



## **Schedule of Classes**

**for**

# **Undergraduate Programs**

## **Quarter 1 - 2010**

7777 Leesburg Pike, Falls Church VA. 22043  
14349 Gideon Drive, Woodbridge, VA. 22192

(703) 821-8570  
(703) 897-1982

# Academic Calendar QTR 1 - 2010

General Registration (Session A, B, C) Dec 8<sup>th</sup> – 26<sup>th</sup>

Orientation (Session A, B, C) Jan 2<sup>nd</sup>  
10 am - 12 pm

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## Session A

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**Jan 4<sup>th</sup> – Feb 6<sup>th</sup>**

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Classes begin

Jan 4<sup>th</sup>

\* Holiday – January 18<sup>th</sup> – no classes but make-up class will be scheduled

Late Registration

Dec 28<sup>th</sup> – Jan 2<sup>nd</sup>

Add / Drop Period

Jan 4<sup>th</sup> – Jan 6<sup>th</sup>

\* Add/Drop forms must be submitted before 1:00 PM on Jan 6<sup>th</sup>

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## Session B

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**Feb 8<sup>th</sup> – Mar 13<sup>th</sup>**

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Classes begin

Feb 8<sup>th</sup>

\* Holiday – February 15<sup>th</sup> – no classes but make-up class will be scheduled

Late Registration

Feb 1<sup>st</sup> – 6<sup>th</sup>

Add / Drop Period

Feb 8<sup>th</sup> – 10<sup>th</sup>

\* Add/Drop forms must be submitted before 1:00 PM on Feb 10<sup>th</sup>

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## Session C

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**Jan 4<sup>th</sup> – Mar 13<sup>th</sup>**

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Classes begin

Jan 4<sup>th</sup>

\* Holiday – January 18<sup>th</sup> and February 15<sup>th</sup> – no classes but make-up class will be scheduled

Late Registration

Dec 28<sup>th</sup> – Jan 2<sup>nd</sup>

Add / Drop Period

Jan 4<sup>th</sup> – Jan 6<sup>th</sup>

\* Add/Drop forms must be submitted before 1:00 PM on Jan 6<sup>th</sup>

## Tuition and Fees

Tuition	Fee Schedule
Application Fee	\$50 (non-refundable one time fee)
Student Activity Fee	\$100 (non-refundable one time fee)
Undergraduate tuition	\$355 per credit hour
Withdrawal Fee	\$100
Computer Lab Fee	\$80 (specific computer use courses)
Late Registration Fee	\$100
ID Replacement Fee	\$15
Graduation Fee	\$125
Cap/Gown/Tasel Fee	\$100
Tuition Payment Plan Fee	\$50
<b>Allied Health Students</b>	
Instructional Fee	\$88 per credit hour
Supplemental Lab Fee	\$280 each lab course
Diagnostic Kit	\$500 (one time fee)
<b>Culinary Arts/Baking Students</b>	
Supply Fee	\$750 (one time fee)
Supplemental Instructional Fee	\$88 per credit hour (Specific Courses)
Food Usage Fee	\$88 per credit hour (Usage Courses)
<b>Nursing Students</b>	
Tuition	\$355 per credit hour
Skills Bag	\$100
Testing Fee	\$353
Lab course Fee	\$280 per Lab course
Clinical course Fee	\$350 per Clinical course

\* See Catalog addendum for specific course fees

## Tuition & Fees Footnote

- **Notice:** Students are charged for all classes in which they are registered; if a student does not attend a class but does not withdraw within the Add/Drop period, the student will be charged for the class.
- Books, fees, and other costs (diskettes or graduation robes) are not included in the tuition.
- Unless on an approved payment plan students must pay tuition before class start date.
- Stratford University reserves the right to adjust tuition and fees at any time.

