

## Calendar of Semester Events

<b>October 14</b>	<b>Virtual Campus Early Registration (Must see advisor)</b>
<b>October 19</b>	<b>Virtual Campus Registration</b>
<b>October 19-November 6</b>	<b>Registration</b>
October 29-30	Book Buyback
<b>November 9</b>	<b>Winter Term Begins (Nov 10 – Feb 14)</b>
November 9	First Payment Deadline
<b>November 9</b>	<b>Classes begin</b>
November 9-16	Late registration (w/ \$10 late fee)
November 16	Last day to drop w/ 100% refund of tuition
November 23-28	Thanksgiving Week (No Classes)
November 25-27	<b>Thanksgiving Holiday</b> (Offices Closed)
November 24	Census Date/Deadline for financial aid scholarship applications
<b>December 8</b>	<b>2<sup>nd</sup> of 3 tuition &amp; fees payments due</b>
<b>December 21</b>	<b>Christmas Holidays</b>
<b>January 4</b>	<b>Classes Resume</b>
<b>January 6</b>	<b>3<sup>rd</sup> of 3 tuition &amp; fees payments due</b>
January 22	Last day to drop with a grade of “W”
January 29	Last day to officially drop with a grade of WP/WF”
February 1	Virtual Campus Winter Registration (2 PM CT)
February 1-19	Spring Registration for Clovis Campus
February 11-12	Book Buyback
February 13	Last day to change grade of “I” from Fall Term
February 13	Winter Term Ends
Feb. 22-May 15	Spring 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 8 Dec 09)</b>		
<b>Late Third Payment Fee \$50 (After 6 Jan 10)</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.



## **Winter 2009-10 Schedule** (November 9, 2009 – February 13, 2010)

### **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 #8 – 10/21/09

**\*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 3308	Managerial Accounting	Wed	Clovis	Clifton
BUAD 3318	Business Law	Mon	Clovis	Bonem
ECON 4346	Survey of Economics	Thur	CAFB	Theophilus
MGMT 4320	Organizational Behavior	Tues	CAFB	Floyd

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

*EDLI 3307	Literature in Elem. & Mid. Schools	Fri	Clovis	Hendershot, N.
*EDLI 4300	Diagnosis & Remediation of Lit. Diff.	Sat	Clovis	Hendershot, N.
*EDLI 4309	Young Adult Literature	Wed	Clovis	Martinez
EDUC 3302	Instructional Strategies & Practices	Tues	Clovis	Brown
EDUC 3313	Educating Students from Diverse Bgd	Thur	Clovis	Brown
*EDUC 4303	Teaching Soc. Stu. in Elem. & Sec.	Wed	Clovis	Hendershot, R.
*EDUC 4661	Elementary Student Teaching	TBA	Clovis	Hendershot, R.

### General Education

ART. 1301	Art Appreciation	Sat	Clovis	Peckinpaugh
BIOL 3410	Microbiology	Mon	Clovis	Taylor
ENGL 1301	Composition & Rhetoric	Tues	Clovis	Ford
ENGL 4309	Young Adult Literature	Wed	Clovis	Martinez
GRAD 4101	Senior Seminar <sup>1</sup>	Sat	Clovis	Mitchell, G.
HIST 2302	U.S. History since 1877	Thur	Clovis	Pruitt
MATH 1300	Intermediate Algebra	Tues	Clovis	Cole
MATH 1304	College Algebra	Mon	Clovis	Cole
ORIE 0001-02	Orientation	Web	Web	Floyd
POLS 2301	Federal and State Government	Thur	Clovis	Anderson
RSWR 3345	Research Writing Methods (Hybrid) <sup>2</sup>	Thur	Clovis	Brandon

### Human Services

JUAD/SOCI 3310	Criminology	Wed	Clovis	Chavez
JUAD/SOCI 3320	Cultural Diversity	Thur	Clovis	Davis
JUAD/PSYC 3325	Forensic Psychology	Tues	Clovis	Chandler
PSYC/SOCI 4310	Social Psychology	Fri	Clovis	Mitchell, J.

### Religion

RLGN 1301-01	Old Testament History	Wed	Clovis	Cantu
RLGN 1302-02	New Testament History	Tues	Clovis	Horne
RLGN 1302-01	New Testament History	Fri	Clovis	Mitchell, G.
RLGN/PHIL 4310-01	World Religions	Mon	Clovis	Cantu

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

<sup>1</sup> 1<sup>st</sup> class meets 11/14; other two classes TBD; should be taken last 2 semesters

<sup>2</sup> Hybrid course: 1<sup>st</sup> class meets 11/19 with alternating weeks

## GRADUATE CLASSES

### Business/Management

MGMT 5306	Leadership & Management Dev. <sup>3</sup>	Fri	Clovis	Franklin
MGMT 5343	Compensation, Benefits & Perf. <sup>4</sup>	Sat	Clovis	Franklin

### Education

EDAD 5302	Research Methods & Data Anal.	Thur	Clovis	Hendershot
EDAD 5337	Application of Admin. Concepts <sup>5</sup>	Mon	Clovis	Hendershot
EDAD 5339	School Support Services <sup>6</sup>	Mon	Clovis	Richards
EDLI 5325	Dev. Reading, Study & Thinking	Tues	Clovis	Brandon
EDLI 5347	Language Arts/Writing Process <sup>7</sup>	Mon	Clovis	Martinez
EDLI 5309	Young Adult Literature	Wed	Clovis	Martinez
EDUC 5302	Research Methods <sup>8</sup>	Fri	Clovis	Brandon
EDUC 5303	Multicultural Education <sup>9</sup>	Mon	Clovis	Brandon
EDUC 5321	Social Studies in Elem. School	Wed	Clovis	Hendershot
EDUC 5366	Topical Research in Education	Fri	Clovis	Hendershot
EDUC 5381	Child & Adolescent Dev. & Lrn. <sup>10</sup>	Thur	Clovis	Brandon

### 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.

<sup>3</sup> Hybrid course: class meets on campus – 12/4 & 2/5 at 4 p.m.-10 p.m.

<sup>4</sup> Hybrid course: class meets on campus – 12/4 & 2/5 at 10 a.m.-4 p.m.

<sup>5</sup> Hybrid course: 1<sup>st</sup> class meets on campus 11/9 with alternating weeks

<sup>6</sup> Hybrid course: 1<sup>st</sup> class meets on campus 11/16 with alternating weeks

<sup>7</sup> Hybrid course: 1<sup>st</sup> class meets on campus 11/9 with alternating weeks

<sup>8</sup> Hybrid course: see instructor

<sup>9</sup> Hybrid course: 1<sup>st</sup> class meets on campus 11/16

<sup>10</sup> Hybrid course: 1<sup>st</sup> class meets 11/12 with alternating weeks