



University of Maryland University College

# GRADUATE SCHOOL OF MANAGEMENT & TECHNOLOGY



My Story, p. 1

## SUMMER 2007

# SCHEDULE OF CLASSES

**Important Dates**

See p. 2.

**Course Schedule**

See p. 8.

**On-Site Course**

**Locations**

See p. 18.

[www.umuc.edu/grad](http://www.umuc.edu/grad)

# CONTENTS

- 1 Summer Highlights
- 2 Important Dates
- 3 Helpful Information
- 4 Graduate Programs
- 6 Tuition Information
- 8 Course Schedule
- 16 Contact Information
- 19 Registration Form

## Take a Look at Our New Schedule!

This schedule has been redesigned to help you quickly find courses for the upcoming term, as well as contact information for help with financial aid, academic advising, library services, writing assistance, and much more.

For degree requirements, course descriptions, and all other university and graduate school information, refer to the graduate catalog of the year you began graduate study, available online at [www.umuc.edu/catalog](http://www.umuc.edu/catalog).

## Not a Current Student?

Contact an enrollment specialist at **800-888-UMUC** or [enroll@umuc.edu](mailto:enroll@umuc.edu). See p. 4 for a full list of graduate programs and apply online at <https://my.umuc.edu>.

# SUMMER HIGH

## FACULTY SPOTLIGHT

### Master of Distance Education Wins International Accreditation

**Dr. Stella Porto** and Dr. Bernath (Oldenburg University) were on a mission. For more than a year, they and their colleagues navigated a rigorous review and audit process to win CEL accreditation for UMUC's Master of Distance Education (MDE) program, the first U.S. program to earn the prestigious designation. CEL accreditation is granted by the European Foundation for Management Development (EFMD) and represents the highest international standard for technology-enhanced learning programs in the field of management education.



"It's quite an important credential," said Dr. Porto, chair of the Information and Technology Systems Department and director of the MDE program. "It validates our commitment to quality assurance and technical enhancement."

The MDE program, offered in partnership with Oldenburg University in Germany, has been honored with two other prestigious awards—the UCEA award for Program of Excellence within the Distance Education Community of Practice and the Sloan-C award for Most Outstanding Online Teaching and Learning Program. For more information about the MDE program, visit [www.umuc.edu/grad/mde](http://www.umuc.edu/grad/mde).

## RECOGNITION

UMUC's Master of Distance Education (MDE) program has received **EFMD CEL accreditation** for its effective teaching and learning process. See the faculty spotlight for more on this announcement.

UMUC's Master of Science in biotechnology studies program was honored by the University Continuing Education Association (UCEA) as "**Best Developed Program**" of 2006 for establishing new and innovative programs utilizing one or more forms of instruction at a distance.

The International Council for Open and Distance Education selected UMUC for its 2006 **Prize of Excellence** for "the highest possible excellence in the fields of open, distance, virtual, and flexible learning."

The Department of Homeland Security and the National Security Agency (NSA) have designated UMUC a **National Center of Excellence** in information assurance education.

## Teacher Takes Technology to Class

**UMUC Master of Education Helps Local Teachers Enhance Education**

When **Matthew Shuman** heard about UMUC's Master of Education program and its unique partnership with local schools, he realized it was the ideal way to earn his master's degree. In spring 2006, UMUC established the partnership with Montgomery County public schools in Maryland, offering the Master of Education to teachers in a special cohort format that brought them together in small groups throughout the course of study, from their first class to graduation. The format appealed to Shuman.

"I heard about the program from a colleague and decided it would be great to work on my degree alongside her and a group of other teachers who have similar needs and demands in their careers," said Shuman. He was also drawn to the convenience of UMUC's online classes. "Since all the program courses are online, I have the flexibility to complete my master's degree while also juggling everything else in my life."

Shuman, an instrumental and general music teacher at Stedwick Elementary and Whetstone Elementary schools, is especially interested in the program's specialization in instructional technology, which focuses on ways to use the Internet, software applications, and other forms of multimedia as learning resources in the classroom. Shuman plans to use the degree to pursue a career in instructional technology application in the Montgomery County school system. In the meantime, he's already putting the skills he has learned to work.

"The Web-based design class has been particularly interesting and very innovative," says Shuman. "All the courses provide skills I can apply to my job right now while also preparing me for the future. Being able to use what I'm learning has really motivated me to work hard and complete my degree."

Learn about the Master of Education degree program at [www.umuc.edu/grad/omed](http://www.umuc.edu/grad/omed).

MATTHEW SHUMAN

COVER PHOTOGRAPH AND ABOVE BY DANUTA OTFINOWSKI

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**UMUC is committed to ensuring equal access and opportunity for all individuals. See these additional policies and procedures on the inside back cover.**

# IMPORTANT DATES

Visit [www.umuc.edu/calendar](http://www.umuc.edu/calendar) for up-to-date information. Check [www.umuc.edu/weather](http://www.umuc.edu/weather) for class cancellations in inclement weather or other emergency situations. See inside back cover or visit [www.umuc.edu/locate](http://www.umuc.edu/locate) for UMUC course and service locations and phone numbers.

## TERM DATES\*

### SUMMER 2007

Standard	May 29–August 6
MBA	May 14–August 12

### FALL 2007

Standard	September 4–December 18
MBA	September 3–December 9

## EXECUTIVE PROGRAMS

The following Executive Programs will start on October 6, 2007:

Executive Program for the Master of Business Administration

Executive Program for the Master of Science in information technology

Executive Program for the Master of Science in technology management

Executive Program for the Certificate for Chief Information Officers

## NONCREDIT COURSES

May 29–July 2 (Session 1)  
July 3–August 6 (Session 2)  
UCSP 611

May 14–June 17  
UCSP 611A

May 29–July 23  
UCSP 620  
UCSP 621  
UCSP 630

## REGISTRATION DATES

### ONLINE AND PHONE REGISTRATION

With no late fee:  
February 5–May 21  
(until May 14 for MBA)  
With \$30 late fee:  
May 22–May 29  
(Phone registration via IRIS is available daily, 6 a.m.–9 p.m.)

### MAIL-IN AND FAX-IN

February 5–May 14

### WALK-IN REGISTRATION

#### Adelphi

Student and Faculty Services Center  
February 5–May 21, regular office hours

#### Dorsey Station

February 5–May 21, regular office hours

#### UMUC at Shady Grove

February 5–May 21, regular office hours

#### Waldorf Center for Higher Education

February 5–May 21, regular office hours

### LATE WALK-IN REGISTRATION

#### Adelphi

Student and Faculty Services Center  
May 22–May 29, regular office hours

#### Dorsey Station

May 22–May 29, regular office hours

#### UMUC at Shady Grove

May 22–May 29, regular office hours

## Waldorf Center for Higher Education

May 22–May 29, regular office hours

## WITHDRAWAL DEADLINE

### SUMMER 2007

Standard	July 23
MBA	July 29

## HOLIDAYS

May 28  
July 4

## DIPLOMA AND CERTIFICATE APPLICATION DEADLINES

For August 2007	June 15
For December 2007	October 1
For May 2008	February 15

## FINANCIAL AID DEADLINE

For summer 2007	April 1
For fall 2007	June 1
For spring 2008	November 1

## COMMENCEMENT

May 17, 2008

\*Doctoral courses follow a different schedule. Information on doctoral program dates may be obtained from the program director. Contact information is on p. 16.



# HELPFUL INFORMATION

On your path to a graduate degree or certificate, UMUC is with you every step of the way. Below, find the support you need to help you succeed throughout your program.

