If you plan to graduate this year, be sure you have done the following. Once you’ve applied for graduation, invitations will be sent in April to all students eligible to participate in the Commencement ceremony May 8th, 2010.

- **APPLICATION:** You should have already paid the $100 fee, submitted the Application for Graduation with all necessary documentation (concurrent enrollments, official transcripts, etc.) and received 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. Also, students are only eligible to participate in one commencement ceremony per degree.)

- **GRAD FAIR:** Contact the Office of Student Development (Whitten Student Center) in February for the Grad Fair dates, which includes details about cap and gown, announcement cards, class ring, official graduation photography, etc.

- **CELEBRATE:** Enjoy your big day (May 8, 2010) with family, friends, Woodbury faculty and staff!

- **DIPLOMA:** Await your official diploma in the mail, arriving around mid-August.

**SAVE THE DATE**

Commencement Saturday, May 8, 2010

**SPRING 2010 ADVISEMENT & REGISTRATION PERIOD**

Student must meet with their major advisor FIRST to be able to register.

- Institute of Transdisciplinary Studies (ITS) Faculty Center (818) 394-3379
- School of Architecture (ARCH) Faculty Center (818) 394-3313
- School of Business (BUS) School of Business (818) 252-5231
- School of Media, Culture & Design (MCD) Faculty Center (818) 394-3372
- Undergraduate Intensive Program: OASIS (818) 252-5232

**San Diego Students!** Visit the web portal for information specific to you!

my.woodbury.edu → Students tab → Academic Resources → OASIS

**SUGGESTED REGISTRATION DATES**

- **Spring Class Schedules on Self-Service:** Friday, October 30*
- **REGISTRATION WEEKEND:** Friday, November 6th - Sunday, November 8th

*Dates are tentative and subject to change by Registrar. Registration is unavailable from November 11-15, 2009

**Have you visited the Woodbury Web Portal Lately?**

The Woodbury Community will soon be required to function through the web portal. It’s easy!

1. Go to my.woodbury.edu.
2. Find out about important announcements for faculty, staff and students, highlights campus events, and solicit feedback on various issues, and much more.
3. Click on “My Site” to create your personal profile. Add pictures, documents, maintain a calendar and task list, and much more!
Fall 2009 Academic Calendar

UNDERGRADUATE DAY, EVENING AND MASTERS OF ARCHITECTURE IN REAL ESTATE STUDENTS (BURBANK AND SAN DIEGO CAMPUSES)

Last day to withdraw from classes: Friday, October 23
Priority Financial Aid filing date for Spring 2010: Sunday, November 1
Academic Advising and Course Selection: for returning students only

Monday, November 2

Thanksgiving Break: Thursday, November 26-Thursday, November 27
General (Open) Registration Returning Students: Monday, November 30-Monday, January 25

Monday, December 7-Thursday, December 11

Final Examination Period: Tuesday, December 1-Thursday, December 3
Winter Break: Monday, December 14-Sunday, January 10

Thursday, December 24-Sunday, January 3

Studio Finals: Wednesday, December 2-Sunday, December 6

Final Exam Period: Monday, December 7-Thursday, December 11
Campus Holiday Closure: Monday, December 7-Monday, January 11

INTENSIVE 7-WEEK COURSES: UNDERGRADUATE AND MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMS (EVENING)

Session 2 begins: Monday, October 19
Registration deadline, Session 2: Friday, October 23
Add/Drop period for Session 2: Monday, October 19-Thursday, October 23
Last day to withdraw from Session 2: Friday, November 6
Semester Reccess: Monday, December 7-Monday, January 11

MOL 5-WEEK COURSES

Session 3 begins: Monday, November 2
Registration deadline, Session 3: Friday, November 6
Add/Drop period for Session 3: Monday, November 2-Thursday, November 6
Last day to withdraw from Session 3: Friday, November 20
Late regular class day, Session 3: Friday, December 4