# Falls Church Campus

## Undergraduate session A

January 4<sup>th</sup> – February 6<sup>th</sup>

### Culinary Arts (Day)

Number	Section	Course Name	Day/Time	Professor
CUL 111	1D	Culinary Theory and Sanitation	M W – 8:00 AM	Chitnis
CUL 140	2D	Introduction to Cooking Techniques	T Th F – 8:00 AM	Chitnis
CUL 150	1D	Sauces, Soups, and Stocks	M W F – 8:00 AM	Carlson
CUL 215	2D	Dining Room Service	T Th F – 8:00 AM	King
CUL 270	1D	Food Science	M W F – 8:00 AM	Sinopoli
CUL 271-3	N/A	Culinary Externship	N/A	Carlson

### Culinary Arts (Evening)

Number	Section	Course Name	Day/Time	Professor
CUL 111	1N	Culinary Theory and Sanitation	M W – 6:00 PM	Benno
CUL 140	2N	Introduction to Cooking Techniques	T Th F – 6:00 PM	S. Lee
CUL 160	1N	Fundamentals of Baking	M W F - 6:00 PM	S. Lee
CUL 215	2N	Dining Room Service	T Th F – 6:00 PM	King
CUL 270	1N	Food Science	M W F – 6:00 PM	Sinopoli
CUL 271-3	N/A	Culinary Externship	N/A	Staff

## Undergraduate Session B

February 8<sup>th</sup> – March 13<sup>th</sup>

### Culinary Arts (Day)

Number	Section	Course Name	Day/Time	Professor
CUL 121	1D	Kitchen Fundamentals	M W F – 8:00 AM	Chitnis
CUL 142	2D	Garde Manger	T Th F – 8:00 AM	Chitnis
CUL 152	1D	Elements of Entrée Production	M W F – 8:00 AM	Carlson
CUL 215	2D	Dining Room Service	T Th F – 8:00 AM	King
CUL 241	2D	Catering	T Th – 8:00 AM	Carlson
CUL 271-3	N/A	Culinary Externship	N/A	Staff

### Culinary Arts (Evening)

Number	Section	Course Name	Day/Time	Professor
CUL 121	1N	Kitchen Fundamentals	M W F – 6:00 PM	Benno
CUL 142	2N	Garde Manger	T Th F – 6:00 PM	S. Lee
CUL 162	1N	Pastry Arts	M W F – 6:00 PM	S. Lee
CUL 215	2N	Dining Room Service	T Th F – 6:00 PM	King

### Baking & Pastry Arts (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
BAK 154	1D	Specialty and Wedding Cakes	M W F – 8:00 AM	Sinopoli
BAK 154	1N	Specialty and Wedding Cakes	M W F – 6:00 PM	Sinopoli

## Undergraduate Session C

January 4<sup>th</sup> – March 13<sup>th</sup>

### Arts and Sciences (Day)

Number	Section	Course Name	Day/Time	Professor
ENG 111	4D	College Composition	M - 8:00 AM	Eve Speer
SCI 110	4D	General Science	M - 8:00 AM	Nancy Cawood
MAT 110	5D	Fundamentals Of Mathematics	T - 8:00 AM	Nancy Cawood
MAT 310	5D	Statistics	T – 8:00 AM	Ali Hootkany
HUM 110	6D	Principles of Ethics	W - 8:00 AM	Ed Campana
MAT 210	7D	College Algebra	Th - 8:00 AM	Ali Hootkany
PSY 110	7D	Social Psychology	Th - 8:00 AM	Roblyn. Lewter

# Falls Church Campus

## Undergraduate Session C Continued...

### Arts and Sciences (Evening)

Number	Section	Course Name	Day/Time	Professor
PSY 110	4N	Social Psychology	M - 6:00 PM	Dr. C Ates
PSY 320	4N	Human Growth & Development	M - 6:00 PM	Dr. Margarita Colon
SCI 110	5N	General Science	T - 6:00 PM	Erknay Abliz
ENG 111	5N	College Composition	T - 6:00 PM	Mark Dreisonstok
ENG 320	5N	Advanced Composition and Research	T - 6:00 PM	Staff
MAT 110	6N	Fundamentals of Mathematics	W - 6:00 PM	Hamid Keshavarznia
HUM 110	7N	Principles of Ethics	Th - 6:00 PM	Woodrow Wollesen
HUM 320	7N	World Literature	Th - 6:00 PM	Mark Dreisonstok
SCI 410	7N	Impact of Science and Technology	Th - 6:00 PM	Erknay Abliz