## Your First Stop

### MyUMUC Portal

Register for courses, pay tuition, apply for financial aid, and much more through the MyUMUC student portal, available at <https://my.umuc.edu>. For details, visit the MyUMUC Student Information Center at [www.umuc.edu/myumuc](http://www.umuc.edu/myumuc).

## Student Services

### Academic Advising

UMUC graduate advising can help you stay on track during your program. Contact an advisor at **800-888-UMUC** or [gradinfo@umuc.edu](mailto:gradinfo@umuc.edu). Advising is available at the following Maryland locations:

Adelphi: **800-888-UMUC**

UMUC at Shady Grove: **301-738-6090**

For information about first courses for your program and noncredit courses, see p. 8.

### Career Services

Career planning assistance and resources for job searching, résumé writing, and many other services, plus job listings are available through the Office of Career Services at [www.umuc.edu/careerservices](http://www.umuc.edu/careerservices). For more information, call **800-888-UMUC, ext. 6785**.

### Computer Labs

If you are a UMUC student with a current ID, you have access to computer labs at Adelphi, Arundel Mills, Dorsey Station, UMUC at Shady Grove, and Waldorf Center. Call the individual site for lab hours. For phone numbers, see inside back cover or visit [www.umuc.edu/locate](http://www.umuc.edu/locate).

### Financial Services

Learn about many available financial aid options and how to apply at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid). For assistance, call **800-888-UMUC, ext. 7510** or send an e-mail to [gradfinaid@umuc.edu](mailto:gradfinaid@umuc.edu).

### Payment Options

Find out about UMUC's convenient monthly installment payment plan and explore other options, such as employer-provided tuition assistance, at [www.umuc.edu/payoptions](http://www.umuc.edu/payoptions).

### Students with Disabilities

If you require any special accommodations because of a temporary or permanent disability, contact the director of Veterans and Disabled Student Affairs four to six weeks prior to the start of each term at **800-888-UMUC, ext. 7930** (or **301-985-7466** TTY) or [vdsa@umuc.edu](mailto:vdsa@umuc.edu).

### Students in the Military

UMUC offers special tuition benefits, financial support, and other programs for active-duty military servicemembers and their spouses, regardless of residency. To learn about scholarships available to military students and spouses and to apply, visit [www.umuc.edu/milscholarships](http://www.umuc.edu/milscholarships).

### Textbooks

Textbooks and course materials are available through MBS Direct and the University Book Center/Barnes & Noble in College Park, Maryland. Visit [www.umuc.edu/textbooks](http://www.umuc.edu/textbooks) for details about ordering online or in person. To order textbooks by phone, call MBS Direct at **800-325-3252**.

## Academic Resources

### Library Services

Extensive library resources and services are available online 24 hours a day, seven days a week. To speak with a librarian, call **800-888-UMUC, ext. 7209** during library hours or **800-295-2084** after hours. For more information and a complete list of library services, visit [www.umuc.edu/library](http://www.umuc.edu/library).

### Technical Requirements for Online Courses

UMUC online graduate courses require a minimum level of computer hardware and software. View the list of minimum technical requirements at [www.umuc.edu/gradtech](http://www.umuc.edu/gradtech). For WebTycho assistance, call **800-807-4862** or send an e-mail to [webtychosupport@umuc.edu](mailto:webtychosupport@umuc.edu).

### Writing Assistance

Receive feedback on your writing assignments from expert advisors and use online writing and research resources through the Effective Writing Center at [www.umuc.edu/writing-center](http://www.umuc.edu/writing-center) or contact a writing center advisor at [writingcenter@umuc.edu](mailto:writingcenter@umuc.edu).

# GRADUATE PROGRAMS

UMUC's graduate programs have a real-world focus that combines theory with practice. Almost all are offered online, so that busy adults can earn credit from anywhere in the world.

## DOCTORAL PROGRAM

### DOCTORAL DEGREE PROGRAM

Doctor of Management\*

- Information technology management
- International operations management
- Organizational processes management
- Security management
- Technological systems management

## BUSINESS AND EXECUTIVE PROGRAMS

### MASTER'S DEGREE PROGRAMS

Global Master of Business Administration\*\*

Master of Business Administration

Master of International Management

### EXECUTIVE MASTER'S DEGREE PROGRAMS

Master of Business Administration\*

Master of Science in information technology\*

Master of Science in technology management\*

### EXECUTIVE DUAL DEGREE PROGRAM

Master of Science in technology management/Master of Business Administration

### CERTIFICATE PROGRAMS

Global Management

International Marketing

International Trade

### EXECUTIVE CERTIFICATE PROGRAM

Chief Information Officer (CIO)\*

## INFORMATION AND TECHNOLOGY SYSTEMS PROGRAMS

### MASTER'S DEGREE PROGRAMS

Master of Distance Education

Master of Science in biotechnology studies

- Bioinformatics practice
- Master of Science in computer systems management
- Applied computer systems
- Database systems technologies
- Homeland security management
- Information assurance
- Information resources management
- Software development management
- Master of Science in e-commerce
- Master of Science in environmental management
- Energy resources management and policy development
- Master of Science in information technology
- Master of Science in technology management
- Energy resources management and policy development
- Homeland security management
- Project management
- Technology systems management
- Master of Science in telecommunications management
- Master of Software Engineering

### CERTIFICATE PROGRAMS

Applied Computer Systems  
Bioinformatics  
Biotechnology Management  
Database Systems Technologies  
Distance Education and Technology  
Distance Education in Developing Countries  
Electronic Commerce (E-commerce)  
Energy Resources Management and Policy Development  
Environmental Management  
Foundations of Distance Education  
Homeland Security Management  
Information Assurance  
Information Resources Management  
Information Technology  
Library Services in Distance Education  
Project Management  
Software Development Management  
Software Engineering  
Teaching at a Distance  
Technology Systems Management  
Telecommunications Management  
Training at a Distance

\* Offered online with mandatory residencies or course meetings at UMUC headquarters in Adelphi, Maryland.

\*\* Requires study trip.

## MANAGEMENT, ACCOUNTING, AND FINANCE PROGRAMS

### MASTER'S DEGREE PROGRAMS

Master of Science in accounting and financial management

Master of Science in accounting and information technology

Master of Science in financial management and information systems

Master of Science in health administration informatics

Master of Science in health care administration

Master of Science in management

- Accounting
- Advertising
- Energy resources management and policy development
- Financial management
- Health care administration
- Homeland security management
- Human resource management
- Interdisciplinary studies in management
- Management information systems
- Marketing
- Nonprofit and association management
- Procurement and contract management
- Project management
- Public relations

### CERTIFICATE PROGRAMS

Accounting

Accounting and Information Technology

Advertising

Financial Management in Organizations

Foundations for Human Resource Management

Health Care Administration

Integrated Direct Marketing

Integrative Supply Chain Management

Leadership and Management

Nonprofit and Association Financial Management

Procurement and Contract Management

Public Relations

Systems Analysis

## TEACHER EDUCATION PROGRAMS

### MASTER'S DEGREE PROGRAM

Master of Education

### READING STRAND

Elementary and Secondary Reading Courses

### CERTIFICATION PROGRAM

Alternative Teacher Preparation (Resident Teacher Certification)

### DUAL DEGREE PROGRAMS

Master of Business Administration/Master of International Management

Master of Science in accounting and financial management/Master of Science in management

Master of Science in accounting and information technology/Master of Science in accounting and financial management

Master of Science in accounting and information technology/Master of Science in management

Master of Science in e-commerce/Master of Business Administration

Master of Science in health care administration/Master of Business Administration

Master of Science in management/Master of Business Administration

Master of Science in technology management/Master of Business Administration

## National Leadership Institute

The National Leadership Institute (NLI) at UMUC provides programs that develop the leadership skills and abilities of high-potential managers and executives. Typical clients for these noncredit executive education programs are mid- to senior-level managers, from either the corporate, nonprofit, or government sector, who want to effect a positive transformation within their professional and personal lives.