Fall 2009 Final Exam Schedule

Lecture Class Finals

<table>
<thead>
<tr>
<th>CLASS DAYS</th>
<th>CLASS START TIME</th>
<th>DAY OF FINAL</th>
<th>TIME OF FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY FINALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 7, 2009</td>
<td>7:30/8:00/8:15 AM</td>
<td>MONDAY</td>
<td>8:00-10:00 AM</td>
</tr>
<tr>
<td>M W</td>
<td>10:00/10:15 AM</td>
<td>MONDAY</td>
<td>10:30 AM-12:30 PM</td>
</tr>
<tr>
<td>M W/W</td>
<td>1:00/1:15/2:00 PM</td>
<td>MONDAY</td>
<td>1:30-3:30 PM</td>
</tr>
<tr>
<td>M W</td>
<td>4:00/4:15/4:30 PM</td>
<td>MONDAY</td>
<td>4:00-6:00 PM</td>
</tr>
<tr>
<td>M W/W</td>
<td>6:30 PM</td>
<td>MONDAY</td>
<td>6:30-8:00 PM</td>
</tr>
<tr>
<td>TUESDAY FINALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 8, 2009</td>
<td>7:30/8:00/8:15 AM</td>
<td>TUESDAY</td>
<td>8:00-10:00 AM</td>
</tr>
<tr>
<td>T R</td>
<td>10:00/10:15 AM</td>
<td>TUESDAY</td>
<td>10:30 AM-12:30 PM</td>
</tr>
<tr>
<td>T R/R</td>
<td>1:00/1:15/2:00 PM</td>
<td>TUESDAY</td>
<td>1:30-3:30 PM</td>
</tr>
<tr>
<td>T R</td>
<td>4:00/4:15/4:30 PM</td>
<td>TUESDAY</td>
<td>4:00-6:00 PM</td>
</tr>
<tr>
<td>T R/F</td>
<td>6:30 PM</td>
<td>TUESDAY</td>
<td>6:30-8:00 PM</td>
</tr>
<tr>
<td>WEDNESDAY FINALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 9, 2009</td>
<td>9:00 AM</td>
<td>WEDNESDAY</td>
<td>9:00-11:00 AM</td>
</tr>
<tr>
<td>M W</td>
<td>12:00 PM</td>
<td>WEDNESDAY</td>
<td>12:00-2:00 PM</td>
</tr>
<tr>
<td>M W/W</td>
<td>3:00 PM</td>
<td>WEDNESDAY</td>
<td>3:00-5:00 PM</td>
</tr>
<tr>
<td>M W</td>
<td>6:30 PM</td>
<td>WEDNESDAY</td>
<td>6:30-8:00 PM</td>
</tr>
<tr>
<td>THURSDAY FINALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 10, 2009</td>
<td>9:00 AM</td>
<td>THURSDAY</td>
<td>9:00-11:00 AM</td>
</tr>
<tr>
<td>T R</td>
<td>12:00 PM</td>
<td>THURSDAY</td>
<td>12:00-2:00 PM</td>
</tr>
<tr>
<td>T R</td>
<td>3:00 PM</td>
<td>THURSDAY</td>
<td>3:00-5:00 PM</td>
</tr>
<tr>
<td>R</td>
<td>6:30 PM</td>
<td>THURSDAY</td>
<td>6:30-8:00 PM</td>
</tr>
<tr>
<td>FRIDAY FINALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 11, 2009</td>
<td>9:00/9:30/10:30 AM</td>
<td>FRIDAY</td>
<td>9:00-11:00 AM</td>
</tr>
<tr>
<td>T F/F</td>
<td>1:00/1:30/2:00 PM</td>
<td>FRIDAY</td>
<td>1:30-3:30 PM</td>
</tr>
</tbody>
</table>

Note: Final Exam Campus-Wide Policies and Procedures
1. Final examinations or projects are required and to be administered based upon the schedule above.
2. Changes from this schedule need to be approved by the dean/director of the appropriate school and the Office of Student Development.
3. 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) 252-5322

Intensive Programs Finals

(MBA and Non-traditional Undergraduates 7-week Sessions and MOL 5-week Sessions)

Final times vary: Refer to Course Syllabus from Instructor

Studio Finals

Wednesday, December 2 - Sunday, December 6

Fall Highlights for Students, Faculty and Staff

- Registration Kick-Off Lunch for Advisors - Oct 29 (FOA Committee)
- Advising 8-11 - Late October (OSD)
- Residence Hall Community Night - Nov 4 (OSD)
- FOA Workshop for Advisors: “Quality Advising - when you only have 20 Minutes!”
- Intramural Banquet - Nov 17
- Student Leader Info Sessions - Nov 18-23 (OSD)
- Life in Another Country Thanksgiving Celebration - Nov 26 (OSD)
- Faculty Advising Workshops (all advisors) - Dec 1
- Stress Busters – Nov 29-Dec 4 (OSD)
- Studio Finals Exam - Nov 29-Dec 5
- Lecture Final Exam - Dec 7
- Residence Hall Close at 12:00 noon - Dec 12
- Winter Break Inefficiates closed – Dec 23-Jan 3

Fall 2009 Academic Calendar

Students: OASIS Resources for YOU

Supplemental Academic Advising, Tutoring, Writing Centers, Academic Peer Mentors, Early Alert Academic Referrals, International Peer Advisors, Students with Disabilities Services

Interested in any of these FREE services? Contact OASIS at (818) 252-5323

Faculty: Questions, Concerns, or Suggestions about Advising?

Woodbury’s Faculty-OASIS Advising (FOA) Committee wants to hear from you!

Contact Mine Uck-Hughes (818) 252-5153 or Rebecca Devereaux (818) 252-5232

Bulletin Contributors

Contributing Photographers: Jessica Ceren, G.E. Curriculum: Doug Cremer, Linda Parks; Contributing Editors: Evelyn Alfaro, Jocelyn Blanco, Rebecca Devereaux; and members of the Faculty-OASIS Advising (FOA) Committee: Registration/Academic Calendar: Tamara Blok, Cleo Williams

The OASIS Advising Bulletin is a publication of the Office of Academic Success and Instructional Services (OASIS) in the Office of Student Development.

(818) 252-5323 oasis@woodbury.edu

Page 2 • OASIS - Office of Student Development
SPRING 2010

Are Online Courses Right for Me?

The five questions below will help you decide if you are a potential online student.

