WELCOME FROM THE DEAN

Summer term is a popular time to start graduate programs, especially for recent graduates of bachelor’s degree programs who want to keep their momentum going and prevent the loss of their well-honed academic skills. But what about those students who have been away from the books for a while, starting a graduate program after a hiatus from the rigors of studying? Those whose study habits may have lost their edge? Will they be at a disadvantage throughout their graduate studies?

Not at UMUC.

We know that graduate-level courses are challenging—they are supposed to be. We also know that the right kind of support can enable most students to successfully overcome the academic challenges they’ll face along the road to an advanced degree. That’s why I urge you to become familiar with the comprehensive array of student services that are available to support your progress as long as you are enrolled in your UMUC graduate program. They are geared toward filling gaps in your undergraduate preparation and strengthening the critical skills you’ll need to keep up with your coursework, organize the vast amounts of information you will be asked to absorb, analyze the major principles in your field of study, and communicate your own ideas effectively. These same skills will also serve you well after graduation, helping to sustain your success in future professional endeavors.

On the next page you’ll find brief descriptions of just some of the support services available to you as a UMUC student. Keep in mind that the sole purpose of the services we offer—and the obligation of the faculty and staff members who stand ready to deliver these services to you—is to help you successfully complete your UMUC graduate program. So please do not hesitate to take advantage of any of the student services you need, from your first day of classes to graduation day.

Sincerely,

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

SUPPORT SERVICES PREPARE STUDENTS FOR GRADUATE PROGRAM SUCCESS

UMUC offers student support services to help YOU successfully complete—and get the most value from—your graduate degree program. The services come in many forms to serve the needs of as many graduate students as possible. Here are some of the most frequent examples cited by Graduate School faculty and staff members.

Writing Assistance

“"The single most important skill necessary for success in academia and industry is being able to effectively communicate one’s ideas,” said Rudy J. Watson, PhD, program director of Technology Management. “UMUC writing assistance support services help students establish strong fundamentals and think critically about their writing and its appropriateness for a given audience. Writing tutors are embedded in many online and on-site classrooms to review and provide detailed feedback on writing for class assignments in addition to the resources provided outside the classroom by UMUC’s Effective Writing Center.”

“In response to the same need for writing skills, the MBA program provides the assistance of a writing coach to help students identify and address challenges early in their graduate experience. In order to lead in the business world, you must communicate effectively,” said Nancy Gentry Glenn, DM, assistant chair of Business and Executive Programs. “Writing coaches are available to students throughout the semester. Students indicate that they value this resource as that crucial ‘second set of eyes’ for a final proofread and guidance prior to assignment submission.”

Tutoring and Preparatory Courses

“Subject matter tutors are available for courses where our experience shows that students seem to need additional help outside the classroom,” said John Aje, DSc, associate dean for academic affairs, “because they didn’t cover these subjects in their undergraduate programs.” Aje pointed out that “there are also optional noncredit preparatory courses (designated UCSP)—offered in economics, financial accounting, and research methods—for students who need to catch up on the basics of a subject area that plays a large part in their graduate degree curriculum. These targeted courses are in addition to the required course in library research skills (UCSP 611), which is designed to familiarize students with the online library and information resources available to them and provides key research tools necessary to succeed in graduate school.”

MBA Assistants and Mentors

Students in the MBA program also benefit from the help of MBA faculty assistants, who “perform a critical role in each section of the MBA program, providing general assistance to students as they navigate the online learning environment,” according to Glenn. “All MBA faculty assistants are graduates of the UMUC MBA program and, as such, are able to answer a wide variety of questions about the program and its unique requirements.”

A new mentoring program for students who are in their final MBA seminars is also set to begin this summer. “Students who apply and are chosen to participate in this program will be assigned mentors—experienced industry professionals who volunteer their time to work with our students,” stated Anna Andriasova, PhD, acting chair of Business and Executive Programs. “The objective is to better prepare students to succeed in their chosen fields by fostering professional and personal growth, creating connections with experts in business and government, and helping to identify ‘best fit’ job opportunities upon graduation.”

Virtual Cybersecurity Lab

For students in cybersecurity-related fields, “we have developed a virtual cybersecurity lab in which students can get the valuable experience of interacting with live software that would not ordinarily be available to them,” said Alan D. Carswell, PhD, chair of Cybersecurity and Information Assurance. “The technical classes each have at least two lab exercises, using prominent software tools like Cain & Abel, Snort, Nessus, and CRYPTool. The lab is designed to provide simultaneous access to hundreds of users.”

For More Information

More complete information about these and other student support services can be found online at www.umuc.edu/students/support or by asking your academic advisor.

