SPRING 2013 COURSES

ADVISING

Students must consult with their assigned major advisor before they register for classes.

Institute of Transdisciplinary Studies (ITS): Isacs Faculty Center (818) 394-3379
School of Architecture (ARCH): Isacs Faculty Center (818) 394-3313
School of Business (BUS): School of Business (818) 252-5231
School of Media, Culture & Design (MCD): Isacs Faculty Center (818) 394-3372
OSD Supplemental Advising and Academic Support: Whitten Student Center (818) 252-5232

SCHEDULE OF CLASSES

Available through Self-Service at http://go.woodbury.edu starting Friday, November 2, 2012*

REGISTRATION AVAILABLE

<table>
<thead>
<tr>
<th>CLASS STANDING</th>
<th>UNITS COMPLETED</th>
<th>REGISTRATION BEGINS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>Any</td>
<td>November 5</td>
</tr>
<tr>
<td>Seniors</td>
<td>90 or more</td>
<td>November 5</td>
</tr>
<tr>
<td>Juniors</td>
<td>60-89</td>
<td>November 5</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30-59</td>
<td>November 15</td>
</tr>
<tr>
<td>Freshmen</td>
<td>0-29</td>
<td>November 15</td>
</tr>
</tbody>
</table>

UNIVERSITY REGISTRATION GOAL
(all continuing students registered by this date)
Friday, November 30

Graduation Checklist

Invitations will be sent in April to all eligible students to participate in the Commencement ceremony May 3rd (Graduate Commencement) or May 4th (Undergraduate Commencement). If you plan to graduate, be sure you have done the following:

• APPLICATION: Be sure to pay the $100 fee and submit the Application for Graduation with all necessary documentation (concurrent enrollments, official transcripts, etc.) so you can receive an official evaluation of requirements still left for graduation. If not, contact the Registrar right away! [Miller Hall, (818) 252-5270]

• COURSES: Complete all degree requirements.

• WALKING AT GRADUATION: If at the end of Spring you’ll be deficient 6 units or less (3 for graduate degrees), you can file a Petition to Walk at the Registrar’s Office. You must also have submitted a application for graduation and the fee. (Note: Commencement Honors will not be available for those who petition to walk and students are only eligible to participate in one commencement ceremony per degree.)

• JOB SEARCH: Consult with a Career Counselor. (Whitten Student Center)

• CLASS RING: If interested, visit http://www.jostens.com/apps/jcom/college.mvc

• CAP & GOWN: Available at WU Bookstore, starting in mid-April.

• GRADUATION ANNOUNCEMENT CARDS: If interested, available for purchase at WU Bookstore.

• CELEBRATE: Enjoy your big day with family, friends, Woodbury faculty and staff! Commencement begins at 9am. Graduates should arrive no later than 8am and check-in at Woody’s Cafe.

• NEW ALUMNI: Stay in touch through the Alumni Association (www.woodburyalumni.com)

• DIPLOMA: Await your official diploma in the mail, arriving around mid-August.
### FALL 2012 FINAL EXAM SCHEDULE

#### TRADITIONAL LECTURE FINALS

<table>
<thead>
<tr>
<th>DAY</th>
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<tr>
<td>TUESDAY</td>
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</tr>
<tr>
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<tr>
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<td>FRIDAY</td>
<td>1:30-3:30 PM</td>
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</tbody>
</table>

#### STUDIO FINALS

Wednesday, December 5 – Sunday, December 9

#### INTENSIVE PROGRAM FINALS (5-week and 7-week Sessions)

Final times vary. Refer to course syllabus from instructor.

#### CAMPUS-WIDE POLICY ON FINAL EXAMS

- Final examinations or projects are required and to be administered based upon the schedule above.
- Changes from this schedule need to be approved by the dean/director of the appropriate school and the Office of Student Development.
- If a class begins at a time not listed above or if the schedule does not seem to cover your circumstance, please contact the Office of Student Development for clarification. (818) 252-5232

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**Policy on Incomplete Grades**

An incomplete grade ("I") may be issued by a course instructor when an extenuating circumstance occurs during the final seven weeks of the semester. Students must file an official petition for an incomplete prior to the date final examination or final project.
SPRING 2013 DATES TO KNOW

ADVISING AND COURSE REGISTRATION

Summer and Fall course advisement and registration are done simultaneously. Refer to dates listed on page 1.