1. Do I have computer and internet access at home?
2. Am I comfortable using and/or familiar with online software, such as course management systems like Moodle, Course Compass, or Blackboard?
3. Am I able to log in to my class at least once every 72 hours to complete online activities, such as discussion board postings and interactive tutorials?
4. Am I willing to devote as much as six hours a week to reading in preparation for online activities?
5. Do I manage my time well, without the guidance and prompting of others, to complete both minor and major assignments?

If you answered “Yes” to all five questions, then an online course could be a good fit for you. However, if you answered “No” to any of these questions, you might want to consider sticking with traditional face-to-face classes for now.

Check with portal for Summer/Fall 2010 Registration dates!!

my.woodbury.edu → Students → Academic Resources

Are Accelerated Courses Right for Me?

Before registering for a 7-week accelerated course, consider:

- Am I willing and able to focus throughout a multi-hour class?
- Am I prepared for how many chapters or concepts might be covered in each class session?
- Will I have the time OUTSIDE of class to read several chapters each week and keep up with multiple assignments?
- Am I prepared to seek tutoring or help from the professor OUTSIDE of class time?

SPRING 2010 CHANGE OF PROGRAM DEADLINES

(ADD, DROP, & WITHDRAWAL)

<table>
<thead>
<tr>
<th>COURSE SECTION TYPE</th>
<th>CLASS CODE</th>
<th>BEGIN</th>
<th>ADD/DROP DEADLINE</th>
<th>WITHDRAWAL DEADLINE</th>
<th>LAST REGULAR CLASS SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional (Day/Evening) 14-week</td>
<td>S</td>
<td>Jan 11</td>
<td>Jan 25</td>
<td>Mar 12</td>
<td>April 27</td>
</tr>
<tr>
<td>7-week Session 1 (MBA, Non-traditional)</td>
<td>BT</td>
<td>Jan 11</td>
<td>Jan 15</td>
<td>Jan 29</td>
<td>Feb 28</td>
</tr>
<tr>
<td>7-week Session 2 (MBA, Non-traditional)</td>
<td>BU</td>
<td>Mar 8</td>
<td>Mar 12</td>
<td>Mar 29</td>
<td>Apr 25</td>
</tr>
<tr>
<td>MOL 5-week Session 1</td>
<td>BV</td>
<td>Jan 11</td>
<td>Jan 15</td>
<td>May 5</td>
<td>Feb 12</td>
</tr>
<tr>
<td>MOL 5-week Session 2</td>
<td>BW</td>
<td>Feb 15</td>
<td>Feb 19</td>
<td>Mar 19</td>
<td></td>
</tr>
<tr>
<td>MOL 5-week Session 3</td>
<td>BX</td>
<td>Mar 22</td>
<td>Mar 26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Spring 2010 Final Exam Schedule**

Lecture Class Finals

<table>
<thead>
<tr>
<th>CLASS DAYS</th>
<th>CLASS START TIME</th>
<th>DAY OF FINAL</th>
<th>TIME OF FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY FINALS</td>
<td>M</td>
<td>7:30/8:00/8:15 AM</td>
<td>MONDAY</td>
</tr>
<tr>
<td></td>
<td>W</td>
<td>10:00/10:30 AM</td>
<td>MONDAY</td>
</tr>
<tr>
<td></td>
<td>M/W/W</td>
<td>1:00/1:30/2:00 PM</td>
<td>MONDAY</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>4:00/4:30 PM</td>
<td>MONDAY</td>
</tr>
<tr>
<td></td>
<td>M/W/M</td>
<td>6:30 PM</td>
<td>MONDAY</td>
</tr>
<tr>
<td>TUESDAY FINALS</td>
<td>T/R</td>
<td>7:30/8:00/8:15 AM</td>
<td>TUESDAY</td>
</tr>
<tr>
<td></td>
<td>T/R</td>
<td>10:00/10:30 AM</td>
<td>TUESDAY</td>
</tr>
<tr>
<td></td>
<td>T/R/R</td>
<td>1:00/1:30/2:00 PM</td>
<td>TUESDAY</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>4:00/4:30 PM</td>
<td>TUESDAY</td>
</tr>
<tr>
<td></td>
<td>T/R/T</td>
<td>6:30 PM</td>
<td>TUESDAY</td>
</tr>
<tr>
<td>WEDNESDAY FINALS</td>
<td>M</td>
<td>9:00 AM</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td></td>
<td>M/W/W</td>
<td>12:00 PM</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>3:00 PM</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td></td>
<td>W</td>
<td>6:30 PM</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>THURSDAY FINALS</td>
<td>T/R</td>
<td>9:00 AM</td>
<td>THURSDAY</td>
</tr>
<tr>
<td></td>
<td>T/R</td>
<td>12:00 PM</td>
<td>THURSDAY</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>3:00 PM</td>
<td>THURSDAY</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>6:30 PM</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>FRIDAY FINALS</td>
<td>T/F/F</td>
<td>9:00/9:30/10:30 AM</td>
<td>FRIDAY</td>
</tr>
<tr>
<td></td>
<td>T/F/F</td>
<td>1:00/1:30/2:00 PM</td>
<td>FRIDAY</td>
</tr>
</tbody>
</table>

Studio Finals

Studio: Wednesday, April 28 - Sunday, May 2

Intensive Programs Finals

(MBA and Non-traditional Undergraduates 7-week Sessions and MOL 5-week Sessions)

Final times vary. Refer to Course Syllabus from Instructor

Note: Final Exam Campus-Wide Policies and Procedures

1. Final examinations or projects are required and to be administered based upon the schedule above.
2. Changes from this schedule need to be approved by the dean/director of the appropriate school and the Office of Student Development.
3. 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
American Institute of Graphic Arts (AIGA)
AIGA is a professional association committed to stimulating thinking about design through the exchange of ideas and information, the encouragement of critical analysis and research, and the advancement of education and ethical practice.