Participants receive a comprehensive assessment of their leadership skills and perspectives, learn how their behavior affects others, engage in experiential exercises that demonstrate leadership behaviors, and leave the program with a workable leadership development plan.

NLI is a network associate of the Center for Creative Leadership (CCL)\*, recognized worldwide as the preeminent organization devoted to leadership training and research.

NLI's wide range of leadership development programs include

- The Leadership Development Program (LDP)\*
- The Foundations of Leadership
- Online Leadership Assessment Program (OLAP)\*
- Negotiating Conflict
- Custom-designed programs
- Executive coaching

More information may be obtained by calling the business development office at 877-999-7195, or by sending e-mail to [nli@umuc.edu](mailto:nli@umuc.edu). Schedule, registration, and pricing information is also available online at [www.umuc.edu/nli](http://www.umuc.edu/nli). NLI is on the GSA/MOBIS Schedule (GS#10F-0357N); please call 301-985-7913 before registering.

# TUITION INFORMATION

One of the key values that drives UMUC is affordability. Not only does UMUC make sure that the tuition rates listed below are competitive, the university also helps you find ways to afford the cost of your education.

Tuition rates are subject to the approval of the University System of Maryland (USM) Board of Regents. They may be changed, or other charges may be included, as a result of the Board of Regents decisions.

Notwithstanding any other provision of this or any other university publication, the university reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the university and the USM Board of Regents.

## Tuition and Fees

### Due at Time of Registration

All tuition and fees are due at the time of registration, unless you are enrolled in UMUC's interest-free monthly payment plan (see p. 7 for information) or you are receiving financial aid or employer-provided tuition assistance. If you register by

Registration Method	Payment Due Date
Online via MyUMUC	Payment is due with registration or must be submitted by mail the day of registration
Phone via IRIS	IRIS will give you a payment due date
Mail, fax, or in person	Payment must accompany your registration

If payment for registration via MyUMUC or IRIS is not received by the due date, your registration may be canceled (unless you are receiving financial aid or employer-provided tuition assistance or have enrolled in the monthly payment plan). *Note:* Not paying for a course does not relieve you of your financial obligation to the university.

### Mandatory Technology Fee

A technology fee per unit of credit must be paid at the time of registration. The fee is capped at \$120 per year (which runs summer/fall/spring). See Additional Fees for details.

#### AVAILABLE METHODS OF PAYMENT

Payment may be made by cash (at Adelphi only), check, money order, MasterCard, or Visa. Checks should be payable to University of Maryland University College. Credit card payments are subject to credit approval immediately after registration. Registration payments—whether made by cash, check, money order, or credit card—are final and may not be replaced by any type of tuition assistance. The tuition and fees listed are those in effect at the time of publication, but are subject to change.

### Graduate Tuition per Credit

#### STANDARD GRADUATE COURSES

Maryland residents	\$389
Nonresidents	\$634
Active-duty military and spouses*	\$389

#### SPECIAL TUITION COURSES

GMBA courses (regardless of residency, plus \$3,000 per trip—excluding round-trip international transportation to the country of destination)	\$667
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#### MBA COURSES

(regardless of residency)	\$667
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#### DOCTOR OF MANAGEMENT

700-level courses (regardless of residency)	\$950
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*Note:* Golden ID benefits may not be applied to GMBA or MBA courses or to 700-level courses for the Doctor of Management.

#### GRADUATE TUITION PER PROGRAM FOR EXECUTIVE PROGRAMS

*Note:* Tuition for graduate Executive Programs generally includes the cost of tuition, books, library skills course, instructional materials, and an international study trip—except for airfare. Neither tuition remission for USM employees nor Golden ID benefits may be used for the Executive Programs.

MASTER OF BUSINESS ADMINISTRATION	\$43,400
<i>Tuition is payable on the following schedule:</i>	
\$6,200 before each seminar**	

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY	\$31,525
<i>Tuition is payable on the following schedule:</i>	
\$5,254 before each seminar**	

MASTER OF SCIENCE IN TECHNOLOGY MANAGEMENT	\$31,525
<i>Tuition is payable on the following schedule:</i>	
\$5,254 before each seminar**	

CERTIFICATE FOR CHIEF INFORMATION OFFICERS (CIO)	\$21,016
<i>Tuition is payable on the following schedule:</i>	
\$5,254 before each seminar**	

\* Spouses and some dependent children of active-duty military personnel are eligible for the Maryland resident tuition rate. In addition, some dependent children and veterans may be eligible for the Maryland resident tuition rate.

\*\* A deposit of \$500 is required after applications are accepted to reserve a place in the class. The balance of the first tuition payment is due before the start of Seminar I.



## GRADUATE TUITION PER NONCREDIT COURSE

UCSP 611 Introduction to Graduate Library Research Skills	\$75
UCSP 620 Financial Accounting	\$225
UCSP 621 Economics	\$225
UCSP 630 Introduction to Research Methods	\$225

*Note:* Financial aid, the Golden ID program, and USM remission of fees may not be applied to noncredit courses.

## Additional Fees

APPLICATION (NONREFUNDABLE)	
Doctor of Management	\$100
All other graduate programs	\$50
DIPLOMA APPLICATION (NONREFUNDABLE)	
For both degrees and certificates	\$50
TECHNOLOGY FEE*	
Per semester hour for credit courses	\$5
LATE REGISTRATION	\$30
TRANSCRIPTS	\$5

*Note:* The Board of Regents has authorized the university to charge a student's delinquent account for all collection costs incurred by the university. The normal collection fee is 17 percent plus attorney and court costs. The service charge for a dishonored check is \$25. Requests for services (for example, transcripts, diplomas, withdrawals) will be denied until all debts are paid.

All graduate students are required to pay graduate tuition for all graduate courses in which they are enrolled.

## Payment Options

### Monthly Tuition Payment Plan

UMUC offers an interest-free, monthly tuition-payment plan. The plan allows you to spread all or part of your tuition bills into monthly installments on a term basis, thus providing greater financial flexibility. All UMUC students are eligible to participate in the payment plan, regardless of financial need. More information may be found online at [secure.tuitionpayenroll.com](http://secure.tuitionpayenroll.com) or by calling Tuition Pay at 800-635-0120.

### Other Payment Options

Find detailed information about other payment options and assistance at the Web pages listed below.

EMPLOYER-PROVIDED ASSISTANCE  
[www.umuc.edu/payoptions](http://www.umuc.edu/payoptions)

FINANCIAL AID AWARDS  
[www.umuc.edu/financialaid](http://www.umuc.edu/financialaid)

VETERANS BENEFITS  
[www.umuc.edu/vabenefits](http://www.umuc.edu/vabenefits)

## Refund Policy

The official date used to determine a refund is either the date of the transaction, the date the withdrawal form is filed at the Information Desk at the Student and Faculty Services Center, or the postmarked date on a written request. The official date for federal financial aid recipients is the last date of class attendance as determined by federal regulations. Additional information is available online at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid).

Financial aid awards may be canceled or reduced for financial aid recipients who withdraw from classes. Financial aid recipients should check with a financial aid advisor when withdrawing from a course to determine the impact on their awards.

*Note:* No refunds are given for technology fees or tuition for noncredit courses after the official start date of class.