Transferring Summer coursework: Complete a Concurrent Enrollment form with the Registrar’s Office (Miller Hall) if you plan to take Summer courses at another institution.

CHANGING YOUR CLASS SCHEDULE

Change of Program (Add, Drop, & Withdrawal) Deadlines

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>First Classes Begin</th>
<th>Last Day to Add or Drop</th>
<th>Withdrawal Deadline</th>
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<td>Traditional (14-week)</td>
<td>S</td>
<td>Jan 14</td>
<td>Jan 28</td>
<td>Mar 15</td>
<td>April 23</td>
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<tr>
<td>7-week Session 1 (Graduate)</td>
<td>BT</td>
<td>Jan 14</td>
<td>Jan 18</td>
<td>Feb 1</td>
<td>Mar 3</td>
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<tr>
<td>7-week Session 2 (Graduate)</td>
<td>BU</td>
<td>Mar 11</td>
<td>Mar 15</td>
<td>Mar 29</td>
<td>Apr 28</td>
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<tr>
<td>MOL 5-week Session 1</td>
<td>BV</td>
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<td>Jan 18</td>
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<tr>
<td>MOL 5-week Session 2</td>
<td>BW</td>
<td>Feb 18</td>
<td>Feb 22</td>
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<td>MOL 5-week Session 3</td>
<td>BX</td>
<td>Mar 25</td>
<td>Mar 29</td>
<td>Apr 12</td>
<td>Apr 26</td>
</tr>
</tbody>
</table>

Campus holidays include the following:
Jan. 21 Dr. Martin Luther King, Jr. Day; Feb. 18 President’s Day; March 18-22 Spring Break; March 29 Good Friday

Note: Intensive classes continue to meet on holidays.

MARK YOUR CALENDAR...

Fall 2012
Traditional Undergraduate
Holiday: Thanksgiving November 22 – 23
Studio Finals December 5 – 9
Final Exams December 10 – 14
Winter Break December 17 – January 13

7-Week Intensive Format
Classes Begin August 27 (Session 1)
October 22 (Session 2)

5-Week Intensive Format
Classes Begin August 27 (Session 1)
October 1 (Session 2)
November 5 (Session 3)

Summer 2013
Traditional Undergraduate
Semester Begins May 13
Holiday: Memorial Day May 27
Holiday: Independence Day July 4

7-Week Intensive Format
Classes Begin April 29 (Session 1), June 23 (Session 2)

5-Week Intensive Format
Classes Begin Apr. 29 (Session 1), June 3 (Session 2), July 8 (Session 3)

Students: Academic Support Resources for YOU

Supplemental Academic Advising
Tutoring
Writing Center
Academic Peer Mentors
Early Alert Academic Referrals
International Peer Advisors
Services for Students with Special Needs

Interested in any of these FREE services?
Contact the Office of Student Development at (818) 252-5232

Use this Advising Bulletin with your advisor when planning your classes.
New Student Checklist

- **TRANSFER STUDENTS ACADEMIC WRITING REQUIREMENT**: Woodbury’s WRIT 112 became a non-transferable course from community colleges starting with the Fall of 2009. If you want to seek an exception, visit the Registrar’s Office for more information. (Miller Hall)

- **SELF-SERVICE ACCOUNT**: Every student must have one! If you have any problems logging-in after SOAR, contact I.T. at (818) 252-5297.

- **FINANCIAL AID**: All U.S. citizens (permanent residents) are eligible to APPLY (www.fafsa.ed.gov) Apply early (after Jan. 1) and before Mar. 2 to meet Cal Grant deadline. Financial Aid counseling available in Miller Hall 1st Fl. (818) 252-5273.

- **BOOKS**: Bring your class schedule to the Woodbury Bookstore to buy books. Always save your receipts in case you drop a class and need to return a book!

- **HOUSING**: Both on- and off-campus housing may be available. Go to www.woodbury.edu/housing for more information and a housing application.

- **Space in residence halls is limited, so apply early!** (818) 252-5253

- **MEDICAL RECORDS**: All students living in Woodbury campus housing MUST provide the Health Office copies of their complete medical records, including immunizations, before they can register for classes. (Whitten Student Center) (818)252-5238

- **MEAL PLANS**: Students living on-campus MUST purchase meal plans through the Office of Student Development (OSD) (Whitten Student Center). Students living off-campus may purchase meal plans through OSD or flex dollars from the Business Office. (Miller Hall 1st Fl) (818)252-5254

- **STUDENT I.D. CARD**: Go to the Library anytime, show proof of your registration, get your photo taken, and leave with your card!

