

The  
University  
of Akron  
Wayne  
College

# 2008-2009 Calendar

## Fall Semester 2008

Day and Evening Classes Begin

\*Labor Day

Veterans Day (classes held)

\*\*Thanksgiving Recess

Classes Resume

Final Examination Period

Commencement

Monday, August 25

Monday, September 1

Tuesday, November 11

Thursday - Sunday, November 27 - 30

Monday, December 1

Monday - Sunday, December 8 - 14

Saturday, December 13

## Spring Semester 2009

Day and Evening Classes Begin

\*Martin Luther King Day

President's Day Observed (no classes)

Spring Recess

Classes Resume

Final Examination Period

Commencement

Monday, January 12

Monday, January 19

Tuesday, February 17

Monday - Sunday, March 16 - 22

Monday, March 23

Monday - Sunday, May 4 - 10

Saturday - Sunday, May 9 - 10

## Summer Sessions 2009 (Tentative)

First 5-Week Session Classes Begin

First 8-Week Session Classes Begin

\*Memorial Day

Final Instructional Day for First 5-Week Classes

Second 5-Week Session Classes Begin

Second 8-Week Session Classes Begin

\*Independence Day

Final Instructional Day for First 8-Week Classes

Third 5-Week Classes Begin

Final Instructional Day for Second 5-Week Classes

Final Instructional Day for Third 5-Week and

Second 8-Week Classes

Commencement

Monday, May 18

Monday, May 18

Monday, May 25

Saturday, June 20

Monday, June 22

Monday, June 22

Friday, July 3

Saturday, July 11

Monday, July 13

Saturday, July 25

Saturday, August 15

Saturday, August 22

\*University closed.

\*\*University closed from Wednesday, November 26, 2008, at 5 p.m., until Monday, December 1, 2008, at 7 a.m.

Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

### THE UNIVERSITY OF AKRON IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

Operating under nondiscrimination provisions of Titles VI, VII of the Civil Rights Act of 1964 as amended, and IX of the Educational Amendments of 1972 as amended, Executive Order 11246, Vocational Rehabilitation Act Section 504, and Vietnam Era Veterans' Readjustment Act, and Americans with Disabilities Act of 1990 as related to admissions, treatment of students, and employment practices.

It is the policy of this institution that there shall be no discrimination against any individual at The University of Akron because of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation.

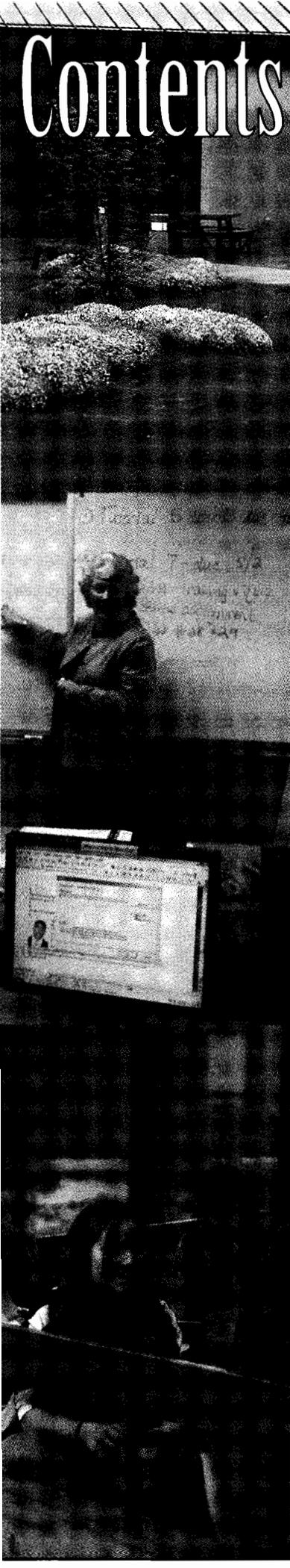
The University of Akron will not tolerate sexual harassment of any form in its programs and activities.

This nondiscrimination policy applies to all students, faculty, staff, employees, and applicants.

Complaint of possible discrimination should be referred to  
Equal Employment Opportunity Director  
Polsky Building, Room 326  
Phone: 330-972-7300  
FAX: 330-972-5538

Information on Title IX (sex discrimination) may be obtained from  
Equal Employment Opportunity Director  
Polsky Building, Room 326  
Phone: 330-972-7300  
FAX: 330-972-5538

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**The University of Akron Wayne College**  
1901 Smucker Road  
Orrville, OH 44667  
330-683-2010 • 1-800-221-8308  
[www.wayne.uakron.edu](http://www.wayne.uakron.edu)

**Disclaimer:** While Wayne College seeks to present clearly its mission, programs, policies and procedures herein, it should be understood that such are subject to change if deemed necessary. Consequently, the student should check with the College for up-to-date information. The student is responsible for keeping informed of personal academic progress.

# GET YOUR QUESTIONS ANSWERED...

Topic	Who to Contact	Phone
Add or drop a class.....	Student Services.....	330-684-8900
Address Change (Student).....	Student Services.....	330-684-8900
Admission Applications/status.....	Student Services.....	330-684-8900
Adult Learners.....	Student Services or Recruiting.....	330-684-8900
Advising.....	Student Services.....	330-684-8900
Americans with Disabilities Act.....	Smucker Learning Center.....	330-684-8960
Athletics.....	Athletic Director.....	330-684-8906
Auditing.....	Student Services.....	330-684-8900
Billing (Student Accounts).....	Student Accounts and Financial Aid.....	330-684-8942
Books (Buying).....	Barnes and Noble Bookstore.....	330-684-8920
Bypassed Credit.....	Student Services.....	330-684-8900
Cancellations, Course/Class.....	Student Services.....	330-684-8900
Career Services.....	Career Counselor.....	330-684-8928
Clubs and Organizations, Students.....	Student Activities Coordinator.....	330-684-8973
Counseling Services.....	Student Services.....	330-684-8900
Continuing Education.....	Office of Continuing Education & Workforce Development.....	330-684-8980
Distinguished Student Program.....	Dr. Janet Minc.....	330-684-8750
Emergencies.....	Campus Police.....	330-684-8910
Facilities.....	Business Office.....	330-684-8935
Fees.....	Student Accounts.....	330-684-8942
Financial Aid.....	Student Accounts and Financial Aid.....	330-684-8942
Grades.....	Student Services.....	330-684-8900
Graduation.....	Student Services.....	330-684-8900
Guest Students.....	Student Services.....	330-684-8900
Health and Safety.....	Campus Police.....	330-684-8910
Holmes County Location.....	Chrystal Hummel-Mizer.....	330-674-2514
ID Card (ZipCard).....	Student Services.....	330-684-8900
Learning Support Services.....	Smucker Learning Center.....	330-684-8960
Library.....	Library Information Desk.....	330-684-8789
Technical support.....	Technical Support Help Desk.....	330-684-8953
Veteran Services.....	Student Services.....	330-684-8900

At The University of Akron  
Wayne College, we recognize  
that transitioning to college life is  
not always easy. The WIN site is  
designed to help guide students  
through the first-year experience  
and to provide information for  
family and friends of students.

**w i n**  
ayne info et  
*your place to begin*  
[www.wayne.uakron.edu/win](http://www.wayne.uakron.edu/win)



# Welcome to Wayne College

## A LETTER FROM THE PRESIDENT

---



Welcome, Dear Student...

...to The University of Akron Wayne College.

In choosing Wayne College, you have gained the advantages of both a small community campus and one of Ohio's largest public universities.

The University of Akron is on its way to becoming the leading research university for northern Ohio and, as such, we can offer you a vast array of academic and co-curricular resources. I urge you to explore what is available to you on the Wayne campus and throughout the entire university.

Learning requires your active participation; it is not a spectator sport. By taking advantage of the broad range of services and resources available to you and immersing yourself in the university experience, you can change your mind and change your life.

I wish you well in your college career and, with the rest of the Wayne College and University faculty and staff, stand ready to help you succeed.

Welcome to your university.

With every good wish.

Sincerely,

A handwritten signature in black ink, which appears to read "Luis M. Proenza". The signature is fluid and cursive.

Luis M. Proenza

## A LETTER FROM THE DEAN

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Dear Student:

I am very pleased to welcome you to The University of Akron Wayne College. In my years as dean, I have been impressed by the talent and the warmth of the people here; I am confident you will have the same experience.

Wayne College is a place where students, teaching and learning are our top priorities. It is a place where faculty and staff are committed to the success of each student, a place where we will work together to help you reach your educational and personal goals.

I know that you will benefit from the small classes and personalized attention at Wayne College. I am sure you will enjoy our lovely campus and the many chances to participate in college life here.

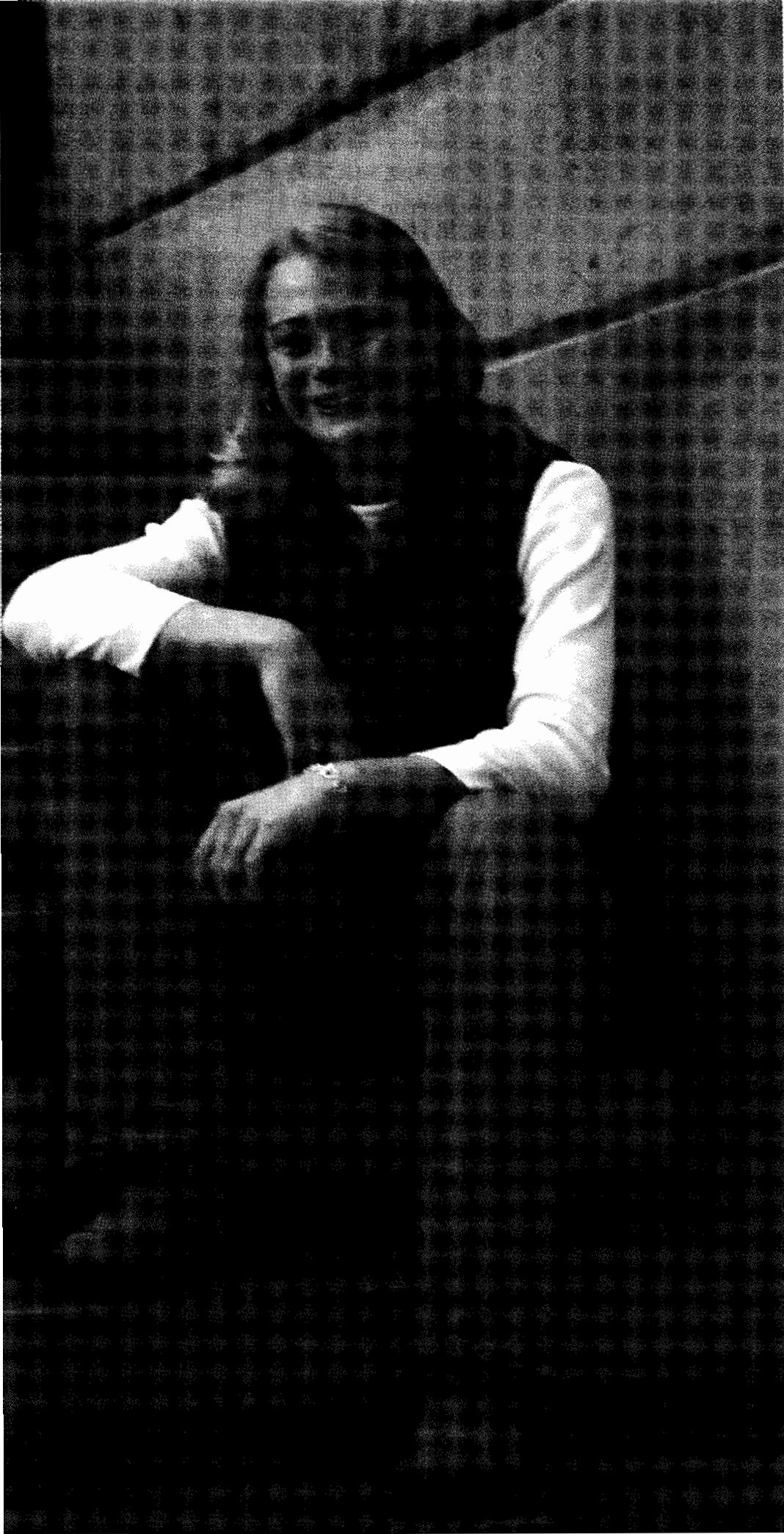
I invite you, then, to take advantage of the opportunities afforded you at Wayne College and at The University of Akron, for as a Wayne student you are also a part of a major metropolitan university offering many excellent resources and services.

I hope that during your time at Wayne College you find academic success and that you achieve the goals you have set for yourself. I look forward to the opportunity to work with you in that effort.

Sincerely,

A handwritten signature in black ink, which appears to read "John P. Kristofco". The signature is cursive and somewhat stylized.

John P. Kristofco



# Section ONE

## About Wayne College

## HISTORY

Founded in 1972, Wayne College is authorized by the State of Ohio through the Ohio Board of Regents and The University of Akron Board of Trustees to offer a range of educational opportunities, including associate degrees and baccalaureate-oriented preparation; technical education programs; and continuing education experiences for residents and businesses in the College's service area of Wayne, Medina and Holmes counties.

## BELIEFS

- The power of education to change lives.
- The importance of engagement with the community.
- Shared participatory governance.
- The importance of continuous improvement.
- The worth of every student and every colleague.
- The challenge of excellence.
- The ideals of a democratic society.

## WAYNE COLLEGE VALUES . . .

- Integrity
- Respect
- Honesty
- Service
- Diversity
- Commitment
- Responsibility
- Teamwork
- Excellence

## MISSION

It is the mission of Wayne College to provide high quality, accessible credit and noncredit educational opportunities to the citizens of Wayne, Medina and Holmes counties and surrounding areas, and to be a partner with and resource for the communities and organizations it serves.

## VISION

Wayne College will be recognized as a center of excellence for lifelong learning and community engagement. It will be acknowledged for the high quality of its teaching, its programs and its services; and, while it maintains state-of-the-art technology and facilities, it will continue to provide a teaching-learning environment in which "Where the Student Comes First" remains as the chief guiding principle.

## STUDENT LEARNING OUTCOMES

Upon completing their course of study at Wayne College, students will . . .

- Apply analytic and/or critical thinking skills to solve problems.
- Demonstrate the appropriate use of technology.
- Demonstrate information literacy.
- Apply effective communication skills.

## ACCREDITATION

The University of Akron Wayne College is accredited at the associate degree level by the Higher Learning Commission of the North Central Association of Colleges and Schools. Re-accreditation for a ten-year period was awarded in October of 2001.

## FACILITIES

With one primary and several smaller buildings, Wayne College has facilities of approximately 200,000 square feet on a campus of 160 acres on the north edge of the city of Orrville.

Wayne College also offers credit and continuing education classes at sites in Medina and Holmes counties. In 2003, the College established the Holmes County Higher Education Center in Millersburg.

The college began construction in spring 2008 of its first additional classroom building since the college opened in 1972. The new Student Life Building's 36,000 square feet will house a large multi-purpose room for instruction, speakers, performers, and college/community events; a suite of classrooms; a student center that will include a bookstore, dining facility, student lounge, and offices for student organizations; and offices and teaching spaces for the Office of Continuing Education & Workforce Development. The building should be ready for the fall 2009 semester.

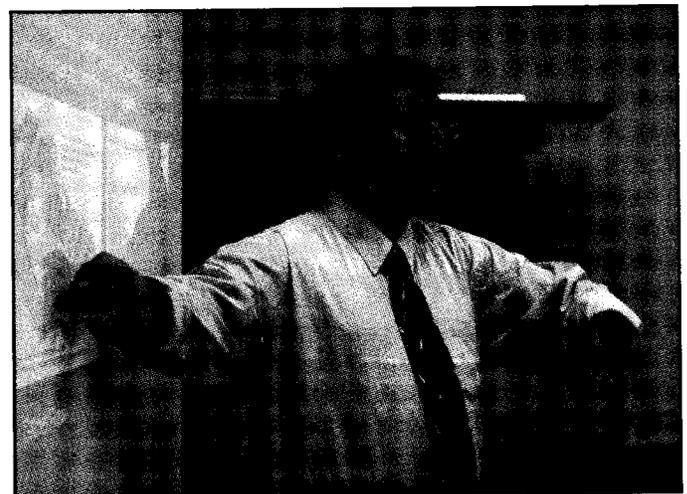
## ENROLLMENT

Wayne College enrolls approximately 1,900 students each semester for credit classes with another 2,500 participating in some manner of continuing education and/or workforce development training. Of those students, approximately 70% come from Wayne County, 20% from Medina County, with the remaining 10% from Holmes and other counties.

Wayne College offers day and evening classes, plus special sections of weekend courses.

## FACULTY

Wayne College has 27 full-time faculty members, 13 of whom hold doctorate degrees. The average full-time faculty member has a master's degree plus 20 semester hours of additional coursework and 12 years of teaching experience. The student-to-faculty ratio is 12 to 1 with an average class size of 18 students.



# HOLMES COUNTY HIGHER EDUCATION CENTER

The University of Akron Wayne College Holmes County Higher Education Center was designed for the citizens and businesses of Holmes County. Its purpose is to provide credit courses for those wanting to pursue a degree, noncredit courses for those wanting to improve job skills, and workforce development programs for companies whose employees need specific training courses.

Located in downtown Millersburg at 88-B E. Jackson Street, the Holmes Center encompasses the entire second floor of the old Mast Pharmacy building. The interior of the 1902 building has been completely refurbished with state-of-the-art technology. There are three available classrooms, two of which are equipped with computers, the latest software and high-speed Internet access. The student lounge includes a soft drink vending machine and computers available for student use between classes.

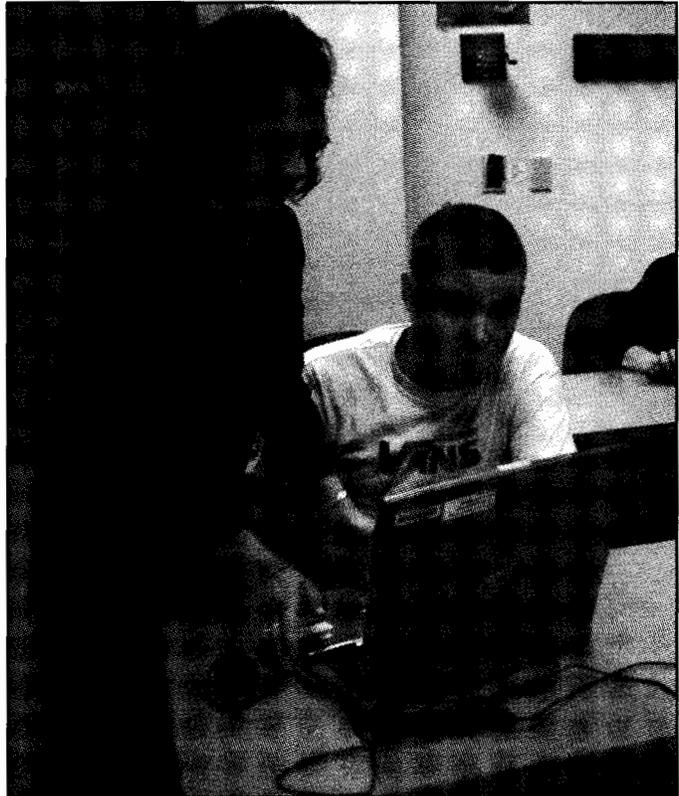
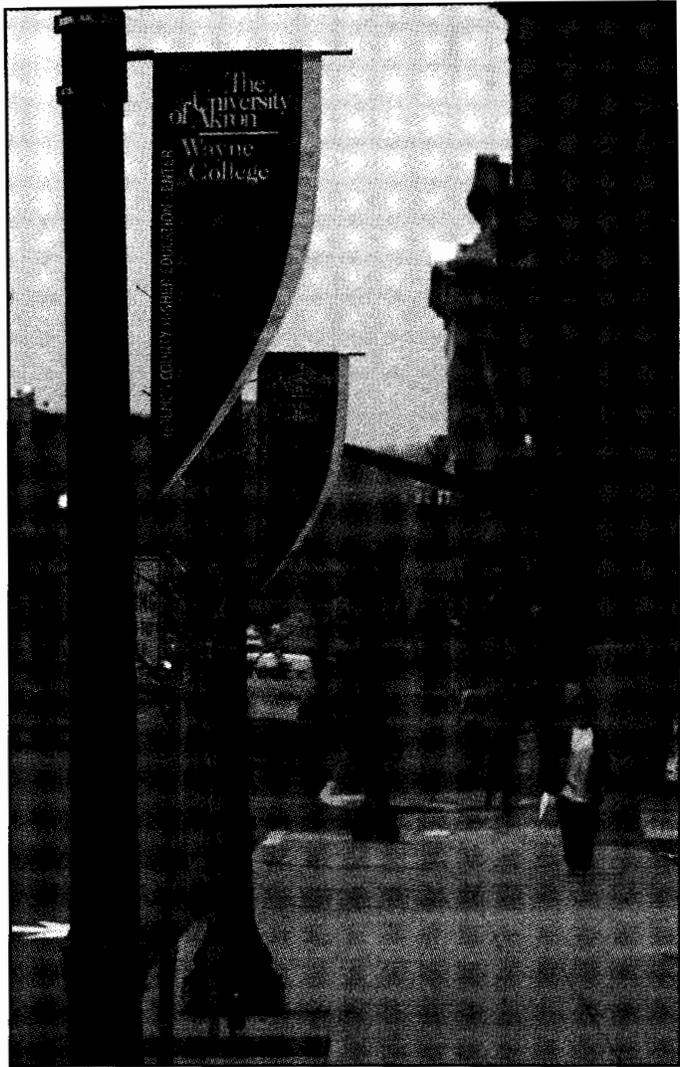
The Holmes Center is staffed with one full-time and two part-time administrative employees, and several part-time faculty.

Office hours are 8:00 a.m. to 6:00 p.m. during the fall and spring semesters. The building remains open until the final class of the evening is dismissed. The hours for evening classes vary by semester. Summer office and building hours may vary as well.

Parking for the Center is free and the building is handicapped accessible.

Courses offered at the Holmes County Higher Education Center are based on the Ohio Transfer Module and can be applied to degrees offered at Wayne College, The University of Akron or other public institutions in the state.

For more information about courses offered at the Holmes County Higher Education Center, call 330-674-2514, e-mail [HolmesCenter@uakron.edu](mailto:HolmesCenter@uakron.edu) or visit the Web site at [www.wayne.uakron.edu/hchec.htm](http://www.wayne.uakron.edu/hchec.htm).



# Section TWO

# Student Life



## ACADEMIC ADVISING

Academic advisers at Wayne College assist the student in making the best possible decisions about academic life. The academic adviser helps the student select the most appropriate program of study based upon the student's abilities and interests. The adviser also helps establish realistic academic goals in terms of sensible credit loads, proper choice of courses, study habits, outside workloads and other circumstances affecting the student's academic life.

The adviser also serves as a reliable source of information about program demands and administrative procedures. The adviser possesses a thorough knowledge of the University community and its members, and maintains a comprehensive and current awareness of developments and requirements in all University programs.

The adviser is familiar with administrative procedures such as admission, registration, withdrawal from classes, credit-by-examination, advanced placement credit, intercampus/intercollege transition, probation and academic dismissal. Also, the adviser acts as a referral source for the student with specialized needs.

Students are encouraged to visit the Wayne College academic advising page on the Wayne College Web site at [www.wayne.uakron.edu/ss\\_academic\\_advising.htm](http://www.wayne.uakron.edu/ss_academic_advising.htm).

A student wishing to talk with an adviser may stop in or call Student Services, 330-684-8900 or 1-800-221-8308, to schedule an appointment.

## BOOKSTORE (BARNES & NOBLE)

The Bookstore on the Wayne College campus is owned and operated by Barnes & Noble, as is the bookstore on the Akron campus.

Students benefit in many ways with Barnes & Noble on our campus. For example, each semester approximately 20% of our students also enroll in classes held at the Akron campus; these students will be able to purchase, exchange and sell-back books at either location. In addition, students will enjoy seamless service, consistent policies and practices and access to the many products and services that Barnes & Noble has to offer.

Barnes & Noble understands that Wayne College students are busy, time-starved people. That's why they offer a full-service textbook program that includes both in-store and online purchase options.

In-store customers will find more than just books on the shelves. Booksellers will be available to help every step of the way, not simply point in a general direction.

Student customers who prefer to shop online can choose to have textbooks shipped directly to them or have them held for pickup in the bookstore.

The best way to save students money on textbooks is to provide more used books, so the bookstore works closely with faculty to make sure there are as many used books as possible available for purchase each semester. A key source of used books is current students, so the bookstore pays cash back for unwanted textbooks every day.

Students should have their class schedule available when they purchase textbooks to ensure they get the correct books.

The bookstore is located just inside the Boyer Health and Physical Education Center wing via the main campus entrance.

Students can call the bookstore at 330-972-8920 for assistance.

## BOYER HEALTH AND PHYSICAL EDUCATION CENTER

The John Boyer Health and Physical Education Center consists of a gymnasium, weight room, racquetball court and locker rooms. These facilities are used by the College for physical education/wellness courses, intercollegiate athletic events and special events. The Orrville YMCA also uses the Boyer facilities for community programming.

All Wayne College students who present a current validated University identification card may use these facilities free-of-charge. The facilities are also available to the general public on a rental basis.

## CAMPUS POLICE

The University of Akron Wayne College employs full-time police officers, who are commissioned by the State of Ohio with full law enforcement authority, including powers of arrest.

The police officers enforce all state laws and the rules and regulations governing The University of Akron. The police officers are also responsible for public safety services such as crime reports, traffic accidents, parking complaints and other incidents requiring police assistance.

In addition to investigating criminal complaints, the police officers provide various free public services to students including escort service to the parking lots, battery jumps and vehicle lock-out assistance. If the service falls outside of the officer's jurisdiction, the officer will refer the student or employee to the appropriate agency. The police officers will also provide educational programs upon request to students and employees regarding personal safety and crime prevention.

If a police officer is not immediately available, students are asked to contact the Student Services Office, the Business Office or the Learning Center, any of whom will contact the proper authorities for assistance. If these offices are closed, all campus telephones are equipped to connect with the 911 emergency number by dialing 9 first for an outside line.

If emergency police services are needed outside of the building, students, staff and faculty are encouraged to use one of the emergency telephones located in the parking lots. These phones will contact police dispatch at The University of Akron Police Department at the main campus. The dispatch center will notify either University of Akron police department personnel who are assigned to Wayne College or the City of Orrville police department depending on the circumstances. Non-emergency services such as vehicle assistance or reporting a traffic crash should be reported to the Student Services Office or the Business Office so that campus police can be sent for assistance.

## FINANCIAL AID

Financial aid programs were developed by the federal and state governments as well as by colleges and universities to assist students with limited resources to meet educational expenses. The primary purpose of financial aid is to ensure that no one is denied the opportunity of a college education because of financial need.

Generally, financial aid is provided in three forms: grants, loans and work study. It is not unusual for a student to have all three forms of aid. This is called a "financial aid package." If a person receives a proper financial aid package, it is assumed that the family will not be expected to contribute more than is reasonable for a family member's education. The word "family" is crucial because the financial aid system assumes that the family will work together to help meet college expenses.

The University of Akron Office of Student Financial Aid determines a budget that best suits the needs of the student. The budget includes direct costs that must be paid to the University (instructional and general fees) and variable expenses such as transportation and personal expenses.

New Freshmen are not required to complete a scholarship application form. Scholarships will be based primarily on high school academic records and ACT/SAT test scores on file with the Office of Admissions. Students must be fully admitted to Wayne College by March 1 in order to be considered for all available scholarships. Students with additional personal factors that they would like to have considered may complete the New Freshmen Supplemental Information Form.

Continuing students and transfer students must submit a Continuing Students and Transfer Students Undergraduate Scholarship Application no later than April 1 to be considered for scholarships for the following academic year.

For full consideration for all types of aid, it is best to complete a Free Application for Federal Student Aid (FAFSA) by March 1, preceding the academic year in which you will be enrolling.

New scholarship applications and FAFSA renewals are necessary each year. Financial aid procedures are subject to change. This description has been printed with the best information available at the time of publication.

The following scholarships, grants and loans are available for Wayne College Students.

- **William T. Baker Family Scholarship**  
\$1,000. Full-time/part-time student at Holmes County Higher Education Center, resident of Holmes County, graduate of West Holmes High School, and financial need.
- **Carol M. Briggs Scholarship**  
\$500. Full-time student. Financial need.
- **Anita Degnan Memorial Scholarship**  
\$1,000. Full-time student. New freshman, graduate of a Wayne County high school. Academic promise. Financial need.
- **Denco Marketing Company Scholarship**  
\$1,000. Full-time/part-time student, resident of Holmes County and financial need.
- **Julius Fejes Scholarship**  
\$1,400. Full-time student, graduate of Orrville High School with 3.25+ GPA, business major and employed part-time or full-time.
- **First National Bank Scholarship**  
\$500. Full-time student, resident of Wayne/Southern Medina counties, completed 24+ credits at Wayne, academic promise and financial need.
- **Founders Scholarship**  
\$1,000, full-time student; \$500, part-time student.
- **Founder's GED Scholarship**  
\$1,000. Part-time student, exceptional GED scores and academic promise.

