Fall 2014

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**.

UNIVERSITY OF THE DISTRICT OF COLUMBIA 1851

UNIVERSITY OF THE DISTRICT OF COLUMBIA

TABLE OF CONTENTS

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 intrafamily 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)

Academic Advising Center................................274.6899

Academic Support Center (Tutoring).....................274.6899

Admissions—Undergrad...................................274.6110

Admissions—Graduate...................................274.6110

Admissions—Law School................................274.7341

Agricultural Experiment Station.........................274.7137

Alumni Affairs...274.5117

Athletics...274.5024

Blackboard 9.1...274.6628

Bookstore..274.5110

Cable Television...274.5300

Campus Police...274.5050

Career Services..274.6413

Cashier..274.5112

Child Development Center................................274.5213

Community College......................................274.5800

Computer Center..274.5500

Continuing Education....................................274.7100

Cooperative Extension Service...........................274.7115

Counseling Services......................................274.6000

Financial Aid...274.5060

Gerontology 274.6593

Graduate Student Government 274.6121

Health Insurance 274.5350

Health Services 274.5030

Information 274.5000

Land-Grant Activities....................................274.7124

Law School 274.7400

Library...274.6370

Lost & Found 274.5050

New Student Orientation 274.5900

Parking..274.5159

Provost and VP for Academic Affairs....................274.5072

Registrar...274.6200

Special Events...274.5824

Speech & Hearing Clinic 274.6161

Student Accounts..274.5168

Student Life & Services..................................274.5900

Student Affairs..274.5210

Student Employment 274.6092

Testing Center...274.6063

Trilogy Student Newspaper..............................274.5574

Undergrad Student Government..........................274.5190

Veterans Affairs 274.6099

Water Resources Research Institute......................274.5273

Workforce Development 274.6999

Visit us on the Web...udc.edu

ACADEMIC CALENDAR - FALL 2014

Tuition Installment Plan Enrollment Period
for Continuing Students for Fall 2014 ....April 1-August 29, 2014

Fall 2014 Online Registration and Course Adjustment
Period For Continuing Students....................................April 1-August 22, 2014

Advisement/Registration (New, Readmitted,
Transfer, Special Students) ....August 18-22, 2014

Professional Development Days...August 18-19, 2014

College/School Meetings.. August 20, 2014

Classes Begin .... August 25, 2014

Late Registration and Add/Drop (Online)...........................August 25-30, 2014

Labor Day Observance (University Closed).........................September 1, 2014

Classes Resume... September 2, 2014

Deadline Date to Pay for Fall 2014 Course Registration..... September 2, 2014

Withdrawal Period for 100% Refund (Tuition Only).......September 2-8, 2014

Attendance Verification Reports Due (Online) ....September 2-8, 2014

Scheduled Drop Date for Nonpaid Classes........................ September 10, 2014

Last Day to Apply for Fall 2014 Degree.............................. September 12, 2014

Opening Convocation... September 26, 2014

Mid-Term Exams ....October 6-11, 2014

Columbus Day Observance (University Closed) ....October 13, 2014

Classes Resume... October 14, 2014

Last Day to Enter Mid-Term Grades (Online) .... October 14, 2014

Continuing Students Advisement Period
for Spring 2015...November 3-December 10, 2014

Continuing Students Online Registration
for Spring 2015 ....November 3, 2014- January 9, 2015

Tution Installment Plan Enrollment Period for Continuing Students
for Fall 2015..November 3, 2014 - January 9, 2015

Last Day to Withdraw from Classes Without
Academic Penalty ....November 7, 2014

Veterans Day observance (University Closed) .... November 11, 2014

Classes Resume.. November 12, 2014

Thanksgiviing Day Observance (University CLosed)..November 27-29, 2014

Classes Resume..December 1, 2014

Deadline to Clear Incomplete Grades for Spring and Summer 2014
(Rosters Due in the Office of the Registrar) ....December 5, 2014

Last Day of Classes...December 10, 2014

Reading Day ....December 11, 2014

Common Exams (School of Business)................................December 12, 2014

Common Exams (English)..December 12, 2014

Final Exams ....December 13-19, 2014

Fall Semester Ends..December 19, 2014

Last Day to Enter Grades (Online) ....December 22, 2014

Winter Break (University Closed)..December 25, 2014

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** for more information.

COMMUNITY COLLEGE

Effective fall semester 2009, students pursuing associate degrees or certificate programs (listed below) will be admitted to the open admissions, Community College (CC).

