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About the Schedule of Classes
The Schedule of Classes provides information needed to register. It includes information about courses currently offered, including time, day and place of meetings, prerequisites and the instructor’s name — as well as valuable general information about Virginia Commonwealth University. This Schedule of Classes is accurate as of Feb. 17, 2005. The information is subject to change — please check the Web for updates: http://www.vcu.edu/schedule.

The Schedule of Classes does not include all the information you need to access the university. Please be sure that you have a copy of each of the following documents:
• University bulletins – VCU publishes two bulletins. The bulletins include essential information not included in this schedule — academic policies, descriptions of all current VCU courses, prerequisites and information about program and degree requirements. The bulletins are available on the Web: http://www.vcu.edu/bulletins.
• VCU Resource Guide – This directory of services also includes the complete texts of the VCU policies and procedures that directly affect students. The Resource Guide is updated annually. Pick up a copy of this year’s edition from the University Student Commons Information Center or the administrative offices of the Division of Student Affairs and Enrollment Services.
• The Resource Guide, including all policies, also is available on the Web: http://www.students.vcu.edu/rg.

Registration instructions
1. Pick up your registration materials from your adviser or from the department of your major.
2. Plan your semester with your adviser or your department.
3. Use the Course Request Form to list your courses for the semester, including any Monroe Park Campus courses. Be sure to include variable credit hours where necessary.
4. Turn in your completed materials in accordance with the procedures dictated by your department. Students in the schools of Allied Health Professions and Nursing may register online. Go to https://iserver.adm.vcu.edu/students.

Student Services Center
1101 E. Marshall St. (Sanger Hall, Room 1-055)
Monday – Friday 8 a.m. to 4:30 p.m.
Saturday, Sunday, Holidays Closed

Don’t forget ...
Your mailing address
Remember, the mailing address is the address to which all of your official VCU mail is sent. The address may be changed at the Student Services Center (Sanger Hall, Room 1-055) throughout the semester. Please keep your mailing address up to date.

Pick up your copy
Student schedules may be obtained on VCU’s Web site: https://iserver.adm.vcu.edu/students. Students also may pick up a copy of their current schedule at the Student Services Center (Sanger Hall, Room 1-055) anytime during the semester. A picture ID is required. These schedules show any changes in your scheduled classes which may have occurred since the time of registration.

Virginia Commonwealth University is an equal opportunity, affirmative action university providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

VCU Creative Services
## Summer Studies 2005 Calendar

Classes do not meet Monday, May 30, or Monday, July 4. Exams are given on the last scheduled class day.

<table>
<thead>
<tr>
<th>Class dates</th>
<th>Special deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes start</strong></td>
<td><strong>Number of weeks</strong></td>
</tr>
<tr>
<td>May 23</td>
<td>3</td>
</tr>
<tr>
<td>May 23</td>
<td>5</td>
</tr>
<tr>
<td>May 23 evening (M, W)</td>
<td>8</td>
</tr>
<tr>
<td>May 24 evening (T, R)</td>
<td>8</td>
</tr>
<tr>
<td>Jun 13</td>
<td>4.5</td>
</tr>
<tr>
<td>Jun 13</td>
<td>6</td>
</tr>
<tr>
<td>Jun 13 evening (M, W)</td>
<td>8</td>
</tr>
<tr>
<td>Jun 14 evening (T, R)</td>
<td>8</td>
</tr>
<tr>
<td>Jun 27</td>
<td>5</td>
</tr>
<tr>
<td>Jul 14</td>
<td>4.5</td>
</tr>
<tr>
<td>Jul 25</td>
<td>3</td>
</tr>
</tbody>
</table>

For classes that meet outside the sessions listed above, students may drop the class until the close of business on the day following the first day of a given class and receive a refund. The last day to withdraw from these classes is the midpoint of the class. There are no refunds in the summer for withdrawals. Exact deadlines are on file in Sanger Hall, Room 1-055. Students are responsible for meeting these deadlines.

Students may register through the close of business on the day following the first day of a given class. This registration may be completed on the Web at https://iserver.adm.vcu.edu/students, or in the Student Services Center, in Sanger Hall, Room 1-055.
**Financial information**

**Tuition and fees**

The Student Accounting Department issues bills to students for tuition and appropriate fees. Preregistered students’ tuition and fees, along with charges for room and dining plans where applicable, will be sent a bill at the end of the add/drop period due approximately two weeks later. The university reserves the right to revise or alter all fees, regulations pertaining to student fees and fee collection procedures at any time.

Tuition is determined by the student’s residency status, the number of credit hours for which the student is enrolled, the student’s course of study, and the student’s classification level. Eligibility for in-state tuition benefits is determined by Section 23-7.4 of the Code of Virginia. Students seeking to change their residency status from out-of-state to in-state for tuition charges should go to the Residency Office of the Office of Records and Registration and formally apply for a change. The residency application deadline is 30 days prior to the beginning of the semester for which you are applying. For further information on residency determination, call (804) 828-0366.

Students registered for a full-time course load are charged a flat rate for tuition and fees. An undergraduate student enrolled for 12 to 18 credits during any semester is classified as full-time. A graduate student enrolled for nine to 15 credits during any semester is classified as full-time. Students registered for less than a full-time course load are charged a per-credit-hour rate based on the course level; e.g., undergraduate or graduate.

The rate for “no credit” courses is determined by the number of lecture or laboratory-tutorial hours.

