SPRING 2013
SCHEDULE OF CLASSES
THE GRADUATE SCHOOL
www.umuc.edu
WELCOME FROM THE DEAN

It is my pleasure to welcome you to the spring 2013 term at the Graduate School. This schedule brings you hundreds of classes to help you get started on your first graduate degree program or fulfill your remaining requirements if you are a returning student. Please remember that every UMUC program is supported by a comprehensive group of student services, all developed with one goal in mind: to help you successfully complete your studies in the most efficient way possible for your individual situation.

As part of the university’s commitment to your success, we have decided to close registration for online classes five days before the start of classes to allow you ample time to prepare. In addition, we have extended the period within which you may drop a course with full refund of tuition and nonapplication fees and no record of the registration on your transcript. More information is available at www.umuc.edu/refundpolicy.

The highlights on the next page reflect a few more ways UMUC accommodates different learning needs and different career aspirations. Our newest location—UMUC at Quantico in Stafford, Virginia—brings services and on-site classes to an underserved area, making higher education more convenient for a large military and civilian population. The partnership between Northrop Grumman and our Corporate Learning Solutions group is another example of the way that we can extend the availability of our career-oriented programs. The new intellectual property (IP) certificate introduced last term also extends the reach of the university.

I know you’ll find the right programs and support for your goals here at UMUC.

Sincerely,

Robert C. Goodwin, JD
Acting Vice Provost and Dean
The Graduate School
University of Maryland University College
E-mail: rgoodwin@umuc.edu

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* More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.
PARTNER ON CYBERSECURITY CERTIFICATE

Northrop Grumman Corporation’s Cyber Academy recently announced a new graduate certificate in National and Enterprise Cybersecurity Policy, designed by UMUC specifically for Northrop Grumman employees interested in gaining experience in cybersecurity policy and law. Through a partnership with UMUC’s Corporate Learning Solutions, eligible employees can enroll in the program directly with UMUC, and those who wish to continue their education can apply the 18 credits earned for this certificate to UMUC’s Master of Science in cybersecurity policy.

“The organizational demand for cyber professionals for mission operations is greater than the qualified personnel available. Northrop was able to solve deficits for specific cyber competencies with UMUC’s help by developing a directed technology certificate that complements training currently provided by Northrop’s own Cyber Academy,” explained Pat Delaney, director of Corporate Learning Solutions at UMUC. “We provide one point of contact for Northrop and its employees and have developed a customized Web site where Northrop employees can learn more about the program and enroll.”

Corporate Learning Solutions provides a wide range of education solutions and turnkey programs to partner organizations, including nonprofit and for-profit organizations and membership associations. Companies with unique education requirements can contact Delaney at 301-985-7542.

GRADUATE SCHOOL AND CENTER FOR INTELLECTUAL PROPERTY JOIN FORCES ON NEW CERTIFICATE

In today’s world of digital communication and rapid technological innovation, the question of intellectual property (IP) rights comes up more frequently than ever before. How can creations, technologies, and brand names be protected? What can be used, reproduced, and distributed? The answers to these and many other knotty IP issues have become a specialized area that affects content producers, innovators, researchers, entrepreneurs, advertisers, business owners, librarians, school teachers, publishers, news organizations—in other words, just about all of us.

At UMUC, the Center for Intellectual Property (CIP) has pioneered IP management education and research for more than 10 years, working primarily with academic institutions and libraries all across the country. But now CIP is making its expertise available to individual UMUC students by offering a new postbaccalaureate certificate in Intellectual Property, Digitization, and Digital Media, covering the legal, technical, and business fundamentals of IP management relating to mass digitization, publication, and distribution of IP content in the digital environment.

“This new certificate is a groundbreaking initiative between the Center for Intellectual Property and the Graduate School,” says Kimberly Bonner, JD, executive director of CIP. “The certificate takes an interdisciplinary approach, introducing students to the concept of intellectual property and the IP management skill set needed by technology and information-driven industries in so many sectors of the U.S. and global economies.”

For more information about the new certificate, go to www.umuc.edu/gradcertificate; for more about CIP, go to www.umuc.edu/cip.

UMUC OPENS FULL-SERVICE LOCATION AT QUANTICO

In October, University of Maryland University College (UMUC) opened its newest full-service location in Stafford, Virginia. UMUC at Quantico is located within a new corporate office park, less than one mile from the south gate of Marine Corps Base Quantico. The off-base site was chosen to make civilian access easier while still being convenient for servicemembers on base.

“The mission of UMUC is deeply rooted in meeting the unique educational and professional development needs of adult students,” said James Seibe, UMUC’s senior vice president for partnerships, marketing, and enrollment management. “Our strong ties with military, government, corporate, and community college transfer students allow UMUC to better serve our students in the Stafford and Quantico communities through the delivery of easily accessible student services and on-site instruction.”

UMUC at Quantico staff members are available to guide students through the admission process and offer personalized advising on degree mapping, financial aid, veterans benefits, and more. On-site classes will begin in spring 2013, for undergraduate majors in business administration, computer networks and security, criminal justice, and cybersecurity; graduate programs will include the Master of Business Administration, Master of Science in information technology, and Master of Science in management.

For more information, hours of operation, and directions, visit www.umuc.edu/quantico.

MORE INFORMATION

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.
## 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. Visit [www.umuc.edu/locate](http://www.umuc.edu/locate) for UMUC course and service locations and phone numbers.

### Session Dates for Credit Courses

**Winter 2013**
- MBA session: January 2–March 12
- Executive session: January 2–March 12

**Spring 2013**
- Standard (on-site) February 4–April 29
- Online session 1: January 14–April 8
- Online session 2: February 4–April 29
- Online session 3: February 18–May 12
- MBA session: April 3–June 11
- Executive session: April 3–June 11
- CMBA (one-year MBA) session 1: January 14–February 17
- CMBA session 2: February 25–March 31
- CMBA session 3: April 8–May 12
- CMBA practicum: February 25–May 12
- Doctoral session: January 15–April 16

### Winter/Spring 2013 Registration Dates

Winter/spring 2013 registration is open now. Registration for online classes ends five days before the course start date; for hybrid classes and on-site classes, it ends the day before the course start date.

