteran's benefits, Social Security benefits and other programs established for the benefit of students, full-time status may be required.*

## **COURSELOAD LIMITATIONS**

Full-time students in good academic standing may enroll for a maximum of 18 semester hours. Permission to exceed this limit, up to a maximum of 21 hours, must be obtained from the dean of the college in which the student is enrolled. Students on academic probation are required to be half-time students until reinstated to good academic standing. They may take no more than 9 semester hours for the fall semester or 10 semester hours with permission from the dean. Graduate students are limited to 15 credit hours.

## **ADD/DROP PROCEDURES**

A student who finds it necessary to change their schedule may do so either online (continuing students) or by visiting their academic advisor. A \$10 Add/Drop fee is charged for each successful transaction after the regular registration period. A course may be added only during the period designated as Add/Drop. In order to add or drop a course, do the following:

1. **New students:** Visit your academic advisor for approval and computer entry of the course adjustment(s).  
**Continuing students:** Make your course adjustment online.
2. Print out your current course selection and review for accuracy. Make sure there are no conflicts in course number and titles, days, times and/ or class locations.
3. Proceed to Administration Bldg. 39, 2nd floor Cashier's Office to complete the payment process.

**Exception:** Students seeking entry to a closed class must obtain permission from the department chairperson of the department offering the course. Upon approval, the chairperson will facilitate the registration of class (es).

## **SPECIAL REQUESTS**

**Independent Study:** Students who wish to enroll in independent study courses must have the approval of the academic department. Qualified students are second-year in associate degree programs and junior or senior students in baccalaureate degree programs, who are in good academic standing at the University and who have demonstrated their academic ability by attaining a minimum 2.8 or better cumulative GPA. Graduate students must have completed a minimum of 15 semester hours with a 3.0 cumulative GPA.

## **AUDITING COURSES**

Audited courses are charged at the same rate as courses taken for credit and must have the appropriate instructor's or department chairperson's approval. The grade type for audited courses is "AU."

## **REQUEST TO REPEAT A COURSE**

Students who wish to improve their cumulative grade point average (CGPA) by repeating a course for which they have earned a grade may do so by reregistering and paying for the course. Although the lower grade remains a part of the student's permanent record, only the higher grade is computed into the CGPA.

## **CONCURRENT ENROLLMENT POLICY**

Students enrolled at the University who intend to take courses at other colleges and universities and earn transfer credits for these courses at the University must submit a Concurrent Enrollment Approval Form and receive approval from the registrar prior to enrolling in the courses (enrollment through the Consortium of Universities is not considered concurrent enrollment).

Students seeking to earn General Education or elective (outside of the major) transfer credit must receive approval from the registrar for concurrent enrollment. Students seeking to earn credit towards required major or elective courses must receive approval from the chair of the department in which their declared major is offered in addition to the registrar. Failure to receive prior electronic or written approval for concurrent enrollment will result in denial of transfer credit consideration. Current UDC students who desire to enroll concurrently in UDC and at another institution and earn transfer credit towards an associate, bachelor's or master's degree must meet the following eligibility criteria:

- Have completed a minimum of 15 credit hours (associate's and bachelor's) and 9 credit hours for graduate students
- Be in good academic and financial standing
- Have prior approval for earning credits at another institution while enrolled at UDC (concurrent enrollment approval)

The University will only approve transfer credits earned at other colleges/universities through concurrent enrollment that meet the criteria outlined under Transferring Credit to UDC. Students must submit an official transcript from the university in which the credits were earned, to the Office of Admissions, to ensure that the credits earned comply with the transfer credit criteria identified above and are officially applied towards their credits earned toward graduation.

## **CREDIT BY EXAMINATION**

Students may receive credit for specific courses when they successfully complete a departmental examination and are approved by the appropriate chairperson/dean. The following rules apply:

Students must receive prior permission from the chairperson of the department offering the course.

After registration begins, and before the midterm grading period in the semester the examination is to be administered, the student must submit the approved Credit by Exam form to the Office of the Registrar (Administration Bldg. 39, A level, Room A-135).

Students seeking credit by examination must be currently enrolled in a degree program and be in good academic standing. Students may seek credit by examination only for courses in which the student has **never** enrolled, and the examination may be taken only once per course.

Students may not be registered for the maximum number of hours for the term in which credit by examination is requested.

A fee of \$50.00 per credit hour and any additional tuition must be paid prior to the administration of the examination.

The examination must be administered before the end of the final examination period, listed in the Academic Calendar, for the semester the credit by examination was administered.



Upon successful completion of the examination, the credit must be approved by the department chairperson and the dean.

The grade earned through the credit by examination process must be submitted to the Office of the Registrar by the end of the Final Examination period, listed in the Academic Calendar, for the semester the credit by examination was administered. Credit earned by examination will appear on the students' transcripts as "CR" and will not be included in computing the GPA.