An undergraduate student enrolled for more than 18 credits and a graduate student enrolled for more than 15 credits will be charged a course overload fee on a per-credit-hour basis above the full-time tuition rate. The overload fee will not apply to students in first professional programs or other programs that specifically require the student to enroll in courses that exceed the applicable maximum number of credit hours.

Special students who hold bachelor’s degrees are classified as DHG (degree-holders graduate) if they enroll in one or more graduate courses. DHG students are charged by the level of the course unless they enroll for nine or more credits, at which point they are charged at the full-time graduate rate. Special students who hold undergraduate degrees are classified as DHU (degree-holder undergraduate) if they enroll in all undergraduate courses. DHU students who enroll in 12 or more credits are charged at the full-time undergraduate rate. If they make changes to their course enrollment by the end of the add/drop week, their classification and charges change in accordance with these guidelines.

Many students have their tuition and fees paid by outside agencies or businesses. The university will accept a letter from the agency/business stating that these charges are unconditional-ly guaranteed. This letter should be submitted to the Student Accounting Department prior to the start of classes. Students may charge their tuition and fees to Visa, MasterCard, Discover Card or American Express.

**Fees**

- **Student activity fee** is charged to all full-time and part-time Monroe Park Campus students. This fee supports activities scheduled throughout the academic year, such as concerts, plays, student organizations and publications.
- **Student Government Association (SGA) fee** is charged to all full-time and part-time MCV Campus students. This fee supports social, cultural and other MCV Campus activities.
- **University fee** is charged to all full-time and part-time students regardless of the students’ classification level. Part-time students pay a per-credit-hour rate. This fee is used by the university to support recreational sports facilities, the University Student Commons, campus development, intercollegiate athletics and other programs.
- **Technology fee** is charged to all full-time and part-time undergraduate, graduate and professional students in all programs. This fee is used to support university-wide technology initiatives, including the libraries.

**Student health fee** is charged to all full-time students on both campuses during the fall and spring semesters. Part-time students may participate on an optional basis but must pay the full fee. The health fee covers unlimited visits to University Student Health Services for the diagnosis and treatment of acute and chronic illnesses. The student health fee does not cover accidental injury and hospitalization. Fee revenues are used to cover operating costs for University Student Health Services.

**Capital outlay fee** is charged to all full-time and part-time non-resident, on-campus students. Full-time students pay a flat rate and part-time students pay a per-credit-hour rate. The fee was mandated by the General Assembly with the revenues used to offset General Obligation Bond Bill debt.

**Special course and program fees** is charged in addition to regular tuition charges and required fees. Various schools and departments may charge additional fees to cover special materials, equipment breakage and other costs of the specialized programs.

**Drop vs. withdraw**

- **Drop** – charges are removed to indicate that the student never attended the class. The student is not eligible to receive financial aid, and any financial aid already credited to the student’s account based on the original course registration will be removed from the student account and may create a balance due to the university.

- **Withdraw** – results in the academic grade of “W.” Charges are assessed and adjusted according to the University Refund Policy. Students may owe a balance to the university.

**Refund policy**

Students whose registration is canceled prior to the end of the last day to drop a particular class will be entitled to a full reduction of tuition and fees. Charges are removed to indicate that the student never attended the class. The student is not eligible to receive financial aid. Students who withdraw their registration after the last day to drop but before the withdrawal deadline will receive a grade of “W” for the class. Charges will be assessed and no reduction of tuition and fees will be granted. Please see the calendar on Page 3 for each session’s add/drop and withdrawal deadlines.

Students reducing their academic course load to fewer than 12 credit hours (nine credit hours for graduate students) before the end of the last day to drop will be entitled to a reduction of tuition and applicable fees reflecting the reduced course load.

Requests for refunds of overpayments must be made in writing by letter or on a Request for Refund form available at the Student Accounting Department or in the Student Accounting Department. These requests should be directed to VCU, Student Accounting Department, 827 W. Franklin St., P.O. Box 843036, Richmond, VA 23284-3036. Refund processing takes from two to three weeks to process. Exceptions to the University Refund Policy are made only in rare instances. Written application for an exception must be filed with the Student Accounting Department’s Refund Appeals Committee within three years.

In accordance with credit card regulations, the university will refund the credit card account with any credit balance that may result on a student’s account as the outcome of a credit card payment. The remaining credit balance, if any, will be refunded to the student.

Students in off-campus classes scheduled in a regular summer session are subject to the same refund policy as all other university students.

The refund policy and deadlines of the English Language Program are different from the university’s refund policy for academic classes. Details of the policy may be obtained from the English Language Program Office.

Students who receive Title IV financial aid funds (grants, loans or work-study) may be required to repay all or a portion of the financial aid that was disbursed to their student account if they withdraw from VCU prior to completing 60 percent of the semester. For details on how this requirement applies to your situation, please contact a counselor in the Office of Financial Aid at 901 W. Franklin St. (Shafer Court entrance) or call (804) 828-6669.

**Financial aid implications**

Based on federal regulations, students who receive Title IV financial aid funds (grants, loans or work-study) may be required to repay all or a portion of the financial aid that was disbursed to their student account if they withdraw from VCU prior to completing 60 percent of the semester. For examples, see Page 7. For details on how this requirement applies to your situation, please contact a counselor in the Office of Financial Aid at 901 W. Franklin St. (Shafer Court entrance) or call (804) 828-6669.