- **HEALTH INSURANCE**: Undergraduate students are charged a fee every semester (graduate students are optional). To waive this fee, student must go to www.4studenthealth.com/woodbury

- **ACADEMIC PEER MENTOR (APM)**: Request an APM for weekly support. (Whitten Student Center)

Know the Lingo

- **Academic Load**: Full-time load is 12-18 units per semester. Students who receive and maintain a cumulative GPA of 3.0 or higher may register for a maximum of 21 units.

- **Auditing Courses**: Examinations and grades not recorded, but regular attendance is required.

- **CANCELED CLASS**: Course that is scheduled but is no longer being offered.

- **Classification of Students (Class Standing)**: Classification by units completed toward the undergraduate degree. Freshmen 0-29, Sophomores 30-59, Juniors 60-89, Seniors 90-126, Senior Plus 127+

- **Closed Class**: Has met its enrollment limit and will not add more students.

- **Concurrent Enrollment**: Students who wish to take a course at another college while enrolled at Woodbury must file a Concurrent Enrollment with the Registrar’s Office to be approved transfer credit before enrolling in the course.

- **Credit (Unit)**: The number of units a course is worth generally corresponds to the amount of time the class meets each week.

- **GE (General Education)/IL (Integrative Learning)**: A series of breadth courses required alongside major courses for graduation. GE applies to students admitted before Fall 2012; IL applies to students starting Fall 2012 or later.

- **Hold**: Prohibits students from registering for classes because they have not met a University obligation.

- **Leave of Absence and Re-admission**: Leave of Absence allows students to remain in status for three semesters. If not enrolled by the fourth semester, students must apply for readmission and may be required to follow new degree requirements. Students taking a leave of absence from one to a maximum of three semesters while remaining in status. Students must complete the formal approval process and can obtain the petition from the Registrar’s Office.

- **Moodle**: Course management system for uploading assignments.

- **Self-Service**: Online system used for registering, checking grades, submitting payments, etc.

- **Unrestricted Elective**: Units left over after the major and GE requirements are satisfied to reach the units required for a degree.

- **Withdrawal**: Discontinuing a class after the drop period, but before the withdrawal deadline. Results in ‘W’ grade on the transcript, and will not affect GPA.

Class Attendance Policy

- Regular and prompt attendance in all classes is required. Each instructor will announce the attendance policy in the course syllabus.

Undergraduate Requirements to Graduate


- Residency requires 32 of the last 40 units be completed at Woodbury

- 2.0 GPA minimum, undergraduate; 3.0 GPA minimum, graduate

- All GE/IL and degree requirements for the major

- Satisfy internship or work experience hours

APMs are trained to help students meet their goals. Request one at the Whitten Student Center.
Students look up course offerings and register for classes online every semester using SELF-SERVICE. Students access Self-Service via the internet address: HTTP://GO.WOODBURY.EDU. Students must log in with their USER NAME and PASSWORD. Students who do not have their Self-Service log-in information may get one at Miller Lab (2nd floor). Once you have logged-in, follow the steps below:

- Select the Traditional Courses menu item.
- If the status for the period is OK to register, select the Period and continue with the registration process.
- If the status for the period is NOT OK to register, you are not authorized to register for this Period at this time. You may contact your advisor for more information.

In order to begin the registration process, please select a registration period.

- Find the courses you want to take by selecting Section Search.
- Enter your search criteria for the course sections you want to take.
- For any open course you want to take, select Add to Cart.
- Review the Course Added confirmation message that appears above the list of Course Section Results.
- Registering for the Courses in Your Cart by select Proceed to Registration. Review your schedule and you can remove any course by select Remove. If the courses are correct, select Next.
- On the Finalize Registration page, review the list of courses and the current Status for each course.
- Select Finish to complete the registration process.

- You can always go back to register the courses that are left in the Cart. Select Cart under Home tab and then select Register.

Get to know MOODLE
(Your faculty may expect you to!)
Get your syllabus, turn in your assignments, follow your course grade, and more. go.woodbury.edu Click on “Log-In to Moodle” then your class.

COURSE SELECTION USING SELF-SERVICE

Quick Search for GE Courses

Search by GE Category

Use the Advanced Search tab in the Find Courses section of Self-Service to search online by specific department or General Education requirements.