- **Glendora Health Care Center Scholarship**  
\$750. Full-time student, resident of Wayne County, nursing major, good community citizen and positive leadership qualities.
- **Great Start Book Scholarship**  
\$300/semester. Full-time/part-time student, based on financial need.
- **Scott D. Hagen Memorial Scholarship**  
\$500. Part-time student with plans to be full-time the following fall at Akron campus. 3.0+ GPA and biology major or related field. Requires Hagen Scholarship application.
- **Hecker-Nussbaum Academic Achievement Scholarship**  
\$500. Full-time student. New freshman, high school GPA between 3.0 and 3.5, ACT comp of 21+, not a recipient of any other UA scholarship.
- **Hecker-Nussbaum Academic Opportunity Grant**  
\$250. Enrolling for 3-6 credits as a new freshman and financial need. Deadline: August 1.
- **John & Virginia Kunkle Memorial Scholarship**  
\$500. Full-time/part-time student, resident of Ohio, completed 15+ credit hours at Wayne with 3.0+ GPA, major area of business, office technology or health care office management, and financial need.
- **Chuck Nicholson's Auto Superstore**  
\$500. Graduate of West Holmes High School, resident of Holmes County, attending Holmes County Higher Education Center or Wayne College and have financial need.
- **Orrville Campus Foundation Grant**  
\$1,300, full-time student; \$650, part-time. New freshmen, academic record, financial need and not a recipient of any other UA scholarship.
- **Marion Rothstein Memorial Scholarship**  
\$2,000. Full-time student, new freshman, graduate of Wooster High School and nursing major.
- **Bruce Schantz Memorial Scholarship**  
\$1,300, full-time student; \$650, part-time student. New freshmen, academic record, financial need and not a recipient of any other UA scholarship.
- **Paul H. Smucker Memorial Scholarship**  
\$1,000. Full-time student, resident of Wayne County, enrolled in a degree-seeking program, academic promise, financial need and community service. Requires essay on goals and career plans.
- **Richard E. Steimel Memorial Scholarship**  
\$500. Resident of Holmes County, attending Wayne College or Holmes County Higher Education Center and financial need.
- **Student First Scholarship**  
\$500. Enrolled in Paraprofessional Education Program.
- **Craig Alan Swope Scholarship**  
\$1,000 or two \$500. Enrolled in Paraprofessional Education program. Financial need.

- **Mike and Cindy Taylor Textbook Scholarship**  
\$350/semester. Holmes County resident and enrolled at Wayne College or the Holmes County Higher Education Center.
- **Walkerly Memorial Scholarship**  
\$250. Full-time/part-time student; completed 17+ credits of social services technology/social work courses, including Social Welfare and Social Services Technology I and II and financial need.
- **Wayne College Achievement Scholarship for Textbooks**  
\$250. Full-time student, second-year Wayne College student, minimum 3.5 GPA and financial need. For textbook purchases at the Wayne College Barnes and Noble Bookstore.
- **Wayne College Alumni Association Scholarship**  
\$500. New and continuing students, registered for 6+ credits per semester, 2.5-3.5 GPA, with preference to children of Wayne alumni. Requires Wayne College Alumni Association Scholarship Application.
- **Wayne College Community Scholarship**  
\$1,000. New and continuing students, preference to students living in Medina, Wayne and Holmes counties, registered for 6+ credits per semester, academic achievement, financial need and those ineligible for federal/state grants per FAFSA.
- **Wayne College Faculty/Staff Scholarship**  
\$600, full-time student; \$400, part-time student. 24+ credits completed at Wayne or part-time student with 12+ credits completed at Wayne, 3.5+ GPA, preference to non-traditional students and those ineligible for federal/state grants per FAFSA.
- **Will-Burt Company Scholarship**  
\$1,000. Full-time student, new freshman, 2.0+ GPA and financial need.
- **Wayne College Dean's Scholarship**  
\$3,000. Graduating high school senior with 3.75+ GPA or in top 10% of class or ACT 26+ or SAT 1150+. Completion of FAFSA required. Must have passed all parts of Ohio Graduation Test and plan to attend Wayne College. One award available to a graduating student from each of the following high schools: Chippewa, Dalton, Rittman, Orrville, Wooster, Hiland, West Holmes, Wadsworth, Wayne County Schools Career Center, Norwayne, Northwestern, Waynedale, Triway, Smithville, Kingsway Christian, and Central Christian. **A letter of recommendation from a high school guidance counselor or faculty member must be submitted.**

New freshmen fully admitted by March 1 and continuing students who complete a scholarship application by April 1 can be considered for these scholarships.

- **Academic Scholarship**  
\$500/\$1,000 per year. Full-time new freshmen and continuing students. Academic record.
- **National Merit Scholarship**  
Full tuition/fees and room/board not covered by other scholarships/grants first year. National Merit finalists enrolling full time.

- **Presidential Scholarship**  
\$2,500. Full-time students. Academic record.
- **Scholarships for Excellence**  
\$9,000 for students living in University residence halls, \$4,500 for those not living in University residence halls. Targeted toward top Ohio high school seniors. Academic record, national test scores.

By submitting the Free Application for Federal Student Aid (FAFSA), you will be considered for the following Federal Financial Aid programs:

- Academic Competitiveness Grant (ACG)
- Federal Pell Grant
- Ohio Instructional Grant (OIG)
- Ohio College Opportunity Grant (OCOG)
- Federal Perkins Loan
- Federal Plus Parent Loan
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Nursing Student Loan
- On-Campus Federal College Work Study Program (FCWSP)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Visit our Web site at [www.wayne.uakron.edu/a\\_financialaid.htm](http://www.wayne.uakron.edu/a_financialaid.htm) for further information or contact the Wayne College Student Accounts and Financial Aid Office, 330-684-8942 or 1-800-221-8308, ext. 8942.

Visit the Holmes County Education Foundation at [www.hcef.net](http://www.hcef.net) to apply for The French Ridge Title Company Scholarship and the Baserman/Irving Family Scholarship.

## LIBRARY

The library is committed to providing students with access to the resources necessary to successfully complete Wayne College coursework. During fall and spring semesters, the library is open:

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 4:00 p.m.
Sunday	Closed

Summer and break hours are determined by building schedule and course offerings.

Assistance is available at the library information desk, by phone, or by e-mail during all open hours:

Phone: 330-684-8789

E-mail: [waynelibrary@uakron.edu](mailto:waynelibrary@uakron.edu)

The library's collection includes more than 20,000 books, over 650 videos, and over 170 current periodical subscriptions. The on-site collection is further enhanced by the library's membership in the OhioLINK consortium, linking our library to the collections of 85 college and university libraries throughout the State of Ohio.

OhioLINK offers students access to over 45.3 million items that can be requested and delivered to Wayne free-of-charge within three working days. Over 100 electronic research databases provide access to many full-text resources including the Electronic Journal Center with over 6,900 scholarly journal titles and the Digital Media Center with art images, audio clips and over 1,850 digital videos.

The library offers a variety of free research workshops and online tutorials. Assistance is available to students throughout their research process, from choosing a topic to retrieving resources.

The library's facilities include a computer lab open to students when workshops are not in session. Additionally, three group-study rooms are available for small group work. Copies may be made on the library's photocopier (\$.07 per page) using funds on a Zip Card, or a copy card may be purchased in the library.

The library's book discussion group, The Fireside Readers, meets monthly during the academic year to discuss works of nonfiction.

## LEARNING SUPPORT SERVICES (SMUCKER LEARNING CENTER)

The Smucker Learning Center at Wayne College provides free academic assistance to all University of Akron students. The Learning Center is committed to providing opportunities for student development and intellectual competence in a friendly, learner-centered environment. The Center also fosters universal access to these opportunities through the development of critical thinking skills, self-awareness, and emotional and social growth.

The Smucker Learning Center is located in the B-wing of Wayne College and consists of: 1) an 18-station computer lab with a retractable wall that opens into a 20-station laptop computer lab, 2) a central area with 10 round tables and 36 chairs for general tutoring, 3) a perimeter counter space for laptop use with café style seating, and 4) four private rooms available for study groups, private testing, or individual study. As part of our welcoming environment, we offer free hot chocolate, coffee, or tea to drink while studying in the Center.

The academic assistance opportunities offered through Learning Support Services and the Smucker Learning Center include: 1) an internationally certified tutor training program for peer learning assistants; 2) a team of professional staff tutors who hold at least a master's degree in the discipline they tutor; 3) developmental coursework, such as basic math, basic writing, and college reading and study skills; 4) a math center and a writing center coordinated by full-time professionals who hire and assess adjunct faculty and professional tutors in those two areas; 5) student success workshops offered two times per year, focusing on specific topics to assist students in the classroom; and 6) the determination of classroom accommodations for those students with physical or learning disabilities. It is the goal of the Smucker Learning Center to use all available resources to prepare University of Akron students to achieve their personal and academic goals.

Tutoring by peer or professional tutors is available in a variety of University of Akron subjects. Students can request tutoring that is not currently available in the Learning Center and every effort will be made to find a tutor for that subject. Peer tutors are trained and certified by the College Reading and Learning Association and are recommended for hire by Wayne College faculty. The primary objective held by all tutors is to assist students with their academic success by developing independent learners and by maximizing their learning potential, academic performance, and transition to college.

## CAREER SERVICES

Wayne College offers career planning assistance to help students explore majors and careers. The Office of Career Services, located in D-213, can help with job searches and with exploring internships to gain experience in a chosen field. A counselor is available to help students research majors and labor market information. Individual appointments and workshops on career exploration, resume writing, interviewing and job search strategies are available each semester.

The career resource center is located in D-212, beside the career counselor's office, and is equipped with a variety of tools to facilitate a job search. A variety of career assessments are used to evaluate and understand individual interests, values, abilities, and personality type and how all of these are related to career choice. Students can easily research careers of interest on the Career Services Web page ([www.wayne.uakron.edu/ss\\_career\\_services.htm](http://www.wayne.uakron.edu/ss_career_services.htm)), and by using computerized career guidance systems such as OCIS (Ohio Career Information System) or SIGI PLUS (System of Interactive Guidance and Information).

Local job openings and other opportunities are posted on the Wayne College Web site, [www.wayne.uakron.edu/ss\\_career\\_services.htm](http://www.wayne.uakron.edu/ss_career_services.htm), and the job information bulletin board. Current career resources and books are also available in the Wayne College Library and in the career resource center, D-212.

Assistance and access to both printed and electronic research on employers and posted openings are available through Career Services. Career counseling appointments can be made by calling Student Services at 330-684-8900.

## TECHNICAL SUPPORT SERVICES

Wayne College provides students easy and convenient access to computers, laser printers and Internet services. There are over 200 computers housed in 10 computer lab areas. All units are connected to the College's local area network and to the Internet. Wayne College is a wireless campus, allowing students access to the network and Internet with wireless devices such as laptop computers.

It is the mission of Technical Support Services to provide both quality and timely technological support for teaching and learning initiatives undertaken by Wayne College.

Regardless of major, all students are welcomed and encouraged to use the College's computing facilities--to complete an assignment, conduct research, or take advantage of online courses and tutorials.

All students are issued UANet IDs. These network access accounts afford students e-mail services and personal Web pages at both the Orrville and Akron campuses.

## SERVICES FOR STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990, staff members in the Smucker Learning Center work collaboratively with students and faculty to create access and opportunities for full participation of all students in the academic environment at Wayne College. Educational access includes the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability.

Our goal in the Smucker Learning Center is to provide reasonable accommodations and a supportive, well-resourced environment to students with disabilities in order to promote student success in the college environment. Examples of accommodations include, but are not limited to, educational materials in alternate format (i.e. electronic format or enlarged print), note takers, extended time for exams, readers and writers for exams.

If a student received classroom accommodations in high school, a documented diagnosis of the disability must be provided to the Director of Learning Support Services to determine eligibility for accommodations at Wayne College. It is the responsibility of the student to contact the Director, 330-684-8765, for an appointment to request accommodations.

## SIXTY-PLUS (60+) PROGRAM

The Sixty-Plus Program provides residents 60 and older the opportunity to audit classes, or take courses for credit, on a space-available, nontuition basis. Auditing allows students to attend classes, but college credit is not awarded.

As auditing students, Sixty-Plus participants are exempt from payment of tuition and general service fees, but are expected to pay for any books, special fees, and laboratory or instructional fees. To qualify for the Sixty-Plus Program, the prospective student must be at least 60 years of age and have resided in the State of Ohio for at least one year.

To be eligible for nontuition courses for credit, the student's family income must be less than 200 percent of the federal poverty guidelines as revised annually by the U.S. Secretary of Health and Human Services for a family size equal to the size of the family of the person whose income is being determined.

Sixty-Plus participants may enroll for 11 or fewer credits unless a request to enroll in a greater number of credits is approved by the Provost. Participants in this program may be prohibited from enrolling in certain courses or classes for which special course or training prerequisites apply, or in which physical demands upon students are inappropriate for persons 60 years of age or older, or in which the number of participating regular students is insufficient to cover the University's or College's course-related expenses as determined by the University.

Space availability is determined after the degree-seeking students have registered. Sixty-Plus registrations are held immediately before the start of each term and participants must register in person.

Sixty-Plus participants are subject to the same disciplinary and/or governance rules affecting all students. Sixty-Plus students will be issued a Student ID Card, which permits them use of specific University/College facilities and services and provides student rates for purchasing goods and services.

Sixty-Plus is a specific program to provide free college courses to people over the age of 60. Anyone wishing to pursue a degree, who does not meet the financial guidelines for nontuition, is welcome to attend at any age.

For an application for the Sixty-Plus Program, contact Student Services at 330-684-8900 or 1-800-221-8308, ext. 8900.

## SERVING THE ADULT LEARNER

Adult learners, those who are 25 or older, make up approximately 40% of the student population at Wayne College. The Smucker Learning Center recognizes the challenges that adult students face when returning to an educational environment, sometimes the first since high school. Several times a year, free workshops are offered to address students' fears and anxieties about being back in the classroom.

Before the beginning of each semester, the Center offers a series of free workshops called, "Get Ready to Succeed in College". The topics include: 1) an algebra review to reduce the anxiety of taking a math class, 2) learning strategies to help with remembering material, 3) Excel spreadsheets for

organizing data, and 4) a refresher on how to write an essay. Reservations for these workshops may be made on the Learning Center web page or by calling the Learning Center at 330-684-8960.

During the first couple of weeks of fall and spring semesters, another series of free workshops is offered to address issues that students encounter in the classroom. The topics include, but are not limited to: 1) time management and using a student planner, 2) formatting papers using Microsoft Word, 3) note-taking strategies, and 4) avoiding plagiarism. Reservations for these workshops may be made on the Learning Center web page or by calling the Learning Center at 330-684-8960.

All of the free tutoring services provided by the Learning Center are also available to adult students. Our tutors are trained to accommodate the range of challenges that students encounter when attending college.

## VETERANS' EXPENSES

A disabled veteran who is eligible for admission to the College may register for courses without payment of fees if the disabled veteran has been authorized for training by the Veterans' Administration. If the disabled veteran has not been authorized, payment of all fees is required. When official authorization is received, the College will reimburse the veteran for fees paid.

A non-disabled veteran must pay fees at the time of registration. The non-disabled veteran will receive direct payment from the Veterans' Administration after enrollment has been certified under the provision of USC Title 38.

Dependents of a veteran covered under other provisions of USC Title 38 must pay fees at the time of registration. The Veterans' Administration will make direct payment to the payee.

## STUDENT IDENTIFICATION CARD (ZIP CARD)

While on the campus of Wayne College or The University of Akron, each student is required to carry a photo identification (Zip Card) card bearing his/her name, student number and other pertinent information. The ID card is used for in-person registration, to secure materials from the library, for the Wayne College Bookstore and to obtain tickets to athletic or cultural events at the Wayne or Akron campuses. Zip Cards are not transferable and must be presented when requested by University officials.

The Zip Card can be used like cash at the Bookstore and the Filling Station, and at the student copy machine in the Library. Money can be added to the Zip Card at the Cashier's window or online.

These cards are issued free-of-charge to all new students. ID pictures are taken at Wayne College throughout the year. Students should contact the Student Services Office at Wayne College to obtain a card. A replacement fee of \$15 is assessed for lost cards.

## PARKING

Parking at Wayne College is free; however, certain regulations must be observed. All students are encouraged to register their vehicle(s) through the Student Services Office. The information is used solely for the protection and benefit of the student for notification in the event of accidents, lights left on, potential towing situations, etc.

Parking is prohibited on either side of the main driveway from the entrance to the end and in the oval drive in front of the building. Parking is also prohibited on any area not specifically designated as a parking space. Drivers must adhere to state and local laws concerning handicapped parking and fire lanes, and should not park in such a way as to obstruct the designed traffic flow. If these regulations are violated, Wayne College reserves the right to ticket vehicles subject to fine and/or have the car towed at the individual's expense.

## STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations are another aspect of student life at Wayne College. Students may choose to join professional clubs that focus on their prospective careers or social clubs that give them the opportunity to meet new people and become more involved on campus. While enjoyable and beneficial to most students, clubs and organizations are a voluntary part of the college experience.

### Student Senate

The Student Senate serves as a governing body representing the interests of the students at The University of Akron Wayne College. As such, the purview of the organization is to represent student interests on College committees, provide opportunities for students to bring concerns forth to the Senate body, maintain open communications with administration and faculty on key issues related to institutional governance, establish a formal registration status for all student organizations and clubs, and to appropriately legislate issues that impact the Student Senate.

Students interested in Student Senate should contact the Coordinator of Student Activities at 330-684-8973.

### Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year college students. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. It is comprised of 1.2 million members on 1,200 campuses worldwide.

Students are invited to participate in the honor society if they complete a minimum of 12 hours of associate degree coursework and earn a grade point average of 3.5 or higher. Students must maintain a 3.5 GPA to remain PTK members. The average age of a new member is 29, with ages ranging from 18 to 80. Part-time and full-time students are eligible for membership.

### Psychology Club

The Psychology Club is a social/learning organization providing academic and community service opportunities to undergraduate psychology students and students with an interest in the field of psychology. With a focus on service and learning, its mission is to provide educational programming, college and community service and social engagement. It provides members with an opportunity to meet and socialize with individuals who share common academic interests, engage in related campus activities, and attend state and regional colloquia and psychology conferences. For more information, contact Student Services at 330-684-8900.

### Waynessence

*Waynessence: Writers and Artists at Work* is Wayne College's literary magazine. Published twice a year, Waynessence prints a variety of stories, essays, poems, drawings and photographs by the Wayne College community.

At the beginning of each semester, information is posted on how to join the staff and/or submit contributions for the upcoming issue.

Waynessence also annually hosts an opportunity for members of the college community, as well as the community at large, to bring their literary works to life in a "coffeehouse" format at the Poetry, Prose, and Acoustical Jam, held each February. Poets and essayists are joined by acoustical musicians for an evening of casual performance that, having recently celebrated its 16th consecutive year, has earned the right to be called a Wayne College tradition.



### Wayne Mirror

The *Wayne Mirror*, Wayne College's student newspaper, has a three-fold purpose: to inform, to educate and to entertain. Staff members write articles, conduct interviews and solicit advertising. Editors plan and design the newspaper. Any student may contribute commentary, letters to the editor, original poetry, cartoons, and club or organization information. Contributions are printed at the discretion of the editorial staff.

Details on joining the *Wayne Mirror* staff are posted at the beginning of each semester.

### Special Events

Throughout the year, Wayne College conducts a wide range of events designed to support and enhance students' experience. Some of the special programs include:

- New Student Orientation
- The Shakespeare Festival
- Student Writing Awards
- Spring Fling
- Welcome Back Days
- Finals Freebies
- American Red Cross Blood Drives
- Poetry, Prose & Acoustical Jam
- Black History Month Events
- Women's History Month Events

For more information on special events on campus, contact Student Services at 330-684-8900.

### Athletics

Surrounded by competitive high school sports programs locally, Wayne College draws on that talent for its own highly successful basketball and volleyball teams. Players and fans alike enjoy the close competition and rivalry of Ohio Regional Campus Conference games.

The Wayne Warriors participate in men's basketball, men's golf, women's basketball and women's volleyball. A schedule of the games is available online at [www.wayne.uakron.edu/ss\\_athletics.htm](http://www.wayne.uakron.edu/ss_athletics.htm). Students interested in participating in athletics should fill out the online request form on the athletics home page.

Minimum eligibility requirements exist for students who wish to try out for, and continue to play on, the College's sports teams.

For those simply looking for a game among friends, Wayne College regularly offers open gym hours, a racketball court, and a fully-equipped weight room.

# OFFICE OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

The Office of Continuing Education and Workforce Development provides noncredit programs that include continuing education classes and customized corporate training resources.

## Continuing Education

Wayne College offers a variety of noncredit courses, seminars and programs to provide educational opportunities for adults who want to upgrade work skills, seek professional development, certification or launch a new career.

The College's noncredit, continuing education classes are designed to accommodate adults with busy lifestyles. Courses in a wide range of technology subjects from computer basics and keyboarding to industry and network certifications are offered in both day and evening sessions.

Professional development classes make it easy for individuals to enhance management skills or learn the newest techniques and theories. Industry-specific classes support the workforce development of our service area by offering approved Continuing Education Units (CEU's) for the medical and social service professions, as well as certifications for in-demand occupations in Wayne, Holmes and Medina counties.

Career programs in pharmacy technician, veterinary aide, AutoCAD, and Web development offer adults steps toward building new careers or enhancing current skills.

A wide range of online courses are available through the Office's Web site. Courses in technology, career and personal development are available. Most online classes run six weeks and are interactive, instructor-facilitated classes.

Call the Office for current offerings at 330-684-8980 or 1-800-221-8308, ext. 8980, or visit us online at [www.wayne.uakron.edu/ce](http://www.wayne.uakron.edu/ce).

Wayne College is pleased to accept any suggestions for future courses or programs. If you have a course idea, or if you are interested in teaching a class, contact the Office of Continuing Education and Workforce Development.

## SkillsMax Center

The University of Akron Wayne College is one of 19 SkillsMAX Center campuses in Ohio. SkillsMAX Centers offer assessment and job matching services through their partnerships with a group of internationally recognized human capital development firms.

SkillsMAX provides employers with the solid information needed to make better hiring and promotion decisions. With SkillsMAX assessments and related services, employers get results: reduced absences, lower turnover and decreased recruitment costs. They achieve greater productivity and customer satisfaction.

### SkillsMAX Gets Results for Employers

- Job Profiling
- Competency Framework
- Assessment Testing
- Behavioral Questionnaires
- Job Matching
- Certification Testing
- Training Recommendations



A program of **EnterpriseOhio NETWORK**  
The EnterpriseOhio Network and Skills Max  
are sponsored by the Ohio Board of Regents.

## Testing Services

Wayne College's Computer-Based Testing Center is dedicated to providing the highest quality testing environment, customer service and test security, integrity and reliability. It offers comprehensive, leading-edge, technology-based testing.

Pearson VUE, Certiport, Lasergrade, ACT and Prometric have each authorized Wayne College as an approved testing center, allowing us to offer over 300 certification exams including Microsoft, Novell, CompTIA, MOS, Cisco and many others. The Testing Center also offers proctoring service for students who are participating in distance learning classes.

Wayne College has free on-site parking with wheelchair-accessible parking available behind Boyer Gymnasium and at the northwest end of the building.

For more information or to schedule your next test, call Ann Martin at 330-684-8984 or e-mail [amarti@uakron.edu](mailto:amarti@uakron.edu).

## Corporate Training Resources

The Office of Continuing Education and Workforce Development provides a wide range of affordable, quality services to meet specific training needs. Workforce development programs can be delivered at the company location with courses tailored to each company's needs. When necessary, the department can utilize its mobile laptop lab to take training directly to a business' employees. In some cases, companies may qualify for industry grant funding to help defray training costs.

From management and employee development seminars to computer training courses, our Workforce Development programs are tailored to each company's individual objectives. Our highly experienced and effective trainers and facilitators can help your organization grow and meet the ever-competing needs of the regional marketplace.

Wayne College offers these competitive advantages:

- Resources of a major university
- Needs assessment
- Flexible scheduling
- Quick response time
- Cost effective pricing
- Computer training lab with ergonomic workstations
- Mobile laptop lab

For more information about corporate training resources, contact Nan Whitsel, account executive, at 330-684-8784 or [Whitsel@uakron.edu](mailto:Whitsel@uakron.edu) to arrange a free consultation.

*Wayne College is an institutional member of the Ohio Continuing Higher Education Association (OCHEA), the Learning Resources Network (LERN), the National Council for Continuing Education and Training (NCCT) and part of the EnterpriseOhio Network "two-year campuses in partnership -- making learning for the workplace count".*



# Section THREE

## Admissions and Registration

# ADMISSION PROCEDURE

The University of Akron Wayne College operates under a policy of rolling admissions, which means an applicant receives a letter of admission as soon as all credentials are processed. There is no set date for notification of admission; it is an ongoing process. However, it is advisable for a prospective student to submit all credentials as early as possible to be assured the best selection of classes.

Admission procedures vary for different types of students. The various admissions categories include: recent high school graduate, home schooled, adult student, transfer student, postbaccalaureate student, special student, guest student and postsecondary enrollment options student. Please contact the Office of Admissions for application deadlines and admission information, 330-684-8901, or toll-free 1-800-221-8308, extension 8901.

Admission is necessarily limited by the University's capacity to provide for the student's educational objectives. The University reserves the right to approve admission only to those whose ability, attitude and character promise satisfactory achievement of University objectives. Special consideration for admissions may be given to those applicants who provide The University of Akron Wayne College with cultural, racial, economic, and geographic diversity, who possess outstanding talents, or whose previous academic performance may have been affected by physical, mental or learning environment factors.

## CLASSIFICATION OF STUDENTS

The University of Akron Wayne College classifies its students according to their needs, educational backgrounds, goals and abilities. Classifications include:

**Undergraduate-** A student who has not earned the baccalaureate degree and is eligible to enroll in undergraduate-level credit courses.

**Postbaccalaureate-** A student who holds a baccalaureate degree from an accredited institution, who is eligible to enroll in credit courses at the undergraduate level, and who has not been admitted to the Graduate School. A postbaccalaureate student applies for admission to the college (arts and sciences, education, etc.) where undergraduate credit is to be earned.

**Transfer Student-** A student who has been attending another accredited institution, but who wishes to complete a degree at The University of Akron Wayne College.

**Special Student-** A student who does not meet the regular admissions requirement but qualifies by certain abilities or maturity and is admitted after special petition.

**Auditor-** A student who wishes to enroll in a course without obtaining a grade-point value ("A-F") or a grade of noncredit or credit. Such students must indicate that they are auditors at the time of registration. Audit status may be denied if space is not available. An auditor is expected to do all prescribed coursework except the writing of examinations.

**Postsecondary Enrollment Options-** A student who is currently enrolled in high school may enroll in the postsecondary enrollment options program. Students must meet the outlined requirements for these programs.

**Guest or Transient Student (from another institution) -** A student who is regularly enrolled and eligible to continue at another institution and who desires to enroll at The University of Akron Wayne College for specified courses. A student who is currently on suspension from the home institution is not eligible to be a Guest student. There is a two consecutive term limit for this classification.

**Guest or Transient Student (from The University of Akron Wayne College)-** A student enrolled at The University of Akron Wayne College must obtain written permission from the dean of the student's college before enrolling (guest student status) for credit work at another institution. Credit for such work may be granted at the discretion of the dean.

## GRADUATING HIGH SCHOOL SENIOR ADMISSION

A student currently enrolled as a high school senior or a student who has graduated from high school not more than one year ago should apply for admission as follows:

- The State of Ohio has adopted a policy stating that students must pass the Ohio Graduation Test in order to receive a diploma, except for those students who are exempt from taking the test. Therefore, The University of Akron requires successful completion of the Ohio Graduation Test for all graduating high school seniors. The GED Certificate of High School Equivalency is recognized in lieu of the diploma.
- Obtain an application form from the Office of Admission, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Send a completed copy of the College Prep Core Curriculum form to the Office of Admissions at the time of application.
- Send a student transcript or GED scores to the Office of Admissions at the time of application. This record must be received before any admission action can be taken by the University.
- Take entrance tests. Arrangements may be made through the student's high school to take the ACT or SAT. (The University's Counseling, Testing and Career Center also serves as a testing site for the ACT test.) Test scores must be submitted before an applicant can be formally admitted to the University.
- In the letter of admission from the University, the student will receive direction regarding new student orientation and academic advising.
- The University requires enrollment in basic mathematics and/or English if the student's academic adviser determines that deficiencies exist in one or both of these areas. This recommendation will be based on the following: work completed at a previous institution in mathematics and/or English, high school academic record (if available), standardized test results (ACT or SAT if available), and University mathematics and/or placement test results. If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by the completion of the first term of attendance.

## DIRECT/STANDARD/PROVISIONAL ADMISSION

The University of Akron has adopted a direct/standard/provisional admission policy for traditional-aged, entering freshmen. Traditional-aged freshmen are defined as those who have graduated from high school within the previous two

years. The policy was established to communicate to students whether they are academically prepared to be successful at the University.

Here are the key elements of the policy: Academically-talented freshmen will have the option of admission directly to the program of their choice. To be directly admitted, a student must meet certain academic standards such as high school grade-point average, test scores, class rank, and core curriculum. The standards for direct admission are determined by each department.

Most students (including those who are undecided about their major) begin their college career in the University College. Students are admitted as “standard” to the University College if their credentials are above the standards for provisional admission, but below the standards for direct admission to an academic program.

Entering freshmen who are identified as being academically under prepared will be admitted “provisionally” and be required to complete skill building courses and other prescriptive activities. Students will be considered for provisional admission if they have less than a 2.3 GPA or lower than a 16 ACT/650 SAT score, or if they are deficient in completing the core curriculum for college preparation. Core curriculum is defined by the following: English-4 units; Mathematics-3 units; Natural Science-3 units; Social Science-3 units; Foreign Language-2 units. All students (both provisional and standard) pursuing an associate degree will be admitted directly to Summit College.

## HOME-SCHOOLED STUDENTS ADMISSION

The University of Akron Wayne College accepts student's completion of home schooling as an alternative to a high school diploma. Home-schooled students should indicate “home-schooled” in the section of the admissions application for name of high school.