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
Architectural Engineering Technology
Automotive Technology
Aviation Maintenance Technology
Business Technology
Computer Accounting Technology
Computer Science Technology
Construction Management
Corrections Administration
Education
Fashion Merchandising
Fire Science Technology
Graphic Design
Hospitality Management and Tourism
Law Enforcement
Legal Assistant
Liberal Studies
Mortuary Science
Music
Nursing
Respiratory Therapy

Certificate Programs

Nursing Assistant
Practical Nursing
Office Technology

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 Arts and Sciences

Administration of Justice
Art (BA)
Biology (BS)
Chemistry (BS)
Early Childhood Education
Elementary Education
English
Human Development
Mathematics
Music
Political Science
Psychology
Social Work

College of Agriculture, Urban Sustainability, and Environmental Sciences

Architecture
Health Education
Nursing (BS)
Nutrition

School of Business and Public Administration

Accounting
Business Management

School of Engineering and Applied Sciences

Civil Engineering
Computer Science (BS)
Electrical Engineering
Information Technology
Mechanical Engineering

UNIVERSITY GRADUATE AND PROFESSIONAL DEGREE PROGRAM

College of Agriculture, Urban Sustainability and Environmental Sciences

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

School of Business and Public Administration

Business Administration (MBA)
Public Administration (MPA)

School of Engineering and Applied Sciences

Computer Science (MS)
Electrical Engineering (MS)

David A. Clarke School of Law

Juris Doctorate (JD)
Master of Laws (LLM)

College of Arts and Sciences

Cancer Biology,
   Prevention and Control (MS)
Counseling (MS)
Early Childhood
   Education(MA)
Homeland Security (MS)
Rehabilitation Counseling (MA)
Speech-Language Pathology
   (MS)
Teaching (MAT)

DEPARTMENT HEADS AND LOCATIONS

COMMUNITY COLLEGE

Dr. Calvin Woodland, Interim Chief Executive Officer
202.274.7177, 801 N. Capitol St. NE, Suite 514

Dr. Jacqueline S. Jackson, 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 Coorinator 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 North 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 200-02

Architecture and Urban Design
Ralph Belton, PhD, Program Director
202.274.5243, Bldg. 32, Room 104-6

Environmental Science and Urban Sustainability
202.274.7100

Nursing (RN to BSN)
Pier Bradnax, 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

Sustainable Development
202.274.7011

Water Resources Research Institute
Tolessa Deksissa, PhD
202.274.5273, Blg. 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
Wilma Thompson, Office Manager
202.274.5194, Building 41, Suite 405-01

Dr. Lena Walton, Associate Dean, 202.274.5543
Dr. LaTanya L. Rogers, Assistant Dean
Wilma Thompson, Office Manager
Terry D. Best, Receptionist
202.274.5194, Bldg. 41, Suite 405-01

Department of Biology, Chemistry, & Physics
Dr. Deepak Kumar, Chairperson, 202.274.5937
Lisa Sutton, Office Staff
202.274.7401, Bldg. 44, Room 103
Programs: Biology, Cancer Biology, Chemistry
Degrees: Biology (BS), Cancer Biology (MS), Chemistry (BS)

Department of Criminal Justice, Sociology, & Social Work
Dr. Sylvia Hill, Chairperson, 202.274.5687
Francis Witherspoon, Office Staff
202.274.7403, Bldg. 41, Room 407-03
Programs: Criminal Justice, Sociology, Social Work
Degrees: Administration of Justice (BA), Sociology/Anthropology (BA), Social Work (BSW), Homeland Security (MS)

Department of Communications
Professor Maxine LeGall, Chairperson
202.274.5763, Bldg. 42, Room B14-H
Programs: Mass Media (Journalism and TV Production concentrations)
Degrees: Mass Media (BA)

Department of Education
Dr. Thomas Bullock, Interim Chairperson, 202.274.6817
Mildred Shannon, Office Staff
202.274.7404, Bldg. 52, Room 319
Degrees: Special Education (BS), Elementary Education (BA), Early Childhood Education (BA)

Department of English, World Languages & Cultures
Dr. Wynn Yarborough, Chairperson, 202.274.5653
Charlene Ridley, Office Staff
202.274.5137, Bldg. 41, Room 413-04
Program: English
Degrees: English (BA)

Department of Mathematics & Statistics
Dr. Jeffrey Fleming, Chairperson, 202.274.6219
202.274.5153, Bldg. 32, Room B01-01
Programs: Mathematics, Applied Statistics
Degrees: Mathematics (BS), Applied Statistics (MS)