American Society of Interior Designers (ASID)
The American Society of Interior Designers inspires and enriches its members and the interior design profession by providing indispensable knowledge, experiences, and relationships.

Architecture Student Forum
The Architecture Student Forum offers its fellow architecture students activities to aid in their own growth as students and professionals.

Collegiate Entrepreneurs’ Organization (CEO)
The Collegiate Entrepreneurs’ Organization informs, supports, and inspires college students to be entrepreneurial and seek opportunity through enterprise creation.

Communication Club
The Communication Club at Woodbury University is dedicated to the enrichment of students through imaginative, collective, and intuitive activities.

The MBA Association
The MBA Association with input from advisors Dr. Satinder K. Dhiman and Frank Frias provides activities, opportunities, and other services designed to benefit students.

Social Animals
Social Animals is an academic and social organization which encourages members with an interest in gaining knowledge in the field of psychology.

Society of Accounting and Business
This organization enables Accounting and Business students to build lasting relationships and to have a better understanding of job opportunities in their field.

Society of Interior Architecture Students (SOIAS)
SOIAS facilitates greater learning opportunities through information, research, and insight, by offering workshops and lectures to benefit the students in the Interior Architecture department.

Armenian Student Association (ASA)
The purpose of Woodbury’s ASA is to unite students of Armenian ethnic background and collaborate with other school organizations to educate the student body and faculty about Armenian culture and history.

La Voz Unida (The United Voice)
A Hispanic/Latino organization that aims to further expand unification among other cultures, while providing a trustworthy environment that will help support the students academically, morally, and socially.

Beta Lambda Chi Fraternity
Beta Lambda Chi is a local fraternity that promotes brotherhood and a better understanding of many cultures through the coordination of social and philanthropic activities.

Delta Sigma Phi Fraternity
Delta Sigma Phi is a national fraternity represented at Woodbury by the Epsilon Pi chapter.

Omegas Psi Delta Sorority
Omegas Psi Delta is a local sorority established in 1991 at Woodbury University to build a sisterhood among women, while supporting their academic and social needs.

Phi Sigma Sigma Sorority
Phi Sigma Sigma is an international sorority whose commitment to inclusiveness binds us, and results in stronger women who embrace individuality and share this philosophy with the world.

Sigma Omega Nu Sorority
Sigma Omega Nu is a regional organization that strives for sisterhood, scholastic excellence, self-improvement, and cultural awareness at Woodbury University, as well as the community.

Want to get involved with any of these groups or start your own? Contact the Student Life office, Whittem Student Center (818) 252-5257

Associated Student Government
The student government at Woodbury University known as the Associated Student Government (ASG) advocates and facilitates the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of each student.

Program Board
The Program Board is a group within ASG that consists of selected students committed to enhancing the social and cultural atmosphere on campus by providing a variety of programs to the Woodbury community.

WHAT HAPPENS AT THE WHITT?

Advising and student support services

International student assistance

Relaxing between classes

OASIS - Office of Student Development • Page 4
Know the Lingo!

AUDITING COURSES: When a course is audited, there are no examinations or grades recorded. Regular attendance, however, is expected so that the student’s presence is not disruptive to the progress of the class. The matriculated undergraduate student may elect to audit a course within the 18-unit maximum for the comprehensive unit cost of these classes. Students have holds placed on their registration until the semester’s tuition. For approved units in excess of 18, the charge is 50% of the tuition per unit as stated in the current catalog.

CANCELLED CLASS: A canceled class is a course that is scheduled but is no longer being offered.

CLASSIFICATION OF STUDENTS (CLASS STANDING): Students who have completed 0-29 units of credit (applicable toward the degree) are classified as freshmen, 30-59 units as sophomores, 60-89 units as juniors and 90-126 units or more as seniors, and 127+ as senior plus.

CLOSED CLASS: A closed class has met its enrollment limit and will not add more students.

CONCURRENT ENROLLMENT: For students wishing to take a course at another college (for example, a community college) while they are enrolled at Woodbury, or for students wishing to take a summer course at a community college Concurrent enrollment must first be signed by an advisor, then approved by the Registrar’s Office so a student can be certain the course will transfer back to Woodbury.

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): General Education is a set of courses required outside the major department of all Woodbury students.

HOLD: A hold prohibits a student from registering for classes. Students have holds placed on their registration when they have not met a University obligation. (Failing to take required tests, submit transcripts/documents, pay library fines, etc.)

