Application for Graduation

Applications for Graduation must be filed with the Registrar (Miller Hall) three semesters in advance of the anticipated semester of graduation (two semesters for MBA students). The Graduation Fee of $100 must be paid prior to filing the application if you were enrolled at Woodbury prior to 1997. An official evaluation of the student’s progress toward the degree and any remaining deficiencies will be mailed to you within six to eight weeks from receipt of the application.

Participation in Commencement

Candidates for graduation are eligible to attend the annual commencement exercises upon completion of all degree requirements. Candidates who are enrolled in their final courses during the semester immediately preceding the May commencement exercises are eligible to participate.

Petition to Walk

A petition is available at the Registrar’s Office (Miller Hall) for undergraduate students who will be deficient six units and graduate students who will be deficient three units at the end of the Spring 2009 semester. Students must have filed their application for graduation and been evaluated. Honors at the commencement ceremony will not be available to students in this group. Students are only eligible to participate in one commencement ceremony per degree.

Diplomas

Diplomas are mailed approximately three months after the actual term of graduation.

Requirements for Graduation

If you have applied for graduation, and will complete all of your degree requirements by the end of Summer semester 2008, Fall 2008, or Spring 2009 you will be invited in April to participate in commencement. Please make sure the following documents are on file: concurrent enrollment, transcripts from other institutions, standardized test scores, appeals, internship, independent studies, and substitutions/waivers.

Graduation Information

Graduating Spring 2009

Call 818.252.5254 to make an appointment with the International Student Advisor.

1. Review class schedule
2. Apply for practical training

International Students

Academic Requirements to Graduate

1. Complete at least 120-128 semester units, depending on major, for the Bachelor of Science, Bachelor of Arts and Bachelor of Fine Arts degrees, 160 semester units for the Bachelor of Architecture degree
2. Complete a minimum of 45 semester units in residence at Woodbury and a minimum of 32 out of at least 40 units at Woodbury
3. Maintain a grade point average of 2.0 or higher for undergraduate, 3.0 for Master-level coursework
4. Complete the requirements for a major
5. Complete the General Education requirements
6. If required for your major, complete the appropriate number of hours of work experience or internship
7. For undergraduate Business majors, fulfill Computer Literacy requirement.
8. Complete information regarding graduation requirements is provided in the current Academic Catalog.
REGISTRATION NEWS

Advising and Registration Step-by-Step

1. Check your assigned registration time and make an appointment with your assigned Academic Advisor as soon as possible during your registration period! Go by the Faculty Center or call 818-394-3361 to make an appointment with a faculty advisor. Business majors, go by the School of Business main office (NBS 107) or call (818) 252-5231. The assigned registration periods will be posted at the Faculty Center and Registrar’s Office.

2. Prepare! Before your faculty advisor meeting, have a list of questions and a preliminary schedule ready for your faculty advisor to review. To determine which courses you still need for graduation, review your Major Worksheet (available at the Faculty Center) and the Woodbury Course Catalog: www.woodbury.edu > Academics > Course Catalog.

3. Search for courses online using IQ Web, following the "Register for Classes" document available on the University’s web page under “Current Students,” “Information Technology,” and “IQ Web.” Remember to review the course requirements for prerequisites, co-requisites, fees, and general education.

4. Register during your specific timeframe:
   - November 3, 2008 – January 26, 2009; Registration Open for Juniors, Seniors, Graduates
   - November 17, 2008 – January 26, 2009; Registration Open for Freshmen, Sophomores
   - November 26, 2008 - January 26, 2009; Registration Open for All Students

5. Remember to go to the Business Office (1st floor Miller Hall) to get a copy of your account balance and payment due dates.

