



COLEMAN UNIVERSITY

Official Catalog

San Diego Campus

8888 Balboa Avenue
San Diego, CA 92123-1506
(858) 499-0202
Fax (858) 499-0233

San Marcos Campus

1284 West San Marcos Boulevard
San Marcos, CA 92078-4073
(760) 747-3990
Fax (760) 752-9808

A nonprofit coeducational institution originally chartered in 1963

Accredited by the Accrediting Council for Independent
Colleges and Schools to award certificates, associate degrees,
bachelor's degrees, and master's degrees.

750 First Street N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

www.coleman.edu

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Catalog effective for students entering
July 1, 2011 through June 30, 2012

Family Educational Rights and Privacy Act of 1974 (FERPA)

Coleman University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to any Officer of the University.

Contents

1. About the University	5
2. Academic Calendar	12
3. Admission to the University	16
4. International Students	20
5. Veterans	24
6. Distance Education	25
7. College of Graphic Design	27
8. College of Information Sciences	30
9. College of Computer Networking	35
10. College of Advanced Studies and Education	39
11. College of Graduate Studies	40
12. Tuition and Fees	44
13. Financial Aid	48
14. Academic Requirements	52
15. Student Resources	68
16. Student Conduct	76
17. Course Descriptions	83
18. Administration	120
19. Faculty	124
20. Index	132

1. About the University

Coleman University is:

- Accredited to offer degrees through the master's degree by the Accrediting Council of Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC 20002-4241. Phone: (202) 336-6780.
- Authorized by the State of California under EC Section 94750 to award accredited degrees.
- Approved for veteran training.
- Authorized under federal law to enroll non-immigrant alien students.

Affiliations

- American Association of Collegiate Registrars and Admissions Officers
- California Chamber of Commerce
- California Association of Student Financial Aid Administrators
- Career College Association
- National Association of Foreign Student Advisors
- National Association of Student Financial Aid Administrators
- Pacific Association of Collegiate Registrars and Admissions Officers
- Professional International Educators Roundtable
- San Diego Regional Chamber of Commerce
- San Marcos Chamber of Commerce
- TEC – Chief Executives Working Together

Academic Life

In these times of rapidly changing technology and fluctuating global economy, it is natural for individuals contemplating a career change to question the purpose and value of a college education. Often this evaluation is made solely in terms of subsequent economic benefits. At Coleman University, we believe that not all life's rewards are strictly economic, and we have a broader view of what we offer our students. A university should be more than a credentials factory, and our purpose is not only to prepare students for meaningful professional careers, but to offer them the opportunity to develop their full potential.

At Coleman University, students are not simply future wage earners, they are people, and academic programs are designed to encourage creative and

analytical thinking.

Individuals ideally suited to Coleman University know where they are going and are willing to make an extra effort to achieve their goals. They prefer to feel they are a part of a warm, caring environment that provides individual learning in a hands-on setting. Limited enrollment fosters close personal relationships among students and between students and staff.

Coleman University's faculty members are available to students at all times during the school day. The classroom is the instructor's office. This availability makes it possible for enterprising students to extend themselves to their intellectual limits.

Coleman University's inverted curriculum, or "major first" approach to education allows students to take the technical courses in their major first, as part of their specialized Associate Degree program.

Because it is impossible to immediately master all the skills needed to be successful in this unparalleled period of emerging technologies, Coleman University believes it is important to help students acquire both technical skills and a broad education. Therefore, our programs provide an awareness of the fundamental assumptions in the broader areas of human knowledge and prepare students for a lifetime of learning.

Campus Life

Coleman University is located in beautiful San Diego, California, within easy reach of miles of Pacific Ocean beaches and Southern California ski slopes.

In addition to surfing, kayaking, fishing, skiing and snowboarding, local attractions include the world famous San Diego Zoo, Sea World, and numerous centers of Spanish and Mexican heritage. Balboa Park offers tree-lined canyons, flower gardens and many museums to explore.

Downtown San Diego's diverse cultural resources include the San Diego symphony, cinemas, ballet, art galleries, and numerous local restaurants.

The Coleman University Crest



The heraldic crest of Coleman University contains the University's motto, "Aspirationes in Realitatem" or "Dreams Into Reality." The University strives to provide the education and support necessary for each of its students to transform his or her dreams into the practical reality of today's world.

Contact Information

Coleman University Website

<http://www.coleman.edu>

E-mail Contacts

Admissions, all programs

admissions@coleman.edu

Career Services

careerservices@coleman.edu

Certification Testing

certs@coleman.edu

Distance Education

de@coleman.edu

Financial Aid

faoffice@coleman.edu

Student Services

ssoffice@coleman.edu

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History of the University

In 1963 Coleman College was founded on the unprecedented career opportunities that electronic data processing was creating in industry, business, government, and education.

In the 1970s, Coleman responded to an ever-increasing need for individuals educated in Information Technology by offering Associate of Science and Bachelor of Science degree programs. These degree programs provided more substantial general and technical knowledge, and benefited graduates in their general education, as well as their ability to advance in technology careers and contribute to their communities.

A general education department was established to offer courses emphasizing English and communication, mathematics, social sciences, humanities, and management. Intermediate and advanced technology courses were also offered. In addition, Coleman implemented its unique “inverted curriculum,” which allows students to concentrate on major course work before pursuing general education.

In 1979, the proliferation of computers created the need for individuals trained to repair and maintain them. Coleman responded by creating the Department of Computer Technology. This program led to a certificate in Computer Electronics Technology and served as the core of the associate and bachelor’s degree programs.

In the 1980s, Coleman maintained its leadership role specializing in both information science and computer technology.

In 1982, with the guidance and support of accomplished and visionary industry leaders, a Master of Science degree in Information Systems was developed to provide graduates with the technical knowledge, conceptual understanding, and research skills necessary to function effectively as leaders in their technical professions.

In 1986, while continuing to expand and update curricula, the San Marcos campus was opened to serve growing populations in the northern part of San Diego County.

In 1994, anticipating the need for technicians and administrators of network systems, Coleman developed an interdisciplinary program in computer applications and networks in the Office Automation Systems Department.

In 1996, the Computer Applications and Networks Department began providing extensive training in local area networks and client-server applications, among the fastest growing sectors of the high-tech job market.

As computer hardware became more sophisticated, troubleshooting evolved to require a deeper understanding of the total system, including software. The Computer Electronics Technology program was redesigned to reflect this shift in emphasis between hardware and software, and the department was renamed Computer Engineering Technology. Subsequently, the program evolved with industry trends emphasizing network technology and was

renamed Computer Network Technology. This program eventually merged with the Computer Applications and Network program and became known as the Computer Networks program.

In 2002, Coleman rounded out its computer-related academic offerings by launching a Computer Graphic Design program.

In 2003, Coleman introduced a Master of Science degree program in Business and Technology Management. This program fulfills the need for technology graduates with the knowledge, conceptual understanding, and research skills necessary to effectively lead and manage the business functions of the 21st century information technology industry.

On November 14, 2008, during the Coleman College 45th anniversary celebration, the transition to Coleman University was announced.

In 2009 Coleman introduced a Master of Business Administration program. The MBA program addresses the needs of international students with a technology background who wish to transition into general business and management.

Today, Coleman University serves students and alumni from every part of the United States, and many foreign countries. In addition to traditional post high-school undergraduates, Coleman University students include active and retired military personnel, professionals seeking new career directions, and international students who are acquiring new knowledge and skills to take back to their home countries. These students attend Coleman University because of its reputation for high academic standards, professionalism and personal concern for each student.

Long recognized by numerous industry and educational organizations as a leader in computer education, Coleman has pioneered many new teaching techniques with great effectiveness. Technological developments are continuously researched so that the curricula and computer equipment for student use may be updated accordingly.

Philosophy and Objectives

The mission of Coleman University is to prepare students for meaningful professional careers in information technology and business, while providing an environment where those who become a part of this academic community may develop their full potential as human beings.

- Coleman University affords the opportunity for persons of diverse backgrounds and ages to share ideas and values and to learn to work together toward common goals.
- To learn to think analytically and creatively; to understand facts and ideas; to reason from them and express conclusions clearly.
- To recognize that those who are the masters of the machines in this age of pervasive technology have the ultimate responsibility of assuring that their efforts improve the quality of life of humankind.
- To promote the spirit of intellectual inquiry, which enhances the cultural and social development of the community.

The objectives of the academic programs are:

- To develop understanding of the subject matter in an area of specialization.
- To understand the relationship of the special area to the whole realm of knowledge.
- To develop the abilities necessary for independent study and research in the related field.
- To integrate the knowledge and principles of the field of specialization into a cohesive theoretical and practical framework.
- To strengthen and refine both written and oral communication skills.
- To provide the foundation for a lifetime of continual learning.

Academic Freedom

Coleman University upholds academic freedom for its faculty and students. The freedom to teach and learn, supported by free inquiry and free expression are essential to the acquisition of knowledge and quest for the truth.

Statement on Diversity

Coleman University is committed to providing all students with essential tools for achieving their full potential, regardless of socioeconomic class, gender, age, religious beliefs, political views, sexual orientation, or differing abilities. The goal of the University is to foster community and to develop students who exhibit social responsibility, equity, and productive citizenship in an increasingly global society. Each member of the Coleman community has a

responsibility to honor this commitment to supporting a diverse and inclusive campus.

Coleman University does not tolerate acts of discrimination, harassment, or intimidation, which compromise the integrity of the University. The University will take necessary action to prevent, correct, and where indicated, discipline unlawful, intimidating, or other inappropriate behavior. Students should report concerns to Student Services; employees should report concerns to Human Resources.

Statement of Policy of Nondiscrimination

Coleman University does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following official has been designated to handle inquiries regarding Coleman University's policies of nondiscrimination:

Coleman University President
8888 Balboa Avenue
San Diego, CA 92123-1506
(858) 499-0202

2. Academic Calendar

Term Dates for School Year 2011-2012

Online classes start on Saturday and end on Wednesday

Campus-based classes start on Monday unless otherwise noted

Five-Week Terms

Offered at San Diego and/or Online

Master's Degrees

Business Administration

Information Systems Management

Business and Technology Management

Business Administration in Health Care Management

Jun 25, 2011 – Jul 29, 2011

Dec 31, 2011 - Feb 3, 2012

Jul 30, 2011 – Sep 2, 2011

Feb 4, 2012 – Mar 9, 2012

Sep 3, 2011 – Oct 7, 2011

Mar 10, 2012 – Apr 13, 2012

Oct 8, 2011 – Nov 11, 2011

Apr 14, 2012 – May 18, 2012

Nov 12, 2011 – Dec 16, 2011

May 26, 2012 – Jul 6, 2012

Campus-based classes start on Monday

Ten-Week Terms

San Diego

Associate Degrees in:

Web Media Design

Computer Networks

Information Systems

Game Programming,
Development & Design

San Marcos

Associate Degrees in:

Web Media Design

Computer Networks

Information Systems

Courses leading to BS Degrees

May 21, 2011 – Jul 29, 2011

Jul 30, 2011 – Oct 7, 2011

Oct 8, 2011 – Dec 16, 2011

Campus-based classes start on Monday

Courses leading to BS Degree

Dec 31, 2011 – Mar. 9, 2012

Mar 10, 2012 – May 18, 2012

May 26, 2012 – Aug 3, 2012

Hours of Operation

San Diego Campus

Administrative Offices

Monday – Thursday	8 am to 8 pm
Friday	8 am to 4 pm

Certification Testing Center

Monday – Thursday	8 am to 8 pm
Friday	8 am to 3 pm

Classes

5-week terms	6 pm to 11 pm
10-week terms	8 am to 12 pm
	1 pm to 5 pm
	6 pm to 10 pm

Financial Aid

Monday – Thursday	9 am to 7 pm
Friday	9 am to 3 pm

Library

Monday – Thursday	8 am to 7 pm
Friday	8 am to 1 pm

Resource Center

Monday – Thursday	8 am to 9 pm
Friday	8 am to 3 pm

Student Services

Monday – Thursday	9 am to 7 pm
Friday	9 am to 3 pm

Hours of Operation

San Marcos Campus

Administrative Offices

Monday – Thursday	8 am to 8 pm
Friday	8 am to 4 pm

Classes

10-week terms	12 pm to 4 pm
	6 pm to 10 pm

Financial Aid

Monday – Thursday	9 am to 7 pm
Friday	9 am to 3 pm

Library

Monday – Thursday	8 am to 7 pm
Friday	8 am to 1 pm

Resource Center

Monday – Thursday	8 am to 9 pm
Friday	8 am to 3 pm

Student Services

Monday – Thursday	9 am to 7 pm
Friday	9 am to 3 pm

Holidays and Breaks Observed

Memorial Day	May 30, 2011
Independence Day	Jul 4, 2011
Labor Day	Sep 5, 2011
Thanksgiving	Nov 24-25, 2011
Winter Break	Dec 17, 2011 – Dec 30, 2011
Presidents' Day	Feb 20, 2012
Spring Break	May 19, 2012 - May 25, 2012
Memorial Day	May 28, 2012

Graduation Ceremonies

Graduations are held at the San Diego Campus

Jul 30, 2011 at 10:00 am	Mar 10, 2012 at 10:00 am
Oct 8, 2011 at 10:00 am	May 19, 2012 at 10:00 am
Dec 16, 2011 at 3:00 pm	Aug 4, 2012 at 10:00 am

3. Admission to the University

Coleman University's accelerated undergraduate programs provide students with the qualifications necessary for careers in information technology. Courses offer hands-on, practical training emphasizing concepts and fundamental skills in students' areas of specialization. Small classes give students close interaction with their instructors and classmates.

Coleman University's inverted curriculum, or "major first" approach to education allows students to take the technical courses in their major first, as part of their specialized Associate Degree program.

Once the Associate degree is complete, students may pursue the additional required coursework in intermediate and advanced technology as well as general education courses toward the bachelor, and master's degrees.

These remaining requirements may be completed in the evening or online while the student is progressing in his or her career, within limitations. (Please refer to "Changes in Degree Requirements," "Residence Requirements," and "Credit Age Limitations.")

Undergraduate Requirements

The minimum requirement for admission to the University is graduation from an accredited high school, successful completion of the General Education Development test, or a recognized state high school equivalency award. Documentation that an applicant meets the minimum educational requirements for admission may be required during the application procedure. Applicants are encouraged to submit official copies of any post-secondary transcripts for evaluation with regard to possible transfer credit. Tentative evaluations will be made on unofficial transcripts.

Applicants are required to have an interview with a member of the Admissions Department. The purpose of the interview is to determine whether the applicant meets the admission requirements and has the qualities necessary to be successful in the information technology field. Among these qualities are an interest in this field and the motivation required for success. Applicants must also pass an admission test, which assesses aptitude for the academic programs and related career fields.

APTI Scores

- | | | |
|-------|---------|----------|
| • CIS | 10 Math | 20 Logic |
| • CN | 10 Math | 20 Logic |
| • GDD | 07 Math | 18 Logic |
| • WMD | 07 Math | 18 Logic |

If a prospective student fails to meet the minimum score, they will be required to enroll in the remedial math course, and can re-test again. Failing the test

twice will result in a probation of six months

All applicants, regardless of citizenship, whose native language is not English, must demonstrate competence in English. Coleman University classes have limited enrollment. No further applications can be accepted after the class is filled.

Graduate Requirements

Candidates admitted to the program would generally be professionals already employed in the computer field. Candidates must also successfully complete Research Design and Methodology (RES601) within the first five weeks of beginning the program. This class is offered free of charge.

Admission Procedure

All applicants must pay a non-refundable application fee of \$100. A complete application to the Masters program consists of the following:

- Official Transcripts
- Three letters of recommendation from professional/educational sources
- Current resumé
- Personal essay
- Application form
- Application fee (non-refundable)

The Graduate Admissions Committee will notify applicants of the results of their application within two weeks of receipt of all application materials listed above.

To apply for the online Master of Science in Business and Technology Management, visit the University's website for the online application form at <http://eclass.coleman.edu/de/mbtm/application.htm>

Also available is a PDF document that contains application instructions and a form that may be completed and mailed to the University.

To apply for the campus-based Master of Science in Information Systems Management or Master of Business Administration, call the Admissions Office at 858-499-0202.

Master of Information Systems Management – San Diego Campus

A bachelor's degree in information technology or computer science from an accredited institution, OR

A bachelor's degree in any discipline and two years experience in the computer field, OR

A bachelor's degree in any discipline and completion of the undergraduate Certificate program in any of the information technology disciplines at Coleman University, AND

A minimum cumulative GPA of 3.0 at the bachelor's level is required but may be waived by the Admissions Committee in consideration of special circumstances.

Master of Business Administration - San Diego Campus

A bachelor's degree in business, accounting, or related fields from an accredited institution, OR

A bachelor's degree in any discipline and two years of experience in the business field, OR

A bachelor's degree in any discipline and completion of any AS degree program in any of the disciplines at Coleman University, AND

A minimum cumulative GPA of 3.0 at the bachelor's level which may be waived by the Admissions Committee in consideration of special circumstances.

Master of Business Administration in Health Care Management - San Diego Campus

A bachelor's degree in business, accounting, or related fields from an accredited institution, OR

A bachelor's degree in any discipline and two years of experience in the business field, OR

A bachelor's degree in any discipline and completion of any AS degree program in any of the disciplines at Coleman University, AND

A minimum cumulative GPA of 3.0 at the bachelor's level which may be waived by the Admissions Committee in consideration of special circumstances.

Master of Business and Technology Management - Online Program

A bachelor's degree in information technology or computer science from an accredited institution, OR

A bachelor's degree in any discipline with a minimum of two years of

work experience in the field (may be waived by the Graduate Admissions Committee in consideration of special circumstances), AND

A minimum cumulative GPA of 3.0 at the bachelor's level (may be waived by the Graduate Admissions Committee in consideration of special circumstances), AND

Access to a computer system that complies with the minimum system requirements listed in the section on Distance Education.

Note: Candidates must successfully complete Introduction to Distance Education (DIS 101), at least two weeks prior to enrolling in the first class.

Master of Business Administration - Online Program

A bachelor's degree in business, accounting, or related fields from an accredited institution, OR

A bachelor's degree in any discipline and two years of experience in the business field, OR

A bachelor's degree in any discipline and completion of any AS degree program in any of the disciplines at Coleman University, AND

A minimum cumulative GPA of 3.0 at the bachelor's level which may be waived by the Admissions Committee in consideration of special circumstances.

Distance Education Requirements

Prior to enrolling in any Distance Education class, students must have met the general admission standards, as outlined in this catalog, and completed DIS 101 (Introduction to Distance Education), a free, two-hour online course designed to prepare students for distance education.

4. International Students

Admission Procedure

1. Obtain an Application for Admission from the Office of International Admissions, Coleman University, 8888 Balboa Avenue, San Diego, CA 92123-1506, USA. Answer completely all questions on the application and return it to Coleman University.
2. Arrange to have original secondary and postsecondary school records, or certified copies of originals, and English translations sent to Coleman University.
3. Arrange to take the Test of English as a Foreign Language (TOEFL) and have the scores sent directly to Coleman University. Enter Coleman University's school code, 9183, on the answer sheet when taking the exam.
4. Send Coleman University an affidavit of adequate financial support to cover tuition, fees, and living expenses while attending Coleman University.
5. Send Coleman University a letter from a physician verifying that the applicant is in good health and is not carrying any communicable disease.

Admission Requirements

Undergraduate

International applicants to undergraduate programs must have completed the equivalent of American secondary school and may be required to provide Coleman University with documentation, translated into English, that they meet the requirement. If the applicant has completed any postsecondary education, these records should be provided to Coleman University in the same manner as secondary school records for evaluation with regard to possible transfer credit.

The academic records of each applicant applying from outside the United States will be evaluated upon receipt. If it is found that the applicant does not have a strong academic background in mathematics, the applicant will be asked to take an aptitude test before beginning classes. Coleman University admits applicants as freshmen or as undergraduate transfers from other colleges or universities.

Graduate

Students who have previously studied in an English-speaking country may be exempt from the English language proficiency requirement depending on the

duration and success of their previous studies.

Graduation requirements for students participating in the Curriculum Practical Training option include 5-1unit courses, with deliverables about the nature of their employment. In addition, there is an additional \$3000.00 International Services Processing Fee. Upon securing employment, students must contact Student Services to update his / her I-20 on file with the University and the Department of Homeland Security.

International students who are allowed to pay tuition term by term will be obligated to pay for any course that they attend the first day.

Academic Background

International applicants must provide Coleman University with their original postsecondary school records or certified copies of originals and certified English translations of the records. These documents must establish the equivalency to the stated admission requirements.

Coleman University does not require the GMAT or GRE for admission, and the TOEFL is waived if applicants can show other means of English proficiency. While the GMAT, GRE and TOEFL are indicators of admissibility, the University chooses to consider the entire situation of the applicant, such as grades, evidence of study at a university where the medium of instruction is English, work experience, recommendations, etc., rather than automatically rejecting an applicant for lack of a particular examination.

In addition to the general admission requirements for the graduate program, international students must also meet the admission requirements listed in the undergraduate admission section with regard to English language proficiency and financial certification.

Although students who are not U.S. citizens or permanent residents are welcome to participate in the Master of Science in Business and Technology Management program, they will not be issued a Certificate of Eligibility (Form I-20) due to federal regulations that limit the number of distance education units international students may take and still live in the United States.

Curricular Practical Training

CPT is required of all International Students who elect to work in the United States during their program of study. Students enrolled in CPT must complete an additional five units of study.

English Language Proficiency

All international applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and receive a

score of 500 or above, or 173 on the computerized TOEFL.

Applications for the TOEFL examination may be obtained by writing to Educational Testing Service (ETS), P.O. Box 995, Princeton, New Jersey 08451, USA. When taking the exam, students should enter Coleman University's school code, 9183, on the answer sheet. This will ensure that the results will be sent directly to Coleman University.

Students who need additional proficiency in English before studying at Coleman University may wish to see the International Student Advisor for a referral to an ESL (English as a Second Language) program in the San Diego area. Students who have studied previously in an English-speaking country may be exempt from the English language proficiency requirement, depending on the duration and success of their previous studies.

Estimated Living Expenses

Students should be prepared to pay \$2,000 - \$2,500 a month for living expenses, not including the costs of owning and operating a motor vehicle.

Financial Aid

Coleman University does not offer financial aid, grants, or loans to international applicants. Students are advised to investigate sources of financial aid, such as business or government agencies, in their own countries

Financial Certification

All nonresidents of the United States must present an affidavit of adequate financial support to cover tuition, fees, and living expenses while attending Coleman University.

Full-Time Status

International undergraduate students must maintain a minimum course load of 12 units per quarter. Due to federal regulations, international students may take no more than four-quarter units of distance education classes per module to maintain their full-time status.

Health Insurance

Medical costs in the United States are very high. Therefore, Coleman University recommends that all international students obtain health insurance. Information may be obtained from the Student Services department.