### **WITHDRAWAL FROM A COURSE**

A student may officially withdraw from a class without penalty prior to the date posted in the current academic calendar. When such a withdrawal is processed officially (online or by reporting to the Office of the Registrar to complete the Course Withdrawal Form), a "W" grade will be entered on the student's academic transcript. If the student stops attending class or fails to withdraw officially, a failing grade may be given. All students applying for or receiving any form of financial aid must report any course withdrawal to the Office of Financial Aid as their current or future eligibility may be affected.

### **TOTAL WITHDRAWAL PROCEDURES**

Students wanting to effect a total withdrawal (withdrawing from all classes for which they are enrolled) from the University up to and including the last day of class (prior to the beginning of the final examination period) must do so by submitting the Total Withdrawal Form to the Office of the Registrar:

Main Campus: Administration Bldg. 39, A level, Room A-135  
Community College: 801 North Capitol St. N.E.

Withdrawals do not affect the cumulative GPA but will affect academic suspension/dismissal. All students applying for or receiving any form of financial aid must report any withdrawals to their financial aid officer, as their current and future eligibility may be affected.

**DETERMINING THE WITHDRAWAL DATE:** The withdrawal date is defined as the date the Total Withdrawal Form is submitted to the Office of the Registrar.

The University does not assess a total withdrawal fee.

***A STUDENT WHO TOTALLY WITHDRAWS FROM THE UNIVERSITY  
MUST APPLY FOR READMISSION TO THE UNIVERSITY***

### **GRADES**

Grades are available online only. To access your grades go to [myUdc.edu](http://myUdc.edu).

### **COMMUNITY COLLEGE/FLAGSHIP CROSS REGISTRATION**

Students admitted to the Community College are restricted to Community College courses, and pay Community College fees.\*

Students admitted to the Flagship University are restricted to Flagship University courses, and pay Flagship University fees.\*

Graduate courses are restricted to graduate level students. Further, regardless of the level of the course taken by graduate level students, graduate fees are assessed.

**\*Exceptions to the above must be justified, in writing, by the appropriate deans.**

### **APPLICATION FOR GRADUATION**

Students who expect to complete their academic degree requirements during the current semester should submit an Application for Graduation to the Office of the Registrar on or before the deadline indicated in the academic calendar and pay the required \$125 commencement fee in the cashier's office. However, the submission of an application does not guarantee graduation. Only those students who have met "all" academic requirements and who have satisfied "all" financial obligations will be cleared for graduation. In the event that a student does not complete graduation requirements in the designated term, a new Application for Graduation must be submitted for the term when all requirements have been met; no additional fee is required. Students are strongly encouraged to meet with their academic advisor each semester to ensure that academic requirements are being met for the degree objective pursued and that they are on target to graduate.

## **FINANCIAL AID**

You are able to check your financial aid status online via **myUdc.edu**.

You must have your User ID number and PIN (birthday—two-digit month, day and year) in order to access your account.

## **PAYING FOR CLASSES**

**Deadline date to pay for Fall 2015 course registration - August 31, 2015.** You are able to pay for your classes online. Once you have completed your registration for classes, there will be a “Pay Online” button, which will direct you to the secured payment site. (If an ID and password are requested, please use your Banner ID and password to log into the payment site.) You may also pay your bill at the cashiers office located on the main campus (Administration Bldg. 39, 2<sup>nd</sup> Fl.) No need to stand in the financial aid line! Enjoy the flexibility of online access! If you are eligible for financial aid and funds have not posted, report to the Office of Financial Aid.

## **ACADEMIC GOOD STANDING FOR ALL FINANCIAL AID APPLICANTS & RECIPIENTS**

### **1. Students Who Have applied for and/or received Aid**

Students who have applied for financial aid but have not received a response for a valid Student Aid Report (SAR) should come to the Financial Aid Office to check their status. Failure to do so will cause your classes to be dropped for nonpayment if you have not made other arrangements with Student Accounts to pay your bill. All students who have received an award letter should review their bill to make sure that the financial aid on the financial statement agrees with the amount on the award letter. After registration, notify your financial aid counselor of any discrepancies. If you have your award letter, you do not need to contact the Financial Aid Office during the registration period.

### **2. Satisfactory Academic Classes**

All undergraduate and graduate students who apply for financial aid will have their academic standards evaluated in accordance with the SAP policy, which is viewable and can be printed from the Financial Aid UDC website. Copies of the policy are available in the Financial Aid Office. Students who fail to meet the minimum standards could be in jeopardy of losing their financial aid.