Classification of Undergraduate Students

(By units completed)
- Freshman: 0-29 units
- Sophomore: 30-59 units
- Junior: 60-89 units
- Senior: 90-126 units

Add, Drop, and Withdrawal Deadlines For Spring 2009

Monday, January 12, 2009: Spring 2009 classes begin

<table>
<thead>
<tr>
<th>Course</th>
<th>ADD/DROP</th>
<th>WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACEL MOL 5-week sessions 1 (BV)</td>
<td>Jan 16</td>
<td>Jan 30</td>
</tr>
<tr>
<td>AACEL 7-week session 1 (BT)</td>
<td>Jan 16</td>
<td>Jan 30</td>
</tr>
<tr>
<td>Day/Evening (Traditional)</td>
<td>Jan 26</td>
<td>Mar 13</td>
</tr>
<tr>
<td>AACEL MOL 5-week session 2 (BW)</td>
<td>Feb 20</td>
<td>Mar 6</td>
</tr>
<tr>
<td>AACEL 7-week session 2 (BU)</td>
<td>Mar 13</td>
<td>Mar 27</td>
</tr>
<tr>
<td>AACEL MOL 5-week session 3 (BX)</td>
<td>Mar 27</td>
<td>Apr 10</td>
</tr>
</tbody>
</table>

Fall 2009 Advisement & Registration Periods

- Friday, March 20, 2009: Fall 2009 Schedule on IQ Web
- March 23, 2009 – September 8, 2009: Registration Open for Juniors, Seniors, Graduates
- April 6, 2009 – September 8, 2009: Registration Open for Freshmen, Sophomores
- April 15, 2009 – September 8, 2009: Registration Open for All Students

How to Find Courses Using IQ Web

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.

IQ Web
All students must have an active IQ Web account to register for courses on-line, check grades, and much more! If you do not have an IQ Web account or it is inactive, go to Miller Computer Lab or call (818) 252-5291.

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Know the Lingo!

**ACADEMIC LOAD:** A full-time academic load for undergraduates is defined as 12-18 units per semester. Students achieving a grade point average of 3.0 or higher in the preceding semester and a cumulative grade point average of 3.0 or higher, or entering the University with a 3.0 cumulative grade point average from a United States high school or college, may register for a maximum of 21 units during the succeeding semester. As long as the requisite average of 3.0 is maintained, acceleration is permitted.

**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 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.

**CANCELED 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 90-125 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 series 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.”

**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 end of the drop period will result in a withdrawal (W) drop. If you officially withdraw, a “W” will appear next to the class you withdrew from on your transcript, but it will not affect your grade point average (GPA). (See “Withdrawal Policy” below.)

### WITHDRAWAL POLICY

It is the student’s responsibility to withdraw from courses. Beginning with the close of the program change period and before the posted course program Withdrawal deadline (see box on page 2 “Add, Drop, and Withdrawal Deadlines for Spring 2009”), students may withdraw from courses and receive a “W” grade. Intensive Degree Program students may withdraw through the third week of a session. All withdrawals from courses must be submitted by the student on the official Program Change Form.

To become official, a withdrawal from courses requires, with certain restrictions, approval by the academic advisor and processing through the Registrar’s Office. In the case of international students, clearance by the International Student Advisor is expected.

Students who voluntarily discontinue attending class but who fail to withdraw officially before the established deadline may be issued a “WU” grade by their instructor. However, instructors may issue an “F” grade instead. “W” or “I” grading symbols that indicate a withdrawal or incomplete grade will not be issued to students who have failed to follow the withdrawal procedure.

If withdrawal from all courses is requested, the above procedures must be followed and the last date of attendance in class must be indicated on the withdrawal form. A leave of absence application or a withdrawal from the University should be submitted at this time.

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**Refund Policy**

Students wishing to withdraw from or drop classes must give Official Notice to the University by the indicated deadlines (refer to page 7). **Refunds are not made if the student fails to give formal notice of their Withdrawal and/or Drop from classes. Failure to attend class or merely “giving notice” to an instructor is not regarded as Official Notice of dropped courses or withdrawals. In an emergency situation, please contact the Registrar’s Office by the deadline.**

Official Notice to the Registrar’s Office is as follows:

- Complete Withdrawal from the University (withdrawal from all classes with no intention of returning): Application of Leave of Absence and the Program Change Form must be filed.
- Drop/Withdrawal from all classes, but not the University: Application of Leave of Absence and the Program Change Form must be filed. 
- Drop/Withdrawal from one or more classes (not all classes): Program Change Form must be filed.

**Note:** A change in your expected registered units may change your financial aid awards. Check with your financial aid counselor first.