Center for Urban Education
Dr. Heidi Oliver-O'Gilvie, Interim Director, 202.274.6400
Mildred Shannon, Office Staff
202.274.7404, Bldg. 52, Room 316
Programs: Teaching, Early Childhood Education, Speech- Language Pathology
Degrees: Master of Arts in Teaching (Concentrations: Elementary Concentration, Music Education, Secondary Art, Secondary English, Secondary Foreign Language, Secondary Math, Secondary Social Studies), Early Childhood Education (MA), Speech -Languarge Pathology (MS)

Department of Political Science, History, & Global Studies
Dr. Shiela Harmon Martin, Chairperson, 202.274.5758
Programs: Political Science, History
Degrees: Political Science (BA), History (BA)

Department of Psychology, Counseling & Human Development
Dr. Benson Cooke, Chairperson, 202.274.6439
Joanne Carson, Office Staff
202.274.7406, Bldg. 44, Room 200-34
Programs: Psychology, Human Development, Counseling, Rehabilitation Counseling CACREP Accredited
Degrees: Psychology (BS), Human Development (BA), Counseling (MS), , Rehabilitative Counseling (MA)

Department of Visual & Performing Arts
Dr. Judith Korey, Acting Chairperson, Bldg. 46W, Room A-03, 202.274.5803
Programs: Art, Graphic Design, Music
Degrees: Art (BA), Graphic Design (BFA), Music (BM)

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

Dr. Sandra G. Yates, Acting Dean
202.274.7000, Bldg. 38, Room 316

Department of Accounting, Finance & Economics
Dr. Tarsaim Goyal, Chairperson
202.274.7002, Bldg. 38, Room 122

Department of Management, Marketing, and Management Information Systems
Dr. Hany Makhlouf, Chairperson
202.274.7001, Bldg. 38, Room 220

Department of Public Administration
202.274.6510, Bldg. 38, Room 220

SCHOOL OF ENGINEERING AND APPLIED SCIENCES

Dr. Devdas Shetty, Dean
Mavis Johnson, Staff Assistant
202.274.5131, Building 42, Room 212

Department of Civil & Mechanical Engineering
Dr. Samuel Lakeou, (Acting) Assistant Dean & Chairperson
202.274.5039, Building 42, Room 213

Department of Computer Science & Information Technology
Dr. Byunggu Yu, Chairperson
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

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
lliang@udc.edu
202.274.5086

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

MBA—Master of Business Administration
MPA—Master of Public Administration
202.274.7037

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

UNIVERSITY OF THE DISTRICT OF COLUMBIA

ACADEMIC ADVISORS

Community College (all students): 801 N. Capitol St., NE

Flagship (freshmen/sophomores/undeclared/special students):
Academic Advising Center, Bldg. 32, Rm B-104
Special students, please call the Academic Advising Center at 202.274.6899.

Juniors and seniors with declared majors: Academic departments

Nondegree graduate students: Academic chairperson

COMMUNITY COLLEGE ACADEMIC ADVISORS

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

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION ACADEMIC ADVISORS

Department of Accounting, Econimics, and Finance
Administration Building, Building 38, First Floor

ACCOUNTING MAJORS

Accounting Majors, Administration Building 38, First Floor

A–F	Darien Green	202.274.7065	dgreen@udc.edu
G–M	Eva Green	202.274.7056	egreen@udc.edu
M–S	Errol Salmon	202.274.7058	dsalmon@udc.edu
T–Z	Richard Bebee	202.274.5023	rbebee@udc.edu

ECONOMICS MAJORS

Administration Building 38, First Floor

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

FINANCE MAJORS

Administration Building 38, First Floor

A–Z	Tarsaim Goyal	202.274.7049	tgoyal@udc.edu

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION ACADEMIC ADVISORS

MANAGEMENT MAJORS

Administration Building 38, Second Floor

A–D	Paul Backman	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–R	Hany Makhlouf	202.274.7040	hmakhlouf@udc.edu
S–V	Judith Ramey	202.274.7485	jramey@udc.edu
W–Z	Michael Tannen	202.274.7046	mtannen@udc.edu

MANAGEMENT INFORMATION SYSTEMS MAJORS

Administration Building 38, Second 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

Administration Building 38, Second Floor

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

MASTER OF BUSINESS ADMINISTRATION MAJORS

Administration Building 38, Third Floor A–Z   202.274.7037

MASTER OF PUBLIC ADMINISTRATION MAJORS

Administration Building 38, Third Floor

A–H	Dr. Julius Anyu	202.274.7175	jndumbe@udc.edu
I–P	Sylvia Benatti	202.274.5794	sbenatti@udc.edu
Q–Z	Yolanda Plummer	202.274.7044	yolanda.plummer@udc.edu