**Online**
Go to MyUMUC ([https://my.umuc.edu](http://my.umuc.edu)) at any time.

**On-Site**
On-site registration is available during regular office hours at the following locations:
- Arundel Mills
- Dorsey Station
- Hagerstown
- Largo
- Northeast Maryland Higher Education Center
- Shady Grove
- Southern Maryland Higher Education Center
- UMUC at Quantico
- Waldorf Center for Higher Education

*Note: Golden ID students must register on-site the week before classes begin.*

### Offices Closed

- January 21

### Diploma and Certificate+ Application Deadlines

- For March 2013 (MBA): February 15
- For May 2013: February 15
- For June 2013 (MBA): April 1
- For August 2013: June 15
- For September 2013 (MBA/CIO): July 15
- For December 2013: October 15

### Financial Aid Deadline

- For winter/spring 2013: November 1
- For summer 2013: April 1
- For fall 2013: June 1

### Commencement

- May 11, 2013

*More information about certificates, including gainful employment disclosures, is available at [www.umuc.edu/gradcertificates](http://www.umuc.edu/gradcertificates).*

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**Session Dates for noncredit Courses**

- **UCSP 611**
  - January 14–February 17
  - February 4–March 10
  - February 18–March 24
  - March 25–April 28

- **UCSP 611A**
  - January 2–February 5
  - April 3–May 7

- **UCSP 611D**
  - January 15–February 18

- **UCSP 620, 621, AND 630**
  - February 4–March 31

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**Drop/Withdrawal Deadlines**

See [www.umuc.edu/withdrawals](http://www.umuc.edu/withdrawals) for specific dates of deadlines for dropping without cost (and without record of the registration on your transcript) and for withdrawing (before 65 percent of the session is over).

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*More information about certificates, including gainful employment disclosures, is available at [www.umuc.edu/gradcertificates](http://www.umuc.edu/gradcertificates).*
HELPFUL INFORMATION

As you pursue your academic goals, 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
You can register for courses, pay tuition, apply for financial aid, and much more through the MyUMUC student portal, available at https://my.umuc.edu.

Student Services

Academic Advising
UMUC graduate advising can help you stay on track during your program. Contact a graduate advisor by phone (see contact information, p. 19) or send an e-mail to gradinfo@umuc.edu. In-person advising is available at Dorsey Station, Largo, and Shady Grove. Visit www.umuc.edu/locate or see p. 21 for site information.

Career Services
Career planning assistance and resources for job searching, résumé writing, and many other services, plus job listings are available through Career Services at www.umuc.edu/careerservices. For more information and assistance, call 800-888-UMUC, ext. 2-2720.

Computer Labs
If you are a UMUC student with a current ID, you have access to computer labs at Arundel Mills, Dorsey Station, Hagerstown, Largo, Shady Grove, and the Waldorf Center. Call the individual site for lab hours. For phone numbers, see p. 21 or visit www.umuc.edu/locate. More information on computing facilities is available at www.umuc.edu/computerlabs.

Financial Aid and Payment Options
Learn about financial aid options for those who qualify and apply at www.umuc.edu/financialaid. For assistance, call 800-888-UMUC or send an e-mail to gradfinaid@umuc.edu. To find out about the convenient monthly installment payment plan and explore other options, such as employer-provided tuition assistance, visit www.umuc.edu/payoptions.

Students with Disabilities
If you require any special accommodations because of a temporary or permanent disability, contact Disability Services four to six weeks prior to the start of each session at 800-888-UMUC, ext. 2-2287 (or 240-684-2277 TTY), or disabilityservices@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 (see military.umuc.edu). To learn about scholarships available to military students and spouses and to apply, visit military.umuc.edu/scholarships.

Textbooks
Textbooks and course materials may be purchased through MBS Direct. Visit www.umuc.edu/bookstore 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. You can also receive librarian assistance in person, via instant messaging, or by phone (at 800-888-UMUC, ext. 2-2020) during regular office hours or by e-mail (at library@umuc.edu) or online chat 24 hours a day. Visit www.umuc.edu/library for a complete list of library services.

Technical Requirements for Online Courses
UMUC online graduate courses require a minimum level of computer hardware and software. To view the full list of minimum technical requirements, visit www.umuc.edu/gradtech. For assistance in accessing your online course, call 888-360-UMUC (8682) or visit support.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. Visit the Effective Writing Center online at www.umuc.edu/ewc or send an e-mail to writingcenter@umuc.edu.
GRADUATE PROGRAMS

UMUC’s graduate programs are career-focused and combine theory with practice. Almost all are offered online, so that busy adults can earn credit from anywhere in the world.

DOCTORAL PROGRAM

Doctor of Management

Doctor of Management in community college policy and administration

MASTER’S DEGREE PROGRAMS

Master of Arts in Teaching

Master of Business Administration

Master of Business Administration—one-year program

Master of Distance Education and E-Learning

Distance education policy and management

Distance education teaching and training

Distance education technology

Master of Education in instructional technology

Master of International Management

International emergency management

International enterprise management

International financial management

International marketing management

Master of Science in accounting and financial management

Master of Science in accounting and information systems

Master of Science in biotechnology

Bioinformatics

Biosecurity and biodefense

Biotechnology management

Master of Science in cybersecurity

Master of Science in cyber investigaition

Master of Science in environmental management

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 information technology

Database systems technology

Homeland security management

Informatics

Information assurance

Project management

Software engineering

Telecommunications management

Master of Science in management

Accounting

Acquisition and supply chain management

Criminal justice management

Emergency management

Financial management

Health care administration

Homeland security management

Human resource management

Information systems and services

Intelligence management

Interdisciplinary studies in management

Marketing

Nonprofit and association management

Project management

Public relations

Master of Science in technology management

Emergency management

Homeland security management

Information systems and services

Project management

DUAL DEGREE PROGRAMS

Either degree may be earned first:

MASTER OF BUSINESS ADMINISTRATION WITH

Master of Distance Education and E-Learning

Master of International Management

Master of Science in biotechnology

Master of Science in cybersecurity policy

Master of Science in environmental management

Master of Science in financial management and information systems

Master of Science in health care administration

Master of Science in information technology

Master of Science in management

Master of Science in technology management

OTHER DUAL DEGREE COMBINATIONS

Master of Distance Education and E-Learning/Master of Science in management

Master of Distance Education and E-Learning/Master of Science in technology management

Master of Education in instructional technology/Master of Distance Education and E-Learning

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

* Offered online with mandatory residencies or course meetings.