Housing

Coleman University does not provide housing. Students should allow themselves at least two weeks to find housing before attending Coleman

University and be financially prepared to stay in a local motel until permanent housing is obtained.

Notification of Acceptance

After all required information has been received, the applicant's acceptance status will be determined. If accepted, an enrollment agreement will be issued which must be signed by the applicant and returned to Coleman University together with a processing fee of \$3000 (USD).

Transfer Credit Evaluation

In addition to the guidelines listed in the "Transfer Students" section of the catalog, international students must submit a comprehensive professional evaluation of course work completed in countries other than the United States. The International Student Advisor can provide order forms for some vendors.

Visa Information

Upon receipt of a signed enrollment agreement and the registration fee, the applicant will be issued a Certificate of Eligibility (Form I-20), which must be taken to an American Consulate or Embassy to apply for an F-1 (student) visa for study in the United States.

Work

International students are not permitted to work in the United States without express permission from the U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services. Students participating in the Curriculum Practical Training option for the MBA or HCM degrees are waived from this requirement by completing a minimum of twenty (20) hours of related work experience per week for twenty-five (25) weeks during their course of study.

5. Veterans

All degree programs at Coleman University are approved for veteran training. Eligible veterans and in-service personnel should obtain application forms from the Veterans Affairs Coordinator or VA web site. In-service tuition assistance applications are obtained at the education office where the individual is stationed. The Veterans Affairs Coordinator will process all applications when the veteran begins classes.

Veterans must send for copies of transcripts from all previously attended colleges. Many of the veteran's questions or problems may be resolved by telephone. If a veteran is unable to stop by the Financial Aid Office, then he or she may call (858) 499-0202 to speak with the Veterans Affairs Coordinator in financial aid.

If a student who is receiving benefits from the Veterans Administration does not meet satisfactory progress standards, the Veterans Administration will be notified.

Satisfactory Progress

Veteran students should be aware of the standards of satisfactory progress for all students. Satisfactory progress is defined as having a CGPA of 2.0 or above and advancing towards completion of a degree. If a veteran's CGPA falls below a 2.0, the student will be placed on probation. If a veteran does not raise his or her CGPA by the next term, he or she will be suspended and benefits will be terminated. The Department of Veteran's Affairs will be notified when a student is not making satisfactory progress or when the student fails a course.

VA Vocational Rehabilitation

Coleman University trains veterans under the Veterans Vocational Rehabilitation programs. Veterans should contact the Veterans Administration to determine eligibility to participate in this program.

Withdrawal

Each veteran is responsible for notifying the Registrar's Office and the Veterans Administration immediately upon withdrawing from one or more classes. The veteran will be held responsible for any overpayments resulting from a change in status.

6. Distance Education

The University offers certain courses through distance education. These classes are conducted via the Internet using WebClass, the Coleman University online course delivery interface. Online materials and educational activities are comparable to campus-based courses, with interaction between students and faculty occurring in a virtual classroom.

Minimum Hardware Requirements:

Each web browser has its own specific set of supporting hardware and software requirements. Please visit the web browser's download website to learn more about the minimum computer system requirements you need to access your online courses.

Minimum Software Requirements:

All online classes offered through Coleman require that at least some of the assignments be prepared using a word processing program. While Microsoft Word is currently the most well-known and commonly used word processor, it is not the only one available. Following is a partial list of word processors and associated office applications that are acceptable for use with WebClass:

Corel WordPerfect

<http://www.corel.com/servlet/Satellite/us/en/Content/1150905725000#tabview=tab4>

Microsoft Office 2000 or later

<http://office.microsoft.com/en-us/FX102855291033.aspx>

OpenOffice.org

<http://www.openoffice.org/>

Sun StarOffice

<http://www.sun.com/software/staroffice/>

Minimum Internet Access:

A DSL or Cable Modem-quality Internet connection.

Supported Web Browsers:

Safari, version 3.2.1 or later

<http://www.apple.com/safari/download/>

Internet Explorer, version 6 or later

<http://www.microsoft.com/windows/downloads/ie/getitnow.msp>

Firefox, version 2 or later

<http://www.mozilla.com/en-US/firefox/>

Opera, version 8.0 or later

<http://www.opera.com/download/>

Participation and Attendance Policy

An important part of the learning process involves applying the knowledge gained from lectures, printed and electronic materials in real-world activities.

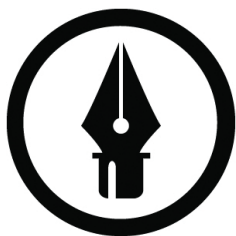
The University is dedicated to ensuring that all students are given ample opportunities to demonstrate their mastery of subject matter through projects and assignments in every class taken. Succeeding in distance education courses requires the same level of motivation and participation required for campus-based courses. Students are expected to participate in all class activities and assignments, as detailed in the Syllabus and online course materials in each class taken.

As in campus-based courses, attendance is recorded every week. A student is considered to have attended a distance education class if he or she logs in to view the class during the week in question. The University policy on absences is strictly enforced in online classes. Any student absent for more than two weeks is subject to immediate removal from the class in question.

Any student who fails to participate in required class assignments for three weeks may be dropped/removed from the class at the discretion of the class instructor, the Director of Student Services or the Dean of Academics.

Any student who is having difficulty maintaining regular participation in assigned class work should contact his or her instructor, the Student Services Department or the Dean of Academics for assistance. Extenuating circumstances will be considered. Students may be required to present confirmation of such circumstances. Extenuating circumstances include, but are not limited to, the following conditions:

- Personal illness, confirmed by a physician.
- Illness or death in the immediate family (immediate family includes spouse, parents, grandparents, siblings and children).
- Active duty military service, including active duty for training.



7. CGD

College of Graphic Design

Web Media Design Major Associate of Science Degree

Offered at the San Diego and San Marcos campuses.

Students in the Web Media Design major learn to apply best practices in problem solving, file management, and coding to plan and execute web sites in a given context. In addition, they further develop important human relations, mathematics, oral and written communication skills, and other general education knowledge.

Graduates utilize design principles in the layout of clear information hierarchies and usable web interfaces, as well as demonstrate professionalism and communicate effectively with specific internal and external audiences.

The units earned may be applied towards a Bachelor of Science degree within limitations. (Please see catalog sections “Changes in Degree Requirements,” “Residence Requirements,” and “Credit Age Limitation.”)

The following courses make up the Associate of Science Degree in Web Media Design. Courses are not necessarily offered in the sequence in which they are listed.

	Units
COM 100 Computer Foundations	4
DSN 110 Design Principles	4
DSN 120 User Interface Design	4
DSN 130 Typography	4
DSN 140 Digital Images I	4
DSN 150 Web Design I	4
DSN 160 Professional Practices	4
DSN 170 Custom Web Graphics	4
DSN 180 Animation I	4
DSN 200 Digital Images II	4
COM 287 Internet Programming I	4
ENG 110 Introduction to Writing	4
DSN 220 Creative Concepts	4
DSN 230 Web Design II	4
MAT 162 Algebra I	4

DSN 240 Animation II	4
COM 288 Internet Programming II	4
ENG 200 Communications	4
DSN 210 Digital Layout	4
DSN XXX Technical Elective	4
HUM/SOC *	4
DSN 250 Digital Photo I	4
DSN XXX Technical Elective	4
SOC/HUM *	4
DSN 290 Digital Portfolio	8
MAN 200 Information Technology and Management	4
Total	108
Residence Requirement	72

* Students are required to take 1 HUM (either 110 or 115) and 1 SOC (either 110 or 115)

Graphic Design Major Bachelor of Science Degree

Offered at the San Diego campus and through Distance Education.

In order to remain competitive in their careers, students can pursue a Bachelor of Science degree in Graphic Design. Courses in this major will expose students to graphic design history, principles of design, professional practices, and the opportunity to refine design skills. The BS will help students grow and develop their portfolios and further their careers in the design industry.

The requirements for the BS in Graphic Design are as follows:

	Units
AREA I English and Communications Courses must be from upper division (300 or above)	8
AREA II Social Sciences/Humanities Courses must be from upper division (300 or above)	8
AREA III Mathematics	4
AREA IV Business/Management Courses must be from upper division (300 or above)	4

AREA V	Advanced Technology (in residence)	32
	Courses must be from upper division (300 or above)	
AREA VI	Electives	16
	AS degree requirements	108
	Additional units required for the BS (above)	72
	Total units required for graduation	180
	Residence Requirement	92



8. CIS

College of Information Sciences

Computer Information Systems Major Associate of Science Degree

Offered at the San Diego and San Marcos campuses.

Students in the Information Systems major learn the fundamentals of systems analysis, application (solution) design, website development, and e-commerce concepts required to begin a career in the Information Technology (IT) industry. Graduates of this program will have designed programming solutions in several languages on many popular platforms, and possess an understanding of computing principles with an emphasis in application (solution) development.

In addition, the student will further develop important human relations, mathematics, oral and written communication skills, and other general education subjects.

The units earned may be applied towards a Bachelor of Science degree within limitations. (Please see catalog sections “Changes in Degree Requirements,” “Residence Requirements,” and “Credit Age Limitation.”)

The following courses make up the Associates of Science Degree in CIS. The courses are not necessarily offered in the sequence in which they are listed.

	Units
COM 107 Introduction to Programming	8
COM 120 Programming Concepts and Logic	4
COM 285 Intermediate Java Programming	8
COM 280 Object-Oriented Analysis and Design	4
COM 230 SQL and Database Design	8
COM 287 Internet Programming I	4
COM 288 Internet Programming II	4
COM 289 Internet Programming III	4
ENG 110 Introduction to Writing	4
COM 275 C++ Programming	8
MAT 162 Algebra I	4
COM 270 C# Programming I	8
ENG 200 Communications	4

COM 272 ASP.NET	4
COM 339 Software Testing and Quality Assurance	4
HUM/SOC *	4
COM 271 C# Programming II	8
SOC/HUM *	4
COM 290 System Design and Implementation	8
MAN 200 Information Technology and Management	4
Total	108
Residence Requirement	72

* Students are required to take 1 HUM (either 110 or 115) and 1 SOC (either 110 or 115)

Computer Information Systems Major Bachelor of Science Degree

Offered at the San Diego campus and through Distance Education.

Graduates of this program have expertise in the most popular computer languages, knowledge of accounting techniques, systems analysis and design, as well as operations management of a computer installation. The general education component of the degree develops additional communication skills, and an awareness of the individual's responsibility in society.

In addition to the courses offered in the AS degree, the requirements for the BS in Computer Information Systems are as follows:

	Units
AREA I English and Communications Courses must be from upper division (300 or above)	8
AREA II Social Science Courses must be from upper division (300 or above)	4
AREA III Humanities	4
AREA IV Mathematics	4
AREA V Science	4
AREA VI Business / Management Courses must be from upper division (300 or above)	8
AREA VII Advanced Technology (in residence) Courses must be from upper division (300 or above)	20

AREA VIII	General Education Electives	12
AREA IX	Electives	8
	AS degree requirements	108
	Additional units required for the BS (above)	72
	Units required for graduation	180
	Residence Requirement	92

Game Programming Development and Design Major Associate of Science Degree

Offered at the San Diego campus.

This program is designed to prepare graduates for entry-level employment in the area of computer game programming, development, and design. The successful graduate will be able to effectively apply standard programming concepts, including sound and graphics, in a console/computer game setting; create and utilize a framework for designing console/computer games; build and animate three-dimensional models; and apply the preceding as part of a group to create comprehensive games.

These objectives will provide graduates with a firm grasp of the skills, knowledge, and abilities that are demanded by businesses in the computer/console gaming industry. Students will combine back-end programming and networking solutions with realistic multimedia interaction to satisfy the consumer's demand for exceptional game-playing experiences.

In addition, the student will further develop important human relations, mathematics, oral and written communication skills through other general education subjects.

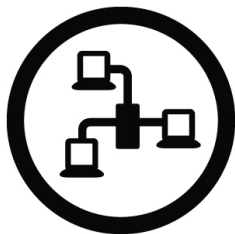
The units earned may be applied towards a Bachelor of Science degree within limitations. (Please see catalog sections "Changes in Degree Requirements," "Residence Requirements," and "Credit Age Limitation.")

The following courses make up the Associate of Science Degree in Game Programming, Development, and Design. The courses are not necessarily offered in the sequence in which they are listed.

	Units
COM 103 Intro to Game Programming	8
DSN 123 Game Development	4
COM 153 Game Programming Concepts C++	8
DSN 140 Digital Images I	4
COM 203 Game Programming Logic C++	8
DSN 180 Animation I	4

COM 253 Game Programming C#	8
ENG 110 Introduction to Writing	4
COM 273 XNA	8
MAT 162 Algebra I	4
DSN 253 3D Modeling and Animation I	4
DSN 130 Typography	4
ENG 200 Communications	4
COM 283 3D Game Programming with DirectX10	4
DSN 263 3D Modeling and Animation II	4
HUM/SOC *	4
DSN XXX Technical Elective	4
COM XXX Technical Elective	4
SOC/HUM *	4
COM 293 Game Programming Capstone	8
MAN 200 Information Technology and Management	4
Total	108
Residence Requirement	72

* Students are required to take 1 HUM (either 110 or 115) and 1 SOC (either 110 or 115)



9. CCN

College of Computer Networks

Computer Networks Major Associate of Science, Degree

Offered at the San Marcos and San Diego campuses.

The Computer Networks associate program is designed to provide students with the basic knowledge and technical skills to begin a career in the IT industry. The graduate will have an understanding of computer hardware, software, programming concepts, and networks, with a primary emphasis in network administration. Graduates of this program are able to perform the functions of a PC/Network Support Technician as well as install and configure the necessary hardware and software to support a local area network infrastructure.

In addition, the student will further develop important human relations and communication skills for advancement in the areas of customer service and management.

The units earned may be applied towards a Bachelor of Science degree within limitations. (Please see catalog sections “Changes in Degree Requirements,” “Residence Requirements,” and “Credit Age Limitation.”)

The following courses make up the Associate of Science Degree in CN. The courses are not necessarily offered in the sequence in which they are listed.

	Units
NET 110 A+ Repairing and Maintaining PCs	8
NET 115 Business Applications	4
ELE 250 Data Cabling & Management	4
NET206 Windows Clients	4
NET 250 Networking Concepts	4
COM259 Unix Fundamentals	8
NET208 Windows Clients II	4
NET209 Windows Servers	8
ENG 110 Introduction to Writing	4
NET260 Linux Network Administration	4
NET 220 Switches & Routers	4
MAT 162 Algebra I	4
NET 230 Desktop Support I	4
SEC 200 Introduction to Network Security	4
ENG 200 Communications	4
NET 235 Desktop Support II	4

NET 210 Wireless Communications	4
HUM/SOC *	4
NET 340 Advanced TCP / IP	4
SEC 310 Security Policies & Procedures	4
SOC/HUM *	4
NET 290 Network Design & Implementation	8
MAN 200 Information Technology and Management	4
Total	108
Residence Requirement	72

* Students are required to take 1 HUM (either 110 or 115) and 1 SOC (either 110 or 115)

Computer Networks Major Bachelor of Science Degree

Offered at the San Diego campus and through Distance Education.

This program is designed to provide students with the educational foundation for management positions in the network technology field. Areas of emphasis include a sound knowledge of technical skills, concepts of management and human relations, and a study of mathematics and physical sciences. Graduates of this program are prepared for leadership responsibilities in the planning, evaluation and supervision of computer service activities.

In addition to the courses offered towards the AS degree, the requirements for the BS in Computer Networks are as follows:

	Units
AREA I English and Communications	8
Courses must be from upper division (300 or above)	
AREA II Social Science	4
Courses must be from upper division (300 or above)	
AREA III Humanities	4
AREA IV Mathematics	4
AREA V Science	4
AREA VI Business / Management	8
Courses must be from upper division (300 or above)	
AREA VII Advanced Technology (in residence)	20
Courses must be from upper division	

	(300 or above)	
AREA VIII	General Education Electives	12
AREA IX	Electives	8
	AS degree requirements	108
	Additional units required for the BS (above)	72
	Units required for graduation	180
	Residence Requirement	92

Network Security Major Bachelor of Science Degree

Offered at the San Diego campus and through Distance Education.

The Network Security program is designed to prepare students for careers in computer and network security, and to deal with the challenges specific to this area. Areas of emphasis include fundamental security measures necessary in modern business, performing the basic functions of a PC/Network Support Technician, and installation/configuration of hardware and software infrastructure to support a local area network. Graduates of this program have a basic understanding of computer hardware, software, programming concepts, and network administration with a primary emphasis on network security.

In addition to the Computer Networks Associate degree requirements, the requirements for the BS in the Network Security major are as follows:

	Units
AREA I English and Communications Courses must be from upper division (300 or above)	8
AREA II Social Science Courses must be from upper division (300 or above)	4
AREA III Humanities	4
AREA IV Mathematics	4
AREA V Science	4
AREA VI Business / Management Courses must be from upper division (300 or above)	8
AREA VII Advanced Technology (in residence) Courses must be from upper division (300 or above)	20

AREA VIII	General Education Electives	12
AREA IX	Electives	8
	AS degree requirements	108
	Additional units required for the BS (above)	72
	Units required for graduation	180
	Residence Requirement	92



10. CASE

College of Advanced Studies and Education

CASE works in conjunction with the undergraduate colleges and Coleman College San Marcos to administer and grant Associate of Science and Bachelor of Science degrees. A description of each degree level, requirements, and a suggested course of study follow.

All courses offered in English and Communications (ENG), Humanities (HUM), Management (MAN), Mathematics (MAT), Science (SCI), and Social Sciences (SOC), are classified as general education courses.

Bachelor of Science Degrees

Students have the option to continue their education and obtain a Bachelor's degree in their chosen field. The Bachelor of Science degree includes additional general education and advanced courses in the preferred program of study.

Dual Bachelor's Degrees – Computer Networks / Network Security

Students who have successfully completed the Associate of Science degree in Computer Networks can earn a dual bachelor's degree in Network Security and Computer Networks by carefully selecting Advanced Technology and Elective courses. Contact Student Services for help planning a schedule to achieve this goal. Please note that there is a \$100 fee to cover additional administrative costs.

Minor in Management

An academic minor is not required for the baccalaureate degree. However, students may elect to complete a minor in Management. The Management minor offers an integrated and coherent pattern of course work related to the major. It consists of a minimum of 32 units to include the following courses: MAN 300, MAN 305, ENG 310, MAN 400, MAT 290 and 12 units of upper division management electives listed in "Course Descriptions."



11. CGS

College of Graduate Studies

Nature of Graduate Study

Information Technology (IT) was the fastest growing profession at the end of the 20th Century, and the 21st Century continues to provide even more opportunities. As the IT field has evolved, it has become highly specialized, requiring management with specialized skills. Working professionals in the IT field who aspire to leadership positions and greater responsibility should consider obtaining a Master of Science Degree from Coleman University.

A triad of objectives are used to measure academic progress in the graduate division. These include technical knowledge in the chosen profession, conceptual understanding of the issues involved, and the ability to conduct independent research. Graduate students are expected to assume responsibility and exercise initiative in their education. Students are expected to actively participate in the processes of learning, developing creativity, honing problem-solving skills, and improving their ability to communicate effectively.

Much like so-called dual career ladders provided by today's business environments, Coleman University offers three distinct graduate programs. Students wishing to focus on enhancing their technical expertise may select the major in Information Technology. Those focused on the functional aspects of business management may select either the Master of Business and Technology Management or the Master of Business Administration.

The length of each program is 60-quarter units and can be completed in 60 weeks of instruction. International students must also complete the additional prerequisite courses described on pages 30 and 107-108. Courses run continuously through the year, and all programs are designed so that students may join their chosen graduate program at any class start during the year.

Master of Science, Information Systems Management Degree Program

Offered at the San Diego campus

The Information Systems Management Major offers students the opportunity to explore advanced techniques, current trends, and future directions in information systems management. It is expected that graduates will be able to assume responsible positions in industry, business, government, or education at the management, development, and planning levels.

The courses below are not necessarily offered in the sequence in which they are listed.

		Units
COM 610	Project Management	5
COM 620	Advanced Systems Design and Analysis	5
COM 640	Distributive Communications and New Technology	5
COM 655	Human Resources Management	5
COM 656	Principles of Information Security	5
COM 660	Database Selection and Administration	5
COM 665	Leadership	5
COM 670	Financial Planning	5
COM 671	Decision Support Systems	5
COM 685	Management of Network Technology Readiness	5
COM 690	Management of Emerging Technologies	5
RES 699	Thesis	5
Total Units		60
Curricular Practical Training Option		
CPT 601	Curricular Practical Training I	1
CPT 602	Curricular Practical Training II	1
CPT 603	Curricular Practical Training III	1
CPT 604	Curricular Practical Training IV	1
CPT 605	Curricular Practical Training V	1
Total Additional Units		5

Master of Business Administration Degree Program

Offered at the San Diego campus

The Master of Business Administration degree offers tools and insights into the management of business today. Students will explore quantitative and qualitative tools of management and will examine the dynamic environments managers must face, both inside and outside the organization. An emphasis on leadership and team building provides the human skills students will need as managers. It is expected that graduates will be able to assume responsible positions in industry, business, government, or education at the management, development, and planning levels.

The courses below are not necessarily offered in the sequence in which they are listed.

		Units
MBA 615	Project Management	5
MBA 620	International Business Management	5
MBA 625	Marketing	5
MBA 630	Quantitative Management in Business	5
MBA 635	Managerial Support through Information Systems	5
MBA 640	Strategic Planning	5
MBA 650	Organizational Design for Effectiveness	5
MBA 655	Human Resources Management	5
MBA 665	Leadership	5
MBA 670	Business Intelligence and Security	5
MBA 680	Financial Management and Analysis	5
RES 699	Thesis	5
Total Units		60
Curricular Practical Training Option		
CPT 601	Curricular Practical Training I	1
CPT 602	Curricular Practical Training II	1
CPT 603	Curricular Practical Training III	1
CPT 604	Curricular Practical Training IV	1
CPT 605	Curricular Practical Training V	1
Total Additional Units		5

Master of Business Administration in Health Care Management Degree Program

Offered at the San Diego campus

The Master of Business Administration degree in Health Care offers students essential tools and insights into the management of the health care business today. Students explore the fundamental skills needed to assume positions of leadership in this dynamic industry, including modern quantitative management techniques, health care human resources, planning and marketing, quality management and financial management. This is integrated with an understanding of the nature of U.S. health care institutions and pertinent legislation, and of important modern health information systems. An emphasis on leadership and team building offers the human skills students will need as managers. It is expected that graduates will be able to assume a range of responsible management positions in industry, business, government, or education in the health care and related industries.

The courses below are not necessarily offered in the sequence in which they are listed.