INCOMPLETE: A grade received when a student earning a passing grade is unable to complete a course because of extenuating circumstances. An incomplete is only given with the consent of the course instructor. The course must be completed within one semester, or the grade of “I” will become an “F”.


MOODLE: Woodbury’s new course management system. Replaces IQ Web’s Course Homepage in May 2009.

UNRESTRICTED ELECTIVE: Unrestricted electives are units left over after the major and general education requirements are satisfied to reach the units required for a degree. These electives can be used to explore areas of interest and courses can be selected from any department on campus.

WITHDRAWAL: Discontinuing a class after the drop period will result in a withdrawal (W) grade for that class on your transcript if a student completes a Change of Program form and submits it to the Registrar before the Withdrawal deadline. This grade will not affect your grade point average (GPA). [See “Withdrawal Policy” in the catalog].

How to Find and Register for Courses Using Self-Service

Students access courses schedules by logging into IQ Web. If you need a IQ Web account either go the Miller Computer Lab or directly go to the University’s website under “Current Students,” “Information Technology,” and “IQ Web.” Then follow the steps.

- 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.
- 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.

OASIS advisors at The Whitt help students plan and prepare for meetings with their major advisor.
SPRING 2010 GE COURSES

General Education Requirements and Courses

Notes:
All classes are 3 units unless otherwise noted.
Classes whose section begins with an "S" (S1, S2, etc) are 15-week classes that run all semester, beginning the week of January 11 and ending the week of April 27.
Classes with a BT section are 7-week intensive beginning the week of January 11 and ending the week of February 28.
Classes with a BI section are 7-week intensive beginning the week of March 8 and ending the week of April 25.

PRE-COLLEGE REQUIREMENTS:

WRIT 101 Bridge to Academic Writing

WRIT 101 S1 Bridge to Academic Writing LECT M W 3:00PM 4:15PM
WRIT 101 S2 Bridge to Academic Writing LECT T Thurs 6:00PM 7:15PM
WRIT 101 S3 Bridge to Academic Writing LECT T Thurs 10:30AM 11:45AM

MATH 049 Elementary Algebra

MATH 049 S1 Elementary Algebra LECT M W 3:00PM 4:15PM
MATH 049 S2 Elementary Algebra LECT T Thurs 6:00PM 7:15PM
MATH 049 S3 Intermediate Algebra LECT T Thurs 10:30AM 11:45AM
MATH 049 S4 Intermediate Algebra LECT M W 1:30PM 2:45PM
MATH 049 S5 Intermediate Algebra LECT M W 9:00AM 10:15AM

MATH 149 Intermediate Algebra

MATH 149 S1 Intermediate Algebra LECT M W 9:00AM 10:15AM
MATH 149 S2 Intermediate Algebra LECT M W 10:30AM 11:45AM
MATH 149 S3 Intermediate Algebra LECT M W 1:30PM 2:45PM
MATH 149 S4 Intermediate Algebra LECT M W 3:00PM 4:15PM
MATH 149 S5 Intermediate Algebra LECT M W 10:30AM 11:45AM

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 and academic writing:

COMM 120 Public Speaking

COMM 120 BT Public Speaking LECT Sun 1:00PM 2:15PM
COMM 120 S1 Public Speaking LECT M W 9:00AM 10:15AM
COMM 120 S2 Public Speaking LECT M W 10:30AM 11:45AM
COMM 120 S3 Public Speaking LECT T Thurs 9:00AM 10:15AM
COMM 120 S4 Public Speaking LECT T Thurs 10:30AM 11:45AM

WRIT 111 Academic Writing I

WRIT 111 S1 Academic Writing I LECT M W 9:00AM 10:15AM
WRIT 111 S2 Academic Writing I LECT M W 10:30AM 11:45AM
WRIT 111 S3 Academic Writing I LECT T Thurs 9:00AM 10:15AM
WRIT 111 S4 Academic Writing I LECT T Thurs 10:30AM 11:45AM

WRIT 112 Academic Writing II. Corequisite with LSCI 105

WRIT 112 S1 Academic Writing II LECT M W 9:00AM 10:15AM
WRIT 112 S2 Academic Writing II LECT M W 10:30AM 11:45AM
WRIT 112 S3 Academic Writing II LECT M W 1:30PM 2:45PM
WRIT 112 S4 Academic Writing II LECT M W 3:00PM 4:15PM
WRIT 112 S5 Academic Writing II LECT ONLN ONLN 12:59PM 2:45PM

LSCI 105 Information Theory and Practice (1 unit). Corequisite with WRIT 112

LSCI 105 BT Information Theory and Practice LECT Sun 10:00AM 12:10PM
LSCI 105 S1 Information Theory and Practice LECT M 3:00PM 4:15PM
LSCI 105 S2 Information Theory and Practice LECT W 10:30AM 11:45AM
LSCI 105 S3 Information Theory and Practice LECT W 1:30PM 2:45PM
LSCI 105 S4 Information Theory and Practice LECT Thurs 3:00PM 4:15PM

LSCI 270 Information in the Disciplines (1 unit). Recommended corequisite to WRIT 212

LSCI 270 S1 Information in the Disciplines LECT W 9:00AM 10:15AM
LSCI 270 S2 Writing in the Disciplines LECT Thurs 10:30AM 11:45AM

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

MATH 249 College Algebra

MATH 249 S1 College Algebra LECT M W 10:30AM 11:45AM
MATH 249 S2 College Algebra LECT T Thurs 9:00AM 10:15AM
MATH 249 S3 College Algebra LECT T Thurs 10:30AM 11:45AM
MATH 249 S4 College Algebra LECT T Thurs 1:30PM 2:45PM
MATH 249 S5 College Algebra LECT T Thurs 3:00PM 4:15PM

Category 3: Art History and Humanities (100- or 200-level; 3 courses, 9 units). Complete one course from art history, one course from humanities, and one course from either art history or humanities.