**Defense crisis tuition relief, refund and reinstatement guidelines**

These guidelines apply to any operation, including a defense crisis, in which the president of the United States declares a sudden mobilization that includes members of the Virginia National Guard or the active or reserve forces of the U.S. Armed Forces who are students enrolled at VCU. Students are offered the following enrollment secession options:

1. Drop all full-time and part-time courses during the add/drop period and receive a full refund of all funds paid the university. Students will be asked to sign the drop request form with the registrar indicating that they are not receiving a financial aid refund.

   This option might best meet the needs of students who are called to active duty service during the first week of school and did not receive a financial aid refund check or direct deposit.

2. Receive a grade of incomplete (“IM” – incomplete military) in one or all courses. Students residing in university housing will be released from their housing and meal contracts and will receive a prorated refund of these charges. Students who choose to take a grade of “IM” will not have tuition and fees reduced for these courses because credits will still be earned for the semester. Students will have 12 months from the date that they leave the university to complete the course work and earn a course grade.

   This option might best meet the needs of students who have essentially completed all course work in a class for the semester, but have yet to turn in a final project, an exam or other materials. It should be agreed upon between the instructor and the student that the remaining course work can reasonably be completed during the upcoming 12-month period.

3. Accept administrative withdrawal (“WM” – withdrawal military) from all courses as of the effective date of the order to active duty. If this option is elected, a full refund of all tuition, fees and prorated room/board charges will be made. If a student received financial aid, the amount recovered to the financial aid accounts will follow Title IV guidelines not to exceed university charges.

   This option might best meet the needs of students who are called to national service in the middle of a semester and have not completed 90 percent of their class requirements. This option also might best meet the needs of students who are leaving the university during the first week of class and received a financial aid refund check or direct deposit as a result of their financial aid.

   **Leaving the university.** To initiate this process, the student must provide the university registrar with a copy of his/her active duty orders in addition to a printed copy of his/her course registration for that semester and indicate option 1, 2, or 3 for each course. The university registrar will take the appropriate enrollment action, post the appropriate grades and send a copy of the originals and a copy of the student course request statement to the director of financial aid and the director of student accounting.

   **Returning to the university.** If the student returns within one year of completing their national emergency service requirement, the student may return to the university in the same program of study without reapplying for admission. The student should begin the re-enrollment process by writing the director of admissions regarding their intent to re-enroll.
A student who fails to meet payments when due may be assessed a late payment fee and is denied registration for future classes until he or she has paid all amounts owed to the university.

Student accounts with balances owed the university are referred to the Collection Unit. Pursuant to Section 2.2-4805 et. seq., of the Code of Virginia, and in accordance with rules and regulations promulgated by the state comptroller and attorney general of the commonwealth of Virginia, VCU will charge interest, costs and fees on all accounts past due. Students with balances owed the university are not issued degrees, transcripts, grades or grade reports until all charges are paid in full.

Students are reminded that they are ultimately responsible for any unpaid balance on their account as a result of the Office of Financial Aid or their sponsor canceling or reducing the award.

Financial aid

Financial implications of withdrawing from VCU

Students who receive federal Title IV grant or loan assistance and withdraw from Virginia Commonwealth University before completing 60 percent of the semester (as measured in calendar days) must have their eligibility recalculated based on the federal Return of Title IV Funds formula. This federal formula specifies that a student’s financial aid eligibility must be recalculated based on the aid the student has “earned” (based on the number of days that the student was enrolled or attending VCU prior to withdrawal).

Any unearned aid for the period of enrollment that the student did not complete must be returned to the appropriate Title IV program(s) from which the student was awarded.

VCU students who withdraw prior to completing 60 percent of the semester will have to pay all or a portion of the financial aid funds that were disbursed to their VCU student accounts. They also may be responsible for all or a portion of their university charges that were previously paid by financial aid sources.

The following cases illustrate how the federal Return to Title IV formula is applied. Please note that the cases are for example only and do not reflect actual dates and amounts.

Case 1: Sally is enrolled for 12 hours during the fall semester as an out-of-state student; the first day of classes for the program in which she is enrolled is Aug. 26 and the last day is Dec. 17. Sally’s university charges and financial aid are as follows:

<table>
<thead>
<tr>
<th>VCU charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$5,900</td>
</tr>
</tbody>
</table>

Financial aid amounts are as follows:

<table>
<thead>
<tr>
<th>Financial aid</th>
<th>Amount</th>
<th>Date disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>$1,700</td>
<td>Aug 26</td>
</tr>
<tr>
<td>Federal SEOG Grant</td>
<td>$1,800</td>
<td>Aug 26</td>
</tr>
<tr>
<td>Federal Direct</td>
<td>$2,200</td>
<td>Aug 26</td>
</tr>
<tr>
<td>Subsidized Loan</td>
<td>$2,400</td>
<td>Aug 26</td>
</tr>
</tbody>
</table>

Total financial aid $5,900

Financial aid funds of $5,900 were disbursed to her VCU student account toward tuition and fee charges of $5,900. Sally paid the remaining balance of $400 in cash.

Sally missed two weeks of classes because of an illness. She returned to classes on Sept. 25, but decided after two days that she was too far behind in her course work to catch up with classes. On Sept. 27, she notified the registrar that she was withdrawing and began the official withdrawal process. Since Sally withdrew on Sept. 27, she only completed 28.9 percent of the semester and is entitled to keep only 28.9 percent of her federal financial aid. Therefore, 71.1 percent must be returned to the federal government.