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### Course Numbering

- 001-049 Pre-college and remedial/Non-degree
- 050-099 Activity courses/Non-theory/Lower Division
- 100-199 Introductory courses/Lower Division
- 200-299 Intermediate courses/Lower Division
- 300-399 Intermediate courses/Upper Division
- 400-499 Advanced courses/Upper Division
- 500-599 Applicable to advanced degree—Graduate level

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**OASIS - Office of Student Development • Page 3**
We also have, of course, the continuation of our interdisciplinary core courses, this time it’s IS 104: Knowledge, a look at how we interpret, understand and interact with the world, its cultures and the epistemologies of other human rationalities. This course is offered by some of our most popular faculty. You can find these listed as either Humanities of Social Sciences where you will also find several courses that introduce you to the history of art, film and the ancient world or to the intricacies of politics, economics or psychology.

For those of you in your 3rd, 4th and 5th years, we have an incredibly useful selection of courses (IS 300) general education electives, including several new for this year. Courses on Poverty and Lyric as well as Food and Societies appeal to the serious issues of health care, urban development, international crises and sustainability, as well as those in store for you as well and their descriptions in the upper-division topics courses at the end of the document. Let’s not forget to mention the usual array of excellent investigations into communication, history, politics and psychology.

You will find listed below than all the courses fulfilling general education requirements for the spring semester of 2009. They are organized by requirements from the scheduling information provided to the registrar as of October 31, 2008. A list of course descriptions for new topics courses to be offered follows the schedule information on page 15. Descriptions for other courses have been found in the current catalog. Please make sure to verify the information through IQ Web before advising or registering as course information may change as the registration period progresses. Please also note that individual majors may have designated required courses that are in the general education curriculum. You may have additional courses specified from those in the categories below. Please refer to the catalog concerning individual majors for specific designated or additional general education requirements.

Douglas J. Cremer, PhD
Director, Interdisciplinary Studies
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, History, Interdisciplinary Studies, Political Science, or Psychology):

- AW 212 S1 Rhetoric and Design
- AW 212 S2 Rhetoric and Design
- AW 212 S3 Rhetoric and Design
- PS 200 S2 Introduction to Psychology
- PS 200 BT Introduction to Psychology
- PS 202 BU American Political Systems
- PO 201 BU Communication Theory
- PO 202 BU American Political Systems
- CO 203 S1 Political Theory
- CO 203 S2 Political Theory
- CO 203 S3 Political Theory
- CO 203 S4 Political Theory
- HI 207 BU Philosophy 1
- SC 221 BU Environmental Studies
- SC 222 BU Environmental Studies
- SC 220 BU Life Science
- SC 231 BU Botany
- SC 2708 BU Submarine Exploration

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. Physical Science Complete one (1) of the following:

- SC 200 BU Physical Science
- SC 201 BU Physical Science
- SC 210 BU Physical Science
- SC 240 BU Physics I
- SC 241 BU Physics I
- SC 2708 BU Submarine Exploration

B. Biological Science Complete one (1) of the following:

- SC 200 BU Biological Science
- SC 201 BU Biological Science
- SC 220 BU Biological Science
- SC 232 BU Botany
- SC 2708 BU Submarine Exploration

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

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

- AW 3700 BU Poetry and Lyrics
- CO 329 BU Critical Communication
- CO 305 S1 Ideology and Propaganda
- CO 327 BU Organizational Behavior
- CO 373 BU Communication Management
- HI 302 BU Modern Africa
- HI 301 BU Modern Europe
- HI 373 BU Food and Society
- HI 374 BU Human and Animal Ecology
- HI 375 BU Sustainability
- PO 301 BU Political Theory
- PO 302 BU International Relations and the Law
- PO 370 BU US and International Relations in Asia
- PO 305 BU Personality
- PS 310 BU Abnormal Psychology
- PS 311 BU Developmental Psychology
- PS 312 BU Environmental Psychology
- PS 313 BU Motivation and Emotion
- PS 3713 BU Intro to Counseling
- PS 3715 BU Human-Psycho-Parapsychology

- AW 100 Bridge to Academic Writing is a pre-college level course, which students who test into a summer pass with a grade of "C" (2.0) or higher in AW 100 is required to enroll in AW 111.
- AW 111 Academic Writing is traditionally called Freshman Composition. It must be passed with a grade of "C" (2.0) or higher before enrolling in AW 112.
- AW 112 Academic Writing if focuses on critical thinking. One Academic Writing students having completed writing at a grade of "C" (2.0) or higher, they have successfully finished the basic skills writing course.