Pre-Requisites:
Click on the course number to see a course description which includes the necessary pre-requisites.
Students who entered Woodbury Fall 2012 or later have Integrative Learning courses as part of the major program and should instead consult their major advisor and academic worksheet.

PRE-COLLEGE REQUIREMENTS

A student’s placement test score courses to complete. You should consult with your adviser for additional offerings and to confirm the degree-applicability of courses not included here.

COURSE REQUIREMENTS, OPTIONS, AND NOTES:

- Classes whose section begins with an “F” or an “S” (F1, F2, S1, S2, etc.) are 15-week classes that run all semester; “BT” are 7-week intensive courses which run the first 7 weeks of a traditional semester, “BU” are 7-week intensive courses which run the last 7 weeks of a traditional semester.
- If you have struggled with traditionally structured math courses in the past, look for the self-paced section of the preparatory math class. This uses computer-based individual instruction to help you complete this requirement.
- Woodbury’s WRIT 112 became a non-transferable course from community colleges starting with the Fall of 2009. Current or future Woodbury students are advised NOT to take an equivalent to WRIT 112 at another college. If a student seeks an exception, then the student needs to visit the Registrar’s Office for more information.

INTEGRATED LEARNING REQUIREMENTS

This section offers the latest catalog description of the General Education (GE)/Integrated Learning (IL) classes offered.

Please check Self-Service online or with your adviser for additional offerings and to confirm the degree-applicability of courses not included here.

Make searching for GE courses easier by referring to the online Quick Search strategy shown on page 5.

Lower-Division (100- and 200-level) requirements:

Category 1: English Communication (100-level; 4 courses, 10 units). Complete all of the following courses in communication, library and information science, and writing:

- COMM 120 Public Speaking
- WRIT 111 Academic Writing I
- LSCI 105 Information Theory and Practice
- WRIT 112 Academic Writing II

Note: Students must take LSCI 105, Information Theory and Practice, while they take WRIT 112, Academic Writing II. Students taking WRIT 100, Bridge to Academic Writing, are not eligible to take LSCI 105 until they are in WRIT 112. Academic Writing II. If a student has already taken the equivalent of Information Theory and Practice with a “C” or higher, the student is exempt from LSCI 105. The burden of proof is on the student, who must provide the official transcript by the end of the student’s second semester in residence at Woodbury.

Category 2: Mathematical Concepts & Quantitative Reasoning (200-level; 1 course, 3 units). Complete one (1) of the following courses from behavioral science or mathematics.

- MATH 220 Business Mathematics
- MATH 221 Statistics
- MATH 226 Business Statistics
- MATH 249 College Algebra
- MATH 251 Trigonometry with Descriptive Geometry
- MATH 270 Topics in Mathematics
- PSYC 221 Statistics for the Social Sciences (4 units)

Category 5: Physical and Biological Sciences (200-level; 2 courses, 6 units). Complete one (1) physical and one (1) biological science course; one of these courses must be a studio-lab course.

A. Art History Courses (Fine Arts, Applied Arts [Animation, Fashion Design, Graphic Design, or Interior Architecture], or Music). Complete one (1) of the following:

- ANIM 240 History of Animation
- ARCH 267 World Architecture I
- ARCH 268 World Architecture II
- COMM 222 Film Studies
- COMM 223 Film History
- FDES 260 History of Fashion I
- FDES 261 History of Fashion II
- ARTH 204 History of Modern Art
- ARTH 211 History of Latin American Art
- ARTH 270 Topics in Fine Arts
- GDES 260 History of Graphic Design
- INAR 164 Interior Architecture History 1
- INAR 265 Interior Architecture History 2

- INAR 164 Interior Architecture History 1
- INAR 265 Interior Architecture History 2

Category 4: Social and Behavioral Sciences (100- or 200-level; 3 courses, 9 units).

Complete three (3) of the following courses, with no more than two (2) courses from the same discipline (Anthropology Economics, Interdisciplinary Studies, Politics and History, or Sociology):

- PSYC 221 Introduction to Psychology
- PSYC 270 Topics in Psychology
- URBS 100 Introduction to Urban Studies

Category 5: Physical and Biological Sciences (200-level; 2 courses, 6 units). Complete one (1) physical and one (1) biological science course; one of these courses must be a studio-lab course.