○ Not available to Maryland residents.

** On-site teaching practicum required.
Master of Science in accounting and information systems/Master of Science in accounting and financial management

Degrees must be earned in order listed:

Master of Arts in Teaching/Master of Education in instructional technology

Master of Science in cybersecurity/Master of Business Administration

Master of Science in digital forensics and cyber investigation/Master of Business Administration

Master of Science in information technology/Master of Science in cybersecurity policy

TEACHER EDUCATION PROGRAM (NONDEGREE)

Teacher Education Reading Strand:
Reading Courses in Elementary and Secondary Education

CERTIFICATE PROGRAMS

Accounting
Accounting and Information Systems
Acquisition and Supply Chain Management
Bioinformatics
Biosecurity and Biodefense
Biotechnology Management
Criminal Justice Management
Cybersecurity Policy
Cybersecurity Technology
Database Systems Technology
Distance Education, Globalization, and Development
Distance Education Leadership
Emergency Management
Environmental Management
Financial Management in Organizations
Foundations of Cybersecurity
Foundations of Distance Education and E-Learning

Foundations of Human Resource Management
Foundations of Information Technology
Health Administration Informatics
Health Care Administration
Homeland Security Management
Informatics
Information Assurance
Instructional Design for E-Learning
Instructional Technology Integration
Integrated Direct Marketing
Intelligence Management
International Marketing
International Trade
Leadership and Management
Library and Intellectual Property in Distance Education and E-Learning
Nonprofit and Association Financial Management
Policy and Management in Distance Education and E-Learning
Project Management
Public Relations
Software Engineering
Systems Analysis
Teaching and Training at a Distance
Technology in Distance Education and E-Learning
Telecommunications Management

EXECUTIVE AND SPECIAL CERTIFICATE PROGRAMS

Chief Information Officer
Intellectual Property, Digitization, and Digital Media

National Leadership Institute

The National Leadership Institute (NLI) at UMUC provides programs that help develop the leadership skills and abilities of career-focused managers and executives. Programs are noncredit and short-term and are designed for mid- to senior-level managers from the corporate, nonprofit, and government sectors who wish to make a positive and meaningful transformation in 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®)
- Maximizing Your Leadership Potential
- Online Leadership Assessment Program (OLAP®)
- Negotiating Conflict Program
- Conflict Dynamics Profile® Certification Class
- Leadership workshops
- Executive coaching packages
- Custom-designed programs and workshops

More information may be obtained by calling the business development office at 240-684-2320, or by sending e-mail to nli@umuc.edu. Schedule, registration, and pricing information is also available online at www.umuc.edu/nli. NLI is on the GSA/MOBIS Schedule (GS#10F-0357N); please call 240-684-2320 before registering.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Offered with University of Maryland, Baltimore County.

Offered with the UMUC Center for Intellectual Property.
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 or 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

1. Applied for financial aid to cover tuition and fees for this session;
2. Enrolled in UMUC’s interest-free monthly payment plan (to find out more, visit www.umuc.edu/payoptions); or
3. Provide confirmation that you will receive employer-provided tuition assistance

If you register by

<table>
<thead>
<tr>
<th>Registration Method</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online via MyUMUC</td>
<td>Payment is due with registration or must be submitted by mail the day of registration.</td>
</tr>
<tr>
<td>Mail, fax, or in person</td>
<td>Payment must accompany your registration.</td>
</tr>
</tbody>
</table>

Payment is expected by the due date. If UMUC has not received your payment in full, your registration may be canceled.

**Note:** Not paying for a course does not relieve you of your financial obligation to the university.

**Mandatory Technology Fee**

A technology fee of $15 per credit is charged at the time of registration to improve the institutional information technology infrastructure and help fund technological advancements and tools to enhance the student experience. See Additional Fees for details.

**Available Methods of Payment**

UMUC offers a variety of payment options. Payments may be made via

1. Credit card—American Express, Discover, MasterCard, and Visa payments can be made online at [https://my.umuc.edu](https://my.umuc.edu) or by phone at 800-888-UMUC
2. Money order
3. Check—made payable to University of Maryland University College
4. Electronic check—payments can be deducted directly from your checking account via [https://my.umuc.edu](https://my.umuc.edu)
5. Cash (in person at Largo only)

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**

<table>
<thead>
<tr>
<th>STANDARD GRADUATE COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland residents</td>
<td>$458</td>
</tr>
<tr>
<td>Nonresidents</td>
<td>$659</td>
</tr>
<tr>
<td>Military *</td>
<td>$458</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMBA, CMBA, DMBA, RMBA, AND CSEC COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(except AMBA 600, regardless of residency)</td>
<td>$694</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DMGT AND DMCC COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(except DMGT 600, regardless of residency)</td>
<td>$1,087</td>
</tr>
</tbody>
</table>

**Note:** Golden ID benefits may not be applied to courses in the MBA or MS in cybersecurity, cybersecurity policy, or digital forensics and cyber investigation programs or to 800-level courses for the DM.

**Graduate Tuition per Course**

| AMBA 600            | $694 |
| DMGT 600            | $1,087 |
| 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, Golden ID benefits, and USM remission of fees may not be applied to noncredit courses.

*Active-duty military personnel and their spouses, members of the Selected Reserves and National Guard, and some dependent children of active-duty military personnel are eligible for the military rate. Commissioned Corps members of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration and their spouses and some dependent children are also included under the military rate. In addition, some veterans who attended secondary school in Maryland are also eligible for the Maryland resident tuition rate. View the residency policy at [www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html](http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html).
Graduate Tuition per Program for Executive CIO Certificate

Note: Tuition for the Executive CIO certificate program includes the cost of tuition, books, library skills course, instructional materials, and executive group coaching. Neither tuition remission for USM employees nor Golden ID benefits may be used for this program.

