

# *Summer 2009 Timetable of Courses*



*Northland College  
Ashland, WI  
updated March 27, 2009 at 1:00 p.m.*

# Table of Contents

[General Information](#)..... 3-4

[Academic Policies](#)..... 4-7

[Summer 2009 Registration Instructions and tuition charges](#) ..... 8

[Summer 2009 Courses](#) ..... 9-10

[Summer New Course Descriptions](#)..... 11

Add/Drop form..... 12

Special Student Registration Form ..... 13

**\*All Timetable updates and closed courses are noted in red\***



## Summer Session 2009 (5 Weeks)

First day of classes (Monday 9:00 am) ..... June 8

Last day to add courses with faculty approval..... June 9

Last day to drop courses without record..... June 9

Deadline for fall 2008 incomplete grades ..... June 15

Last day to withdraw from courses ..... June 19

Independence Day (no classes) ..... July 3

Last day of classes/session..... July 10

Residence halls close at 5:00 pm ..... July 11

Grades due by 4:00 pm ..... July 13

## General Information

Course numbers used in the Timetable of Courses indicate the academic level for which each course is primarily intended.

028-099 Prep/Skill Building  
 100-199 Freshmen/Introductory  
 200-299 Freshmen/Sophomores  
 300-499 Juniors and Seniors  
 500 Graduates (requires previous receipt of bachelor's degree)

### Course Subject Key:

ART	Art
BIO	Biology
BUS	Business Economics
CHM	Chemistry
CPS	Computer Science
ECN	Economics
EDU	Education
ENG	English
ENV	Environmental Studies
GIS	Geographic Information Science
GSC	Geoscience
GWS	Gender & Women's Studies
HIS	History
HOI	History of Ideas
IDS	Interdisciplinary Studies
MET	Meteorology
MGT	Management & Leadership
MLG	Modern Languages
MTH	Mathematics
MUS	Music
NAS	Native American Studies
NRS	Natural Resources
NUR	Nursing
OED	Outdoor Education
PED	Physical Education
PHL	Philosophy
PHY	Physics
PSY	Psychology
REL	Religion

Lab sections are indicated with an "L" after the section number (i.e. GSC2220-01L indicates lab section 1 of GSC222). Sections are indicated by the 01, 02, 03, etc. after the department and course numbers (i.e. GSC222-01 indicates section 1). Courses with multiple course and/or lab sections are listed consecutively.

### Day of the Week Codes

Codes for class meeting dates are as follows:  
 M = Monday    T = Tuesday    W = Wednesday  
 R = Thursday    F = Friday    S = Saturday  
 U = Sunday    ARR = Arranged  
 TBA = To be announced

### Course Meeting Times

Course meeting start and end times are indicated for each course if available. Some courses list multiple meeting times and days. Separate lab sections are only listed when a student is given a choice of multiple meeting times and days.

### Closed Courses and Wait Lists

When a course closes, students can choose to be placed on a waiting list. If significant over enrollment occurs for a course, the College may consider opening new sections to meet demand. Students are reminded that they will need to be registered for at least 12 credits (full time) in first-half courses for their financial aid to be placed on their accounts. Waiting list courses carry no credit; therefore, students should consider adding an alternate selection to their schedule if they are placed on a waiting list. A signed waitlist slip or Add/Drop Form is necessary before a student will be moved from wait list status to register for the course.

**\*\*The College reserves the right to cancel courses with fewer than five students enrolled\*\***

### **Second-Half Courses**

Some courses begin the second half of a session just after midterms. These courses, such as some Outdoor Education activity courses, carry no credit until the course begins. Once the course begins, credit is added to the enrolled student's schedule and any billing adjustments are made. Second-half courses may result in tuition adjustments (if a student was part time before the course was added and now will be at a higher credit level or at full time); overload charges (if the additional credit raises their enrolled level over 17 credits), and additional course fees. Note: Second-half courses may not be used to reach full-time status for financial aid purposes.

### **Late Registration/Late Add**

Students who begin the course selection and bill payment process after classes have begun or add a course after the add period will be required to complete a student petition form. If approved, the student will be assessed a \$100 late schedule change fee. Students who will not return to campus until after classes begin are asked to notify the Registrar's Office in order to hold their classes. Students who are not present at the beginning of a session and have not notified the Registrar's Office prior to their absence may be administratively dropped from classes.

## **Academic Policies**

### **Minimum, normal, and maximum credit load**

To be considered full time, students must take a minimum of 12 credits in each of the Fall and Winter sessions and 3 credits in the shorter Spring session. Normal loads are 12 to 17 credits and 3 to 5 credits, respectively. Overload charges apply for loads beyond 17 credits in the longer Fall and Winter sessions and 5 credits in the Spring session.