## Refund for Course Cancellations

The university refunds 100 percent of tuition and technology and registration fees for courses canceled by the university. The application fee is nonrefundable, even when a course is canceled.

## Refund for Student Withdrawals

### Tuition is refunded as follows:

100%	Withdrawal before the class start date
75%	Withdrawal 1–13 calendar days after a class starts
50%	Withdrawal 14–20 calendar days after a class starts
0%	Withdrawal 21 or more calendar days after a class starts

*Note:* This policy applies only to students not receiving federal financial aid.

## Federal Return of Funds Policy

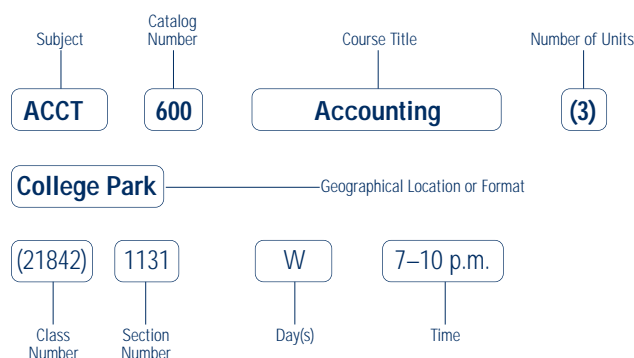
If you are receiving federal financial aid, you must follow the university's withdrawal procedures outlined in the graduate catalog. The federal return of funds policy may also be found at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid). For additional information, contact Student Financial Services by phone at 800-888-UMUC, ext. 7510 or by e-mail at [gradfinaid@umuc.edu](mailto:gradfinaid@umuc.edu).

\* Technology fee does not apply to GMBA, MBA, DM, and Executive Program courses. Fee is capped at \$120 per year.

# COURSE SCHEDULE

In this section you will find all the graduate courses offered during the summer 2007 term. Courses are organized in alphanumeric order by subject.

## KEY TO COURSE LISTINGS



ACCT 608 Fraud Examination and Accounting Ethics (3)

*Online*

(50841) 9040

ACCT 610 Financial Accounting (3)

*Online*

(51038) 9040

ACCT 611 Management Accounting (3)

*Online*

(50842) 9040

ACCT 613 Federal Income Taxation (3)

*Online*

(50843) 9040

ACCT 614 Accounting Information Systems (3)

*Online*

(50844) 9040

ADMN 640 Information Systems for Managers (3)

*Online*

(50845) 9040

ADMN 641 Information Systems Management and Integration (3)

*Online*

(50846) 9040

ADMN 645 Information Technology, the CIO and Organizational Transformation (3)

*Online*

(51441) 9040

AMBA 600 MBA Fundamentals (1)

*Online*

(50848) 9040

## TAKING GRADUATE COURSES

### First Courses for Your Program

To determine which course you should take first in your graduate program, go to [www.umuc.edu/catalog](http://www.umuc.edu/catalog) and see the course requirements for your program. The non-credit course UCSP 611 Introduction to Graduate Library Research Skills is required for all UMUC graduate students within the first 6 credits of graduate study. The 3-credit elective COMM 600 Academic Writing for Graduate Students is also recommended near the beginning of your program to help you strengthen your academic writing skills.

### Noncredit Courses

Several noncredit courses are available to help you build valuable skills to complete your graduate program successfully. See the complete list at [www.umuc.edu/grad/noncred](http://www.umuc.edu/grad/noncred).

### Mandatory Course Evaluations

Students taking online courses must complete course evaluations at the end of each semester. The evaluation notice will appear on class screens about 21 days before the end of the semester. You will have approximately one week to complete the evaluation until access to the Class Menu will be locked. After you complete the evaluation, access to the Class Menu will resume.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

AMBA 600C MBA Fundamentals (1)

*Dorsey Station/Online Hybrid \**

(51168) 7631 W 6:30–9:30 p.m.

(51365) 7632 W 6:30–9:30 p.m.

*College Park/Online Hybrid \**

(51412) 1121 Tu 6:30–9:30 p.m.

(51413) 1122 Tu 6:30–9:30 p.m.

(51414) 1123 Tu 6:30–9:30 p.m.

AMBA 601 The Role of Managers and Organizations in Society (6)

*Online*

(50856) 9011

AMBA 601C The Role of Managers and Organizations in Society (6)

*Dorsey Station/Online Hybrid \**

(51411) 7611 M 6:30–9:30 p.m.

*College Park/Online Hybrid \**

(51415) 2311 M 6:30–9:30 p.m.

(51416) 2312 M 6:30–9:30 p.m.

(51417) 2313 M 6:30–9:30 p.m.

AMBA 602 The Dynamics of Individuals and Groups at Work (6) ▼

*Online*

9081

9082

9083

9084

9085

9086

9087

9088

9089

9090

9091

9092

9093

9094

9095

AMBA 602C The Dynamics of Individuals and Groups at Work (6) ▼

*Dorsey Station/Online Hybrid \**

7621 Tu 6:30–9:30 p.m.

*College Park/Online Hybrid \**

2301 Th 6:30–9:30 p.m.

2302 Th 6:30–9:30 p.m.

2303 Th 6:30–9:30 p.m.

AMBA 602D The Dynamics of Individuals and Groups at Work (6) ▼

*Online*

9040

AMBA 603 The Marketing of New Ideas (6) ▼

*Online*

9071

9072

9073

9074

9075

9076

9077

9078

AMBA 603C The Marketing of New Ideas (6) ▼

*College Park/Online Hybrid \**

1131 W 6:30–9:30 p.m.

1132 W 6:30–9:30 p.m.

AMBA 603D The Marketing of New Ideas (Dual) (6) ▼

*Online*

9040

AMBA 604 Technology and Operations Management (6) ▼

*Online*

9061

9062

9063

9064

9065

9066

9067

AMBA 604C Technology and Operations Management (6) ▼

*Dorsey Station/Online Hybrid \**

7631 W 6:30–9:30 p.m.

*College Park/Online Hybrid \**

2361 Tu 6:30–9:30 p.m.

AMBA 604D Technology and Operations Management (6) ▼

*Online*

9040

AMBA 605 Economics of Management Decisions (6) ▼

*Online*

9051

9052

9053

9054

9055

9056

9057

AMBA 605C Economics of Management Decisions (6) ▼

*Dorsey Station/Online Hybrid \**

7621 Tu 6:30–9:30 p.m.

*College Park/Online Hybrid \**

2351 Th 6:30–9:30 p.m.

AMBA 605D Economics of Management Decisions (Dual) (6) ▼

*Online*

9040

AMBA 606 Organizations and the External Environment (6) ▼

*Online*

9041

9042

9043

9044

9045

9046

AMBA 606C Organizations and the External Environment (6) ▼

*College Park/Online Hybrid \**

2341 W 6:30–9:30 p.m.

2342 W 6:30–9:30 p.m.

AMBA 606D Organizations and the External Environment (6) ▼

*Online*

9040

AMBA 607 Strategy (6) ▼

*Online*

9031

9032

9033

9034

9035

9036

\* Hybrid sections meet some weeks on-site and the remaining weeks online.