An admissions committee will review each home-schooled student. The academic preparation review process will place home-schooled students, based on this assessment, in the appropriate category of direct, standard, or provisional admission. A currently home-schooled student should apply for admission as follows:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Send a completed copy of the College Prep Core Curriculum form to the Office of Admission at the time of application.
- Send a student transcript to the Office of Admissions at the time of application. This record must be received before any admission action can be taken by the University.
- Take entrance tests. Arrangements may be made through the student's high school to take the ACT or SAT. (The University's Counseling, Testing and Career Center also serves as a testing site for the ACT test.) Test scores must be submitted before an applicant can be formally admitted to the University.
- Submit documentation that the student was exempt from compulsory public school attendance for the purpose of home education (signed by school district superintendent).

- Provide other supporting documentation including book lists, special projects, activities, etc.
- In the letter of admission from the University, the student will receive direction regarding new student orientation and academic advising.
- The University requires enrollment in basic mathematics and/or English if the student's academic adviser determines that deficiencies exist in one or both of these areas. This recommendation will be based on the following: work completed at a previous institution in mathematics and/or English, high school academic record (if available), and the University mathematics and/or placement test results. If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by the completion of the first term of attendance.

## ADULT STUDENTS ADMISSION

An adult student who has graduated from a regionally accredited secondary school or has completed the GED test is eligible to enroll. The following application procedures should be followed:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Send an official high school transcript or GED results. This official record must be received and evaluated before admission action can be taken.
- If the student is under 21 years of age at the beginning of the term for which they apply, the student also must submit results of either the ACT or SAT. (The University of Akron's Counseling, Testing and Career Center at the Akron campus serves as a testing center for the ACT test.) These test scores are needed before an applicant is formally admitted to the University.
- In the letter of admission from the University, the student will receive direction regarding new student orientation, academic advising and registration.

## POSTBACCALAUREATE STUDENTS ADMISSION

A student who holds a baccalaureate degree from an accredited college and wishes to continue educationally, but has not been admitted to the Graduate School, should apply as a postbaccalaureate student through the Office of Admissions. This procedure should be followed:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.

- A postbaccalaureate student must request transcripts from the institution from which he or she received a bachelor's degree and any transcripts for any subsequent coursework. These documents must be received and evaluated before any admission action can be taken by the University.
- In the letter of admission, the student will receive information on registration.

## SPECIAL STUDENTS ADMISSION

A special student is enrolled as a non-degree seeking student to participate in a special short-term program. A special student may not take more than 15 credits unless official status as a regular student is gained. This procedure should be followed:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Obtain permission to enroll under the Special Student category from an admissions officer.
- Information regarding registration for classes and academic advising will be forthcoming in the letter of admission.

## POSTSECONDARY ENROLLMENT OPTIONS STUDENTS ADMISSION

The Postsecondary Enrollment Options program is a state-wide program created by the Ohio legislature to allow high school students to enroll in a college or university for the fall and spring semesters. There are two options for students interested in the program:

**Option A:** This option allows students to receive college credit only. The student is responsible for all costs associated with enrollment including, but not limited to, textbooks, materials, supplies, tuition and fees.

**Option B:** This option allows students to receive high school graduation credit and college credit simultaneously. Required textbooks and materials, tuition and fees related to the coursework are provided at public expense. Enrollment options are not intended to be a substitute for the academic programs, social growth or maturing experience provided by Ohio's public and private high schools or otherwise interfere with or replace advanced placement courses or the college preparatory curriculum available to students within their school system. A student in grades 9-12 may enroll in the Postsecondary Enrollment Options program. The Postsecondary Enrollment Options programs are limited and selective. The University has the right to accept only as many qualified students as can be properly served.

### Eligibility Requirements

#### For 11th and 12th grade participants:

- 3.30 cumulative GPA with a 24 ACT composite or combined 1100 SAT, or 3.50 cumulative GPA with ACT or SAT test scores.
- All students must submit an ACT/SAT for placement purposes.

- 11th and 12th graders may enroll in up to 14 credit hours per semester. If a student wishes to enroll in more than 14 credit hours per semester, he/she may appeal to the Senior Director of Student Life and Enrollment Management.
- Students must pass all portions of the Ohio Graduation Test.

#### For 9th and 10th grade participants:

- 3.75 cumulative GPA.
- 26 ACT composite or 1150 SAT composite.
- Letter of recommendation from a school instructor within the student's field of interest at The University of Akron.
- Grade of at least a B+ in all English courses.
- Write an essay, 500 words or less, regarding why the student wants to enroll in the Postsecondary Enrollment Options Program.

#### Students interested in participation in the program should:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu).
- Complete and return the form with the guidance counselor's and parents' signatures and the nonrefundable application fee (a one time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Information regarding acceptance into the program, registration for classes, and academic advising will be forthcoming in the letter of admission to the Postsecondary Enrollment Options program.
- Application deadlines are May 15 and October 15 for Fall and Spring Semesters respectively.

## GUEST STUDENTS (NON-UNIVERSITY OF AKRON STUDENTS)

An undergraduate guest student must apply to the Office of Admissions. A guest student may not, as a general rule, attempt more than 16 credits in any semester or session and is subject to all rules and regulations of The University of Akron Wayne College. Guest students must be in good standing at their home school.

The following procedures should be followed when applying to the University as a guest student:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Receive advice and written approval from the home institution for the coursework for which the student plans to enroll.
- After admittance, information regarding registration will be sent to the student.

# TRANSFER STUDENTS ADMISSION

A student applying for admission who has formerly attended another regionally accredited institution of higher learning may apply to transfer to The University of Akron Wayne College. The student also must present scholastic records judged to be satisfactory by University of Akron Wayne College officials. The assessment of scholastic records may include consideration of prior courses, grade-point average, credit value, and other such factors which the University or individual colleges use in evaluating, ranking, or otherwise determining admissibility to the University or to specific programs. Please contact the Office of Admissions for admission criteria. A transfer student should apply as follows:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- A transfer applicant must request the official transcripts from the records office of institutions previously attended. They should be mailed to the Office of Admissions.
- A student under 25 years of age and with fewer than 12 credits of accredited transfer work must submit a high school transcript or GED scores along with the college transcript(s). A student under 21 years of age and having fewer than 12 transfer credits must submit results from the ACT or SAT test in addition to a high school transcript or GED scores. These documents must be received and evaluated before any admission action can be taken by the University.
- Please note that failure to take the required test(s) prohibits enrollment in college-level mathematics and/or English courses.
- In the letter of admission, the student will receive direction regarding academic advising. University College freshmen and some sophomore students receive academic advisement through the Academic Advisement Center. Transfer students admitted to University College on probation must attend an Individual Academic Management workshop in addition to the New Student Orientation program.
- The University requires enrollment in basic mathematics and/or English if the student's academic adviser determines that deficiencies exist in one or both of these areas. This recommendation will be based on the following: work completed at a previous institution in mathematics and/or English; high school academic record (if available); standardized test results, ACT or SAT (if available); and University mathematics and/or English placement test results.
- If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by completion of first term of attendance. Arrangements for these tests can be made by contacting the Student Services Office at 330-684-8900 or 1-800-221-8303, extension 8900.
- If a student is currently on dismissal from a previous institution at the time of application, the student will not be permitted to enroll for a period of one semester. (Example: dismissed fall of 2002, permitted to enroll spring of 2003).

## Transfer Module

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a statewide policy to facilitate movement of students and transfer of credits from one Ohio public college or university to another. The purpose of

the state policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to an independent institution are encouraged to check with the college or university of their choice regarding transfer agreements.

The new Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a specific subset or the entire set of a college or university's general education requirements. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of specified course credits in English composition, mathematics, fine arts, humanities, social science, behavioral science, natural science, physical science and interdisciplinary coursework. A transfer module completed at one college or university will automatically meet the requirements of the transfer module at the receiving institution, once the student is accepted. Students may be required, however, to meet additional general education requirements that are not included in the Transfer Module.

## Transfer Module Course Requirements

The University of Akron Transfer Module requires a minimum of 38 semester credits in six areas as follows (NOTE: All courses marked with an asterisk (\*) may lead toward an associate degree only):

### I. English - 7 credits

2020:121	English*	4
	or	
3300:111	English Composition I	4
	and	
2020:222	Technical Report Writing*	3
	or	
3300:112	English Composition II	3
2540:263	Professional Communication and Presentations*	3
	or	
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3

### II. Mathematics - 3 credits

2030:152,153	Technical Mathematics II, III*	2,2
2030:161	Mathematics for Modern Technology	4
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
3450:215	Concepts of Calculus	4
3450:221	Analytic Geometry-Calculus I	4
3470:260	Basic Statistics	3
3470:261	Introductory Statistics I	2
3470:262	Introductory Statistics II	2

### III. Arts/Humanities - 10 credits

The following is required for all students:

3400:210	Humanities in the Western Tradition I	4
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Two courses from different sets are required from the following:

#### Set 1

7100:210	Visual Arts Awareness	3
7500:201	Exploring Music: Bach to Rock	3
7800:301	Introduction to Theatre and Film	3
7900:200	Viewing Dance	3

#### Set 2

3200:220	Introduction to the Ancient World	3
3200:230	Sports and Society in Ancient Greece and Rome	3
3200:289	Mythology of Ancient Greece	3
3600:101	Introduction to Philosophy	3
3600:120	Introduction to Ethics	3
3600:170	Introduction to Logic	3

#### Set 3

3200:361	Literature of Greece	3
3300:250	Classic and Contemporary Literature	3
3300:252	Shakespeare and His World	3
3580:350	Literature of Spanish America in Translation	3

<b>Set 4</b>		
3400:211	Humanities in the Western Tradition II	3

#### IV. Social Science - 6 credits

Select two courses from two different sets:

<b>Set 1</b>		
2040:247	Survey of Basic Economics*	3
3250:100	Introduction to Economics	3
3250:200	Principles of Microeconomics	3
3250:244	Introduction to Economic Analysis	3

<b>Set 2</b>		
3350:100	Introduction to Geography	3

<b>Set 3</b>		
2040:242	American Urban Society*	3
3700:100	Government and Politics in the U.S.	4
3700:150	World Politics and Government	3

<b>Set 4</b>		
2040:240	Human Relations*	3
3750:100	Introduction to Psychology	3

<b>Set 5</b>		
3850:100	Introduction to Sociology	4
3870:150	Cultural Anthropology	4

<b>Set 6</b>		
3400:250	U.S. History to 1877	4
3400:251	U.S. History since 1877	4

<b>Set 7</b>		
2040:241	Technology and Human Values*	2
3600:125	Theory and Evidence	3

#### V. Natural Sciences - 8 credits

Select at least two different sciences, one of which must include a laboratory component:

2820:161	Technical Physics: Mechanics I*	2
2820:162	Technical Physics: Mechanics II*	2
2820:163	Technical Physics: Electricity and Magnetism*	2
2820:164	Technical Physics: Heat and Light*	2
2820:105	Basic Chemistry*	3
2820:111	Introductory Chemistry*	3
2820:112	Introductory and Analytical Chemistry*	3
3100:100	Introduction to Botany	4
3100:101	Introduction to Zoology	4
3100:103	Natural Science: Biology	4
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3100:130	Principles of Microbiology	3
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Lab	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Lab	1
3150:100	Chemistry and Society	3
3150:101	Chemistry for Everyone	4
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3370:100	Earth Science	3
3370:103	Natural Science: Geology	3
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I	1
3370:203	Exercises in Environmental Geology II	1
3650:130	Descriptive Astronomy	4
3650:133	Music, Sound and Physics	4
3650:137	Light	4
3650:160	Physics in Sports	3

#### VI. Interdisciplinary - 4 credits, two courses

2040:254	Black Experience From 1619 to 1877	2
2040:257	Black Experience From 1877 to 1954	2
3350:375	Geography of Cultural Diversity	2
3400:385	World Civilizations: China	2
3400:386	World Civilizations: Japan	2
3400:387	World Civilizations: Southeast Asia	2
3400:388	World Civilizations: India	2
3400:389	World Civilizations: Middle East	2
3400:390	World Civilizations: Africa	2
3400:391	World Civilizations: Latin America	2

# TRANSFER ADMISSION

Students meeting the requirements of the Transfer Module are subject to the following conditions:

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module and either the Associate of Arts or the Associate of Science degrees. These students will be able to transfer all courses in which they received a passing grade of a "D" or better. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module.
2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade "C" or better in each course and 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they received a grade of "C" or better. Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students.
3. The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete the Transfer Module with a grade of C or better in each course and less than 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they received a grade of "C" or better. Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students.

Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

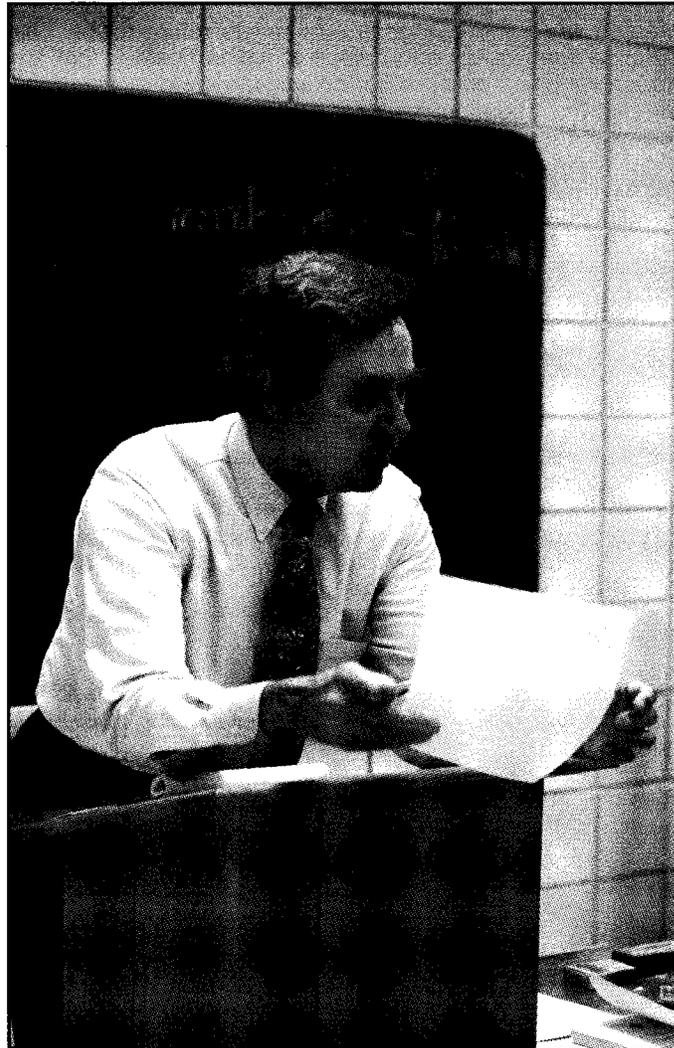


## Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their adviser and the college or university to which they plan to transfer.

## Appeal Process

A student disagreeing with the application of transfer credit by the receiving institution shall have the right to appeal the decision. The student must submit the appeal in writing to the Dean of University College. A committee comprised of the Dean of University College, the Associate Dean from the degree-granting college of the student's academic major and the Associate Registrar shall review the appeal. If the student disagrees with the appeal committee's decision, he/she may appeal to the Associate Provost. If a transfer student's appeal is denied by The University of Akron after all appeal levels within the institution have been exhausted, the student will be advised in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee. The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases or appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.



## REFUND

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs.

### FEES\*

#### Instructional Fee

- Undergraduate and postbaccalaureate

##### Ohio Resident:

1 - 11 credits	\$ 215.69 per credit hour
12 - 15 credits	\$ 2,588.28 per semester
15.5 credits or more	\$ 2,588.28 per semester
	plus \$215.69 per credit hour over 15

##### Tuition Surcharge:

(Nonresidents of Ohio pay the surcharge in addition to the instructional and general fees)

##### Reduced Surcharge for Academically

Qualified Students	\$100.00 per credit hour
All other Students	\$ 250.79 per credit hour

#### General Service Fee

- Undergraduate and postbaccalaureate per credit \$6.43 to a maximum of \$77.16 per semester

#### Registration and Other Related Fees

- Admission Application Fee \$30.00 (nonrefundable)
- Transient Fee (from another college) \$30.00 (nonrefundable)
- Administrative Fee \$12.00/session (All graduate students, all undergraduate students including postbaccalaureate, except those who have completed over 96 credit hours or who have paid a matriculation fee)
- Developmental Support Fee \$7.00/credit hour (All students enrolled in developmental classes)
- Career Advantage Services Fee \$2.00/credit hour (All sophomore, junior and senior students)
- Technology Fee
 

Undergraduate students with less than 32 hours	Exempt
Undergraduate students with more than 32	\$13.20/credit hour
Graduate	\$16.25/credit hour
- Engineering Infrastructure Fee \$15.00/credit hour (All students taking an engineering course)
- Late Payment Fee \$50.00
- Co-Op Course Fee \$55.00
- ACT Test-Residual \$35.00
- Bypassed Credit, per credit \$5.00
- Credit-by-Examination, per credit (undergraduate and postbaccalaureate) \$21.00
- ID Card, lost \$15.00
- Late Graduation Application Fee \$100.00
- Minor Program/Second Major Program Application Fee (charged for each program to be certified as part of a student's official academic record) \$5.00
- Transcripts
 

Additional "Speedy" Transcript Fee (Akron campus only)	\$10.00
Transcript Evaluation for Certification Fee	\$15.00

\*all fees are subject to changes without notice. Fees listed are effective Fall 2008 for Wayne College courses. Undergraduate fees at The University of Akron are slightly higher.

## Fees Subject to Refund - Credit

Certain fees are subject to refund.

- Instructional fee (tuition) and nonresident surcharge.
- General fee.
- Course materials and computing fee.
- Student parking fee (Akron Campus), if permit is returned.
- Laboratory breakage and late service deposit.
- Technology fee.

## Amount of Refund — Credit

The amount of refund for credit courses is to be determined in accordance with the following regulations and subject to course instructor/adviser signature requirements contained in The University of Akron's official withdrawal policy:

- In full:
  - If the University cancels the course;
  - If the University does not permit the student to enroll or continue except for disciplinary reasons. No refund will be granted to a student dismissed or suspended for disciplinary reasons;
  - If the student dies before or during the term, is drafted into military service by the United States, is called to active duty, or if the student enlisted in the National Guard or Reserves prior to the beginning of the term. Notice of induction or orders to active duty is required if the student is called to active duty. A student who enlists voluntarily for active duty should see "In part" below.
- In part:
  - If the student requests official withdrawal, the following refund percentages apply:
 

If 6.667% of class attended	100%
If 13.333% of class attended	70%
If 20% of class attended	50%
If 26.667% of class attended	30%
If 33.333% of class attended	20%
Greater than 33.333% of class attended	0

Refunds for course sections are based on class length. The courses that have not been scheduled consistent with the standard 15-week fall/spring/summer semester will also be handled on a prorated basis according to the number of days of the section that have passed prior to official withdrawal compared to the number of days said section has been scheduled to meet. If a drop occurs on class day, it is counted as a day attended for refund purposes.

Refunds will be determined as of the date of official withdrawal unless proof is submitted that circumstances beyond control of the student, for example, hospital confinement, prevented the filing of the formal withdrawal earlier, in which case the refund will be determined as of the date of said circumstances. The student assumes responsibility for filing for a refund.

Refunds will be mailed as soon as possible. Refund checks are subject to deduction for any amount owed to The University of Akron Wayne College by the student.

## RULES FOR REFUND OF TITLE IV AID

### Refund/Repayment Policy -- Students Receiving Financial Aid

If you withdraw from some but not all of your courses, your aid could be affected as follows:

**Scholarship Concerns:** Scholarships have credit hour requirements. If you drop below the required hours, the refund is repaid to the scholarship.

**Federal Pell Grant:** The Pell Grant will be adjusted for any change in enrollment that occurs on or prior to the 15th day of the semester. Pell will also adjust for any class withdrawn from that has not yet begun.

**Ohio Instructional Grant (OIG):** OIG is based on full-time enrollment. If enrollment drops below full-time during the university's 100% refund period, then 100% of the grant will be cancelled. If enrollment drops below full-time during any other refund period, the grant will be pro-rated.

**Loan Concerns:** Dropping below half-time could place your loan into its grace period or repayment. In addition it could affect student loans currently being disbursed. For example, if your loan is for two semesters, the second semester portion may be cancelled, reduced or returned.

If your invoice is paid using financial aid and you officially withdraw from all courses or unofficially withdraw (receive all F's), you are subject to the:

### Refund/Repayment Policy (Return of Title IV Refund Policy)

This policy is used to determine the amount of federal student aid that must be returned to the appropriate aid programs and should not be confused with the published university refund policy. When a student withdraws from all classes on/or after the first day of classes and the student has received financial aid, the following refund policy will apply:

The refund/repayment policy is a proration of earned versus unearned financial aid. The earned financial aid percentage is determined by taking the days attended in the period by total days in the period. (Example: the student withdraws on the 5th day of a semester that has 110 days in its period,  $5/110 = 5$  percent earned.) Subtracting earned aid from aid that was awarded and disbursed gives you the amount of unearned aid that must be returned. The responsibility to repay unearned aid is shared by the institution and the student and is in proportion to the aid each is assumed to possess. The student may be billed from The University of Akron for any account balance created when the college is required to return funds. The balance due would be the result of tuition charges that are no longer being covered by the unearned aid or unearned aid that the student received in an excess aid check. Under the refund/repayment policy, the programs are reimbursed in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and LEAP funded programs.

Depending on the situation, withdrawal dates are determined in one of the following ways:

- The date the withdrawal is processed by the Office of the University Registrar.
- The date the student is officially dismissed from the college.
- The last date of documented academic attendance or coursework.
- In the case of unofficial withdrawals (students receiving all "F" grades), it is the midpoint of the period of academic enrollment or last date of documented academic attendance or coursework.
- Students who never attended classes will be required to repay all student aid funds received.

Once students have attended past the 60% point of the payment period, all federal financial assistance is considered earned.

**Please inquire in the Office of Student Financial Aid if you need additional information on the refund policies.**

## RESIDENCY REQUIREMENTS

Payment of the nonresident tuition surcharge is required by any student who does not qualify as a permanent resident of Ohio as defined by one or more of the sections as contained in the Ohio Board of Regents, 3333-1-10. *Ohio Student Residency For State Subsidy and Tuition Surcharge Purposes*. The following statement is an abbreviated version of this rule: If you have not physically lived in the State of Ohio for the 12-month period preceding the term applying for admission, you will be admitted as an out-of-state student.

Full explanations and residency application forms are available online at [www.uakron.edu/registrar](http://www.uakron.edu/registrar) or by contacting the residency office at 330-972-7836.

## CLASS CANCELLATIONS DUE TO INSTRUCTOR ILLNESS OR INCLEMENT WEATHER

Illness or unforeseeable circumstances may cause an instructor to cancel a class session. If a class is cancelled for the day, signs are posted on the front door of Wayne College and also on the door of the classroom. Information also will be posted on the front page of the Wayne College Web site at [www.wayne.uakron.edu](http://www.wayne.uakron.edu) in the "Classes Not Meeting" box.

Only the dean of the college or his designate may cancel classes in the event of inclement weather conditions or other extenuating circumstances. The student should listen to the following media for information about class cancellations: WAKR (AM 1590), WONE (FM 97.5), WHBC (AM 1480, FM 94.1), WTOU (AM 1350), WKDD (FM 98.1), WKLM (FM 95.3), WKVX (AM 960), WINW (AM 1520), WRQK (FM 106.9), WQMX (FM 94.9), WTAM (AM 1100), WLTF (FM 106.5) or WQKT (FM 104.5). Alternatively, you can call the University's Emergency Information Phone Line (330-972-SNOW) or Wayne College's Snowline (330-684-8775) for weather related or emergency information. Weather-related cancellations also are posted on the Wayne College home page, [www.wayne.uakron.edu](http://www.wayne.uakron.edu), in the "Classes Not Meeting" box.

The closing of the Akron campus does not mean that classes at Wayne College are canceled. The dean of Wayne College makes a separate determination and decision. Courses offered at off-campus locations adhere to the calendars of the host institutions. A student attending classes at the Holmes County Higher Education Center should listen to WKLM (FM 95.3) to find out if the center has been closed due to inclement weather or for other reasons. Cancellation of classes at The University of Akron and/or Wayne College due to inclement weather or other reasons does not mean that classes are canceled at off-campus sites.

## ACADEMIC POLICIES AND PRACTICES

### Academic Honors and Dean's List

A student who has carried 12 graded credits or more without receiving an Incomplete (INC) or In Progress (IP) grade and obtained a grade-point average of 3.25 or better in the previous semester is eligible for the Dean's List of Wayne College. This is an undergraduate academic honor recognizing academic excellence prior to the completion of the degree.

A student who has carried between 6 and 11.5 graded credits without receiving an Incomplete (INC) or In Progress (IP) grade and obtained a grade-point average of 3.25 or better in the previous semester is eligible for the Part-Time Student Dean's List of Wayne College. This is an undergraduate academic honor recognizing academic excellence prior to the completion of the degree.

A student receiving the initial associate degree who has completed a minimum of 32 credits at The University of Akron and who has earned a minimum grade-point average of 3.40 for all work taken is graduated with distinction, with high distinction if the overall average is at least 3.60, and with highest distinction if the overall average is at least 3.80.

A student receiving the initial bachelor's degree who has completed a minimum of 64 credits at The University of Akron and who has earned a minimum grade-point average of 3.40 for all work taken is graduated *cum laude*, *magna cum laude* if the overall average is at least 3.60, and *summa cum laude* if the overall average is at least 3.80.

Wayne College has a chapter (Alpha Zeta Chi) of Phi Theta Kappa, a national honorary society for community and junior colleges. Phi Theta Kappa recognizes the student who has demonstrated academic excellence as judged by the college faculty. To be eligible for membership a student must have completed 24 semester credits and attained at least a 3.80 grade-point average.

### Wayne College Honors College

The Honors College is a special academic program designed to provide full-time students with an enriched educational experience. The program consists of special honors sections of courses and honors colloquia (seminars) on specialized topics.

Honors students can major in any bachelor's degree program at the University while completing their general education coursework at Wayne College. Because the Honors College at Wayne College is part of The University of Akron Honors College, students can continue in the program on the Akron campus for their baccalaureate degree, graduating as "University Honors Scholars."

Students in the Honors College are eligible for honors scholarships, special honors classes, early registration for courses, more flexible general education requirements, an honors faculty adviser in their major and more. The program seeks students who demonstrate excellent academic skills and leadership abilities.

For entering first-year students, the requirements for admission to the Honors College are two of the following:

- High school grade-point average of 3.50 or better (out of 4.0).
- ACT composite score of at least 27 or SAT combined score of at least 1200.
- High school class rank among the top 10%.

Current Wayne College students who have completed less than 64 credits with a GPA of 3.5 or higher are also eligible to apply for admission. For information on admission procedures and deadlines, call Dr. Janet Barnett Minc at Wayne College 330-684-8750 or 1-800-221-8308, ext. 8750, or e-mail at [waynehonors@uakron.edu](mailto:waynehonors@uakron.edu).

### Distinguished Student Program

The Distinguished Student Program at Wayne College seeks to recognize, encourage and support excellence among academically talented students at the college. All students who are pursuing an associate degree at Wayne College, or continuing on for their baccalaureate degree, and who have completed 25 semester credits with a 3.40 grade-point average are eligible to apply.

During this one-year program, students complete a one-credit *Individualized Study Project* with a Wayne College faculty member and a two-credit *Distinguished Student Colloquium*, a seminar that examines a particular topic in depth.

Participants who complete the program and their degree requirements and who maintain a 3.40 or higher grade-point average are designated "Distinguished Students."

## Academic Action

A student who fails to maintain a grade-point average of 2.00 (C) is placed on academic probation and may be subject to a change of courses. Probation is a warning to the student that academic performance is unsatisfactory and that the student is in danger of being dismissed from the College/University. Continued unsatisfactory academic performance will result in dismissal. A student who has been dismissed from the College/University is not eligible to register for any credit courses until reinstated by the appropriate dean. A student who has been dismissed and wishes to be reinstated must apply in writing to the dean of the college from which dismissed.

## Academic Reassessment

Undergraduate students may have the opportunity to petition for academic reassessment after a significant absence. Please contact your academic adviser for the specific policy guidelines regarding academic reassessment.

## Attendance

Each student is expected to attend all class meetings for which registered. A student may be dropped from a course by the dean if the student is repeatedly absent and the instructor recommends this action. The student can gain readmission only with permission of the instructor and the student's dean. A student dropped from a course receives an "F," which counts as work attempted when grade-point ratio calculations are made.

## Auditing

A student may audit a course. To audit a course, a student must be admitted and indicate audit status at the time of registration. An audit request may be denied if space is unavailable. The student pays the same fee as for credit enrollment and may be expected to do all the work prescribed for students taking the course for credit, except the writing of examinations. A faculty member may initiate withdrawal for a student not meeting these expectations. An audited course may be repeated for credit at a later date (see Repeating Courses, page 30).

## Bypassed Credit

Certain courses, designated in *The University of Akron General Bulletin* by each department, enable a student to earn bypassed credit. A student who completes such a course with a grade of "C" or better is entitled to credit for designated prerequisite courses that carry the same departmental code number. Credit for such bypassed prerequisites shall be included in the total credits earned, but shall not count in the grade-point average or class standing or credits required for graduation with honors. Bypassed credit is not awarded on the basis of completing a course either credit-by-examination or credit/noncredit. For each course awarded via this bypassed process, the recipient student will be assessed a fee. Please consult an academic adviser for further details.

## Credit by Examination

A student interested in earning credits by special examination may do so with the permission of the dean of the student's academic college and the dean of the college in which a particular course is offered and by payment of the special examination fee. The grade obtained in such an examination is recorded on the student's academic record. Credit by examination is not permitted in the semester before graduation and may not be used to repeat for change of grade. Applications for credit by examination are available in the Student Services Office.