### **Add/Drop procedures**

Students wishing to drop or add one or more courses can do so by logging onto their *Bridge* account and making the change up until the Friday before classes begin.

Once classes begin, a student will be required to complete an add/drop slip signed by their faculty advisor and the instructor of the class they are adding. Students may drop a course through the add/drop period on *The Bridge*. If a student stops attending a course and does not complete the add/drop procedure, a grade of "F" will be entered on the academic record.

A student who drops a course after the add/drop period and before the last day to withdraw for the term will receive a "W" (Withdrawn) for the course. Any student dropping a course later than the withdrawal date for the term will receive an "F" in the course.

Students with financial aid need to be at full-time status until the end of the College's refund period (25 class days during the Fall or Winter sessions) or they may jeopardize their financial aid. Please contact the Financial Aid Office for additional information.

### **Administrative (faculty-initiated) drop policy**

Students who register prior to the first day of classes but who miss the first two meetings of a 50-minute class or the first meeting of a class that meets for 75-minutes or longer MAY have their registration in that course canceled by the instructor. Faculty-initiated drops must be received in the Registrar's Office by Friday of the first week of the sessions. If extenuating circumstances prevent a student from attending the first meetings of a class, the student must contact the instructor or the Registrar's Office prior to the first class meeting to confirm registration in the course.

### **Repeat courses**

A student may not repeat a course if the course is a prerequisite of one already successfully completed within the same department. Athletes should check with coaches before taking a repeat course because it may affect their eligibility. Students receiving veterans' benefits may not include, in benefit level determination, the credits for a repeat course in which a "D" was previously earned.

The credit and grade earned in the latter attempt will replace any earlier grades on the academic transcript.

### **Audit policy**

Students wishing to audit a course must meet the registration eligibility requirements and follow the regular registration procedures. Students may audit courses with the following stipulations:

1. A student must register as an auditor.
2. The decision to audit must be finalized and recorded in the Registrar's Office before the last day to add/drop.
3. No credit will be granted for the course, but an audit (AU) symbol will appear on the academic record.
4. An audit course may be repeated for credit in another term.
5. Appropriate audit fees (\$170 per course) are to be paid, and course fees are required.

Audits are to be indicated on an add/drop form during the add/drop period of a term. Audits do not count as credits for veterans' benefit certification, athletic eligibility or financial aid consideration.

### **Withdrawal policy**

The College recognizes that circumstances may require a student to completely withdraw from the College during a session. Students desiring to withdraw from Northland College should contact the Registrar's Office and follow the instructions given by this office. Students will be given the Northland College Withdrawal Statement.

Unless this form is completely filled out, the student will not be eligible for tuition adjustments and may be responsible for paying back any financial aid received from the College. A student will have been considered withdrawn on the date that the withdrawal statement is returned to the Registrar's Office. **NO WITHDRAWAL IS CONSIDERED OFFICIAL UNTIL THESE PROCEDURES ARE COMPLETED.**

A student who leaves college before the end of a session without officially withdrawing will receive a grade of "F" for all courses during the session. Students who follow proper withdrawal procedures will receive a tuition adjustment based on the refund schedule and refund policy as stated in the College catalog.

### **Special courses**

Students may enroll in one of the following courses provided they meet all eligibility criteria. These courses cannot be added to a student's schedule until all required forms are completed and processed by the Registrar's Office. Each type of course has a special numbering system based on the type of experience and credits.

Internships: 292 and 492

Independent Study: 290 and 490

Arranged Courses: course number same as catalog listing

Field Experience: 291 and 491

Senior Thesis: 496 and 497

Teaching Assistant: 294 and 494

Research Assistant: 295 and 495

Freshmen and sophomores enroll in 200-level section; juniors and seniors enroll in 400-level section.

Students must be in good academic standing to enroll in any special course experience. Independent studies have an additional minimum GPA requirement (3.0 cumulative).

**Internships:** To enroll in a work experience for academic credit, a student must complete the Special Course Registration form. Internships range in credit from 1 to 4 depending on the time commitment of the student. A maximum of 12 credits from internships and field experiences can be applied toward graduation. Internships are graded S/U.

**Independent Study:** Arranged with an instructor, an independent study represents course work in a specialized area or in-depth coverage of present course work. To enroll in an independent study course, a student must complete the Special Course Registration forms. All students must meet the GPA eligibility requirements of a 3.00 overall. Independent studies are letter graded.