### **3. Policy for Withdrawal and Unofficial Withdrawals**

If you totally withdraw from school, the law states that the amount of Federal Student Aid Assistance you have “earned” up to the point of withdrawal must be determined by a specific formula. If you received more assistance than you earned, the excess funds must be returned. An unofficial withdrawal is when you stop attending classes and do not complete the Withdrawal Form in the Registrar’s office located in Administration Bldg. 39, Room A-135. The amount of assistance you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or five weeks of classes, you earned 30 percent of the assistance you were originally scheduled to receive. The unearned portion must be repaid by the student. If you do not repay these funds to the University, you will be barred from the next registration period. Students who complete at least 60 percent of the payment period or 10 weeks of the semester earned the amount of the financial aid award. For additional information on this policy, please call 202.274.5060 or come to the Financial Aid Office in the Administration Bldg. 39, Room A-133.

### **4. Nonattendance**

Any student who has unofficially withdrawn\* from the University and is a recipient of federal financial aid will be placed in overpayment status for the financial aid received. If a student stops attending class, the student must contact the Registrar’s office to officially withdraw and notify the Financial Aid Office.

*\*Student who registers for classes but does not attend*

## **REFUND AND RETURN OF TITLE IV FUNDS**

**PURPOSE:** The purpose of this instructional notice is to state the University’s institutional policies and procedures, as well as the Federal guidelines, pertaining to the refund and return of Title IV funds.

Pursuant to Section 485 of the Higher Education Amendments of 1998 (P.L.105-244)

Section 484B of the HEA of 1965, amended \_ Statute enacted October 7, 1998 \_ NPRM PUBLISHED August 6, 1999 \_ Final Regulations published November 1, 1999

**BACKGROUND:** The federal guidelines for Title IV funds require that if a student withdraws or is expelled from the University that he may be required to return all or a portion of the federal Title IV funds awarded to him. If a recipient of Title IV aid (Pell grant, Supplemental Educational Opportunity grant, D. C. Leveraging Educational Assistance Partnership Program (formerly SSIG), National Direct Student Loan, Family Educational Loan Subsidized and Unsubsidized) withdraws during a payment period (i.e., a period of enrollment), the University must calculate the amount of Title IV aid the student earned. Unearned Title IV funds must be returned to the Title IV programs.

**PROCEDURES: Official Withdrawal Process**

Students wanting to effect a total withdrawal (withdrawing from all classes for which they are enrolled) from the University up to and including the last day of class (prior to the beginning of the final examination period) must do so by submitting the Total Withdrawal Form to the Office of the University Registrar (Administration Bldg. 39, Room A-135).

**DETERMINING THE WITHDRAWAL DATE:** The withdrawal date is defined as the date that the Total Withdrawal Form is submitted to the Office of the Registrar or online. The University does not assess a total withdrawal fee.

**A STUDENT WHO TOTALLY WITHDRAWS FROM THE UNIVERSITY MUST APPLY FOR READMISSION TO THE UNIVERSITY.**

**University's Responsibility to Return Title IV Funds and Order of Return**

**RETURN POLICY:** After notification by a student of his or her withdrawal from the University, the Office of Financial Aid has:

- 45 days to return Title IV funds
- 45 days to notify a student of grant overpayment requirements
- 45 days to notify a student of eligibility for post withdrawal disbursement
- 90 days to send post-withdrawal disbursement to a student and/or parent

The University assesses tuition, fees and books as allowable institutional charges in the calculation of the return of Title IV funds.

A student who totally withdraws from the University and receives a refund check may be in an overpayment status.

**Order of Return Policy:**

The University returns the lesser of unearned Title IV Aid or the University charges for the period times the percentage of Title IV aid that was unearned. The University must return Title IV funds to the programs from which the student received aid in the following order, up to the net amount disbursed from each source:

- Unsubsidized Family Educational Loan
- Subsidized Family Educational Loan
- Perkins loan
- PLUS loan
- Federal Pell grant
- Federal Supplemental Educational Opportunity grant
- Other assistance under Title IV

Students' responsibility to return Title IV funds: The student must return funds to the Title IV fund from which they were received. The student must return the net amount disbursed from each funding source. A student is required to repay 50 percent of the grant assistance he or she received.

The student (or parent, if a federal PLUS loan) returns funds to the loan programs in accordance with the terms of the loan and to grant programs as an overpayment. In other words, the student will be repaying any unearned loan funds in the same manner that he or she will be repaying earned loan funds. Grant overpayments are subject to a repayment arrangement satisfactory to the University or overpayment collection procedures prescribed by the secretary of the Department of Education.

**NOTE:** The student automatically retains eligibility for Title IV assistance for 45 days after the University sends the notification of a grant overpayment and request for repayment arrangements to the student.

**Procedures for collection of payment to student:** The student will be notified in writing within 30 days of the date of the University's determination that the student withdrew and a grant overpayment is due.

The following repayment options are available:

- A) Pay in full within 45 days.
- B) Establish repayment arrangements with the University.
- C) Establish repayment arrangements with the Department of Education.

If the student defaults in the repayment agreement, the University will report within 30 days to the Department of Education and National Student Loan Data System (NSLDS) that the student is in overpayment status.