- PHYS 200 Physical Science
- PHYS 202 Astronomy
- ENVT 220 Environmental Studies
- PHYS 240 Physics I (studio-lab course)
- PHYS 241 Physics II (studio-lab course)
- PHYS 2720 Topics in Physical Science
B. Biological Science. Complete one (1) of the following:
BIOL 201 Life Science
ENVT 220 Environmental Studies
BIOL 230 Biology (studio-lab course)
BIOL 231 Human Biology (studio-lab course)
BIOL 232 Botany (studio-lab course)
BIOL 270 Topics in Biological Science

Note: Architecture majors complete a second physics studio-lab course in place of a biological science course.

Category 6: Elective Course: Complete one (1) additional course from those listed in Categories 2 through 5.

Note: Individual majors may have designated required courses that are in the general education curriculum. They may also have additional courses mandated from those in the above categories. Please refer to individual majors for specific designated or additional general education requirements.

Upper-Division (300- and 400-level) requirements:

In order to develop the goals of the general education curriculum at a higher level of complexity and skill, students are required to complete two advanced courses. These courses are preferably based on active learning practices and a combination of short lectures (to clarify information) and seminar discussion (for critical analysis of the information). They often include group projects, oral presentations, and written assignments (essay exams, book reviews, research papers, etc.). In these courses, so-called objective exams (multiple choice, true-false, and fill-in-the-blank) are used only sparingly, if at all. A minimum of three separate measures of student performance are required, but at this level, at least two of them must be written assignments involving critical thinking and at least one opportunity to revise a written assignment must be provided. Class sizes are limited to 20 students. WRIT 112 Academic Writing II and LSCI 105 Information Theory and Practice are pre-requisites for all upper-division—300- and 400-level courses—to help students achieve the goals of the General Education Curriculum. Additionally, students must have completed at least one (1) other course in or related to the discipline of the upper-division course.

Complete two (2) courses of at least six (6) total units from the following
(EXPERIMENTAL TOPICS CAN BE FOUND ON SELF-SERVICE. CHECK WITH THE REGISTRAR (MILLER HALL) FOR ALTERNATIVES):

WRIT 31 Rhetoric and Electronic Environments
ANTH 370 Topics in Anthropology
SOCI 370 Topics in Sociology
COMM 314 Contemporary Journalism
COMM 310 Argumentation and Debate
COMM 307 Rhetorical Theory
COMM 305 Media, Self, And Society
COMM 312 Communication and Culture
COMM 341 Film Genre
COMM 342 Film Noir
COMM 370 Special Topics
ARTH 331 History of Modern Painting
ARTH 332 History of Photography
ARTH 370 Topics in Fine Arts
ARTH 375 Field Experience
INDS 322 Music and Literature
INDS 327 Film and Literature
INDS 370 Topics in Interdisciplinary Studies
LITR 328 American Experiences
LITR 330 Autobiography
MATH 301 Applied Advanced Statistics
MATH 370 Topics in Mathematics

For those elements of the General Education program that are part of degree-granting departments (Communication in Categories 1 and 3, Animation, Architecture, Fashion Design, Graphic Design, Interdisciplinary Studies and Interior Architecture in Category 3, and History, Interdisciplinary Studies, Politics and Psychology in Category 4) see the relevant department’s pages. For all other elements of the General Education program, see below. The descriptions below also include minors offered in Art History, Literature and Philosophy.

The School of Media, Culture, & Design administers the programs in Anthropology and Sociology and the Office of Student Development administers the program in Personal Development. The Institute of Transdisciplinary Studies administers all others.

Attention New Students

PPDV 100 Transition to College

PPDV 100 is Woodbury’s introductory seminar course designed to orient new freshmen to University life, while defining their personal goals and laying the foundation for graduation. Class topics include healthy academic decision-making, time management, critical problem-solving, career exploration, study skills, and academic planning. In addition, class discussions are also intended to address most concerns students may have about adjusting to college. There is no prerequisite. Personal Development courses are offered through the Office of Student Development.

PPDV 200 Transition to Woodbury

For transfer students. Check with your advisor if you have a PPDV 200 option in your major.

“Good news for Summer 2013! Woodbury is working to offer a greater selection of lower-division GE/IL courses at reduced prices. Stay in touch with your advisor for updates!”

PPDV 100 students enjoy visit from faculty and staff as part of their first year experience.

Office of Student Development • Page 7
Policy and Procedures for Accommodating Students and Applicants with Special Needs

Woodbury University is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities. The University complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local anti-discrimination laws. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to participation in or benefits from any services, programs, or activities of the University.