**EXECUTIVE CIO CERTIFICATE PROGRAM**

(FOUR COURSES) $28,344

* Tuition is payable on the following schedule: $7,086 before each seminar

Additional Fees

Application (Nonrefundable) $100
   Doctor of Management
   All other graduate programs $50

Diploma Application (Nonrefundable) $50
   For both degrees and certificates

Study Trip Fee (for RMBA 670) $3,000
   (does not include airfare)

Technology Fee $15
   Per credit for credit courses

Transcripts $10
   Returned checks $30

Note: In accordance with UMUC and Board of Regents policies, all students who fail to pay charges incurred with UMUC will be transferred to the State Central Collection Unit. Additionally, UMUC has received authorization from the Board of Regents to charge students’ delinquent accounts a 17 percent collection fee and/or all attorney and court costs incurred by the university. Once a past due balance with UMUC has been transferred to the State Central Collection Unit, students’ information will be forwarded to the credit bureau.

Requests for services (e.g., transcripts, diplomas, commencement arrangements, transfer credit review) may be denied until all debts are paid in full. 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 administered by Sallie Mae. The plan allows you to spread all or part of your tuition bills into monthly installments on a session 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 www.umuc.edu/payoptions or by calling 800-635-0120.

Other Payment Options

Find detailed information about other payment options at the following Web pages.

**EMPLOYER-PROVIDED ASSISTANCE**

www.umuc.edu/payoptions

**FINANCIAL AID AWARDS**

www.umuc.edu/financialaid

**VETERANS BENEFITS**

military.umuc.edu/vabenefits

Tuition Refund Policy

The official date used to determine a refund of tuition is the date of the drop or withdrawal transaction. See www.umuc.edu/refundpolicy for more information.

Drops/Withdrawals and Financial Aid

If you are receiving financial aid and drop or withdraw from a course, your financial aid awards may be canceled or reduced, depending on the type of funds you are receiving and when you drop or withdraw. If you are receiving Title IV federal financial aid funds and drop or withdraw from all classes within the first 60 percent of the academic session, your financial aid will be subject to a return of funds calculation, as required by federal law. UMUC is required to return to the federal government any federal financial aid funds that were “unearned” based on the percentage of time you attended class. If you stop attending all classes without officially withdrawing, you will be subject to a return of funds calculation at the end of the session, based on the last documented date of attendance as determined by the faculty.

Financial aid recipients should check with a financial aid advisor before dropping or withdrawing from a course to determine the impact on their award.

To withdraw from a course after the drop grace period, you must follow UMUC’s withdrawal procedures, as outlined in the graduate catalog or online at www.umuc.edu/withdraw.

For more information on the federal Title IV refund policy, see www.umuc.edu/policies.

* A deposit of $500 is required after applications are accepted to reserve a place in the class. The first full tuition payment is due before the start of Seminar I.
* Technology fee does not apply to MBA, MS in cybersecurity or cybersecurity policy, DM, and Executive CIO certificate courses.
In this section you will find graduate courses offered during the winter and spring 2013 terms. Courses are organized in alphanumeric order by subject.

### Taking Graduate Courses

#### First Courses for Your Program

To determine which course you should take first, go to [www.umuc.edu/catalog](http://www.umuc.edu/catalog) and see the course requirements for your program. The noncredit 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.

#### Noncredit Courses

Several noncredit courses are available to help you build valuable skills so you can complete your graduate program successfully. More information on noncredit courses is available in the graduate catalog.

#### Dual Degree Programs

Students must complete the first degree before beginning coursework on a second degree. Requirements for the second degree are specified in the graduate catalog and online at [www.umuc.edu/dual](http://www.umuc.edu/dual).

#### Mandatory Course Evaluations

UMUC uses student feedback to make decisions about future courses. The online evaluation is required to ensure complete information from every student—your input is vital. The evaluation notice will appear on class screens when about 75 percent of the session has been completed. 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 Availability

While most courses are available each semester, certain program or specialization capstone courses—such as BTMN 670 and TLMN 670—are only available during the fall and spring. Check with your advisor to determine if you can plan on taking the capstone during the summer term.

Updates Available Online

Course sections are often added after publication of the schedule of classes. Check online at www.umuc.edu/schedule for the most up-to-date listing.

WINTER 2013 CLASSES

AMBA

AMBA 600 MBA Fundamentals (3)
Online
MBA (1063) 9040

Adelphi/Online Hybrid ♦
MBA (1013) 1141 Th 6:30–9:30 p.m.
MBA (1032) 1142 Th 6:30–9:30 p.m.
MBA (1033) 1143 Th 6:30–9:30 p.m.
MBA (1058) 1144 Th 6:30–9:30 p.m.

Dorsey Station/Online Hybrid ♦
MBA (1060) 7621 Tu 6:30–9:30 p.m.
MBA (1062) 7622 Tu 6:30–9:30 p.m.

AMBA 610 The Manager in Organizations and Society (6)
Online
MBA (1122) 9040

Adelphi/Online Hybrid ♦
MBA (1119) 1141 Th 6:30–9:30 p.m.
MBA (1120) 1142 Th 6:30–9:30 p.m.

Dorsey Station/Online Hybrid ♦
MBA (1121) 7621 Tu 6:30–9:30 p.m.

Note: Continuing students are registered for AMBA 620–670 by Business and Executive Programs. Returning MBA students should contact Graduate Advising at 800-888-UMUC to re-enroll.

SPRING 2013 CLASSES

COMM

COMM 600 Academic Writing for Graduate Students (3)
Online
MBA (1145) T9240

UCSP

UCSP 611A Introduction to Graduate Library Research Skills (0)
Online
MUI (1133) 9050
Class meets January 2–February 5.

AMBA

AMBA 600 MBA Fundamentals (3)
Online
MBA (24488) 9040

Adelphi/Online Hybrid ♦
MBA (24441) 1141 Th 6:30–9:30 p.m.
MBA (24457) 1142 Th 6:30–9:30 p.m.
MBA (24458) 1143 Th 6:30–9:30 p.m.
MBA (24483) 1144 Th 6:30–9:30 p.m.

Dorsey Station/Online Hybrid ♦
MBA (24485) 7621 Tu 6:30–9:30 p.m.
MBA (24487) 7622 Tu 6:30–9:30 p.m.