Students requesting additional information should contact the Office of Financial Aid, Administration Bldg. 39, Room A - 133, or call 202.274.5060.

## **PAYMENT OPTIONS**

1. Tuition and fees are due and payable at the time of registration; if tuition and fees are not paid by the deadline date (August 31, 2015), courses will be dropped.
2. Tuition and fees may be paid by cash, certified check, money order, credit card (MasterCard, Visa or Discover only) or personal check, provided you have not presented an uncollectible check to the University in the past and the check signer presents a photo ID.
3. Deferred payments are available for the following students:
  - a. Students who have training forms or agreements from a sponsor, organization or employer requesting later billing from the University (i.e., agency billing)
  - b. Students who have been approved to receive financial aid and have estimated award amounts on printout provided by advisors
  - c. Students registering with estimated financial aid awards will be responsible for the payment of bills if awards are not approved.
4. Tuition may be remitted for all full-time employees of the University and their spouses and dependent children. Contact the Office of Human Resources for details and the Request for Remitted Tuition form.
5. Log onto [my.udc.edu](http://my.udc.edu) using your email username and password.
  - a. New Students: visit the Office of Information Technology (Bldg. 41, Rm. 316) or email [support@udc.edu](mailto:support@udc.edu) from a personal email account with your student ID to obtain your myUdc username and password.
  - b. Click on the Academics tab, under "My Account" and select the appropriate term that shows your balance.
  - c. Click on the credit card icon, which will take you to the payment page (If you are not paying the total amount that is reflected, please type in the amount that you are paying, then select continuing.)
  - d. A copy of your receipt will be sent to the email address supplied with the billing information.

## **OTHER PAYMENT INFORMATION**

Personal checks for payment of prior balances will be accepted. However, until the check has cleared the bank for payment, there will be a five-day delay for further services.

Classes will be immediately dropped upon notification from the bank of all stopped check payments and closed accounts. You have five days from the day of presentation of returned checks to make the payment good. The University will not notify you.

Late registration requires a \$150.00 late fee.

Retain all receipts as confirmation of payments.

## **PAYMENT LOCATIONS**

**Van Ness Campus – Cashiers Office, Administration Bldg. 39, 2<sup>nd</sup> FL**

Tuition and fees can be paid in cash or by certified or personal check, money order, credit cards (MasterCard, Visa and Discover only), and official agency deferment letter or purchase voucher. Financial aid recipients should have their awards on file. Students registering with estimated financial aid awards will be responsible for payment of tuition and fees if their awards are not finalized at the time of registration.

Continuing students who register online can also pay online by using credit card payment (MasterCard, Visa and Discover only). Note: When paying online, you must pay your tuition and bill in full; no partial payment can be made. **Failure to pay on the day that you register may result in the cancellation of your classes.** (Exception: continuing student's registration period.)

## **REFUND POLICY**

Refund applies to tuition only. Fees are nonrefundable.

Withdrawal through Week 1	100%
Withdrawal through Week 2	80%
Withdrawal through Week 3	60%
Withdrawal through Week 4	40%
Withdrawal through Week 5	20%

**There is no refund after week 5.**

## **RESIDENCY REQUIREMENTS**

<https://www.udc.edu/docs/admissions/Residency%20Policy.pdf>

## **DISABILITY RESOURCE CENTER**

**Building 44, Level A-39 (Disability Resource Center Suite)  
Telephone 202.274.6417, TTY: 202.274.5078**

Students with documented disabilities can rely on the Disability Resource Center to explore and facilitate reasonable accommodations, academic adjustments and/or auxiliary aids and services. Students with disabilities at the University have access to tools and resources that will enable them to manage day-to-day life in college.

## **COUNSELING AND STUDENT DEVELOPMENT CENTER**

**Administration Bldg. 39, Suite 120, 202.274.6000, [www.udc.edu/ccdc](http://www.udc.edu/ccdc)**

The University Counseling and Student Development Center is dedicated to promoting psychological well-being that enriches personal, career and academic growth. We provide a broad range of high quality, innovative and ethical services, resources and information to students, staff and faculty. The Counseling Center also actively contributes to the campus' broader academic mission by training and developing students and professionals, helping build a multicultural learning community, and providing leadership through collaborative partnerships. Services for students include outreach programming, grant-funded initiatives, consultations, counseling and referrals, as well as mandated judicial and financial aid screenings. Services for staff and faculty include consultations and referrals.