**Arranged Courses:** A student requesting an instructor to offer a course on an arranged basis must complete the Arranged Course form and then secure permission from the instructor and the Academic Dean. Usually the need for an Arranged Course arises from scheduling difficulties. An Arranged Course form is not automatically approved. Liberal Education requirements may not be satisfied on an arranged basis. Alternate courses and arrangements should and will be pursued before an Arranged Course will be approved.

**Field Experience:** Unlike the intensive individual coursework of an Independent Study, Field Experiences arranged through a faculty member or department offer the student hands-on experience in their major/minor field of study under the direct supervision of the faculty member. Forms and permission are secured in the same manner as Independent Studies above. Since faculty

members serve as sponsors and supervisors, Field Experiences differ from Internships and have no direct career exploration component to them. Field Experiences are graded S/U. A maximum of 12 credits can be earned from internships and field experiences.

**Senior Thesis/Research:** A senior thesis/research or capstone experience is requested in most academic programs. Students completing a Senior Thesis or Research Assistant will have taken part in an academic experience normally reserved for graduate school. Check with your faculty advisor to ascertain the availability of this option in your area. Senior Thesis/Research can be one session (496) or one year in length (496 and 497).

**Teaching and Research Assistant:** Students may serve as Teaching Assistants in certain courses with approval from the instructor. Generally, in these experiences students will assist the instructor in classroom activities, student training, or material preparation in a course in which they have particular skill or background. A Teaching Assistantship may be taken for credit of equal or lesser value than the course in which they will be assisting. The grading method shall be the same as the assisted course. Research Assistantships are letter graded.

**Satisfactory/Unsatisfactory grading option**

Students may enroll in Outdoor Education activity courses (numbered 028-099) on an S/U (Satisfactory/Unsatisfactory) basis by declaring their intent with the Registrar's Office within the first two weeks of each long semester, or within the first four days of the spring session. Additionally, students classified as juniors or seniors who have a GPA of 2.50 or better may take up to four courses on an S/U basis, without any effect on grade point average, under the following conditions:

1. Only one course per session, exclusive of OED activity courses, may be taken on an S/U basis. However, a course offered only on an S/U basis for all students will not be counted in the four courses allowed.
2. The S/U courses may not be required courses in the Liberal Education Program, in the student's major or minor fields (except Internships and Field Experiences), or in courses needed for teacher certification.

3. The student must satisfy all prerequisites for the course.
4. The student must file with the Registrar's Office his or her intent to take a course on an S/U basis. Within the first two weeks of the Fall or Winter sessions or four days of the Spring session, the student may request the Registrar's Office to change the mode of evaluation from an S/U to a letter grade.
5. When grades are reported, the Registrar will enter on the student's record a mark of "S" for a letter grade of "C" or better or "U" for a letter grade of "C-," "D+," "D," or "F".

**Graduation and honors**

Graduation occurs when a student has completed 124 credits, has a GPA overall and in the major of 2.00 or better\* and has completed the Liberal Education Program and one major sequence of study. (\*Teacher education students have a higher GPA standard. Please contact Teacher Education Department for more information). The student's GPA will determine graduation with honors at the end of the Winter term before Commencement. Honors designations on transcripts will be based on the student's complete academic record at Northland College. Transfer students are eligible for honors based on the Northland College GPA alone, provided they complete a minimum of 48 non-S/U graded credits in attendance.

Grade point requirements for honors are:

- 3.50 – Cum Laude
- 3.70 – Magna Cum Laude
- 3.90 – Summa Cum Laude

Dean's List Honors: The Dean's List is computed at the conclusion of the Fall and Winter sessions. To qualify, students must be full time (both Fall and Winter/Spring), enrolled in a minimum of 12 credits of non-S/U graded courses, and earn a 3.50 grade point average with no grades less than "C" and no incompletes.

**Incomplete policy**

A grade of "I" (Incomplete) may be given to a student who has nearly completed a subject satisfactorily and then, because of illness or unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of work. An incomplete is not given for unsatisfactory work, and an incomplete is not given if the final examination has been missed unless the student

is able to provide proof that attendance was prevented for sufficient cause.

Incompletes will stay incomplete (grade of "I") on the transcript unless the work is completed within six months from the last day of term. Grade changes will not be allowed after six months.

**Services for students with disabilities**

Individuals who have any disability, either permanent or temporary, that might affect their ability to perform in classes are encouraged to inform the instructor and/or the Coordinator for Students with Disabilities (ext. 1340) at the start of the term. Adaptations of methods, materials or testing may be made as required to provide for equitable participation.