	Units
MBA625 Marketing	5
MBA 630 Quantitative Management	5
MBA 635 Managerial Support through Information Systems	5
MBA 640 Strategic Planning	5
MBA 655 Human Resource Management	5
MBA 665 Leadership	5
COM 671 Decision Support Systems	5
MHC 675 Intro to U.S. Health Care System	5
MHC 685 Fin Mgmt for Health Care Organizations	5
MHC 690 Quality Management in Health Care	5
MHC 695 Health Information Systems	5
MHC 699 Thesis	5
Total Units	60
Curricular Practical Training Option	
CPT 601 Curricular Practical Training I	1
CPT 602 Curricular Practical Training II	1
CPT 603 Curricular Practical Training III	1
CPT 604 Curricular Practical Training IV	1
CPT 605 Curricular Practical Training V	1
Total Additional Units	5

12. Tuition and Fees

Undergraduate Colleges

Tuition is due before an applicant enters the University. If a financial need exists, the applicant must apply for financial aid before classes have begun. Students who interrupt their training are subject to current tuition rates at the time they re-enter. Tuition for Associate Degree courses includes the use of all textbooks assigned in each course. A registration fee of \$100 is payable upon registration for all programs. The registration fee reserves space for the applicant in a class on a specified start date. Applicants who do not enter the University on the scheduled date and wish to enter at a later date must pay a new registration fee of \$100. Registration fees are nonrefundable.

Total tuition amounts for the undergraduate programs, assuming there is no transferable credit from other accredited institutions, are as follows (total for the Bachelor's degree includes Associate tuition):

As of the date of publication of this catalog, tuition for Coleman University undergraduate programs will be:

Application Fee	\$	100
Associate Degree	\$	35,100
Bachelor Degree	\$	58,500
Tuition charges per unit	\$	325

College of Graduate Studies

Tuition for each course must be paid in advance of the class start date. Students who maintain continuous attendance are not subject to tuition increases.

As of the date of publication of this catalog, tuition for Coleman University graduate programs will be:

Application Fee	\$	100
Cost of 60 unit program	\$	23,100
Cost of 65 unit program	\$	25,025
Tuition charges per unit	\$	385

International Students

International Services Processing	\$	3000
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International students who are allowed to pay tuition in installments are subject to mandatory administrative Leave of Absence if the balance owed becomes greater than one payment, as agreed in the signed contract. If that student is on Curriculum Practical Training employment, the school must notify the employer to terminate employment.

Charges in the Event of a Withdrawal

First-Time Students

For students who withdraw on or before completing 75% of a program, Coleman University uses a pro rata calculation to determine the proper tuition for the education he or she has completed. This calculation is based on the number of weeks completed at the University as a percentage of the total weeks in the program. The resulting percentage is rounded up to the nearest 5%.

For example, any student who completes four weeks of a 90-week program (6.6% of the program) , will owe 10% of the total program charges. If the student attends any class sessions during his or her last week of attendance, those sessions are included in the number of weeks attended.

Continuing Students

(students who are enrolled in the BS and MS programs)

Withdrawal	Refund
First week of the program	90%
During the second or third week	75%
During the fourth or fifth week	50%
During the sixth or seventh week	25%
During the 8th week or later	0%

Refunds will be made within 60 days of the last date of attendance or 30 days from the date the University determines the student not to be attending, whichever comes first.

Collection Fees

In the event that a student's account is sent to collections for an unpaid balance, the student will be responsible for all costs of the collections process and/or attorney fees.

Distance Education

There are no additional charges or fees assessed for any distance education service. Tuition for online courses is the same as for campus-based courses.

Textbooks may be purchased from any external resource.

Candidates must successfully complete Introduction to Distance Education (DIS 101), at least two weeks prior to enrolling in the first class. The prerequisite course is offered free of charge to all students who have enrolled in a distance education course or program.

Other Fees

Diploma replacement		
with documented name change	\$	75
Diploma replacement	\$	25
Drop fee, per class	\$	25
Dual bachelor's degree (CN/NS)	\$	100
Registration fee	\$	100
Replacement key card	\$	10
Returned check fee	\$	25
Transcripts	\$	5
Transcripts, one-day service	\$	10

Refund Policy

The tuition refund policies of Coleman University comply with the criteria of the Accrediting Council for Independent Colleges and Schools and the U.S. Department of Education.

The operating budget of Coleman University provides for the engagement of faculty, teaching materials, and other operating expenses for management and physical facilities. The University bases its budget upon the anticipated collection of tuition charges for the full program from all accepted students.

The withdrawal of a student does not decrease the University's expenses to any substantial extent. Therefore, the following refund policy has been established so that the students who withdraw from class will share the incurred costs.

Because of the administrative costs involved, refunds of less than \$25 will not be made, and all refunds are made in an equitable manner in accordance with the following policies:

- Refunds are based on a student's last date of attendance in a program. The last date of attendance in distance education classes is determined by the last date a student logged into a class.
- Students who withdraw prior to entry into a program will receive a 100% refund of tuition (the registration fee is not refundable).
- Two calculations are performed if a student withdraws from classes. The first is the calculation that determines the amount a student is charged for the education he or she has completed, and the second is the amount of student financial aid that can be applied to those charges.

Refund Distribution

Once the refund liability for a student has been determined, the federal portion of the refund shall be distributed back to the federal program in the following manner:

All refund monies shall first be applied to reduce the student's Federal Unsubsidized Stafford, Federal Subsidized Stafford, or Federal PLUS loans.

Any remaining refund monies will then be applied as a reduction to any other federal program awards if applicable, and if not, then to any non-federal sources.

The University also follows the return of funds regulations, which went into effect October 7, 2000.

The U.S. Department of Education's Return of Title IV Funds Policy

The amount of financial aid any student is eligible to receive to help offset the charges incurred is determined by a separate formula. This formula is a result of regulations adopted and enforced by the U.S. Department of Education. These regulations determine the amount of assistance that a student earns, following a pro rata formula based on payment period or period of enrollment. For example, if a student completes 30% of a payment period or a period of enrollment, the student earns 30% of the assistance that he or she was scheduled to receive for that period.

Students must understand that even though financial assistance in the form of loans or grants may have been or could have been applied to the student's account before the student elects to withdraw, it is likely the student will not be able to use all of that federal financial assistance to meet his or her obligations to the University for tuition charges.

13. Financial Aid

The Financial Aid Office coordinates federal, state, institutional, and private financial assistance programs. Students who intend to request financial assistance are expected to arrange an appointment with a financial aid advisor as soon as registration has been completed. Financial aid advisors are available on a walk-in or appointment basis to provide individual counseling to students who apply for financial aid.

The Financial Aid Office is responsible for ascertaining that all policies and procedures comply with institutional, state, and federal regulations. There are many restrictions on eligibility for most financial aid programs offered at Coleman University. Students are expected to be aware of their rights, responsibilities, and the restrictions of the aid programs in which they participate. Several publications that describe students' rights and responsibilities with regard to aid programs are available in the Financial Aid Office.

Financial aid funds awarded while attending Coleman University are intended to supplement the resources students and their families already have available to them. All aid applications undergo a needs analysis calculation to determine the minimum amount of resources they will need to contribute to the total cost of the student's education. Students should not expect their total financial need to be met by resources available through student financial aid programs.

Coleman University students must meet the following criteria to be eligible for federal or state financial assistance:

- Be a U.S. citizen or eligible non-citizen.
- Be enrolled in a program that leads to a degree.
- Not be in default on any loan under the Title IV programs.
- Not owe a refund on any grant under the Title IV programs.
- Demonstrate financial need as determined by the appropriate agency offering the financial assistance.
- Make satisfactory progress toward an educational objective. (See "Standards of Satisfactory Progress.")
- Meet Selective Service requirements.
- Have a high school diploma or recognized equivalent.

Alternative Loans

Alternative loans, offered by private lenders, help bridge the gap between the actual cost of a student's education and the limited amount the government allows a student to borrow in its programs.

See the Financial Aid department for further information.

Cal Grants

Cal Grants are California State scholarships that are available to students who demonstrate financial need and academic ability. Applicants must be United States citizens, permanent residents, or eligible non-citizens. They must also be California residents and meet specific program requirements. The annual application period is from January 1 until March 2.

See the Financial Aid department for further information.

Federal Academic Competitiveness Grant (ACG)

Freshman and sophomore students who are eligible for a Pell Grant may also receive a Federal Academic Competitiveness Grant of up to \$750 for their first year, and \$1,300 for the second year. To qualify, a student must have successfully completed a rigorous high school program as recognized by the U.S. Secretary of Education. Second year students must also have maintained at least a 3.0 GPA.

Federal National SMART Grant

The National SMART Grant provides up to \$4,000 for both the third and fourth years of full-time undergraduate students who are eligible for a federal Pell Grant; are U.S. citizens; and are majoring in physical, life, or computer sciences; mathematics, technology or engineering; or in certain foreign languages. Students must also have maintained a GPA of at least 3.0 in course work required for their major.

Federal Parent Loans for Undergraduate Students (PLUS)

A parent who qualifies may borrow up to the cost of attendance (less other financial aid) annually on behalf of a dependent student. The interest rate is variable, not to exceed 8.5%. Repayment of the loan begins within 60 days after the loan's first disbursement.

Federal Pell Grants

Federal Pell Grants are awarded to eligible undergraduate students who have not obtained a bachelor's degree. In order to qualify for a Federal Pell Grant the student must demonstrate financial need based on a need analysis developed by the Department of Education. Federal Pell Grants do not need to be repaid. Federal PELL Grants typically range from \$555 to \$5550 per academic year (lower maximums apply to programs that are shorter than an academic year).

Federal Stafford Student Loan Program

Federal Stafford Loans are low-interest loans made to students attending school at least halftime. Students may qualify for a "subsidized" Federal Stafford Loan, which is based on financial need. Students may also qualify for an "unsubsidized" Federal Stafford Loan regardless of need. The interest rate for the Federal Stafford Unsubsidized loan for Undergraduate and Graduate are 6.8%. For Federal Stafford Loans that are subsidized, interest does not accrue until six months after the last date of at least half-time attendance. For any portion of the Federal Stafford Loan that is unsubsidized, the unsubsidized portion begins to accrue interest when the loan is disbursed. Any interest that does accrue can be paid while the student remains enrolled at least half time, or the interest can be capitalized (added) to the loan balance and paid six months after the last date of attendance.

For dependent undergraduate students, the annual loan limits are up to \$3,500 for first-year students, \$4,500 for second-year students and \$5,500 for third- and fourth-year students. Dependent undergraduate students have an additional unsubsidized eligibility of \$2,000. These amounts may be prorated if the student's period of enrollment is less than an academic year.

For independent undergraduate students and certain undergraduate dependent students who are unable to obtain a Federal PLUS loan, the annual loan limits are \$9,500 for first-year students (of which at least \$6,000 is an unsubsidized loan); \$10,500 for second-year students (of which at least \$6,000 is an unsubsidized loan); and \$12,500 for third- and fourth-year students (of which at least \$7,000 is an unsubsidized loan). Graduate students may borrow up to \$20,500 a year (of which at least \$12,000 is an unsubsidized loan).

The total Federal Stafford Loan debt allowed is \$31,000 for dependent undergraduate students and \$57,500 for independent undergraduate students. The total debt allowed for graduate students is \$138,500 (\$65,500 in subsidized Federal Stafford Loans and \$73,000 in unsubsidized loans, including undergraduate loans).

Federal Supplemental Educational Opportunity Grants (FSEOG)

Generally, those students with the lowest family income who demonstrate the greatest financial need will receive these grants. The amount of these grants begins at \$100.

Federal Work-Study Program (FWS)

Students with remaining financial need may apply for employment to help pay expenses. Students work an average of 15 hours per week at jobs on campus while attending classes.

Institutional Scholarship Programs

Presidential Scholars

A limited number of scholarships for incoming students are available, based largely on academic achievement. Students who wish to be considered must present transcripts of their secondary and post-secondary education to the Admissions Office.

Up to 20 presidential scholarships are awarded each year. There is no deadline for applications. However, students are encouraged to apply early, as funds are awarded on a first-come, first-served basis.

One-time merit awards of \$400 are available to entering freshmen and transfer students. The award may be applied to tuition only. Yearly aggregate award volume is up to \$18,000. Funds are provided by Coleman University. To be eligible for the award, entering first-year students must have a cumulative grade point average (GPA) from high school of 3.3 or above (or the foreign equivalent). Students who are transferring from other accredited colleges or universities must have a cumulative GPA of 3.2 or above in a minimum of 24 transferable quarter units in their last year of attendance.

Institutional Scholarship Application Information

Students who wish to be considered for the Presidential Scholars Awards should submit written application to the Admissions Office. Students should include personal information and a short essay describing their qualifications.

14. Academic Requirements

An undergraduate student must earn a grade of 70% or above in each course to be considered passing. A minimum cumulative grade point average of “C” (2.0) in all courses taken at Coleman University for which a grade of A, B, C, F or WF was assigned is required for graduation.

Students in the graduate program are expected to maintain a high level of performance. A grade point average of 3.0 is required for graduation. A student who earns less than a 3.0 in the first course attempted will be counseled to determine the advisability of continuing in the program. That student must have achieved a grade point average of 3.0 upon the completion of 20 units in order to be eligible to continue. A student who earns less than a “C” in the first course attempted will be disqualified from the program. In addition, graduate students must also meet quantitative requirements outlined in the section “Standards of Satisfactory Progress.”

Academic Status

Disqualification

A student who has failed a course three times will be dismissed due to academic disqualification. A student who has been readmitted following a period of suspension must achieve at least a 2.0 average for the following term. Failure to do so will result in dismissal due to academic disqualification, and the student will no longer be able to enroll in any further courses at Coleman University.

Full Time

Students must be enrolled in 12 units to have full-time status for any module. A petition is required to take more than 12 units during any module. To be considered for an increase in course load, students must have a good attendance record as determined by the Dean of Academics, have a GPA of at least 3.8, and no history of dropping from classes. A committee comprised of Academics, Student Services, Financial Aid, and an Officer of the University must document any exceptions.

Probation

At the end of any module in which a student's progress falls within the probationary guidelines as outlined in the satisfactory progress tables, the student will be placed on probation for one term. If the terms of probation are not met, the student may be suspended for at least one term. (See “Academic Suspension.”)

Regular Graduate Student

Students who meet the admission requirements described in the graduate majors will be admitted to graduate status to undertake the work leading to the Master degree.

Unclassified Graduate Student

Students who meet the admission requirements for graduate study and wish to take selected course work to meet their needs may be admitted to unclassified status. In order for the course work completed during unclassified status to be applied to the degree, unclassified students must apply for regular graduate status and complete the remainder of the requirements no later than three years after the unclassified course work was completed.

Academic Suspension

If the terms of an academic probation are not met, the student may be suspended for at least one term. A suspended student must petition for reinstatement. Reinstatement is neither automatic nor guaranteed. (See "Petition for Reinstatement.")

Appeal of Academic Suspension

If a student has been suspended, he or she may appeal the suspension in within 60 days of the date of suspension. A written appeal must be submitted to the Dean of Academics, who may convene a Satisfactory Progress Appeals Committee. The committee is typically composed of members of the Financial Aid and Academic Departments.

The student's appeal must present any mitigating circumstances that he or she considers to be related to his or her unsatisfactory progress. If the Appeals Committee determines that mitigating circumstances were present in the student's failure to maintain satisfactory progress, the student will be reinstated and financial aid will resume. Students who are reinstated after an appeal will be placed on probation for a period of time under specific conditions as determined by the appeals committee.

Extenuating Circumstances

If the Appeals Committee convened by the Dean of Academics determines that extenuating circumstances are present in the student's case sufficient to have prevented the student from reasonably completing his or her work in a satisfactory manner, the student may be reinstated into the program. The student may be required to present confirmation of such circumstances. Extenuating circumstances to be considered include, but are not limited to:

- Personal illness.

- Confirmed illness or death in the immediate family. (Immediate family includes spouse, parents, grandparents, children, and siblings.)
- Active duty military service, including active duty for training.

The appeal must present any mitigating circumstances that the student considers to be related to his or her unsatisfactory progress. If the Appeals Committee determines that mitigating circumstances were present in the student's failure to maintain satisfactory progress, the student will be reinstated and financial aid will resume. Students who are reinstated after an appeal will be placed on probation for a period of time under specific conditions as determined by the appeals committee.

Academic Transfers

Transfer Credit, AS and BS Programs

College credits for courses in which an applicant has received a grade of "C" or better at accredited institutions are transferable provided that (1) the courses are substantially equivalent in content and length to the courses offered at Coleman University; and (2) the courses fit appropriately into the student's curriculum at Coleman. Coleman University does not grant academic credit for life-experience, nor does it accept in transfer credit for life experience granted by another institution.

An applicant who has had previous college training must request that an official transcript be sent to Coleman University by the institution(s) previously attended. All college transcripts received by the University will be evaluated for transferability of course credits and the student will be given a copy of that evaluation. Students who wish to transfer units into a program must provide the University with official transcripts from previously attended institutions within 60 days of the start of a program. Tuition costs will not be reduced unless these transcripts are received and verified by the University. Completed military service schools may be evaluated based on the recommendations of the American Council on Education (A.C.E.) when official credentials are properly presented. Credit may be granted for courses that are equivalent to those offered by the University. Recommendations by the A.C.E. are not binding upon the University. Notice to all Veterans: students who are Title 38 beneficiaries must submit copies of all prior college and military training records for evaluation. Once the transfer credit evaluation is complete, the student will be sent a copy of that evaluation.

The grades and grade point average earned at another institution are not transferable. Only the grades earned at Coleman are computed in the GPA. The units transferred from previous institutions are included in the computation of the maximum time allowable to complete degree requirements.

Regardless of how many credits are accepted, a transfer student must earn the required residence units at Coleman University to be eligible for a degree. Counseling is available in the Student Services Office to each student concerning his or her academic record, the acceptance of credit by transfer, and measures for meeting the course requirements for a degree.

The credits earned at Coleman University have been accepted at other colleges and may apply toward a higher degree. However, the University offers no guarantee of transfer, because all colleges reserve the right to accept or reject transfer credit. All requests for transfer of credit are dependent upon the policies of the school to which application for transfer is made.

Transfer Credit, Graduate Program

In order for a course to be accepted in transfer, the student must provide evidence that the course is substantially comparable in content and length to the equivalent course at Coleman University. The minimum grade acceptable is 3.0 on a 4.0 scale. Course work completed in another graduate program at Coleman University will receive direct transfer credit, so long as the course description from the completed class matches a course description in the graduate program to which the prospective student is applying. The University will accept five units of graduate course work completed at another college or university, provided that the coursework is substantially equivalent in content and length to that offered at Coleman University, dependent upon verification by the Registrar. Course work completed more than ten years before matriculation may not be acceptable for transfer. All transfer credit is subject to review by the Dean of the College of Graduate Studies, the Dean of Academics, and the Registrar.

Transfer Credit Maximums

The maximum number credits from other institutions that can be transferred to Coleman programs are:

A.S. Degree	36 units
B.S. Degree	88 units
M.S. / MBA	5 units

The University reserves the right to require students to take a challenge examination to establish competency with regard to courses accepted in transfer toward any program.

Internal Transfers

A student who elects to transfer from one program to another before any grades are posted will be charged only the tuition for the program into which he or she transfers. If the student subsequently withdraws, the days of attendance in each program will be counted from the original contract for refund calculations.

Appeals of Transfer Credit Evaluations or Course Requirements

A student who wishes to appeal a decision regarding transfer credit or who wishes to appeal for a waiver of any degree requirement should submit a written appeal to any Officer of the University. A committee comprised of an Officer of the University, the Dean of Academics and the Registrar will consider the appeal.

Auditing Courses

Any student who audits a course pays the same tuition and fees as one who takes a course for credit; however, the auditing student is not required to fulfill any class assignments or to take any examinations. The auditing student receives no college credit for such courses and receives no grade. Therefore, the auditing of courses does not apply toward the fulfillment of degree requirements.

No change from audit to credit status, or from credit to audit status, may be made after the beginning of the class.

Credit/No Credit Option

Students may elect to take a maximum of 18 units of courses outside the major on a Credit/No Credit grading option, but no more than four units may be taken under this option in any one term. This option is not available for courses in the major or minor, whether elective or required.

Credit will be awarded if the student's work was at the "C" (2.0) level or better, and a grade of "CR" will be assigned. The units taken under this option will not be included in the calculation of the grade point average.

Students must see the Student Services Department to declare any intent to take a Credit/No Credit grade option within the first week of the term. No change from CR/NC to grade, or from grade to CR/NC may be made after the first week of the term.

Challenging Courses

A student who wishes to challenge a course must submit a request to the Dean of Academics. Students should justify the reasons as to why they feel they have the ability to pass the course.

The following guidelines must be adhered to:

- Regardless of how many credits may be earned through challenge, a student must earn the required residence units at Coleman University to be eligible for a degree.
- Students who are approved to challenge a course will do so under pass/no pass conditions.
- Normal tuition will accrue for challenged courses.

- Students must achieve a score of 70% on the midterm and final for that course.

Changes in Degree Requirements

Students who have completed a Certificate program and who have maintained continuous attendance at Coleman University are not subject to changes in the degree requirements set forth in the catalog at the time of admission.

If a degree requirement has been changed after initial enrollment, bachelor's degree candidates who have been in continuous attendance may elect to fulfill the new requirements rather than those in effect at the time of initial enrollment.

When a change in a program becomes effective, it may apply to students who are currently in that program, as well as to prospective students.

If a student has more than one quarter of nonattendance, he or she is subject to all requirements that are in effect at the time of re-enrollment. It is the student's responsibility to remain informed of current requirements throughout his or her college career.

College Level Examination Program (CLEP)

The University cooperates with the College Level Examination Program of the College Board. Students may be awarded eight units of credit for each of the General Examinations (except English) for a score of 50 or above. A score of 52 on the 2003 scale (or 520 on any exams administered on scales from 1986 through 2002) is required in the English Composition (essay version) examination. A maximum of 36 units may be granted for extra-institutional learning.

Duplicate credit in the same subject is not awarded in any case. Students should contact the Student Services Department before registering for any of the CLEP examinations.

Credit Age Limitation

When a degree is issued, the University proclaims to society that the student possesses the knowledge and skills that are required by the chosen discipline. Therefore, there are limitations imposed on the age of credits in the major.

The major is considered current for two years after completion (This does not apply to students who did not complete their program.) Students who have exceeded the two-year requirement must contact the Student Services Department to apply for an extension to complete degree requirements. If it is determined that the student has maintained currency in the field through studies or work experience, an extension may be granted to the student for up to two years.

Courses in the major that were completed four or more years earlier may be

accepted upon verification of current proficiency, but all courses currently required for the major must be completed and the residence requirement met.

There is no limitation on the age of credits earned in the social sciences, humanities, and English and communication categories. Mathematics courses taken over nine years before matriculation are not eligible for transfer.