VCU must cancel $3,910 (all of the Federal Direct Subsidized Loan and Federal Pell Grant funds and $210 of the Federal SEOG Grant funds). These funds will be returned to the federal government on Sally’s behalf. This action will create charges of $3,910 on Sally’s VCU student account; however, because she withdrew from all classes during the fourth week, the tuition and fees of $5,900 would be reduced to $3,540 (a savings of $2,360). The result is that Sally must repay to VCU $1,550 that was previously paid by financial aid funds.

Case 2: Steve is enrolled for 15 hours during the fall semester as an in-state student; the first day of classes for the program in which he is enrolled is Aug. 26 and the last day is Dec. 17. Steve’s university charges and financial aid are as follows:

<table>
<thead>
<tr>
<th>VCU charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$1,600</td>
</tr>
<tr>
<td>Room and board</td>
<td>$2,700</td>
</tr>
</tbody>
</table>

Total VCU charges $4,600

Financial aid amounts are as follows:

<table>
<thead>
<tr>
<th>Financial aid</th>
<th>Amount</th>
<th>Date disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct</td>
<td>$2,000</td>
<td>Aug 18</td>
</tr>
<tr>
<td>Unsubsidized Loan</td>
<td>$2,400</td>
<td>Aug 23</td>
</tr>
<tr>
<td>Federal PLUS Loan</td>
<td>$2,400</td>
<td>Aug 23</td>
</tr>
</tbody>
</table>

Total financial aid $4,800

Financial aid funds of $4,400 were disbursed toward his student account charges of $4,600, and Steve paid the remaining balance of $200 using his credit card.

Sometime during the semester Steve stopped attending classes, but he did not notify anyone that he was withdrawing from school. He simply left the university. At the end of the semester his instructor submitted grades of all “F”s since he had not completed his coursework.

Steve’s last day of attendance is not known to VCU since he had not completed his course work. Steve’s last day of attendance is not known to VCU since he did not officially withdraw; therefore, the midpoint of the semester is used as the last date of attendance for Title IV funding purposes. This means that Steve earned only 50 percent of the financial aid that he had originally received for the semester. Therefore, 50 percent must be returned to the federal government.

VCU must cancel $2,200 (all of the Federal Direct Unsubsidized Loan funds and $200 of the Federal PLUS Loan funds.) These funds will be returned to the federal government on the borrower’s behalf. This action will create charges of $2,200 on Steve’s account. Since Steve’s withdrawal date for Title IV purposes was during the eighth week of classes, there is no tuition and fee adjustment. Because of the reduction of financial aid required by the federal Return of Title IV Funds formula, Steve must repay VCU $2,200 that was previously paid by financial aid funds.

Summer 2005 financial aid

Summer financial aid application requirements

• Submit Summer 2005 Financial Aid Application, available online at http://www.vcu.edu/enroll/finaid (click on “Downloadable Forms”).

Eligibility for summer aid

• In order to receive financial aid during the summer session, students must be enrolled at least half time in an approved program of study (half-time enrollment is at least six credit hours for undergraduate students and at least five credit hours for graduate students). Note that courses taken for audit will not be funded.
• Eligibility for summer financial aid is based on the information on the student’s 2004-05 FAFSA along with the student’s 2004-05 financial aid history. Summer aid applications will not be processed until the VCU Office of Financial Aid has received the results of the student’s 2004-05 FAFSA. Therefore, students are strongly encouraged to electronically file their FAFSA no later than March 1, 2005.
• Financial aid awards cannot be added or increased once the Summer 2005 Financial Aid Application has been submitted (exceptions possible for the Federal Pell Grant).

Limited summer financial aid

• Students enrolled at least half time during the summer session may be eligible for a Federal Direct Loan if they did not borrow the maximum allowed by their academic grade level during the academic year (fall 2004 and spring 2005 semesters) or if they advanced in grade level during the 2004-05 academic year.
• Inform a financial aid counselor if you received a Federal Direct Loan from another school during the 2004-05 academic year.
• Students may be eligible for a Federal Pell Grant for the summer session only if they did not use their full-time Federal Pell Grant eligibility during the 2004-05 academic year. Inform a financial aid counselor if you received a Pell Grant from another school during the 2004-05 academic year.
• If there are insufficient funds available, parents of dependent students may apply for a Federal Direct PLUS Loan (available online at http://www.vcu.edu/enroll/finaid/forms/index.html). Additionally, private alternative loans are available; information about these types of loans are available online (http://www.vcu.edu/enroll/finaid/programs/loans/alternative.html). Emergency loans are not available during the summer session.

Summer Financial Aid Award Notification (FAAN)

• Notice that a FAAN has been posted to eServices and is ready for review will be sent to a student’s VCU e-mail address. (Because VCU uses e-mail as an official method of communication, students should regularly check their VCU e-mail account.)
• The VCU Office of Financial Aid assumes that a student will accept all aid offered unless the student completes and submits a Summer 2005 Change Form (available online at http://www.vcu.edu/enroll/finaid/forms/index.html) indicating aid to be reduced or declined.
• Financial aid not listed on the FAAN, including scholarships awarded by other VCU departments, must be reported to the VCU Office of Financial Aid on the Summer 2005 Change Form. Receipt of such aid requires a review of financial aid eligibility.