## **ENGLISH AS A SECOND LANGUAGE**

Intermediate and advanced level courses in English as a Second Language (ESL) are offered currently at the Community College to those students whose primary language is not English. To enroll in a course, a student must first take the Test of English as a Foreign Language (TOEFL). The student's score determines placement in one of the appropriate course levels. Students who score at least 550 on the written TOEFL, 213 on the computerized TOEFL, or 79 on the Internet-based TOEFL, are not required to take ESL courses; however, they must take the ACCUPLACER (placement test) before registering for courses. For additional information, on the English as a Second Language program, contact:

Community College students—Dr. Pearl Peters at 202.274.6256

University students—Dr. Juanita Eagleson, English Cluster Assistant Coordinator at 202.274.6761

## **VETERANS CERTIFICATION**

For assistance, veterans should report to the Veteran's Affairs Office:

Main Campus

4200 Connecticut Ave. NW, Building 39, Room A-122

Washington, DC 20008

202.274.6099 (UDC) | military@udc.edu

**Wednesday, Thursday and Friday 8:30am - 5pm**

Community College

801 N. Capitol St. NE, Room 119

Washington, DC 20002

202.274.6760 (CC) | military@udc.edu

**Monday and Tuesday 9am - 4pm**

## **MILITARY SCIENCE (ROTC)**

If you are interested in enrolling in a ROTC program, you should contact the appropriate office listed below.

### **ARMY ROTC Howard University**

Douglass Hall (Basement)

2401 6th St. NW

Washington, DC 20059

CONTACT: Enrollment Officer 202.806.6784

### **AIR FORCE ROTC Howard University**

Douglass Hall (Basement)

2401 6th St. NW

Washington, DC 20059

CONTACT: Enrollment Officer 202.806.6788

## **CONSORTIUM OF UNIVERSITIES**

The University of the District of Columbia is an affiliate of the Consortium of Universities of the Washington Metropolitan Area. Other affiliates are The American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, National Defense Intelligence College, Howard University, Marymount University of Virginia, National Defense University, Trinity Washington University and University of Maryland (College Park Campus). Students enrolled at UDC may be eligible to take courses at any of the member institutions. Courses taken through the Consortium must be required for your program of study and not offered in the given semester at the University. **Students are limited to six hours per semester (fall and spring only) through the Consortium.** However, graduate students who have previously been granted nine transfer credits from non-Consortium schools may enroll and receive resident credit in only one of the Consortium institutions. Students are not eligible to take certification courses through the Consortium. To be eligible for participation in the Consortium, students must:

1. be enrolled in a degree-granting program and be registered for the current semester at the University
2. have approval from an academic major department and the dean
3. be in good academic standing with a cumulative GPA of 2.0 (3.0 GPA for graduate students)
4. be in good financial standing at the University of the District of Columbia and
5. have completed a specified portion of their academic program—30 semester hours for students in associate degree programs, 60 semester hours for students in bachelor degree programs, and 50 percent of graduate-level academic programs

Registration forms and instructions are available from the University Consortium registration coordinator in the Registrar's office. The student must pay University tuition and fees for the current semester before becoming eligible to attend institutions of the Consortium. Official registration in the University of the District of Columbia is a prerequisite for the Consortium registration. Forms may be obtained from the coordinator during registration in the Administration Bldg. 39, Room A-135.

## **SENIOR CITIZENS**

Tuition and fees normally required for students admitted to the University will be waived for qualifying senior citizens, 65 years of age or older, except in cases where the applicant matriculates in a degree program. Such matriculating students shall pay half of the amounts set for students within their category unless otherwise deferred or waived by specific board of trustees authority. For further information, please contact The Institute of Gerontology, Administration Bldg. 39, Room C-101, 202.274.6697.

## **CHANGE OF PERSONAL INFORMATION**

**Students:** All changes to your personal information must be made in writing and in person at the Office of the Registrar, Administration Building, A Level, Room, A-135. If you are requesting a change of address, name, Social Security number or birth date, you **must** bring an original copy of the following: birth certificate, court order, marriage certificate, Social Security card, passport, certified lease agreement, certified state tax form. Verifying the appropriate information at the time your request is made. Changes to personal information will be made to records of active students only.

**Faculty:** All changes to your personal information are handled by the academic unit to which you report.

## **POLICE AND PUBLIC SAFETY**

Reporting crime, suspicious or unusual activity, medical emergencies, fire and environmental safety hazards: We encourage all students, faculty, staff and visitors to report all suspicious or unusual activity that they observe. When you contact campus police, an officer(s) will be dispatched to the location of the incident. Campus police will simultaneously initiate emergency response from other agencies as needed or as required. For direct access to municipal emergency response services (police, fire, ambulance), dial 911 (or 9+911 from a University telephone).

**[http://www.udc.edu/public\\_safety/office\\_of\\_public\\_safety\\_emergency\\_management](http://www.udc.edu/public_safety/office_of_public_safety_emergency_management)**

Should you become a victim of a crime, or should you witness a crime, use the following information to immediately contact campus police:

**On campus: Extension 5050**

**Off campus: 202.274.5050**

Or report in person at the Police Communications Center in the Administration Bldg. 39, C-level. Police Communications is staffed at all times, year round.