### Health Sciences (Day) \* Extra lab dates required \*

Number	Section	Course Name	Day/Time	Professor
*MED 110	5D	*Anatomy and Physiology I*	T - 9:00 AM	Dr. Nassr
MED 120	4D	Medical Terminology	M - 9:00 AM	Dr. Nassr
CHT 290	N/A	Externship	TBA	Dr. Hussein
*MED 140	4D	*Basic Clinical Procedures*	M - 9:00 AM	Staff
*MED 160	5D	*Medical Computer Applications*	T - 9:00 AM	Prof. Solomon
MED 230	6D	Medical Law and Ethics	W - 9:00 AM	Prof. Raynell
*MED 250	6D	*Medical Office Practice*	W - 9:00 AM	Staff
PHT 110	6D	Pharmacy Calculations	W - 9:00 AM	Prof. Handy
MED 210	7D	*Anatomy and Physiology II*	Th - 9:00 AM	Dr. Nassr

### Health Sciences (Evening)

Number	Section	Course Name	Day/Time	Professor
CHT 110	4N	Principles of Hemodialysis	M - 6:00 PM	Dr. Nakbeen
CHT 250	5N	Dialysis Quality and Safety Procedures	T - 6:00 PM	Dr. Nakbeen
*EPT 210	5N	*Blood Chemistry Analysis*	T - 6:00 PM	Dr. Khan
MED 120	4N	Medical Terminology	T - 6:00 PM	Dr. Nassr
*MED 130	4N	*Medical Insurance Billing and Coding*	M - 6:00 PM	Prof. Crudup
*MED 220	5N	*Professional Procedures*	T - 6:00 PM	Dr. Brown
*MED 255	6N	*Phlebotomy*	W - 6:00 PM	Dr. Brown
MIB 130	6N	Diseases of Human Body	W - 6:00 PM	Dr. Nakbeen
MIB 250	6N	Medical Reimbursement System	W - 6:00 PM	Prof. Solomon

### \*Health Sciences Lab Schedule\*

Number	Course Name	Dates	Day/Time	Professor
MED 110	Anatomy and Physiology I	Jan 8, Jan15, Jan 22	F - 9:00 AM	Dr. Nassr
MED 140	Basic Clinical Procedures	Jan29, Feb 5, Feb12	F - 9:00 AM	Staff
MED 160	Medical Computer	Jan 8, Jan15, Jan 22	F - 9:00 AM	Prof. Solomon
MED 250	Medical Office Practice	Jan29, Feb 5, Feb12	F - 9:00 AM	Staff
EPT 210	Blood Chemistry Analysis	Feb19, Feb26, Mar 5	F - 9:00 AM	Dr. Khan
MED 210	Anatomy and Physiology II	Feb 19, Feb 26, Mar 5	F - 9:00 AM	Dr. Nassr
MED 255	Phlebotomy	Jan 8, Jan15, Jan 22	F - 9:00 AM	Dr. Brown
MED 130	Medical Insurance Billing and Coding	Jan29, Feb 5, Feb12	F - 9:00 AM	Prof. Crudup
MED 220	Professionals Procedures	Feb19, Feb26, Mar 5	F - 9:00 AM	Dr. Brown

### Nursing Schedule

Number	Section	Course Name	Day/Time	Professor
NSG 100	5D	Introduction to the Profession of Nursing	T - 1:00 PM	Staff
NSG 110	5D	Introduction to Nursing Practice	T - 8:00 AM	Staff
*NSG 120	5D	*Foundations of Evidence - Based Nursing Practice*	T - 1:00 PM	Staff