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

ARTCH 267 S1 World Architecture 1 LECT M W 9:00AM 10:15AM
ARTCH 267 S2 World Architecture 1 LECT M W 10:30AM 11:45AM
ARTCH 268 S1 World Architecture 2 LECT M 9:00AM 10:15AM
ARTCH 268 S2 World Architecture 2 LECT M W 10:30AM 11:45AM
ARTCH 268 S3 World Architecture 2 LECT M W 10:30AM 11:45AM
ARTCH 268 S4 World Architecture 2 LECT M W 10:30AM 11:45AM
ARTCH 268 S5 World Architecture 2 LECT M W 10:30AM 11:45AM
ARTH 204 S1 History of Modern Art LECT M 6:30PM 7:45PM
ARTH 204 S2 History of Modern Art LECT M 6:30PM 7:45PM
ARTH 205 BT History of Contemporary Art LECT Thurs 6:30PM 7:45PM
ARTH 205 S1 History of Contemporary Art LECT M W 9:00AM 10:15AM
ARTH 205 S2 History of Contemporary Art LECT M W 10:30AM 11:45AM
ARTH 205 S3 History of Contemporary Art LECT M W 10:30AM 11:45AM
ARTH 205 S4 History of Contemporary Art LECT M W 1:30PM 2:45PM
ARTH 205 S5 History of Contemporary Art LECT M W 3:00PM 4:15PM

B. Humanities Courses (Academic Writing, Communication, Foreign Language, History, Interdisciplinary Studies, Literature, or Philosophy). Complete one (1) of the following: Note: WRIT 212 Writing in the Disciplines is required for all transfer students who have taken the equivalent of WRIT 112 elsewhere but have not passed the portfolio review. It has a recommended corequisite in LSCI 270 (1 unit)

COMM 201 S1 Introduction to Public Relations LECT W F 9:00AM 10:15AM
COMM 204 S1 Introduction to Film Studies LECT F 1:30PM 2:45PM
COMM 222 S1 Introduction to Film Studies LECT F 3:00PM 4:15PM
COMM 234 S1 Digital Video Editing LECT F 4:00PM 5:15PM

OASIS - Office of Student Development • Page 6
**General Education Curricula**

Please refer to the current Woodbury Course Catalog for a complete General Education Curriculum policy and listing of courses which meet the General Education requirements: www.woodbury.edu Academics Course Catalog

**The Developmental Mathematics Program**

The Developmental Mathematics program provides coursework for students demonstrating deficiencies in mathematical skills. MATH 049, Elementary Algebra, and MATH 149, Intermediate Algebra, are consecutive 3-credit units which prepare students for college-level work in mathematics. Placement in this class is based on a proficiency examination score.

- MATH 049 does not apply toward graduation. A grade of "C" (2.0) or higher in MATH 049 is required to enroll in MATH 149.

- MATH 149 applies toward elective credit but does not fulfill a general education requirement. A grade of "C" (2.0) or higher in MATH 149 is required to enroll in college-level mathematics courses.

**The Academic Writing Program**

The Academic Writing Program is designed to complement the goals of the general education curriculum, particularly with regard to thinking creatively and critically and communicating effectively.

It consists of three levels of writing-intensive courses:

- WRIT 111 Academic Writing I traditionally called Freshman English I.
- WRIT 112 Academic Writing II focuses on critical thinking. Once students have completed Academic Writing II with a grade of "C" (2.0) or higher, they have successfully finished the basic skills writing course.

- WRIT 100 Bridge to Academic Writing is a pre-college-level course, which students who test into it must pass with a grade of "C" (2.0) or higher before enrolling in WRIT 111.

- WRIT 112 Academic Writing II focuses on critical thinking. Once students have completed Academic Writing II with a grade of "C" (2.0) or higher, they have successfully finished the basic skills writing course.

**Note:** Students with transfer work for WRIT 112 MUST submit a satisfactory portfolio of writing samples or enroll in WRIT 222. For more information, please contact the Academic Writing department at (818) 252-5128.