Loan fees and master promissory note

• A 1.5 percent federal loan fee will be deducted on each Federal Direct Loan. For example, a $2,000 loan will yield $1,970 after the federal origination fee has been deducted. A 2.5 percent federal loan fee will be deducted from each Federal Direct PLUS Loan.
• Students who have been awarded a Federal Direct Loan and have not already signed a Federal Direct Loan Master Promissory Note will need to go to http://dlitnote.ed.gov and electronically sign their Master Promissory Note.
Disbursement of financial aid funds and living expense refunds

- When financial aid funds exceed university charges, students receive refunds to assist with the purchases of books, supplies and other educational or living expenses. Direct deposit of a refund is faster, easier and more secure than mail delivery of a paper check. Students who have not already signed up for direct deposit may wish to do so. Direct deposit applications are available online at http://www.vcu.edu/treasury/EElectronicFormsStd. Note that students who already have direct deposit with VCU do not need to complete another form unless there have been changes to their bank account information.

- Financial aid funds are generally credited to the VCU student bill two to four days after the first three credit hours of summer course work begins, and living expense refunds usually occur three to five business days after funds are credited to the VCU student bill; therefore direct deposit refunds should be available within five to seven business days after the student begins their first three credit hours. Paper check refunds will take longer as these are mailed to students.

Enrollment changes

- The Office of Financial Aid will conduct an eligibility audit after the last summer session has started. If a student has dropped below halftime enrollment, all federal loans for the Summer 2005 session will be canceled; if the student received a Federal Pell Grant, it also may be reduced or canceled. The student will have to repay all reduced or canceled financial aid that has been credited to their VCU student bill.

- If a student withdraws from all classes before completing 60 percent of the semester (as measured in calendar days), financial aid eligibility must be recalculated based on the federal Return of Title IV Funds formula. Federal regulations stipulate that financial aid is “earned” based on the calendar days completed for the semester. Any “unearned” financial aid must be returned to the appropriate federal program(s). The student will have to repay any reduced or canceled financial aid that had already been credited to his or her VCU student bill. For more details, see “Financial implications of withdrawing from VCU.”

As members of the VCU learning community, students, faculty and administrators are expected to practice personal and academic integrity; respect the rights and property of others; honor the rights of others to their opinions and strive to learn from the differences in people, ideas and cultures.

In the academic community, the practice of academic integrity is of the highest priority. The honor system obligates each student to understand the types of conduct that are unacceptable, to refrain from acts of cheating and plagiarism and to report those who violate these standards. The honor system assumes that each student's word can be trusted implicitly and that a violation of a student's word is a violation against the whole university community. The system's effectiveness depends upon each student's acceptance of responsibility for it. For example, a student who cheats creates at least three problems for self and others: loss of knowledge that may be beneficial in the future; an unfair advantage over classmates who have not cheated; and the possibility of forming a pattern of accepting lower standards of behavior that could lead to unethical conduct in other areas.

Students should direct their attention to the VCU Honor System as printed in the VCU Resource Guide. All students should obtain a copy of this publication, which is available from several distribution points on campus, including the Commons and the e-Bookstore. Many professors will be discussing this policy and describing their expectations for behavior during classes at the first class session.

The Honor System utilizes the Honor Pledge, which states, “On my honor, I have neither given nor received aid on this assignment.” Instructors may give assignments to students in one of two ways: (1) as “Pledged” work, for which the student will sign a pledge statement indicating that the work was completed independently, or (2) as “Unpledged” work, which may be completed in collaboration with others as directed by the instructor. All work is considered to be pledged unless the instructor specifies otherwise.

It is the student's responsibility to be aware of, and to observe, the VCU Honor System and all of the policies and regulations at VCU. If he or she has a question about a policy, the student should feel free to call or stop by the Office of the Dean of Student Affairs, consult with his or her faculty adviser or ask to see someone in the Office of the Dean of the appropriate school or college.
# Summer 2005 tuition and fees

## Monroe Park Campus

### Full-time students per semester

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Virginia</th>
<th>Non-Virginia</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$1,890.00*</td>
<td>$7,952.00</td>
</tr>
<tr>
<td>University Fee</td>
<td>354.00</td>
<td>354.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>13.00</td>
<td>13.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>14.25</td>
<td>14.25</td>
</tr>
<tr>
<td>Capital Outlay Fee</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,271.25</td>
<td>$8,353.25</td>
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</table>

*School of Engineering tuition $2,171.00

### Part-time students per credit hour

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<tr>
<th>Undergraduate</th>
<th>Virginia</th>
<th>Non-Virginia</th>
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<tbody>
<tr>
<td>1-11 credits</td>
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<tr>
<td>Tuition</td>
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<td>$663.00</td>
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<tr>
<td>University Fee</td>
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<tr>
<td>Technology Fee</td>
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<td><strong>Total</strong></td>
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*Total for summer session

### MCV Campus

### Full-time students per semester

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### Part-time students per credit hour

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</thead>
<tbody>
<tr>
<td>1-11 credits</td>
<td></td>
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<tr>
<td>Tuition</td>
<td>$157.50</td>
<td>$663.00</td>
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<tr>
<td>University Fee</td>
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*Total for summer session

Example: A three-credit undergraduate course would cost $567.60 for a Virginia resident.