## Summer 2009 Registration Instructions

### How to Register:

- ❖ Current students register using an add/drop form. Registration must include payment of course(s) plus the \$20 enrollment fee. *Registration will not be processed without payment.*
- ❖ All other students register using a special student registration form. Registration must include payment of course(s) plus the \$20 enrollment fee. *Registration will not be processed without payment.*

### Registration can be:

- ❖ Drop form off at the Registrar's Office on the 2<sup>nd</sup> floor of the Craig A. Ponzio Campus Center (M-F 8:00 a.m.– 4:30 p.m.)
- ❖ Mail to: Northland College, Attn: Registrar's Office, 1411 Ellis Avenue, Ashland, WI 54806
- ❖ Fax to: 715-682-1692 or 715-682-1308
- ❖ Email to: registrar1@northland.edu

### Tuition:

- ❖ Undergraduate: \$325/credit
- ❖ Graduate: \$270/credit *\*\* unless other price is noted by course*
- ❖ Audit: \$180/course

*\*\*tuition cost does not include course fees or books/supplies. Course fees will be noted by each course if applicable.*

### Refunds:

- ❖ Tuition is refunded at 90% for the 5-week summer session if a student withdraws before the second day of class; 50% if before the third day of class; and 100% if the class is cancelled. The 5-week Summer Session fees are refunded through June 8<sup>th</sup>. Fees for other courses may have special refund and cancellation policies.

### Add/Drop Process:

To add or drop a course for summer, an add/drop form must be submitted to the Registrar's Office no later than the day before that class begins. June 9<sup>th</sup> is the last day to add/drop for the regular 5 week summer session.

## Summer 2009 Course Offerings

### Undergraduate Course Offerings

**ART220-01 Ceramics I**
**CRN: 4001**

3 cr. MTR 1530 1820

Viken Peltekian

Fee: \$90.00

**ART320-01 Ceramics II**
**CRN: 4002**

3 cr. MTR 1530 1820

Viken Peltekian

Prereq: ART220

Fee: \$90.00

**ART350-01 Advanced Ceramics**
**CRN: 4003**

3 cr. MTR 1530 1820

Viken Peltekian

Fee: \$165.00

**CHM100-01 World of Chemistry**
**CRN: 4007**

4 cr. MR 1800 2045

Rick Dowd

Pre2009 Lib Ed: Chemistry

Fee: \$50.00

Meeting Dates: June 15-July 17

**ECN219-01 Economics of Citizenship**
**CRN: 4008**

3 cr. MTWRF 0900 1100

Richard Joyal

Pre2009 Lib Ed: Business and Economics

\*For Upward Bound Students only

**MTH109-01 Precalculus Mathematics**
**CRN: 4004**

4 cr. MTWRF 0830 1100

Douglas Magomo

Prereq: MTH103

Pre2009 Lib Ed: Quantitative Reasoning

**MTH140-01 Calculus I**
**CRN: 4005**

4 cr. MTWRF 1330 1500

Douglas Magomo

Prereq: MTH109

Pre2009 Lib Ed: Quantitative Reasoning

**NRS250-01 Nat. Resources Field Methods**
**CRN: 4013**

4 cr. MTWRF 0830 1630

Jim Meeker

Fee: \$30.00

### Graduate Course Offerings

**EDU540-01 Teaching Reading and Writing**
**CRN: 4014**

4 cr. TR 1000 1200

Judith Whitley

Prereq: Prior Degree

Meeting Dates: June 15-July 17

**EDU550-01 Community Links (New Course)**
**CRN: 4019**

1 cr.

Laura Kruse

Prereq: Bachelor's Degree Required

Meeting Dates:

 June 15<sup>th</sup>, 8 a.m. – 6 p.m. and June 16<sup>th</sup> 8 a.m. – 1 p.m.

**EDU550-02 Learning Styles (New Course)**
**CRN: 4020**

2 cr.

Laura Kruse

Prereq: Bachelor's Degree Required

Meeting Dates:

 June 16<sup>th</sup>, 1 p.m. – 6 p.m., June 17<sup>th</sup> 8 a.m. – 6 p.m. and

 June 18<sup>th</sup>, 8 a.m. – 6 p.m.