Drop Period

Continuing students may drop courses within the first 25% of the term and a grade of "W" will be recorded. After that date (Tuesday of the third week in a ten-week course and Monday of the second week in a five-week course), a grade of "WP" or "WF" will be assigned. Classes cannot be dropped after 75% of the term is complete. Students who stop attending after 75% of the module, will earn the grade of the last date of attendance in the class, usually a failing grade.

Classes cannot be added after the first session of the term unless the instructor gives approval.

Grades

Letter Grade	Percentage	Grade Points
A	94 - 100	4.0
A-	90 - 93	3.7
B+	87 - 89	3.3
B	84 - 86	3.0
B-	80 - 83	2.7
C+	77 - 79	2.3
C	74 - 76	2.0
C-	70 - 73	1.7
F	0 - 69	0.0
INC		0.0
W		0.0
WP		0.0
WF		0.0
CR	74 or above	0.0
NC	73 or below	0.0
PASS	70 or above	0.0

The grade “F” is assigned when the student has:

- Failed to meet the minimum requirements for a course, or has
- Failed to remove an incomplete (INC) within the allowable time limit, or
- Discontinues attending a course after the first 25% of the term without officially withdrawing. (See “Drop Period.”)

The grade “W” is assigned if a student withdraws during the first 25% of a course. The grade “WP” is assigned only if a student officially withdraws from a course for nonacademic reasons after the first 25%, but before 75% of the term has passed. The student’s assignments must be current and he or she must have had passing grades in all work assigned to date. The “WP” will not be computed in the grade point average, but will count as units attempted.

The grade “WF” is assigned if the student was not passing at the time of withdrawal from the course. The “WF” will be computed in the grade point average. (See “Withdrawal from a Course.”)

Grade Point Average (GPA)

The GPA is computed by multiplying the value of the letter grade by the number of units for the course. The sum of the grade points earned for all courses is divided by the number of units attempted for which a grade of A, B, C, F, or WF was assigned.

Appealing Grades

Faculty members are vested with the authority to evaluate student standards of performance and assign corresponding grades. It is the responsibility of faculty to apply these standards and grading criteria uniformly. Final course grades submitted by faculty to the Registrar are presumed accurate and are considered final.

Students can appeal a grade only when they can document and prove that any of the following has occurred:

- An error in calculating the grade.
- Assignment of a grade based on reasons other than the announced criteria and standards, or based on factors other than student achievement.
- Inconsistent or inequitably applied standards for evaluation of student academic performance.

If a student believes he or she has grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above-mentioned circumstances, the student must submit a written appeal to the Dean of Academics within 30 days of the end date of the course.

The student must provide written evidence demonstrating the occurrence of one or more of the above-listed grounds for appeal, along with evidence of the student's level of achievement in support of the particular grade that the student believes he or she should have been awarded. If the evidence meets the criteria, the Dean of Academics will forward the student's written statement to the associate dean and instructor for a response, which the instructor must provide within 15 days. The associate dean will then refer all documentation to the Dean of Academics for review. The Dean of Academics will then decide if the documentation supports the allegation. If so, the Dean of Academics will convene a grade appeals committee to review the documentation.

The grade appeals committee consists of the Dean of Academics, the associate dean, and another instructor in the discipline at issue. If necessary, another official of the University may be substituted. A final decision will be rendered at the meeting and forwarded to the student within 15 days. The decision of the grade appeals committee is final and cannot be appealed.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the "Maximum Time to Complete" tables, along with the rate of progress requirements. The Student Services Department will review each student's records at the end of each academic period (module), after grades have been

posted, to determine if the student's CGPA is in compliance.

Incomplete Course Work

Students who are currently enrolled and have attended class for at least 75% of the term and are doing passing work, may request an incomplete grade if they are unable to complete the term for nonacademic reasons beyond their control. To do so, students must obtain a "Petition for Incomplete Grade" from the Student Services Office. They must then meet with the course instructor or Dean of Academics, who will specify the remaining requirements and the time frame for completion. The maximum extension is five weeks from the end of the current term. The instructor and the student must sign the forms, and the student must return the completed form to the Registrar.

Time spent resolving an Incomplete does not qualify a student for financial aid or constitute official enrollment in the University.

If a grade change has not been filed by the specified date, a failing grade will be recorded.

Noncredit and Remedial Courses

Noncredit and remedial courses are not considered part of a student's course load. Generally, a student in noncredit or remedial courses is not enrolled in for-credit work and the time is not applicable to financial aid programs.

Rate of Progress toward Completion Requirements

In addition to the CGPA requirements, students must successfully complete a certain percentage of the credits attempted each academic period (module) to be considered to be making satisfactory academic progress. Units attempted are defined as those quarter units for which students are enrolled at the "add/drop" deadline for each academic period. The rate of progress is determined by dividing that module's number of units passed by the number of units attempted.

These percentage requirements are noted in the tables under Maximum Time to Complete, along with CGPA requirements.

As with the determination of CGPA, the percentage completion requirements will be reviewed by the Student Services Department at the end of each academic period (module), after grades have been posted, to determine if the student is progressing satisfactorily.

Standards of Satisfactory Progress

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving financial assistance. Satisfactory academic progress is determined by evaluating the student's cumulative grade point average and rate of progress toward completion of the academic

program. See “Maximum Time to Complete.”

Honors

The President’s List

Students who have earned a cumulative GPA of 3.8 or above for at least 36 units of work at Coleman merit placement on the President’s List. The President’s List is published at the end of each 10-week quarter. The diploma for graduates whose GPA is 3.8 or above will bear an honors designation according to the following criteria:

3.800 – 3.899 cumulative grade point average	Cum Laude
3.900 – 3.999 cumulative grade point average	Magna Cum Laude
4.000 cumulative grade point average	Summa Cum Laude

Students who have earned the above honors designations will be recognized at the graduation ceremonies.

National Technical Honor Society

Students are encouraged to apply for membership in this exclusive assembly. Membership benefits include NTHS accessories, eligibility for scholarships, and up to three Letters of Recommendation sent directly to employers and scholarship review committees.

The requirements for admission are:

- Currently enrolled in Module 4 or higher
- A 3.8 or higher GPA
- No absence probation
- Two faculty recommendations
- A 300-500 word essay describing the student’s school and/or community involvement

Leave of Absence

Undergraduate

Students may request a leave of absence in an emergency situation only. An emergency situation is defined as a personal/family illness or military duty. A leave of absence may not exceed 180 days.

A leave of absence is normally not granted in the first module of a program. Students who feel as though they cannot complete the first module due to the circumstances listed above must speak with the Director of Student Services or the Dean of Academics.

Any other break in attendance (that does not meet the above criteria) will be considered a withdrawal with intent to return. The student’s file is processed

through the Financial Aid Department as a withdrawal, a \$100.00 reschedule fee will be assessed, and the student will be subject to the current tuition rate upon re-enrolling. The student must also re-apply for any financial aid that was returned to lenders based upon the last date of attendance.

To request a leave of absence or a withdrawal with intent to return, the student must apply in writing to the Student Services Office.

Students who do not return from a leave of absence or a withdrawal with intent to return as scheduled will be considered to have withdrawn from the University.

Students who have excessive absences and have not filed a written request for a leave of absence or students whose leave of absence requests have not been granted will be considered to have withdrawn.

Students who do not maintain continuous attendance are subject to current tuition rates at the time they re-enter. Students are not penalized for scheduled University breaks (including the yearly Winter Break and five-week breaks due to schedule differences of undergraduate and graduate courses).

In addition, students are allowed one ten-week break during the time between completion of an AS program and completion of a BS program without tuition penalty. Students must notify the University and complete the appropriate paperwork regarding the break to be eligible for this benefit.

Students who take a leave of absence or withdrawal with intent to return before completion of a course, are considered to have withdrawn from that course and must completely retake the class upon return. Past coursework in the withdrawn course (WP or WF grades) will not be accepted in the retaken class.

Graduate

The majority of the graduate students at Coleman University are working professionals whose career or family commitments will occasionally make class attendance impossible. A student who requires a leave of absence must contact the Dean of the College of Graduate Studies and the Student Services Department. Due to the nature of the schedule of graduate classes, a leave of absence may cause a future break in a student's studies and cause the graduation date to be postponed longer than the length of the original leave of absence. See "Leave of Absence" for more information.

Maximum Time to Complete

A student is not allowed more than 1.5 times, or 150% of the standard length of the program in which to complete the requirements for graduation. This is enforced by limiting the number of credits students attempt no more than 1.5 times or 150% of the number of quarter units in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum period.

Units of courses for which grades of A, B, C, F, I, WP, WF, CR, NC, or PASS are earned count as units attempted. Units of courses for which a grade of “W” is earned do not count as units attempted. Students not making satisfactory progress at the evaluation points listed in the tables below will be suspended from the program for a minimum of one academic period (module). Such suspension precludes a student who receives federal student aid from obtaining additional state or federal financial assistance. The student may reestablish eligibility if mitigating circumstances were involved in the student’s falling short of satisfactory progress. (See “Appeal of Academic Suspension.”)

If a student takes a leave of absence after 25% of any academic period (module) has been completed, that module is counted as an attempted module in the satisfactory progress calculation.

The required CGPA and rates of progress are noted in each of the following tables.

AS Programs (108 quarter units)

Total credits attempted	Probation if CGPA is below:	Suspension if CGPA is below:	Probation if rate of progress in a single module falls below:	Suspension if cumulative rate of progress is below:
40	2.00	1.70	66%	50%
81	2.10	2.00	66%	60%
121	2.10	2.00	70%	66%
162	n/a	2.00	n/a	100%

CASE Courses

Probation if CGPA is below:	Suspension if CGPA is below:	Probation if rate of progress in a single module falls below:	Suspension if cumulative rate of progress is below:
2.10	2.00	70%	66%

Graduate Division

Total credits attempted:	Probation if CGPA is below:	Suspension if CGPA is below:	Probation if rate of progress in a single module falls below:	Suspension if cumulative rate of progress is below:
20	2.70	2.50	66%	50%
40	3.00	2.70	70%	60%
60	3.10	3.00	70%	66%
80	n/a	3.00	n/a	100%

Term Organization / Unit of Credit

The University operates on the quarter system. A quarter consists of 10 weeks. For graduate students, the courses are divided into accelerated five-week modules. One quarter unit of credit equals, at a minimum, 10 classroom hours of lecture, or 20 hours of laboratory.

Undergraduate Class Grade Levels

Undergraduate students are classified according to the number of units completed, as follows:

Status	Units Completed
Grade Level I (freshman)	0-45 quarter hours
Level II (sophomore)	46-90 quarter hours
Level III (junior)	91-135 quarter hours
Level IV (senior)	136 or more quarter hours

Repetition of Failed Courses

First-Time Students

First-time students (students in AS degree programs) may repeat all or part of only one module, one time only, at no additional charge if the student received a grade of “F” or “WF” in the course. Any additional course repeats will be charged at the full current tuition rate. In most instances, a student who has failed a course will not be allowed to progress to the next module until the failed course is successfully repeated. The Dean of Academics must approve any exceptions.

When a first-time student successfully repeats a course after having received a grade of “F” or “WF” on the first attempt, the failing grade will be removed. However, the highest grade that will be transcribed is “C” (2.0), and only that grade will be calculated in the GPA. Both attempts will be applicable to satisfactory progress standards. (See “Standards of Satisfactory Progress.”)

If the student fails a course on the second attempt, he or she is subject to academic suspension and must appeal for reinstatement (see “Appeal of Academic Suspension”).

Failure on the third attempt will result in dismissal due to academic disqualification.

Any student who has failed a course in one module and then fails in a subsequent module without having repeated the original failed course is also subject to academic suspension and must petition for reinstatement. Reinstatement is neither automatic nor guaranteed.

Continuing Students

Continuing students (students pursuing BS or MS degrees, or taking classes for professional development) will be charged full tuition for each attempt

of a course, and both attempts will be included in satisfactory progress calculations. All required courses must have been passed in order for a student to be eligible to graduate.

If a student fails a retaken course, he or she is subject to academic suspension and must appeal for reinstatement (see “Appeal of Academic Suspension”). Financial assistance is not available after the second attempt of a class. A student who fails a course on the third attempt will be dismissed due to academic disqualification.

Residence Requirements

Each degree program has a minimum number of units that must be completed at Coleman University.

Students who leave the area may complete degree requirements via distance education courses, or at other institutions if residence requirements at Coleman have been met and appropriate procedures followed. Before enrolling in classes that a student wishes to transfer to Coleman University, the student must obtain written approval from Student Services.

Withdrawals

From a Course

If a student officially withdraws from a course during the first 25% of the term, a “W” grade will be posted. Failure to officially withdraw from a course could result in a failing grade being assigned. (See the catalog section “Grading System.”)

Students should avoid dropping courses after the drop/add period. Any student who wishes to drop a course must contact the Student Services Department, who will officially process the drop. A drop fee of \$25, or a portion of the tuition, (see “Tuition Charges in the Event of a Withdrawal”) will be assessed for all courses dropped after the beginning of the academic term.

From the University

Withdrawal is any separation from the University other than an official leave of absence, whether or not the student has filed a “Petition for Withdrawal” with the Student Services Department. Continuing students who drop all classes in a module without being on a Leave of Absence may also be considered a withdrawn student.

Financial aid recipients are required to have an exit interview with the Financial Aid Department.

The refund policy is outlined in the catalog section “Tuition and Fees.” The financial penalties for withdrawal can be severe. A student who is leaving the University is expected to have a complete understanding of his or her financial

responsibilities.

A student who voluntarily withdraws, or who has been considered to have withdrawn, and later wishes to resume the educational program must appeal for reinstatement. Except in the cases of documented illness or military service, new registration fees and current tuition rates will apply to such returning students.

15. Student Resources

Academic Accommodation / Adjustment Policy

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to give equal educational opportunities to qualified disabled individuals.

All students may request accommodation, regardless of type of disability, by completing the “Student Academic Accommodation/Adjustment” form. If the student’s situation changes or the student did not fill out this form, forms can be requested at the front desk at any time or be found online at the Coleman University website.

Once the form has been submitted stating that a student requests accommodation/adjustment, the ADA Coordinator and the ADA Review Board will determine if and how to accommodate the student’s needs. The ADA Review Board will then meet with the student to review all accommodations required.

The Coleman University ADA policy states that academic accommodations are not provided until a student has provided adequate documentation of a disability. The ADA Review Board determines whether the documentation is adequate and what academic accommodations are appropriate. It is the policy of Coleman University to provide academic accommodations promptly upon receiving confirmation from the ADA Review Board that the student is eligible.

The ADA Coordinator will provide the student with the ADA Accommodations memo to notify the student’s instructors of any necessary accommodations. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator before the next meeting time for that specific class. This allows the University to address concerns in a timely manner. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures

Career Services Department

Coleman University’s Career Services Advisors work with students to help them develop their career paths along with their short and long-range goals for job placement. They also work closely with employers to assist them in recruiting qualified, job-ready Coleman University graduates.

The Career Services Department provides a variety of career development opportunities for students and graduates, including on-campus job leads for possible interviews, assistance with resume writing, instruction in effective

job-hunting techniques, and interview preparation.

Individual career counseling sessions are available to students and graduates. These sessions include a wide range of job searches that cover the career path and goals for each individual.

Career Services Advisors participate in all levels of employer, student, and graduate placement needs to support a positive experience for all participants during the job search process. Records of communication are maintained to provide a custom understanding of employer and graduate needs.

The Career Services Department provides students with a workbook that supports and extends all the subject matter covered during individual sessions. Further relevant material regarding the employment market and job opportunities is gathered from diverse sources and distributed through convenient campus posting locations and by e-mail.

For further information about Career Services, please visit <http://www.coleman.edu/careers> or e-mail careerservices@coleman.edu.

Coleman Alumni Professional Society (CAPS)

The Coleman Alumni Professional Society (CAPS) is Coleman University's alumni association. The mission of CAPS is to provide Coleman alumni opportunities to enhance their information technology careers by offering professional development through continuing education. CAPS' major objectives are:

- To enhance the information technology career of every Coleman University graduate.
- To update the technical skills of alumni as technologies change.
- To provide professional networking resources.

All Coleman University graduates in good standing are eligible for membership in CAPS. Annual membership dues are \$25. Lifetime memberships are available for \$500. New graduates of the University receive a complimentary first-year membership in the society, which is automatically activated on their graduation date.

Membership dues may be paid online (see the Alumni section of the University's website (www.coleman.edu), by credit card, or by mailing a check payable to CAPS. Membership extends for 12 months from the month membership is activated.

For further information about CAPS, please contact:

Coleman Alumni Professional Society (CAPS)
8888 Balboa Avenue
San Diego, CA 92123-1506
Phone: (858) 499-0202
Fax: (858) 499-0233

Certified Testing Centers

The San Diego campus is an authorized Prometric and VUE testing center and offers industry certification testing services either by appointment or on a walk-in basis. The testing center offers all available industry certification tests. See page 10 for hours of operation. The University offers discounted test vouchers to Coleman students and alumni. Please contact via email at certs@coleman.edu to schedule your certification test or call the Testing Center office at (858) 499-0202 ext. 12128.

Counseling Services

Coleman University recognizes the variety of situations that may hinder a student's successful adjustment to college life. Under the administration of the Vice President/Dean of Academics and the Vice President/Branch Manager, the Student Services Department encourages students to seek educational, social and personal counseling on a walk-in basis. (See Hours of Operation.)

The Vice President/Dean of Academics meets with each incoming San Diego class and the Vice President/Branch Manager meets with each incoming San Marcos class during orientation. Each student's performance is closely followed as he or she progresses through the program, all with a view to pinpointing and resolving potential problems that could affect completion.

Financial Aid

Under the direction of the Director of Financial Aid, Financial Aid Officers assess students' resources to determine the best method of meeting their financial obligations. Financial Aid Officers are thoroughly knowledgeable of all funding sources available and are prepared to tailor plans to meet individual students' needs. (See Financial Aid for information on specific financial aid available). Students may also contact Financial Aid at faoffice@coleman.edu.

Instructional Support

Continuous curriculum research and development is a basic tenet of the University's commitment to excellence. Instructional Support is focused on three major areas: curriculum content, teaching equipment, and educational methodology. Membership in professional organizations and attendance at local and national seminars keeps faculty and management aware of

educational developments. The curricula are continually and carefully scrutinized for appropriateness to the needs of the graduates. New subjects are surveyed for inclusion in the curriculum and new equipment of all kinds is evaluated to determine its suitability to meet the educational objectives of the students.

The University is proud of its reputation as a pioneer in educational methodology. Computer-based instructional systems have long been an integral part of the University's curriculum, and the University continues to search for additional ways to utilize these outstanding teaching systems.

Based on continuing evaluation of industry and educational trends, new subjects, methods and equipment are researched, tested, and integrated into the curriculum. By constantly seeking the advice of our Program Advisory Committee, the University is committed to researching the entire educational spectrum to develop and implement tomorrow's education today.

Laboratory and Computer Equipment

Coleman University consistently provides students with extensive hands-on experience through ready access to a multi-platform, multi-protocol hardware/software environment. The major protocols are TCP/IP and SPX/IPX. The major platforms are IBM XSeries zFrame mainframe emulator running VSE/ESA, IBM RS/6000 running AIX, and multiple Compaq/Dell Pentium II/III/IV/Xeon servers running Unix/Linux/Windows NT 4 or 5, Windows 2003, and Novell Netware 5 or 6. The above platforms are integrated with the student and faculty network via multiple Cisco, 3Com, and D-Link switches and routers.

Workstations use a variety of operating systems, including Windows NT, 2000 Pro, XP Pro, and Linux. Students are able to access the mainframe computer to viewing their grades, while at the same time conducting Internet research, programming on the PC, or printing a document on one of the NT or Unix print servers.

Equipment used in the various programs includes:

Audio/Visual Equipment	Number
Broksonic VHS VCR	3
Canon Cano Scan 5000F	1
Canon EOS Digital Rebel SLR Digital Camera	2
Epson Perfection 240 Photo Scanner	1
Hewlett Packard ScanJet 5100c Scanner	1
InFocus DLP Projector	2
Mitsubishi DLP Projector	22
Polycom ViewStation Video Conferencing Camera	2
Real3D Molecular Modeling Emitters	3

Real3D Molecular Modeling Goggles	5
Sony EVID 30 Video Conferencing Camera	1
TVs	10
US Logic DVD Player	1
VGA Splitter	4
Wacom Intuous 2 Graphics Tablet	20

Networking Equipment	Number
2950 24 port Switch	7
3Com 24 port Switch	1
3Com Link Builder FMSII Hub	6
3Com Link Builder Switch	1
3Com Super Stack II Switch	4
Adtran TSU600 CSU/DSU	1
APC Smart UPS	3
APC Surge Arrest	2
Belkin 16x KVM	1
Belkin 8x KVM	1
Cisco 2500 Router	9
Cisco 2501 Router	4
Cisco 2611 Router	1
Cisco 2612 Router	18
Cisco 5509 Supervisor Engine / Route Switch Module	1
Cisco Catalyst 1900 Switch	1
Cisco Catalyst 2900 Switch	1
D-Link 16-port Hub	2
D-Link DSS-24+ Switch	14
Hawking Wireless Router	1
IBM 16-port Hub	1
IBM 3480 Tape Drive System	1
IBM 8224 Ethernet Stackable Hub	13
Isolation Switch, 3-port	1
Linksys 16-port Hub	2
Linksys 5-port Switch	3
Linksys Router	2
Linksys RV042	1
Linksys Wireless Router	5
Netgear Wireless Router	1
Smart Switch 6000	2
Synoptics 16-port Hub	1
Watchguard Firebox X1000 Firewall	1

Printers/Copiers/Fax Machines	Number
Fargo ProL Badge Printer	2
Xerox 4118 Fax/Copier	5

Xerox Phaser 4510	2
Xerox 7335 WC	1
Sharp MX-1100	1
Xerox Phaser 3600	21
Xerox Phaser 5550	1
Xerox Phaser 7760	2

Servers	Number
2.4 GHz Tower	1
Aleen VME Pro Voice Mail System	1
Apple Xserve 1.33 GHz PowerPC G4 File Server	1
Dell PowerEdge 1855 Blade Server	1
Dell PowerEdge 2950 Virtualization Host Server	3
Dell PowerEdge 850 DNS/Caching Web Proxy Server	1
Dell PowerEdge Dual Xeon 2400 Server	1
HP Proliant ML 350	1
IBM RISC/6000 Model 150 375 MHz	1
IBM XSeries 232 1.13 GHz zFrame	1
LS3K Backup File Server	1
Pentium II 350 MHz Network Monitoring Server	1
Pentium III 400 MHz Mail Server/Web Filter controller	1
Supermicro 1u 2.4 GHz	1
Supermicro 1u Server 2.8GHz	9
Supermicro 1u Super Server 2.8GHz	1
Workstations	Number
AMD Athlon 2.0 GHz PC	47
20" Apple iMacs	51
Dell Optiplex 2.8 GHz Employee Workstations	18
Pentium I/II/III/IV class PCs	285
Datel 64bit 2.2GHz PC	76

Library and Resource Center

Library materials are available to Coleman University library patrons at both campuses and via the Internet. The services of a professional librarian are also available to the Coleman University community. The library's overall collection covers the arts, humanities, social sciences, and general sciences with special emphasis on information sciences. Online research and retrieval services are accessible from the Coleman University library website as well as from the distance education website. The libraries offer a variety of reference resources. In San Diego, the various collections are housed and shelved according to type, with locator symbols (in parentheses below) indicating the area in the library where the book is found under its assigned Dewey Decimal number. If locator symbols are not indicated or if the book date, which reflects publishing date, is 2000 or later, its location is in the first

fifteen shelves starting with the Reference shelves.