Quantico/Online Hybrid ♦
MBA (24556) 3141 Th 6–9 p.m.

AMBA 610 The Manager in Organizations and Society (6)
Online
MBA (24542) 9040

Adelphi/Online Hybrid ♦
MBA (24539) 1141 Th 6:30–9:30 p.m.
MBA (24540) 1142 Th 6:30–9:30 p.m.

Dorsey Station/Online Hybrid ♦
MBA (24541) 7621 Tu 6:30–9:30 p.m.

Note: Continuing students are registered for AMBA 620–670 by Business and Executive Programs. Returning MBA students should contact Graduate Advising at 800-888-UMUC to re-enroll.

ASCM

ASCM 626 Purchasing and Materials Management (3)
Online
GO2 (20223) 9040
GO3 (20951) 9080

ASCM 627 Legal Aspects of Contracting (3)
Online
GO2 (20225) 9040
GO3 (20952) 9080

ASCM 628 Contract Pricing and Negotiations (3)
Online
GO2 (20228) 9040

ASCM 629 Strategic Purchasing and Logistics (3)
Online
GO2 (20227) 9040

* Hybrid courses are offered with approximately every other session on-site and the remaining sessions online.

Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
### COURSE SCHEDULE

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Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
CJMS 650 Legal Aspects Within the Criminal Justice System (3)  
*Online*  
GO2 (20637) 9040

CJMS 660 Issues in Criminal Justice Leadership (3)  
*Online*  
GO2 (20749) 9040

**CMBA**

Note: Students in the one-year MBA program are registered for class by Business and Executive Programs. Contact the department at oneyearMBA@umuc.edu for registration information.

**COMM**

COMM 600 Academic Writing for Graduate Students (3)  
*Online*  
FTS (20358) 9020  
FTS (20360) 9040  
FTS (24630) 9080  
MBA (24631) 9240  
*College Park*  
FTS (24627) 1111 M 7–10 p.m.  
FTS (24628) 1141 Th 7–10 p.m.

**CSEC**

CSEC 610 Cyberspace and Cybersecurity (6)  
*Online*  
GO1 (24632) 9020  
GO2 (20716) 9040  
GO3 (20916) 9080

CSEC 620 Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology (6)  
*Online*  
CC2 (20641) 9040  
GO3 (20919) 9080

CSEC 630 Prevention and Protection Strategies in Cybersecurity (6)  
*Online*  
GO2 (20717) 9040

CSEC 635 National Cybersecurity Policy and Law (6)  
*Online*  
CC2 (20728) 9040

CSEC 640 Monitoring, Auditing, Intrusion Detection, Intrusion Prevention, and Penetration Testing (6)  
*Online*  
GO2 (20730) 9040

CSEC 645 Enterprise Cybersecurity Policy (6)  
*Online*  
GO2 (20737) 9040

CSEC 650 Cyber Crime Investigation and Digital Forensics (6)  
*Online*  
GO2 (20739) 9040

CSEC 655 Global Cybersecurity (6)  
*Online*  
GO2 (20745) 9040

CSEC 661 Digital Forensic Investigations (6)  
*Online*  
GO2 (24695) 9040

CSEC 670 Cybersecurity Capstone (6)  
*Online*  
GO2 (24637) 9040

**DBST**

DBST 651 Relational Database Systems (3)  
*Online*  
GO2 (20283) 9040  
GO3 (20962) 9080  
*College Park*  
USS (24050) 1111 M 7–10 p.m.

DBST 652 Advanced Relational/Object-Relational Database Systems (3)  
*Online*  
GO2 (20286) 9040

DBST 663 Distributed Database Management Systems (3)  
*Online*  
GO2 (20287) 9040

DBST 665 Data Warehouse Technologies (3)  
*Online*  
GO2 (20288) 9040

DBST 667 Data Mining (3)  
*Online*  
GO2 (20575) 9040

DBST 668 Database Security (3)  
*Online*  
GO2 (20361) 9040

DBST 670 Database Systems Administration (3)  
*Online*  
GO2 (20450) 9040

**DEPM**

DEPM 604 Management and Leadership in Distance Education and E-Learning (3)  
*Online*  
GO2 (20595) 9040

DEPM 609 Distance Education and E-Learning Systems (3)  
*Online*  
GO2 (20651) 9040

DEPM 650 Practitioner Research in Distance Education and E-Learning (3)  
*Online*  
GO2 (20653) 9040

**DETC**

DETC 630 Emerging Technology Trends and Issues in Distance Education and E-Learning (3)  
*Online*  
GO2 (23775) 9040

**DETT**

DETT 611 Library and Intellectual Property Issues in Distance Education and E-Learning (3)  
*Online*  
GO2 (20597) 9040

Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
### DMBA

**DMBA 610 Ethical Leadership in Organizations and Society (6)**
- **Online**
- **GO2 (20176)** 9040

**Note:** Continuing students are registered for DMBA 620 and 630 by Business and Executive Programs. Returning students should contact Graduate Advising at 800-888-UMUC to re-enroll.

### DMCC

**DMCC 800 Foundations of Management Theory and Strategic Thinking (6)**
- **Online**
- **UDM (21035)** 9050

**DMCC 810 Leadership and Change (6)**
- **Online**
- **UDM (24660)** 9040

**DMCC 830 Research Methods (6)**
- **Online**
- **UDM (21032)** 9050

**DMCC 841 Institutional Assessment in the Community College Environment (6)**
- **Online**
- **UDM (21027)** 9050

**DMCC 851 Community College Advocacy and Accountability (6)**
- **Online**
- **UDM (21025)** 9050

### DMGT

**DMGT 600 Foundations of Doctoral Studies (3)**
- **Online**
- **UDM (21016)** 9040
  - Class meets January 15–March 25.