CLASSES BEGIN AT UMUC’S FULL-SERVICE LOCATION AT QUANTICO

In spring 2013, University of Maryland University College (UMUC) began offering graduate courses at its newest location, UMUC at Quantico. Found within the Quantico Corporate Park, less than one mile from the south gate of Marine Corps Base Quantico in Stafford, Virginia, this full-service student center tailors graduate program offerings to meet the needs of the major employers in the area. Students can pursue master’s degree programs in management and information technology and complete a specialization or certificate* in project management. In addition, the Master of Business Administration (MBA) is offered with an executive leadership coaching component designed to help emerging leaders sharpen their skills.

UMUC at Quantico gives students the opportunity to work one-on-one with a UMUC education coordinator to design a personalized education program to meet their individual needs. “Students from the surrounding community have been excited about being able to complete their master’s degree closer to home. With a team available to provide on-site student services ranging from academic advising to utilizing veterans benefits and applying for financial aid, students can enjoy the convenience of on-site support available to them locally,” said Lisa Romano, associate vice president, College and University Partnerships.

UMUC at Quantico also offers a National Leadership Institute (qli) “Lunch and Learn” series. Students and community members can attend the free monthly series on their lunch hour and take advantage of this opportunity to learn more about leadership topics of interest and perhaps even enhance their skills.

*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

**Summer 2013**
- Standard (on-site) May 20–August 11
- Online session 1 May 20–August 11
- MBA session July 3–September 10
- Executive session July 3–September 10
- CMBA (one-year MBA)
  - session 1 May 28–June 30
  - CMBA session 2 July 8–August 11
- MBA practicum May 28–August 11
- Doctoral session May 13–August 12

#### Session Dates for Noncredit Courses

- **UCSP 611**
  - May 20–June 23
  - June 3–July 7
  - July 14–August 18
- **UCSP 611A**
  - July 5–August 8
- **UCSP 611D**
  - May 13–June 16
- **UCSP 620, 621, AND 630**
  - May 20–July 14

#### Summer 2013 Registration Dates

Summer 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.*

#### 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).

#### Offices Closed

- May 27
- July 4

#### Diploma and Certificate Application Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2013 (MBA)</td>
<td>April 1</td>
</tr>
<tr>
<td>For August 2013</td>
<td>June 15</td>
</tr>
<tr>
<td>For September 2013 (MBA/CIO)</td>
<td>July 15</td>
</tr>
<tr>
<td>For December 2013</td>
<td>October 15</td>
</tr>
<tr>
<td>For March 2014 (MBA)</td>
<td>February 15</td>
</tr>
<tr>
<td>For May 2014</td>
<td>February 15</td>
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</table>

#### Financial Aid Deadline

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>For summer 2013</td>
<td>April 1</td>
</tr>
<tr>
<td>For fall 2013</td>
<td>June 1</td>
</tr>
<tr>
<td>For winter/spring 2014</td>
<td>November 1</td>
</tr>
</tbody>
</table>

#### Commencement

- May 11, 2013

*More information about certificates, including gainful employment disclosures, is available at [www.umuc.edu/gradcertificates](http://www.umuc.edu/gradcertificates).*
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. 18) 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. 20 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. 20 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 Accessibility 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 accessibilityservices@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.

Veteran Students
Information about U.S. Department of Veterans Affairs educational benefits is available at military.umuc.edu/vabenefits. For assistance, e-mail veterans@umuc.edu or call 800-939-UMUC (8682).

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 cybersecurity policy
Master of Science in digital forensics and cyber investigation
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

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.

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.
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

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 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
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

STANDARD GRADUATE COURSES

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

AMBA, CMBA, DMBA, RMBA, AND CSEC COURSES

(except AMBA 600, regardless of residency) $694

DMGT AND DMCC COURSES

(except DMGT 600, regardless of residency) $1,087

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBA 600</td>
<td>$694</td>
</tr>
<tr>
<td>DMGT 600</td>
<td>$1,087</td>
</tr>
<tr>
<td>UCSP 611 Introduction</td>
<td>$75</td>
</tr>
<tr>
<td>UCSP 620 Financial</td>
<td>$225</td>
</tr>
<tr>
<td>UCSP 621 Economics</td>
<td>$225</td>
</tr>
<tr>
<td>UCSP 630 Introduction</td>
<td>$225</td>
</tr>
</tbody>
</table>

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/hylaws/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)
  Doctor of Management $100
  All other graduate programs $50

DIPLOMA APPLICATION (NONREFUNDABLE)
  For both degrees and certificates $50

STUDY TRIP FEE (FOR RMBA 670) $3,000
  (does not include airfare)

TECHNOLOGY FEE*
  Per credit for credit courses $15
  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 class, 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 summer 2013 term. Courses are organized in alphanumerical 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.