The location symbols of the San Diego collection are as follows:

Reference materials (REF) – Reference materials published in 2000 or later are shelved before the main reading room collection.

General Stacks (GS) – house all older reference materials and other books published in 1999 or earlier.

Periodicals/Journals (PER) – are alphabetically arranged by title.

Bioinformatics (BIT) – Shelf-space for the bio-Informatics resources.

CD-ROM collection (CD) – usually are inside the book that is published with a CD-ROM.

Master's materials (GRR) – Dedicated shelves for the Master's degree programs.

Computer Graphics (CG) – A separate collection of graphics materials, including periodicals

North County library (NC) – houses a separate library material collection supporting the North County curricula.

Library assistants or student library assistants are available to assist during the hours when the librarian is not on duty. (See Hours of operation.)

A Library Orientation Guide is issued to students, faculty, and staff as needed. Some classes include trips to the library for an orientation with the librarian.

The Resource Center houses the required associate, bachelor and in-house master degree course instructional materials, such as textbooks, videos, syllabi, student and instructor guides, and/or class printouts.

Math Reviews

Prospective students who lack the required mathematics skills will be offered a math review class. These classes, offered free of charge, are designed to aid students in becoming sufficiently proficient in college-level mathematics. For more information, please see your admissions officer.

Student Services

While the University recognizes that most students pursue a college education for its future occupational value, Coleman's curricula are designed to encourage students to think of a college education as providing fullness of life and offering the opportunity to contribute to their fellow students and the community. Members of the Student Services staff are available to assist Coleman students with academic and nonacademic questions. (See Hours of operation.) Students may also contact Student Services at ssoffice@coleman.edu.

Student Housing

The University does not provide housing facilities.

Success Seminars

Offered to all enrolled Coleman University students free of charge, this series of seminars is intended to help Coleman students develop the skills necessary for success in college and in the workplace. Topics include time management, test-taking strategies, memory techniques, goal setting, career preparation, understanding financial aid, and giving presentations.

Students are encouraged to participate in these seminars before their start date once they are enrolled. For more information, contact the Director of Student Services.

Supplies

Coleman University first-time student tuition includes the use of textbooks. While some textbooks are given to students to serve as their professional reference after graduation, others are issued on a checkout basis or are to be purchased. Some required supplies are also issued without charge. Should a student lose supplied materials or need additional supplies, they may be purchased in the Resource Center.

Textbooks

Coleman University's first-time on campus student tuition includes the use of most textbooks. Continuing students are reminded that they are responsible for purchasing their textbooks and having them ready for use on the first day of class.

Transcripts

Coleman University does not release transcripts or any other information concerning a student's record without signed authorization from the student. Transcripts or any other services will not be provided to students who have a delinquent financial obligation to the University. These services will also be withheld from any students who are delinquent in repayment of the Self Loan. Each transcript, upon written request, is provided for a fee of \$5. There is a fee of \$10 for one-day transcript service. The Registrar or another member of the Student Services Department processes all requests for certified copies of Coleman University transcripts and verification of student status. Release of transcripts requires the student's signature. Once an official college transcript from another institution is received by Coleman University, it becomes part of the student's permanent record. Copies of such transcripts will not be released to a third party. Students may make requests in writing for unofficial photocopies of the transcripts in their file.

16. Student Conduct

Code of Conduct

Attendance

Students are expected to be punctual and to attend every class session. Absences are recorded on the student's master record. A student's success in his or her academic work is directly related to class attendance.

A student who has three or more absences in any course may be subject to suspension and to being assigned a fail ("F"). The student must report to the Dean of Academics to request reinstatement. The student is responsible for the tuition for the course.

If a student is going to be late or absent from class, the student should first contact his or her instructor. Any student who is having difficulty maintaining regular attendance should contact the Student Services Department or his / her associate dean for assistance. Extenuating circumstances will be considered. The student may be required to present confirmation of such circumstances. Extenuating circumstances include, but are not limited to, the following:

- Personal illness, confirmed by a physician.
- Illness or death in the immediate family (immediate family includes spouse, parents, grandparents, siblings, and children).
- Active duty military service, including active duty for training.

Failure to maintain continuous attendance can result in ineligibility for financial aid.

Children on Campus

Children are not allowed on the campus.

Drugs, Narcotics, and Alcohol

Coleman University prohibits the unlawful possession, use, or distribution of drugs or narcotics and alcohol on campus property. A student who does not abide by this regulation is subject to disciplinary action without warning. Such action may be in the form of probation, suspension, or dismissal. The student may also be subject to prosecution under federal, state, and local laws. Coleman personnel are asked to report suspected violators to the administration. The University maintains a directory of agencies and support groups where students with drug and alcohol problems can seek help. When a student registers, he or she will be issued a booklet describing the health risks associated with the use of illicit drugs and the abuse of alcohol.

Firearms

The use or possession of firearms is prohibited on campus property.

Food and Drink

No food or beverages are allowed in the concourse, computer labs, or classroom areas at any time, with the exception of water in a plastic bottle.

Identification Badges

At orientation, new students are issued identification badges and a security badge. For security reasons, these badges must be displayed at all times when a student is on the University grounds.

A replacement fee of \$10 will be charged to re-issue a lost security badge.

Personal Appearance

Students are preparing for careers. Now is the time to develop the habits of correct dress that will be required on the job. Many prospective employers visit the University. It is important that students be appropriately dressed in order to make the best possible impression. Students whose attire is unsuitable for the academic environment will be referred to an officer of the University and may be sent home.

Smoking

Smoking is permitted only in designated areas outside the buildings of Coleman University. Smoking is not permitted inside any part of the University's buildings.

Telephone Calls

For a number of reasons it is not possible to accept telephone messages for students. Cellular telephones must be turned off, or be equipped with non-audio ringers in the classroom. Cellular phones, pagers and PDAs are not allowed in the laboratory areas.

Conduct and Discipline

The policy of the University places responsibility on its students, who are expected to conduct themselves with discretion and with regard to their fellow students and to the University. Students must observe school regulations willingly, devote themselves earnestly to their studies, and be honorable and upright in their living as well as in their associations with the University.

Any student who is reluctant to conform to the spirit and purpose of the University, or who fails to realize the objectives of school life, is subject to disciplinary action, which could result in dismissal. Any student who is dismissed because of conduct detrimental to the best interest of the University or student body will not be reinstated.

Academic Dishonesty

Academic dishonesty is cause for dismissal from Coleman University. Presenting another person's ideas, methods, course work, or test answers with the intention that they be taken as one's own is theft of a special kind. It defrauds the originator of the work, the institution, its graduates, its students, and its future students.

The student has full responsibility for the authenticity of all academic work and examinations submitted. A student who appears to have violated this policy must submit to a hearing with the reporting instructor and the associate dean. If it is determined that a violation occurred, the matter will be referred to an Officer of the University with recommendations for an appropriate penalty. The student may be dismissed, suspended, or given another penalty.

Appeal of Dismissal from the University

A student who has been dismissed for violation of student responsibilities may appeal the decision by requesting, within 30 days of the date of dismissal, a hearing with a review committee. This committee includes an Officer of the University and a senior academic representative. The decision of the committee is final.

Campus Crime/Sexual Harassment/Discrimination

Upon admission to Coleman University, each student is provided with a manual that describes in detail Coleman's policies and efforts regarding campus crime, sexual harassment and discrimination, and substance abuse.

Acceptable Use Policy for Computing Resources

In support of Coleman University's mission to prepare students for meaningful professional careers in information technology and business, the University provides computing, networking, and information resources to its students, faculty, and staff. This includes access to local, national, and international sources of information in an atmosphere that encourages sharing of information, access to a rich variety of services, and open and free discussion.

The issue of acceptable use confronts all companies and institutions that make use of the Internet as an informational or business tool. As computer professionals, Coleman University graduates will face this issue at their places of employment. Students must assume responsibility for the privilege of using these resources. All existing federal, state and local laws apply, as well as all Coleman University regulations and policies, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

The information set forth below further defines user responsibilities and presents examples and consequences of misuse.

User Responsibilities

The University's computers and networks provide the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Coleman University grants to members of the Coleman community free usage of computing resources. As a condition of using these resources, users must observe the following guidelines:

- Use the facility only for University-related purposes, or for purposes in accordance with established policies and procedures.
- Respect the rights of other users to work in a growth-oriented environment, conducive to learning and research.
- Respect the integrity and security of the systems and related physical resources, and observe all relevant laws, regulations, and ethical obligations.
- Make economical and wise use of the resources that are shared with others, thus enabling access to these resources by the greatest possible number of users.
- Respect rights of others to the privacy of their programs and data.

All computer use must conform to the spirit of these guidelines. Inappropriate use will be considered an offense to the University community.

Examples of Misuse

The following list, while not exhaustive, characterizes unacceptable behavior and misuse of computer resources, which may be subject to disciplinary action:

- Violation of applicable federal or state laws and University regulations, including but not limited to the transmission of inappropriate material, copyright infringement, theft of or unauthorized access to or use of Coleman University resources.
- Giving other people access to a Coleman University computer account without authorization.
- Engaging in activities which compromise computer security or disrupt services on any Coleman network.
- Altering Coleman University system software or hardware configurations or circumventing resource control mechanisms.
- Knowingly running or installing on any computer system or network, a program intended to damage or to place excessive load on a computer system or network.

- Using Coleman University facilities or equipment for non-academic or commercial purposes, or for personal financial gain.
- Posting material to electronic bulletin boards, news groups, or mail lists which is illegal, inappropriate, or otherwise at variance with accepted codes of network etiquette. Sending electronic junk mail or chain letters.
- Wasting resources: leaving non-essential processes running when you are not logged in.

Consequences of Misuse

As in any disciplinary matter, students and staff receive fair and reasonable due process.

Misuse of computing, networking, or information resources may result in the loss of access to special Coleman privileges.

Users may be held accountable for their conduct under any applicable campus policies, procedures or agreements. Any actions which deter other users from doing their work, completing exams, or which would otherwise be deemed malicious will result in disciplinary action, including possible expulsion.

Activities authorized by Coleman instructors and staff officials for security or performance testing are not considered unacceptable behavior.

Right to Terminate

Coleman University has the absolute right, exercisable in its sole discretion at any time within the first 20 school days after the student enters the University, to rescind the Enrollment Agreement and to terminate the student's enrollment. In such an event, the student shall be entitled to a refund of the tuition previously paid, and neither party shall have any further obligation under the Enrollment Agreement.

Student Grievance Procedure

The following grievance procedures are available to any Coleman University student to resolve any grievance involving an alleged violation directly affecting that student by any member of the University community while acting in an official capacity and of any of the written policies of the University while the student is enrolled.

I. Informal Resolution

Students wishing to grieve an alleged violation of University policy shall first contact, within 20 school days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence,

the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally. Students who are uncertain how to proceed may consult a member of the Student Services staff who shall identify the appropriate person. At the request of the student, any Officer of the University will arrange a meeting of the parties, attend that meeting, and attempt to aid in the resolution of the grievance.

II. Formal Complaint

If the grievance is not resolved within 10 school days after the grievant directly contacted the appropriate person to attempt an informal resolution, a student may obtain review by submitting a written complaint within 20 days of the first direct contact to any Officer of the University. The complaint shall state the University policy that allegedly has been violated, describe the facts and evidence supporting the alleged violation, indicate what redress the grievant seeks, and provide a brief history of the attempts to resolve the grievance. The Officer of the University will meet with the complainant and with such other persons he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint; the officer shall render a written decision regarding the complaint to the grievant and the respondent.

III. Appeal

Upon written request, received no later than 10 days following the issue of the formal complaint decision by an Officer of the University, the student may request an appeal hearing of a Grievance Committee, to be made up of the Dean of Academics or representative, Student Services representative, and an associate dean or representative. This committee shall issue a written decision within three days of the hearing, and the decision is final.

Complaints about the implementation of this grievance policy may be addressed to the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC 20002-4241; Phone: (202) 336-6780

17. Course Descriptions

Numbering System

The course numbering system is limited to three digits. The first digit indicates the year in which the course is usually taken. The second and third digits may indicate the sequence in which the courses should normally be taken.

Course Numbers

Lower Division:

001-099	Preparatory courses
100-199	Courses primarily for first-year students
200-299	Courses primarily for second-year students

Upper Division:

300-399	Courses primarily for third-year students
400-499	Courses primarily for fourth-year students
500 and above	Courses primarily for advanced undergraduate and graduate students

* Courses offered only in San Diego

Courses offered online

CGD 100 Introduction to Computing (4 Units)

This course develops students' understanding of computer technology, operating systems, and applications used in the graphics design industry. Emphasis is placed on the Macintosh operating system, proper use of various peripherals, and troubleshooting skills. Assorted business and graphic design software will be demonstrated. Prerequisites: None

CGD 101 Drawing (4 Units)

This course provides an introduction to the basic drawing concepts of observation, measurement, composition, and perspective. Students are encouraged to explore techniques for contour, value studies, gesture drawing, negative and positive space, and shading. Learning methods include the study of works by master artists, instructor demonstration and studio practice. Prerequisites: None

CGD 110 Electronic Layout (4 Units)

This course focuses on using the computer as a tool for the organization of text and graphics for publication. Emphasis is placed on how layout is affected by the specific needs of assorted media. Students are given the opportunity to apply basic graphic design skills in the development of several desktop publishing projects. Prerequisites: None

CGD 115 Color Theory (4 Units)

This course introduces color as a significant design element. Emphasis is placed on basic compositional principles of color, including color relationships, harmony, and contrast. Students learn the scientific principles of color such as light, pigment, hues, and tints. Understanding of color is achieved through hand mixing of pigments, as well as exploration of color on the computer. How color is applied to print media and on-screen presentation is also addressed. Prerequisites: None

CGD 120 Introduction to Graphic Design (4 Units)

This course focuses on the elements, principles, and concepts that are the foundation of graphic design. These elements include contrast, repetition, alignment, proximity, balance, and white space. Emphasis is placed on the concept of graphic design as an important communication tool, and the specific steps involved in the graphic design process from initial concept to production. Students are introduced to the computer for the creation of effective design solutions, composition and layout through exercises and hands-on projects. Prerequisites: None

CGD 130 Typography (4 Units)

Presents an overview of the history of typography and the importance of type as a graphic design element. In addition to gaining an understanding of the anatomy and terminology of typography, students learn about the fundamentals of typesetting and creating well-organized, legible printed information. Suitable type selection and type design details are thoroughly explored. Students practice hand lettering and use the computer as a tool for designing effective typographical solutions. Prerequisites: None

CGD 140 Digital Composition (4 Units)

This course examines various aspects of sequenced page layout design. Emphasis is placed on effective application of a grid system to a design project. Students learn to apply design principles and acquire the technical skills necessary to produce professional-quality projects for print output. Prerequisites: None

CGD 150 Image Editing (4 Units)

Students utilize image-editing software as a tool for graphic expression. Students learn to scan artwork, enhance photographic images, manipulate graphics and create advanced effects. Project work aids the students in understanding how to work efficiently with graphics with a focus on production techniques using Adobe Photoshop. Prerequisites: None

CGD 200 Computer Illustration (4 Units)

This course explores the world of vector art. Students learn traditional and computer techniques to create professional-level illustrations for projects common to the industry. Curriculum centers on learning to emulate traditional illustrative styles on the computer,

create line drawings, information graphics and realistic portraiture.
Prerequisites: None

CGD 210 Introduction to Marketing (4 Units)

This course introduces students to basic concepts of marketing. Students are given the opportunity to experience those concepts by developing well-defined creative strategies. Graphic design is emphasized in the context of how the creative process is driven by marketing needs. Prerequisites: None

CGD 220 Advanced Graphic Design (4 Units)

Using the basic design knowledge learned in previous courses, students apply their computer skills to the professional process of graphic design. Students learn to design, communicate, and present a cohesive marketing program. Projects include naming a product, creating a logo for the product, building an identity program, package design, and developing a professional quality advertising campaign. Prerequisites: CGD210 and CGD240

CGD 230 Digital Imaging (4 Units)

This course presents advanced vector and raster production techniques necessary to create high-quality images for Web and print. Students simulate a real-life production process. They research and develop a graphic concept, propose the concept, create a production timeline and budget, and deliver the completed project. Emphasis is placed on more efficient digital production. Prerequisites: None

CGD 240 Creative Concepts (4 Units)

This course gives students an opportunity to explore and apply their design skills. Emphasis is placed on the creative process and developing workable creative solutions to real world marketing problems. Students analyze markets and advertising, identify problems and decide on solutions. Prerequisites: None

CGD 250 Web Design (4 Units)

This course introduces the processes involved in producing Web pages for publishing on the World Wide Web. Emphasis is placed on the Internet environment as well as the intricacies of website design and development. Students learn to apply their visual design skill within the constraints and limits specific to Web page development. Topics include basic HTML programming, image optimization, and page layout using a WYSIWYG editor. Prerequisites: None

CGD 260 Web Animation (4 Units)

This course focuses on interactivity and dynamic Web design. Using Macromedia Flash, students learn how the creative process applies to multimedia development. Students learn how to produce interactive media that enhances the user interface. Prerequisites: None

CGD 270 Prepress Technology (4 Units)

This course introduces the technological challenges of properly building and preparing electronic files for reproduction. The student learns the important procedures of file preparation, pre-flight issues, electronic output, and color proofing. Tours of local printing press businesses enrich the students understanding of reproduction techniques. Prerequisites: None

CGD 271 Portfolio Production and Review (8 Units)

Students will create a professional graphic design portfolio through critical review and design development of previous class projects, targeting the sector of the industry they are most interested in. In addition, personal marketing tools and professional presentation techniques will prepare students to pursue various employment opportunities. A variety of topics will be discussed in this course, giving students insight into the business of graphic design, as well as industry expectations. Prerequisites: CGD 110, CGD 115, CGD 120, CGD 130, CGD 150, CGD 210

CGD 275 Professional Practices (4 Units)

This course explores issues relevant to freelance and in-house designers. Students will produce design solutions that are applicable to contemporary professional practices. Emphasis is placed on the role of the designer in society. Specific topics covered include copyright and labor laws, ethics, safety, health regulations, communication skills, pricing guidelines, contracts and taxes, as well as brainstorming, conceptualizing, critical thinking, collaboration, and presentation in theory and practice of graphic design as an organizational and informative medium as well as a purely aesthetic pursuit. Students will develop and hone visual literacy skills by working with text and image as they create solutions to a series of design problems and explore contemporary design issues. Prerequisites: None

CGD 280 Intermediate Web Design (4 Units)

This intermediate web design, web architecture and CSS course stresses well researched and appropriate design. Emphasis is placed on the intricacies of website design/redesign and Internet development. Students learn to apply their visual design skills within the constraints and limits specific to Webpage design. They will explore designing in a team environment, which is common within the graphic and Web design industries. Topics include: Web Architecture, CSS Styles, Layers, E-Marketing, Affiliate Marketing, Search Engine Placement, Audio and Video. Prerequisites: CGD 250, CGD 260

CGD 290 Intermediate Web Animation (4 Units)

This course focuses on action scripting to enhance interactivity and dynamic animation in web design. Using Flash action scripts, students learn how the creative process applies to development of

promotional, instructional and entertainment multimedia websites. Students will also produce interactive media that augments the user interface, while retaining the functionality of a smaller file size that utilizes optimized raster and vector images.

Prerequisites: CGD 250, CGD 260

* CGD 310 Illustration (4 Units)

This course explores illustrative drawing for the purpose of communicating ideas. Students will learn about the market's influences and connections, current thinking, and modern illustration methods. Students will explore historical illustration and available illustration tools, and will experiment with several illustration techniques and methods. Prerequisite: CGD 101.

* CGD 320 Advanced Typography (4 Units)

Students will develop a deeper understanding of the importance of typography in graphic design. Modern type history (from 1940) will be presented, noting influential type designers and their contribution to trends in graphic design. Students will learn how fonts are designed, marketed, and sold – from traditional type foundries to the Internet. Specific characteristics of type families will be explored in detail. Prerequisite: CGD 130.

* CGD 330 Digital Photography (4 Units)

Students will learn the fundamentals of photography and how they apply in the emerging digital world. This course will demonstrate the creation of photographs using the principles of composition, contrast, shape, form, color, texture, and lighting. The use of image editing software to manipulate digital images will also be explored. Prerequisites: None

* CGD 340 Fundamentals of Computer Animation (4 Units)

This course will survey the use of 3D animation in various industries. Students will explore various tool sets and their usage as well as basic techniques in modeling, surfacing, and animation. Focus will be placed on taking a concept from the research and storyboarding phase through the production process. Prerequisites: None

* CGD 350 History of Graphic Design (4 Units)

This course presents an overview of the history of graphic design from pre-print through the digital age of computer graphics. Students will be able to envision their work in the context of this rich history, understanding the social and political influences of various eras. Prominent graphic design styles and trends will be examined within a historical context, and many key designers will be discussed, covering their most important historical contributions. Prerequisites: None

* CGD 360 Package Design (4 Units)

This course presents an overview of packaging design, including a variety of materials, processes, and guidelines that are specific to this graphic design specialization. Students will explore the three-dimensional aspects of packaging form through hands-on exercises that meet several different requirements. The exercises and projects will transition from simple to complex and provide a good foundation for all types of package design. Prerequisites: None

* CGD 380 Multimedia (4 Units)

Students that take this class will learn about integrating various software programs and imaging techniques to create multimedia work. Students will develop their skills in Illustrator, Power Point, Photoshop, iMovie and Flash, as well as learn about the multimedia design process, technical illustration, time-based media and virtual reality. This class will ensure that students have the ability to easily use Photoshop and Illustrator to create the multimedia work that they need. Great emphasis will be placed on creating excellent multimedia work examples for student's portfolios. Prerequisites: CGD 250 and CGD 260.

* CGD 410 Visual Communication (4 Units)

Students will be encouraged to find their own voice in their work and develop their critical and creative thinking skills. Students will be challenged to translate verbal ideas into visual forms, starting from simple image-based concepts to representing complex ideas in sequence. Students will also learn how meaning is created and interpreted through visual communication by evaluating the universal meaning behind visual symbols. Prerequisites: CGD 210, CGD 220, and CGD 230.