# Falls Church Campus

## Undergraduate Session C continued...

### Nursing Schedule

Number	Section	Course Name	Day/Time	Professor
NSG 120	7D	*Foundations of Evidence – Based Nursing Practice <b>Lab*</b>	Th – 8: 00 AM	Staff
NSG 120	7D	*Foundations of Evidence – Based Nursing Practice <b>Lab*</b>	Th – 1: 00 PM	Staff
NSG 120	7N	*Foundations of Evidence – Based Nursing Practice <b>Lab*</b>	Th – 6: 00 PM	Staff
NSG 210	6D	Pathophysiology	W – 1:00 PM	Staff
*NSG 240	6D	*Adult Health Nursing I*	W – 8:00 AM	Staff
NSG 240	7D	*Adult Health Nursing I <b>Clinical*</b>	Th – 6:30 AM	Staff
NSG 240	7D	*Adult Health Nursing I <b>Clinical*</b>	Th – 2:30 PM	Staff

### Business Administration (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
BUS 100	6D	Introduction to Business	W - 8:00 AM	Dr. Jimi Peters
BUS 112	6N	Principles of Accounting I	W - 6:00 PM	Tariq Shafi
BUS 135	7D	Principles of Management	Th - 8:00 AM	David McQuirk
BUS 210	8D	Human Resource Management	F - 6:00 PM	Henry Rothkopf
BUS 220	7N	Business Communication	Th - 6:00 PM	Stephen Rafe
BUS 240	8D	International Business	F - 8:00 AM	Farhad Nourbaksh
BUS 300	6N	Financial Management	W - 6:00 PM	Andre Ebanks
BUS 302	8N	Microeconomics	F - 6:00 PM	Dr. Chandra Ranade
BUS325	4N	Entrepreneurial Leadership	M - 6:00 PM	Robert Thomson
BUS 490	8N	Business Administration Senior Project	F - 6:00 PM	Dr. Ali Khorsand

### Computer Information Systems (Day & Evening)

	Section	Course Name	Day/Time	Professor
CIS 110	4D	Computer Office Applications	M - 8:00 AM	Hashem Tabrizi
CIS 110	8N	Computer Office Applications	F - 6:00 PM	Hashem Tabrizi
CIS 141	7N	Hardware And OS Architecture	Th - 6:00 PM	Hashem Tabrizi
CIS 145	6N	Client Operating Systems Technology	W - 6:00 PM	Jamal Rajab
CIS 150	7N	Advanced Client/Server Technology	Th - 6:00 PM	Jamal Rajab
CIS 162	6N	UNIX Operating Systems	W - 6:00 PM	Thomas Musa
CIS 202	4N	Fundamentals of Web Design	M - 6:00 PM	Myra Nicholas
CIS 206	5N	Introduction to RDBMS	T - 6:00 PM	Jamal Rajab
CIS 210	7N	Advanced Data Communications	Th - 6:00 PM	Emmanuel Adewale
CIS 230	5N	Network Security Infrastructure Design	T - 6:00 PM	Emmanuel Adewale
CIS 250	4N	Routers and Switches in the Enterprise	M - 6:00 PM	Jamal Rajab
CIS 310	5N	E-Business Software Infrastructure	T - 6:00 PM	Jake Lagdameo

### Hospitality Management (Day)

Number	Section	Course Name	Day/Time	Professor
HOS 105	6D	Analysis of the Hospitality Industry	W – 8:00 AM	Ruth Lee
HOS 250	8D	Resort Management	F – 8:00 AM	Ruth Lee
HOS 330	7D	Food and Beverage Cost Controls	Th – 8:00 AM	Jeremy Corn

### Hospitality Management (Evening)

Number	Section	Course Name	Day/Time	Professor
HOS 270	6N	Hospitality Supervision	W – 6:00 PM	P.O'Rourke
HOS 425	6N	Security and Loss Prevention	W – 6:00 PM	Staff
HOS 435	7N	Revenue Management	Th – 6:00 PM	Staff