### Key to Course Listings

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Number</th>
<th>Course Title</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>600</td>
<td>Accounting</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**College Park**

<table>
<thead>
<tr>
<th>Session</th>
<th>Class Number</th>
<th>Section Number</th>
<th>Day(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>USS</td>
<td>(21842)</td>
<td>1131</td>
<td>W</td>
<td>7–10 p.m.</td>
</tr>
</tbody>
</table>

### Key to Sessions

- **Standard on-site session** .......................................................... USS
- **Grad online session 1** ............................................................... GO1
- **MBA session** ............................................................................ MBA
- **Executive session** ................................................................. UX1
- **Doctoral session** ................................................................. UDM
- **Full-term session** ................................................................. FTS
- **Grad intensive format sessions** ................................................. GU1, GU2, GU3
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.

SUMMER 2013 CLASSES

### ACCT

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>ACCT 608 Fraud Examination and Accounting Ethics (3)</td>
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<td>ACCT 610 Financial Accounting (3)</td>
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<td>ACCT 613 Federal Income Taxation (3)</td>
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<td>ACCT 614 Accounting Information Systems (3)</td>
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<td>ACCT 665 Selected Topics in Accounting: International, Government, and Nonprofit Accounting (3)</td>
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### AMBA

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<td>AMBA 610 The Manager in Organizations and Society (6)</td>
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### ASCM

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<td>ASCM 627 Legal Aspects of Contracting (3)</td>
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<td>ASCM 628 Contract Pricing and Negotiations (3)</td>
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<td>ASCM 629 Strategic Purchasing and Logistics (3)</td>
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<td>BIFS 617 Advanced Bioinformatics (3)</td>
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<td>BIFS 619 Gene Expression Data Analysis (3)</td>
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### BIOT

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<td>BIOT 630 Introduction to Bioinformatics (3)</td>
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<td>BIOT 640 Societal Issues in Biotechnology (3)</td>
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<td>BIOT 643 Techniques of Biotechnology (3)</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.
Course Schedule

BIOT 645 Bioprocessing and the Business of Biotechnology (3)
*Online*
G01 (51507) 9020

BSBD
BSBD 640 Agents of Bioterrorism (3)
*Online*
G01 (51509) 9020

BSBD 641 Biosecurity and Bioterrorism (3)
*Online*
G01 (51510) 9020

BSBD 642 Advanced Biosecurity and Bioterrorism (3)
*Online*
G01 (51512) 9020

BTMN
BTMN 632 Commercializing Biotechnology in Early-Stage Ventures (3)
*Online*
G01 (51645) 9020

BTMN 634 Selection and Evaluation of Biotechnology Projects (3)
*Online*
G01 (51646) 9020

BTMN 636 Biotechnology and the Regulatory Environment (3)
*Online*
G01 (51647) 9020

CIOC
Note: New and continuing students are registered for CIOC courses by Business and Executive Programs. Returning CIOC students should e-mail jane.goldberg@umuc.edu to re-enroll.

CIPC
CIPC 610 Understanding Intellectual Property Management (6)
*Online*
FTS (52817) 9020
Class meets May 20–July 28.

CIPC 620 Digitization, Digital Media, and Licensing (5)
*Online*
FTS (52618) 9020
Class meets May 20–July 28.

CJMS
CJMS 600 Critical Analysis of the Criminal Justice System (3)
*Online*
G01 (51683) 9020

CJMS 610 Perspectives in Law Enforcement Management (3)
*Online*
G01 (51722) 9020

CJMS 620 Issues in Correctional Administration (3)
*Online*
G01 (51723) 9020

CJMS 630 Seminar in Security Management (3)
*Online*
G01 (51724) 9020

CJMS 640 Criminal Justice Intelligence Systems and Approaches (3)
*Online*
G01 (51725) 9020

CJMS 650 Legal Aspects Within the Criminal Justice System (3)
*Online*
G01 (51726) 9020

CJMS 660 Issues in Criminal Justice Leadership (3)
*Online*
G01 (51727) 9020

CMBA
Note: New and continuing students are registered for CMBA courses by Business and Executive Programs. Returning one-year MBA students should e-mail oneyearmba@umuc.edu to re-enroll.

COMM
COMM 600 Academic Writing for Graduate Students (3)
*Online*
FTS (51902) 9020
Class meets May 20–July 28.