* CGD 450 Senior Project (4 Units)

This course allows advanced students to develop a project that will demonstrate the culmination of their knowledge of design. The project will be taken from concept to completion. The student's ability to communicate, organize, and execute a project on a deadline will be enhanced. Prerequisites: CGD 120, CGD 220, and CGD 360.

COM 100 Computer Foundations (4 Units)

This course develops the student's understanding of the computer technology, operating systems, and computer applications used in the graphic design industry. Emphasis is placed on the Macintosh operating system, common business productivity software applications, proper use of peripherals, and troubleshooting skills. Hands-on instruction will include basic knowledge of website construction, and application of this knowledge to build a simple web page. Prerequisites: None

COM 103 Introduction to Game Programming (8 units)

This course introduces the field of game programming, giving

students a solid grasp of the concepts required to write a game. Students will learn and apply the basics of computer programming and key components including input, sound, and graphics, while developing a framework that will be applied in future game coursework. Prerequisites: None

COM 107 Introduction to Programming (8 Units)

This course introduces fundamental logic and programming concepts used in the development of software solutions for business situations. Students learn algorithm development, IPO charts, pseudocode, flow charts, and basic control structures in order to produce structured software using a given programming language. Commonly used office productivity software will also be introduced. Prerequisites: None

COM 120 Programming Concepts and Logic (4 Units)

This course introduces the fundamentals of programming logic, program flow and the control statements needed to implement a programming solution and write an algorithm. The course covers problem analysis and definition, program design, flowcharting, validation techniques, testing techniques, and the basic features of computer hardware, software, and data. Prerequisites: None

COM 153 Game Programming Concepts (C++) (8 units)

This course will introduce object-oriented programming in C++ using DirectX in the field of game programming. Students will learn the importance of game design, modular coding and using the APIs of graphics engines and DirectX: to draw and display images, manipulate 3D meshes and objects, play Sounds and Audio files, use scripts and templates, and implement a peer to peer networked FPS game. Students will learn how to use an existing framework and how to apply it to future applications in an object-oriented manner. Prerequisite: COM 103.

COM 203 Game Programming Logic (C++) (8 units)

This course will further develop the student's knowledge of Object Oriented Programming (OOP), enabling the student to write well-structured game programs. The student will study OOP concepts such as objects, classes, abstraction, inheritance, encapsulation, and polymorphism along with basic concepts, such as pointers. The students are also introduced to additional libraries, which will be used to increase their understanding of the basic concepts of graphics and game programming. Prerequisite: COM 153.

COM 215 Client Service and Support II (4 Units)

This course emphasizes troubleshooting skills for the Help Desk Professional, including common support problems, Internet research, product evaluation, and user training. The course will also provide an overview on the knowledge, skills, and abilities necessary for employment in the user support industry. Prerequisites: None

COM 230 SQL and Database Design (8 Units)

This course is an introduction to Database Design and the SQL language. The Relational Database model will be covered in detail, along with basic database design and the fundamentals of the SQL data manipulation language. The focus will be on data retrieval, but design concepts and data normalization will also be discussed. Database administration and security will also be introduced.

Prerequisites: None

COM 253 Game Programming (C#) (8 units)

This course introduces the student to programming interactive computer games with an emphasis on C# programming, using Direct X. The student will explore the basics of C#, implementation of fundamental tasks in Direct3D, and combine a variety of techniques and special effects into a playable game.

Prerequisite: COM 103.

COM 259 UNIX Fundamentals (8 Units)

History, concepts, and facilities of the UNIX operating system will be discussed. The course introduces the user interface, common commands, and basic system administration of a UNIX operating system. Students will learn how to write and execute UNIX shell scripts used for the controlled execution of a series of basic UNIX commands. The basics of script writing – creation, writing in the shell programming language, debugging, and execution – will be covered, along with an overview of built-in shell commands available to the user. Advanced topics will include use of user/shell/ environmental variables, script commands for decision-making, looping and flow-control, and creation of shell aliases and functions.

Prerequisites: None

COM 270 C# Programming I (8 Units)

This course introduces students to C# and the use of Graphical User Interface (GUI) forms to develop event-driven solutions to business problems. Students also acquire skills using ADO.NET tools to access databases. Sequential I/O access of text files is also covered. Projects are designed to simulate real-world application solution scenarios. Prerequisites: COM 230

COM 271 C# Programming II (8 Units)

The course covers advanced topics and concepts in C# and provides hands-on experience using one of the most popular object-oriented languages to date. Students will learn how to properly design programs using C# as a language leveraging the .NET libraries. Advanced topics will be discussed and utilized including the collection framework, delegates, events, assemblies, and generics. The course also provides practical examples that the students need to master the core capabilities of C# and advance their proficiency in developing applications for the .NET environment utilizing Visual C#. Prerequisite: COM 270

COM 272 ASP.NET (4 Units)

Students will learn to develop website applications using Microsoft technologies. In this course, students will develop a dynamic online banking application demonstrating an understanding of ASP.NET, .NET Web Services, and ADO.NET.

Prerequisites: COM 230, COM 287, and COM 270.

COM 273 XNA (8 units)

In this course students will be introduced to the XNA Framework. The student will be introduced to the basic components of XNA by creating simple programs, which will emphasize each component. The student will learn to import both 2D sprites and 3D animations, draw complex terrain, and implement collision detection in multiplayer games, as well as how to add network support, while building the framework to be used to develop rich playable games for common console systems.

Prerequisite: COM 253.

COM 275 C++ Programming (8 Units)

This course introduces students to object-oriented solution development techniques using the C++ language. Students will utilize these techniques to develop a real-world POS application. Students will learn the utilization of concepts such as inheritance, polymorphism, aggregation, and association. In addition, students will be introduced to the Microsoft Foundation Class (MFC) by utilizing MFC writing applications. Upon completion of the course, students will present their developed applications and documentation for peer review. Prerequisites: None

COM 280 Object Oriented Analysis and Design (4 Units)

The primary objective of this course is to ensure that, by the end of the course, every student is able to perform object-oriented analysis and design by modeling a complex system utilizing the Unified Modeling Language (UML) and applying the Rational Unified Process (RUP) method. Prerequisites: None

COM 285 Java Programming (8 Units)

This course introduces intermediate programming concepts that take advantage of object-oriented analysis and design. Algorithm efficiency, complex data structures, and graphical user interface implementations are thoroughly examined. Other topics of discussion include application programming interface realization, multi-threaded applications, event-driven programming, and network application development. Prerequisite: COM 107.

COM 287 Internet Programming I (4 Units)

This course introduces students to the world of e-commerce creating the foundation for the design, implementation, and maintenance of effective Web pages in support of business objectives and goals. The student gains skills in the use of Hypertext Markup Language (HTML), JavaScript, and cascading

style sheet language as well as a foundation in the principles of e-commerce. Prerequisites: None

COM 288 Internet Programming II (4 Units)

This course expands on the foundational web programming skills learned in COM 287. The present course expands those capabilities through the introduction of JavaScript and the related technologies, AJAX and DHTML. This course of study provides the student with in depth client side scripting capabilities. Industry standard software testing and debugging techniques are also introduced. Prerequisite: COM 287.

COM 289 Internet Programming III (4 Units)

This course expands on the fundamentals of the Java programming language. Projects introduce the student to the creation of web application utilizing Java Servlets and Java Server Pages. The student gains facility in the merging of Java with Structured Query Language and the MySQL database. Prerequisites: COM 285, COM 287.

COM 290 Systems Design and Implementation (8 Units)

Students will apply the fundamental concepts of systems analysis and design in a comprehensive capstone project. Students will use the concepts and skill sets acquired in the previous classes to design and build an IT solution in a real world business scenario. The comprehensive capstone project will require students to work cooperatively in designing and implementing all aspects of an IT system. Prerequisite: COM 270, COM 288, COM 289

COM 293 Game Programming Capstone (8 units)

The comprehensive capstone project will require students to work cooperatively to design and implement a game. Students will apply the concepts of game architecture and design acquired in previous classes to create at least one level of a comprehensive game which will include opening, game play, credits, and documentation. Project will require students to work cooperatively in designing and implementing their own game. Prerequisite: Successful completion of Mod 5 courses.

COM 295 Mobile Application Development (4 Units)

This course prepares students for employment in the exciting and rapidly evolving mobile device market. It provides theory and practical skills development for designing and building mobile computer applications on the latest computing platforms, including cellular phones, handheld computers, tablet PCs and similar devices. Students will be exposed to development and design methodologies for both consumer and business applications. Further, the course will address a number of key issues unique to these platforms, including data synchronization, networking, security, power consumption, and device management. Prerequisites: COM 270, COM 271

COM 310 Advanced .NET Programming (4 Units)

In completing this course the student will have a better understanding of object orientated programming in the .NET environment. This course will cover objects and classes, including polymorphism and inheritance. The concepts of input validation, classic and structure error handling will be covered. In order to add functionality to class projects, SQL server will be utilized. This course will also cover the important subjects of advance arrays, collections, generics, and multithreading. An advanced look into Windows forms will be taken, to better understand the code generated by the .NET environment, and reports will be incorporated into projects. Prerequisites: COM 350

COM 315 Management Information Systems I (4 Units)

Fundamentals underlying the design, implementation, control, evaluation and strategic use of modern computer-based information systems for business data processing, office automation, information reporting and decision-making. Prerequisites: None

COM 319 Internet Applications and Development (4 Units)

This course introduces students to practical applications for modern Web page design. Practical and theoretical aspects of Web page management will be discussed in conjunction with the latest international standards from the W3C (World Wide Web Consortium). Prerequisites: None

COM 320 Management Information Systems II (4 Units)

A continued study of design, implementation, control, evaluation, and strategic use of modern computer-based information systems. Topics include planning and development of information systems, as well as avenues for systems acquisitions. Prerequisite: COM315.

COM 324 Advanced Internet Applications and Development (4 Units)

An introduction to the use of scripting languages in the development of Internet related content. Topics include code integration, form validation, and the use of industry standard techniques in Internet programming. Prerequisites: COM 287 or COM 319 and at least one programming class from: COM 290, COM 345, COM 350, COM 390.

* COM 330 Perl Programming (4 Units)

This course introduces the Perl (Practical Extraction and Report Language) programming language. Students will write a series of Perl scripts, assigned by the instructor, that will generate code, manipulate dates and times, parse text, convert database file formats, and store, manipulate, retrieve, and display data on the World Wide Web using the common gateway interface and Perl modules. Prerequisite: COM 107

- * COM 335 Database Administration (4 Units)
This course provides an introduction to database administration. The basic concepts of database management will be covered, including: installation, database architecture, background processes, database creation, controlling the database, storage structures, security, and managing users. Backup and recovery techniques will also be introduced. Various tools will be used to accomplish database management tasks. Prerequisites: None
- * COM 339 Software Testing and Quality Assurance (4 Units)
This course covers software testing methods used to ensure quality in a software product. Various methods that are used to test design documents as well as the code itself will be addressed. In-class discussions include quality assurance attributes applied to software products and the software solution development process. Prerequisites: None
- * COM 340 E-Commerce Concepts (4 Units)
This course introduces the concepts, vocabulary, and procedures associated with e-commerce and the Internet. Topics include development of the Internet and e-commerce, prospects for business-to-business and business-to-consumer e-commerce, options available for doing business on the Internet, marketing issues related to e-commerce, tools used to build and e-commerce website, features of e-commerce websites, payment options, security issues, and customer service. Prerequisites: None
- * COM 345 Data Modeling and Database Design (4 Units)
This course will focus on Data Modeling techniques to create a simple diagram that represents a real-world data environment. Several different Data Modeling techniques will be discussed. The entity relationship model will be covered in detail. Normalization, which is used to produce good table structure to avoid data redundancy and anomalies, will also be covered in detail. The student will learn how to convert application specifications into a well-designed database to support all of the company's data requirements. Prerequisites: None
- * COM350 Visual Basic Programming (4 Units)
This course introduces students to Visual Basic .NET and the use of Graphical User Interface (GUI) forms to develop event-driven solutions to business problems. Students also acquire skills using advanced Visual Basic .NET tools to access databases as well as random access of text files. Sequential I/O access of text files is also covered. Projects are designed to simulate actual industry application solution scenarios. Prerequisites: None
- * COM 365 Advanced Web Development (4 Units)
This course is an introduction in ASP.NET Web programming using C#. Students will create a fully functional online banking Web application using Visual Studio.NET and SQL Server. The

application will be used to demonstrate some of the new features for Web development. The course will also provide students with a solid understanding of the CLR (Common Language Runtime) and the FCL (Framework Class Library), the heart of the .NET Framework.
Prerequisite: COM 287.

* COM 370 Oracle Forms Development (4 Units)

This course deals with application development using Oracle Forms. The course will concentrate on creating user interfaces to access an Oracle database. Students will be provided with a solid foundation in Oracle's PL/SQL language, Stored Procedures, Stored Functions, and Form development concepts.

Prerequisites: None

* COM 380 Advanced C++ .NET Programming (4 Units)

This course is a study of object-oriented programming with Visual C++.NET as the medium of expression. Topics include object-Based Programming, Visual C++.NET Input/Output streams, Managed Extensions for C++, Visual C++.NET functions, references, classes, encapsulation, inheritance, polymorphism as well as ADO.NET.
Prerequisite: COM 275.

* COM 390 C Programming (4 Units)

This course is designed to give students the programming experience to learn and develop programs with the C language. Language and solutions development will be from a programmer's point of view. Topics include C program structure, formatting data types, operators, expressions and statements, control flow structures for looping, branches, arrays, pointers, bitwise operators, and file handling. The student will learn and understand the C pointer environment and the Microsoft Visual Studio IDE environment. Prerequisites: None

* COM 410 Python (4 Units)

Python is used in a variety of tasks in the computing industry, from automated scripts to graphical user interfaces. This course will introduce the Python language, as well as the versatile roles it can play in the computing industry. We will investigate topics such as: automation, data structures, and web development.

Prerequisites: None

COM 610 Project Management (5 Units)

Focuses on learning the principles, practices, and techniques of project management using a practical, day-to-day approach. Examines resource constraints, people issues, and use of statistical tools. Topics include change, leadership skills, communication, team, cultural diversity, scheduling concepts, problem solving techniques, work breakdown structure, time/cost tradeoff techniques, critical path analyses, and use of a software project management program. The concepts expressed here are accessible to students of all backgrounds. Prerequisites: None

COM 620 Advanced Systems Analysis and Design (5 Units)

This course is designed to give students a solid foundation in practical database design. The course provides in-depth coverage of database design, demonstrating that the key to successful database implementation is in proper design of databases to fit within a larger strategic view of the data environment. As future IT managers students will gain a general understanding of the tasks performed by database modelers, designers, developers and administrators. Prerequisites: None

COM 640 Distributive Communications & New Technology (5 Units)

Explores the basics and convergence of current data and voice communications on a local and global level, utilizing both conducted and radiated media. Reference and usage networking models are employed to reduce the complexity of the communications systems involved. Important protocols and standards at various networking layers are discussed in detail. Prerequisites: None

COM 655 Human Resources Management (5 Units)

Personnel management for information systems and business administration. Source of employees, interviewing, selection, assignment, training, and evaluation of employees. The impact of the human relations factor on organizational effectiveness. Prerequisites: None

COM 656 Principles of Information Security (5 Units)

This course is designed to develop knowledge and skills for securing information and information sources at the organizational level. The focus is on the concepts and methods associated with planning, designing, implementing, managing and auditing information assurance at all levels on all system platforms, including worldwide networks. Also covered are techniques for assessing risks associated with accidental and intentional breaches of security and the countermeasures that incorporate people, processes, and technology to secure operations. Prerequisites: None

COM 660 Database Selection and Administration (5 Units)

This course is designed to give students a solid foundation in practical database design. The course provides in-depth coverage of database design, demonstrating that the key to successful database implementation is in proper design of databases to fit within a larger strategic view of the data environment. As future IT managers students will gain a general understanding of the tasks performed by database modelers, designers, developers and administrators. Prerequisites: None

COM 665 Leadership (5 Units)

An interactive study of the techniques, traits and skills needed by the leader in the volatile environment of IT. Topics include conflict resolution, mentoring, training and development and identifying leadership talent in organization. Various models and business

cultures will be discussed to assist students in improving the organization behavior in the work place. Prerequisites: None

COM 670 Financial Planning (5 Units)

This course prepares students to select and analyze accounting information for internal use by managers for decision-making, planning, directing, and controlling purposes. The focus is on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis, with an examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in organizations. Prerequisites: None

COM 671 Decision Support Systems (5 Units)

The rise of efficient computers ushered in an analytical approach to decision making. Computers were able to easily solve the complex mathematical solutions to modeling, enabling the advent of the space age. Decision making under conditions of both certainty and uncertainty are included. Students will learn solutions to uncertainty with such techniques as Monte Carlo simulation, convergence, queuing models, Markov chains and regression analysis. Decision making under certainty will be addressed with linear programming. Students will learn methods useful in both their professional and personal lives and will receive free software for decision making. Prerequisites: None

COM 675 Legal Environment of Information Systems (5 Units)

An overview of legal issues pertaining to information systems practices and the computer industry. Emphasis is placed on contract contents and interpretation with respect to tort liability, including negligence and misrepresentation in the computer industry. A section on intellectual property rights analysis including a survey of the areas of copyright; patent, trade secrets, trade mark law; export and tax law as they affect the computer industry, its operation and products will be reviewed. Recent legislation addressing privacy, security and computer crime will also be explored. Prerequisites: None

COM 685 Management of Network Technology Readiness (5 Units)

A detailed overview of the role of a manager of network technologies with respect to assessing a business's readiness for electronic commerce. Specifically, this course addresses several flexible strategies for sustaining Web-based commerce including identifying the correct business model, techniques for creating sustainable electronic commerce value, integrating net and business priorities, aligning leadership and governance models for maximum impact and using the net to redraw the boundaries of industry. Emphasis is on the new rules that management uses for successful business modeling in the explosive Web-based industry of electronic commerce. Prerequisites: None

- COM 690 Management of Emerging Technologies (5 Units)
This course surveys the dynamics of change in technology. It examines the future effects upon the manager in the IT environment. Industrial issues of automation, communications, e-business, disruptive technologies, the changing technical landscape and human-machine are addressed as well as the social issues of leadership, managing change and education. Prerequisites: None
- COM 695 Independent Study (By Arrangement)
A learning contract is written between the student and professor that outlines specific objectives and learning activities for the student. Credit for independent study is limited to five units. Prerequisites: None
- CPT 601 Curricular Practical Training I (1 Unit)
The student will be employed at a local business to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the Master's degree. This is the first of five required courses. Prerequisites: None
- CPT 602 Curricular Practical Training II (1 Unit)
The student will be employed at a local business to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the Master's degree. This is the second of five required courses. Prerequisites: None
- CPT 603 Curricular Practical Training III (1 Unit)
The student will be employed at a local business to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the Master's degree. This is the third of five required courses. Prerequisites: None
- CPT 604 Curricular Practical Training IV (1 Unit)
The student will be employed at a local business to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the Master's degree. This is the fourth of five required courses. Prerequisites: None
- CPT 605 Curricular Practical Training V (1 Unit)
The student will be employed at a local business to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the Master's degree. This is the last of five required courses. Prerequisites: CPT 601, CPT 602, CPT 603, CPT 604
- DIS 101 Introduction to Distance Education (0 Units)
Designed to help develop the skills and habits necessary to become an effective and successful online student. Both technical and non-technical issues are addressed, with an emphasis on providing practical advice and hands-on techniques using the tools and technology of Distance Education. Prerequisites: None

DSN 110 Design Principles (4 Units)

This course identifies and defines the basic visual elements and principles Web Media Design students must recognize and understand to communicate effectively using visual language. Students will apply cognitive and visual design skills to assist them in developing ideas and constructing effective visual solutions for web media content. Exercises and projects reinforce the concept of translating design theory into foundational and practical skills. Prerequisites: None

DSN120 User Interface Design (4 Units)

This course introduces students to principles of user interface design (UID). Emphasis is placed on understanding the overall UID process and the development of user scenarios, user object models, navigational models, and prototyping techniques. Course topics include the history of web design, site navigation, content organization, and the development process from initial concept to web site launch. Prerequisites: None

DSN 123 Fundamentals of Game Design (4 units)

This course covers the basic elements of game design including what a game is, how a game works, and what decisions must be made before the start of any project. The student will learn about user experience, core mechanics, and different game genres, conventions and pitfalls. Prerequisites: None

DSN 130 Typography (4 units)

This class presents an overview of the history, anatomy, and terminology of typography and the importance of type as a design element in digital technology. Students use the computer as a tool for designing effective typographical solutions and apply the fundamentals of typesetting to create well-organized, legible information. Suitable type selection and type design details are thoroughly explored. Prerequisites: None

DSN 140 Digital Images I (4 units)

This course introduces students to image-editing software as a design tool. Emphasis is placed on the application of design principles in the production process and the optimization of project workflow. Specific topics covered include properly scanning and digitizing artwork, enhancing and color correcting photographic images, optimizing images for web delivery, manipulating graphics, and applying advanced effects to enhance existing art or create new art. Prerequisites: None

DSN 150 Web Design I (4 Units)

This course develops the student's understanding of the World Wide Web, its standards, and the design considerations of a web-based environment. Emphasis is placed on troubleshooting, file management, and the unique demands of web design projects. Students will produce meaningful designs that follow industry

standards by coding in HTML, XHTML, and CSS languages, and incorporate image optimization and slicing. Students will develop fundamental skills in web design and layout within the constraints of industry demands and marketing concerns. Prerequisite: COM 100

DSN 160 Professional Practices (4 Units)

In this class, students will explore issues relevant to working as a freelance or in-house designer. Emphasis is placed on external factors that play a role in the success of an individual working in the design industry. Specific topics include copyright issues, ethics, communication skills, pricing guidelines, contracts, and taxes. Prerequisites: None

DSN 170 Custom Web Graphics (4 Units)

In this course, students will develop their skill working with vector graphics. Emphasis is placed on the proper use of vector graphics in solving design problems. Specific topics include the creation of information graphics, custom logos, web buttons, other popular web elements, and various illustration styles. Students will be well versed in computer illustration and the creation and effective application of vector graphics. Prerequisites: COM 100, DSN 110

DSN 180 Animation I (4 units)

This course provides students with an opportunity to experience how the creative process is applied in the creation of dynamic, interactive animation. Foundational topics include project planning, timeline control, storyboarding, and digital narrative. Kinematics, integration of sound, and publishing files to the World Wide Web are also explored. Prerequisites: None

DSN 200 Digital Images II (4 Units)

This course reinforces and extends the student's knowledge, skills, and abilities in image editing. Emphasis is placed on basic lighting and advanced editing techniques. Specific topics include the use of paths, masks, channels, blending modes, and file organization to aid workflow efficiency. Upon successful completion of the course, students will be able to create a visual communication plan based on client objectives that includes stylized iconography and navigation. Prerequisite: DSN 140

DSN 210 Digital Layout (4 Units)

This course examines various aspects of page layout design, emphasizing the application of an effective grid system. Through hands-on projects, students apply the design principles and technical skills necessary to produce professional-quality projects for digital communication. Basic graphic design skills will be applied to develop projects with an emphasis on the organization of text and graphics. Attention is given to page layout considerations for publication in assorted media including print. Prerequisites: COM 100, DSN 110

DSN 220 Creative Concepts (4 Units)

This course introduces students to basic marketing concepts. Emphasis is placed on effective advertising as part of an overall marketing plan. Specific topics include identifying viable target markets, defining media objectives, and implementing this information through appropriate media strategies. Students will analyze markets and advertising, identify problems, and formulate solutions. Prerequisites: None

DSN 230 Web Design II (4 Units)

This course further develops the student's understanding of design for the World Wide Web. Students will design Web content across multiple browsers and platforms, applying current industry standards and best practices. Emphasis is placed on the use of grids and cascading style sheets to create accessible web pages for multi-function purposes. Students will produce well-structured and market-driven Web content that satisfies both the client and the user. Prerequisite: DSN 150

DSN 240 Animation II (4 Units)

In this course, students will design an animation-based website. Emphasis is placed on the development process, from initial sketches to the completed multi-page interactive site. Topics include site organization and site navigation. Upon successful completion of this course, the student will be able to plan and implement a fully functioning animated website. Prerequisite: DSN 180

DSN 253 3D Modeling and Animation I (4 units)

This course focuses on polygon modeling, texturing, and animation in the 3D environment with an emphasis on low-poly modeling for gaming. Students create and manipulate primitive shapes; apply position, texturing, lighting; and render of scenes and environments. Students will create the basic building blocks for producing still images and animate 3D models and scenes for the game programmer. Prerequisite: DSN 180.