## Woodbridge Campus Undergraduate Session A

January 4<sup>th</sup> – February 6<sup>th</sup>

### Culinary Arts (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
CUL 111	1D	Culinary Theory and Sanitation	M W – 8:00 AM	Skornik
CUL 170	2D	Advanced Culinary Theory	T Th - 8:00 AM	Hatheway
CUL 270	2D	Food Science	T Th F - 8:00 AM	Huebner
CUL 111	1N	Culinary Theory and Sanitation	M W – 6:00 PM	Skornik
CUL 170	2N	Advanced Culinary Theory	T Th– 6:00 PM	Hatheway
CUL 270	2N	Food Science	T Th F - 6:00 PM	Huebner

## Undergraduate Session B

February 8<sup>th</sup> – March 13<sup>th</sup>

### Culinary Arts (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
CUL 121	1D	Kitchen Fundamentals	M W F – 8:00 AM	Skornik
CUL 160	2D	Fundamentals of Baking	T Th F– 8:00 AM	Huebner
CUL 121	1N	Kitchen Fundamentals	M W F – 6:00 PM	Skornik
CUL160	2N	Fundamentals of Baking	T Th F - 6:00 PM	Huebner

### Baking & Pastry Arts (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
BAK 154	2D	Specialty and Wedding Cakes	T Th F - 8:00 AM	Hatheway
BAK 154	2D	Specialty and Wedding Cakes	T Th F - 6:00 PM	Hatheway

## Undergraduate Session C

January 6<sup>th</sup> – March 13<sup>th</sup>

### Arts and Sciences (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
HUM 110	5D	Principals of Ethics	T - 9:00 AM	E. Speer
MAT 210	4D	College Algebra	M - 9:00 AM	E. Abliz
SCI 110	6D	General Science	W - 9:00 AM	E. Abliz
ENG 111	7D	College Composition	Th - 9:00 AM	R. Fuller
ENG 111	6N	College Composition	W - 6:00 PM	R. Fuller
HUM 320	4N	World Literature	M - 6:00 PM	E. Speer
ENG 320	5N	Advanced Composition and Research	T - 6:00 PM	E. Speer
MAT 410	7N	Calculus	Th - 6:00 PM	A. Hootkany
PSY 110	7N	Social Psychology	Th - 6:00 PM	R. Fuller
MAT 110	5N	Fundamentals of Mathematics	T - 6:00 PM	A. Hootkany

### Health Sciences (Day) \* Extra lab dates required \*

Number	Section	Course Name	Day/Time	Professor
MED 120	4D	Medical Terminology	M - 9:00 AM	Y. Endailalu
MED 250	4D	Medical Office Practice	M - 9:00 AM	Staff
MED 230	5D	Medical Law and Ethics	T - 9:00 AM	F. Nuwah
MED 110*	6D	Anatomy & Physiology I	W - 9:00 AM	Y. Endailalu
MED 140*	6D	Basic Clinical Procedures	W - 9:00 AM	T. Addisu
MED 210*	7D	Anatomy & Physiology II	Th - 9:00 AM	F. Nuwah
MED 130	7D	Medical Office Billing, Coding & Insurance	Th - 9:00 AM	A. Solomon

# Woodbridge Campus

## Undergraduate Session C continued...

### Health Sciences (Day) \* Extra lab dates required \*

Number	Section	Course Name	Day/Time	Professor
PHT 110	8D	Pharmacy Calculations	F – 9:00 AM	N. Handy
MED 290	8D	Externship	TBA	F. Nuwah

### Health Sciences (Evening)

Number	Section	Course Name	Day/Time	Professor
MED 120	4N	Medical Terminology	M - 6:00 PM	Y. Endailalu
MED 250	6N	Medical Office Practice	W - 6:00 PM	T. Richardson
MED 230	5N	Medical Law and Ethics	T - 6:00 PM	F. Nuwah
MED 110*	6N	Anatomy & Physiology I	W - 6:00 PM	Y. Endailalu
MED 140*	4N	Basic Clinical Procedures	M - 6:00 PM	T. Addisu
MED 210*	7N	Anatomy & Physiology II	Th - 6:00 PM	F. Nuwah
MED 130	7N	Medical Office Billing, Coding & Insurance	Th - 6:00 PM	A. Solomon