**DMGT 800 Foundations of Management Theory and Strategic Thinking (6)**
- **Online**
- **UDM (21002)** 9040

**DMGT 810 Leadership and Change (6)**
- **Online**
- **UDM (21003)** 9040

**DMGT 830 Research Methods I (6)**
- **Online**
- **UDM (21005)** 9040

**DMGT 835 Research Methods II (6)**
- **Online**
- **UDM (21019)** 9040

**DMGT 845 Global Business (6)**
- **Online**
- **UDM (21030)** 9040

**DMGT 850 Innovation and Sustainable Development (6)**
- **Online**
- **UDM (21006)** 9040

**DMGT 860 Postdoctoral Seminar and Practicum in Teaching (3)**
- **Online**
- **UDM (21029)** 9040

**DMGT 890 Dissertation Part I (4)**
- **Online**
- **UDM (21007)** 9040
- **UDM (21028)** 9050

**DMGT 891 Dissertation Part II (4)**
- **Online**
- **UDM (21008)** 9040

**DMGT 892 Dissertation Part III (4)**
- **Online**
- **UDM (21014)** 9040

**DMGT 899 Continuing Registration (1)**
- **Online**
- **UDM (21013)** 9040

### EDRS

**EDRS 620 Processes and Acquisitions of Reading (3)**
- **Online**
- **GO2 (20641)** 9040

### EDTC

**EDTC 600 Foundations of Technology in Teaching and Learning (3)**
- **Online**
- **GO2 (20551)** 9040
- **GO3 (20966)** 9080

**EDTC 605 Teaching Information and Media Literacies in the Digital World (3)**
- **Online**
- **GO2 (20332)** 9040

**EDTC 610 Web-Based Teaching and Learning: Design and Pedagogy (3)**
- **Online**
- **GO2 (20763)** 9046

**EDTC 615 Using Technology for Instructional Improvement: Research, Data, and Best Practices (3)**
- **Online**
- **GO2 (20335)** 9040

**EDTC 620 Technology in K–12 Education: Synchronous, Asynchronous, and Multimedia Technologies (3)**
- **Online**
- **GO2 (20334)** 9040

**EDTC 625 Hardware and Software in Instructional Development (3)**
- **Online**
- **GO2 (20524)** 9040

**EDTC 630 Administration of Technology Initiatives: Planning, Budgeting, and Evaluation (3)**
- **Online**
- **GO2 (20336)** 9040

◆ For MAT students only.

Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
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Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
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* Hybrid courses are offered with approximately every other session on-site and the remaining sessions online. Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
### IMAT

**IMAT 637 IT Acquisitions Management (3)**
*Online*
- GO2 (20320) 9040

**IMAT 639 Internet Multimedia Applications (3)**
*Online*
- GO2 (20282) 9040

**IMAT 670 Contemporary Topics in Informatics (3)**
*Online*
- GO2 (20426) 9040

### INFA

**INFA 610 Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)**
*Online*
- GO1 (24644) 9020
- GO2 (20427) 9040
- GO3 (20896) 9080
- **College Park**
  - USS (24643) 1141 Th 7–10 p.m.

**INFA 620 Network and Internet Security (3)**
*Online*
- GO2 (20350) 9040
- GO3 (20896) 9080

**INFA 630 Intrusion Detection and Intrusion Prevention (3)**
*Online*
- GO2 (20291) 9040
- **Largo**
  - USS (24646) 6231 W 7–10 p.m.

**INFA 640 Cryptology and Data Protection (3)**
*Online*
- GO2 (20289) 9040
- **College Park**
  - USS (24647) 1111 M 7–10 p.m.

**INFA 650 Computer Forensics (3)**
*Online*
- GO2 (20567) 9040

### INFS

**INFA 660 Security Policy, Ethics, and the Legal Environment (3)**
*Online*
- GO2 (20293) 9040
- **College Park**
  - USS (24648) 1141 Th 7–10 p.m.

**INFA 670 Information Assurance Capstone (3)**
*Online*
- GO2 (20515) 9040

### INMS

**INMS 600 Managing Intelligence Activities (3)**
*Online*
- GO2 (20648) 9040
- GO3 (24907) 9080

**INMS 610 Intelligence Collection: Sources and Challenges (3)**
*Online*
- GO2 (20649) 9040

**INMS 620 Intelligence Analysis: Consumers, Uses, and Issues (3)**
*Online*
- GO2 (20712) 9040

**INMS 630 Espionage and Counterintelligence (3)**
*Online*
- GO2 (20713) 9040

**INMS 640 Intelligence Led Enforcement (3)**
*Online*
- GO2 (20714) 9040

**INMS 650 Intelligence Management and Oversight (3)**
*Online*
- GO2 (20715) 9040

**INMS 660 Leadership Seminar (3)**
*Online*
- GO2 (23828) 9040

### ISAS

**ISAS 600 Information Systems for Managers (3)**
*Online*
- GO2 (20251) 9040

**ISAS 610 Information Systems Management and Integration (3)**
*Online*
- GO2 (20252) 9040

**ISAS 620 Information Systems Sourcing Management (3)**
*Online*
- GO2 (20508) 9040

**ISAS 630 Systems Analysis and Design (3)**
*Online*
- GO2 (20253) 9040

*Online*
- GO2 (20254) 9040

**ISAS 650 Information Technology, the CIO, and Organizational Transformation (3)**
*Online*
- GO2 (20255) 9040

**ITEC**

**ITEC 610 Information Technology Foundations (3)**
*Online*
- GO1 (24271) 9020
- GO2 (20432) 9040
- GO3 (20896) 9080
- **College Park**
  - USS (24288) 1131 Th 7–10 p.m.
  - USS (24289) 1141 Th 7–10 p.m.
  - **Shady Grove**
    - USS (24290) 5121 Tu 7–10 p.m.

**ITEC 620 Information Technology Infrastructure (3)**
*Online*
- GO2 (20436) 9040
- GO3 (20890) 9080
- **College Park**
  - USS (24288) 1131 W 7–10 p.m.
  - USS (24289) 1141 Th 7–10 p.m.
  - **Shady Grove**
    - USS (24290) 5121 Tu 7–10 p.m.