▼ Note: Continuing students will be registered for AMBA 602/602C through AMBA 607/607C by Graduate Advising. Returning MBA students should contact Graduate Advising at 800-888-UMUC to re-enroll.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

# COURSE SCHEDULE

AMBA 607A Strategic Management (3) ▼  
*Online*

9041

AMBA 607C Strategy (6) ▼  
*College Park/Online Hybrid \**

2331 Tu 6:30–9:30 p.m.

2332 Tu 6:30–9:30 p.m.

BIOT 601 Molecular Biology for Business Managers (3)

*Online*

(50892) 9040

BIOT 610 Introduction to Bioinformatics (3)  
*Online*

(50893) 9040

BIOT 640 Societal Issues in Biotechnology (3)  
*Online*

(50894) 9040

BIOT 641 Commercializing Biotechnology in Early-Stage Ventures (3)

*Online*

(50895) 9040

BIOT 642 Selection and Evaluation of Biotechnology Projects (3)

*Online*

(50896) 9040

BIOT 643 Techniques of Biotechnology (3)  
*Online*

(50897) 9040

BIOT 644 Biotechnology and the Regulatory Environment (3)

*Online*

(50898) 9040

BIOT 645 The Business of Biotechnology (3)  
*Online*

(51110) 9040

BIOT 681 Bioterrorism and Biosecurity (3)  
*Online*

(50899) 9040

BIOT 682 Biotechnology Practicum (3)  
*Shady Grove Center*

(51436) 5151 10 a.m.–4 p.m.

This is a 10-day intensive course. Class meets from 6/8/07 to 6/18/07, with no class on 6/17/07.

COMM 600 Academic Writing for Graduate Students (3)

*Online*

(51079) 9040

CSMN 601 Issues, Trends and Strategies for Computer Systems Management (3)

*College Park*

(51177) 1131 W 6–10 p.m.

*Online*

(50900) 9040

CSMN 611 Computer Organization (3)  
*Online*

(50902) 9040

CSMN 612 Operating Systems (3)  
*Online*

(50903) 9040

CSMN 617 Principles of Programming Languages (3)

*Online*

(50904) 9040

CSMN 635 Systems Development and Project Control (3)

*Online*

(50905) 9040

CSMN 655 Information Risk Assessment and Security Management (3)

*Online*

(50907) 9040

CSMN 661 Relational Database Systems (3)  
*College Park*

(51178) 1111 M 6–10 p.m.

*Online*

(50909) 9040

CSMN 662 Advanced Relational/Object-Relational Database Systems (3)

*Online*

(50911) 9040

CSMN 681 Cryptology and Data Protection (3)  
*Online*

(50912) 9040

CSMN 683 Intrusion Detection, Incident Response, and Computer Forensics (3)

*Online*

(50913) 9040

CSMN 685 Security Policy, Ethics, and the Legal Environment (3)

*Online*

(50914) 9040

DMGT 720 Research Methods for Management Decision Making (3)

*Online*

(51067) 9040

DMGT 740 Managing in the Global Environment (3)

*Online*

(51371) 9040

DMGT 770 Integrated Research in Management (3)

*Online*

(50916) 9040

DMGT 791 Dissertation Research Proposal (3)  
*Online*

(51092) 9040

DMGT 792 Dissertation Research: Stakeholder Paper (3)

*Online*

(50917) 9040

DMGT 793 Dissertation Research (3 or 6)  
*Online*

(50918) 9040

DMGT 799 Dissertation Research (1)  
*Online*

(51525) 9040

ECOM 610 Introduction to E-Commerce (3)  
*Online*

(50919) 9040

\* Hybrid sections meet some weeks on-site and the remaining weeks online.

▼ Note: Continuing students will be registered for AMBA 602/602C through AMBA 607/607C by Graduate Advising. Returning MBA students should contact Graduate Advising at 800-888-UMUC to re-enroll.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

ECOM 620 E-Marketing (3) <i>Online</i> (50922) 9040	ENER 646 Environmental/Energy Law and Policy Development (3) <i>Online</i> (50932) 9040	FIN 620 Capital Markets, Institutions, and Long-Term Financing (3) <i>College Park</i> (51428) 1141 Th 6–10 p.m. <i>Online</i> (51049) 9040
ECOM 630 Information Risk Assessment and Security Management (3) <i>Online</i> (50924) 9040	ENVM 641 Environmental Auditing (3) <i>Online</i> (50933) 9040	FIN 630 Investment Valuation (3) <i>Online</i> (51051) 9040
ECOM 640 Internet Principles and Applications (3) <i>Online</i> (50925) 9040	ENVM 643 Environmental Communications and Reporting (3) <i>Online</i> (50934) 9040	FIN 640 Multinational Financial Management (3) <i>Online</i> (51053) 9040
ECOM 650 E-Commerce Applications and Operations (3) <i>Online</i> (50926) 9040	ENVM 646 Environmental/Energy Law and Policy Development (3) <i>Online</i> (50936) 9040	FIN 670 Strategic Financial Management (3) <i>Online</i> (51526) 9040
ECOM 660 E-Commerce Financial Management and Accounting (3) <i>Online</i> (51069) 9040	ENVM 647 Environmental Risk Assessment (3) <i>Online</i> (50937) 9040	GMBA 600 GMBA/IMAN Fundamentals (1) <i>College Park/Online Hybrid *</i> (51184) 1141 Th 6:30–9:30 p.m. <i>Online</i> (50939) 9040
ECOM 670 Social, Legal, Ethical, and Regulatory Issues (3) <i>Online</i> (50927) 9040	ENVM 648 Fundamentals of Environmental Systems (3) <i>Online</i> (51575) 9040	GMBA 653 Information Systems and Technology for Global Operations (3) <i>Online</i> (51070) 9040
ECOM 671 E-Commerce Capstone (3) <i>Online</i> (50929) 9040	ENVM 670 Seminar in Environmental Management (3) <i>Online</i> (50938) 9040	HAİN 661 Health Administration Informatics (3) <i>Online</i> (51529) 9040
ECOM 680 E-Commerce Application Software (3) <i>Online</i> (50930) 9040	FIN 610 Financial Management in Organizations (3) <i>College Park</i> (51183) 1121 Tu 6–10 p.m. (51840) 1111 M 6–10 p.m. <i>Online</i> (51044) 9040	HAİN 670 Health Administration Informatics Capstone (3) <i>Online</i> (51373) 9040
ECOM 681 Introduction to Electronic Government (3) <i>Online</i> (51408) 9040	FIN 615 Financial Management of Current Operations (3) <i>Online</i> (51047) 9040	HCAD 600 Introduction to Health Care Administration (3) <i>Online</i> (50940) 9040
ENER 603 Energy Infrastructure Management (3) <i>Online</i> (51831) 9040		

\* Hybrid sections meet some weeks on-site and the remaining weeks online.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).



# COURSE SCHEDULE

HCAD 610 Information Technology for Health Care Administration (3)

*Online*

(51072) 9040

HCAD 620 The U.S. Health Care System (3)

*Online*

(50941) 9040

HCAD 640 Financial Management for Health Care Organizations (3)

*Online*

(50942) 9040

HCAD 650 Legal Aspects of Health Care Administration (3)

*Online*

(51027) 9040

HCAD 660 Health Care Institutional Organization and Management (3)

*Online*

(51106) 9040

HCAD 690 Capstone Course for Health Care Administration (3)

*Online*

(50943) 9040

HRMD 610 Issues and Practices in Human Resource Management (3)

*Online*

(51374) 9040

HRMD 620 Employee Relations (3)

*Online*

(51527) 9040

HRMD 630 Recruitment and Selection (3)

*Online*

(51375) 9040

HRMD 650 Organizational Development and Change (3)

*Online*

(51376) 9040

IMAN 601 Strategic Management in a Global Environment (3)

*College Park*

(51181) 1121 Tu 6–10 p.m.