PROCUREMENT AND PUBLIC CONTRACTING MAJORS

Administration Building 38, Third Floor

A–Z	Dr. William White	202.274.7039	wwhite@udc.edu

COLLEGE OF AGRICULTURE, URBAN SUSTAINABILITY AND ENVIRONMENTAL SCIENCES ACADEMIC ADVISORS

NUTRITION AND FOOD SCIENCE PROGRAM (BS) NUTRITION AND DIETETICS PROGRAM (MS)

Dr. Prema Ganganna
202.274.5516, Bldg. 44, Rm 200-029, pganganna@udc.edu

Dr. B. Michelle Harris
202.274.5739, Bldg. 44, Rm 200-04, bharris@udc.edu

Professor Barbara Harvey
202.274.5467, Bldg. 44, Rm 200-09, bharvey@udc.edu

ENVIRONMENTAL SCIENCE & SUSTAINABILITY PROGRAM

Dr. Mohamed Elhelu
202.274.5932, Bldg. 44, Rm 200-11, melhelu@udc.edu

Dr. Thomas Kakovitch
202.274.5465, Bldg. 44, Rm 200-01, tkakovitch@udc.edu

PROFESSIONAL SCIENCE MASTER'S PROGRAM

Dr. Tolessa Deksissa
202.274.5273, Bldg. 42, Rm 111/110
tdeksissa@udc.edu

COLLEGE OF AGRICULTURE, URBAN SUSTAINABILITY AND ENVIRONMENTAL SCIENCES ACADEMIC ADVISORS

ARCHITECTURE AND URBAN DESIGN PROGRAM

Ralph Belton
202.274.5243, Bldg. 32, Rm 205
rbelton@udc.edu

Clarence Pearson
202.274.5238, Bldg. 32, Rm 205
cpearson@udc.edu

NURSING PROGRAM (RN TO BSN)

Dr. Pier Broadnax, Director of Nursing
202.274.5915, Bldg 44, Room 104A
pbroadnax@udc.edu

Dr. Connie Webster
202.274.5899, Bldg. 44, Room 105
cwebster@udc.edu

Professor Elmira Asongwed
202.274.5909, Bldg. 44, Room 200-27
easongwed@udc.edu

Professor Anne Marie Jean-Baptiste
202.274.5942, Bldg. 44, Rm 200-26
ajeanbaptiste@udc.edu

HEALTH EDUCATION PROGRAM (PUBLIC HEALTH TRACK)

Dr. John Slack, Program Director
202.274.5324, Bldg. 47, Rm A-31
jslack@udc.edu

Dr. Wilmer Johnson
202.274.6266, Bldg. 47, Rm A-31
wjohnson@udc.edu

Professor Bessie Stockard
202.274.5076, Bldg 47, A-03
stockard@udc.edu

SCHOOL OF ENGINEERING AND APPLIED SCIENCE ACADEMIC ADVISORS

CIVIL ENGINEERING

Dr. Pradeep Behera, Chair
202.274.6186, Bldg. 42, Rm 213-F
pbehera@udc.edu

Dr. Stephan Arhin
202.274.6327, Bldg. 42, Rm 213D
sarhin@udc.edu

Prof. Inder Bhambri
202.274.6327, Bldg. 42, Rm 213-C
ibhambri@udc.edu

Dr. Ahmet Zeytinci
202.274.6291, Bldg. 42, Rm 213-H
azeytinci@udc.edu

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Dr. Byunggu Yu, Chair
202.274.6289, Bldg. 42, Rm 113-A1
byu@udc.edu