Example: A three-credit graduate class would cost $1,106.10 for a Virginia resident.
### Reading the codes

<table>
<thead>
<tr>
<th>Course number</th>
<th>Call number</th>
<th>Section</th>
<th>Days of the week</th>
<th>Days of the week (see note below)</th>
<th>Comments/restrictions</th>
<th>Location</th>
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<th>Instructor</th>
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<td>10024</td>
<td>MTWR</td>
<td>SAME AS ENGL 363</td>
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<td>BUSNS 1106</td>
<td>0315PM</td>
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</table>

**Building codes**

- **ANDRS** = 913 W. Franklin St. – Anderson House
- **BFORD** = 922 W. Franklin St. – Buford House
- **BLKBD** = Blackboard
- **BOWE5** = 609 Bowe St. – Bowe Street Parking Deck 5th Floor
- **BUSNS** = 1015 Floyd Ave. – Business Building
- **CABEL** = 901 Park Ave. – Cabell Library
- **CSGYM** = 911 W. Cary St. – Cary Street Gym
- **DANCE** = 10 N. Brunswick St. – VCU Dance Center
- **EGYPT** = 1223 E. Marshall St. – Egyptian Building
- **ENGRB** = 601 W. Main St. – Engineering Building
- **FSGYM** = 817 W. Franklin St. – Franklin Street Gym
- **FTERR** = 812 W. Franklin St. – Franklin Terrace
- **GBJNS** = 305 N. 12th St. – George Ben Johnston Auditorium
- **GINTR** = 901 W. Franklin St. – Ginter House
- **GRANT** = 1008 E. Clay St. – Grant House
- **GTHHR** = 934 W. Grace St. – Grace Street Theatre
- **HIBBS** = 900 Park Ave. – Hibbs Building
- **HUNTN** = 810 W. Franklin St. – Hunton House
- **LEIGH** = 1000 E. Clay St. – Leigh House
- **LFSCB** = 1000 W. Cary St. – Life Science Building
- **LYONS** = 520 N. 12th St. – Lyons Building
- **MCGRE** = 1112 E. Clay St. – McGuire Hall
- **MEDSC** = 1225 E. Marshall St. – Medical Sciences Building
- **MILLH** = 916 W. Franklin St. – Millis House
- **MUSIC** = 1015 Grove Ave. – VCU Music Center
- **NEWTN** = 1228 W. Broad St. – Newton House
- **NRED** = 1220 E. Broad St. – Nursing Education Building
- **OCMP** = Off campus
- **OLVED** = 1015 W. Main St. – Oliver Hall – Education Wing
- **OLVPH** = 1001 W. Main St. – Oliver Hall – Physical Science Building
- **PLLAK** = 325 N. Harrison St. – Pollak Building
- **PRFMA** = 922 Park Ave. – Performing Arts Building
- **R916F** = 916 W. Franklin St. (Rear) – Millis House
- **RANDM** = 301 College St. – Randolph Minor Annex
- **RLEGH** = 1001 W. Franklin St. – Raleigh Building
- **SANGR** = 1101 E. Marshall St. – Sanger Hall
- **SMITH** = 410 N. 12th St. – Smith Building
- **SSPLY** = 221 N. Shafer St. – Shafer Street Playhouse
- **TEMP** = 901 W. Main St. – T. Edward Temple Building
- **THSTN** = 808 W. Franklin St. – Thurston House
- **TMLIB** = Tompkins-McCaw Library
- **TOBEA** = To be announced
- **VMIBL** = 1000 E. Marshall St. – VMI Building
- **WHOSP** = 1200 E. Broad St. – West Hospital
- **WILLMS** = 800 W. Franklin St. – Williams House
- **WOODB** = 521 N. 11th St. – Wood Memorial Building
- **1000B** = 1000 W. Broad St. – School of the Arts Building
- **107NM** = 107 N. Morris St.
- **10SLN** = 10 S. Linden St.
- **1315F** = 1315 Floyd Ave.
- **612NL** = 612 N. Lombardy St.
- **701WG** = 701 W. Grace St.
- **908WF** = 908 W. Franklin St.

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**Evening courses**

Day and evening courses form a single educational unit at VCU. The credit students earn in evening courses is indistinguishable from that earned in the day. Students who wish to attend evening classes during the summer should look up the desired courses in this schedule and select a 900 section (e.g., CRJS 360 Section 901). Most evening courses meet on Mondays and Wednesdays or Tuesdays and Thursdays for eight weeks.

**Section numbers**

The beginning letter or number indicates the following about designated sections:

- **7XX** = honors
- **LXX** = laboratory
- **8XX** = variable credit (MCV Campus only)
- **LSX** = evening laboratory
- **9XX** = evening
- **CXX** = off campus

**Day codes**

The following symbols are used for the days of the week:

- **U** = Sunday
- **W** = Wednesday
- **S** = Saturday
- **M** = Monday
- **R** = Thursday
- **TBA** = To be announced
- **T** = Tuesday
- **F** = Friday

The use of multiple symbols means that the class meets on each day indicated. MWF indicates Monday, Wednesday and Friday and TR indicates Tuesday and Thursday.