CSEC
CSEC 610 Cyberspace and Cybersecurity (6)
*Online*
G01 (51786) 9020

CSEC 620 Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology (6)
*Online*
G01 (51821) 9020

CSEC 630 Prevention and Protection Strategies in Cybersecurity (6)
*Online*
G01 (51829) 9020

CSEC 635 National Cybersecurity Policy and Law (6)
*Online*
G01 (51837) 9020

CSEC 640 Monitoring, Auditing, Intrusion Detection, Intrusion Prevention, and Penetration Testing (6)
*Online*
G01 (51839) 9020

CSEC 645 Enterprise Cybersecurity Policy (6)
*Online*
G01 (51844) 9020

CSEC 650 Cyber Crime Investigation and Digital Forensics (6)
*Online*
G01 (51847) 9020

CSEC 655 Global Cybersecurity (6)
*Online*
G01 (51853) 9020

CSEC 661 Digital Forensic Investigations (6)
*Online*
G01 (52626) 9020

CSEC 662 Cyber Incident Analysis and Response (6)
*Online*
G01 (52627) 9020

CSEC 670 Cybersecurity Capstone (6)
*Online*
G01 (51854) 9020

Course descriptions may be accessed via the online schedule at www.umuc.edu/schedule.
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| **DBST 651 Relational Database Systems (3)**  
*Online*  
GO1 (51513) 9020 |  |
| **DBST 652 Advanced Relational/Object-Relational Database Systems (3)**  
*Online*  
GO1 (51515) 9020 |  |
| **DBST 663 Distributed Database Management Systems (3)**  
*Online*  
GO1 (51516) 9020 |  |
| **DBST 665 Data Warehouse Technologies (3)**  
*Online*  
GO1 (51517) 9020 |  |
| **DBST 667 Data Mining (3)**  
*Online*  
GO1 (51518) 9020 |  |
| **DBST 668 Database Security (3)**  
*Online*  
GO1 (51519) 9020 |  |
| **DBST 670 Database Systems Administration (3)**  
*Online*  
GO1 (51520) 9020 |  |

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| **DEPM 604 Management and Leadership in Distance Education and E-Learning (3)**  
*Online*  
GO1 (51862) 9020 |  |

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| **DETC 620 Training and Learning with Multimedia (3)**  
*Online*  
GO1 (52600) 9020 |  |

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| **DETT 607 Instructional Design and Course Development in Distance Education and E-Learning (3)**  
*Online*  
GO1 (51866) 9020 |  |

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| **DMBA 610 Ethical Leadership in Organizations and Society (6)**  
*Online*  
GO1 (51789) 9020 |  |

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

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<th><strong>DMCC</strong></th>
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| **DMCC 800 Foundations of Management Theory and Strategic Thinking (6)**  
*Online*  
UDM (52511) 9040 |  |
| **DMCC 821 Higher Education Policy (6)**  
*Online*  
UDM (52051) 9050 |  |
| **DMCC 830 Research Methods (6)**  
*Online*  
UDM (52048) 9050 |  |
| **DMCC 851 Community College Advocacy and Accountability (6)**  
*Online*  
UDM (52049) 9050 |  |

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| **DMGT 702 Dissertation Research: Stakeholder Paper (3)**  
*Online*  
UDM (52019) 9040 |  |
| **DMGT 793 Dissertation Research (3–6)**  
*Online*  
UDM (52020) 9040 |  |
| **DMGT 799 Dissertation Research (1)**  
*Online*  
UDM (52021) 9040 |  |

| **DMGT 810 Leadership and Change (6)**  
*Online*  
UDM (52023) 9040 |  |
| **DMGT 830 Research Methods I (6)**  
*Online*  
UDM (52024) 9040 |  |
| **DMGT 835 Research Methods II (6)**  
*Online*  
UDM (52030) 9040 |  |
| **DMGT 845 Global Business (6)**  
*Online*  
UDM (52037) 9040 |  |
| **DMGT 850 Innovation and Sustainable Development (6)**  
*Online*  
UDM (52034) 9040 |  |
| **DMGT 890 Dissertation Part I (4)**  
*Online*  
UDM (52025) 9040  
UDM (52510) 9050 |  |
| **DMGT 891 Dissertation Part II (4)**  
*Online*  
UDM (52026) 9040  
UDM (52030) 9050 |  |
| **DMGT 892 Dissertation Part III (4)**  
*Online*  
UDM (52027) 9040  
UDM (52046) 9050 |  |
| **DMGT 899 Continuing Registration (1)**  
*Online*  
UDM (52032) 9040 |  |