---

**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 (Behavioral Science, Economics, Interdisciplinary Studies, Psychology, or Urban Studies):**

- ECON 203 BT Macroeconomics LECT W 6:30PM 10:00PM
- ECON 203 S1 Macroeconomics ONLN T Thurs 9:30AM 10:30AM
- IND 202 BT Natures LECT T Thurs 9:00AM 10:15AM
- IND 204 BT Knowledge LECT Sat 8:30AM 12:00PM
- WRT 212 S1 Rhetoric and Design LECT M W 10:15AM 11:45AM
- WRT 212 S4 Rhetoric and Design LECT T Thurs 10:00AM 11:30AM
- WRT 214 S6 Rhetoric and Design ONLN Thurs 6:00PM 8:00PM

**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:**

- BIOL 232 S1 Botany LECT T Thurs 9:30AM 11:30AM
- BIOL 232 S2 Botany LECT T Thurs 1:30PM 3:30PM
- URBS 100 S1 Introduction to Urban Studies LECT M W 4:30PM 5:45PM

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

- PHYS 240 S3 Physics II STU M W 6:30PM 9:00PM

---

**Upper-Division (300- and 400-level) requirements: Complete two (2) courses of at least six (6) total units from the following:**

- ARTS 310 S1 History of Modern Painting SEM M W 12:00PM 1:15PM
- ARTS 312 S1 History of Photography SEM M W 10:30AM 11:45AM
- ARTS 315 S1 History of European Baroque Art SEM M 6:00PM 9:00PM
- ARTS 316 S1 History of Video Art SEM M W 10:15AM 11:45AM
- ARTS 370 S1 History of Performance Art SEM M W 10:15AM 11:45AM
- COMM 110 S1 Beginning Chinese 1 LECT M W 1:30PM 2:45PM
- COMM 2700 S1 iPhone Application Development LECT T 6:00PM 9:00PM
- ENVT 220 S1 Environmental Studies LECT T Thurs 4:30PM 5:45PM
- ENVS 240 S1 Environmental Geology LECT M W 3:00PM 4:00PM
- ENVS 240 S2 Environmental Geology LECT M W 6:30PM 9:00PM
- PSYC 317 S1 Media Psychology LECT M W 2:30PM 5:45PM
- PSYC 318 S1 Personality LECT T Thurs 10:00AM 11:30AM
- PSYC 319 S1 Environmental Psychology LECT M W 6:00PM 9:00PM
- URBS 100 S1 Introduction to Urban Studies LECT M W 4:30PM 5:45PM

---

**Please refer to the current Woodbury Course Catalog for a complete General Education Curriculum policy and listing of courses which meet the General Education requirements at Woodbury University.**

**The Developmental Mathematics Program**

The Developmental Mathematics program provides coursework for students demonstrating deficiencies in mathematical skills. MATH 049, Elementary Algebra, and MATH 149, Intermediate Algebra, are consecutive 3-credit units which prepare students for college-level work in mathematics. Placement in this class is based on a proficiency examination score.

- MATH 049 does not apply toward graduation. A grade of "C" (2.0) or higher in MATH 049 is required to enroll in MATH 149.

- MATH 149 applies toward elective credit but does not fulfill a general education requirement. A grade of "C" (2.0) or higher in MATH 149 is required to enroll in college-level mathematics courses.

**The Academic Writing Program**

The Academic Writing Program is designed to complement the goals of the general education curriculum, particularly with regard to thinking creatively and critically and communicating effectively.

It consists of three levels of writing-intensive courses:

- WRIT 111 Academic Writing I traditionally called Freshman English I.
- WRIT 112 Academic Writing II focuses on critical thinking. Once students have completed Academic Writing II with a grade of "C" (2.0) or higher, they have successfully finished the basic skills writing course.

**Note:** Students with transfer work for WRIT 112 MUST submit a satisfactory portfolio of writing samples or enroll in WRIT 222. For more information, please contact the Academic Writing department at (818) 252-5128.
Academic Policies

Class Attendance Policy
Regular and prompt attendance at all University classes is required. The instructor is not obligated to assign extra work or to prepare additional examinations for classes missed. It is understood that when 15% of the class time has been missed, the student’s absence rate is excessive. Each instructor will announce his/her attendance policy in the course syllabus.

Program Change Period
Undergraduate and Accelerated program changes (course add/drops) are accepted at the Registrar’s Office beginning with the Monday following the beginning of the Late Registration period.

Leave of Absence and Re-admission
Students remain in active status for three semesters on a leave of absence. If not enrolled by the fourth semester (excluding summer sessions), a student must apply for readmission. NOTE: Former students who are re-admitted after falling out of status must return to his or her studies after the leave without reapplying to the University. The particular reasons for a leave of absence vary; as does the length of time granted for a leave. Woodbury University policy is designed to meet these varying needs and to provide the opportunity for the student to discuss with a representative of the University the implications and responsibilities of a leave of absence. Please see the current Woodbury Academic Catalog for the complete policy on Petition for a Leave of Absence.

Policy on Incomplete Grades
An incomplete grade (“I”) may be issued by a course instructor when an extenuating circumstance such as illness occurs during the final seven weeks of the semester. An incomplete grade may be issued when the following conditions exist:

1. The student has filed an official petition for an incomplete grade with the course instructor prior to the day of the final examination or final project due date.
2. The student has attended class regularly, submitted timely work assignments and taken examinations.
3. The student’s performance has been acceptable during the first eight weeks of the semester.
4. The extenuating circumstance, such as illness, has been documented.
5. The instructor has approved the petition and listed work yet to be completed.

It is the policy at Woodbury University to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and state and local government regulations that ensure equal access to educational programs for persons with disabilities. Pursuant to these laws, no qualified individual with a disability shall be unlawfully denied access to, participation in, or benefits from any services, programs, or activities of Woodbury University. The University is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities.