## Credit/Noncredit

The student who takes a course on a "credit" or "noncredit" (CR/NC) basis, and who earns a grade equivalent of "A" through "C-," shall receive credit ("CR") for the course and will have the grade "CR" placed on their permanent record. The student who earns a grade equivalent of "D+" through "F" will not receive credit for the course and will have the grade "NC" recorded on their permanent record.

For the baccalaureate degree, no more than 16 credits of non-language courses and no more than 20 credits in total, including language courses, is permitted to be taken "CR/NC" basis. For the associate degree, no more than 8 credits of non-language courses and no more than 10 credits in total, including language courses, is permitted.

A student is eligible for the CR/NC option if the student has:

- completed 50 percent of the number of credits required for a degree;
- a grade-point average of 2.30 or better;
- the consent of an adviser.

The option to enroll for a course under the credit/noncredit option is available **only** at the time of registration for the course. After the first week of the term or the first two days of a summer session, the status cannot be changed. The registrar will notify the instructor of those students utilizing the CR/NC option by means of the final class list.

Courses that **can** be taken on a CR/NC basis:

- one free elective course (not in major field) per term;
- any first- or second-year foreign language course at any time, regardless of grade-point average.

Courses that **cannot** be taken on a CR/NC basis:

- any General Education courses;
- courses required by colleges and departments of all undergraduate majors.

Courses for which "CR" is awarded will be counted as hours completed only; courses for which "NC" is awarded shall not be counted as hours attempted; and in neither case shall "CR" or "NC" be considered in calculating grade-point average. In both instances, the course shall be entered on the student's official academic record.

A student may repeat a course for credit ("CR") or a grade ("A"- "F") after receiving a grade of "NC."

The student taking the course on a credit/noncredit basis is expected to meet the requirements of the course as required by the instructor.

## Academic Dishonesty

Students at The University of Akron Wayne College are an essential part of the academic community and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. The University community is governed by the policies and regulations contained within the Student Code of Conduct available at [www.uakron.edu/studentlife/sja/codecon.php](http://www.uakron.edu/studentlife/sja/codecon.php)

Wayne College considers academic integrity an essential part of each student's personal and intellectual growth. Instances of academic dishonesty are addressed consistently. All members of the community contribute actively to building a strong reputation of academic excellence and integrity.



It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/nonprint materials including work found on the World Wide Web.
- Unauthorized copying of an assignment in computer programming, or the unauthorized examination or view of the computer, specifically during examinations.
- Possession and/or unauthorized use of tests, notes, books, calculators or formulas stored in calculators not authorized by the instructor during an examination.
- Providing and/or receiving information from another student other than the instructor, by any verbal or written means.
- Observing or assisting another student's work.
- Violation of the procedures prescribed by the professor to protect the integrity of the examination.
- Cooperation with a person involved in academic misconduct.

A student who has been accused of academic dishonesty will be asked to meet with the course instructor. The matter can be resolved informally at the college level and/or an academic sanction can be imposed. If the student opposes the decision, he/she may appeal to the college dean. If the matter is referred to Student Judicial Affairs, an informal meeting will occur and, if substantial evidence exists, formal action can be taken against the student, including, but not limited to, suspension or dismissal from the University. A more detailed discussion of these procedures can be found in the Student Code of Conduct at [www.uakron.edu/studentlife/sja/codecon.php](http://www.uakron.edu/studentlife/sja/codecon.php).

### Add and Withdrawal

A student must register for a course before the end of the fifth day of a fall or spring term or the second day of a summer session. Additions to the student's official schedule may be made after that date, but before the 15th calendar day, with the permission of the student's adviser, instructor(s) and dean or the dean's designate. Students who have not registered and paid by this deadline may not attend classes to receive credit for the course(s).

This deadline applies to all regular 15-week courses offered in the fall and spring semesters as well as to regular courses in summer sessions. Other courses offered during intersession (or which are flexibly scheduled) can be added, with appropriate permission, by the date at which 20% of the course has been completed.

A student may withdraw from a course without an adviser's or course instructor's signature through the 15th day of a semester or comparable dates during summer session or intersession. After the 15th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of an adviser.

After the midpoint of a semester, a student must have the signature of both the adviser and the course instructor to withdraw. Such authorization must be dated and processed through Student Services no later than the last day of the 12th week of classes or comparable dates during summer session or intersession. Refusal by either the adviser or the instructor to sign the withdrawal form may be appealed to the dean of the student's college, who shall make the final decision after consultation with the adviser or the instructor.

An approved withdrawal after the 15th day will be indicated on the student's official academic record by a "WD." A student who leaves a course without going through the withdrawal

procedure will be given a grade of "F." **Non-attendance does not constitute official withdrawal.**

A student may be dropped from a course by the dean if absences are repeated and the instructor recommends this action. A dismissed student may gain readmission only with the permission of the instructor and the dean. A student dropped from a course receives an "F," which counts as work attempted when grade-point calculations are made.

### Grades

At the end of each term, students may obtain their grades either by Web or by requesting official transcripts. Details about these options are described on the Registrar's Web page at [www.uakron.edu/registrar](http://www.uakron.edu/registrar) and in the *Schedule of Classes* published every academic term. Individual tests are usually graded with percentage or letter marks, but official academic records are maintained with a grade-point system. This method of recording grades is as follows:

Grade	Quality Points	Key
A	4.00	
A-	3.70	
B+	3.30	
B	3.00	
B-	2.70	
C+	2.30	
C	2.00	
C-	1.70	
D+	1.30	
D	1.00	
D-	0.70	
D-	0.00	Graduate courses only
D	0.00	Graduate courses only
D-	0.00	Graduate courses only
F	0.00	Failure
I	0.00	Incomplete
IP	0.00	In Progress
AUD	0.00	Audit
CR	0.00	Credit
NC	0.00	Noncredit
WD	0.00	Withdrawn
NGR	0.00	No grade reported
INV	0.00	Invalid grade reported
PI	0.00	Permanent Incomplete
R	0.00	Repeat

**I - Incomplete:** Indicates that the student has done passing work in the course, but that part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily before the final examination period of the following semester (not including summer sessions) converts the "I" to an "F." When the work is satisfactorily completed within the allotted time the "I" is converted to whatever grade the student has earned. (If instructors wish to extend the "I" grade beyond the following semester for which the student is registered, they must notify Student Services in writing of the extension and indicate the date of its termination, prior to the end of the semester. It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to Student Services by completing a grade change form.)

**IP - In Progress:** Indicates that the student has not completed the scheduled coursework during the term because the nature of the course does not permit completion within a single term, such as work toward a thesis.

**PI - Permanent Incomplete:** Indicates that the student's instructor and the instructor's dean have for special reason authorized the change of an incomplete ("I") to a permanent incomplete ("PI").

**WD - Withdraw:** Indicates that the student registered for the course, but withdrew officially sometime after the 15th day of the term.

**NGR - No Grade Reported:** Indicates that, at the time grades were processed for the present issue of the record, no grade had been reported by the instructor.

**INV - Invalid:** Indicates the grade reported by the instructor for the course was improperly noted and thus unacceptable for proper processing.

The accumulated grade-point average is computed by taking the total number of grade points (determined by multiplying the number of credits of each course by the number of points received) and dividing them by the total number of credits attempted. For example, if a student has attempted nine credits and has received a total of 27 grade points, his accumulative grade-point average would be a 3.00 (B).

Grades determine whether a student is eligible or ineligible to remain at Wayne College and The University of Akron according to the grade-point value of each grade for each course completed. A student must maintain a cumulative grade-point average of at least 2.00 to remain "in good standing" with the College/University. A student who maintains specified levels of scholastic achievement receives privileges to participate in extracurricular activities.

On the basis of grades, the student receives opportunities to take additional courses that will accelerate academic progress.

## Graduation

In order to graduate, students seeking an associate degree from The University of Akron Wayne College must:

- File an application for graduation with the Registrar of The University of Akron. Applications are available through the Student Services Office of Wayne College or online at [www.uakron.edu/registrar/Graduation.php](http://www.uakron.edu/registrar/Graduation.php). If students plan to complete degree requirements at the end of fall semester, they must submit an application by May 15. If students plan to complete degree requirements at the end of spring semester, they must submit an application by September 15. If students plan to complete degree requirements at the end of summer sessions, an application must be submitted by February 15.
- Meet all degree requirements that are in force upon entrance into the associate degree program.
- Earn a minimum of 64 credits for an associate degree (some programs of study may require more) with a minimum of 2.0 grade-point average as computed by the Registrar for work attempted at Wayne College/University of Akron consistent with the repeating courses policy. The grade-point average achieved at the time of completion of requirements for a degree will include repeated and reassessed courses, which will be used to calculate rank in class and graduation honors.
- Complete the requirements for a degree in not more than five calendar years from the date of entrance into the program. In the event the student fails to complete the degree requirements within five calendar years from the date of transfer, the College/University reserves the right to make changes in the number of credits and/or courses required for a degree.
- Earn the last 16 credits in residence at Wayne College/The University of Akron unless excused in writing by the dean of the college in which the student is enrolled.
- Complete a minimum of 16 earned credits in the degree total in residence at Wayne College/The University of Akron.
- If a student who has transferred from another institution wishes to present for the major area of study fewer than 14 credits earned at The University of Akron, written permission of both dean and head of the department is required.
- Discharge all other obligations at the University.

## Graduation Requirements for Additional Associate and Baccalaureate Degrees

- Meet requirements listed above.
- Earn a minimum of 32 credits after the awarding of the first baccalaureate degree, or 16 credits after the awarding of the first associate degree.
- Earn the above credits in residence at Wayne College/The University of Akron.

## Change of Degree Requirements

The University of Akron Wayne College reserves the right to alter, amend, or revoke any rule or regulation. The policy of The University of Akron Wayne College is to give advance notice of such change whenever feasible.

Unless the change in a rule or regulation specifies otherwise, it shall become effective immediately with respect to the student who subsequently enters the University, whatever the date of matriculation.

Without limiting the generality of its power to alter, amend, or revoke rules and regulations, The University of Akron Wayne College reserves the right to make changes in degree requirements of the student enrolled prior to the change by:

- Altering the number of credits and/or courses required in a major field of study.
- Deleting courses.
- Amending courses by increasing or decreasing the credits of specific courses, or by varying the content of specific courses.
- Offering substitute courses in same or cognate fields.

The dean of the college, in consultation with the department or division head of the student's major field of study, may grant waivers in writing if a change in rules affecting degree requirements is unduly hard on a student enrolled before the change was effective. The action of the dean of the college in granting or refusing a waiver must be reviewed by the senior vice president and provost on his or her own motion, or at the request of the dean of the college of the student affected, or at the request of the student affected.



### Transient Work at Another University

Any Wayne College student who wishes to take coursework at another accredited institution of higher education must receive prior approval by the academic dean of the appropriate unit if the student intends to apply this coursework toward a degree at The University of Akron.

1. A student can make an official request for transient credit by submitting a Transient Permission Worksheet. If the coursework taken at another institution will be used to satisfy General Education requirements, prior written permission to take the coursework must be received from the University College Dean unless the course has been previously approved as an equivalency by The University of Akron.
2. If the course taken at another institution will be used to satisfy an upper-college degree requirement or as elective credit, prior written permission to take the course(s) must be received from the Dean of the student's degree-granting college unless the course has been previously approved as an equivalency by The University of Akron.
3. A student must earn a grade of "D-" or better in the course(s) at the other institution in order for the credits to apply toward the student's degree requirements at The University of Akron, unless otherwise specified by the degree-granting college. It is the student's responsibility to provide The University of Akron with an official transcript for the course(s) to receive credit.
4. No more than 18 total credit hours of transient work may be approved prior to the granting of a baccalaureate degree. No more than nine total credit hours of transient work may be approved prior to the granting of an associate degree.
5. Approvals for transient attendance at other institutions are valid for only the requested term and are subject to all restrictions of the dean of the college approving the request for transient credit.
6. Students who are on probation, dismissed or are in the last 32 hours of a baccalaureate degree or are in the last 16 hours of an associate degree are restricted or may be denied transient permission by either the dean of the degree-granting college or the dean of the University College except in rare and compelling circumstances.

**Note:** Coursework taken at another institution cannot be considered for The University of Akron's *Repeat for Change of Grade Policy* or *Academic Reassessment* and will not be calculated into the UA grade-point average.

### Intercampus/Intercollege Transfer

A student who wishes to transfer to the Akron campus of The University of Akron, but remain in their present college, may do so by requesting the Student Services Office complete an *Intercampus Transfer*. The student's file will then be forwarded to the appropriate office at the University.



### Military Credit

The University of Akron recognizes credit for military experience based upon recommendations by the Commission on Accreditation of Services of the American Council of Education (ACE). In order for credit to be awarded, the student must submit his/her DD214 form. Block credit is awarded for Basic Training as well as one credit for physical education. Applicability of this credit for a student's degree program will be determined by established University procedures.

For additional education credit, the ACE transcript can be used for complete awarded credit. Information regarding the ACE transcript can be obtained at [www.acenet.edu](http://www.acenet.edu). Documents should be submitted to the Coordinator of Transfer and Articulation Services in University College.

### Privacy

Each year, The University of Akron Wayne College is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students, under FERPA, have a right to be so notified and informed. In accordance with FERPA, the student is notified of the following:

#### Right to Prevent Disclosures

The student has the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of The University of Akron to limit disclosure of information contained in education records to those instances where prior written consent has been given for the disclosure, as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA that allow disclosure without prior written consent.

#### Right to Inspect

The student has the right to review and inspect substantially all of his/her education records maintained by or at The University of Akron.

#### Right to Request Amendment

The student has the the right to seek to have corrected any parts of any education record that is believed to be inaccurate, misleading or otherwise in violation of FERPA rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to the request.

**Right to Obtain Policy**

The student has a right to obtain a copy of the written institutional policy adopted by The University of Akron Wayne College in compliance with FERPA. A copy may be obtained in person or by mail from the FERPA Coordinator located in the Vice President of Student Affairs Office at the Akron campus.

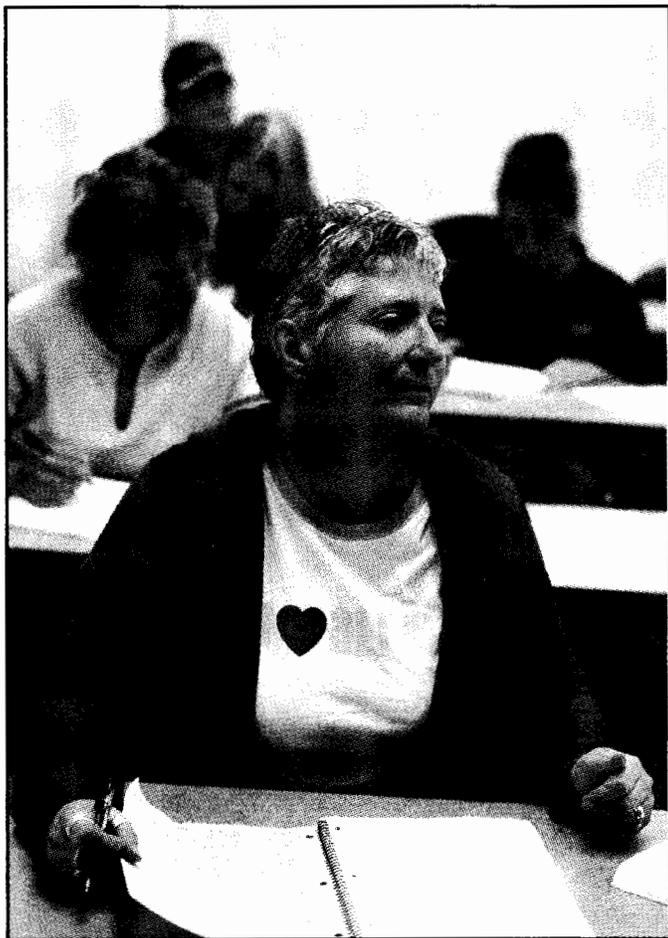
**Right to Complaint to FERPA Office**

The student has the right to file a complaint with the Family Educational Rights and Privacy Act Office at the Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-3887, 202-260-3887, FAX: 202-260-9001, concerning any belief that you have that The University of Akron has failed to comply with the provision of FERPA.

**Release of Directory Information**

The Family Educational Rights and Privacy Act of 1974 permits The University of Akron to release directory information about students. Directory (public) information includes the student's name, local (mailing) address, date and place of birth, major field of study, participation in officially recognized activities and sports, the student's photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student.

The student can ask for directory information to be withheld. It would be withheld from a variety of sources, including friends, relatives, prospective employers, honor societies, and the news media. Careful consideration for the consequences should be exercised before deciding to withhold directory information. If a student does not wish to have directory information released by the University or Wayne College, he/she must complete a nondisclosure form to the Registrar's Office more than ten (10) days prior to the starting date of the semester or summer session for the instructions to be effective for that semester or summer session. Forms are available in the Student Services Office at Wayne College.

**Repeating Courses**

Any course may be repeated twice by an undergraduate student subject to the following:

- To secure a letter grade ("A"- "F"), a student may repeat a course in which the previously received grade was "C-," "D+," "D," "D-," "F," "CR," "NC," or "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- To secure a "CR," a student may repeat a course in which the previously received grade was "NC." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- To secure a grade ("A-F"), "CR," "NC," a student may repeat a course in which the previously received grade was an "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- A graded course ("A-F") may not be repeated for a grade of "AUD."
- A course taken under the "CR/NC" option may not be repeated for a grade of "AUD."
- With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses must be repeated at Wayne College or The University of Akron.
- Grades for all attempts at a course will appear on the student's official academic record. Only the grade for the last attempt will be used in computing the student's graduation grade-point average. All grades for attempts at a course will be used in grade-point calculations for the purpose of determining graduation with honors and the student's class standing.
- For the purpose of this section, credit for the course or its equivalent will apply only once toward meeting degree requirements.

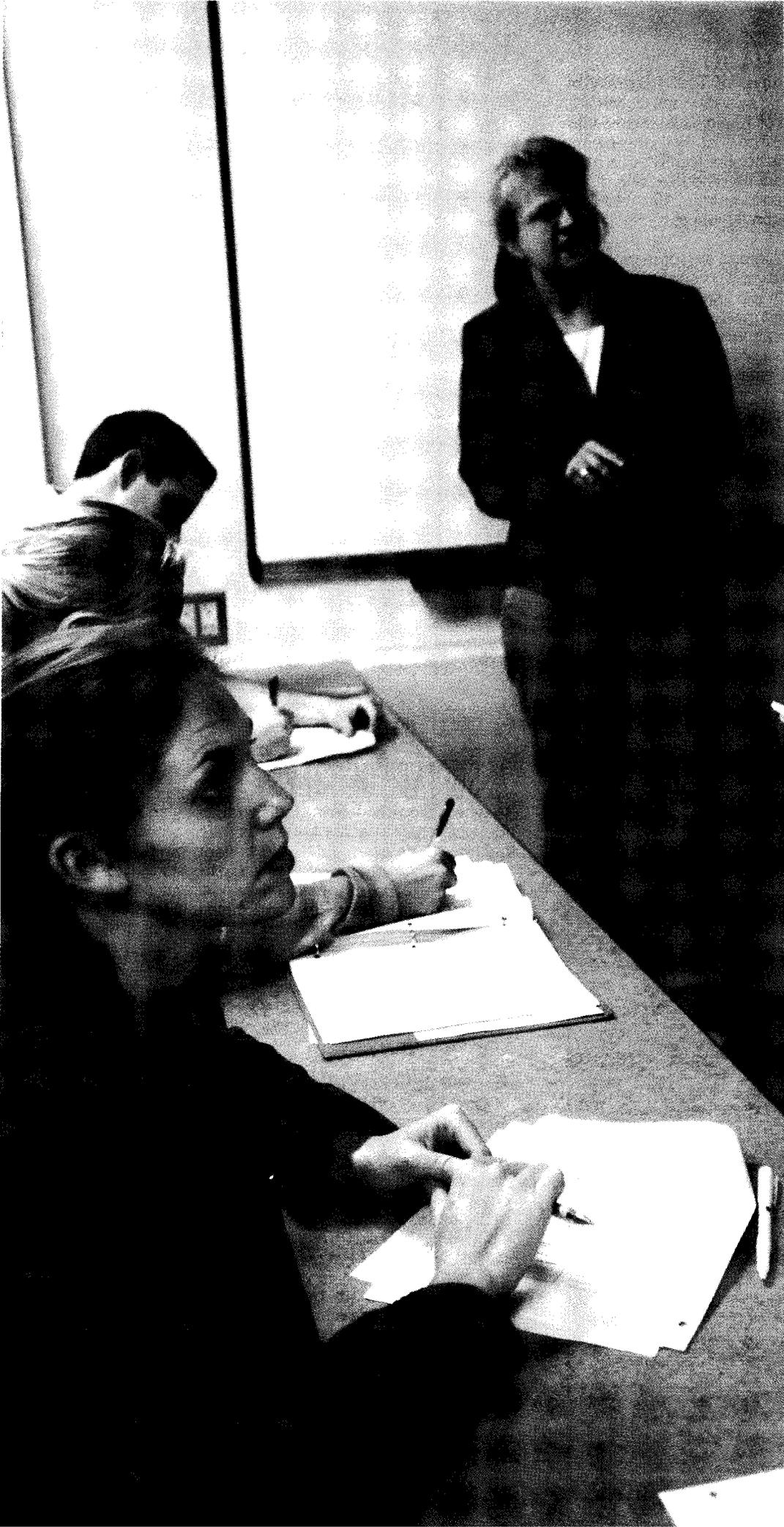
**Academic Assessment**

Students have an important, active role in assessment at Wayne College. Assessment is an on-going process in every curriculum and course in the College. Assessment activities are not the same as exams or other individual student performance evaluations used to determine students' grades. Assessment activities allow for systematic measurement of the effectiveness of different teaching techniques and tools in helping students grasp key concepts, skills, and/or information in a given course. Instructors use data from assessment activities to modify how the course is taught to continuously improve student understanding and mastery of course material.

**Wayne College Student Learning Outcomes**

Upon completing their degree program at The University of Akron Wayne College, students will demonstrate:

- Apply analytic and/or critical thinking skills to solve problems.
- Demonstrate the appropriate use of technology.
- Demonstrate information literacy.
- Apply effective communication skills.



# Section FOUR

# Academic Programs

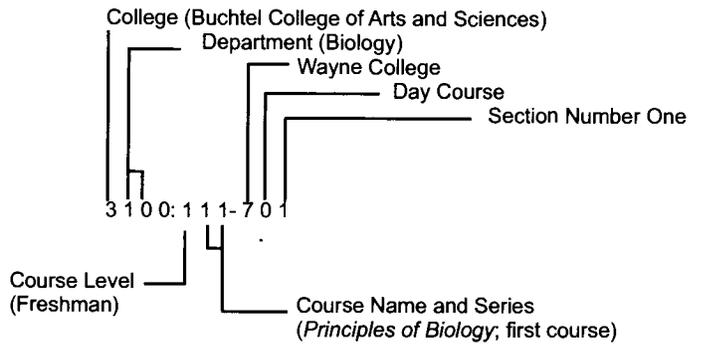
# COURSE NUMBERING SYSTEM

Wayne College, as a regional campus of The University of Akron, employs the course numbering system of the University. University course numbers consist of 10 digits separated into three sets by a colon and a dash. The first digit represents the name of the college in which the course is offered, e.g., 3 = Buchtel College of Arts and Sciences. The next two digits refer to the department within the college, e.g., 10 = Biology. The last zero is for administrative convenience.

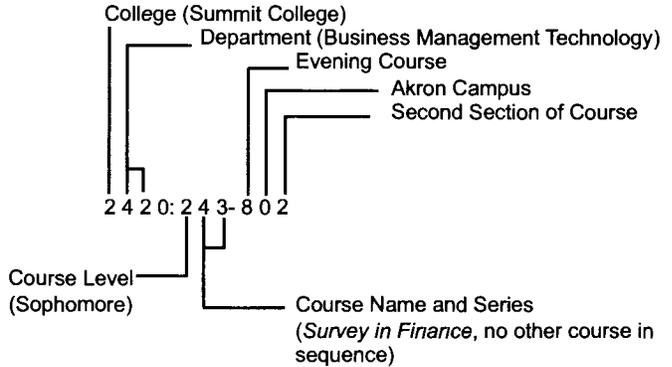
After the colon, the first digit in the second set represents the level of the course, e.g., 1 = freshman, 2 = sophomore, 3 = junior and 4 = senior. Courses with a beginning course digit of 5 or above may only be taken by graduate students. The last two digits in the second set of numbers refer to the course name and series, e.g., 11 = *Principles of Biology*, initial course; 12 = *Principles of Biology*, second course.

The last three digits - after the dash - represent the section (when and where the course is offered). All sections offered by Wayne College have a first digit of 7. The second digit represents where the section is being held (Wayne campus or off-campus) and whether it is a day section (12:00 a.m. to 4:29 p.m. start time), evening section (4:30 p.m. to 11:59 p.m. start time), or a weekend section (Saturday and/or Sunday).

## EXAMPLE I



## EXAMPLE II



# ASSOCIATE DEGREES

Wayne College affords the individual of any age or background the opportunity to continue education without pursuing a bachelor's degree. First, the college offers a program of general education designed to equip the student for intelligent living and to meet individual needs and personal goals. (Please refer to the "General Education/Transfer Program" for further details on the Associate of Arts and Associate of Science program.)

Second, the college prepares the student for entry-level positions or advancement in selected paraprofessional and technical careers in business, industry and public service organizations.

Finally, Wayne College, as a regional campus of The University of Akron, supports, where feasible, the broad range of career education programs of the University's Summit College.

Associate degree programs typically require two years of full-time study or about three and one-half years of part-time study and lead to the degrees of Associate of Arts, Associate of Science, Associate of Technical Studies, Associate of Applied Business and Associate of Applied Science (carrying the designation of the program). A student may complete a program of study while working full or part time. Moreover, since the associate degree signifies completion of an accredited program of collegiate coursework, credits earned at Wayne College may be applied at a later date toward a bachelor's degree. However, acceptance and evaluation of credits lie exclusively within the jurisdiction of the college/university to which the student wishes to transfer.

# WAYNE COLLEGE PROGRAMS

The following associate degree programs are available at Wayne College. The structure of these programs may differ significantly from similar programs within Summit College of The University of Akron. All required courses for these programs are available at the college. A diploma issued as a result of the completion of one of these programs carries The University of Akron Wayne College designation. In some instances, specific course sequencing is necessary, especially to the student attending full time, to accommodate completion of the program in two years. Please consult an adviser at Wayne College for further details.

## Associate of Technical Studies

The Associate of Technical Studies (ATS) provides an integrated program of study for those students whose educational objectives and interests cannot be met through the College's formal associate degree programs. The Associate of Technical Studies permits students to combine various courses from two or more of the College's existing programs with other University credits, with credits earned at other postsecondary institutions, and/or with training received through other educational enterprises.

The Associate of Technical Studies is administered through the Office of the Dean and coordinated by the Associate Dean of Instruction. Interested students must complete a formal Associate of Technical Studies application. Upon application, the Associate Dean of Instruction makes an initial assessment of any transfer work and assists the applicant in selecting relevant areas of study. The application is then forwarded for review by the faculty most closely associated with the proposed area of study. Upon faculty acceptance, the application is submitted to the Associate of Technical Studies committee which, upon approval, forwards the application to the Dean of Wayne College for final approval.

The following are the graduation requirements for the Associate of Technical Studies:

- Completion of an Associate of Technical Studies application specifying a coherent combination of technical courses selectively drawn from two or more technical programs currently offered at the College, with no more than three major areas of study reflecting a reasonable array of courses within each area of study.
- Approval of the Associate of Technical Studies application by the Associate Dean of Instruction, relevant faculty, the Associate of Technical Studies committee, and the Dean of Wayne College.
- Degree application of only that transfer coursework completed with a "C" (2.0) grade or better.
- Completion of at least 14 credits of "general education" courses and 14 credits of "basic" courses, as required by the Ohio Board of Regents.
- Completion of at least one-half of the technical credits at The University of Akron and/or Wayne College, equally divided among the selected areas of study.
- Completion of a minimum of 64 credits with a grade point average of 2.0.
- Completion of all other University graduation requirements.



## 2260: Social Services Technology

This program prepares graduates for preprofessional employment in social work as social work assistants. The curriculum combines learning experiences in the classroom with field work in human service organizations. While the associate to bachelor's degree option can lead to immediate employment upon completion, it also provides the first two years of full-time coursework toward a bachelor's degree in social work at The University of Akron School of Social Work.

### Associate to Bachelor's Degree Option with Bachelor of Arts/Social Work

		Credits
2260:121	Social Service Techniques I	3
2260:122	Social Service Techniques II	3
2260:150	Introduction to Gerontological Services	3
2260:171	Career Issues in Social Services I	1
2260:172	Career Issues in Social Services II	1
2260:223	Social Service Techniques III	3
2260:260	Introduction to Addiction	3
2260:273	Career Issues in Social Services III	1
2260:285	Social Services Practicum*	2
2260:293	Field Work Orientation	1
2260:294	Field Work Evaluation	1
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3700:100	Government and Politics in the U.S.	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
7750:270	Poverty and Minority Issues	3
7750:276	Introduction to Social Welfare	4
	Economics requirement	3
	Human Development requirement	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Social Services elective	3
		68

\* Students are required two semesters of practicum experience. Those who are pursuing/have completed the Gerontological Social Services or Therapeutic Activities certificate can use 2260:287 Practicum in Therapeutic Activities and Long-term Care (1) or 2260:289 Practicum in Gerontological Social Services (1) as one of their required practicum experiences.