**Comments/restrictions**

Many sections have a comment that refers to the section preceding the comment. Please adhere to these comments. Ignoring the comments and enrolling in a class may result in enrollment in a class that the student is not eligible to take. Please note the message that a fee is required for a particular course. (The fee table lists the fees for the courses with the fee required message.) For example:

**CARD 207 INTRODUCTION TO COMPUTER TECHNIQUES**

- **16542**
- **001**
- **3**
- **May 22 – Jun 25 (5 wks)**
- **0100PM – 0545PM**
- **PLLAK 0221A**

**Course title**

- **CARD 207 INTRODUCTION TO COMPUTER TECHNIQUES**

**Location**

- **BUSNS 1106**

**Credits**

- **3**

**Instructor**

- **PRIEBE, R**

---

All courses offered on campus for this semester are listed in the following pages. Courses in the 100 and 200 series are lower-level courses usually for freshmen and sophomores; 300 and 400 series are upper-level courses for juniors and seniors; 500, 600, 700 and 800 series courses are graduate-level courses.

Students usually must have a bachelor’s degree to enroll in graduate-level courses; however, certain graduate students with the permission of the departments and the students’ advisors may take some 500-level courses.

Please note: The university reserves the right to discontinue any course announced in this schedule because of low enrollment or other reasons deemed sufficient by the university. To ensure high academic standards, the university reserves the right to close registration in a course after the maximum enrollment has been reached. In addition, the university reserves the right to make changes in faculty, fees or schedules as necessary.

---

**MRBL 376 DYNAMICS OF RETAIL MANAGEMENT**

- **13080**
- **001**
- **3**
- **May 22 – Jun 25 (5 wks)**
- **0330PM – 0445PM**
- **BUSNS 3103**

This section is not open to BFO or SND majors.

Students also should refer to the appropriate bulletin for additional course requirements and pre-requisites.
**School of Allied Health Professions**

### Allied Health Professions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Time</th>
<th>Location</th>
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<td>CLRS 212</td>
<td>Radiographic Procedures II Lab (B)</td>
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<tr>
<td>CLRS 295</td>
<td>Intro to Clinical Education II (2)</td>
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<tr>
<td>CLRS 380</td>
<td>Clinical Education (1)</td>
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<td>CLRS 415</td>
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<td>CLRS 508</td>
<td>Lab Diagnosis Infectious Disease (3)</td>
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<tr>
<td>CLRS 595</td>
<td>Biochem Cat Clin Practicum (V 1-4)</td>
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**Clinical Laboratory Sciences**

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**Clinical Radiation Sciences**

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**Gerontology**

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**Health Administration**

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<td>HADM 603</td>
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**Nursing**

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<td>NRSA 606</td>
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**Occupational Therapy**

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### School of Dentistry

**Dental Hygiene**

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<td>DENH 448</td>
<td>CLINICS IN DENTAL HYGIENE II (V 1-5)</td>
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<td>DENH 450</td>
<td>INDEPENDENT STUDY (V 1-5)</td>
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**Patient Counseling**

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<td>BASIC CLINICAL PATC I (9)</td>
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<td>PATC 601</td>
<td>THEORY OF GROUP LEADERSHIP (10)</td>
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**Physical Therapy**

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<td>PHTY 520</td>
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**Rehabilitation Counseling**

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<td>RHAB 502</td>
<td>AMERICAN SIGN LANGUAGE I (3)</td>
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<td>INSTITUTES: REHAB/PENAL OFFENDER (3)</td>
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<td>ROSSIGNOL, J</td>
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<td>RHAB 563</td>
<td>INSTITUTES: PSYCHONEUROIMMUNOLOGY (3)</td>
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<td>RHAB 605</td>
<td>SUPERVISE CLINICAL PRACT IN RHAB (1-6)</td>
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<td>RHAB 609</td>
<td>SUPV CLIN PRAC IN SUBSTANCE ABUSE (V 1-6)</td>
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School of Medicine