### \*Allied Health Sciences Lab Schedule\*

Number	Course Name	Dates	Time	Professor
MED 140	Basic Clinical Procedures	Jan 22, 29, & Feb. 5	F - 9:00 - 2:00	Staff
MED 140	Basic Clinical Procedures	Jan 22, 29, & Feb. 5	F - 6:00 - 11:00	Staff
MED 110	Anatomy and Physiology I	Jan 23, 30, & Feb. 6	S - 9:00 - 2:00	Staff
MED 110	Anatomy and Physiology I	Jan 23, 30, & Feb. 6	S - 9:00 - 2:00	Staff
MED 210	Anatomy and Physiology II	Jan 22, 29, & Feb. 5	F - 9:00 - 2:00	Staff
MED 210	Anatomy and Physiology II	Jan 22, 29, & Feb. 5	F - 6:00 - 11:00	Staff

### Business Administration (Day & Evening)

Number	Section	Course Name	Day/Time	Professor
BUS 122	5D	Principles of Accounting II	T - 9:00 AM	Staff
BUS 220	7D	Business Communication	Th - 9:00 AM	Staff
BUS 112	4N	Principles of Accounting I	M - 6:00 PM	M. Carter
BUS 250	6N	Principles of Economics	W - 6:00 PM	T. Finn
BUS 220	7N	Business Communication	Th - 6:00 PM	B. Johnson

### Computer Information Systems

Number	Section	Course Name	Day/Time	Professor
CIS 110	8D	Computer Office Applications	S - 9:00 AM	Staff
CIS 175	4N	Risk Management	M - 6:00 PM	Staff
CIS 340	4N	Internet working Device Trouble Shooting	M - 6:00 PM	T. Musa
CIS 162	5N	Linux Directory Services	T - 6:00 PM	T. Musa
CIS 415	5N	Wireless Communication and Hybrid	T - 6:00 PM	W. Adekoya
CIS 300	6N	Managing Information Systems	W - 6:00 PM	W. Adekoya
CIS 410	6N	Virtual Private Networks & Firewalls	W - 6:00 PM	Staff
CIS 202	7N	Fundamentals of Web Design	Th - 6:00 PM	M. Nicholas
CIS 490	8N	Information Technology Senior Project	F - 6:00 PM	T. Musa
CIS 143	8N	Data Communication	F - 6:00 PM	W. Adekoya

## Online Courses

### Undergraduate Session C

#### Arts and Sciences

Number	Course Name	Professor
MAT210	College Algebra	Hasan Karaburk
HUM110	Principle of Ethics	Dr. Mark Dreisonstok
HUM320	World Literature	Dr. Mary Pringle
SCI110	General Science	Dr. Heather Rissler
ENG111	College Composition	Dr. Mary Pringle
PSY110	Social Psychology	Roblyn Lewter

#### Business Administration

Number	Course Name	Professor
BUS100	Introduction to Business	Robert Thompson
BUS112	Principles of Accounting I	Lin Lu
BUS425	Diversity in the Workplace	Joe Cox
BUS430	Competitive Strategies	Robert Thompson

#### Culinary & Hospitality Management

Number	Course Name	Professor
HOS105	Analysis of the Hospitality Industry	Cindy Williams
HOS110	Food and Beverage Management	Cindy Williams
HOS120	Front Office Procedures	Cindy Williams
HOS310	Beverage Operations	Staff
HOS430	Hospitality Facilities Design	Jeremy Corn

#### Health Sciences

Number	Course Name	Professor
MED115	Anatomy and Physiology for Medical Billing & Coding	Cherie Smith
MED120	Medical Terminology	Terri Crudup

## Online Course Requirements

Students who register for an on-line class must have access to a computer which will support the instructional materials. The online platform is the Moodle system. Students should plan to devote a minimum of five or six hours per week to each online course. A critical component of each online course involves active participation in the virtual classroom to include the threaded discussions. Online courses do not meet in person. Students work independently, completing internet based reading assignments and communicating with instructors and other students by email inside the Moodle classroom platform. Weekly homework assignments are also submitted online inside the classroom.