DSN 263 3D Modeling and Animation II (4 units)

The student will apply the concepts and skills from previous classes to create animated scenes. The focus will be on 2D texturing for a 3D program and the image layout needed to create realistic interactive environments. The student will learn the process of layout and texture creation and implement it in a 3D animation scene. On completion of this class, the student will have created a scene incorporating various textures. Prerequisite: DSN 253

DSN290 Digital Portfolio (8 Units)

Each student will create a professional digital portfolio that demonstrates his or her knowledge, skill, abilities, and growth in the field of Web Media Design. The process will include critical review, selection, and refining previous class projects to create a showcase for future employers and clients. The course will also include

personal marketing tools and professional presentation techniques that will prepare students for employment. A variety of topics will be discussed in this course, giving students further insight into the business of web design and current industry expectations. User interface design methodology will be revisited to aid in thoughtful site planning. Prerequisites: DSN 110, DSN 120, DSN 130, DSN 140, DSN 150

ELE 250 Data Cabling and Management (4 Units)

This course introduces students to the basic concepts of network cabling systems and cable management. The course will cover network cabling design, installation, testing, and troubleshooting. Also covered are descriptions of industry trends and standards, types of copper and optical fiber cabling, and cable connectors. Students will develop knowledge and skills in installing and testing voice and data cable connectors and jacks, horizontal links and channels, pulling and terminating cables, telecommunications room design, patch panel installation and general cable plant management. Prerequisites: None.

ELE 315 Advanced Microcomputer Systems I (4 Units)

Detailed information about differences between standard IBM and IBM-compatible systems, including important features of different compatible systems. Topics covered also include selection, installation, configuration, maintenance and repair of microcomputer systems. Prerequisites: None

ENG 110 Introduction to Writing (4 Units)

Instruction in the theory and guidelines of composition for college writing with an emphasis on the following: grammar review, rhetorical strategies, essay writing, collaborative writing, and academic writing. This course must be taken within the first term of Distance Education or before any other Distance Education class. Prerequisites: None

ENG 200 Communications (4 Units)

Communications is designed to introduce students to the theory and use of human and public communication. Various types of communications studied include the following: perception, listening, verbal, nonverbal, interpersonal, intercultural, small group, organizational, and public speaking. Prerequisites: None

ENG 210 Introduction to Literature (4 Units)

Designed to provide a thorough introduction to the various forms of literature and to increase reading and comprehension skills. Major works of fiction, poetry and drama will be surveyed. Identification of setting, character, plot and themes will facilitate discussion and understanding of a story's actions, conflicts and motives. Prerequisites: ENG 110 or Consent of the instructor.

- ENG 310 Professional Writing (4 Units)**
Theory, psychology, organization, rhetorical strategies and collaborative writing skills are emphasized in the composition of the following professional communications: e-mails, memos, cover letters, resumes, routine messages, bad-news messages, persuasive messages, short reports, executive summaries and long reports. Prerequisite: ENG 110.
- ENG 320 Technical Writing (4 Units)**
Theory, organization, requirements, rhetorical strategies and collaborative writing skills are emphasized in the composition of technical communications, including definitions, mechanical descriptions, instructions, process analyses and technical (scientific) documents. Prerequisite: ENG 110.
- # ENG 351 Creative Writing (4 Units)**
Creative Writing is designed to give students experience writing a variety of forms of fiction. Students will keep creative writing journals, create poetry and write a short story. The course will also introduce students to a variety of Web-based and community groups for creative writers. Prerequisites: ENG 110.
- * ENG 400 Professional Presentation Skills and Techniques (4 Units)**
Theory and principles of multimedia presentation software and communication skills necessary to produce professional presentations. Practice in the integration of various multimedia sources into MS PowerPoint. Verbal, nonverbal, interpersonal, group, organizational, and public speaking skills will be developed. Prerequisites: None.
- # ENG 450 Science Fiction (4 Units)**
A study of the classic themes and ideas in use in Science Fiction literature, in conjunction with a historical analysis of the changes that have occurred in the genre from its formative years to the present day. Prerequisite: ENG 110.
- # ENG 460 Thriller and Horror (4 Units)**
An analytical study of modern horror and thriller literature, emphasizing the contributions made by each of the standard elements of fiction - plot, characterization, setting, point of view and theme - to the visceral impact of the genre. Warning: This course requires discussions on materials that contain adult themes and language. Prerequisite: ENG 110.
- * HUM 110 Introduction to the Humanities I (4 Units)**
The student will develop an understanding and appreciation of man's cultural heritage from ancient Mesopotamia to the Middle Ages. An interdisciplinary approach to the comparative humanities, including a study of literature, philosophy, music, visual arts, and history. Prerequisites: None

- * HUM 115 Introduction to the Humanities II (4 Units)
Continued study of man's cultural heritage from the beginnings of modernity in the Renaissance and 17th century through the European Enlightenment and Romanticism in the 18th and early 19th centuries, and Modernism and Postmodernism in the 20th century. An interdisciplinary approach is used to compare literature, philosophy, music, visual arts, and history. Prerequisites: None
- # HUM 210 Introduction to Logic (4 Units)
A study of the deductive and inductive modes of reasoning, including practical exercises in the application of fundamental principles of logic to practical, real world problems.
Prerequisites: None
- # HUM 225 Ethics (4 Units)
An exploration of basic theories of right and wrong, including the concepts of divine law, intuition utilitarianism, egoism, existentialism and situation ethics. Warning: This course requires periodic discussions of real world events, which may include adult content, deemed to be highly objectionable by some students.
Prerequisites: None
- # HUM 306 American Art (4 Units)
American Art explores the epic history of art in America as reflected by artists in every medium and genre, from "primitive" portraits of the Colonial era to the complex visions of the present day. The unique vision of American Art will be presented though lectures, discussions, and multimedia presentations emphasizing formal analysis and historical context. Prerequisites: None
- * HUM 320 World Drama (4 Units)
Survey of selected masterpieces of world drama. Includes reading plays by Euripides, Shakespeare, Moliere, Ibsen, Chekhov and Tennessee Williams, and viewing film versions of classical and modern drama. Prerequisites: None
- # HUM 410 The Art of the Film (4 Units)
A comprehensive study of various elements, both artistic and technical, involved in the development of a successful film. Includes substantial film viewing requirements that must be met by the student. Prerequisites: None
- HUM 420 Comparative Religion (4 Units)
A comparative study of the great religions of the world. Philosophy of culture is explored and the important developments in Eastern and Western philosophy are considered. This course does not take a definitive position on the relative merits of the religions examined.
Prerequisites: None
- HUM 499 Critical Thinking (4 Units)
Examines a wide variety of deliberative processes that enable us to evaluate claims and arguments in everyday life. Integrates inductive

and deductive logic; examines non-argumentative persuasion, pseudo-reasoning, and a variety of topics relevant to the tasks of making sound decisions and solving problems. Prerequisites: None

MAN 200 Information Technology and Management (4 Units)

Introduces the consumer-driven business environment, with an emphasis on the use of information technology and information systems as used by businesses today. Describes the basics of information systems, and discusses how computer technology will be utilized in the 21st century. Provides an overview of competitive strategies, ethics, global issues, and organizational responsiveness. Prerequisites: None

MAN 300 Business Organization (4 Units)

Fundamentals of business structures and functions with an emphasis on diverse, global environments. The impacts of customer and stakeholder relationships are identified; the uses of technology in production and information management are explored. Issues pertaining to human and financial resources of an organization are discussed. Prerequisites: None

MAN 302 Small Business Management (4 Units)

Overview of the establishment and operation of a small business. Includes the business plan, financing, marketing, staffing the organization and facilities requirements. Prerequisites: None

MAN 305 Principles of Management (4 Units)

An introductory course in integrative management theory and practice. Topic areas include the functions of management and the processes of planning and decision-making. Organizational renewal through products, people and processes are examined. Prerequisites: None

MAN 310 Business Law (4 Units)

Operation of the law as it pertains to business; basic elements of contracts, agency, partnerships, corporations, real property and sales. Study of the Uniform Commercial Code. Prerequisites: None

MAN 315 Principles of Marketing (4 Units)

This course explores the total marketing function including pricing, promotion, distribution, product planning and development. Consumer behavior, global markets and new technologies are examined. MAN 300 or Consent of the instructor.

*** MAN 320 Planning the Small or Home Office (SOHO) Business (4 Units)**

Overview of the establishment and operation of a small business with an emphasis on the Small Office/Home Office. Includes the business plan, financing, marketing, staffing the organization, and facilities requirements. Prerequisites: None

- * MAN 325 Operating the Small or Home Office (SOHO) Business (4 Units)
An overview of the management and operations of a small business. Includes supply chain management, pricing and credit, promotional planning, leadership and human resources, managing risk exposure, managing assets, and financial evaluation. Prerequisites: None
- # MAN 330 Leadership, Supervision and Conflict Management (4 Units)
Designed to enhance students' managerial capabilities, this course investigates the attitudes, personalities, traits, and behaviors of various leaders. Styles of power and influence are examined; conflict resolution skills are practiced. Prerequisites: None
- # MAN 335 Principles of Human Resource Management (4 Units)
Study of contemporary issues in human resource management. Emphasis is placed on the practical application of employee recruitment, retention, training, performance appraisals and compensation. Gaining competitive advantage through strategic planning and maintaining regulatory compliance are addressed. Prerequisites: MAN 300 or Consent of the instructor.
- # MAN 350 Organizational Behavior (4 Units)
Examines individual, interpersonal and group dynamics in the formal organization. Reviews the relationship between diversity, personality, motivation, perception, communication and the management processes of work design, creativity and technology. The practical applications of team skills in problem solving and decision making are emphasized. Prerequisites: None
- # MAN 400 Managing Information Technology (4 Units)
Identification and analysis of issues germane to managing information technology in today's business environment. Emphasizes the managerial functions of planning, organizing, directing and controlling information technology through both theory and real-world case studies. Prerequisites: MAN 300, MAN 305
- # MAN 450 Technology Procurement (4 Units)
A managerial perspective of the core tasks and challenges required to effectively manage the IT purchasing function within the context of an integrated supply chain. Topics presented include purchasing procedures, supplier selection and evaluation, outsourcing, negotiation, and contract management. Purchasing and supply chain strategies that contribute to corporate and business objectives are identified. Case studies and research published by the Center for Advanced Purchasing will be discussed. Prerequisites: None
- MAN 611 Management in the 21st Century (5 Units)
An advanced course of study in the functions of management. Students will learn to apply managerial skills through integrated case studies and group discussions. The role of technology in its support of management functions is evaluated. Prerequisites: None

- MAN 621 Managerial Communications (5 Units)
A comprehensive course on the strategic communication skills required to advance in careers in the management arena. Students will focus on both informal and formal written communications, including e-mail, interoffice communications, proposals, and executive reporting. In addition, the importance of interpersonal effectiveness and diversity issues are stressed. Prerequisites: None
- MAN 631 Quantitative Management in Business (5 Units)
This course focuses on the typical mathematical and quantitative reasoning skills needed in business management. Emphasis is on the practical application and problem-solving skills required of today's business professional as well as the investor and consumer. Students will use Excel spreadsheets to assist in mathematical analyses and quantitative reasoning assignments. Prerequisites: None
- MAN 641 Strategic Planning (5 Units)
This course covers strategic planning and innovation by analyzing both the internal and external factors of the business environment. Managing change in internal processes and structures will be addressed. Emphasis is placed on the use of technology to support planning, implementation and evaluation of strategic management techniques. Prerequisites: None
- MAN 651 Organizational Design for Effectiveness (5 Units)
Examines emerging conceptual frameworks for understanding organizational design, structure, behavior, analysis, and practices of organizational design to enhance business effectiveness. Examines techniques for improving member fulfillment by means of planned change. Prerequisites: None
- MAN 655 Human Resource Management (5 Units)
Managerial issues in human resources and their subsequent impact on business effectiveness are addressed. An emphasis is placed on the manager's knowledge of labor law and strategic methods of recruitment and retention in today's litigious workforce. Prerequisites: None
- MAN 661 E-Marketing (5 Units)
Analysis and discussion of electronic marketing concepts, methods, and practices that are important to most modern enterprises. Analysis is accomplished through an understanding of the perceptions, preferences and buying behaviors exhibited by consumers as well as an overview of the functions of marketing. Prerequisites: None
- MAN 665 Leadership (5 Units)
Discussion of the techniques, traits, and skills needed by today's business leaders is emphasized. Topics include conflict resolution, mentoring, and the evaluation of leadership effectiveness. Various

models of leadership and organizational dynamics are evaluated to help managers improve their ability to lead in the business environment. Prerequisites: None

MAN 671 Business Intelligence (5 Units)

This course allows students to explore various data mining methods as well as industry trends in both data warehousing and business intelligence. Other topics include a discussion on the evaluation of business intelligence systems, privacy issues and the strategic use of information. Prerequisites: None

MAN 681 Legal Issues in Business Management (5 Units)

This course addresses legal issues most frequently encountered by managers with a dual focus on avoidance of legal problems and determination of when legal advice is and is not needed. Topics include human resource issues, proprietary and external business relationships, the use of information technology, and an overview of general business practices related to federal compliance issues. Prerequisites: None

MAN 690 Management of Emerging Technologies (5 Units)

This course examines the managerial challenges and opportunities presented by emerging technologies. Particular consideration is given to the forces affecting the nature and impact of technological innovation and the managerial options available. The use of technology to gain competitive advantage is emphasized. Prerequisites: None

MAN 691 Business Ethics (5 Units)

Various ethical challenges in the business environment will be discussed. This course encourages critical thinking about the factors within the work environment and society that contribute to ethical dilemmas, thinking constructively about how these might be changed, and considering where the responsibility for each issue rests. The emphasis is on both recognition and resolution of ethical conflicts as well as how information technology impacts ethics in today's business practices. Prerequisites: None

MAT 101 Survey of Mathematics (4 Units)

Mathematical concepts are discussed including the use of equations, inequalities, number systems, sets and variables, tables, graphs and the order of operations as applied to real numbers. Prerequisites: None

MAT 120 Concepts in College Algebra I (4 Units)

This course serves as the foundation for higher level college math courses. Topics include the real number system; writing, simplifying and solving linear equations and inequalities; formulas and applications including geometric, motion, and mixture problems; operations on polynomials; and factoring polynomials. Prerequisite: MAT 101 or an appropriate score on the mathematics

proficiency test. Prerequisites: MAT 101 or Equivalent.

MAT 130 Concepts in College Algebra II (4 Units)

This course continues the study of algebra concepts begun in MAT120. Topics include rational expressions and equations; graphing linear equations; solving systems of linear equations; operations on roots and radicals; solving quadratic equations.

Prerequisite: MAT 120 or Equivalent.

MAT 162 Algebra I (4 Units)

Intermediate algebra serves as the foundation for calculus and statistics. Topics include real numbers, equations and inequalities in one variable, linear equations and their graphs, functions, and systems of linear equations.

Prerequisite: MAT 101 or an appropriate score on the mathematical proficiency test.

MAT 165 Algebra II (4 Units)

A continuation of intermediate algebra, including exponents and scientific notation, operations on polynomials, factoring, operations on rational expressions, complex fractions, radicals, operations on radical expressions, and complex numbers. Prerequisite: MAT 162.

MAT 173 Algebra III (4 Units)

A continuation of intermediate algebra, including methods of solving quadratic equations, applications of quadratic equations, conic sections, inverse functions, exponential and logarithmic functions, and nonlinear systems of equations. Prerequisite: MAT 165.

MAT 290 Statistics (4 Units)

Students learn to understand the uses and abuses of statistics. Statistical data will include averages, dispersion, and measures of position. Topics include probability and odds, as well as binomial and normal distributions, random variables, expectation, confidence intervals, and correlation. Introduces the use of Excel functions to manipulate large data sets. Prerequisite: MAT 162, MAT 173.

MBA 615 Project Management (5 Units)

Focuses on learning the principles, practices, and techniques of project management using a practical, day-to-day approach. Examines resource constraints, people issues, and use of statistical tools. Topics include change, leadership skills, communication, team, cultural diversity, scheduling concepts, problem solving techniques, Work Breakdown Structure, time/cost tradeoff techniques, critical path analyses, and use of a project management application. The concepts expressed here are accessible to students of all backgrounds.

Prerequisites: None

MBA 620 International Business Management (5 Units)

Overview of the meaning of globalization and its impact on business management. Introduces students to the structure of global business, global forces that act on managing businesses locally, and the importance of understanding the laws and policies of other nations

for effective business management in a global context. Describes business planning, organization, marketing, and competitive intelligence for local businesses conducting international activities. Prerequisites: None

MBA 625 Marketing (5 Units)

This course provides students an opportunity to explore various aspects of Marketing from a managerial perspective. Because the specific responsibilities of a marketing manager vary across industries and firms, the focus of the coursework is on general decision-making and critical thinking skills. By honing these core skills, and developing the ability to articulate ideas in writing, students who successfully complete the course will enter professional life well equipped for dealing with the fluid nature of marketing problems facing individual organizations. Prerequisites: None

MBA 630 Quantitative Management (5 Units)

This course focuses on the typical mathematical and quantitative reasoning skills needed in business management. Emphasis is on the practical application and problem-solving skills required of today's business professional as well as the investor and consumer. Students will use Excel spreadsheets to assist in mathematical analyses and quantitative reasoning assignments. Prerequisites: None

MBA 635 Managerial Support through Information Systems (5 Units)

This course explores information systems and how they support strategic analysis, planning, decision-making, communication, collaboration, and intra- and interorganizational transactions. Packaged products, custom-built solutions, vendor selection, and emerging technologies are examined through common business scenarios. Prerequisites: None

MBA 640 Strategic Planning (5 Units)

This course covers strategic planning and innovation by analyzing both the internal and external factors of the business environment. Managing change in internal processes and structures will be addressed. Emphasis is placed on the use of technology to support planning, implementation, and evaluation of strategic management techniques. Prerequisites: None

MBA 650 Organizational Design for Effectiveness (5 Units)

Examines emerging conceptual frameworks for understanding organizational design, structure, behavior, analysis, and practices of organizational design to enhance business effectiveness. Examines techniques for improving member fulfillment by means of planned change. Prerequisites: None

MBA 655 Human Resource Management (5 Units)

The course explores personnel management for effective business practices, including employee selection, training, retention, and evaluation. The impact of the human relations factor on organizational effectiveness is also discussed. Prerequisites: None

- MBA 660 Legal Issues in Business Management (5 Units)**
Survey of the concepts of law that are essential to the functioning of an effective business enterprise. This course includes the study of contract law, property, business organization and regulation, and other legal matters. The course includes analyses of emerging trends in business and law, and consideration of ethical issues confronted by businesses in a global economy. Prerequisites: None
- MBA 665 Leadership (5 Units)**
An interactive study of the techniques, traits, and skills needed by the leader in today's business environment. Topics include conflict resolution, mentoring, training and development, and identifying leadership talent in organizations. Various models and business cultures will be discussed to assist students in improving the organization behavior in the work place. Prerequisites: None
- MBA 670 Business Intelligence (5 Units)**
This course provides an overview of business intelligence and data warehousing and explores the major facets of developing and using a data warehouse to make effective business decisions. The course introduces the development of systems designed to capture relevant data from all segments of an enterprise, to organize the data into a coherent structure, and to provide the means to analyze the data to make rational decisions. Prerequisites: None
- MBA 680 Financial Management and Analysis (5 Units)**
This course prepares students to select and analyze accounting information for internal use by managers for decision-making, planning, directing, and controlling purposes. The focus is on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis, with an examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in organizations. Prerequisites: None
- MBA 695 Independent Study (By Arrangement)**
A learning contract is written between the student and professor that outlines specific objectives and learning activities for the student. Credit for independent study is limited to five units. Prerequisites: None
- NET 110 A+ Repairing and Maintaining PCs (8 Units)**
This course is designed to give the student a solid theory basis for PC repair. The course covers system types, system assembly, PC components, and diagnostic tools. Emphasis is placed on understanding the PC components, how they function, and troubleshooting skills. Additional topics include PC installation, configuration, upgrading, troubleshooting, diagnosing, safety, preventative maintenance, operating systems diagnostics, and operating system upgrades. Prerequisites: None

NET 115 IT Business Applications (4 Units)

This course provides the necessary skills to support the Microsoft Office Suite with the addition of the Visio planning and schematics application to create files in a basic business IT support role. Emphasis will be placed on learning the most commonly used functions and troubleshooting the problems most commonly associated with the Office and Visio applications.

Prerequisites: None

NET 206 Windows Clients I (4 Units)

This course provides an introduction to the Microsoft Windows Desktop/Client operating system with an overview of Windows networking. Topics of discussion and hands-on exercises include system installation, the file system, profiles, policies, security, protocols, networking, remote access, printing, and troubleshooting.