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| ITEC 640 Information Technology Project Management (3) |
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| GO3 (20960) 9080 |

| College Park |
| USS (24291) 1121 Tu 7–10 p.m. |
| USS (24292) 1141 Th 7–10 p.m. |

| MGMT 610 Organizational Theory (3) |
| Online |
| GO1 (23836) 9020 |
| GO2 (20212) 9040 |
| GO3 (20867) 9080 |

| Adelphi/Online Hybrid |
| USS (23830) 1121 Tu 7–10 p.m. |
| USS (23832) 1131 W 7–10 p.m. |
| USS (23833) 1141 Th 7–10 p.m. |

| College Park/Online Hybrid |
| USS (23829) 1111 M 7–10 p.m. |

| Shady Grove/Online Hybrid |
| USS (23835) 1141 Th 7–10 p.m. |

| Waldorf/Online Hybrid |
| USS (25210) 5021 Tu 7–10 p.m. |

| MGMT 615 Intercultural Communication and Leadership (3) |
| Online |
| GO1 (23893) 9020 |
| GO2 (20316) 9040 |
| GO3 (20873) 9080 |

| College Park/Online Hybrid |
| USS (23860) 1111 M 7–10 p.m. |
| USS (23890) 1121 Tu 7–10 p.m. |
| USS (23891) 1131 W 7–10 p.m. |
| USS (23892) 1141 Th 7–10 p.m. |

| MGMT 630 Organizational Theory and Behavior (6) |
| Online |
| GO1 (23809) 9020 |
| GO2 (20399) 9040 |
| GO3 (20879) 9080 |

| Aberdeen/Online Hybrid |
| USS (24891) 7041 Th 6–9 p.m. |

| College Park/Online Hybrid |
| USS (23895) 1111 M 7–10 p.m. |
| USS (23896) 1121 Tu 7–10 p.m. |
| USS (23897) 1131 W 7–10 p.m. |

| Quantico/Online Hybrid |
| USS (24862) 3141 Th 6–9 p.m. |

| Shady Grove/Online Hybrid |
| USS (23898) 5111 M 7–10 p.m. |

| MGMT 640 Financial Decision Making for Managers (3) |
| Online |
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| GO2 (20228) 9040 |
| GO3 (20882) 9080 |

| College Park/Online Hybrid |
| USS (23901) 1111 M 7–10 p.m. |
| USS (23902) 1121 Tu 7–10 p.m. |
| USS (23903) 1131 W 7–10 p.m. |

| Shady Grove/Online Hybrid |
| USS (23904) 5121 Tu 7–10 p.m. |

| MGMT 650 Statistics for Managerial Decision Making (3) |
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| GO2 (20242) 9040 |
| GO3 (20889) 9080 |

| College Park |
| USS (23919) 1111 M 7–10 p.m. |

| College Park/Online Hybrid |
| USS (23920) 1121 Tu 7–10 p.m. |
| USS (23921) 1131 W 7–10 p.m. |
| USS (23922) 1141 Th 7–10 p.m. |

| Dorsey Station/Online Hybrid |
| USS (23924) 7631 W 7–10 p.m. |

| Shady Grove/Online Hybrid |
| USS (23923) 5131 W 7–10 p.m. |

| MGMT 670 Strategic Management Capstone (3) |
| Online |
| GO2 (20257) 9040 |
| GO3 (20290) 9080 |

| MRKT 600 Marketing Management (3) |
| Online |
| GO2 (20382) 9040 |

| MRKT 601 Legal and Ethical Issues in Global Communications (3) |
| Online |
| GO2 (20379) 9040 |

| MRKT 602 Consumer Behavior (3) |
| Online |
| GO2 (20274) 9040 |

| MRKT 603 Brand Management (3) |
| Online |
| GO2 (20273) 9040 |

| MRKT 604 Marketing Intelligence and Research Systems (3) |
| Online |
| GO2 (20453) 9040 |

| MRKT 605 International Marketing Management (3) |
| Online |
| GO2 (20443) 9040 |

| MRKT 606 Integrated Direct Marketing (3) |
| Online |
| GO2 (20584) 9040 |

| MRKT 620 Marketing Principles, Regulation, and Ethical Issues (6) |
| Online |
| GO2 (20407) 9040 |

| MSAF |

| MSAF 670 Accounting and Financial Management Capstone (3) |
| Online |
| GO2 (20222) 9040 |

| MSAS |

| MSAS 670 Accounting and Information Systems Capstone (3) |
| Online |
| GO2 (20221) 9040 |

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MSFS

MSFS 670 Financial Management and Information Systems Capstone (3)
Online
GO2 (20516) 9040

NPMN

NPMN 600 Nonprofit and Association Organizations and Issues (3)
Online
GO2 (20409) 9040

NPMN 610 Nonprofit and Association Law and Governance (3)
Online
GO2 (20606) 9040

NPMN 620 Nonprofit and Association Financial Management (3)
Online
GO2 (20521) 9040

NPMN 640 Marketing, Development, and Public Relations in Nonprofit Organizations and Associations (3)
Online
GO2 (20600) 9040

NPMN 650 Fundamentals of Association Management (3)
Online
GO2 (20582) 9040

NPMN 655 Process and Outcome Evaluation for Nonprofit Organizations (3)
Online
GO2 (20680) 9040

NPMN 660 Strategic Management in Nonprofit Organizations and Associations (3)
Online
GO2 (20687) 9040

OMDE

OMDE 601 Foundations of Distance Education and E-Learning (3)
Online
GO2 (20329) 9040

OMDE 603 Technology in Distance Education and E-Learning (3)
Online
GO2 (20339) 9040

OMDE 606 Costs and Economics of Distance Education and E-Learning (3)
Online
GO2 (20556) 9040

OMDE 610 Teaching and Learning in Online Distance Education (3)
Online
GO2 (20576) 9040

OMDE 670 Portfolio and Research Project in Distance Education and E-Learning (3)
Online
GO2 (20331) 9040

PMAN

PMAN 600 Project Management: Foundations and Advanced Methods (6)
Online
GO2 (20384) 9040

PMAN 634 Foundations of Project Management (3)
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GO2 (20339) 9040
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PMAN 637 Project Risk Management (3)
Online
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PMAN 638 Project Communications Management (3)
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PMAN 639 Project Quality Management (3)
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PMAN 641 Project Procurement Management (3)
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PMAN 650 Financial and Strategic Management of Projects (3)
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PMAN 670 Advanced Project Methods (3)
Online
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PRPA

PRPA 601 Public Relations Theory and Practice (3)
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PRPA 602 Public Relations Techniques (3)
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PRPA 610 Crisis Communication Management (3)
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PRPA 620 Global Public Relations (3)
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PRPA 650 Public Relations Campaigns (3)
Online
GO2 (20345) 9040

SWEN

SWEN 603 Systems Engineering (3)
Online
GO2 (20321) 9040
GO3 (20963) 9080

SWEN 645 System and Software Standards and Requirements (3)
Online
GO2 (20323) 9040

Use of a PC required.
Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
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<td>Online</td>
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<td>FTS (24014)</td>
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* Hybrid courses are offered with approximately every other session on-site and the remaining sessions online. Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
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.