## 2420: Business Management Technology

### Accounting Option

The Accounting Option provides paraprofessional training for a variety of accounting positions. Graduates will be prepared for immediate employment in the areas of financial and managerial accounting, sales, procurement, credit and collections, business research, data compilation and reporting.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

<u>Program Requirements</u>		<i>Credits</i>
2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:247	Survey of Basic Economics	3
	or	
3250:200	Principles of Microeconomics	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
	or	
6100:101	Global Business Concepts And Practices	3
2420:170	Applied Mathematics For Business	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:213	Essentials of Management Accounting	3
2420:214	Essentials of Intermediate Accounting	3
2420:216	Survey of Cost Accounting	3
2420:217	Survey of Taxation	4
2420:218	Automated Bookkeeping	2
2420:219	Business Accounting Projects	3
	or	
2420:245	Business Management Accounting Internship	3
2420:243	Survey in Finance	3
2420:280	Essentials of Business Law	3
	or	
6400:220	The Legal and Social Environment of Business	3
2440:125	Spreadsheet Software	2
2520:101	Essentials of Marketing Technology	3
2540:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3600:120	Introduction to Ethics	3
6200:250	Microcomputer Applications for Business	3
		69

### General Business Option

The General Business Option provides training in varied business activities in preparation for an entry-level management position in business, industry, government and nonprofit organizations or as a self-employed manager.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

<u>Program Requirements</u>		<i>Credits</i>
22040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:247	Survey of Basic Economics	3
	or	
3250:200	Principles of Microeconomics	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
	or	
6100:101	Global Business Concepts And Practices	3
2420:170	Applied Mathematics For Business	3

2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:218	Automated Bookkeeping	2
2420:243	Survey in Finance	3
2420:246	Business Management Internship	3
	or	
2420:250	Problems in Business Management	3
2420:280	Essentials of Business Law	3
	or	
6400:220	The Legal and Social Environment of Business	3
2440:125	Spreadsheet Software	2
2520:101	Essentials of Marketing Technology	3
2540:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2540:289	Career Development for Business Professionals	3
2880:232	Labor Management Relations	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3600:120	Introduction to Ethics	3
6200:250	Microcomputer Applications for Business	3
6300:201	Introduction to Entrepreneurship	3
		65

## 2530: Health Care Office Management

The Health Care Office Management program is designed to meet the needs of current health care office employees and others to develop skills to prepare for technical, supervisory, or management positions in the health care field. Graduates will be trained for the daily operation and management of the health care practice. The responsibilities include all administrative, financial, human resources, clerical and supply functions, with a special emphasis on medical coding, insurance billing and financial analysis.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Program Requirements (A grade of "C" or higher is required in all 2530: department courses.)

2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2420:103	Essentials of Management Technology	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2440:125	Spreadsheet Software	2
2530:240	Medical Coding I-Diagnostic	3
2530:241	Health Information Management	3
2530:242	Medical Office Administration	3
2530:243	Medical Coding II-Procedural	3
2530:244	Medical Insurance Billing	3
2530:255	Health Care Office Management & Medicolegal Issues	3
2530:257	Health Care Office Finance	2
2530:260	Health Care Office Management Internship	3
2530:284	Medical Office Techniques	2
2540:119	Business English	3
2540:289	Career Development for Business Professionals	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
3300:111	English Composition I	4
3600:101	Introduction to Philosophy	3
	or	
3600:120	Introduction to Ethics	3
5550:211	First Aid & CPR	2
7600:106	Effective Oral Communication	3
	or	
2540:263	Professional Communication and Presentations	3
		66

## 2540: Office Technology

Through the study of office and technology skills, this program will prepare graduates for careers as office professionals. Students choose from program options that prepare them for computer support, networking support and/or office management positions. Students may choose to transfer credits from the associate degree program into a bachelor's degree program.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

	<i>Credits</i>
2440:105 Introduction to Computers and Application Software	3
2540:290 ST: Keyboarding for Skill Development	1

### Application Software Option

2020:222	Technical Report Writing	3
2030:151	Technical Mathematics I -AND-	2
2030:152	Technical Mathematics II	2
	or	
3470:250	Statistics for Everyday Life	4
2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:256	Diversity in American Society	2
2420:211	Basic Accounting I	3
	or	
6200:201	Accounting Principles I	3
2440:125	Spreadsheet Software	2
2440:145	Operating Systems	3
2440:245	Introduction to Databases for Micros	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:123	Microsoft Outlook	2
2540:136	Speech Recognition Technology	2
2540:138	Project Management	2
2540:143	Microsoft Word: Beginning	2
2540:144	Microsoft Word: Advanced	2
2540:243	Internship	3
2540:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2540:273	Microsoft PowerPoint	2
2540:289	Career Development for Business Professionals	3
2600:270	Introduction to Network Technologies	3
3300:111	English Composition I	4
3600:120	Introduction to Ethics	3
	Physical Education/Wellness	1
	Technical electives	6
		67

#### Technical electives:

2420:280	Essentials of Business Law	3
2440:140	Internet Tools	3
2440:141	Website Administration	3
2540:253	Advanced Word Processing	3
2540:279	Legal Office Procedures	4
2540:281	Editing/Proofreading/Transcription	3

## Business Office Manager Option

		<i>Credits</i>
2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:256	Diversity in American Society	2
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
	or	
6200:201	Accounting Principles I	3
2420:212	Basic Accounting II	3
	or	
6200:202	Accounting Principles II	3
2440:125	Spreadsheet Software	2
2440:245	Introduction to Databases for Micros	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:123	Microsoft Outlook	2
2540:136	Speech Recognition Technology	2
2540:138	Project Management	2
2540:143	Microsoft Word: Beginning	2
2540:144	Microsoft Word: Advanced	2
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:263	Professional Communication and Presentations	3
2540:273	Microsoft PowerPoint	2
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
3600:120	Introduction to Ethics	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		66

### Health Care Administrative Assistant Option

A grade of "C" or higher is required in all 2530: department courses

2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2420:171	Applied Mathematics for Business	3
	or	
2420:211	Basic Accounting I	3
2440:125	Spreadsheet Software	2
2530:240	Medical Coding I-Diagnostic	3
2530:241	Health Information Management	3
2530:242	Medical Office Administration	3
2530:243	Medical Coding II-Procedural	3
2530:244	Medical Insurance Billing	3
2530:284	Medical Office Techniques	2
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:136	Speech Recognition Technology	2
2540:143	Microsoft Word: Beginning	2
2540:144	Microsoft Word: Advanced	2
2540:243	Internship	3
2540:282	Medical Machine Transcription	3
2540:289	Career Development for Business Professionals	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
3300:111	English Composition I	4
3600:101	Introduction to Philosophy	3
	or	
3600:120	Introduction to Ethics	3
5550:211	First Aid & CPR	2
7600:106	Effective Oral Communication	3
	or	
2540:263	Professional Communication and Presentations	3

## Computer Support Specialist Option

		Credits
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:256	Diversity in American Society	2
2440:121	Introduction to Logic/Programming	3
2440:125	Spreadsheet Software	2
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:245	Introduction to Databases for Micros	3
2540:123	Microsoft Outlook	2
2540:138	Project Management	2
2540:143	Microsoft Word: Beginning	2
2540:144	Microsoft Word: Advanced	2
2540:243	Internship	3
2540:263	Professional Communication and Presentations	3
2540:273	Microsoft PowerPoint	2
2540:289	Career Development for Business Professionals	3
2600:240	Microsoft Networking I	3
2600:242	Microsoft Networking II	3
2600:270	Introduction to Network Technologies	3
3300:111	English Composition	4
3600:120	Introduction to Ethics	3
	Technical electives	9
		66

### Technical electives:

2440:141	Web Site Administration	3
2440:212	Multimedia and Interactive Web Elements	3
2440:247	Hardware Support	3
2540:136	Speech Recognition Technology	2
2600:244	Microsoft Networking III	3
2600:246	Microsoft Networking IV	3
2600:261	Network Security	3
2600:262	Linux Networking	3

## Networking Support Option

2020:222	Technical Report Writing	3
2030:151	Technical Mathematics -AND-	2
2030:152	Technical Mathematics II	2
	or	
2030:152	Statistics for Everyday Life	4
2040:240	Human Relations	3
2040:256	Diversity in American Society	2
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2440:121	Introduction to Logic/Programming	3
2440:145	Operating Systems	3
2540:243	Internship	3
2540:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2540:289	Career Development for Business Professionals	3
2600:240	Microsoft Networking I	3
2600:242	Microsoft Networking II	3
2600:244	Microsoft Networking III	3
2600:246	Microsoft Networking IV	3
2600:270	Introduction to Network Technologies	3
3300:111	English Composition I	4
3600:120	Introduction to Ethics	3
	Physical Education/Wellness	1
	Technical electives	6
		65

### Technical electives:

2440:140	Internet Tools	3
2440:170	Visual Basic	3
2440:247	Hardware Support	3
2600:252	Microsoft Networking V	3
2600:254	Microsoft Networking VI	3
2600:256	Microsoft Networking VII	3
2600:261	Network Security	3
2600:262	Linux Networking	3
2600:290	Special Topics: Computer Network Engineering Tech	1-5

## 2650: Paraprofessional Education - Intervention Specialist

The Associate of Applied Science degree in Paraprofessional Education - Intervention Specialist is designed for individuals who want to serve students with disabilities in a variety of educational settings. Students will study how children learn and develop, how to support students with diverse learning needs within school settings, how to effectively collaborate with teachers and other related personnel, and the historical foundations for special education programs. The program serves as a pathway to the bachelor's degree program for students interested in obtaining licensure as an intervention specialist.

The goal of the Paraprofessional Education program at Wayne College is to create a cadre of paraprofessionals who will serve the diverse needs of students in the educational community. These educational paraprofessionals will be trained to perform the following activities within their roles in educational programs: provide instructional support to individuals and small groups of students, implement behavior plans, collaborate with teachers to ensure educational programming is consistent across settings and personnel, assist teachers with technology integration for students, collect data on students and educational practices, and provide personal care assistance.

		Credits
3100:265	Introductory Human Physiology/Lab	4
3150:101	Chemistry for Everyone/Lab	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5500:245	Understanding Literacy Development and Phonics	3
5550:211	First Aid & CPR	2
5610:225	Introduction to Exceptionalities	3
5610:395	Field Experience	2
5610:450	Special Education Programming in Early Childhood	3
5610:459	Collaboration & Consultation in Schools and Communities	3
5610:467	Management Strategies in Special Education	3
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Technical Studies Electives	4
		64

## Certificate Programs\*

Certificate programs are designed to provide students with specialized job training utilizing courses from the college's associate degrees. These courses may subsequently be applied toward the Associate of Applied Business in Office Technology or Business Management Technology, or the Associate of Applied Science in Health Care Office Management, or Social Services Technology. In some instances, specific course sequencing is necessary, especially to the student attending full-time, to accommodate completion of the certificate within a prescribed time period. Please consult an adviser at Wayne College for further details.

\* Many of these certificates can be completed in one year of full-time study, but only if begun in the Fall Semester. Consult an academic adviser for details.

## Gerontological Social Services Certificate

Jobs in gerontological social services are expected to increase significantly in coming years because of rapidly growing numbers of older persons in our society. However, there is a shortage of personnel with specialized training in the field of aging. This certificate program in Gerontological Social Services is designed to respond to the need for individuals with specialized knowledge and skills for social service employment in nursing homes, retirement communities, senior centers, nutrition sites and similar programs.

Students who combine the Gerontological Social Services certificate with the associate degree in Social Services Technology strengthen their employment opportunities.

	<i>Credits</i>
2260:121	3
2260:122	3
2260:150	3
2260:171	1
2260:172	1
2260:251	3
2260:275	3
2260:287	1
or	
2260:289	1
2260:293	1
2260:294	1
3100:103	4
3100:108	3
3300:111	4
7750:276	4
	<b>34</b>

## Medical Billing Certificate

The medical billing specialist is an integral part of the health care team. Medical billing personnel are responsible for patient billing and basic accounting systems used in the health care facility. The individual responsible for the medical billing needs to know medical terminology, principles of anatomy and physiology, disease processes, medical procedures, medical records, patient billing, accounting and computer skills. Medical references will be used extensively to code patient diagnoses and medical procedures performed. Competence in completion of the standard health insurance claim, knowledge of third-party reimbursement, and an understanding of collection policies and procedures are also important to this position.

Wayne College's Medical Billing certificate prepares you to work in hospitals, nursing homes, outpatient clinics, medical group practices, health maintenance organizations, medical billing services and insurance companies.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Certificate Requirements (A grade of "C" or higher is required in all 2530: department courses.)

2420:211	Basic Accounting I	3
2440:125	Spreadsheet Software	2
2530:240	Medical Coding I - Diagnostic	3
2530:241	Health Information Management	3
2530:242	Medical Office Administration	3
2530:243	Medical Coding II - Procedural	3
2530:244	Medical Insurance Billing	3
2540:119	Business English	3
2540:143	Microsoft Word, Beginning	2
2540:263	Professional Communication and Presentations	3
or		
7600:106	Effective Oral Communication	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3

## Medical Transcription Certificate

There is substantial demand for high-quality, professional medical transcriptionists. This certificate will prepare individuals for entry-level positions in physicians' offices, hospitals, clinics, medical centers, government facilities, transcription services, and home offices.

Students entering the Medical Transcription certificate program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

		<i>Credits</i>
2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

### Certificate Requirements

2530:241	Health Information Management	3
2530:242	Medical Office Administration	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:143	Microsoft Word, Beginning	2
2540:143	Microsoft Word, Advanced	2
2540:263	Professional Communication and Presentations	3
2540:282	Medical Machine Transcription	3
2540:290	Special Topics: Office Administration	2
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
		<b>33</b>

## Network Support Specialist Certificate

Wayne College's Network Management Specialist certificate will prepare you to meet the challenge of an exciting career in the computer networking and information technology industry. This program incorporates Microsoft Corp. standard courses and prepares students to qualify for Microsoft's Certified Systems Engineer (MCSE) certification. Students completing this certificate will be prepared to fill first-level positions requiring skills in local area network administration and support.

Coursework also can be applied toward the Associate of Applied Business in Office Technology or to the Associate of Technical Studies degree.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

### Certificate Requirements

2020:222	Technical Report Writing	3
or		
2540:263	Professional Communication and Presentations	3
2040:240	Human Relations	3
2440:145	Operating Systems	3
2540:119	Business English	3
2600:240	Microsoft Networking I	3
2600:242	Microsoft Networking II	3
2600:244	Microsoft Networking III	3
2600:246	Microsoft Networking IV	3
2600:261	Network Security	3
or		
2600:262	Linux Networking	3
2600:270	Introduction to Network Technologies	3
3300:111	English Composition I	4
		<b>31</b>

## Information Specialist Certificate

Organizations need to process a rapidly growing amount of information. Information specialists help ensure the smooth and efficient handling of information. Core responsibilities for information specialists include performing and coordinating an office's administrative activities; storing, retrieving and integrating information for dissemination to staff and clients; planning and scheduling meetings and appointments; organizing and maintaining paper and electronic files; managing projects; conducting research; and disseminating information using the telephone, mail services, Web sites, and e-mail. They may also handle travel arrangements. In addition, information specialists often use computers to do tasks such as create spreadsheets; compose correspondence; manage databases; and create presentations, reports and documents. Potential job titles include Information Processor, Administrative or Office Assistant, Data Entry Operator, Receptionist and Office Clerk. All credits are applicable to the Associate of Applied Business Degree in Office Technology--Application Software option.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:143	Microsoft Word, Beginning	2
2540:290	ST: Keyboarding for Skill Development	1

<u>Certificate Requirements</u>		<u>Credits</u>
2440:125	Spreadsheet Software	2
2440:245	Introduction to Databases for Micros	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:123	Microsoft Outlook	2
2540:136	Speech Recognition Technology	2
2540:138	Project Management	2
2540:144	Microsoft Word, Advanced	2
2540:253	Advanced Word Processing	3
2540:263	Professional Communication and Presentations	3
2540:273	Microsoft PowerPoint	2
2540:281	Editing/Proofreading/Transcription	3
2540:289	Career Development for Business Professionals	3
		33

## Therapeutic Activities Certificate

This certificate prepares recipients for entry-level positions in activities in long-term care, an area with frequent job openings, and to meet psychosocial needs of older adults through individual and group therapeutic activities in diverse settings. Combined with the Certificate in Gerontological Social Services, it also provides knowledge and skills to support social service roles with the elderly. While enhancing employability and effectiveness in the field of aging, much of the content can also be applied to diverse fields of practice and is helpful for work with numerous populations.

2260:150	Introduction to Gerontological Services	3
2260:251	Community Services for Senior Citizens	3
2260:275	Therapeutic Activities	3
2260:276	Practicum in Therapeutic Activities	1
	or	
2260:287	Practicum in Therapeutic Activities and Long-term Care	1
2260:293	Field Work Orientation	1
2260:294	Field Work Evaluation	1
		12

## Workplace Communication Certificate

This certificate prepares individuals for the workplace communication skills demanded by today's employers. Courses focus on functional skills (writing, editing, oral presentations), as well as theoretical and technological foundations (ethics, computer-assisted design) applicable in the workplace. For employees already on the job, the certificate offers the opportunity to update skills and satisfy corporate demands; for current students, the certificate provides competence in workplace communication skills that prospective employers will seek.

		<u>Credits</u>
2020:222	Technical Report Writing	3
2020:290	Special Topics: Information Design	3
2020:290	Special Topics: Ethical Issues in Workplace Communication	3
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3
		12

## SUMMIT COLLEGE PROGRAMS

The following associate degree programs are available through Summit College of The University of Akron. These outlines show the courses that a student can complete at Wayne College and the remaining courses that must be completed on the Akron campus. In many of these programs, specific course sequencing is important, especially for the full-time student. Additionally, some programs require special admission procedures be completed before enrollment in certain courses can occur. Consult an adviser at Wayne College for further explanation before enrolling for courses.

### 2200: Early Childhood Development

<u>Courses at Wayne College</u>		
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition I	4
5550:211	First Aid & CPR	2
5610:450	Special Education Program: Early Childhood	3
7400:265	Child Development	3
7400:270	Theory and Guidance of Play	3
7400:280	Early Childhood Curriculum Methods	4
7600:106	Effective Oral Communication	3
	Mathematics requirement (consult adviser)	3
	Electives	2
		33

<u>Courses at Akron Campus</u>		
2200:110	Foundations in Early Childhood Development	3
2200:245	Infant/Toddler Day Care Programs	3
2200:246	Multicultural Issues in Child Care	3
2200:247	Diversity in Early Childhood Literacy	3
2200:250	Observing and Recording Children's Behavior	3
2200:295	Early Childhood Practicum	5
5200:360	Teaching in the Early Childhood Center	2
5200:370	Early Childhood Center Laboratory	2
7400:132	Early Childhood Nutrition	2
7400:448	Before & After School Care	2
7400:460	Organization & Supervision of Child Care Centers	3
		31

## 2220: Criminal Justice Technology

### General Option

Courses at Wayne College		Credits
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2220:100	Introduction to Criminal Justice	3
2260:260	Introduction to Addiction	3
2820:105	Basic Chemistry	3
3300:111	English Composition I	4
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Mathematics requirement (consult adviser)	4
	Physical Education/Wellness	1
		34

### Courses at Akron Campus

2220:106	Juvenile Justice Process	3
2220:260	Critical Incident Interventions for Criminal Justice	3
2220:270	Community Corrections	3
2220:296	Current Topics in Criminal Justice	6
2220:298	Applied Ethics in Criminal Justice	3
2260:262	Basic Helping Skills	4
2260:269	Criminal Justice and Addiction	3
2220:	Technical electives	6
		31

### Public Safety and Security Administration

Courses at Wayne College		Credits
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:256	Diversity in American Society	2
2220:100	Introduction to Criminal Justice	3
2420:104	Introduction to Business in a Global Environment	3
2540:263	Professional Communication and Presentations	3
3300:111	English Composition I	4
5550:211	First Aid and CPR	2
	Mathematics requirement (consult adviser)	4
		27

### Courses at Akron Campus

2220:101	Introduction to Security Administration Technology	3
2220:231	Physical Security: Systems, Design and Control	3
2220:232	Legal Issues in Security Administration	3
2220:233	Security Investigations: Principles and Practice	3
2220:234	Computer and Information Security	3
2220:245	Homeland Security: Principles and Practice	3
2230:100	Introduction to Fire Protection	4
2230:250	Hazardous Materials	4
2230:257	Fire and Safety Issues for Business	3
2235:305	Principles of Emergency Management	3
2235:490	Business Preparedness and Continuity	3
2220:	Technical electives	6
		41

## 2230: Fire Protection Technology

Courses at Wayne College		Credits
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2820:105	Basic Chemistry	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics requirement (consult adviser)	4
		23

### Courses at Akron Campus

2230:100	Introduction to Fire Protection	4
2230:102	Fire Safety in Building Design and Construction	3
2230:104	Fire Investigation Methods	4
2230:202	Incident Management for Emergency Responders	4
2230:204	Fire and Life Safety Education	3
2230:205	Fire Detection and Suppression Systems	3
2230:206	Fire Sprinkler System Design	3
2230:250	Hazardous Materials	4
2230:254	Fire Prevention	3
2230:257	Fire and Safety Issues for Business and Industry	3
2230:280	Fire Service Administration	4
2230:295	Fire Protection Internship	4
		42

## 2280: Hospitality Management

### Culinary Arts Option

Courses at Wayne College		Credits
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Cultural diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	4
		25

### Courses at Akron Campus

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	2
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:160	Wine and Beverage Service	3
2280:230	Advanced Food Preparation	4
2280:232	Dining Room Service and Training	3
2280:233	Restaurant Operations and Management	4
2280:237	Internship	2
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:261	Baking and Classical Desserts	4
2540:270	Business Software Applications	4
7400:133	Nutrition Fundamentals	3
		47

### Hotel/Lodging Management Option

Courses at Wayne College		Credits
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2540:263	Professional Communications and Presentations	3
	or	
7600:106	Effective Oral Communication	3
3300:111	English Composition I	4
	Cultural diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	4
		25

### Courses at Akron Campus

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	2
2280:121	Fundamentals of Food Preparation I	4
2280:160	Wine and Beverage Service	3
2280:232	Dining Room Service and Training	3
2280:237	Internship	2
2280:240	Supervision in the Hospitality Industry	3
2280:245	Menu, Purchasing and Cost Control	4
2280:250	Front Office Operations	3
2280:256	Hospitality Law	3
2280:268	Revenue Centers	3
2280:278	Hospitality Industry Marketing	3
2280:280	Special Events Management	3
2540:270	Business Software Applications	4
		43

Academic Programs

**Hotel Marketing and Sales Option**

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2540:273	Microsoft PowerPoint	2
2540:263	Professional Communications and Presentations	3
or		
7600:106	Effective Oral Communication	3
3300:111	English Composition I	4
		Cultural diversity requirement (consult adviser)
		2
		Mathematics requirement (consult adviser)
		4
		27

*Courses at Akron Campus*

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	2
2280:121	Fundamentals of Food Preparation I	4
2280:232	Dining Room Service and Training	3
2280:237	Internship	2
2280:240	Supervision in the Hospitality Industry	3
2280:250	Front Office Operations	3
2280:256	Hospitality Law	3
2280:268	Revenue Centers	3
2280:278	Hospitality Industry Marketing	3
2280:280	Special Events Management	3
2520:206	Retail Promotion and Advertising	3
2520:212	Principles of Sales	3
2540:270	Business Software Applications	4
		42

**Restaurant Management Option**

<i>Courses at Wayne College</i>		
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2540:263	Professional Communications and Presentations	3
or		
7600:106	Effective Oral Communication	3
3300:111	English Composition I	4
		Cultural diversity requirement (consult adviser)
		2
		Mathematics requirement (consult adviser)
		4
		25

*Courses at Akron Campus*

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	2
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:160	Wine and Beverage Service	3
2280:232	Dining Room Service and Training	3
2280:233	Restaurant Operations and Management	4
2280:237	Internship	2
2280:240	Supervision in the Hospitality Industry	3
2280:243	Food Equipment and Plant Operations	3
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:278	Hospitality Industry Marketing	3
2540:270	Business Software Applications	4
		45

**2290: Paralegal Studies**

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2220:104	Evidence and the Criminal Legal Process	3
2420:211	Basic Accounting I	3
2440:103	Software Fundamentals	2
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		Physical Education/Wellness
		1
		Mathematics requirement (consult adviser)
		4
		Electives
		3
		32

*Courses at Akron Campus*

2290:101	Introduction to Legal Assisting	3
2290:104	Basic Legal Research and Writing	3
2290:106	Business Associations	3
2290:108	Real Estate Transactions	3
2290:110	Tort Law	3
2290:112	Family Law	3
2290:118	Probate Administration	4
2290:204	Advanced Legal Research	3
2290:214	Civil Procedures	3
2290:216	Debtor-Creditor Relations	3
2290:218	Advanced Probate Administration	3
2290:220	Legal Assisting Internship	4
		38

**2440: Computer Information Systems**

**Computer Maintenance and Networking Option-Microsoft Networking Track**

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:140	Internet Tools	3
2440:141	Web site Administration	3
2440:145	Operating Systems	3
2440:247	Hardware Support	3
2600:240	Microsoft Networking I	3
2600:242	Microsoft Networking II	3
2600:244	Microsoft Networking III	3
2600:	Technical Elective	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
or		
2540:263	Professional Communications & Presentations	3
		59

*Courses at Akron Campus*

2440:241	Computer Information Systems Internship	3
2440:248	Advanced Hardware Support	3
2440:268	Network Concepts	3
		9

**Microcomputer Specialist Option**

<i>Courses at Wayne College</i>		
2030:151	Technical Math I	2
2030:161	Mathematics for Modern Technology	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:170	Visual BASIC	3
2540:119	Business English	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
or		
2540:263	Professional Communications & Presentations	3
		Cultural diversity requirement (consult adviser)
		2
		45

*Courses at Akron Campus*

2440:175	Microcomputer Application Support	3
2440:180	Database Concepts	3
2440:210	Client/Server Programming	3
2440:241	Systems Analysis and Design	3
2440:247	Hardware Support	3
2440:251	CIS Projects	3
2440:267	Microcomputer Database Applications	3
2440:268	Network Concepts	3
		24

**Programming Specialist Option**

<i>Courses at Wayne College</i>		
2030:151	Technical Math I	2
2030:161	Mathematics for Modern Technology	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:160	Java Programming	3
2440:170	Visual BASIC	3
2440:256	C++ Programming	3
2540:119	Business English	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
or		
2540:263	Professional Communications & Presentations	3
		Cultural diversity requirement (consult adviser)
		2
		51

<i>Courses at Akron Campus</i>		<i>Credits</i>
2440:180	Database Concepts	3
2440:210	Client/Server Programming	3
2440:234	Advanced Business Programming	3
2440:241	Systems Analysis and Design	3
2440:251	CIS Projects	3
		<u>15</u>

**Web Development Option**

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:151	Technical Mathematics I	2
2030:161	Math for Modern Technology	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:141	Web Site Administration	3
2440:145	Operating Systems	3
2440:160	Java Programming	3
2440:170	Visual BASIC	3
2440:212	Multimedia and Interactive Web Elements	3
2540:119	Business English	3
	or	
2020:222	Technical Report Writing	3
3300:111	English Composition I	4
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communications	3
	or	
2540: 263	Professional Communications & Presentations	3
	Cultural diversity requirement (consult adviser)	2
		<u>54</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2440:180	Database Concepts	3
2440:241	Systems Analysis and Design	3
2440:211	Interactive Web Programming	3
2440:251	Computer Applications Projects	3
		<u>12</u>

**2740: Medical Assisting Technology**

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2440:105	Introduction to Computers and Application Software	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Cultural diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	3
		<u>27</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2540:140	Keyboarding for Nonmajors	2
2740:122	Emergency Responder I	1
2740:126	Administrative Medical Assisting I	4
2740:127	Administrative Medical Assisting II	4
2740:128	Basic Procedural Coding	3
2740:129	Basic Diagnostic Coding	3
2740:135	Clinical Medical Assisting I	4
2740:228	Medical Insurance	3
2740:235	Clinical Medical Assisting II	4
2740:245	Medical Externship	4
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		<u>38</u>

**2760: Radiologic Technology**

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:130	Mathematics for Allied Health	3
2040:240	Human Relations	3
2740:120	Medical Terminology	3
3100:200, 201	Human Anatomy and Physiology I, Lab	4
3100:202, 203	Human Anatomy and Physiology II, Lab	4
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	2
		<u>27</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2760:161	Physical Science for Radiologic Technology I	2
2760:165	Radiographic Principles	3
2760:261	Physical Science for Radiologic Technology II	3
		<u>8</u>

<i>Accredited Hospital Program</i>		<i>Credits</i>
	Children's Hospital Medical Center	41

**2770: Surgical Technology**

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2040:242	American Urban Society	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
2820:105	Basic Chemistry	3
3100:130	Principles of Microbiology	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
		<u>33</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2770:100	Introduction to Surgical Assisting Techniques	4
2770:221	Surgical Assisting Procedures I	3
2770:222	Surgical Assisting Procedures II	3
2770:231	Clinical Application I	2
2770:232	Clinical Application II	5
2770:233	Clinical Application III	5
2770:248	Surgical Anatomy I	3
2770:249	Surgical Anatomy II	3
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		<u>34</u>