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| **EDRS 600 Reading in the Secondary Content Areas I (3)**  
*Online*  
GO1 (52614) 9020 |  |
| **EDRS 610 Reading and Multiple Literacies (6)**  
*Online*  
GO1 (51873) 9020 |  |
| **EDRS 630 Assessment for Reading Instruction (3)**  
*Online*  
GO1 (51874) 9020 |  |

*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](http://www.umuc.edu/schedule).
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IMAN 601 Strategic Management in a Global Environment (3)
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IMAN 615 Strategic Investment and Partnering (3)
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   G01 (51610) 9020

IMAN 625 International Trade and Economic Policy (3)
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   G01 (51611) 9020

IMAN 635 Managing Country Risk (3)
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   G01 (51643) 9020

IMAT
IMAT 637 IT Acquisitions Management (3)
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   G01 (51552) 9020

IMAT 639 Internet Multimedia Applications (3)
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IMAT 670 Contemporary Topics in Informatics (3)
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INFA
INFA 610 Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
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   College Park
   USS (51449) 1141 Th 7–10 p.m.

INFA 620 Network and Internet Security (3)
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   G01 (51863) 9020
   Largo
   USS (51450) 6221 Tu 7–10 p.m.

INFA 630 Intrusion Detection and Intrusion Prevention (3)
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INFA 640 Cryptology and Data Protection (3)
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   College Park
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INFA 650 Computer Forensics (3)
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INFA 660 Security Policy, Ethics, and the Legal Environment (3)
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   College Park
   USS (51452) 1141 Th 7–10 p.m.

INFA 670 Information Assurance Capstone (3)
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   G01 (51838) 9020

INMS
INMS 600 Managing Intelligence Activities (3)
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   G01 (51648) 9020

INMS 610 Intelligence Collection: Sources and Challenges (3)
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   G01 (51650) 9020

INMS 620 Intelligence Analysis: Consumers, Uses, and Issues (3)
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   G01 (51651) 9020

INMS 630 Espionage and Counterintelligence (3)
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   G01 (51652) 9020

INMS 640 Intelligence Led Enforcement (3)
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INMS 650 Intelligence Management and Oversight (3)
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INMS 660 Leadership Seminar (3)
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ISAS
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ISAS 610 Information Systems Management and Integration (3)
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ISAS 620 Information Systems Sourcing Management (3)
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ISAS 630 Systems Analysis and Design (3)
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ISAS 640 Decision Support Systems and Expert Systems (3)
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ISAS 650 Information Technology, the CIO, and Organizational Transformation (3)
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   G01 (51570) 9020

ITEC
ITEC 610 Information Technology Foundations (3)
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ITEC 620 Information Technology Infrastructure (3)
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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.
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<td>FTS [52068]</td>
<td>9020</td>
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<td>UCSP 630</td>
<td>Introduction to Research Methods (0)</td>
<td>Online</td>
<td>FTS [52069]</td>
<td>9020</td>
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</tbody>
</table>

*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.*
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.cavanaugh@umuc.edu
240-684-2890

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

UMUC Graduate Course Locations

Aberdeen Proving Ground
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 Deepthorpe 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 Graduate Advising, Office of Enrollment Management, 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.

**Army Students**

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

**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.

**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 that class. For information on how the wait list works, visit www.umuc.edu/register. To check on course availability and see if new sections have been added, visit the MyUMUC student portal at https://my.umuc.edu.

**Other Forms**

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

- Application for Admission
- Financial Aid: FAFSA
- Registration
- Application for Diploma
# MAIL OR FAX REGISTRATION FORM

## Personal Information

- **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**

- **Check if this is a new address**

- **Check if this is a new address**

**Notes:**
- Student identification number (EMPLID)
- Check if this is a new address

## 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>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE no.</th>
<th>CLASS no.</th>
<th>SECTION no.</th>
<th>CREDITS</th>
<th>GRADING OPTION*</th>
</tr>
</thead>
<tbody>
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<td>608</td>
<td>22201</td>
<td>9040</td>
<td>03</td>
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</tbody>
</table>

**Notes:**
- Leave blank if you want standard A, B, C, F grading options; otherwise, indicate audit (AU).

## Form of Payment

- **Financial aid**
- **Interest-free, monthly tuition-payment plan**
- **Tuition assistance or remission of fees**
- **VA Vocational Rehabilitation (Chapter 31) Assistance**

- **Check or money order**
- **Credit card**

**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**
- **Tuition assistance or remission of fees**
- **VA Vocational Rehabilitation (Chapter 31) Assistance**
- **Check or money order**
- **Credit card**

**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.

**Signature**

**Date**

**Enroll this form with payment by mail or fax to 240-684-2151 by registration deadline**

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