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Andrew J. Cavanaugh
andrew.cavanaugh@umuc.edu
240-684-2890

COURSE MANAGER, UCSP 611 INTRODUCTION TO GRADUATE LIBRARY RESEARCH SKILLS
Julie Arnold, MLS
julie.arnold@umuc.edu
240-684-2023

UMUC Graduate Course Locations

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3147 Raritan Avenue
Aberdeen Proving Ground, MD 21005
410-272-8269 or 301-621-9882

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

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

Largo
1616 McCormick Drive
Largo, MD 20774
800-888-UMUC

Shady Grove
9636 Gudelsky Drive
Rockville, MD 20850
301-738-6090

UMUC at Quantico
525 Corporate Drive
Stafford, VA 22554
703-441-7000

Waldorf Center for Higher Education
3261 Old Washington Road
Waldorf, MD 20602
301-632-2900

For hours and directions, visit www.umuc.edu/locate.
Detailed information on the various ways to register—online via MyUMUC, by mail or fax, or on-site—can be found online at www.umuc.edu/register.

A form is provided on the following page for those who prefer to mail or fax in their registration. (Please note: Online registrations are processed and 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.)
3. Be sure to meet the deadlines listed under Important Dates on p. 2 in this schedule.
4. Either fax your registration to 240-684-2151 or mail it to the Registrar’s Office—Registration, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783-8075 USA. Faxed 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. To do so, access MyUMUC at https://my.umuc.edu.

**Withdrawals or Dropped Courses**

Official withdrawal from a class must occur before 65 percent of the class has been completed. Exact deadlines are provided online at www.umuc.edu/withdrawals. For information on how to withdraw from a class, visit www.umuc.edu/register.

Please note: UMUC can honor only withdrawal requests actually received. Failure to withdraw in the required manner may 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.

**Army Students**

To make use of military tuition assistance, Army students must register online via www.GoArmyEd.com. For more information, contact your advisor.

**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: FAFSA
- Registration
- Application for Diploma

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 following page and follow the instructions below to register by mail or fax.
University of Maryland University College

The Graduate School

Personal Information

[ ] Mr.  [ ] Ms.  [ ] Check if this is a new address

Student identification number (EMPLID)

Last name     First name              Middle initial

Present address

City                State           Zip code

Current e-mail address

Any other names under which your educational records may be held

Today's date             Month           Day               Year

[ ] I have previously registered for winter/spring 2013.  [ ] I am a new student; my admission application is also enclosed.

Form of Payment

Note: To compute your cost, refer to p. 6 of this schedule or go to www.umuc.edu/tuition on the Web. 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

[ ] 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

(If using a credit card, please provide information below.)

American Express  Discover  MasterCard  Visa

Account number

Expiration date

Signature

Name (please print)

I understand that I am responsible for and agree to pay all charges I incur at UMUC, and that if I withdraw, I must do so in accordance with the policies and procedures for the term in which I am enrolling. I understand that if my account becomes delinquent, I will be liable for collection costs.

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 by mail or fax to 240-684-2151 by registration deadline.

Mail or Fax Registration Form

Census Information

Census information will be kept confidential and will be used only for statistical purposes.

1. Maryland county of residence

Note: If not a resident of Maryland, write NA, if Baltimore City write Baltimore City.

2. Daytime phone _______ Evening phone _______ Hours _______ to _______

3. Employer _______ Employer’s zip code _______

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

First ___________________ Date ___________________

Last ___________________ Date ___________________

Course Selection

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:

<table>
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<tr>
<th>SUBJECT</th>
<th>COURSE NO.</th>
<th>CLASS NO.</th>
<th>SECTION NO.</th>
<th>CREDITS</th>
<th>GRADING OPTION</th>
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*Leave blank if you want standard A, B, C, F grading options; otherwise, indicate audit (AU).

TOTAL CREDITS

For Office Use Only

[ ] PREFIX  [ ] COLLEGE  [ ] CODE  [ ] ID  [ ] VS  [ ] BC  [ ] DATE  [ ] INITIALS
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UMUC is committed to assisting all members of the UMUC community in providing for their own safety and security. UMUC provides this Annual Information Report to current and prospective students, faculty, and staff pursuant to U.S. Department of Education regulations. The report is organized into five sections: campus crime and security, notification of rights under FERPA for postsecondary institutions, drug prevention program, campus law enforcement, and peer-to-peer notification. It is available on the Office of Legal and Government Affairs Web page at www.umuc.edu/legal/annualinforeport.cfm. If you have any questions or if you would like to request a printed copy of the report, please contact Security at 301-985-7371.

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UMUC is a constituent institution of the University System of Maryland.
Using forest-friendly papers during the production of this catalog saved:

- TREES: 2
- NET ENERGY: 1,000,000 BTUs
- GREENHOUSE GASES: 220 LBS CO2
- WASTEWATER: 1,000 GALLONS
- SOLID WASTE: 65 LBS

Estimates were made using the Environmental Defense Fund Paper Calculator. For more information, visit www.papercalculator.org.

ACADEMIC CALENDAR

WINTER 2013

MBA session: January 2–March 12
Executive session: January 2–March 12

SPRING 2013

Standard (on-site) session: February 4–April 29
Online session 1: January 14–April 8
Online session 2: February 4–April 29
Online session 3: February 18–May 12
MBA session: April 3–June 11
Executive session: April 3–June 11
CMBA (one-year MBA) session 1: January 14–February 17
CMBA session 2: February 25–March 31
CMBA session 3: April 8–May 12
CMBA practicum: February 25–May 12
Doctoral session: January 15–April 16

Questions?
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or newgrad@umuc.edu.