Dr. David Barnett
202.274.6279, Bldg. 42, Rm 213
dbarnett@udc.edu

Prof Lavonne Manning
202.274.6278, Bldg. 42, Rm 112-A
lmanning@udc.edu

Dr. Li Chen
202.274.6301, Bldg. 42, Rm 112-F
lchen@udc.edu

Dr. Dong Jeong
202.274.7455, Bldg. 42, Rm 112-G
djeong@udc.edu

Dr. Lily Liang
202.274.5086, Bldg. 42, Rm 112-C
lliang@udc.edu

Dr. Briana Wellman
202.274.6695, Bldg. 42, Rm 112-B
bwellman@udc.edu

ELECTRICAL AND COMPUTER ENGINEERING

Dr. Samuel Lakeou, Chair
202.274.5834, Bldg. 42, Rm 109-F
slakeou@udc.edu

Dr. Tarak Bhar
202.274.5836, Bldg. 42, Rm 109-C
tbhar@udc.edu

Dr. Paul Cotae
202.274.6290, Bldg. 42, Rm 109-B
pcotae@udc.edu

Dr. Sasan Haghani
202.274.6595, Bldg. 42, Rm 109-H
shaghani@udc.edu

Dr. Wagdy Mahmoud
202.274.5239, Bldg. 42, Rm 109-E
wmahmoud@udc.edu

Dr. Esther T. Ososanya
202.274.5837, Bldg. 42, Rm 209-D
eososanya@udc.edu

Dr. Nian Zhang
202.274.6615, Bldg. 42, Rm 109-G
nzhang@udc.edu

MECHANICAL ENGINEERING

Dr. A. Segun Adebayo, Chair
202.274.5039, Bldg. 42, Rm 213-R
aadebayo@udc.edu

Dr. Kate Klein
202.274.7131, Bldg. 42, Rm 109
Kklein@udc.edu

Dr. Pawan Tyagi
202.274.6601, Bldg. 42, Rm 213-E
ptyagi@udc.edu

Dr. Lara Thompson
202.274.5046, Bldg. 42, Rm 213-M
lthompson@udc.edu

Dr.Jiajun Xu
202.274.5045, Bldg. 42, Rm 213-O
jiajun@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.

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.

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**.

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 2014

April 1st - 11th, all students must see their academic advisor to discuss their program of study and to have the Advisor's hold released.

April 1st - Agusust 22nd, you will be able to register for classes directly in myUDC (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 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, 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 close of business the day of registration, courses may be dropped.

HOLDS AND BARS

Admissions
Administration Bldg.
A Level
202.274.6110

English as a Second Language
Bldg. 41, Level 5
202.274.5103

Registrar
Administration Bldg.
A Level
202.274.6200

Advisor Holds
Report to your academic advisor, listed on pages 6–7.

Financial Aid
Administration Bldg.
A Level
202.274.5060

Student Accounts
Administration Bldg.
A Level
202.274.5168

Cashier's Office
Bldg. 39, Rm. 201
202.274.5112

Health Services
Bldg. 44, Rm. A-12
202.274.5030

REGISTRATION LOCATIONS

COMMUNITY COLLEGE STUDENTS
Report to 801 North Capitol St. NE.

UNIVERSITY STUDENTS
Freshmen/sophomores/undeclared/special:
Report to the Academic Advising Center, Bldg. 32, Rm B-104.

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/hr/studentaffairs/studenthealthinsurance.htm OR 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 Building 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 pay on the day that you register will result in the cancellation of your classes. (Exception: continuing students 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, 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

District of Columbia Immunization Law 3-20 requires any student under the age of 27, who is enrolled in a primary, secondary or post secondary school of higher education (college or university), to submit proof of immunization as follows:

Two (2) doses of measles, mumps and rubella vaccines (commonly known as MMR), given at least 30 days apart, or copies of blood tests showing immunity to measles, mumps and rubella.

One booster for tetanus/diphtheria (Td) within the last 10 years.

Three doses of hepatitis B vaccine. The second dose should be given one month after the first dose, and the third dose should be five months after the second. A positive blood test for hepatitis B is also acceptable.

Two varicella (chicken pox) vaccines if the first dose was given after age 12 or a positive blood test for varicella.

A recent PPD skin test for tuberculosis is encouraged.

Students under the age of 18 must also show proof of polio immunization.

For further information, call 202.274.5030 between 9:00 AM and 4:00 PM, Monday through Friday.

STUDENT INSURANCE COVERAGE

The University is proud to offer you student health and accident insurance for the 2013-2014 academic year throughUnited Health Care. Since student insurance coverage is mandatory, students are automatically enrolled in the United Health Care insurance plan when registering for classes.

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 processed (about 2–3 weeks after the add/drop period).

During registration students should visit **www.udc.edu/hr/studentaffairs/studenthealthinsurance.htm OR www.firststudent.com** from any computer to find information about the plan or visit the online 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, A-Level, at least 10 working days 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 enrollemnt.

FULL-TIME/PART-TIME STATUS

Full-time student: Undergraduate enrolled in a minimum of 12 semester hours. Graduate enrolled in a minimum of 9 semester hours.

Part-time student: Undergraduate enrolled in fewer than 12 semester hours. Graduate enrolled in fewer than 9 semester hours.

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 part-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 Building 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 re-registering 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 UDC 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's, 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.