Note: Students with transfer work for AW 112 MUST submit a satisfactory portfolio of writing samples or enroll in AW 212. For more information, please contact the Academic Writing department at (818) 252-5128.
### Undergraduate Day, Evening and Masters of Architecture in Real Estate Students (Burbank and San Diego Campuses)

- **Residence Hall move-in day**: Sun day, January 11
- **Semester classes begin**: Mon day, January 12
- **University Holiday: Martin Luther King Day**: Mon day, January 19
- **Instructional Break**: Tu esday, January 20
- **Last Day to Add/Drop**: Mon day, January 26
- **University Holiday: President’s Day**: Mon day, February 16
- **Instructional Break**: Tu esday, February 17
- **Cal Grant filing deadline**: Mon day, March 2
- **Last day to withdraw from classes**: Fri day, March 13
- **Spring Break**: Mon day-Mon day, March 16-Thursday, March 20
- **University Holiday: Good Friday**: Fri day, April 10
- **Last regular class session**: Fri day, April 24
- **Studio Finals**: Wed nesday, April 29-Sunday, May 3
- **Final Examination Period**: Mon day, May 4-Friday, May 8
- **Commencement**: Sa turday, May 9

### Intensive 7-Week Courses: Undergraduate and Master of Business Administration (MBA) Programs (Evening)

#### Session 1
- **Registration Deadline, Session 1**: Fri day, January 16
- **Add/Drop period for Session 1**: Mon day, January 12 - Fri day, January 16
- **Last day to withdraw from Session 1**: Tu esday, January 30
- **Registration deadline, Session 2**: Fri day, March 13
- **Add/Drop period for Session 2**: Mon day, March 9 - Fri day, March 13
- **Last day to withdraw from Session 2**: Fri day, March 27
- **Semester Recess**: Tu esday, April 28 - Tu esday, May 5
- **Commencement**: Sa turday, May 9

#### Session 2
- **Late Registration ($35 Late Registration Fee added), Session 2**: Mon day-Mon day, February 16-Friday, February 20
- **Add/Drop period for Session 2**: Mon day-Mon day, February 16-Friday, February 20
- **Last day to withdraw from Session 2**: Fri day, March 6

#### Session 3
- **Late Registration ($35 Late Registration Fee added), Session 3**: Mon day-Mon day, March 23-Friday, March 27
- **Add/Drop period for Session 3**: Mon day-Mon day, March 23-Friday, March 27
- **Last day to withdraw from Session 3**: Thu rsday, April 9

### Spring 2009 Intramurals

Come to the Office of Student Development, Cabrini 102, to register your team or as an individual.

Registration forms will be accepted starting the first week of school!
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 regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall be 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 of 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 accommodation 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, academic advisors, and students will be notified about the accommodation arrangements by the Associate Vice President. It is the student’s responsibility to keep all appointments.

Grades and Quality Points

Woodbury primarily uses a letter grade evaluation reporting system based on a 4.0 quality point formula. Earned grades and quality points are awarded according to the following schedule:

**Superior Grades**
- A+ : 4.00 quality points per semester hour
- A : 3.67 quality points per semester hour

**Above Average Grades**
- A- : 3.33 quality points per semester hour
- B+: 3.00 quality points per semester hour
- B : 2.67 quality points per semester hour

**Average Grades**
- B- : 2.33 quality points per semester hour
- C+: 2.00 quality points per semester hour

**Below Average Grade**
- C : 1.67 quality points per semester hour

**Unsatisfactory, but Passing Grades**
- D+: 1.33 quality points per semester hour
- D : 1.00 quality points per semester hour
- F : 0 quality points per semester hour

**Grades and Quality Points**