**EDU582-01 Remedial Reading**
**CRN: 4015**

3 cr. T 1300 1600

Judith Whitley

Prereq: Prior Degree

Meeting Dates: June 15-July 17

**EDU583-01 Remedial Reading Practicum**
**CRN: 4016**

3 cr. R 1300 1600

Judith Whitley

Prereq: Prior Degree

Meeting Dates: June 15-July 17

**EDU589-01 Adolescent Literature**
**CRN: 4017**

2 cr. T 0800 1000

Judith Whitley

Prereq: Prior Degree

Meeting Dates: June 15-July 17

<b>Degree Completion Course Offerings</b>
---

**NUR347-01 Global Health Issues**

**CRN: 4009**

3 cr. W 1730 2120 Kathleen Gang

Pre: Degree Completion Majors only

Meeting Dates: April 29-May 27

**NUR300-01 Intro to Professional Nursing**

**CRN: 4010**

3 cr. W 1730 2120 Katherine Siegler

Pre: Degree Completion Majors only

Meeting Dates: April 29-May 27

**NUR307-01 Problem Solving w/Statistics**

**CRN: 4011**

3 cr. W 1730 2120 Annette Nelson

Pre: Degree Completion Majors only

Meeting Dates: June 3-August 5

**NUR360-01 Nursing Research**

**CRN: 4012**

3 cr. W 1730 2120 Katherine Siegler

Pre: Degree Completion Majors only

Meeting Dates: June 3-August 5

## Summer 2009 New Course Descriptions

### **NRS250 Natural Resources Field Methods**

This course introduces potential natural resources majors to plant taxonomy and habitat monitoring methods in the summer between the first and second years. In the first component of the course students learn the plant taxonomy of the areas to be assessed. The second component focuses on sampling concepts and the many techniques used to monitor vegetation. In the final component of the course, students sample habitat and submit a group report for an agency “client.”



# Add/Drop Form

ID # **9 0 0** -  -

TERM: \_\_\_\_\_

**NOTE: Internships, independent studies, arranged courses, teaching assistants, and field experiences cannot be ADDED using this form.**

**Please use a Special Course Registration form for these courses.**

**Read and follow instructions carefully:**

1. Complete student ID, term, name, and date sections; circle ADD or DROP; list the course information and credits.
2. Instructor signature is required beginning the first day of the semester.  
This form is not complete until all required signatures have been secured.
3. Return the completed form personally for immediate processing to the Registrar's Office between 8:30 am and 4:00 pm, Monday through Friday, or by appointment. **Forms will not be accepted through the mail.**
4. For students receiving financial aid, dropping below 12 credits during the refund period (first 5 weeks of class) or below 6 credits any time, has implications. Please contact the Financial Aid Office or Registrar's Office for details. Veterans, athletes, international, and probationary students should be aware of guidelines affecting their course loads. **No changes will be made to your schedule until this form is completed and returned to the Registrar's Office.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print your name legibly.

Circle	CRN	Dept	Course Number	Section	Cr	Instructor signature required beginning the first day of the semester	Date	For Office Use Only
ADD DROP	<input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	<input type="text"/>			
ADD DROP	<input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	<input type="text"/>			
ADD DROP	<input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	<input type="text"/>			
ADD DROP	<input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	<input type="text"/>			
ADD DROP	<input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	-- <input type="text"/>	<input type="text"/>			

Advisor signature: \_\_\_\_\_  
**Required for all add/drop activity.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Patti Fenner-Leino**  
 Director of Retention and Student Advocacy  
 \_\_\_\_\_  
**Signature required if advisor is unavailable.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dr. Rick Fairbanks**  
 Academic Dean  
 \_\_\_\_\_  
**Signature required if advisor and/or Director of Retention and Student Advocacy are unavailable to sign** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Registrar's Office Use Only</b>



# SPECIAL STUDENT REGISTRATION FORM

Registrar's Office, Ponzio Campus Center 2nd Floor Northland College Ashland, WI 54806 715.682.1227

Last Name

First Name  M.I.

Maiden Name  SSN  -  -

Male  Female

**Summer 2009**

Home address number & street  City  State  Zip  Home telephone

Email Address:  ( )

High school of graduation  City/State  Year

Bachelor's degree-school  City/State  Year

Have you attended Northland College before: Yes  No

**RACIAL HERITAGE**  
 White/Non-Hispanic  
 Black/Non-Hispanic  
 American Indian  
 Asian/Pacific Islander  
 Hispanic  
 Mixed/Other

Birth date  Month/Day/Year

Country of citizenship

Payment/  
Charges

Special Payment Arrangements

Course  
Selection

CRN	Course Title	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*One grade report will be issued to you after the conclusion of the courses and mailed to the home address listed above.*

By signing this form, I agree to pay the amount of tuition and all other charges assessed to my student account.

\_\_\_\_\_  
Student Signature