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 and filed with the Office of the Registrar, a grade of "W" will be entered on the student's transcript. If the student stops attending class or fails to file the Request Drop Form on time, a failing grade may be given. All students applying for or receiving any form of financial aid must report any withdrawals to the Financial Aid Office as their current or future eligibility may be affected. Withdrawal forms are available in the Office of the Registrar (Administration Building, A level).

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 (Administration Building, A level).

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 that 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 **my.udc.edu**.

COMMUNITY COLL./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 for graduation.

FINANCIAL AID

You are able to check your financial aid status online via **www.udc.edu/register**. 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

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.) 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 Building 39, Room 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 Building 39, Room A 111.

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 (Building 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
Leveraging Educational Assistance Partnership Program
    (ACG/SMART grants) formerly SSIG
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, Building 39, Room A 111, 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 close of business the day of registration, 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 using your email username and password

    a. New Students: visit the Office of Information Technology (Bldg. 41, Rm. 316) or email 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 thae 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 infromation.

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 – Building 39, Cashier's Office

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.

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 students 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

RESIDENCY DEFINITION

For admissions and tuition purposes, applicants are classified as District, Metro Area, or Out-of-State students, and pay differing tuition rates accordingly. These classifications are defined as follows:

District: Bona fide residents of the District of Columbia

Metro Area: Bona fide residents of one of the following counties: Montgomery County, Prince George's County, Arlington County, Alexandria County, or Fairfax County

Out-of-State: Residents of any state, territory, or county other than those defined by the District and Metro Area

BURDEN OF PROOF

The person seeking District or Metro Area status has the burden of providing a preponderance of evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of District or Metro status will be made by UDC based on the totality of facts known or presented. With the special population exceptions noted below, students who fail to provide UDC with documentation as to their residency status will automatically be classified as Out-Of-State and pay the tuition accordingly.

DISTRICT OR METRO AREA RESIDENCY STATUS QUALIFICATION

To qualify for District or Metro Area status, all students must demonstrate that, for at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status, the student was and currently is:

1. Domiciled in the District or Metro area, and either paid District of Columbia or Metro Area income taxes or received public assistance from a District of Columbia/Metro Area government agency; OR

2. Claimed as a dependent on District of Columbia or Metro Area resident tax returns filed by a parent or spouse who is domiciled in the District or Metro Area

All applicants must also show that they have resided in the District or Metro Area primarily for a purpose other than that of attending an educational institution in the District or Metro Area.

PROOF OF QUALIFICATIONS

Primary Proof of Residency:

In order to prove that students meet the qualifications for District or Metro Area status, students can submit one of the following primary forms of proof that covers the 12 month period in question on their own behalf, or if claimed as a dependent, on behalf of their parent(s) or legal guardian(s):

1. District of Columbia Form D-40 or D-40EZ income tax return; or Virginia Form 760 (resident individual income tax return) or other resident individual tax return that bears an address in a Metro Area county; or Maryland Form 502 (resident individual income tax return) or other resident individual tax return that bears an address in a Metro Area county; OR

2. Documentation from a District, Maryland, or Virginia government agency showing receipt of public benefits from that agency and bearing an address within the District or Maryland or Virginia. This documentation may include statements of benefits, assistance checks, receipts, or other documentation meeting the required criteria.

Secondary Proof of Residency:

Students who are unable to provide a primary proof of residency can prove their District or Metro Area status by providing the Office with copies of at least TWO of the following secondary forms of proof that covers the 12 month period in question:

1. Lease or mortgage agreements

2. Driver's license

3. Motor vehicle registration

4. Voter registration

5. Federal income tax returns

Special Populations Proof of Residency:

The following special populations are exempt from providing primary or secondary proofs of residency, and establish residency as outlined below:

1. Current District or Metro Area High School Graduates and Recent Graduates: This policy applies ONLY to students who are currently attending a District or Metro Area public high school at the time of application, or who have graduated from a District or Metro Area public high school within 12 months of the last date available to register for courses in the semester/term for which the student seeks District of Metro Area residency status.

    a. Students who meet this qualification will automatically qualify for District or Metro Area status at the time of application only if they submit, as part of the admissions process, an official high school transcript with their address noted on the transcript.

    b. Students whose transcripts do not include an address must provide a certification form from their high school indicating that they were classified as a resident of the District or Metro Area county, or provide one of the primary or secondary forms of proof noted.