*Online*

(50944) 9040

IMAN 605 Intercultural Communication and Leadership (3)

*Online*

(51096) 9040

IMAN 610 Economics for Global Managers (3)

*Online*

(51097) 9040

IMAN 625 International Trade and Trade Policy (3)

*Online*

(50946) 9040

IMAN 640 International Marketing Management (3)

*Online*

(51377) 9040

IMAN 645 The International Legal and Tax Environment (3)

*Online*

(51378) 9040

ITSM 620 Concepts in Homeland Security (3)

*Online*

(50947) 9040

ITSM 622 Seminar in Homeland Security Management (3)

*Online*

(51424) 9040

ITSM 624 Physical Security (3)

*Shady Grove Center*

(51437) 5111 M 6–10 p.m.

*Online*

(51100) 9040

ITSM 626 Business Continuity: Disaster Recovery, Planning, and Response (3)

*Online*

(51379) 9040

ITSM 637 IT Acquisitions Management (3)

*Online*

(51101) 9040

ITSM 670 Information Technology Integration and Application (3)

*College Park*

(51179) 1141 Th 6–10 p.m.

*Online*

(50948) 9040

MGMT 610 The Manager in a Technological Society (3)

*College Park*

(51567) 1111 M 6–10 p.m.

(51429) 1121 Tu 6–10 p.m.

*Online*

(51380) 9040

MGMT 620 Leadership, Communication, and Organizational Behavior (6)

*College Park*

(51531) 1111 M 6–10 p.m.

(51430) 1131 W 6–10 p.m.

*Online*

(51381) 9040

MGMT 625 Organizational Communication and Group Development (3)

*College Park*

(51431) 1141 Th 6–10 p.m.

*Online*

(51382) 9040

MGMT 635 Organizational Leadership and Decision Making (3)

*College Park*

(51432) 1111 M 6–10 p.m.

*Online*

(51383) 9040

MGMT 640 Financial Decision Making for Managers (3)

*College Park*

(51433) 1111 M 6–10 p.m.

(51440) 1131 W 6–10 p.m.

*Online*

(51384) 9040

MGMT 645 Legal Aspects of Management (3)

*College Park/Online Hybrid \**

(51578) 1121 Tu 6–10 p.m.

*Online*

(51385) 9040

MGMT 650 Research Methods for Managers (3)

*College Park/Online Hybrid \**

(51434) 1131 W 6–10 p.m.

*College Park*

(51554) 1111 M 6–10 p.m.

(51555) 1141 Th 6–10 p.m.

*Online*

(51386) 9040

\* Hybrid sections meet some weeks on-site and the remaining weeks online.

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

MGMT 670 Strategic Management Capstone (3) <i>College Park</i> (51435) 1131 Th 6–10 p.m. <i>Online</i> (51387) 9040	MSIT 640 Data Communications and Networks (3) <i>College Park</i> (51185) 1141 Th 6–10 p.m. <i>Online</i> (50955) 9040	OMAT 608 Secondary Reading II (3) <i>Online</i> (51410) 9040
MRKT 600 Marketing Management (3) <i>Online</i> (51540) 9040	MSIT 650 Systems Engineering (3) <i>Online</i> (50956) 9040	OMAT 621 Instruction of Reading (3) <i>Online</i> (51389) 9040
MRKT 601 Legal and Ethical Issues in Global Communications (3) <i>Online</i> (51541) 9040	MSIT 660 Internet Technologies (3) <i>Online</i> (50957) 9040	OMDE 601 Foundations of Distance Education (3) <i>Online</i> (50967) 9040
MRKT 602 Consumer Behavior (3) <i>Online</i> (51055) 9040	MSWE 601 Issues in Software Engineering (3) <i>Online</i> (50958) 9040	OMDE 603 Technology in Distance Education (3) <i>Online</i> (50969) 9040
MRKT 606 Integrated Direct Marketing (3) <i>Online</i> (51388) 9040	MSWE 603 Systems Engineering (3) <i>Online</i> (50959) 9040	OMDE 607 Instructional Design and Course Development in Distance Education (3) <i>Online</i> (50970) 9040
MRKT 620 Marketing Principles, Regulation, and Ethical Issues (6) <i>Online</i> (51056) 9040	MSWE 635 Software Systems Development (3) <i>Online</i> (50960) 9040	OMDE 609 Distance Education Systems (3) <i>Online</i> (51442) 9040
MSAF 670 Accounting and Financial Management Capstone (3) <i>Online</i> (51057) 9040	MSWE 640 Software Project Management (3) <i>Online</i> (51102) 9040	OMDE 623 Web-Based Learning and Teaching and the Virtual University (3) <i>Online</i> (50972) 9040
MSIT 610 Foundations of Information Technology (3) <i>Online</i> (50950) 9040	MSWE 645 System and Software Standards and Requirements (3) <i>Online</i> (50961) 9040	OMDE 690 Distance Education Portfolio and Project (3) <i>Online</i> (50974) 9040
MSIT 620 Computer Concepts (3) <i>Online</i> (50952) 9040	MSWE 646 Software Design and Implementation (3) <i>Online</i> (50962) 9040	OMED 600 Foundations of Technology in Teaching and Learning (3) <i>Online</i> (50975) 9040
MSIT 630 Concepts in Software-Intensive Systems (3) <i>Online</i> (50954) 9040	MSWE 647 Software Verification and Validation (3) <i>Online</i> (50963) 9040	OMED 610 Digital Information Literacy for K–12 Educators (3) <i>Online</i> (50976) 9040
	MSWE 648 Software Maintenance (3) <i>Online</i> (50964) 9040	

Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).

# COURSE SCHEDULE

OMED 630 Technology in K–12 Education: Synchronous, Asynchronous, and Multimedia Technologies (3)

*Online*  
(51390) 9040

OMED 640 Using Technology for Instructional Improvement (3)

*Online*  
(51391) 9040

OMED 660 Administration of Technology Initiatives: Planning, Budgeting, and Evaluation (3)

*Online*  
(51392) 9040

PCMS 630 Commercial Transactions in a Technological Environment: Law, Management, and Technology (3)

*Online*  
(51058) 9040

PCMS 631 Integrative Supply Chain Management (3)

*Online*  
(51059) 9040

PMAN 628 Contract Pricing and Negotiations (3)

*Online*  
(51109) 9040

PMAN 634 Program and Project Management (3)

*Online*  
(50977) 9040

PMAN 635 Techniques of Scheduling and Resource Allocation (3)

*Online*  
(50979) 9040

PMAN 636 Legal Aspects of Contracting (3)

*Online*  
(51065) 9040

PMAN 637 Risk Management: Tools and Techniques (3)

*Online*  
(50980) 9040

PMAN 638 Communication, Negotiation, and Conflict Resolution (3)

*Dorsey Station*  
(51426) 7641 Th 6–10 p.m.  
*Online*  
(50981) 9040

PRPA 601 Public Relations Theory and Practice (3)

*Online*  
(50982) 9040

PRPA 610 Crisis Management Seminar (3)

*Online*  
(50983) 9040

TLMN 602 Telecommunications Industry: Structure and Environment (3)

*Online*  
(50984) 9040

TLMN 620 Local Area Networking Systems (3)

*Online*  
(50985) 9040

TLMN 636 Internet Technologies (3)

*Online*  
(51103) 9040

TLMN 645 Wireless Telecommunications Systems (3)

*Online*  
(50986) 9040

TLMN 672 Network and Internet Security (3)

*Online*  
(50987) 9040

TMAN 610 Economics and Financial Analysis (3)

*Online*  
(50988) 9040

TMAN 611 Principles of Technology Management (3)

*Online*  
(50991) 9040

TMAN 613 Marketing Technology-Based Products and Services (3)

*Online*  
(50993) 9040

TMAN 614 Strategic Management of Technology and Innovation (3)

*Online*  
(50995) 9040

TMAN 632 Organizational Performance Management (3)

*Shady Grove Center*  
(51439) 5111 M 6–10 p.m.  
*Online*  
(50998) 9040

TMAN 633 Managing People in Technology-Based Organizations (3)

*Online*  
(51002) 9040

TMAN 636 Knowledge Management (3)

*Online*  
(51030) 9040

TMAN 640 Program and Project Management (3)

*Online*  
(51005) 9040

TMAN 661 Systems Development and Management (3)

*Online*  
(51012) 9040

UCSP 611 Introduction to Graduate Library Research Skills (0)

*Online*  
(51013) 9040  
Class meets from 5/29/07 to 7/2/07.  
(51088) 9060  
Class meets from 7/3/07 to 8/6/07.