The University will make reasonable accommodations to students with documented disabilities that substantially limit a major life activity. These may include, but are not limited to, modifications of course load, exam accommodations (quiet place, additional time, word processor), books on tape, note takers, and peer tutors. Accommodations that fundamentally alter the nature of the course or program are not appropriate. The University does not provide personal assistants or individual personal tutors. At the beginning of each semester, students wishing to have accommodations should schedule a brief appointment with the Associate Vice President for Student Development (Faculty Center, (818) 252-5232). It is the student's responsibility to make her or his needs known to the Associate Vice President. In order to aid students in securing timely provision of appropriate services, the student must provide the proper documentation. The initial documentation for accommodations cannot be more than five years old. Once students have met with the Associate Vice President and formally documented and registered their disability, accommodations will be arranged. Faculty, advisors and/or staff will be notified about the accommodation arrangements by the Associate Vice President. It is the student's responsibility to keep all appointments.

Policy on Accommodating Students with Disabilities

It is the policy at Woodbury University to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and state and local government regulations that ensure equal access to educational programs for persons with disabilities. Pursuant to these laws, no qualified individual with a disability shall be unlawfully denied access to, participation in, or benefits from any services, programs, or activities of Woodbury University. The University is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities.

The University will make reasonable accommodations to students with documented disabilities that substantially limit a major life activity. These may include, but are not limited to, modifications of course load, exam accommodations (quiet place, additional time, word processor), books on tape, note takers, and peer tutors. Accommodations that fundamentally alter the nature of the course or program are not appropriate. The University does not provide personal assistants or individual personal tutors. At the beginning of each semester, students wishing to have accommodations should schedule a brief appointment with the Associate Vice President for Student Development (Faculty Center, (818) 252-5232). It is the student's responsibility to make her or his needs known to the Associate Vice President. In order to aid students in securing timely provision of appropriate services, the student must provide the proper documentation. The initial documentation for accommodations cannot be more than five years old. Once students have met with the Associate Vice President and formally documented and registered their disability, accommodations will be arranged. Faculty, advisors and/or staff will be notified about the accommodation arrangements by the Associate Vice President. It is the student's responsibility to keep all appointments.

Facilitating Academic Dishonesty
Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism
Plagiarism is the submission of another's work as one's own, without adequate attribution. When an individual submits work that includes the words, ideas or data of others, the source of the information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or indentation as appropriate.

Inadequate Citation
Material borrowed from any source, including the Internet, must be acknowledged. Students are urged to consult faculty or recognized published guidelines in their field for appropriate formatting of the following:

- Academic Misconduct
Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

The complete text of the Academic Honesty Policy can be found in the Woodbury Academic Catalog and the Student Handbook.

Academic Honesty Policy
Because the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic honesty is required at Woodbury University. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students and scholars derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of a community of scholars and degrades the achievements of the entire university community. Accordingly, Woodbury University views academic dishonesty as one of the most serious offenses that a member of our community can commit. Adherence to the Academic Honesty Policy reflects the commitment of our community to the ideals of learning, research, and scholarship.

Definitions of Academic Dishonesty

1. Cheating
Cheating is the act or attempted act of deception by which an individual seeks to misrepresent that he/she has mastered in-depth knowledge of the subject matter.

2. Fabrication
Fabrication is the act of creating or modifying information or data without attribution, and presenting the same as one’s own work. This includes acts such as tampering with grades or taking part in obtaining or giving away any part of an unadministered test.

3. Inadequate Citation
Material borrowed from any source, including the Internet, must be acknowledged. Students are urged to consult faculty or recognized published guidelines in their field for appropriate formatting of the following:

- Academic Misconduct
Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

The complete text of the Academic Honesty Policy can be found in the Woodbury Academic Catalog and the Student Handbook.

Academic Requirements to Graduate

1. 120-128 semester units (B.S., B.A., B.F.A.), 160 semester units for the B.Arch.
2. 45 semester units or more in residence at Woodbury with at least 32 units out of the last 40 units.
3. 2.0 GPA minimum, undergraduate; 3.0 GPA minimum, graduate
4. All course and degree requirements for the major
5. All General Education requirements
6. Satisfy Internship or work experience hours (depending on major)
7. For undergraduate Business majors, fulfill Computer Literacy requirement

Complete information regarding graduation requirements is provided in the current Academic Catalog.

Campus Map

1. Information & Security
2. Hersen Hall
3. Miller Hall
4. Cabrini Meeting Room
5. The New Woody’s
6. Cabrini Hall
7. Design Center Annex
8. University Bookstore
9. Fairytale Hall
10. ASG House/Pool
11. Design Center
12. North Hall
13. Kirby Hall
14. Sports Courts
15. Physical Plant/Operations
16. Central Services
17. Whitman Student Center
18. Alumni Center
19. School of Business
20. L.A. Times Library
21. School of Design & Architecture
22. Julius Shulman Institute
23. Naidorf Hall
24. Alumni Quad

Parking:
P1= West Lot
P2= North Lot
P3= South Lot
P4= East Lot
P5= South East Lot