Procedures for Registering for Reasonable Accommodations

1. **Accommodations Request Form.** Log in at http://go.woodbury.edu. (Log-in/password distributed at SOAR and afterward by emailing helpdesk@woodbury.edu). Click on the link under "Academic Resources."

2. **Documentation:** Provide proper documentation which satisfies the following requirements:
   a. State specific disability, as diagnosed, and, when appropriate, relate the disability to the applicable professional standards, i.e., DSM-IV-TR.
   b. Provide relevant educational, developmental, and medical history.
   c. Describe the comprehensive testing and techniques used to arrive at the diagnosis. Include test results with subtest scores (standard or scaled scores) for all tests.
   d. Describe the functional limitations. Explain how the disability impacts the student’s daily functioning and abilities.
   e. Offer suggestions for accommodations for the disability and the rationale for the accommodations.

f. **NOTE:**
   1. An Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation of a disability.
   2. The University may require additional documentation if it is determined that the existing documentation is incomplete or inadequate to ascertain the extent of the disability or the need for reasonable accommodation. The cost of obtaining documentation is borne by the student.
   3. Please consult with the Office of Student Development for specific documentation guidelines for particular disabilities.

3. **Discuss requested accommodations:** Schedule an appointment with the OSD Specialist for Special Needs (Assistant Dean, Academic Support). Call (818)252-5254 or email osdwhit@woodbury.edu.

4. **Notifying professors:** Each semester, complete a Faculty Notification of Special Needs/Accommodations Release Form if you would like your faculty to be informed and able to assist you in providing accommodations. This should be submitted at least two weeks prior to the start of the class. Any delay in submitting this request may delay the provision of accommodations.

For complete policies, refer to the University Catalog online or contact the Office of Student Development at osdwhit@woodbury.edu.

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**Where to Go for What**

Refer to campus map for locations

**What You Are Looking For / Where You Will Find It**

- **Academic Advising / Isacs Faculty Center, School of Business, Whitten Student Center**
- **Academic Forms and Petitions / Registrar's Office (Miller-Hall 103)**
- **Audio-Visual Aids / University Library**
- **Books and Supplies / Campus Bookstore**
- **Career Guidance / Whitten Student Center**
- **Changing Your Major / Registrar's Office (Miller-Hall 103)**
- **Computer Log-in Accounts, Printing Account / Computer Lab (Miller Hall 204)**
- **Emergency Student Loans / Whitten Student Center**
- **Events Schedule / Whitten Student Center**
- **Facilities Reservations / Whitten Student Center**
- **Financial Loan/Scholarship Information / Financial Aid Office (Miller-Hall 105)**
- **Grades, Change/Petition / Registrar's Office (Miller-Hall 103)**
- **Graphic Design Supplies / Campus Bookstore**
- **Health Insurance / Whitten Student Center**
- **Housing (On- and Off-Campus) / Whitten Student Center**
- **Immigration Forms and Assistance / Whitten Student Center**
- **Leave of Absence from Woodbury / Registrar's Office (Miller-Hall 103)**
- **Lost and Found / Whitten Student Center**
- **Money/Change (i.e. coins) / Business Office (Miller-Hall 101)**
- **Pay Tuition or Fees / Business Office (Miller-Hall 101)**
- **Personal Counseling / Whitten Student Center**
- **Photocopies / University Library, Cabrini Hall, Miller-Hall, Whitten Student Center**
- **Postage and Mailing Services / Central Services (Whitten Student Center)**
- **Program Change (Adding/Dropping Courses) / Registrar’s Office (Miller-Hall 103)**
- **Public Transportation (MITA) - Bus Schedules / Whitten Student Center**
- **Publicity Approval / Whitten Student Center**
- **Sports and Recreation (Intramural sports) / Whitten Student Center**
- **Student ID Cards / University Library**
- **Student Organizations / Whitten Student Center**
- **Theft of Property / Whitten Student Center**
- **Transcripts / Registrar’s Office (Miller-Hall 103)**
- **Transfer Credits / Registrar’s Office (Miller-Hall 103)**
- **Tutoring (Free) / Whitten Student Center**

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**Spring Classes: Registration Goal Date November 30!**

All continuing students are expected to be registered in their Spring classes by the University-wide Registration Goal date! Students with financial or other concerns which may prevent them from registering should consult with their faculty advisor BEFORE that date.

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