UCSP 611A Introduction to Graduate Library Research Skills (0)

*Online*

(51074) 9040

For MBA and GMBA students only. Class meets from 5/14/07 to 6/17/07.

UCSP 620 Financial Accounting (0)

*Online*

(51015) 9040

Class meets from 5/29/07 to 7/23/07.

UCSP 621 Economics (0)

*Online*

(51017) 9040

Class meets from 5/29/07 to 7/23/07.

UCSP 630 Introduction to Research Methods (0)

*Online*

(51018) 9040

Class meets from 5/29/07 to 7/23/07.

XMBA 602 Organizational Leadership, Management of Human Resources, and Business Ethics (6) ✨

*College Park*

1165 Sa 8:30 a.m.–5 p.m.

XMBA 604 Technology and Operations Management (6) ✨

*College Park*

1164 Sa 8:30 a.m.–5 p.m.

XMBA 606 International Business, Trade, and Business Law (6) ✨

*College Park*

1163 Sa 8:30 a.m.–5 p.m.

XMIT 604 Computing and Software Technology (6) ✨

*College Park*

1161 Sa 8:30 a.m.–5 p.m.

✨ *Students in Executive Programs must register through the Executive Program Office.*

*Course descriptions are available on the Web at [www.umuc.edu/grad/courses](http://www.umuc.edu/grad/courses).*

# CONTACT INFORMATION

Looking for answers or assistance? UMUC personnel can help you keep your studies on track—whether you need to find the right course for your program or you want to use academic or student services. The people and offices you need to reach are listed below.

UMUC, Graduate School of Management  
and Technology  
3501 University Boulevard East  
Adelphi, MD 20783  
800-888-UMUC or 301-985-7200

## Graduate School Personnel

### Administration

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### Program Staff

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#### BUSINESS AND EXECUTIVE PROGRAMS DEPARTMENT

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## INFORMATION AND TECHNOLOGY SYSTEMS DEPARTMENT

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## MANAGEMENT, ACCOUNTING, AND FINANCE DEPARTMENT

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## TEACHER EDUCATION DEPARTMENT

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# CONTACT INFORMATION

## Graduate School General Contact Information

Need assistance or other information? Call 800-888-UMUC for all your student needs. Call to speak with a graduate academic advisor who will help you make decisions about your courses and your degree or certificate program. You may also call the Adelphi or UMUC at Shady Grove locations to schedule in-person academic advising.

See p. 3 for additional contact information and Web addresses to help you find the resources and support you need throughout your program.

## Graduate Library and Writing Courses

Students taking COMM 600 Academic Writing for Graduate Students or the non-credit course UCSP 611 Introduction to Graduate Library Research Skills may reach one of the following individuals for assistance and information.

### COMM 600 Academic Writing for Graduate Students

#### ACADEMIC DIRECTORS

Andrew J. Cavanaugh, MA  
[acavanaugh@umuc.edu](mailto:acavanaugh@umuc.edu)  
240-582-2830

Linda B. DiDesidero, PhD  
[ldidesidero@umuc.edu](mailto:ldidesidero@umuc.edu)  
240-582-2830

### UCSP 611 Introduction to Library Research Skills

#### COURSE MANAGER

Julie Arnold, MLS  
[jlarnold@umuc.edu](mailto:jlarnold@umuc.edu)  
301-985-7403

## Other UMUC Departments

#### BOOKSTORES

MBS Direct	800-325-3252
University Book Center/ Barnes & Noble	800-434-6621

Bursar Office (Student Accounts)	301-985-7404
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Career Services	301-985-6785
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#### DISABLED STUDENT SERVICES

Main Number	301-985-7930
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Hearing-Impaired TTY	301-985-7466
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Financial Aid	301-985-7510
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Finance Office	301-985-5500
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Grades, Records, Transcripts	301-985-7236
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Information and Library Services	301-985-7209
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International Student Admissions	301-985-7155
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IRIS (Phone Registration)	800-584-9413
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Literature Requests (e.g., catalogs, schedules of classes, financial aid brochure)	800-888-UMUC
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MyUMUC Support	877-868-2847
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National Leadership Institute	301-985-7195
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Registrar	301-985-7236
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WebTycho Support	800-807-4862
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## UMUC Graduate Course Locations

### Dorsey Station

6865 Deerpath Road  
Elkridge, MD 21075  
443-459-3500

### UMUC Headquarters and UMCP Campus

3501 University Boulevard East  
Adelphi, MD 20783  
800-888-UMUC

### UMUC at Shady Grove

9640 Gudelsky Drive  
Rockville, MD 20850  
301-738-6090

### Waldorf Center for Higher Education

3261 Old Washington Road  
Waldorf, MD 20602  
301-632-2900

For a complete listing of UMUC course and service locations in the United States, as well as site phone numbers, see inside back cover. For hours and directions, visit [www.umuc.edu/locate](http://www.umuc.edu/locate).

# REGISTRATION INSTRUCTIONS

Registering at UMUC is easy, no matter which option you choose. You may register for your courses online or by phone or fill out the registration form on the reverse side and follow the instructions below to register by mail or fax.

Detailed information on the various ways to register (online via MyUMUC, by phone via IRIS, by mail or fax, or on-site) is available online at [www.umuc.edu/register](http://www.umuc.edu/register).

## Army Students

To make use of military tuition assistance, Army students must register via [www.GoArmyEd.com](http://www.GoArmyEd.com). For more information, contact your advisor.

A form is provided on the following pages for those who prefer to mail or fax their registration. (Please note: Online and phone registrations are confirmed immediately; mail and fax registrations require manual processing.)

You may register by fax or mail if

- You have already been admitted to UMUC as a graduate student.
- You are a new student who meets the UMUC admission criteria and has submitted an Application for Admission (available at <https://my.umuc.edu>) with the \$50 application fee.
- All of your financial aid awards are enclosed or have already been confirmed.

You may not register by fax or mail if you are a financial aid applicant without an award letter or a GSL disclosure statement—unless your own payment accompanies the registration form.

## Instructions

1. Complete the registration form, using black ink and printing legibly.
2. Compute the amount due for tuition and fees. (Refer to p. 6 of this schedule or see [www.umuc.edu/tuition](http://www.umuc.edu/tuition).)
3. Be sure to meet the deadlines listed under Important Dates on p. 2 in this schedule.
4. Either fax your registration to 301-985-7364 or mail it to the Registrar's Office—Registration, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783-8075 USA. Fax registrations require that you already be admitted and that you pay by credit card.

UMUC will mail you a statement of your account.

## Schedule Adjustment

After your registration has been processed, you may make changes online or through IRIS. To do so, access MyUMUC at (<https://my.umuc.edu>) or call 800-584-9413 or 301-985-7499. IRIS is available daily from 6 a.m. to 9 p.m. eastern time.

