

## Calendar of Semester Events

July 22	Virtual Campus Early Registration (Must see advisor)
July 27	Virtual Campus Registration
July 27-August 14	Registration
August 6-7	Book Buyback
August 17	Fall Term Begins (Aug 17 – Oct 31)
August 17	First Payment Deadline
August 17	Classes begin
August 28	Fall Graduation
August 17-27	Late registration (w/ \$10 late fee)
August 24	Last day to drop w/ 100% refund of tuition
September 7	Labor Day Holiday (Offices Closed – No Classes)
September 14-18	<b>Spiritual Emphasis Week for Clovis Campus</b>
September 15	Second of three tuition & fees payments due for fall term
October 9	Last day to drop with a grade of “W”
October 14	Third of three tuition & fees payments due for fall term
October 16	Last day to officially drop with a grade of WP/WF”
October 19	Virtual Campus Winter Registration (2 PM CT)
October 19-Nov. 6	Winter Registration for Clovis Campus
October 29-30	Book Buyback
October 31	Last day to change grade of “F” from Summer Term
October 31	Fall Term Ends
Nov. 9-Feb. 13	Winter Term Begins

### **Tuition and Fees**

Undergraduate Tuition:	\$192/hr Clovis/CAFB	\$276/hr Online
Graduate Tuition:	\$229/hr Clovis/CAFB	\$312/hr Online
Admission Application Fee:	\$35 Undergrad, \$50 Grad (one-time; non-refundable)	
Technology Fee:	\$9 per credit hour	
Drop Fee:	\$10/class (Applies to any drop after initial registration by student)	
Late Registration Fee:	\$10 per class	
<b>Late Second Payment Fee \$50 (After 15 Sep 09)</b>		
<b>Late Third Payment Fee \$50 (After 14 Oct 09)</b>		

### INTERNET COURSES

Internet classes have set homework assignment deadlines and week-long windows to take exams. The exams must be taken by appointment at a WBU office or a military education center to ensure security. Space in these classes is very limited, so register early! The drop policy for Internet courses is the same as for regular courses. Textbooks for online courses are available for purchase with a credit card via the schedule website.



## **Fall 2009 Schedule** **(August 17 – October 31, 2009)**

### **Clovis/Cannon AFB Campus**

121 E. 4<sup>th</sup> St., Clovis  
Clovis phone: 763-0535

Building 600, Suite 2090, CAFB  
Cannon AFB phone: 784-9750

**E-mail: [mitchellg@wbu.edu](mailto:mitchellg@wbu.edu)**

**Dr. Gary Mitchell, Campus Dean**

Schedules & advising forms available at [www.wbu.edu/clovis](http://www.wbu.edu/clovis)

**PLEASE CHECK WITH INSTRUCTOR(S) BEFORE ORDERING TEXTBOOKS**

Revision #4 – 07/27/09

**\*Students must have a zero balance before they can register for classes.  
Financial aid must already be awarded.\***

## UNDERGRADUATE CLASSES

(All classes meet from 5:30-9:40 unless otherwise stated.)

### Business/Management

ACCT	3307	Financial Accounting	Tues	Clovis	Clifton
BUAD	4334	Business Ethics	Wed	Clovis	Wells
MGMT	3339	Theory & Practice of Supervision	Tues	CAFB	Floyd
MKTG	3312	Principles of Marketing	Thur	CAFB	Theophilus

### Education (Courses with \* require admission into Teacher Educ.)

*EDLI	3308	Early Literacy & Phonics	Fri	Clovis	Hendershot, N.
*EDLI	3310	Content Area Literacy in Elem. <sup>1</sup>	Sat	Clovis	Hendershot, N.
EDUC	3301	Principles and Practices in Education	Wed	Clovis	Hendershot, R.
*EDUC	4303	Teaching Social Studies in Elem	Tues	Clovis	Brown
*EDUC	4305	Teaching Math in Elem. & Sec.	Tues	Clovis	Hendershot, R.
*EDUC	4661	Elementary Student Teaching	TBA	Clovis	Hendershot, R.