## **ANNUAL SECURITY REPORT AT THE UNIVERSITY**

This report includes statistics for the three previous years concerning reported crimes that occurred on campus, in certain campus buildings or property owned or controlled by the University of the District of Columbia, and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies including campus safety and security such as: statements about campus law enforcement policies; campus security education and prevention programs; and procedures for handling and reporting crime, sexual assault and other matters. To view the institution's annual report (Campus Safety and Security Brochure) online, visit

**[http://udc.edu/ps/docs/2011\\_UDC\\_ASR.pdf](http://udc.edu/ps/docs/2011_UDC_ASR.pdf)**. Copies of the Campus Safety and Security Brochure can be obtained from any of the following offices:

Campus Police Communications (Administration Bldg. 39, C-level); Vice President for Public Safety & Emergency Management (Administration Bldg. 39, Room 301K); and Human Resources (Building 38, Room 301).

## **ENVIRONMENTAL SAFETY**

For matters involving environmental safety and management, such as chemical spills, waste management and other compliance and regulatory standards related to environmental safety, you should call 202.274.7178 (during University business hours). Outside of University business hours, and in emergency situations, contact campus police at 202.274.5050.

## **PARKING**

In order to use University parking facilities (including handicap parking), all students, and faculty and staff members must register their vehicle(s) with the Cashier's office and purchase the appropriate parking permit. Students, faculty and staff who choose not to purchase a seasonal parking permit must pay the \$3.50/day rate and must present a valid (student, faculty or staff) ID. A valid parking permit (or daily pass) is required at all times. Parking permits may be purchased at the Cashier's office, located in the Administration Bldg. 39, 2nd fl. The Cashier's office is open for business Monday through Friday from 8:30 AM–5 PM. Proof of course registration (class schedule) must be presented to the Cashier's office in order to purchase a parking permit; therefore, students must complete the registration process prior to obtaining a parking permit (not applicable to University employees). All other visitors please go to website for rates.

**[http://www.udc.edu/parking/parking\\_rates](http://www.udc.edu/parking/parking_rates)**

## **LEARNING RESOURCES DIVISION INFORMATION**

**Van Ness Campus, Building 41**  
**202.274.6370**

Monday – Friday: 8:00 a.m. – 11:00 p.m.  
Saturday: 8:00 a.m. – 6:30 p.m.

**UDCCC 801 North Capitol St.**  
**202.274.6717**

Monday – Friday: 8:00 a.m. – 9:00 p.m.  
Saturday: 8:00 a.m. – 12:00 noon  
12:30 p.m. – 4:30 p.m.

**When classes are not in session hours for both campuses are:**  
**Monday – Friday: 8:30 a.m. – 5:00 p.m.**

## **NOTICE TO ALL STUDENTS**

The University of the District of Columbia Drug & Alcohol Abuse Policy The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University property or as part of any University activity is prohibited.

Federal and District of Columbia laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic, dangerous drug, or alcohol.

The health risks associated with the use of illicit drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration, and death.

Students who unlawfully possess, use, or distribute illicit drugs or alcohol shall be sanctioned. Sanctions may include referral for criminal prosecution, expulsion, suspension, reprimand, or requiring the student to complete an appropriate rehabilitation program.

The University of the District of Columbia provides confidential counseling and referral services to students with problems related to drug use and alcohol abuse. The University also provides information about substance abuse and treatment programs available to University students.

Students who desire information regarding substance abuse or treatment programs should contact the University Health Services at 202.274.5030.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Education records are directly related to the student and are maintained by the University. Student educational records are confidential and will only be shared by University officials with other University faculty or staff or with lending agencies that have a legitimate interest to know certain information. FERPA prevents the release of information about a student, other than directory information, without the student's consent.

Under FERPA, students are given certain rights regarding education records:

1. The right to inspect and review education records pertaining to the student kept by the University
2. The right to request the amendment of education records the student believes to be inaccurate, misleading or otherwise in violation of his or her privacy rights
3. The right to limit disclosure of education records
4. The right to file with the US Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of FERPA and the regulations. The complaint should be in writing and contain specific allegations of fact.

The complaint should be sent to:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-5920

The following documents are located in the University's Office of the Registrar:

1. Information regarding the Family Educational Rights and Privacy Act of 1974, as amended
2. Student Request Form to Review Education Records
3. Student Request Form to Amend or Remove Education Records
4. Student Request Form to Limit Disclosure of Directory Information
5. Student Consent Form for Access to Education Records
6. Third-party Request for Student Information



## **DIRECTORY INFORMATION**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name; student's address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; classification; enrollment status (undergraduate or graduate, full-time or half-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and/or awards received; and previous education agency or institution attended.

Information that can never be identified as directory information are a student's Social Security number (SNN); student identification number (SID); race and ethnicity; gender; religious preference; country of citizenship; grades and grade point average; class schedule; disciplinary actions; and biometric record (for example, fingerprints).