Anatomy

ANAT 525 ADVANCED FUNCTIONAL ANATOMY (5)
TBA
MTWRF 0800AM 0850AM SANGR 6-032
TBA

ANAT 613 ADVANCED STUDIES IN ANATOMY (V 1-6)
1004 801 LEICHELT, G
TBA

ANAT 691 SPECIAL TOPICS IN ANATOMY (V 1-4)
10045 802 LEICHELT, G
TBA

ANAT 697 DIRECTED RESEARCH IN ANATOMY (V 1-15)
10046 801 LEICHELT, G
M 1000AM 1155AM MEDSC 08035

Biochemistry and Molecular Biophysics

BIOC 510 RADIATION SAFETY (1)
10209 801 BROGA, D
TBA

BIOC 697 DIRECTED RESEARCH IN BIOC (V 1-6)
12331 832 VALERIE, C

BIOS 691 SPECIAL TOPICS IN BIOSTATISTICS (V 1-4)
10057 802 CLEMMOW, J
TBA

Biostatistics

BIOS 516 BIOSTATISTICAL CONSULTING (1)
10204 801 JOHNSON, R
TBA

BIOS 543 STATISTICAL METHODS I (3)
10205 801 STAFF
MW 0300PM 0500PM

BIOS 697 DIRECTED RESEARCH IN BIOC (V 1-15)
10056 801 ELKIN, R

Epidemiology

EPID 600 INTRODUCTION TO PUBLIC HEALTH (3)
12365 801 BUTTERY, C

EPID 610 ENVIR & OCCUP EPIDEMIOLOGY (3)
12366 801 STAFF
MW 0400PM 0500PM

EPID 615 INTENTIONAL INJURY (3)
12367 801 MEYER, A

EPID 620 CANCER EPIDEMIOLOGY (3)
12368 801 JONES, R

EPID 621 INFECTIOUS DISEASE EPIDEMIOLOGY (3)
12369 801 MAIR, J

EPID 697 DIRECTED RESEARCH IN EPID (V 1-15)
10057 801 ELKIN, R

Human Genetics

HGEN 502 ADVANCED HUMAN GENETICS (V 2-6)
10051 801 PHILLIPS, L

HGEN 600 CLINICAL GENETICS (3)
10982 801 GORDON, H
F 0800AM 1200PM

HGEN 697 DIRECTED RESEARCH IN GENETICS (V 1-15)
10057 801 NAKE, W

Microbiology and Immunology

MIRC 691 SP TOP. IMMUNO JCLUB (1)
12108 801 HAYWARD, D
F 1200PM 1215PM MEDSC 08045

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
11197 801 CABRAL, G
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12109 802 CHRISTIE, R
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12106 803 CONRAD, D
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12107 804 CORNELIUSSEN, C
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12108 805 HAYWARD, D
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12109 806 LEICHELT, G
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12110 807 LORIA, R
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12111 808 LEICHELT, G
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12112 809 LORIA, R
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12113 810 MCCOY, R
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12114 811 NAGARKATTI, M
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12115 812 DAVIES, D
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12116 813 STRAUSS, O
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12117 814 WRIGHT, J
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12118 815 BUCK, G
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12119 816 WRIGHT, J
TBA

MIRC 697 DIRECTED RESEARCH IN MICROBIOLOGY (V 1-6)
12120 817 MANUEL, M
TBA

Pathology

PATH 691 SPECIAL TOPICS/MODERN INST METHD (2)
11005 801 WAGNER, J
TBA

PATH 697 RESEARCH IN PATHOLOGY (V 1-15)
11004 801 HOLT, S
TBA

Pharmacology and Toxicology

PHTX 691 SPECIAL TOPICS IN PHARMACOLOGY (V 1-6)
11011 801 SABZIANY, Y
TBA

PHTX 697 DIR RESEARCH IN PHARMACOLOGY (V 1-6)
11161 802 BALEST, R
TBA

PHTX 697 DIR RESEARCH IN PHARMACOLOGY (V 1-6)
11162 803 BEARDSLEY, P
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PHTX 697 DIR RESEARCH IN PHARMACOLOGY (V 1-6)
11163 804 DAMAJ, M
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<td>NURS 796</td>
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**NURS 792 DIRECTED STUDY IN NURSING (V 1-6)**

- **11380 803 HUMENICK, S**
- **11391 813 SALYER, J**
- **11394 816 TUCK, J**
- **11395 817 YOUNGER, J**
- **11396 818 STAFF**
- **11397 819 ROUX, G**

**NURS 796 RESEARCH PRACTICUM (V 1-6)**

- **11389 811 STAFF**
- **11390 812 PICKLER, R**
- **11391 813 SALYER, J**
- **11392 814 STAFF**
- **11393 815 STAFF**
- **11394 816 TUCK, J**
- **11395 817 YOUNGER, J**

**NURS 797 DIRECTED RESEARCH IN NURSING (V 1-6)**

- **11390 805 HENRY, J**
- **11391 806 MUNRO, C**
- **11392 807 LEWIS, J**
- **11393 808 PICKLER, R**
- **11394 809 MOON, M**
- **11395 810 MUNRO, C**
- **11396 811 ROUX, G**

**THEORY CONSTRUCTION IN NURSING**

- **11358 002 STAFF**
- **11359 003 COWLING, W**
- **11360 004 GRAY, D**
- **11361 005 ROUX, G**
- **11362 006 MUNRO, C**

**DIRECTED STUDY IN NURSING (V 1-6)**

- **11363 007 PICKLER, R**
- **11364 008 MCCAIN, N**
- **11365 009 MOON, M**
- **11366 010 MUNRO, C**
- **11367 011 ROUX, G**
- **11368 012 MCCAIN, N**
- **11369 013 SALYER, J**

**RESEARCH PRACTICUM (V 1-6)**

- **11370 014 STAFF**
- **11371 015 COOLEY, L**
- **11372 016 MOON, M**
- **11373 017 YOUNGER, J**
- **11374 018 STAFF**
- **11375 019 BOYLE, A**
- **11376 020 ROUX, G**

**INTEGRATIVE ADMIN SYSTEM PRA I (3)**

- **11377 021 JARDELLI, D**
- **11378 022 COOLEY, L**
- **11379 023 CUTLER, C**
- **11380 024 MCCAIN, N**
- **11381 025 MUNRO, C**
- **11382 026 HUMENICK, S**

**PERSPECTIVE ON RESEARCH DESIGN (3)**

- **11350 001 MCCAIN, N**
- **11351 002 MUNRO, C**
- **11352 003 ROUX, G**
- **11353 004 YOUNGER, J**
- **11354 005 VICK, J**
- **11355 006 STAFF**

**DIRECTED STUDY IN NURSING (V 1-6)**

- **11356 007 PICKLER, R**
- **11357 008 MCCAIN, N**
- **11358 009 MOON, M**
- **11359 010 MUNRO, C**
- **11360 011 ROUX, G**
- **11361 012 MCCAIN, N**
- **11362 013 SALYER, J**

**CO/PREREQUISITE REQUIRED SEE BULLETIN**