### General Education

BIOL	3308	Human Anatomy & Physiology	Mon	Clovis	Taylor
BIOL	3408	Human A & P (with Lab)	Mon	Clovis	Taylor
GRAD	4101	Senior Seminar <sup>22</sup>	Sat	Clovis	Mitchell, G.
HIST	2301	U.S. History to 1877	Wed	Clovis	Pruitt
MATH	1304	College Algebra	Mon	Clovis	Cole
ORIE	0001-02	Orientation	Web	Web	Floyd
POLS	2301	Federal and State Government	Mon	Clovis	Overdier
RSWR	3345	Research Writing Methods	Fri	Clovis	Brandon

### Human Services

JUAD	3300	Criminal Law	Thur	Clovis	Chavez, C.
JUAD	4309	Juvenile Delinquency	Tues	Clovis	Davis
SOCI	4309	Juvenile Delinquency	Tues	Clovis	Davis

### Religion

RLGN	1301	Old Testament History	Tues	CAFB	Horne
RLGN	1302	New Testament History	Wed	Clovis	Cantu
RLGN	3309	Spiritual Formation	Thur	Clovis	Mitchell, G.
RLED	3309	Spiritual Formation	Thur	Clovis	Mitchell, G.

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<sup>1</sup> Prerequisite: EDUC 3302 or consent of instructor

<sup>2</sup> 1<sup>st</sup> class meets 8/22; other two classes TBD; should be taken last 2 semesters

## GRADUATE CLASSES

### Business/Management

BUAD	5304	Ethics	Wed	Clovis	Wells
MGMT	5325	Org. Development & Behavior <sup>3</sup>	Fri	Clovis	Franklin
MGMT	5339	Stress Management <sup>4</sup>	Thur	CAFB	Franklin

### Education

EDAD	5326	Effective School Org. & Improv.	Thur	Clovis	Hendershot, R.
EDAD	5338	Comm. Skills & Parent Involv.	Mon	Clovis	Brandon
EDAD	5340	Special Populations & Programs	Tues	Clovis	Brandon
EDLI	5347	Language Arts/Writing Process	Mon	Clovis	Martinez
EDLI	5354	Elem. Literacy & Phonics Instr.	Wed	Clovis	Martinez
EDUC	5301	Adv. Principles & Practices in Ed.	Wed	Clovis	Hendershot, R.
EDUC	5302	Research Methods <sup>5</sup>	Sat	Clovis	Brandon.
EDUC	5306	Classroom Management	Thur	Clovis	Brandon
EDUC	5323	Math in Elem. School	Tues	Clovis	Hendershot, R.
EDUC	5366	Topical Research in Education	Fri	Clovis	Hendershot, R.

## Course Advising Forms

All students must complete a course advising form prior to registering for classes. This form updates student information and requires a counselor's signature to validate course choices. Forms are available from WBU staff. Students with completed and approved course evaluation forms will be given priority during the registration process.

## Class Withdrawals

**\*\*Withdrawal from a class requires the signature of the registered student. \*\***

Refunds are based on the following:

100% Refund with \$10 drop fee	Prior to 2 <sup>nd</sup> class meeting
66% Refund with \$10 drop fee	During 3 <sup>rd</sup> class meeting
33% Refund with \$10 drop fee	During 4 <sup>th</sup> class meeting
No Refund with \$10 drop fee	After the 4 <sup>th</sup> class meeting

If a student registers for a course, they will receive a grade for that course unless a signed "change of program" form is received by the WBU office before the last day to drop. See the semester calendar for the specific date.

**\*\*A drop fee of \$10 per class applies to any drop after a student's initial registration for that class.\*\***

## Military Tuition Assistance

Military students are responsible for obtaining a military tuition assistance form to serve as a voucher for payment. The Cannon AFB education office requires that students obtain this form no later than the first week of the semester. If a tuition assistance form, showing the correct classes enrolled in and the amounts due, is not obtained during the first week of the semester, the student is held responsible for payment of their bill at WBU. Military students should also make sure that their TA has been adjusted for any added or dropped classes at the time of the add/drop.

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<sup>3</sup> Hybrid Class – meets on campus 8/28; 9/18; 10/9; and 10/30.

<sup>4</sup> Hybrid Class – meets on campus 8/27; 9/17; 10/8; and 10/29.

<sup>5</sup> Class will meet at 1:00 PM