## **DISCLOSURE WITHOUT CONSENT**

Please note that the University may be permitted or required to release educational records without a student's consent under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; to local officials or authorities pursuant to specific law regarding the juvenile justice system; organization conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense; to a parent if the student has violated any law, rule or policy governing the use or possession of alcohol or a controlled substance; or the disclosure concerns sex offenders required to register under federal law. (34 CFR § 99.31)

## **DISCLOSURE TO SCHOOL OFFICIALS WITH LEGITIMATE EDUCATIONAL INTERESTS**

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including University law enforcement personnel and University health staff); a person or company with whom the University has contracted as its agent to provide a service instead of or in addition to using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

## **SPECIAL BOOKSTORE HOURS, REGISTRATION WEEK**

**Monday - Thursday: 9 AM–7 PM**

**Friday: 9 AM–5 PM**

**Saturday: 11AM–4 PM**

The University bookstore is located in Building 38, A level.  
For more information, call 202.274.5110.

## **COURSE CANCELLATIONS/CHANGES – DISCLAIMER**

The University will make every effort to offer all courses and sections shown on the website. However, the University reserves the right to cancel or make changes to courses for insufficient enrollment or as other compelling circumstances warrant.

## **COURSE LISTING**

The course listing is now available through an online, searchable database.  
Visit <http://www.udc.edu/CourseListing>.

## **COMMUNITY COLLEGE TUITION & FEES SCHEDULE—CURRENT STUDENTS**

For the most recent tuition and fees schedule, please visit [cc.udc.edu/fees](http://cc.udc.edu/fees)

## **COMMUNITY COLLEGE TUITION & FEES SCHEDULE—NEW STUDENTS**

For the most recent tuition and fees schedule, please visit: [cc.udc.edu/admissions/udc\\_cc\\_tuition\\_changes](http://cc.udc.edu/admissions/udc_cc_tuition_changes).

## **UNIVERSITY TUITION & FEES SCHEDULE**

For the most recent tuition and fees schedule, please visit [udc.edu/fees/](http://udc.edu/fees/).

## **FINAL EXAMINATION SCHEDULE**

### **FALL SEMESTER 2015**

Final Examination Schedule  
December 15-21, 2015

Final examinations will be given based on the time(s) and day(s) your courses meet during the semester. For example if your course meets at 8:00 a.m. on Mondays & Wednesdays, your final examination will be held on Monday, December 21, 2015 from 8:00 a.m. to 10:00 a.m.

Final exams for Friday/Saturday classes will be held on Friday, December 18, 2015 during regular class hours.

Final exams for Saturday Classes will be held on Saturday, December 19, 2015 during regular class hours.

Below you will find the final examination schedule for all students enrolled for the Fall Semester of the Academic Year 2015-16.

Class Meetings	Examination Times	Day	Year
08:00 a.m. MW	08:00-10:00 a.m.	Mon.	12/21/15
09:30 a.m. MW	09:30-11:30 a.m.	Wed	12/16/15
11:00 a.m. MW	11:00-01:00 p.m.	Mon.	12/21/15
02:30 p.m. MW	12:30-02:30 p.m.	Wed.	12/16/15
02:00 p.m. MW	02:00-04:00 p.m.	Mon.	12/21/15
04:00 p.m. MW	03:30-05:30 p.m.	Wed.	12/16/15
05:30 p.m. MW	05:30-07:30 p.m.	Mon.	12/21/15
07:00 p.m. MW	07:00-09:00 p.m.	Wed.	12/16/15
08:30 p.m. MW	08:00-10:00 p.m.	Mon.	12/21/15
08:00 a.m. TR	08:00-10:00 a.m.	Tues.	12/15/15
09:30 a.m. TR	09:30-11:30 a.m.	Thurs.	12/17/15
11:00 a.m. TR	11:00-01:00 p.m.	Tues.	12/15/15
12:30 p.m. TR	12:30-02:30 p.m.	Thurs.	12/17/15
02:00 p.m. TR	02:00-04:00 p.m.	Tues.	12/15/15
04:00 p.m. TR	03:30-05:30 p.m.	Thurs.	12/17/15
05:30 p.m. TR	05:30-07:30 p.m.	Tues.	12/15/15
07:00 p.m. TR	07:00-09:00 p.m.	Thurs.	12/17/15
08:30 p.m. TR	08:00-10:00 p.m.	Tues.	12/15/15

ATTENTION: For classes not covered by this schedule, final exams must be scheduled after December 15, 2015.

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**TRIAL SCHEDULE FORM**

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Please complete the trial schedule below before transferring confirming data to course registration form.