# Registration and Book Ordering Procedures

## Residential Students

- Complete registration two weeks before classes start.
- Schedule an appointment with your Academic Advisor and decide on your quarter schedule. Forms must have your advisor's signature.
- Fill out the registration form completely including current address, phone numbers and email address.
- Please note that all class schedules and the registration forms are also available at [www.stratford.edu](http://www.stratford.edu) in the Current Students section.
- Schedule an appointment with financial aid and/or business offices to pay fees and obtain signatures on the registration form. I-20 students must also obtain a signature from the International Student Advisor.
- The white copy of the registration will be processed by the registrar's office.

## Online Students

- Consult with the program advisor through email or chat to select appropriate courses.
- Use the on-line registration to select classes.
- Registrations will be reviewed by the Financial Aid and Business Office prior to final processing.
- The registrar's office will send a copy of completed registration after approval from all offices.

**ONLINE Classes** -- The online website platform is located at <http://moodle.stratford.edu>. If you have registered for a Stratford University Online course, you can access your class at this URL. To log in, please enter your User ID and password in the appropriate spaces. You will be issued your email, username, ID and password after you register for the class (continuing students use their current account information). Your username and password will be sent to you by e-mail by IT helpdesk. If you have not received your credentials after the start of your classes, contact IT Helpdesk immediately ([helpdesk@stratford.edu](mailto:helpdesk@stratford.edu))

## Textbook Ordering Procedures

- Students are expected to have textbooks the first day of class; copying of another student's book is copyright infringement.
  - Go to the University web site [www.stratford.edu](http://www.stratford.edu).
  - Access Current Student; Click Order Books, Order Books Online, Shop By Course.
  - Find the prefix and number of the course you will take. Listed here you will find required and recommended textbook information as well as directions for ordering on-line.
  - Independent studies are governed by Stratford Policy 300-108 that is available in your dean's office. Regularly offered classes will not be provided via Independent Study. The only exception is for a class needed for graduation in the final quarter of the student's university attendance.
- \*\* Make-up classes will be held.

## Legends and Definitions

- **Session A** is the first five weeks (January 4<sup>th</sup> – February 6<sup>th</sup>)
- **Session B** is the second five weeks (February 8<sup>th</sup> – March 13<sup>th</sup>)
- **Session C** is the full ten weeks (January 4<sup>th</sup> – March 13<sup>th</sup>)
  
- **Class Hours** for various disciplines and courses are shown in the Table below. The course end time can be inferred from the course start time posted on the schedule.

Discipline	Morning	Afternoon	Evening
CIS Hands-on	8:30AM - 2PM		5:30PM - 11PM
CIS Theory	9AM - 1:30PM		6PM -10:30PM
CUL Hands-on	8AM - 1PM		6PM to 11PM
CUL Theory	8AM - 12:30PM		6PM - 10:30PM
Others	8AM - 12:30PM	1PM - 5:30PM	6 -10:30PM

### Class Section Legend

*Refers to column labeled, **section** in Course schedule section of booklet.*

Day		Night		Other	
1D	Mon/Wed/Fri	1N	Mon/Wed/Fri	3D	Sat
2D	Tue/Thu/Fri	2N	Tue/Thu/Fri	OL Online	
4D	Mon only	4N	Mon only		
5D	Tue only	5N	Tue only		
6D	Wed only	6N	Wed only		
7D	Thu only	7N	Thu only		
8D	Fri only	8N	Fri only		

### Course Numbering System:

- 100/299 – Freshman/Sophomore level classes
- 3 00-499 – Junior/Senior level classes



## **Library Announcement**

Check out the new books in the online section of the Library. Students have 24/7 access through [www.stratford.edu](http://www.stratford.edu). Current students can access, Library Online, eBooks online, and Net Library. Here you will find full-text books, journals, and other electronic resources to assist with your course papers and research assignments.

*“Just Start it...*

*And We’ll Help You Finish”*