**2860: Electronic Engineering Technology**

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
2030:153	Technical Math III	2
2040:240	Human Relations	3
2040:242	American Urban Society OR	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
		<u>17</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2030:154	Technical Math IV	3
2030:255	Technical Calculus I	3
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:164	Technical Physics: Heat and Light	2
2860:120	Circuit Fundamentals	4
2860:121	Introduction to Electronics and Computers	2
2860:123	Electronic Devices	4
2860:136	Digital Fundamentals	2
2860:225	Applications of Electronic Devices	4
2860:237	Digital Circuits	4
2860:238	Microprocessor Applications	4
2860:242	Machinery and Controls	3
2860:251	Electronic Communications	4
2860:260	Electronics Project	2
2870:301	Computer Control of Automated Systems	3
2940:210	Computer Aided Drawing	3
		<u>51</u>

Academic Programs

**2880: Manufacturing Engineering Technology****Computer-Aided Manufacturing Option**

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2030:153	Technical Math III	2
2040:240	Human Relations	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General electives	3
		23

<i>Courses at Akron Campus</i>		<i>Credits</i>
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
2860:270	Survey of Electronics I	3
2870:348	CNC Programming I	3
2880:100	Basic Principles of Manufacturing Management	4
2880:110	Manufacturing Processes	3
2880:130	Work Measurement and Cost Estimating	3
2880:151	Industrial Safety and Environmental Protection	2
2880:201	Robotics and Automated Manufacturing	3
2880:211	Computerized Manufacturing Control	3
2880:241	Introduction to Quality Assurance	3
2920:130	Introduction to Hydraulics and Pneumatics	3
2940:210	Computer Aided Drawing I	3
	Technical electives	3
		43

**Industrial Supervision Option**

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2420:103	Essentials of Management Technology	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:280	Essentials of Business Law	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General electives	4
		43

<i>Courses at Akron Campus</i>		<i>Credits</i>
2820:131	Software Applications for Technology	1
2880:100	Basic Principles of Manufacturing Management	4
2880:110	Manufacturing Processes	3
2880:130	Work Measurement and Cost Estimating	3
2880:151	Industrial Safety and Environmental Protection	2
2880:201	Robotics and Automated Manufacturing	3
2880:211	Computerized Manufacturing Control	3
2880:241	Introduction to Quality Assurance	3
	Technical electives	3
		25

**2920: Mechanical Engineering Technology**

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
2030:153	Technical Math III	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		21

<i>Courses at Akron Campus</i>		<i>Credits</i>
2030:154	Technical Math IV	3
2030:255	Technical Calculus I	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
2820:164	Technical Physics: Heat and Light	2
2870:348	CNC Programming I	3
2920:101	Introduction to Mechanical Design	3
2920:142	Introduction to Materials Technology	3
2920:243	Kinematics	3
2920:245	Mechanical Design II	5
2920:249	Applied Thermal Energy I	2
2920:251	Fluid Power	2
2920:252	Thermo-Fluids Laboratory	1
2940:121	Technical Drawing I	3
2940:210	Computer Aided Drawing I	3
2990:125	Statics	3
2990:241	Strength of Materials	3
		49

**2940: Drafting and Computer Drafting Technology**

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2040:240	Human Relations	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science electives	3
		21

<i>Courses at Akron Campus</i>		<i>Credits</i>
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2870:348	CNC Programming I	3
2880:110	Manufacturing Processes	3
2940:121	Technical Drawing I	3
2940:122	Technical Drawing II	3
2940:150	Drafting Design Problems	2
2940:170	Surveying Drafting	3
2940:200	Advanced Drafting	3
2940:210	Computer Aided Drawing I	3
2940:211	Computer Aided Drawing II	3
2940:230	Mechanical Systems Drafting	3
2940:240	Electrical & Electronic Drafting	3
2940:245	Structural Drafting	2
2940:250	Architectural Drafting	3
2940:260	Drafting Technology Project	3
2980:223	Fundamentals of Map Production	3
2980:231	Building Construction	2
		48

## 2980: Surveying Engineering Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
3350:100	Introduction to Geography	3
7600:106	Effective Oral Communications	3
		<b>18</b>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2030:153	Technical Math III	2
2030:154	Technical Math IV	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2940:170	Surveying Drafting	3
2980:100	Introduction to Geomatics	2
2980:101	Basic Surveying I	2
2980:102	Basic Surveying II	2
2980:123	Surveying Field Practice	2
2980:222	Construction Surveying	3
2980:223	Fundamentals of Map Production	3
2980:225	Advanced Surveying	3
2980:227	Introduction to Geographic and Land Information Systems	3
2980:228	Boundary Surveying	3
2980:355	Computer Applications in Surveying	2
2980:xxx	Surveying electives	6
3370:101	Introductory Physical Geology	4
		<b>48</b>

## 2985: Geographic and Land Information Systems (GIS/LIS)

<i>Courses at Wayne College</i>		<i>Credits</i>
3300:111	English Composition I	4
2020:222	Technical Report Writing	3
2030:152	Technical Mathematics II	2
2030:153	Technical Mathematics III	2
3350:100	Introduction to Geography	2
2540:263	Professional Communications & Presentations	
or		
7600:105	Introduction to Public Speaking	
or		
7600:106	Effective Oral Communications	3
Area Studies & Cultural Diversity		2
Natural Science (see adviser)		4
		<b>23</b>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2030:154	Technical Mathematics IV	3
2820:131	Software Applications for Technology	1
2980:100	Introduction to Geomatics	2
2980:101	Basic Surveying I	2
2980:102	Basic Surveying II	2
2980:228	Boundary Surveying	3
2980:330	Applied Photogrammetry	3
2980:355	Computer Applications in Surveying	3
2985:101	Introduction to Geographic Info. Systems (GIS/LIS)	3
2985:201	Intermediate Geog. & Land Info. Systems (GIS/LIS)	3
2985:205	Building Geodatabases	3
2985:210	Geographic and Land Info. Systems Project (GIS/LIS)	3
2985:280	Topics in Professional Practice	2
2985:291	Geographic and Land Info. Sys. Internship	3
Electives		7
		<b>43</b>

## 2990: Construction Engineering Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		<b>16</b>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2030:153	Technical Math III	2
2030:154	Technical Math IV	3
2030:255	Technical Calculus I	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
2820:164	Technical Physics: Heat and Light	2
2940:210	Computer Aided Drawing I	3
2980:101	Basic Surveying I	2
2980:102	Basic Surveying II	2
2980:222	Construction Surveying	3
2990:125	Statics	3
2990:150	Blueprint Reading	2
2990:231	Building Construction	2
2990:234	Elements of Structures	3
2990:237	Materials Testing I	2
2990:238	Materials Testing II	2
2990:241	Strength of Materials	3
2990:245	Cost Analysis and Estimating	3
Technical electives		3
		<b>50</b>

Academic Programs



# GENERAL EDUCATION/ TRANSFER PROGRAM

A student seeking a bachelor's degree studies in the University College before entering one of the degree-granting colleges of The University of Akron or transferring to another liberal arts college or university. While in the University College, the student acquires a wide foundation of general knowledge; develops intellectual abilities and interests; clarifies academic, personal and occupational objectives; and selects curricula that will equip the student to enter a degree-granting college prepared to undertake advanced work.

For the undecided student, this is the time to take courses from several areas in order to select a field most to their liking. In cases where the student is relatively certain of transferring to an institution other than The University of Akron, close contact should be maintained with an academic adviser so that the student's coursework at Wayne College is similar in nature to what is required at that college or university. Questions regarding substitutions and relevance of Wayne College courses to the student's program of study at another college or university can be worked out through a cooperative effort by the student, the academic adviser and the appropriate person at the college/university to which the student will be transferring.

## General Education

The General Education Program of The University of Akron is the core of courses that provides the skills and knowledge considered essential for all graduates of the University. The General Education Program is designed to ensure that graduates will possess:

- the capacity for critical, independent thought;
- a personal sense of values, tempered by tolerance and a regard for the rights of others;
- the ability to use language effectively as a medium of both thought and expression;
- the analytical skills necessary to make sound qualitative and quantitative judgments;
- the ability to describe and explain differences in civilizations and cultures;
- an understanding of the conditions that affect them as individuals and as members of society;
- the capacity to evaluate intellectual and artistic achievements;
- a knowledge of science, technology, and mathematics and their effects on human activities;
- a knowledge of positive mental and physical health practices.

## Recommended Core Curriculum

Students pursuing a baccalaureate degree must complete the General Education Program, which consists of 42 credits distributed among eight categories. Students are advised to select General Education courses in conjunction with courses needed for their major during the first years of study. **Students should work to complete their English, mathematics and speech requirements during their first year of study.** Courses noted with a single asterisk (\*) will apply toward the General Education requirement only for students enrolled in Summit College. All students are responsible for meeting prerequisites for the necessary courses listed in the General Education Program. NOTE: Special departmental requirements may vary; students are encouraged to consult an adviser for specific information about selecting appropriate General Education courses from the recommended core curriculum.

## English Composition: 7 credits – 2 courses

		Credits
2020:121	English*	4
	or	
3300:111	English Composition I	4
2020:222	Technical Report Writing*	3
	or	
3300:112	English Composition II	3

## Mathematics: 3 credits

(Students enrolling in a higher-level mathematics course may use this course to meet their General Education requirement)

2030:152,153	Technical Math II, III*	4
(Must complete all 3 courses. Only 3 credits apply toward fulfilling General Education requirement)		
2030:161	Math for Modern Technology*	4
3450:135	Excursions in Mathematics	3
3450:145	College Algebra	4
3450:210	Calculus with Business Applications	3
3450:260	Mathematics for Elementary Teachers II	3
3470:250	Statistics for Everyday Life/Lab	4
3470:260	Basic Statistics/Lab	3
3470:261	Introduction to Statistics I	2
3470:262	Introduction to Statistics II	2

## Natural Science: 8 credits minimum –

At least two courses, one of which must be a lab

(Students in higher-level science courses with a lab may use those courses to meet their General Education requirements.) Select one course from a minimum of two different sets.

### Anthropology

3230:151	Human Evolution/Lab	4
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### Biology

2780:106	Anatomy and Physiology for Allied Health I*	3
2780:107	Anatomy and Physiology for Allied Health II*	3
3100:100	Introduction to Botany/Lab	4
3100:101	Introduction to Zoology/Lab	4
3100:103	Natural Science-Biology/Lab	4
3100:108	Introduction to Biological Aging	3

### Chemistry

2820:105	Basic Chemistry/Lab*	3
2820:111	Introductory Chemistry/Lab*	3
2820:112	Introductory and Analytical Chemistry/Lab*	3
3150:100	Chemistry and Society	3
3150:101	Chemistry for Everyone/Lab	4

### Geology

3370:100	Earth Science	3
3370:101	Introductory Physical Geology/Lab	4
3370:103	Natural Science-Geology	3
3370:121-140	Concepts in Geology	1
3370:171	Introduction to Oceans	3
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I	1
3370:203	Exercises in Environmental Geology II	1

### Physics

2820:161	Technical Physics: Mechanics I/Lab*	2
2820:162	Technical Physics: Mechanics II/Lab*	2
2820:163	Technical Physics: Electricity and Magnetism/Lab*	2
2820:164	Technical Physics: Heat and Light/Lab*	2
3650:130	Descriptive Astronomy/Lab	4
3650:131	Astronomy by Inquiry/Lab	4
3650:133	Music, Sound and Physics/Lab	4
3650:137	Light/Lab	4

## Oral Communication: 3 credits

2540:265	Professional Communications and Presentation *	3
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3

## Social Science: 6 credits

(One course from two different sets for a minimum of 6 credits)

### Set 1 - Economics

2040:247	Survey of Basic Economics*	3
3250:100	Introduction to Economics	3
3250:200	Principles of Microeconomics	3
3250:244	Introduction to Economic Analysis	3

### Set 2 - Geography

3350:100	Introduction to Geography	3
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<b>Set 3 - Government/Politics</b>		<i>Credits</i>
2040:242	American Urban Society*	3
3700:100	Government and Politics in the United States	4
3700:150	World Politics and Governments	3

<b>Set 4 - Psychology</b>		
2040:240	Human Relations*	3
3750:100	Introduction to Psychology	3

<b>Set 5 - Sociology/Anthropology</b>		
3230:150	Cultural Anthropology	4
3850:100	Introduction to Sociology	4
5100:150	Democracy in Education	3

<b>Set 6 - United States History</b>		
3400:250	United States History to 1877	4
3400:251	United States History since 1877	4

<b>Set 7 - Science/Technology/Society</b>		
2040:241	Technology and Human Values*	2
2040:243	Contemporary Global Issues	3
3240:250	Introduction to Archaeology	3
3600:125	Theory and Evidence	3

**Humanities: 10 credits - 3 courses**

All students are required to complete:		
3400:210	Humanities in the Western Tradition I	4

Students may select one course from two different sets below for a minimum of six additional credits:

<b>Set 1 - Fine Arts</b>		
7100:210	Visual Art Awareness	3
7500:201	Exploring Music	3
7800:301	Introduction to Theatre Through Film	3
7900:210	Viewing Dance	3

<b>Set 2 - Philosophy/Classics</b>		
3200:220	Introduction to the Ancient World	3
3200:230	Sports and Society in Ancient Greece and Rome	3
3200:289	Mythology of Ancient Greece	3
3600:101	Introduction to Philosophy	3
3600:120	Introduction to Ethics	3
3600:170	Introduction to Logic	3

<b>Set 3 - Literature</b>		
3300:250	Classic and Contemporary Literature	3
3300:252	Shakespeare and His World	3
3300:281	Fiction Appreciation	3
Other literature in English Translation:		
3200:361	Literature of Greece	3
3580:350	Literature of Spanish-America in Translation	3

<b>Set 4</b>		
3400:211	Humanities in the Western Tradition II	3

<b>Area Studies &amp; Cultural Diversity: 4 credits - 2 courses</b>		
1840:300	Introduction to Women's Studies	3
2040:254	The Black Experience from 1619 to 1877	2
2040:256	Diversity in American Society	2
2040:257	The Black Experience 1877 to 1954	2
2040:258	The Black Experience 1954 to Present	2
3002:201	Introduction to Pan African Studies	3
3230:251	Human Diversity	3
3350:375	Geography of Cultural Diversity	2
3400:385	World Civilization: China	2
3400:386	World Civilization: Japan	2
3400:387	World Civilization: Southeast Asia	2
3400:388	World Civilization: India	2
3400:389	World Civilization: Middle East	2
3400:390	World Civilization: Africa	2
3400:391	World Civilization: Latin America	2
7600:325	Intercultural Communication	3

<b>Physical Education/Wellness: 1 credit</b>		
5540:120-183	Physical Education	0.5-1
5550:150	Concepts of Health and Fitness	3
5550:194	Sports Officiating	2
5550:211	First Aid and Cardiopulmonary Resuscitation	2
5570:101	Personal Health	2
7400:133	Nutrition Fundamentals	3
7900:119/120	Modern Dance I/II	2
7900:124/125	Ballet I/II	2
7900:130/230	Jazz Dance I/II	2
7900:144	Tap Dance I	2

NOTE: A student majoring in engineering is only required to take two credits from the Area Studies & Cultural Diversity area of General Education requirements.

## 2020: Arts and Science

These are programs of general education intended to produce a socially intelligent individual, one who understands effective social behavior and appreciates social values and scientific facts. The student intending to transfer to a bachelor's degree-granting college/university (including The University of Akron) may want to complete one of these associate degree programs prior to transfer. Doing so certifies the successful completion of two years of collegiate education at an accredited institution of higher education. Completing the Associate of Arts or the Associate of Science also fulfills the Transfer Module as outlined by the Ohio Board of Regents.

Courses in the Associate of Arts and Associate of Science include:

3300:111	English Composition I	4
3300:112	English Composition II	3
3400:210	Humanities in the Western Tradition I <sup>1</sup>	4
7600:106	Effective Oral Communication	3
	Area Studies/Cultural Diversity requirement <sup>2</sup>	4
	Humanities requirement <sup>1</sup>	6
	Mathematics requirement <sup>3</sup>	3
	Natural Science requirement <sup>4</sup>	8
	Physical Education/Wellness requirement	1
	Social Sciences requirement <sup>5</sup>	6
	Electives <sup>6</sup>	22
		64

<sup>1</sup>Students must have completed a minimum of 32 semester credits and have completed 3300:112 English Composition II before enrolling for this course. An additional six credits of humanities must also be completed.

<sup>2</sup>Students must complete two courses totaling four credits from the area studies/cultural diversity options. The medical technology and engineering students are required to take only one course. Please consult an adviser for specific options.

<sup>3</sup>The mathematics requirement varies by department. Please consult an adviser for specific requirements.

<sup>4</sup>A minimum of eight credits of natural science are required. One course must have a laboratory component; however, departmental requirements may vary. Please consult an adviser for specific information.

<sup>5</sup>Students may satisfy the General Education Requirement in the social sciences area by completing two courses totaling six credits from two different sets in the social science group. Please consult an adviser for specific information.

<sup>6</sup>In the arts program, a student is free to choose any electives, but they must be in some logical sequence. They should lead to some upper-college degree program, i.e., arts and sciences, education or fine and applied arts. In the science program, a student is free to choose any electives. However, at least two-thirds of the credits must be in the natural sciences; mathematics, statistics or computer science; engineering; business administration; or nursing department; and should lead to some upper-college degree objective.

# TRANSFER PROGRAMS

The following outlines represent the first two years of study for individual bachelor's degree programs of The University of Akron. Some courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements. These programs are marked with an asterisk (\*). Finally, completion of the courses listed may also qualify a student to receive either the Associate of Arts or the Associate of Science degree. Please consult a Wayne College adviser for further details.

## 3100: Biology

<i>First Year</i>		<i>Credits</i>
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
		<u>32</u>

<i>Second Year</i>		
3100:211	General Genetics	3
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3400:210	Humanities in the Western Tradition I	4
	Humanities requirement	6
	Area Studies/Cultural Diversity requirement	4
	Physical Education/Wellness	1
	Social Science requirement	6
		<u>34</u>

## 3150: Chemistry

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	6
		<u>34</u>

<i>Second Year</i>		
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3400:210	Humanities in the Western Tradition I	4
3450:222	Analytic Geometry-Calculus II	4
3450:223	Analytic Geometry-Calculus III	4
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
	Humanities requirement	6
		<u>36</u>

## 3250: Economics

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:215	Concepts of Calculus	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Natural Science requirement	8
	Physical Education/Wellness	1
		<u>35</u>

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Social Science requirement	3
	Electives	3
		<u>32</u>

## 3300: English\*

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	6
	Electives	4
		<u>32</u>

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		<u>32</u>

## 3350: Geography and Planning\*

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	4
		<u>32</u>

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		<u>32</u>

## 3370: Geology (and Geophysics\*\*)\*

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II (optional for B.A.)	3
3150:154	Qualitative Analysis (optional for B.A. and B.S.)	2
3370:101	Introduction to Physical Geology	4
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I (for B.S.)	4
	Physical Education/Wellness	1
	Social Science requirement	6
	Electives (for B.A.)	<u>4-9</u>
		<u>35</u>

<i>Second Year</i>		
3100:111	Principles of Biology I (for B.A.)	4
	or	
3450:222	Analytic Geometry-Calculus II (for B.S.)	4
3370:102	Introduction to Historical Geology	4
3400:210	Humanities in the Western Tradition I**	4
7600:106	Effective Oral Communication	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement**	6
	Beginning Foreign Language	8
		<u>33</u>

\* Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

\*\* Geophysics majors must take 3650:291 and 292, Elementary Classical Physics I and II, during the second year instead of the humanities credits.

**3400: History**

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3400:250	U.S. History to 1877	4
3400:251	U.S. History since 1877	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
		<u>33</u>

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
3400:323	Europe from Revolution to World War, 1789-1914	3
3400:324	Europe from World War I to the Present	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
		<u>34</u>

**3450: Mathematics (and Applied Mathematics)\***

(see 3470: Statistics below)

**3470: Statistics\***

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
7600:106	Effective Oral Communication	3
	Natural Science requirements	8
	Physical Education/Wellness	1
	Social Science requirements	6
	or	
	Beginning Foreign Language	8
		<u>33-35</u>

*Second Year*  
Students attending part time, or who are ineligible to take 3450:221 during the first year, can take additional requirements at Wayne College during the second year. Students attending full time should go to the Akron campus in the second year to take required mathematics prerequisite courses. Please consult a Wayne College adviser.

**3460: Computer Science\***

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3460:209	Introduction to Computer Science	4
	Beginning Foreign Language	8
	Natural Science requirement	8
	Physical Education/Wellness	1
		<u>32</u>

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
3450:222	Analytic Geometry-Calculus II	4
7600:106	Effective Oral Communication	3
	Area Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Social Science requirement	6
		<u>33</u>

**3700: Political Science\***

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3700:100	Government and Politics in the U.S.	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	3
		<u>32</u>

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		<u>32</u>

**3750: Psychology\***

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology	3
3750:105	Professional and Career Issues in Psychology	1
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Electives	2
		<u>32</u>

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		<u>32</u>

**3850: Sociology\***

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	3
		<u>32</u>

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		<u>32</u>

**4200: Chemical Engineering\***

<i>First Year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		<u>34</u>

Academic Programs

\* Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

<i>Second Year</i>		<i>Credits</i>
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
		33

### 4300: Civil Engineering\*

<i>First year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		32

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction to Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities requirement	3
		34

### 4400: Electrical Engineering\*

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		32

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction to the Mechanics of Solids <u>OR</u>	3
4600:203	Dynamics	3
	Humanities requirement	6
	Area Studies/Cultural Diversity requirement	2
		36

### 4450: Computer Engineering\*

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3250:244	Introduction to Economic Analysis	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		32

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3460:209	Introduction to Computer Science	4
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
	Area Studies/Cultural Diversity requirement	2
	Humanities requirement	6
		31

### 4600: Mechanical Engineering\*

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		32

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction: Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities requirement	6
		37

### 4700: Mechanical Polymer Engineering\*

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		32

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction: Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities requirement	6
		37



\* Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

**5200: Early Childhood Education\***  
**Early Childhood Licensure Option (age three through grade three inclusive)**

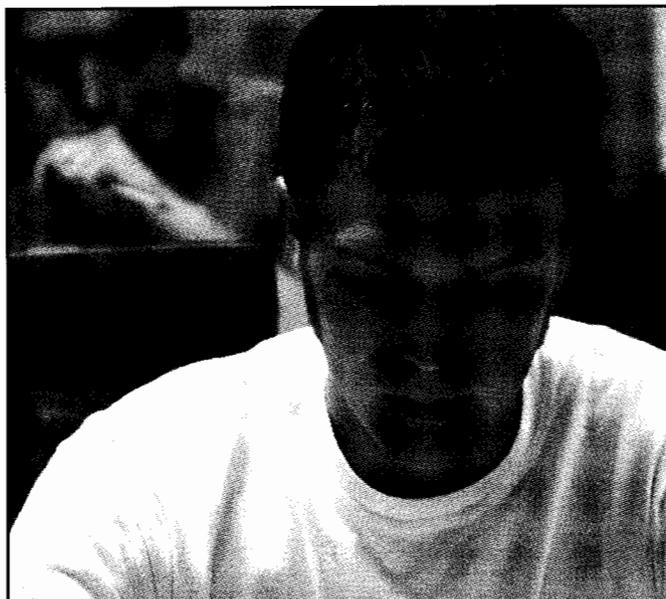
First Year		Credits
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
3400:250/251	U.S. History to 1877/since 1877 <u>OR</u>	4
3700:100	Government and Politics in the U.S.	4
3450:140	Mathematics for Elementary School Teachers I	3
3450:260	Mathematics for Elementary School Teachers II	3
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
		<u>35</u>

Second Year		
3400:210	Humanities in the Western Tradition I	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5200:215	The Child, the Family and the School	3
5500:230	Educational Technology	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
5610:225	Introduction to Exceptionalities	3
5610:450	Special Education Programs in Early Childhood	3
5610:459	Collaboration & Consultation in Schools	3
7400:270	Theory and Guidance of Play	3
7400:280	Early Childhood Curriculum Methods	3
		<u>37</u>

**5250: Middle Level Education Program**  
**Middle Level Licensure Option (grades 4 - 9 inclusive)\***

First Year		
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
3400:250/251	U.S. History to 1877/since 1877 <u>OR</u>	4
3700:100	Government and Politics in the U.S.	4
3450:140	Mathematics for Elementary School Teachers I	3
3450:140	Mathematics for Elementary School Teachers II	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Area of concentration courses	3
		<u>35</u>

Second Year		
3400:210	Humanities in the Western Tradition I	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
5610:225	Introduction to Exceptionalities	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
		<u>32</u>



**5300: Secondary Education\***  
**Adolescent to Young Adult Licensure Option (middle, junior & senior high school)**

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
	Natural Science requirement	8
	Physical Education/Wellness	1
	Social Science requirement	6
	Teaching Field(s) Course	
	or	
	Electives	4
		<u>32</u>

Second Year		
3400:210	Humanities in the Western Tradition I	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5610:225	Introduction to Exceptionalities	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Teaching Field(s) Courses <u>OR</u>	
	Electives	6
		<u>32</u>

**6000: Business Administration**  
**Accounting, Finance, Management, Marketing, Advertising, and International Business Options**

First Year		
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:210	Calculus with Business Applications <u>OR</u>	3
3450:215	Concepts of Calculus	4
3230:150	Cultural Anthropology	4
3750:100	Introduction to Psychology <u>OR</u>	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Natural Science requirement	8
	Physical Education/Wellness	1
	Electives	1-4
		<u>32</u>

Second Year		
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3400:210	Humanities in the Western Tradition I	4
6200:201	Accounting Principles I	3
6200:202	Accounting Principles II	3
6200:250	Microcomputer Applications for Business	3
6400:220	Legal and Social Environment of Business (except Accounting majors)	3
6500:221	Quantitative Business Analysis I	3
6500:222	Quantitative Business Analysis II	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
		<u>32</u>

Academic Programs

\* Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

## 7400: Family and Consumer Sciences\*

### Dietetics Option\*

First Year		Credits
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		32

### Second Year

3100:130	Principles of Microbiology	3
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Laboratory	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Laboratory	1
3400:210	Humanities in the Western Tradition I	4
6200:201	Accounting Principles I <u>QR</u>	3
2420:211	Basic Accounting I	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Elective	4
		32

### Family and Child Development Option

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology	3
3750:230	Developmental Psychology (Family Development Option only)	4
3850:100	Introduction to Sociology	4
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
	Physical Education/Wellness	1
	Electives	4
		32

### Second Year

3400:210	Humanities in the Western Tradition I	4
7400:270	Theory and Guidance of Play (Child Development Option Only)	3
7400:280	Early Childhood Curriculum Methods (Child Development Option only)	3
7750:276	Introduction to Social Welfare (Family Development Option Only)	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science requirement	8
		32

## Food and Consumer Science Option

First Year		Credits
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Economics requirement	3
	Physical Education/Wellness	1
		32

### Second Year

2020:222	Technical Report Writing	3
2440:103	Software Fundamentals	2
3100:130	Principles of Microbiology	3
3400:210	Humanities in the Western Tradition I	4
7400:265	Child Development	3
7400:316	Science of Nutrition	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science electives	3
		32

## 7600: Communication

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:102	Survey of Mass Communication	3
7600:106	Effective Oral Communication	3
7600:115	Survey of Communication Theory	3
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	6
	Elective (typing/word processing recommended)	6
		32

### Second Year

3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Communication Major Emphasis Courses	6
	Foreign Language Courses <u>QR</u>	
	Language Alternative Courses	8
	Humanities requirement	6
	Natural Science requirement	8
		36

## 7750: Social Work

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3700:100	Government and Politics in the United States	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7750:270	Poverty and Minority Issues	3
7750:276	Introduction to Social Welfare	4
	Economics requirement	3
	Physical Education/Wellness	1
		32

### Second Year

3100:103	Natural Science-Biology	4
3400:210	Humanities in the Western Tradition I	4
7600:106	Effective Oral Communication	3
7750:---	Social Work requirements	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science requirement	4
	Social Science elective	3
		32

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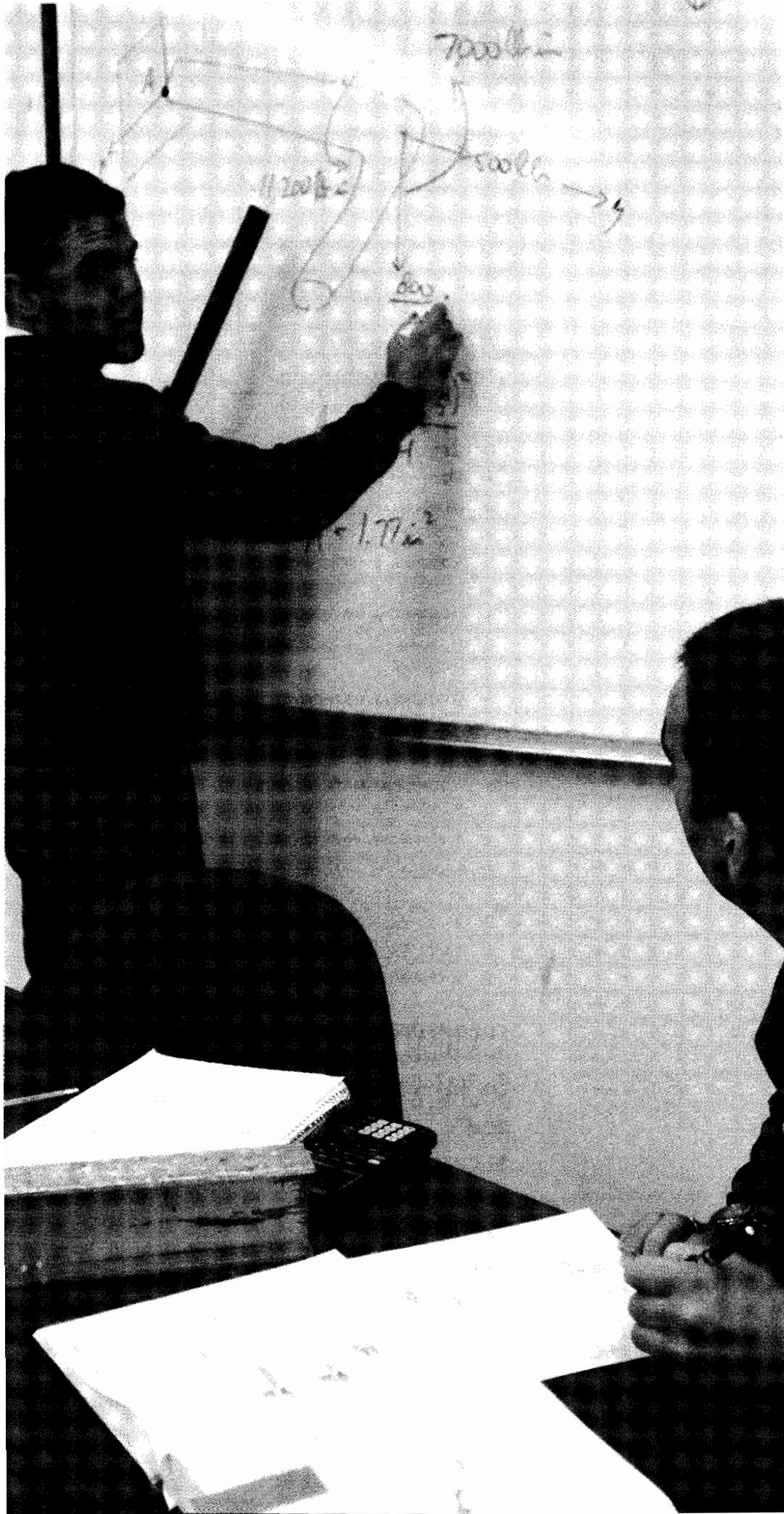
## 8200: Nursing (Basic Program)

<i>First Year</i>		<i>Credits</i>
3100:200	Human Anatomy & Physiology I	3
3100:201	Human Anatomy & Physiology I Lab	1
3100:202	Human Anatomy & Physiology II	3
3100:203	Human Anatomy & Physiology II Lab	1
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:250	Statistics for Everyday Life	4
	or	
3470:260	Basic Statistics	3
3750:100	Introduction to Psychology	3
7600:106	Effective Oral Communication	3
8200:100	Introduction to Nursing	1
		34

Students are eligible to apply to the College of Nursing during spring semester of the first year if they complete all of the courses listed for the first year by the end of the semester and attain a grade point average of 2.50 or higher ("C" grade or higher in each course). If the student is accepted into the college, attendance at the Akron campus is necessary during the second year in required clinical nursing courses. The following list of courses may be taken at Wayne College during the second year by students who do not satisfy the admission requirements.