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Name

CWID

---

Address

---

Major

**Course Selection(s)—First Request**

COURSE CALL #	COURSE	COURSE	DAYS/	CREDITS

**Course Selection(s)—First Alternate**

COURSE CALL #	COURSE	COURSE	DAYS/	CREDITS

**Course Selection(s)—Second Alternate**

COURSE CALL #	COURSE	COURSE	DAYS/	CREDITS

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Student's Signature

Date

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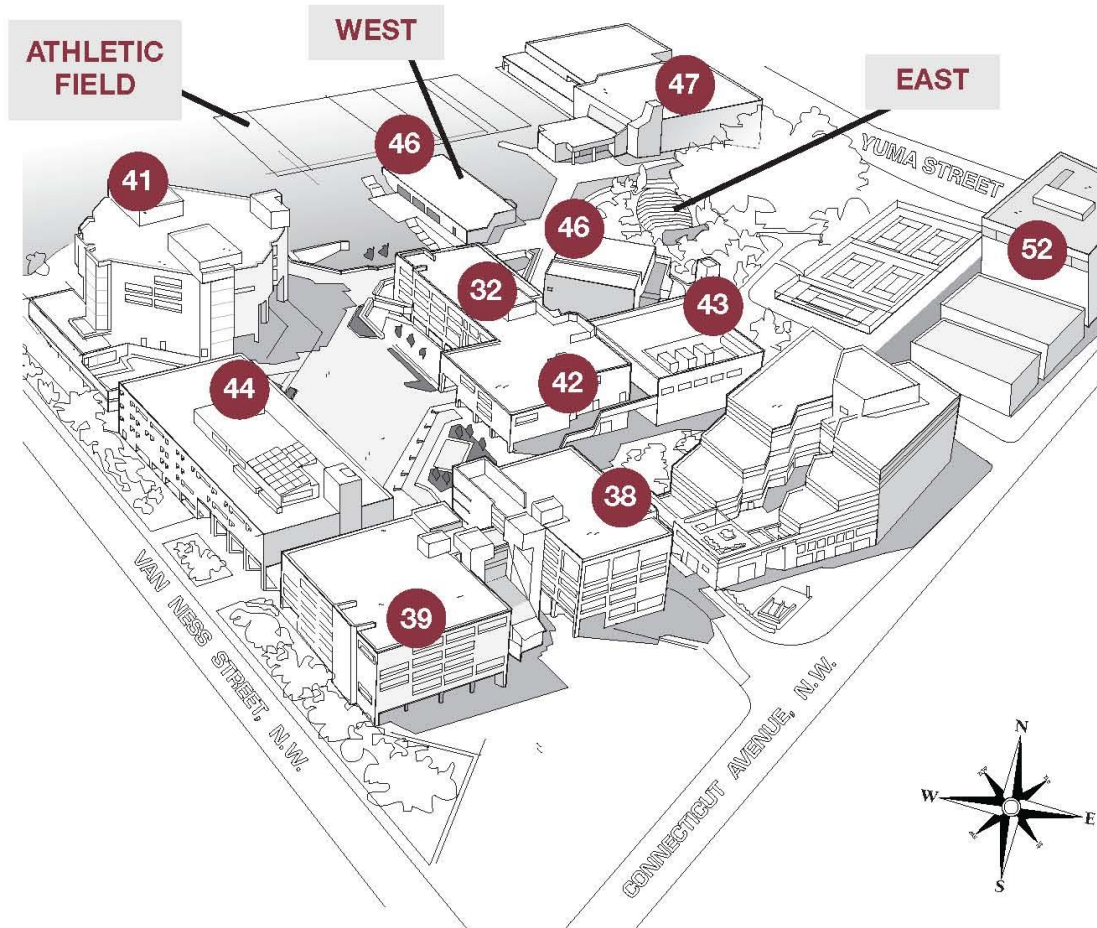
Advisor's Signature

Date

*Note: It is strongly advised that all students have alternative courses listed on the above trial schedule in case one or more of the first choice classes are closed.*



**VAN NESS CAMPUS MAP**



**UDC CAMPUS DIRECTORY**

**Bldg. Name**

- 32 Mathematics/Academic Advising Center
- 38 Student Services/The Law School/Book Store
- 39 Administration/Financial Aid/School of Business
- 41 Arts & Sciences/Library/Community College—  
Student Success Center
- 42 Engineering
- 44 Life Sciences
- 46 Auditorium/Music/Dance & Theater
- 47 Athletic Center
- 52 Paths Program Lab

**Bldg. Name (Not Shown on Map)**

- Community College (CC)**
- 53 801 North Capitol St. NE
- 54 (Backus) 5171 South Dakota Ave. NE
- 55 (PR Harris) 4600 Livingston Rd. SE
- 30 Reagan National Airport (Hangar No. 10)

The University of the District of Columbia is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267.284.5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

**EQUAL OPPORTUNITY POLICY:** The University of the District of Columbia provides equal opportunity to all persons regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical disability, political affiliation, source of income or place of residence, in accordance with the provisions of the DC Human Rights Act of 1977 (DC Law 2-38). ©2012 University of the District of Columbia 03/12