Prerequisites: None

NET 208 Windows Clients II (4 Units)

This course provides an introduction to the Microsoft Windows Desktop/Client operating system with an overview of Windows networking. Topics of discussion and hands-on exercises include system installation, the file system, profiles, policies, security, protocols, networking, and remote access, printing, and troubleshooting. Prerequisites: None

NET 209 Windows Servers (4 Units)

This course provides students with a broad understanding of Microsoft Windows servers including installation, configuration, management, and monitoring of server operating systems. Students will discuss and configure various file systems and disk management functions. General network administration will include peer-to-peer networking, an introduction to domain management, active directory services, routing and remote access, printing, and application server functions.

Prerequisite: NET 206 or NET 208

NET 210 Wireless Networking (4 Units)

This course will examine the similarities and differences between wired and wireless networks. Included in the class will be wireless data transmission concepts, transmission and propagation theory, and wireless troubleshooting techniques. The student will produce both an ad hoc wireless network and one suited for use in the SOHO environment. Prerequisite: NET 250.

NET 215 Introduction to Virtualization (4 Units)

This course will introduce the basic concepts of network virtualization using a variety of virtualization platforms, emphasizing the design, implementation, and management of server virtualization from a technical point of view. Students will learn how server virtualization can increase performance availability while driving down the Total Cost of Ownership (TCO).

Prerequisites: NET 110, NET 206, NET 250,

NET 220 Switches and Routers (4 Units)

Switching and routing provides an understanding of the OSI reference model and layered communications. Students will understand the different switching and bridging methods used in networks and learn the various LAN/WAN protocols. Configuring routers and switches using the internetworking operating system commands through the command line interface will also be addressed. Prerequisite: NET 250.

NET 230 Desktop Support I (4 Units)

This course will prepare the student for a start in desktop support in either a home or corporate environment. The first half of the course will cover common problems that you will encounter supporting end users running Microsoft operating systems. The second half of the course will cover common problems that you will encounter supporting users using Microsoft office applications running on Microsoft operating systems. Prerequisites: None

NET 235 Desktop Support II (4 Units)

This course will prepare students for the challenges associated with supporting end users in either a Small Office/Home Office (SOHO) network or corporate environment. Students will use a combination of troubleshooting techniques to solve problems associated with Microsoft operating systems, Microsoft Office applications, and other commonly used desktop applications. Prerequisites: NET 230

NET 250 Networking Concepts (4 Units)

This course covers the basic concepts of Local Area Networks (LANs) and their technologies. This course will use a technical approach to LANs including an overview of Networking Protocols, Topographies, Media, and Networking Devices using the Open System Interconnection (OSI) Reference Model. This course shows how data flows from the Home, Small Office/Home Office (SOHO), and Enterprise networks. Prerequisites: None

NET 260 Linux Network Administration (4 Units)

Linux Network Administration addresses the skills needed to set up and maintain a Linux operating system. Essential tasks of the Linux administrator will be discussed. From a task-oriented perspective, the course will explore the concepts, structure, and assumptions that define a Linux environment using the commands, procedures, and strategies necessary to succeed as a Linux administrator. Prerequisite: COM 259.

NET 265 Exchange Server (4 Units)

This course covers Microsoft Exchange Server administration. The hands-on approach will prepare students to face the real life challenges of a Microsoft networking professional. Projects and exercises reinforce skills as they are learned and extensive test

preparation resources help students get ready for exam day.
Prerequisite: NET 209.

NET 290 Network Design and Implementation (8 Units)

This course allows the student to apply concepts of Network Theory, Network Administration, Design and Installation, UNIX, Interconnectivity, and Network Management courses. The student will build and document small physical networks by installing the system operating system and the network operating system, an application program and set up routers to connect the networks into a larger network. Prerequisites: COM 259, NET 110, NET 206, NET 209, NET 215, NET 250, NET 260.

*** NET 320 Wireless Technologies (4 Units)**

This course is a concept and theory class on today's wireless technologies in use. Topics covered will be Wireless LANs, Satellite Communications, Cellular Technology, Bluetooth, Global Positioning Systems, as well as general wireless digital technologies.
Prerequisites: None

*** NET 340 Advanced TCP/IP (4 Units)**

An in-depth examination of the TCP/IP stack with special emphasis on the Transport and Network layer protocols.
Prerequisite: NET 220, Hold a Network+ Certification.

*** NET 360 Advanced UNIX Network Administration (4 Units)**

This course teaches the skills necessary to set up a UNIX network capable of supporting DNS and Web servers, an anonymous FTP site, and print server. Students will install the operating system, applications, and learn how to upgrade the kernel, as well as configure the servers to satisfy enterprise requirements. Students will also write shell scripts to automate typical administrative tasks and learn how to configure connectivity with Novell and NT servers. The UNIX operating system used in this course will be Linux.
Prerequisites: COM259 or NET260.

*** NET 380 Small Business Server (4 Units)**

Small Businesses have the need for a server on their networks, but do not have the resources to install and configure multiple servers. Microsoft's Small Business Server fills the roll of the first server on a small business network. Small Business Server is a combined server that allows a small business to include email, web, file and print sharing, and other collaborative technologies. This course provides students with the knowledge and skills to install (or upgrade), configure, maintain, and troubleshoot Microsoft Small Business Server. Prerequisites: NET 110, NET 209, NET 250

*** NET 400 Storage Technology Foundation (4 Units)**

This course provides a comprehensive introduction to Data Storage technology fundamentals. Participants will gain knowledge of the

core logical and physical components that make up a Storage Systems Infrastructure. Prerequisites: None

* NET 410 VMWare Virtualization Concepts (4 Units)

This course covers the topics an operator must understand in order to properly use VMware Infrastructure tools to successfully create, manage, and monitor virtual machines. Through lecture and hands-on lab assignments, the student will explore the installation, configuration, and management of VMware's current Infrastructure software, which consists of VMware ESX Server and VMware VirtualCenter. Prerequisites: None

* NET 415 VMWare Infrastructure: Installation and Configuration (4 Units)

This course covers the installation and configuration of VMware Infrastructure. Through lecture and hands-on lab assignments, the student will examine how server virtualization can transform a single, physical computer host into a vehicle that supports the execution of multiple virtual systems. The student will explore the installation, configuration, and management of VMware's current Infrastructure software, which consists of VMware ESX Server and VMware VirtualCenter. Prerequisites: None

* NET 420 VMWare Infrastructure: Deploy, Secure and Analyze (4 Units)

This course follows on to the VMware Infrastructure: Install and Configure Course. It builds on the knowledge gained in the field or in the classroom. This course introduces students to command-line utilities that aid administration of ESX Servers. Prerequisites: NET 415

PHY 101 Introductory Physics (4 Units)

Trigonometry and Algebra-based physics course for science and technology student. Knowledge of measurements in SI units, kinematics, Newton's laws, circular motion, work and energy, rotational motion, static equilibrium and fluids laws and their application to daily activities. Prerequisites: None

RES 601 Research Design and Methodology (0 Units)

This self-paced tutorial introduces students to the principles of research and design methodology. Students will evaluate the basic styles of business research and analyze various design approaches. The tutorial also provides general guidelines on the successful presentation of graduate-level research projects. Prerequisites: None

RES 699 Thesis (5 Units)

The thesis is the culminating written work of the MBA, MSISM, or MBAHCM degree program and will be undertaken only after the completion of all other courses. The student is advised to determine the research theme of the thesis earlier in the program in order to be prepared for writing the thesis. The student will be assigned a thesis advisor selected from the Coleman University doctoral faculty

who must approve the student's research hypothesis and will meet with the student regularly to review progress and provide advice. The thesis must present at least fifty appropriate references on the chosen subject. In addition to writing the thesis, the student is required to present and defend the thesis orally to a team of three doctoral faculty members who must accept that the hypothesis has been proven. Prerequisites: Completion of all other courses in program.

SCI 100 General Biology (4 Units)

This is an entry level general education course with humans as the chief organism of focus, that emphasizes fundamental themes and basic principles that unite all life. Prerequisites: None

SEC 200 Introduction to Network Security (4 Units)

An introduction to common network security issues to include authentication, attacks and malicious code, remote access, Web and e-mail security, wireless networking, instant messaging, network devices, network security topologies, cryptography and disaster recovery. Prerequisites: NET 250

* SEC 310 Ethics, Policies, and Procedures (4 Units)

Students will learn the importance of developing an information security documentation program and how to develop and implement effective policies and procedures. The course focuses on technology writing, legal and ethical issues, fair use policies, information protection, policy development, standards, information classification, and security checklists. Prerequisite: SEC 200.

* SEC 320 Intermediate Network Security (4 Units)

Students will learn the fundamentals of network and infrastructure security. The course will focus on the internal corporate network and all the security that entails. Evaluation of network design, implementation and configuration as it relates to security will be covered. Prerequisites: SEC 200, SEC 310.

* SEC 330 Computer Forensics (4 Units)

Computer forensics has been a professional field for many years. With the growth of the Internet and the worldwide proliferation of computers, there is an increased need for computer investigation. This course is designed to provide the student with a solid foundation by introducing computer forensics at the novice level. Prerequisites: SEC 310

* SEC 340 Operating System Hardening (4 Units)

Students will learn to audit, patch, and configure client/server operating systems on a network. The course focuses on operating systems' security from a stand-alone and network client/server perspective. Emphasis will be placed on securing current versions of operating systems agents, current threats, and future attacks. Prerequisite: SEC 200, SEC 310.

* SEC 345 Hardening Linux (4 Units)

Students will learn to audit, patch, and configure client/server operating systems on a network. The course focuses on operating system security from a stand-alone and network client/server perspective. Emphasis will be placed on securing current version of operating systems agents, current threats, and future attacks. Prerequisites: NET 260 and SEC 200.

* SEC 350 Advanced Network Security (4 Units)

Students will learn about advanced network security topics from an attacker perspective. The objective of the course is to get students to understand how malicious hacker attacks are done. A better understanding of the attacker allows students to learn how to better defend an organization from an attack. Prerequisite: SEC 200 SEC 310, SEC 320, SEC 340.

SOC 110 Introductory Sociology (4 Units)

This course will explore ways of “thinking sociologically.” Major ideas, concepts, and methods in the study of society including socialization, culture, social structure, social stratification, social control, and social change will be examined. The course will cover some of the major paradigms of sociological thinking and students will learn about the ways that sociologists do research and disseminate information to the world.

SOC 115 Psychology (4 Units)

Psychology is the study of individual behavior. Modern psychology also studies how we perceive, learn and interpret the various items of information we receive through our senses. This introductory course in psychology will acquaint students with an historical perspective, the well-known schools of thought, human development, current popular issues, the basic elements of personality, and abnormal behavior. Prerequisites: None

SOC 250 Modern California History (4 Units)

Explores the significance of the 1849 Gold Rush and the Golden State’s emergence as one of the world leaders in agriculture, tourism, and the arts. California’s political history and its reputation of existing on the “cutting edge” of technology will also be studied. Prerequisites: None

SOC 315 Abnormal Psychology (4 Units)

This course explores the behavior of people with diagnosed psychological disorders. Case studies help students understand the biological, psychological, and environmental causes of dysfunctional behavior. The course explores current theory and practice in the treatment of the mentally ill, including the multiple approaches that characterize the field today. Prerequisites: None

* SOC 325 Interpersonal Communication (4 Units)

An exploration of the communication process and the effect of

personality, temperament, and behavior. Examines effective methods of problem solving, conflict management, and leadership. Emphasis is placed on the practical application of the communication best practices and how to improve one's communication skills, with a focus on the professional environment. Prerequisites: ENG 110

SOC 400 American Civilization (4 Units)

The political, economic, social, cultural, and intellectual experience of the American people emphasizing the uniqueness of the American Dream from European settlement to the present. Prerequisites: None

SOC 450 History of Science (4 Units)

Explores the progress of humankind from its beginnings to the modern advances of computers and space travel. The course emphasizes the connections among inventions. It views history as a process of related human achievements. Prerequisites: None

SOC 480 Twentieth Century Europe (4 Units)

The social, political, and intellectual history of Europe in the 20th century. The causes and effects of the two World Wars, the dissolution of colonial empires, the attempts at continental unification, the Cold War and the threat of nuclear annihilation. Prerequisites: None

18. Administration

Legal Control

Coleman University is a nonprofit educational institution chartered under the nonprofit corporation laws of the State of California. The Articles of Incorporation invest the legal control and governance of Coleman University in a Board of Trustees. The Board establishes the mission and general policies of the University, oversees its finances and appoints its administrative officers.

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San Marcos

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Director of First Impressions,

Karina Cazarez

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Dee, Rome, BA
CSUS

Laura Soto

First Impressions Assistant
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First Impressions Assistant
San Diego

First Impressions Assistant
San Marcos

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Southwestern College

Eden Torres

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University of Phoenix

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Eric Linder, BS
Coleman College

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Director of Computer Services

Associate Director of
Computer Services

Mainframe Operator
Days

Mainframe Operator
Nights

Assistant Network Administrator

Network Specialist San Diego

Jeremy Attard

Network Specialist San Marcos

Facilities

Terry Glynn, BS
Coleman College

Facilities Manager

Frank Dixon

Maintenance Supervisor San Diego

Ignacio Caballero

Maintenance Associate San Diego

Sergio Villegas

Maintenance Associate San Diego

Elva Martinez

Maintenance Associate San Marcos

Jose Martinez

Maintenance Associate San Marcos

Financial Aid

Christina Miller, PhD
UNAM

Director of Financial Aid

Sandy Sorenson, BS
Coleman College

Senior Financial Aid Administrator,
San Marcos

Ana Corral

Financial Aid Administrator

Michael Martin

Financial Aid Administrator

Human Resources

Maria Hamzavi

Human Resources Coordinator

Instructional Support

Bruce Gilden, MS
National University

Director of Instructional Support

Jason Abel, MS
Coleman University

Associate Director
Curriculum Development

Trina Robeniol, AS
Coleman College

Distance Education Systems
Administrator

Sophia Canedo, BS
Coleman College

Technical Coordinator

Ariana Marrón, MA
SDSU

Instructional Support Specialist

Kellie Nelson, MA
National University

Instructional Support Specialist

Manuel Bernad, MLS,
Villanova University

Librarian, San Diego

Resource Center

Amzi Franco
Coleman University

Resource Center Assistant
San Diego

Mariko Army
Ochanomizu School
of Business, Tokyo

Resource Center Assistant
San Diego

Angela Attard

Resource Center Assistant
San Marcos

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Coleman College

Registrar / Director of
Student Services

Elaine Cahill, AS
Coleman College

Assistant Registrar

Dagmar Fuss
Cuyamaca College

Student Services Officer San Diego

Cynthia Martinez

Student Services Officer San Marcos

Test Center

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UCLA

VUE Test Center Administrator

Leejenelle Neito

VUE Test Center Administrator

Marketing / Creative Department

Scott Norton, MFA
Art Institute / MIUO

Marketing & Alumni Coordinator

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Graphic Designer

Chris Carey, AA
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Webmaster

Scott McKechnie

Video Editor

Ethan J. Bishop MA
SDSU

Script Writer

19. Faculty

* Full Time Faculty

San Diego Campus

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Bond, Karen. DE Instructor. JD, Ohio State University, 1992; MBA Human Resources Concentration, Davenport University, 2009; BA Business Communications and English, Marietta College, 1989.

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- Cleary, Jon T. CASE Instructor. BS Business Administration, Coleman College, 2005; AS Business Administration, Coleman College, 2004.
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- Furr, Coleman. Dean / CGS. EdD Education, United States International University, 1982; BS Business Administration, University of Nebraska, 1951.
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- Gerard, Milan S. DE Instructor. MS Business and Technology Management, Coleman College, 2008; BS Computer Information Systems, Coleman College, 2003; AS Computer Information Systems, Coleman College, 2001.
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- *Gormally, Jason. CGD Instructor. BA Computer Graphic Design, Coleman University, 2010.
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San Marcos Campus

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20.Index

A

Academic

- Accommodation / Adjustment [67](#)
- Dishonesty [76](#)
- Disqualification [64](#)
- Life [5](#)
- Status [51](#)

Academic Status [51](#)

- Disqualification [51](#)
- Full Time [51](#)
- Probation [51](#)
- Regular Graduate Student [52](#)
- Unclassified Graduate Student [52](#)

Academic Suspension [52](#)

Acceptable Use Policy [77](#)

- Consequences of Misuse [79](#)
- Examples of Misuse [78](#)
- User Responsibilities [77](#)

Admission [16](#)

Admissions Requirements

- Distance Education [19](#)
- Graduate Studies [17](#)
- International [20](#)
- Undergraduate [16](#)

Affiliations [5](#)

Alternative Loans [48](#)

Appeal

- of Academic Suspension [52](#)
- of Dismissal [77](#)
- of Transfer Evaluations [55](#)

APTI Scores [16](#)

Associate Degrees

- Computer Information Systems [30](#)
- Game Programming Development and Design [32](#)
- Web Media Design [27](#)

Attendance [26](#), [75](#)

- Computer Networks [34](#)

Auditing Courses [55](#)

B

Bachelor Degrees

- Computer Information Systems [31](#)
- Computer Networks [35](#)

Graphic Design [28](#)

Network Security [36](#)

Web Media Design [28](#)

Board of Trustees [117](#)

C

Calendar [15](#)

Campus Crime [77](#)

Campus Life [6](#)

CAPS [68](#)

Career Services Department [67](#)

Certification Testing [69](#)

Challenging Courses [55](#)

Changes in

Degree Requirements [56](#)

Children [75](#)

CLEP [56](#)

Code of Conduct

Academic Dishonesty [76](#)

Attendance [75](#)

Children [75](#)

Conduct & Discipline [76](#)

Controlled Substances [75](#)

Crime/Sexual Harassment/Discrimination [77](#)

Firearms [75](#)

Food and Drink [76](#)

Identification Badges [76](#)

Personal Appearance [76](#)

Smoking [76](#)

Telephone Calls [76](#)

Coleman Alumni

Professional Society [68](#)

College of

Advanced Studies and Education [38](#)

Computer Networks [34](#)

Graduate Studies [39](#)

Graphic Design [27](#)

Information Sciences [30](#)

Computer Equipment [70](#)

Computer information Systems

Major [30](#), [31](#)

Computer Networks Major [34](#), [35](#)

Conduct and Discipline [76](#)

Contact Information [1](#), [7](#), [11](#)

Counseling [69](#)

Course Numbering System	81	V.A. Educational Benefits	24
Credit Age Limitation	56	Work-Study	50
Curricular Practical Training	21	Five-Week Terms	12
		Food and Drink	76
D		G	
Distance Education		Game Programming Development and Design Major	32
Admission Requirements	19	Grades	58
Minimum Internet Access	25	Appeals	59
Minimum System Hardware Re- quirements	25	Credit/No Credit	55
Minimum System Software Re- quirements	25	Cumulative	
Participation and Attendance Policy	26	Grade Point Average	59
Drop Period	57	Failed Courses	64
		Grade Point Average (GPA)	58
		Incomplete Course Work	60
		Rate of Progress	60
E		Graduate Degrees	
Email Contacts	7	See Master Degrees	
English Language Proficiency	21	Graduation Ceremonies	15
		Grievance Procedure	79
F			
Faculty		H	
San Marcos Campus	127	History	8
Failed Courses	64	Holidays and Breaks	15
Continuing Students	64	Honors	61
First-Time Students	64	National Technical Honor Society	
Family Educational Rights and Privacy Act	2	The President's List	61
Fees	43	Hours of Operation	13, 14
Collection Fees	44		
Distance Education	44	I	
Other Fees	45	Identification Badges	76
FERPA	2	Institutional Scholarship Programs	50
Financial Aid	47	Application Information	50
Academic Competitiveness Grant (ACG)	48	Presidential Scholars	50
Alternative Loans	48	Instructional Support	69
Cal Grants	48	International Students	
Eligibility	47	Admission Procedure	20
International Students	22	Admission Requirements	20
Parent Loans for Undergraduate Students (PLUS)	48	English Language Proficiency	21
Pell Grants	49	Estimated Living Expenses	22
Scholarship Programs	50	Financial Aid	22
SMART Grant	48	Financial Certification	22
Stafford Loan Program	49	Full-Time Status	22
Supplemental Educational Oppor- tunity Grants (FSEOG)	50	Health Insurance	22

Housing	22	Academic	51
Notification of Acceptance	23	Programs of Study	
Transfer Credit Evaluation	23	Advanced Studies and Education,	
Visa Information	23	Associate	38
Work	23	Advanced Studies and Education,	
		Bachelor	38
L		Business Administration, Master	41, 42
Laboratory and Computer Equip-		Computer Networks / Network	
ment		Security, Bachelor (Dual)	38
Equipment used in various pro-		Information Systems Manage-	
grams	70	ment, Master	40
Audio/Visual Equipment	70		
Networking Equipment	71		
Printers/Copiers/Fax Machines	71		
Servers	72	R	
Leave of Absence		Refund Policies	45
Graduate	62	After Withdrawal	44
Undergraduate	61	Distribution	46
Legal Control	117	Title IV Funds	46
Library and Resource Center	72	Residence Requirements	65
		Right to Terminate	79
M			
Master Degrees		S	
Business Administration		San Diego Campus	1
Health Care Mgmt.	42	San Marcos Campus	1
Business Administration	41, 42	Scholarships	50
Information Systems		Sexual Harassment	77
Management	40	Smoking	76
Math Reviews	73	Standards of Satisfactory Progress	60
Maximum Time to Complete	62	Student Grievance	
Term Organization /		Procedure	79
Unit of Credit	64	Student Resources	
Minor in Management	38	Academic Accommodation /	
		Adjustment Policy	67
N		CAPS	68
Network Security Major	36	Career Services	67
Noncredit and		Certified Testing Centers	69
Remedial Courses	60	Counseling	69
Nondiscrimination	11	Financial Aid	69
		Housing	74
O		Instructional Support	69
Objectives	10	Library and	
		Resource Center	72
P		Math Reviews	73
Philosophy	10	Student Services	73
Probation		Success Seminars	74
		Textbook Policy	74
		Transcripts	74

Success Seminars	74
Supplies	74

T

Ten-Week Terms	12
Textbooks	74
TOEFL	21
Transcripts	74
Fees	45
Transfer	53
Appeals of Credit Evaluations	55
Challenging Courses	55
Credit	54
Credit Maximums	54
Internal	54
Tuition	43
Application Fee	43
Associate Degree	43
Bachelor Degree	43
Graduate	43
In the event of a Withdrawal	44
Per Unit	43
Refund Distribution Policy	46
Tuition and Fees	
International Students	43
Undergraduate Colleges	43

U

Undergraduate Grade Levels	64
University Crest	6

V

Veterans	24
Educational Benefits	24
Satisfactory Progress	24
Vocational Rehabilitation	24
Withdrawal	24

W

Withdrawals	65
From a Course	65
From the University	65
Leave of Absence	61
Work-Study Program	50