<i>Second Year</i>		
3100:130	Principles of Microbiology	3
3400:210	Humanities in the Western Tradition I	4
3600:120	Introduction to Ethics	3
3750:230	Developmental Psychology	4
3850:100	Introduction to Sociology	4
	or	
3230:150	Cultural Anthropology	4
7400:316	Science of Nutrition	4
	Humanities Requirement	6
	Area Studies/Cultural Diversity Requirement	4
	Physical Education	1
		33





# Section FIVE

# Course Facts

The yearly schedule of courses at Wayne College is based on program enrollments and student needs. Thus, course offerings during the year may not include all of, or may reflect additions to, the following list of courses.

## GENERAL EDUCATION

### 1100:

- 101 STUDENT SUCCESS SEMINAR** 2 credits  
Acquisition of the skills, techniques, information, and strategies necessary to aid new students in their transition from high school or work to the college environment.

## DEVELOPMENTAL PROGRAMS

### 2010:

- 042 BASIC WRITING** 4 load hours†  
Prerequisite: placement. Provides intensive practice in the process of writing, in sentence structure and punctuation, and in correct written expression. Upon successful completion of Basic Writing, the student should be prepared to enter English (2020:121) or English Composition I (3300:111). Writing Lab hours are required.
- 050 BASIC MATHEMATICS I** 4 load hours†  
Prerequisite: placement. An intensive review of arithmetic and an introduction to the concepts of elementary algebra. Emphasis is placed on developing learning strategies and controlling anxieties. Upon successful completion of Basic Mathematics I, the student should be prepared to enter 2010:052 Basic Mathematics II.
- 052 BASIC MATHEMATICS II** 4 load hours†  
Prerequisite: 2010:050 or placement. A brief review of arithmetic and intensive instruction in elementary algebra. Emphasis is placed on developing learning strategies and controlling anxieties. Upon successful completion of Basic Mathematics II, the student should be prepared to enter 2420:170 Applied Mathematics for Business; 2030:130 Introduction to Technical Mathematics; 2030:151 Elements of Mathematics I; or 3450:100 Preparatory Mathematics.
- 060 COLLEGE READING** 4 load hours†  
Prerequisite: placement. Designed to strengthen the basic comprehension skills needed for academic work, including recognition of main points and key supporting ideas, inferencing, summarizing, and vocabulary development. Upon successful completion of College Reading, the student should be prepared to enter 2010:062 College Reading and Study Skills. Lab hours are required.
- 062 COLLEGE READING AND STUDY SKILLS** 4 load hours†  
Prerequisite: 2010:060 or placement. Continued practice of comprehension strategies with emphasis on textbook reading, and implementation of effective study strategies such as note taking, test taking, and memory techniques. Upon successful completion of College Reading and Study Skills, the student should be prepared to apply reading and study strategies in college classes. Lab hours are required.
- 064 APPLIED STUDY STRATEGIES** 2 load hours†  
Corequisite: Selected General Education courses taken concurrently. Designed to help students apply various study strategies to a specific course, such as psychology or sociology. Includes lecture and textbook analysis, memory techniques, and test-taking strategies. Lab hours are required.

## ASSOCIATE STUDIES

### ENGLISH

#### 2020:

- 222 TECHNICAL REPORT WRITING** 3 credits  
Prerequisite: 3300:111 or equivalent. Prepares student to write the types of reports most often required of engineers, scientists and technicians. Includes types of reports, memoranda, letters, techniques of research, documentation and oral presentation.
- 290 SPECIAL TOPICS: ASSOCIATE STUDIES** 1-4 credits  
(May be repeated with a change in topic) Prerequisite: permission. Selected topics on subject areas of interest in associate studies.

## ASSOCIATE STUDIES

### MATHEMATICS

#### 2030:

- 130 MATHEMATICS FOR ALLIED HEALTH** 3 credits  
Prerequisite: Placement. The real number system, systems of measurement, conversions, linear equations, factoring, quadratic equations, graphing, linear systems, organizing data, averages, standard deviation, the normal distribution.
- 151 TECHNICAL MATHEMATICS I** 2 credits  
Prerequisite: Placement. Fundamental concepts and operations, functions, graphs, factoring and algebraic fractions, and quadratic equations.
- 152 TECHNICAL MATHEMATICS II** 2 credits  
Prerequisite: 2030:151 with a grade of C- or better, or placement test. Variation, equation of lines, Cramer's rule, right triangle trigonometry, oblique triangles, complex numbers.
- 153 TECHNICAL MATHEMATICS III** 2 credits  
Prerequisite: 2030:152 or equivalent with a grade of C- or better or placement test. Factoring, algebraic fractions, exponents and radicals, equations with radicals, equations in quadratic form, exponential and logarithmic functions, radian measure, matrices.
- 161 MATHEMATICS FOR MODERN TECHNOLOGY** 4 credits  
Prerequisite: 2030:151 or placement by adviser. Numeration systems. Analytic geometry of the straight line, linear system. Matrices and matrix methods, determinants. Sets and logic. Probability and statistics. Math of finance.

## ASSOCIATE STUDIES

### SOCIAL STUDIES

#### 2040:

- 240 HUMAN RELATIONS** 3 credits  
Examination of principles and methods that aid in understanding the individual's response to society and the relationship between society and individuals.
- 241 TECHNOLOGY AND HUMAN VALUES** 2 credits  
Examination of impact of scientific and technical change upon people, their values and institutional arrangements. Topics include biomedical technology, automation, economic growth, natural environment and technology and quality of life.
- 247 SURVEY OF BASIC ECONOMICS** 3 credits  
Introduction to economic analysis and issues designed for the student taking only one course in economics. Coverage includes economic systems, exchange, money and banking, national income, employment, fiscal policy and current domestic economic problems.

† Load hours do not carry academic credit toward a degree program, but do count in computing a student's course load for financial aid or student employment and are used in probation and dismissal decisions.

**251 HUMAN BEHAVIOR AT WORK** 3 credits  
Examination of relationship between human behavior and the work organization. Emphasis on how contemporary organizations are changing and what makes individuals within their organizations more effective.

**256 DIVERSITY IN AMERICAN SOCIETY** 2 credits  
Prerequisite: 2020:121, or 3300:112 or equivalent. Survey course covering demographic, social, economic, political, and educational realities of diversity in the 21st century. Focus on diversity and unity, historical overview.

## DISTINGUISHED STUDENT PROGRAM

### 2015:

**150 DISTINGUISHED STUDENT COLLOQUIUM** 2 credits  
Prerequisite: Admission to the Distinguished Student Program. A discussion-based seminar that focuses on a particular topic and examines it in depth.

## INDIVIDUAL STUDY

### 2100:

**190 INDIVIDUALIZED STUDY** 1 credit  
Prerequisite: Admission to the Distinguished Student Program. An independent study project on a specific topic mutually determined by the student and a supervising faculty member.

## CRIMINAL JUSTICE TECHNOLOGY

### 2220:

**100 INTRODUCTION TO CRIMINAL JUSTICE** 3 credits  
Overview of criminal justice system, its history, development and evolution within the United States including subsystems of police, courts, corrections. Constitutional limitations, current criminal justice practices, human relations, professionalization, prevention.

## SOCIAL SERVICES TECHNOLOGY

### 2260:

**121 SOCIAL SERVICE TECHNIQUES I** 3 credits  
Prerequisite: 2260:171, or permission. Preparation to provide helping interventions as social work assistants. Focuses on helping relationships, helping and problem-solving processes, social work values, attending skills, and interviewing techniques.

**122 SOCIAL SERVICE TECHNIQUES II** 3 credits  
Corequisite: 2260:121. Focuses on enhancing self-awareness. Provides basic knowledge about social group work and opportunities for students to practice beginning group work techniques by co-facilitating self-awareness exercises.

**150 INTRODUCTION TO GERONTOLOGICAL SERVICES** 3 credits  
Basic orientation to gerontology and role of community service technician in service delivery to aged. Topics include social, biological, economic and psychological aspects of aging; national and state legislation; services and service provider.

**171 CAREER ISSUES IN SOCIAL SERVICES I** 1 credit  
Corequisite: 7750:276. Orients students to human service education and introduces them to the knowledge, skills, and attitudes essential for future educational and career success.

**172 CAREER ISSUES IN SOCIAL SERVICES II** 1 credit  
Prerequisite: 2260:171; corequisite: 2260:122. Explores strategies to promote optimal effectiveness as a helper. Topics include time and stress management, burnout, self-care, professional development, ethical dilemmas, record-keeping, and termination.

**223 SOCIAL SERVICE TECHNIQUES III** 3 credits  
Prerequisite: 2260:122; corequisite: 2260:172 or 273. Provides knowledge base for working with individuals and families in crisis. Students apply crisis theory to developmental and situational crises and practice crisis intervention techniques.

**251 COMMUNITY SERVICES FOR SENIOR CITIZENS** 3 credits  
Prerequisite: 2260:150. A study of national and community resources for social service delivery to senior citizens. Specific agencies, program needs, and senior citizens and resultant services.

**260 INTRODUCTION TO ADDICTION** 3 credits  
An overview of the continuum of use, abuse and dependency; theories of addiction; the impact of addiction on society; and the implications for professional practice.

**266 SOCIAL SERVICE TECHNIQUES WITH CHILDREN AND FAMILIES** 3 credits  
Prerequisite: 2260:122. Preparation for working with children individually and in their families. Content includes child development in relation to environmental factors, social policy concerns, and helping interventions.

**273 CAREER ISSUES IN SOCIAL SERVICES III** 1 credit  
Prerequisites: 2260:171; corequisite 2260:122. Prepares students for field work and future employment. Topics include resume development, job interviews and search strategies, working in organizations, supervision, safety, professionalism, and licensure requirements.

**275 THERAPEUTIC ACTIVITIES** 3 credits  
Prerequisite: 2260:150. Preparation for planning, adapting, and implementing individual and group therapeutic activities to meet diverse psychosocial needs. Emphasizes program planning, motivational techniques, and group work skills.

**276 PRACTICUM IN THERAPEUTIC ACTIVITIES** 1 credit  
Prerequisite: 2260:150; corequisite: 2260:275. Supervised 90-hour experience in a long-term care facility observing, planning, and providing therapeutic activities. Students practice program planning, documentation, and group work skills.

**285 SOCIAL SERVICES PRACTICUM** 1-2 credits  
Prerequisite: 2260:293, or permission. Supervised fieldwork in a human service organization with a bi-weekly seminar. Students apply classroom learning to helping situations, test career interests, and gain practical, on-the-job experience.

**287 PRACTICUM IN THERAPEUTIC ACTIVITIES AND LONG-TERM CARE** 1-2 credits  
Prerequisites: 2260:122, 275 and 293 or permission; corequisite: 2260:294 or permission. Supervised fieldwork in a long-term care facility that includes direct experience with one-on-one and group therapeutic activities, assessment, documentation, interdisciplinary care planning, and social services.

**289 PRACTICUM IN GERONTOLOGICAL SOCIAL SERVICES** 1-2 credits  
Prerequisites: 2260:122, 150 and 293 or permission; corequisite: 2260:294 or permission. Supervised field placement in a community-based or institutional setting that focuses primarily on providing social services to older adults and their families.

**290 SPECIAL TOPICS: COMMUNITY SERVICES TECHNOLOGY** 1-3 credits  
Prerequisite: Permission. Selected topics or subject areas of interest in community services technology.

**293 FIELD WORK ORIENTATION** 1 credit  
Prerequisite: 2260:172 or permission. Corequisite: 2260:122, 273, or permission. Students complete a self-assessment and application process for their first practicum and practice job search strategies and workplace competencies to prepare for and arrange it.

**294 FIELD WORK EVALUATION** 1 credit  
Prerequisite: 2260:273, 293. Corequisite: 2260:285, or 287, or 289. Students complete assessments to demonstrate program competencies and evaluate their first practicum to assist in determining appropriate learning experiences for their second practicum.

# BUSINESS MANAGEMENT TECHNOLOGY

## 2420:

- 103 ESSENTIALS OF MANAGEMENT TECHNOLOGY** 3 credits  
Survey of management principles for business and other organizations. Emphasizes the basic management functions including planning, organizing, staffing, influencing, and control.
- 104 INTRODUCTION TO BUSINESS IN THE GLOBAL ENVIRONMENT** 3 credits  
Survey of business emphasizing the global nature of business and including entrepreneurship concepts, form, marketing, management, human resources, financial resources and production.
- 170 APPLIED MATHEMATICS FOR BUSINESS** 3 credits  
Prerequisite: Completion of 2010: 052 with a grade of C or better or placement test. Mathematics of business including retail pricing, simple and compound interest, discounts, mortgages, payroll, annuities, depreciation, inventory, insurance, taxes, stock and bonds, and basic statistics.
- 202 ELEMENTS OF HUMAN RESOURCE MANAGEMENT** 3 credits  
Prerequisite: 2420:103 or permission. Provides students with an overview of human resource management functions. Includes planning, EEO/AA, selection, development, legal environment, compensation, labor relations, appraisal systems, and career planning.
- 211 BASIC ACCOUNTING I** 3 credits  
Accounting for sole proprietorships operating as service and merchandising concerns. Includes handling of cash, accounts receivable, inventories, plant/equipment, and payroll.
- 212 BASIC ACCOUNTING II** 3 credits  
Prerequisite: 2420:211. A study of accounting as it applies to partnerships and corporations. Includes stocks, bonds, cash flows, financial statement analysis, and specialized accounting software.
- 213 ESSENTIALS OF MANAGEMENT ACCOUNTING** 3 credits  
Prerequisite: 2420:211. Study of the interpretation and use of accounting data by management in decision making and the planning and controlling of business activities.
- 214 ESSENTIALS OF INTERMEDIATE ACCOUNTING** 3 credits  
Prerequisite: 2420:212. Study of development of financial accounting theory and its application to problems of financial statement generation, account valuation, analysis of working capital and determination of net income.
- 216 SURVEY OF COST ACCOUNTING** 3 credits  
Prerequisite: 2420:213. Provides student with conceptual understanding of how accounting information is developed and used for product costing, decision making, and managerial planning and control.
- 217 SURVEY OF TAXATION** 4 credits  
Prerequisite: 2420:212. Survey course of basic tax concepts, research, planning, and preparation of returns for individuals, partnerships, and corporations. Federal, state and local business taxes are discussed.
- 218 AUTOMATED BOOKKEEPING** 2 credits  
Corequisite: 2420:212. Provides experience with accounting software packages to include the processing of general ledger, accounts receivable, accounts payable, and payroll transactions.

- 219 BUSINESS ACCOUNTING PROJECTS** 3 credits  
Prerequisites: 2420:212, 213, 216. Capstone course for accounting: involves advanced problem and critical thinking on topics in financial, managerial, cost and tax accounting.
- 243 SURVEY IN FINANCE** 3 credits  
Prerequisite: 2040:247, 2420:171 and 2420:211. Survey of field including instruments, procedures, practices and institutions. Emphasis on basic principles.
- 245 BUSINESS MANAGEMENT ACCOUNTING INTERNSHIP** 3 credits  
Prerequisites: 2420:212 and 213 or 215 and 216. An accounting field experience exposing the student to the actual accounting environment and general workplace.
- 246 BUSINESS MANAGEMENT INTERNSHIP** 3 credits  
Prerequisites: 32 credits completed, including: 2420:103, 104, 212, 280, 2040:240, 6300:201. A management field experience exposing the student to the actual management environment and general workplace.
- 250 PROBLEMS IN BUSINESS MANAGEMENT** 3 credits  
Prerequisites: 2420:103, 104, 212, 243, 2520:101. Capstone course studies the development of solutions and the formulation of policies to solve business problems, emphasizes case studies, group projects, oral and written presentations.
- 280 ESSENTIALS OF BUSINESS LAW** 3 credits  
History of the law and the judicial system, torts and criminal law affecting business contracts with emphasis on sales under the UCC, and commercial paper.
- 290 SPECIAL TOPICS: BUSINESS MANAGEMENT TECHNOLOGY** 1-3 credits  
(May be repeated for a total of four credits) Prerequisite: permission. Selected topics or subject areas of interest in business management technology.

## COMPUTER INFORMATION SYSTEMS

### 2440:

- 105 INTRODUCTION TO COMPUTERS AND APPLICATION SOFTWARE** 3 credits  
Overview of basic computer concepts, electronic mail and internet technologies. Introductory-level instruction and hands-on experience in word processing, spreadsheet, database, and presentation software.
- 121 INTRODUCTION TO LOGIC/PROGRAMMING** 3 credits  
Prerequisite: 2440:105 or pass placement test. Introduction to business problem-solving using computer-based solutions. Topics include structured design, documentation, and modularity. Includes a component of hands-on programming.
- 125 SPREADSHEET SOFTWARE** 2 credits  
Prerequisite: 2440:105 or pass placement test. Emphasizes mastery of spreadsheet applications using Excel.
- 140 INTERNET TOOLS** 3 credits  
Prerequisite: 2440:105 or pass placement test. Students will learn to create Web pages using HTML and enhance their documents by including hyperlinks, tables, forms, frames and images in their HTML code.
- 141 WEB SITE ADMINISTRATION** 3 credits  
Prerequisite: 2440:105 or pass placement test. Provides step-by-step Web site administration guides such as selecting software and hardware, dealing with ISP's, domain name registration, structuring and updating content, analyzing security and legal issues, and implementing marketing strategies.
- 145 OPERATING SYSTEMS** 3 credits  
Prerequisite: 2440:105 or must pass placement test, complete bridge courses, or gain permission from program director. Course explores vital functions that an operating system performs. Single user and multi-user operating systems are studied from a functional and hands-on approach.

- 160 JAVA PROGRAMMING** 3 credits  
Prerequisite: 2440:121. Introduction to the Java programming language. Programming techniques are demonstrated through the coding, testing, and debugging of Java applications and applets.
- 170 VISUAL BASIC** 3 credits  
Prerequisite: 2440:121. Course includes hands-on experience with Visual BASIC, design of Graphical User Interface (GUI) applications, event-driven programming, linking of Windows, and accessing relational databases.
- 212 MULTIMEDIA AND INTERACTIVE WEB ELEMENTS** 3 credits  
Prerequisite: 2440:140. Reviews and demonstrates Web tools and techniques like RealAudio, Shockwave, QuickTime, video conferencing and other dynamic elements to enhance Web-based communication. Multimedia software may change to reflect current technology.
- 245 INTRODUCTION TO DATABASES FOR MICROS** 3 credits  
Prerequisite: 2440:105 or pass placement test. Explains fundamental database concepts and provides hands-on experience using database software.
- 247 HARDWARE SUPPORT** 3 credits  
Prerequisite: Admission to program or permission. This course introduces the student to the basic skills required to troubleshoot, maintain and repair computers.
- 256 C++ PROGRAMMING** 3 credits  
Prerequisite: 2440:121. This course explores object-oriented programming through C++ program development.
- 290 SPECIAL TOPICS: DATA PROCESSING** 1-3 credits  
Prerequisite: Permission. Seminar in topics of current interest in data processing or special individual student projects in data processing.

## MARKETING AND SALES TECHNOLOGY

### 2520:

- 101 ESSENTIALS OF MARKETING TECHNOLOGY** 3 credits  
Survey of marketing including its environment, buyer behavior, target market selection, product decision, distribution decisions, promotion decisions, pricing decisions, and marketing management.

## HEALTH CARE OFFICE MANAGEMENT

### 2530:

- 240 MEDICAL CODING I - DIAGNOSTIC** 3 credits  
Prerequisite: 2740:120. Designed to instill the fundamental knowledge and practice needed to understand ICD-9-CM coding classification, the course helps develop essential basic-level diagnostic coding skills.
- 241 HEALTH INFORMATION MANAGEMENT** 3 credits  
This course provides a general understanding of health information management including the effective collection, analysis, and dissemination of quality data to support individual, organization, and social decisions related to disease prevention and patient care.
- 242 MEDICAL OFFICE ADMINISTRATION** 3 credits  
Prerequisite: 2740:120. This course focuses on the health care workplace and emphasizes tools (including a computer-simulated office management program) to perform all front office responsibilities.
- 243 MEDICAL CODING II - PROCEDURAL** 3 credits  
Prerequisite: 2530:240, 2740:120. This course will cover the statistical classification systems used to describe medical procedures in the health care field including Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Disease (ICD).

- 244 MEDICAL INSURANCE BILLING** 3 credits  
Prerequisite: 2530:243. Third-party reimbursement and the completion of the standard health insurance claim form. Credit and collection policies and procedures related to the medical facility. Designed primarily to teach billing from an outpatient setting; however, basic hospital (inpatient) billing is also covered.
- 255 HEALTH CARE OFFICE MANAGEMENT AND MEDICOLEGAL ISSUES** 3 credits  
Prerequisites: 2530:241; 2540:256; and 2740:120. Includes management of medical personnel, practice enhancement, marketing, finance, facilities, purchasing, risk management, medical law and ethics, as well as aspects of managed care contract evaluation, negotiation, participation and compliance.
- 257 HEALTH CARE OFFICE FINANCE** 2 credits  
Prerequisite: 2530:243, 2420:211, 2440:125. Helps students attain a level of understanding of the financial aspects of medical practice management. Basic accounting terminology, the revenue cycle, relative value units, budgeting, and financial management and reporting.
- 260 HEALTH CARE OFFICE MANAGEMENT INTERNSHIP** 3 credits  
Prerequisite: Permission. Health Care Office Management training within an appropriate health care facility for actual work experience and observation.
- 284 MEDICAL OFFICE TECHNIQUES** 2 credits  
This course will guide the student through a variety of clinical related skills performed in the physician office. The materials are designed to assist the student in meeting the competencies developed by four national organizations.
- 290 SPECIAL TOPICS IN HEALTH CARE OFFICE MANAGEMENT** 1-4 credits  
Prerequisite: permission. Selected topics or subject areas of interest in health care office management.

## OFFICE TECHNOLOGY

### 2540:

- 119 BUSINESS ENGLISH** 3 credits  
Fundamentals of English language with emphasis on grammatical correctness, acceptable usage, spelling and punctuation. Limited writing primarily involves choice of precise words and effective sentence structure with some attention to paragraph development.
- 121 INTRODUCTION TO OFFICE PROCEDURES** 3 credits  
Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advances in processing information and employment opportunities.
- 123 MICROSOFT OUTLOOK** 2 credits  
Prerequisite: placement by adviser. An introduction to Microsoft Outlook software. Students will learn how to use Outlook for e-mail, contacts, calendaring, making appointments, and instant messaging.
- 136 SPEECH RECOGNITION TECHNOLOGY** 2 credits  
Prerequisite: placement by adviser. Course will present the features of speech-recognition software to assist students to increase their productivity at computer tasks while improving their communication skills.
- 138 PROJECT MANAGEMENT** 2 credits  
Prerequisite: placement by adviser. Introductory course that examines elements of projects and project management terminology. Also provides an understanding of Microsoft Project software for managing and evaluating projects.
- 143 MICROSOFT WORD: BEGINNING** 2 credits  
Introduction to word processing software and personal computers as a tool for personal and business communications using Microsoft Word software.

# COMPUTER NETWORK ENGINEERING TECHNOLOGY

## 2600:

- 100 BASIC ELECTRONICS FOR TECHNICIANS** 5 credits  
Corequisites: 2030:151 and 152. Fundamentals of electrical/electronic operations, linear devices and instrumentation essential to electrical/electronics maintenance and troubleshooting. Laboratory.
- 125 DIGITAL ELECTRONICS FOR TECHNICIANS** 4 credits  
Prerequisite: 2600:100. Mathematical principles of electronic switching for logic-based systems and examination of methods of switching syntheses.
- 160 PERSONAL COMPUTER SERVICING** 4 credits  
Prerequisite: 2600:100, 2440:145. Techniques for isolating and correcting faults in personal computers including the use of software diagnostic routines and electronic test equipment.
- 180 MICROPROCESSOR SERVICE PRACTICUM** 2 credits  
Corequisite: 2600:160. Work experience in the repair of microprocessor-based equipment using failed or malfunctioning equipment.
- 185 MICROPROCESSOR SERVICE PRACTICUM SEMINAR** 1 credit  
Corequisite: 2600:180. Integrates on-the-job technical experience acquired in 2600:180 with the fundamental concepts and skills acquired through coursework.
- 240 MICROSOFT NETWORKING I** 1-4 credits  
Corequisite: 2600:270 or permission. Provides the knowledge and skills to install, configure, administer, and troubleshoot the Microsoft Windows Desktop environment.
- 242 MICROSOFT NETWORKING II** 1-4 credits  
Prerequisite: 2600:270 or permission. Provides the knowledge and skills to manage accounts, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment.
- 244 MICROSOFT NETWORKING III** 1-4 credits  
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to plan and maintain a Windows Server network infrastructure including troubleshooting TCP/IP, DHCP, DNS, WINS and network access.
- 246 MICROSOFT NETWORKING IV** 1-4 credits  
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server network infrastructure including routing, securing Internet traffic, and managing network access.
- 252 MICROSOFT NETWORKING V** 1-4 credits  
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure including domain structure, site replication, and account strategies.
- 254 MICROSOFT NETWORKING VI** 1-4 credits  
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to design a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server environment.
- 256 MICROSOFT NETWORKING VII** 1-4 credits  
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to analyze business requirements for security and to design a security solution that meets those requirements in a Windows network environment.
- 261 NETWORK SECURITY** 1-4 credits  
Prerequisite: 2600:270 or permission. Provides the knowledge and skills to identify, troubleshoot, and implement network security, such as: general security concepts, communications security, infrastructure security, cryptography, and operational/organizational security.

- 144 MICROSOFT WORD: ADVANCED** 2 credits  
Prerequisite: 2540:143 or permission. Intermediate and advanced skills of Microsoft Word to include tables, importation of spreadsheets, outlines, advanced file management, macros, merges, labels and graphics.
- 241 INFORMATION MANAGEMENT** 3 credits  
Prerequisite: 2540:143 or equivalent. Study of creation, classification, encoding, transmission, storage, retention, transfer and disposition of information. Computer filing procedures are taught using database management software.
- 243 INTERNSHIP** 2-3 credits  
Prerequisite: Permission of instructor. Work experience in an office environment integrated with instruction on information management systems. Sharing of knowledge gained during internship in on-campus seminars.
- 253 ADVANCED WORD PROCESSING** 3 credits  
Prerequisite: 2540:144 or 151 or equivalent. To increase student's ability to do office-style production keyboarding with minimal supervision. Advanced word processing techniques are taught. Minimum requirement: 50 words a minute with a maximum of 5 errors for 5 minutes.
- 263 PROFESSIONAL COMMUNICATION AND PRESENTATIONS** 3 credits  
Prerequisite: 2020:121 or 3300:111. Application of the principles of communication in speeches, business presentations, group discussions, and business documents.
- 271 DESKTOP PUBLISHING** 3 credits  
Corequisite: 2540:140 or permission. Desktop publishing software used to create printed materials such as newsletters, brochures, business forms, and resumes. Course addresses design/layout decision and editing for the office worker.
- 273 MICROSOFT POWERPOINT** 2 credits  
Prerequisite: 140 or 143 or permission. Introduction to the basic principles of preparation, design, and organization necessary to produce exciting and effective PowerPoint presentations using Microsoft PowerPoint.
- 279 LEGAL OFFICE PROCEDURES** 4 credits  
Prerequisite: 2540:121, 144. Provides an understanding of various facets of the law, when and how to use documents, important legal procedures and typical office routine.
- 281 EDITING/PROOFREADING/TRANSCRIPTION** 3 credits  
Prerequisites: 2540:119 and 144, or 151. Editing and proofreading skills emphasized on the transcription of taped dictation, processing of rough-draft manuscripts, and drafting of original documents.
- 282 MEDICAL MACHINE TRANSCRIPTION** 3 credits  
Prerequisite: 2540:256. Introduction to medical terminology. Emphasis on meaning, pronunciation, spelling and application of common medical terms, abbreviations, stems and suffixes as related to the human body in computerized transcription. Speed, accuracy, and proofreading skills emphasized.
- 289 CAREER DEVELOPMENT FOR BUSINESS PROFESSIONALS** 3 credits  
Fundamentals of job search technique, professional image development and personal and interpersonal dynamics within the business environment.
- 290 SPECIAL TOPICS: OFFICE ADMINISTRATION** .5-3 credits  
(May be repeated for a total of four credits) Prerequisite: Permission. Selected topics or subject areas of interest in office administration.