2. District Government Employees: This policy applies ONLY to students who are current employees of the District of Columbia Government AND who are actively engaged in agency-sponsored education and training and whose enrollment at UDC will enhance their education and training. Such employees who provide the proof noted below qualify for District residency status.

    a. Students who meet this qualification must provide two forms of proof. First, students must provide the Office with an employment letter identifying dates of employment or other official document from District Human Resources that they have guaranteed employment with the District Government for the semester/term for which the student seeks District residency status. Second, students must provide the Office with a letter, on letterhead and signed by their supervisor, from their employing agency that clearly states that the employee is engaged in agency-sponsored education and training and that enrollment at UDC will help to enhance their education and training.

3. Active-Duty Military: This policy applies ONLY to students who themselves, or their spouse, parent, or legal guardian, are active-duty members of the U.S. Armed Forces, Selective Reserve, or National Guard. Active duty military personnel who provide the proof noted below qualify for District residency.

    a. Students who meet this qualification must provide proof of their own, or their spouse's, parents', or legal guardian's, active-duty status for the semester/term for which the student seeks District residency status.

INELIGIBILITY FOR DISTRICT OR METRO AREA STATUS

The following student types are ineligible for District or Metro Area residency and are automatically classified as Out-of-State:

1. Persons with student (F) visas

2. Persons with diplomatic (A) visas

3. Foreign organization employees with (G) visas

4. Persons having other non-immigrant visas

RESIDENCY SUBMISSION AND EVALUATION PROCEDURES

The following procedures govern the classification of residency status:

With the exception of those special population of students whose transcripts are sufficient for residency classification purposes, ALL other students who wish to establish District or Metro Area status must submit the documentation identified above to the Office of Admissions within at least 14 days prior to the last date of registration for the term to guarantee that the Office reviews the forms in time for the current semester.

Students can either mail the appropriate documentation to the Office of Admissions with their Identification Number (N-Number) and the type of forms (Residency) clearly marked on the envelope, or send electronic/scanned copies of documents to the Office at UDCadmissions@udc.edu.

Based upon the preponderance of evidence received, the Office will make an initial determination of residency status, and communicate this decision to students, within 7 days after receipt of the documentation via the primary email address provided by the student. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term unless and until the determination is successfully challenged or changed.

For new students who wish to rebut their status classification, a change in status must be requested by a student and documentation received by the Office of Admissions within 7 days of the initial residency notification.

Continuing students who want to change their residency status must request a change and submit all documentation to the Office of the Registrar at least 21 days prior to the last date of registration for the semester/term for which the change is requested. The Registrar will issue a decision within 15 days of receipt.

Continuing students are required to notify the Office of the Registrar in writing within 7 days of any change in circumstances which may alter their residency status.

In the event that students submit incomplete, false, or misleading information to UDC for their initial status classification, or subsequently fail to notify UDC of circumstances that would alter their residency status, UDC may, at its discretion, revoke District or Metro Area status and take disciplinary action including suspension or expulsion. If District or Metro area status is gained or maintained due to false or misleading information, UDC reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

DISABILITY RESOURCE CENTER

Building 44, Level A (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 UDC have access to tools and resources that will enable them to manage day-to-day life in college.

COUNSELING AND STUDENT DEVELOPMENT CENTER

Building 39, Suite 120, 202.274.6000, www.udc.edu/ccdc

The UDC 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. Contact: Director Dr. Sislena Ledbetter.

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 Forein 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 (pleacement 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:
4200 Connecticut Avenue., NW, Building 39, Room A 07
801 North Capitol Street, NE, Rm. 119

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, Corcoran College of Art+Design, 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 UDC. **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 UDC

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 UDC 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 Building 39, Room A-12.

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, Bldg. 32, Room C-10, 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, Rm. A135. 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, lease, certified state tax form, etc. verifying the appropriate information at the time your request is made.

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).

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 Building 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**. Copies of the Campus Safety and Security Brochure can be obtained from any of the following offices: Campus Police Communications (Building 39, C-level); Vice President for Public Safety & Emergency Management (Building 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, 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. All others must pay the $8.00/day rate. A valid parking permit (or daily pass) is required at all times. Parking permits may be purchased at the cashier's office, located in Building 39, Room 201. 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).

LEARNING RESOURCES DIVISION INFORMATION

Building 41, Van Ness Campus
202.274.6370
    Mon.–Fri: 8:00 AM–11:00 PM
    Sat.: 8:00 AM–6:30 PM
    Sun.: Closed

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 counsel-

ing 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 UDC 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. IStudent Request Form to Review Education Records

3. IStudent Request Form to Amend or Remove Education Records

4. IStudent Request Form to Limit Disclosure of Directory Information

5. IStudent Consent Form for Access to Education Records

6. IThird-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 part-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 transfering; 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 nonforcible 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

Mon.–Thur.: 9 AM–7 PM
Fri.: 9 AM–5 PM
Sat.: 11AM–4 PM

The UDC 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, searcheable 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**

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**.