## The Waiting List

If a course is already full at the time of registration, you have the option of placing your name on a waiting list. For information on how the waiting list works, visit [www.umuc.edu/register](http://www.umuc.edu/register). To check on course availability and see if new sections have been added, go to MyUMUC at <https://my.umuc.edu>.

## Other Forms

The following forms can be completed and submitted online through MyUMUC (<https://my.umuc.edu>).

If you are not yet enrolled at UMUC, click on the Prospective Student tab at the top of the page.

- Application for Admission
- Financial Aid
- Registration
- Application for Diploma

## Withdrawals or Dropped Courses

Official withdrawal from a class must occur no later than 14 days before the final class. For information on how to withdraw from a class, see [www.umuc.edu/register](http://www.umuc.edu/register).

Please note: UMUC can honor only withdrawal requests actually received. Failure to withdraw in the required manner will result in the forfeiture of any refund and may result in a failing grade.

Stopping payment on checks for registration fees or not paying at registration does not constitute an official withdrawal or relieve you of your financial obligation to UMUC. Never attending or ceasing to attend classes does not constitute a withdrawal.



## Census Information

4. Dates and locations of your first and last registrations at any branch of the University System of Maryland.

Last \_\_\_\_\_ Date \_\_\_\_\_

Please check all that apply.

- ☐ Financial aid

☐ Interest-free, monthly tuition-payment plan  
(See p. 7 of the Schedule for information.)

☐ Tuition assistance or remission of fees  
(Be sure to enclose your tuition assistance or remission-of-fees form.)

☐ VA Vocational Rehabilitation (Chapter 31)  
Assistance (Be sure to enclose your payment voucher.)

☐ Check or money order  
(Be sure to write your student identification number on the check. Make the check payable to University of Maryland University College.)

☐ Credit card  
(Please provide information below.)

☐ VISA ☐ MasterCard

I also understand and agree that if I enroll in classes offered at military sites, my name, Social Security number, and other information may be released for security purposes.

Enclose this form with payment using attached envelope or fax to 301-985-7364 by registration deadline.

[illegible]

You are responsible for checking to make sure you have the necessary prerequisites for a course and that the course does not duplicate any other course you have taken. **You must list ALL information requested below.** Refer to the Key to Course Listing for guidance. Example:

[illegible]

\* Leave blank if you want standard A, B, C, F grading options; otherwise, indicate audit (AU). Courses required for degree-seeking students may not be taken as an audit.

FOR OFFICE USE ONLY					
PREFIX	COLLEGE	CODE	ID	VS	BC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INITIALS	DATE
_____	_____

# UMUC ACROSS THE U.S.

Sites shown in bold offer on-site graduate courses and services; all other locations listed provide one or multiple services for UMUC students, such as academic advising, library resources, and computer labs. Visit [www.umuc.edu/locate](http://www.umuc.edu/locate) for office hours and directions.

## CALIFORNIA

Coronado Naval Base*	619-995-4127
Point Loma Naval Base*	619-995-4127
San Diego Naval Station*	619-995-4127

## DISTRICT OF COLUMBIA

Bolling Air Force Base*	202-563-3611
Walter Reed Army Medical Center*	202-782-3023

## FLORIDA

Jacksonville Naval Air Station*	904-610-4361
Mayport Naval Station*	904-610-4361

## GEORGIA

Fort Gordon*	706-207-1407
Kings Bay Naval Submarine Base*	904-610-4361

## HAWAII

Camp Smith*	808-223-3741
Coast Guard Honolulu*	808-223-3741
Kaneohe Bay Marine Corps Base*	808-223-3741
Pearl Harbor Naval Station*	808-223-3741
Schofield Barracks*	808-223-3741
Tripler Army Medical Center*	808-223-3741

## MARYLAND

Aberdeen Proving Ground*	410-272-8269
<b>Adelphi (UMUC Headquarters and University of Maryland, College Park)</b>	<b>800-888-UMUC</b>
Andrews Air Force Base*	301-981-3123
Anne Arundel Community College at Arundel Mills†	410-777-1882
Bethesda National Naval Medical Center*	301-654-1377
College of Southern Maryland – LaPlata†	301-934-2251
College of Southern Maryland – Prince Frederick†	301-632-2900
Community College of Baltimore County – Dundalk†	240-723-0435
<b>Dorsey Station</b>	<b>443-459-3500</b>
Fort Detrick*	301-619-2857
Fort Meade*	410-551-0431
Frederick Community College†	301-846-2470
Laurel College Center†	410-772-4162
Patuxent River Naval Air Station*	301-737-3228
Prince George's Community College†	240-723-6529
Southern Maryland Higher Education Center	301-737-2500, ext. 215
<b>UMUC at Shady Grove</b>	<b>301-738-6090</b>
University System of Maryland at Hagerstown	240-527-2711
<b>Waldorf Center for Higher Education</b>	<b>301-632-2900</b>

## SOUTH CAROLINA

Fort Jackson*	706-207-1407
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## TEXAS

Fort Hood*	254-532-9890
Fort Sam Houston*	210-247-7430

## VIRGINIA

Fort Belvoir*	703-781-0059
Fort Myer*	703-696-3070
Henderson Hall, Navy Annex*	703-614-9104
Little Creek Naval Air Base*	757-646-1530
Marine Corps Base Quantico*	703-630-1543
Norfolk Naval Station*	757-646-1530
Oceana Naval Air Station*	757-646-1530
Pentagon*	703-892-5394
Portsmouth Naval Medical Center*	757-646-1530

## WASHINGTON

Bremerton Naval Station*	360-626-3593
Fort Lewis*	360-626-3593
Everett Naval Station*	360-626-3593
Kitsap at Bangor Naval Base*	360-626-3593
Whidbey Island Naval Station*	360-626-3593

\*Site located on a military installation. Open to the general public; call site for access information.

†UMUC representatives visit Maryland community college campuses regularly, but for limited hours.

### Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities, in accordance with UMUC Policy 40.30 Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment ([www.umuc.edu/policy/admin04030.shtml](http://www.umuc.edu/policy/admin04030.shtml)). UMUC does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status (including Vietnam-Era veterans). All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations should be directed to the director of Diversity Initiatives, Office of the President, UMUC, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 800-888-UMUC, ext. 7940).

### Accreditation

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215-662-5606). UMUC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia.



## The Effective Writing Center Can Help You Succeed

UMUC's online Effective Writing Center (EWC) can help you improve your writing—and your grades! In addition to a wealth of online resources available 24 hours a day, seven days a week—including links to sites offering tips on grammar and guidelines to help you understand how your writing projects are graded—the EWC can provide personal feedback from trained writing advisors, paper reviews, and access to on-site writing tutors (through University of Maryland, College Park's, Writing Center). The EWC offers

- Access to UMUC's Online Guide to Writing and Research
- Links to helpful Web sites for student writers
- An online tutorial on how to avoid plagiarism
- Online forms to submit a paper for review
- And much more!

To visit the online Effective Writing Center, go to  
[www.umuc.edu/writingcenter](http://www.umuc.edu/writingcenter).

## IMPORTANT DATES

### Summer 2007

Standard Term  
Starts May 29  
Ends August 6

#### MBA

Starts May 14  
Ends August 12

### Fall 2007

Standard Term  
Starts September 4  
Ends December 18

#### MBA

Starts September 3  
Ends December 9

See p. 2 for more important dates!

University of Maryland University College  
is a constituent institution of the University  
System of Maryland.



## University of Maryland University College

*Graduate School of Management & Technology*  
3501 University Boulevard East  
Adelphi, MD 20783-8030 USA

Our NEW schedule now has fewer pages to help  
you find exactly what you need—*FASTER!*