UNIVERSITY TUITION & FEES SCHEDULE

For the most recent tuition and fees schedule, please visit **udc.edu/fees/**.

FINAL EXAMINATION SCHEDULE — FALL SEMESTER 2014 (DECEMBER 13 - 19, 2014)

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 15, 2014 from 8:00 a.m. to 10:00 a.m.

Final exams for Friday/Saturday classes will be held on Friday, December 19, 2014 during regular class hours.
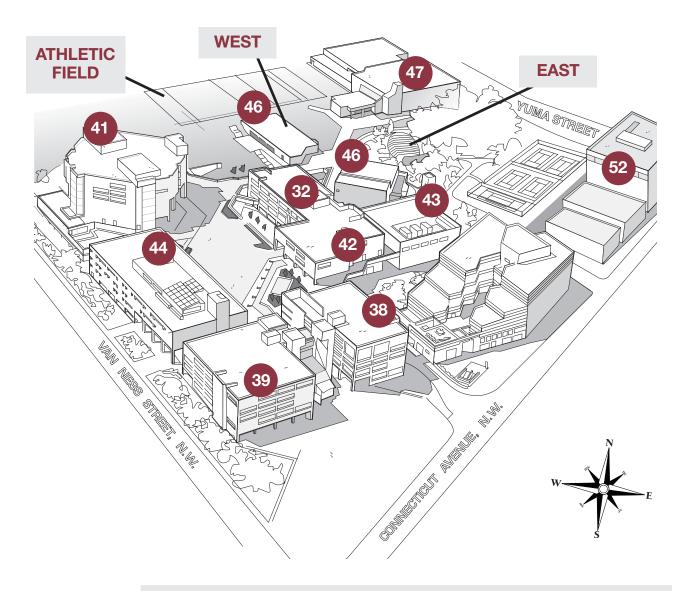
Final exams for Saturday Classes will be held on Saturday, December 13, 2014 during regular class hours.

Below you will find the final examination schedule for all students enrolled for the Fall Semester of the Academic Year 2014-15:

Class	Meetings	Examination Times	Day	Date
8:00 a.m.	MW	8:00–10:00 a.m.	Mon.	12/15/14
9:30 a.m.	MW	9:30–11:30 a.m.	Wed.	12/17/14
11:00 a.m.	MW	11:00–1:00 p.m.	Mon.	12/15/14
12:30 p.m.	MW	12:30–2:30 p.m.	Wed.	12/17/14
2:00 p.m.	MW	2:00–4:00 p.m.	Mon.	12/15/14
4:00 p.m.	MW	3:30–5:30 p.m.	Wed.	12/17/14
5:30 p.m.	MW	5:30–7:30 p.m.	Mon.	12/15/14
7:00 p.m.	MW	7:00–9:00 p.m.	Wed.	12/17/14
8:30 p.m.	MW	8:00–10:00 p.m.	Mon.	12/15/14
8:00 a.m.	TR	8:00–10:00 a.m.	Tues.	12/16/14
9:30 a.m.	TR	9:30–11:30 a.m.	Thurs.	12/18/14
11:00 a.m.	TR	11:00–1:00 p.m.	Tues.	12/16/14
12:30 p.m.	TR	12:30–2:30 p.m.	Thurs.	12/18/14
2:00 p.m.	TR	2:00–4:00 p.m.	Tues.	12/16/14
4:00 p.m.	TR	3:30–5:30 p.m.	Thurs.	12/18/14
5:30 p.m.	TR	5:30–7:30 p.m.	Tues.	12/16/14
7:00 p.m.	TR	7:00–9:00 p.m.	Thurs.	12/18/14
8:30 p.m.	TR	8:00–10:00 p.m.	Tues.	012/16/14

ATTENTION: For classes not covered by this schedule, final exams must be scheduled after December 12, 2014.

TRIAL SCHEDULE FORM

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

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

Student's Signature _____ Date _____

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.
Bring a copy of the trial schedule with you when you come to register.

ATHLETIC FIELD

WEST

EAST

UDC CAMPUS DIRECTORY

Bldg.	Name
32	Mathematics/Academic Advising Center
38	Student Services/Book Store
39	Administration/Financial Aid/School of Business
41	Arts & Sciences/Library
42	Engineering
44	Life Sciences
46	Auditorium/Music/Dance & Theater
47	Athletic Center
52	Law School/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)