- 262 LINUX NETWORKING** *1-4 credits*  
Prerequisite: 2600:270 or permission. Provides the knowledge and skills needed to install, configure, administer, and troubleshoot Linux network operating systems including: licenses, administration, network configuration, and network protocol and security management.
- 270 INTRODUCTION TO NETWORK TECHNOLOGIES** *3 credits*  
Prerequisite: 2440:145. Provides students with an excellent foundation upon which to build their network training. Covers basic terms and concepts of computer networking.
- 272 NOVELL NETWORKING I** *1-4 credits*  
Prerequisite: 2600:270. Provides students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager.
- 274 NOVELL NETWORKING II** *1-4 credits*  
Prerequisite: 2600:272. This course provides students with the knowledge and skills they need to design, configure and administer complex networks.
- 276 NOVELL NETWORKING III** *1-4 credits*  
Prerequisite: 2600:274. Teaches network administrators, network designers and networking consultants the skills needed to design and implement hierarchical directories in LAN and WAN.
- 278 NOVELL NETWORKING IV** *1-4 credits*  
Prerequisite: 2600:274. This course focuses on the prevention, diagnosis, and resolution of hardware-related problems network professionals encounter while working with the network.
- 280 FIELD EXPERIENCE IN MICROPROCESSOR SERVICE** *2 credits*  
Prerequisites: 2600:180 and 230. Work experience within a business that makes, uses, or services microprocessor-based equipment.
- 282 NOVELL NETWORKING V** *1-4 credits*  
Prerequisite: 2600:274. This course addresses specific technological changes in networking theory and practice.
- 284 WORKING WITH TCP/IP** *2 credits*  
Prerequisite: 2600:274. Knowledge and skills necessary to plan, configure and troubleshoot a TCP/IP network. Advanced skills and abilities to handle more challenging network situations than encountered in prior networking courses.
- 290 SPECIAL TOPICS: COMPUTER SERVICE AND NETWORK TECHNOLOGY** *1-5 credits*  
Prerequisite: Permission. This course is designed to allow for special topics and subject areas of particular interest to students.

## PARAPROFESSIONAL EDUCATION

### 2650:

- 290 SPECIAL TOPICS: PARAPROFESSIONAL EDUCATION** *1-3 credits*  
Special topics in subject area of interest for paraprofessional education (may be repeated for a total of six credits).

## MEDICAL ASSISTING

### 2740:

- 120 MEDICAL TERMINOLOGY** *3 credits*  
Study of language used in medicine.
- 121 STUDY OF DISEASE PROCESSES** *3 credits*  
Prerequisite: 2740:120. Study of diseases of major body functions.
- 230 BASIC PHARMACOLOGY** *3 credits*  
Overview of drugs used in a medical setting.

## ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY

### 2800:

- 200 INTERNET: PHYSICS FOR ENVIRONMENTAL TECHNICIANS** *1 credit*  
Online course utilizing aspects of the Internet introducing various topics of physics important to Environmental Technicians including mechanic energy, heat, sound, fluid flow, and radioactivity.
- 210 OCCUPATIONAL SAFETY AND RISK** *3 credits*  
Introduction to the field of health and safety as related to business and industrial operations. Emphasis is placed on hazard/risk analysis and the regulatory environment.
- 220 ENVIRONMENTAL LAW AND REGULATIONS** *3 credits*  
Introduction to the legal system and to the laws and regulations dealing with water, air, land, noise and other sources of pollution.
- 221 ENVIRONMENTAL LAW AND REGULATIONS II** *3 credits*  
Prerequisite: 2800:220. Designed to provide students the opportunity to apply common regulatory reporting mechanisms in a practical manner utilizing a variety of software programs recognized in the environmental field.
- 230 WATER AND ATMOSPHERIC POLLUTION** *3 credits*  
Prerequisite: 3100:104, 105. Basic concepts of aquatic and atmospheric systems and the processes that pollute them. Emphasis on control and monitoring of cultural, industrial, and agricultural pollution sources. Laboratory.
- 232 ENVIRONMENTAL SAMPLING LABORATORY** *2 credits*  
Corequisite: 2800:230. Field experience with a wide range of environmental sampling techniques and equipment.
- 250 INTERNSHIP: ENVIRONMENTAL HEALTH AND SAFETY** *3 credits*  
Prerequisite: Students must have permission of program coordinator, completed at least 30 hours of coursework, and have completed at least one of the following courses pertinent to internship: 2230:250; 2230:257; 2800: 210; 2800:220; 2800:230 and 232. A supervised work experience in environmental health and/or safety to increase student understanding of the practical application of health and safety training.
- 290 SPECIAL TOPICS IN ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY** *1-4 credits*  
Prerequisite: permission. Special topics and subject areas of particular interest to students.

Course Facts

## GENERAL TECHNOLOGY

### 2820:

- 105 BASIC CHEMISTRY** *3 credits*  
Prerequisite: 2010:052 or one year of high school mathematics and placement. Elementary treatment of facts and principles of chemistry emphasizing biological application. Elements and compounds important in everyday life, biological processes, and medicine. Introduction to laboratory techniques. Laboratory.
- 161 TECHNICAL PHYSICS: MECHANICS I** *2 credits*  
Corequisite: 2030:153. Principles of mechanics that include motion, vectors, forces, equilibrium; also significant figures and unit conversions. Laboratory.
- 162 TECHNICAL PHYSICS: MECHANICS II** *2 credits*  
Prerequisite: 2820:161; 2030:153. Principles of mechanics that include work, power, conservation of energy, rotational motion, torque. Laboratory.
- 163 TECHNICAL PHYSICS: ELECTRICITY AND MAGNETISM** *2 credits*  
Prerequisite: 2820:161; corequisite: 2030:153. Principles of electricity and magnetism. Electrostatics, basic direct current circuits, magnetism and electromagnetism, alternating currents, basic AC circuits. Laboratory.

- 164 TECHNICAL PHYSICS: HEAT AND LIGHT** *2 credits*  
Prerequisite: 2820:161; corequisite: 2030:153. Topics include thermal behavior of matter, thermodynamics, light, geometric and physical optics. Introduction to atomic and nuclear physics. Laboratory.

## MANUFACTURING ENGINEERING TECHNOLOGY

### 2880:

- 232 LABOR MANAGEMENT RELATIONS** *3 credits*  
Study of historical background of labor movement, management viewpoints, legal framework for modern labor organizations and collective bargaining process.

## BIOLOGY

### 3100:

- 100 INTRODUCTION TO BOTANY** *4 credits*  
An introductory survey to the plant kingdom. Investigation of local flora and landscape species is stressed. Laboratory. Not available for credit toward a degree in biology.
- 101 INTRODUCTION TO ZOOLOGY** *4 credits*  
An evolutionary survey of the animals. Investigation of local fauna is stressed. Laboratory. Not available for credit toward a degree in biology.
- 103 NATURAL SCIENCE: BIOLOGY** *4 credits*  
Designed for non-science majors. Laboratory and class instruction illustrate concepts of living organisms with emphasis on mankind's position in, and influence on, the environment.
- 108 INTRODUCTION TO BIOLOGICAL AGING** *3 credits*  
Prerequisite: 3100:103. Survey of normal anatomical and physical changes in aging and associate diseases. For students in gerontological programs at Wayne College. Not available for credit toward a degree in biology.
- 111 PRINCIPLES OF BIOLOGY I** *4 credits*  
Molecular, cellular basis of life; energy transformations, metabolism; cell reproduction, genetics, development, immunology, evolution, and origin and diversity of life (through plants). Laboratory.
- 112 PRINCIPLES OF BIOLOGY II** *4 credits*  
Prerequisite: 3100:111. Animal diversity; nutrients, gas exchange, transport, homeostasis, control in plants and animals; behavior; ecology. (3100:111, 112 are an integrated course for biology majors). Laboratory.
- 130 PRINCIPLES OF MICROBIOLOGY** *3 credits*  
Basic principles and terminology of microbiology; cultivation and control of microorganisms; relationships of microorganisms to man and his environment; medical microbiology. Laboratory.
- 200 HUMAN ANATOMY AND PHYSIOLOGY I** *3 credits*  
Study of structure and function of the human body. Molecular, cellular function, histology, integumentary systems, skeletal system, muscular system, nervous system, and the sense organs.
- 201 HUMAN ANATOMY AND PHYSIOLOGY LAB I** *1 credit*  
Laboratory devised to allow hands-on experience using models, dissections of various animals, virtual dissection, and physiological exercises.
- 202 HUMAN ANATOMY AND PHYSIOLOGY II** *3 credits*  
Prerequisite: 3100:200. Study of structure and function of the human body. Endocrine system, cardiovascular system, lymphatics, respiratory system, urinary system, digestive system, and reproductive systems.
- 203 HUMAN ANATOMY AND PHYSIOLOGY LAB II** *1 credit*  
Laboratory devised to allow hands-on experience using models, dissections of various animals, virtual dissection, and physiological exercises.

- 211 GENERAL GENETICS** *3 credits*  
Prerequisite: 3100:112. Principles of heredity, principles of genetics.

- 212 GENERAL GENETICS LABORATORY** *1 credit*  
Prerequisite or corequisite: 3100:211. Laboratory experiments in genetics. Emphasis on scientific method and techniques in molecular biology.

- 217 GENERAL ECOLOGY** *3 credits*  
Prerequisite: 3100:112. Study of interrelationships between organisms and environment.

- 265 INTRODUCTORY HUMAN PHYSIOLOGY** *4 credits*  
Study of physiological processes in human body, particularly at organ-systems level. Not open to preprofessional majors. Laboratory. Not available for credit toward a degree in biology.

## CHEMISTRY

### 3150:

- 100 CHEMISTRY AND SOCIETY** *3 credits*  
Qualitative introduction to chemistry using current world problems and commercial products, such as the ozone layer, nuclear fission, polymers and drugs, to introduce chemical principles.

- 101 CHEMISTRY FOR EVERYONE** *4 credits*  
Integrated, hands-on laboratory instruction in the fundamental concepts of chemistry for general education and middle-level licensure for pre-service and in-service teachers.

- 110 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY I** *3 credits*  
Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, radiation.

- 111 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY LABORATORY I** *1 credit*  
Prerequisite/Corequisite: 3150:110. Sequential. Laboratory course applying principles of chemistry and fundamentals of inorganic, organic and biochemistry.

- 112 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY II** *3 credits*  
Prerequisite: 3150:110. Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, radiation.

- 113 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY LABORATORY II** *1 credit*  
Prerequisite/Corequisite: 3150:112. Sequential. Laboratory course applying principles of chemistry and fundamentals of inorganic, organic and biochemistry.

- 151 PRINCIPLES OF CHEMISTRY I** *3 credits*  
Prerequisite: Placement in 3450:149 or higher or permission. Introduction to basic facts and principles of chemistry, including atomic and molecular structure, states of matter and thermodynamics. For the chemistry major, premedical student and most other science majors.

- 152 PRINCIPLES OF CHEMISTRY I LABORATORY** *1 credit*  
Prerequisite or corequisite: 3150:151. Laboratory course applying principles of thermodynamics, chemical analysis, and laboratory practice.

- 153 PRINCIPLES OF CHEMISTRY II** *3 credits*  
Prerequisite: 3150:151. Continuation of 151, including aqueous solution theory, chemical kinetics, equilibrium, electrochemistry and nuclear chemistry. For the chemistry major, premedical student and most other science majors.

- 154 QUALITATIVE ANALYSIS** *2 credits*  
Prerequisite 3150:152; corequisite: 3150:153. Laboratory course applying principles of chemical equilibrium to inorganic qualitative analysis.

**263,4 ORGANIC CHEMISTRY LECTURE I, II** 3 credits each  
Sequential. Prerequisite: 3150:153 (for 263); 3150:263 (for 264).  
or permission. Structure and reactions of organic compounds,  
mechanisms of reactions.

**265,6 ORGANIC CHEMISTRY LAB I, II** 2 credits each  
Sequential. Prerequisite: 3150:154; Pre/corequisites: 3150:263  
(for 265); Prerequisite: 3150:265 (for 266). Laboratory  
experiments to develop techniques in organic chemistry and  
illustrate principles.

## ANTHROPOLOGY

### 3230:

**150 CULTURAL ANTHROPOLOGY** 4 credits  
Introduction to study of culture, cross-cultural view of human  
adaptation through technology, social organization and  
ideology.

**151 HUMAN EVOLUTION** 4 credits  
Study of biological evolution of Homo Sapiens, including primate  
comparisons and cultural development. One-hour laboratory using  
interactive computer programs, casts and Anthropology's cultural  
collection.

**251 HUMAN DIVERSITY** 3 credits  
A study of the critical elements of world diversity, both cultural  
and biological. Cross-cultural comparisons of family, religion and  
politics in contemporary world. Multimedia and lecture.

## ECONOMICS

### 3250:

**200 PRINCIPLES OF MICROECONOMICS** 3 credits  
Analysis of the behavior of the firm and household, and the market  
processes affecting price, output and resource allocation. No  
credit if 3250:244 already taken.

**201 PRINCIPLES OF MACROECONOMICS** 3 credits  
Prerequisite: 3250:200. Study of the economic factors that affect  
price level, national income, employment, and economic growth.  
No credit if 3250:244 already taken.

**244 INTRODUCTION TO ECONOMIC ANALYSIS** 3 credits  
For engineering majors. Intensive introduction to analysis of  
modern industrial society and formulation of economic policy.  
Structure of economic theory and its relation to economic reality.  
No credit to a student who has completed 3250:200, 201.

## ENGLISH

### 3300:

**111 ENGLISH COMPOSITION I** 4 credits  
Prerequisite: Placement. Extensive and varied experience in  
developing writing skills, with practice in expressive, reflective,  
and analytic forms of writing.

**112 ENGLISH COMPOSITION II** 3 credits  
Prerequisite: 3300:111. Designed to develop skills in analyzing  
and writing persuasive arguments.

**250 CLASSIC AND CONTEMPORARY LITERATURE** 3 credits  
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or  
permission of the instructor. Close reading and analysis of fiction,  
poetry, and drama from the evolving canon of American, British,  
and World literature. This course fulfills the General Education  
humanities requirement. This course cannot be used to meet  
major requirements in English.

**252 SHAKESPEARE AND HIS WORLD** 3 credits  
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210,  
or permission of the instructor. An introduction to the works of  
Shakespeare and their intellectual and social contexts. Each

section "places" Shakespeare through compact readings of works  
by the playwright's contemporaries. This course fulfills the General  
Education humanities requirement. This course cannot be used  
to meet major requirements in English.

**275 SPECIALIZED WRITING** 3 credits  
(May be repeated for different topics, with permission)  
Prerequisites: 3300:111 and 112, or equivalent, or permission.  
Principles and practice of style, structure and purpose in writing,  
with special applications to writing demands of a specific career  
area.

**277 INTRODUCTION TO POETRY WRITING** 3 credits  
Prerequisite: 3300:112, or equivalent, or permission. Practice in  
writing poems. Study of techniques in poetry using contemporary  
poems as models. Class discussion of student work. Individual  
conferences with instructor to direct student's reading and  
writing.

**278 INTRODUCTION TO FICTION WRITING** 3 credits  
Prerequisite: 3300:111 and 112, or their equivalents, or permission  
of the instructor. Practice in writing short stories. Study of various  
techniques in fiction using contemporary stories as models. Class  
discussion of student work. Individual conferences with instructor  
to direct student's reading and writing.

**280 POETRY APPRECIATION** 3 credits  
Prerequisites: 3300:111 and 112, or equivalent, or permission.  
Close reading of a wide selection of British and American poems  
with emphasis on dramatic situation, description, tone, analogical  
language, theme and meaning.

**281 FICTION APPRECIATION** 3 credits  
Prerequisites: 3300:111 and 112, or equivalent, and 3400:210.  
Close readings of modern master of short story and novel. Fulfills  
the general studies humanities requirement.

**282 DRAMA APPRECIATION** 3 credits  
Prerequisites: 3300:111 and 112, or equivalent, or permission.  
Close reading and analysis of a variety of plays. (May be repeated  
for credit as a text of a film appreciation course)

**283 FILM APPRECIATION** 3 credits  
Prerequisites: 3300:111 and 112, or equivalent, or permission.  
Introduction to dramatic choices made by filmmakers in scripting,  
directing, editing and photographing narrative films; and qualities  
of reliable film reviews.

## GEOGRAPHY AND PLANNING

### 3350:

**100 INTRODUCTION TO GEOGRAPHY** 3 credits  
Analysis of world patterns of population characteristics,  
economic activities, settlement features, land forms, climate as  
interrelated.

**375 GEOGRAPHY OF CULTURAL DIVERSITY** 2 credits  
Evaluation of cultural elements unique to various geographical  
regions to explain why different people utilize resources differently,  
and how cultural diversity affects regional conflicts.

# GEOLOGY

## 3370:

- 100 EARTH SCIENCE** 3 credits  
Introduction to earth science for non-science majors. Survey of earth in relation to its physical composition, structure history, atmosphere, oceans; and relation to solar system and universe.
- 101 INTRODUCTORY PHYSICAL GEOLOGY** 4 credits  
A study of the nature of the Earth, its materials, and the processes that continue to change it. Laboratory.
- 102 INTRODUCTORY HISTORICAL GEOLOGY** 4 credits  
Prerequisite: 3370:101. Geologic history of earth, succession of major groups of plants and animals interpreted from rocks, fossils. Laboratory.
- 103 NATURAL SCIENCE: GEOLOGY** 3 credits  
Study of basic principles and investigative techniques in various fields of geology with emphasis on the relationship of geological processes to society.
- 121-140 CONCEPTS OF GEOLOGY** 1 credit each  
A series of one-credit modules designed to introduce specific topics of science and the scientific method from the perspective of geologists.
- 121 DINOSAURS** 1 credit  
Introductory course exploring the geological occurrence, mode of fossilization, evolutionary development, habits, and sudden extinction of the largest known land vertebrates.
- 122 MASS EXTINCTIONS AND GEOLOGY** 1 credit  
Catastrophic changes in plants and animals have occurred throughout Earth's history. The causes of these extinctions have sparked debate that has enlivened the scientific world.
- 123 INTERPRETING EARTH'S GEOLOGICAL HISTORY** 1 credit  
An introduction to geological techniques and reasoning used to develop theories and interpretations of earth history. Exercises allowing students to develop interpretations.
- 124 PLATE TECTONICS: THE NEW GEOLOGY** 1 credit  
Plate tectonic theory is the solution to the origin of the oceans and mountains, earthquakes and volcanoes, mineral deposits, and many other geological riddles.
- 125 EARTHQUAKES: WHY, WHERE AND WHEN?** 1 credit  
Causes and effects of earthquakes, geological settings for earthquakes, seismic measurements, mechanical response of rock to stress, earthquake prediction and precautionary measures.
- 126 NATURAL DISASTERS AND GEOLOGY** 1 credit  
A study of the Earth's natural hazards including earthquakes, landslides, meteorites, and tsunamis.
- 127 THE ICE AGE AND OHIO** 1 credit  
Introductory course covering the effects of the ice age on the geology, vegetation, fauna, and economy of Ohio.
- 128 GEOLOGY OF OHIO** 1 credit  
Survey of Ohio's geologic setting and history, natural resources, landforms, and their significance in terms of human activity, from early settlement to future economy.
- 129 MEDICAL GEOLOGY** 1 credit  
Abundance and distribution of trace elements in surface and groundwater, soils and rocks. The effects of trace elements to health through dose-response relationships.
- 130 GEOLOGIC RECORD OF CLIMATE CHANGE** 1 credit  
Examines evidence for natural climate changes in geologic past and evaluates the role of modern society in influencing future climate.
- 131 GEOLOGY AND SOCIETY** 1 credit  
Discussion of how geology has influenced the growth of societies and how governmental regulation affects the development and exploitation of geological resources.

- 132 GEMSTONES AND PRECIOUS METALS** 1 credit  
Introduction to minerals that form gemstones and precious metals. Topics to be covered include physical properties, geological occurrences and geographic locations of major deposits.
- 133 CAVES** 1 credit  
Topics include: karst processes and the origin of caverns; carbonate depositional environments and the origin of limestones and environmental problems associated with karst landscapes.
- 134 HAZARDOUS AND NUCLEAR WASTE DISPOSAL** 1 credit  
Disposition of hazardous waste in secured landfill site. Geological factors that determine the selection of low level and high level radioactive waste.
- 135 GEOLOGY OF ENERGY RESOURCES** 1 credit  
Topics include the origin of hydrocarbon and coal deposits, methods of petroleum exploration, global distribution of hydrocarbon resources.
- 137 EARTH'S ATMOSPHERE AND WEATHER** 1 credit  
Structure and composition of the atmosphere; earth's radiation budget; atmospheric moisture, clouds and precipitation; weather systems and storms, severe weather, Ohio weather.
- 138 PLANETARY GEOLOGY** 1 credit  
Solar system characteristics and formation; structure, composition and geology of terrestrial and Jovian planets and their satellites; comets, asteroids, meteorites and their relationship to earth.
- 140 ROCKY MOUNTAIN NATIONAL PARKS** 1 credit  
Badlands, Yellowstone, Grand Canyon and other Rocky Mountain national parks will be used to illustrate basic principles of geology.
- 171 INTRODUCTION TO THE OCEANS** 3 credits  
Provides a basic introduction to the oceans. Topics include formation of the oceans, ocean circulation, waves and tides, marine animals, marine communities, and climate change.
- 200 ENVIRONMENTAL GEOLOGY** 3 credits  
Analysis of geologic aspects of the human environment with emphasis on geologic hazards and environmental impact of society's demand for water, minerals, and energy.
- 201 EXERCISES IN ENVIRONMENTAL GEOLOGY I** 1 credit  
Prerequisite or corequisite: 3370:200. Recognition, evaluation of environmental problems related to geology through field, laboratory exercises and demonstrations that apply concepts from 200.
- 203 EXERCISES IN ENVIRONMENTAL GEOLOGY II** 1 credit  
Recognition and evaluation of environmental problems related to geology. Continuation of 3370:201.

# HISTORY

## 3400:

- 210 HUMANITIES IN THE WESTERN TRADITION I: ANTIQUITY TO THE RENAISSANCE** 4 credits  
Prerequisite: 32 credit hours completed; 3300:112. Introduction to the human condition in the past as manifested in the ideas, religions, visual arts and music of Western civilization from the ancient Greeks through the Renaissance.
- 211 HUMANITIES IN THE WESTERN TRADITION II: REFORMATION TO THE PRESENT** 3 credits  
Prerequisite: 3400:210. Introduction to the human condition in the past as manifested in the ideas, religions, visual arts and music of Western civilization from the Protestant Reformation to the present.
- 250 UNITED STATES HISTORY TO 1877** 4 credits  
Historical survey from the Age of Discovery and North American colonization through the creation of the United States to the Civil War and Reconstruction.
- 251 UNITED STATES HISTORY SINCE 1877** 4 credits  
Survey of United States history from the end of Federal Reconstruction to the present.

World Civilizations courses present a basic knowledge of past human experiences and an understanding of current events in some key areas of the world. Prerequisite is completion of 32 credits of coursework.

385	<b>WORLD CIVILIZATIONS:</b>	<b>CHINA</b>	2 credits
386	<b>WORLD CIVILIZATIONS:</b>	<b>JAPAN</b>	2 credits
387	<b>WORLD CIVILIZATIONS:</b>	<b>SOUTHEAST ASIA</b>	2 credits
388	<b>WORLD CIVILIZATIONS:</b>	<b>INDIA</b>	2 credits
389	<b>WORLD CIVILIZATIONS:</b>	<b>MIDDLE EAST</b>	2 credits
390	<b>WORLD CIVILIZATIONS:</b>	<b>AFRICA</b>	2 credits
391	<b>WORLD CIVILIZATIONS:</b>	<b>LATIN AMERICA</b>	2 credits

## MATHEMATICS

### 3450:

- 100 INTERMEDIATE ALGEBRA** 3 credits  
Prerequisite: placement. A review of high school algebra. Real numbers, exponents and radicals, factoring, linear and quadratic equations, graphing, systems of equations, and problem solving. For students whose algebraic skills are not sufficient to allow them to enroll in University mathematical science courses. Does not meet General Education mathematics requirement.
- 135 EXCURSION IN MATHEMATICS** 3 credits  
Prerequisite: Mathematics placement test or 3450:100. Contemporary applications of mathematics for the non-science major to develop skills in logical thinking and reading technical material. Topics include voting, apportionment, scheduling, patterns, networks.
- 140 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I** 3 credits  
Prerequisite: Mathematics placement test or 3450:100 with a grade of C- or better. Enrollment limited to elementary education majors only. A problem-solving and inquiry-based approach to number systems, bases, operations, properties, relationships, algorithms of real numbers. Introduction to number theory, functions, algebra and coordinate geometry.
- 145 COLLEGE ALGEBRA** 4 credits  
Prerequisite: Mathematics placement test or 3450:100 with a grade of C- or better. Real numbers; equations and inequalities; linear and quadratic functions. Exponential and logarithmic functions. Systems of equations; matrices; determinants. Permutations and computations.
- 149 PRECALCULUS MATHEMATICS** 4 credits  
Prerequisite: 3450:145 with a grade of C- or better or placement. Functions, polynomial functions, complex numbers, exponential and logarithmic functions, systems of equations, trigonometric functions, mathematical induction, sequences, and binomial theorem.
- 210 CALCULUS WITH BUSINESS APPLICATIONS** 3 credits  
Prerequisite: Mathematics placement test or 3450:141 or 145 with a grade of C- or better. Review of functions; derivatives of functions; extrema and concavity; optimization; logarithmic and exponential functions; extrema for multivariate functions. Graphing calculator required. For business majors only.
- 215 CONCEPTS OF CALCULUS** 4 credits  
Prerequisite: 3450:145, or 149 with a grade of C- or better, or placement. Functions; limits and continuity; differentiation and applications of differentiation; logarithmic and exponential functions; integration and applications of integration; partial differentiation.
- 221 ANALYTIC GEOMETRY-CALCULUS I** 4 credits  
Prerequisite: 3450:149 with a grade of C- or better, or 3450:145 and 147 with grades of C- or better, or placement. Analytic geometry, limits, continuity, derivatives, tangent and normal lines extreme of functions, Rolle's theorem, mean value theorem, related rates, antiderivatives, definite integrals, areas, volumes, arc length.

- 222 ANALYTIC GEOMETRY-CALCULUS II** 4 credits  
Prerequisite: 3450:221 with a grade of C- or better. Derivatives of exponential, logarithmic, trigonometric, inverse trigonometric, hyperbolic and inverse hyperbolic functions; methods of integration, sequences, series, moments, centroids, indeterminate forms, polar coordinates.
- 223 ANALYTIC GEOMETRY-CALCULUS III** 4 credits  
Prerequisite: 3450:222 with a grade of C- or better. Vector algebra, cylindrical and spherical coordinates, vector-valued functions, curvature; functions of several variables, limit, continuity, partial derivatives, differentials, directional derivatives, maxima and minima, multiple integrals, Divergence Theorem.
- 260 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II** 3 credits  
Prerequisite: 3450:140 with a grade of C- or better. A problem-solving and inquiry-based approach to fundamentals of Euclidean geometry and elementary data analysis via hands-on activities and the use of technology.
- 289 SELECTED TOPICS IN MATHEMATICS** 1-3 credits  
Prerequisite: permission. Selected topics of interest in mathematics.
- 335 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS** 3 credits  
Prerequisite: 3450:223 with a grade of C- or better. Basic techniques for solving ODEs and systems of ODEs. Analysis of models involving differential equations of first order and simple equations of second order.

## COMPUTER SCIENCE

### 3460:

- 209 INTRODUCTION TO COMPUTER SCIENCE** 4 credits  
Prerequisite: 3450:145 or 149 with a grade of C- or better, or equivalent. An introduction to problem-solving methods and algorithm development. Programming in a high-level language including how to design, code, debug and document programs using techniques of good programming style.
- 210 DATA STRUCTURES AND ALGORITHMS I** 4 credits  
Prerequisites: 3460:209 and 3450:208 with a grade of C- or better. Dynamic memory allocation methods, elementary data structures, internal representations, and associated algorithms. Topics include lists, stacks, queues, trees, and sorting methods.

## STATISTICS

### 3470:

- 250 STATISTICS FOR EVERYDAY LIFE** 4 credits  
Prerequisite: Placement. Conceptual approach to the basic ideas and reasoning of statistics. Topics include descriptive statistics, probability (uncertainty), statistical inference (estimation and hypothesis testing). Computer application laboratory.
- 260 BASIC STATISTICS** 3 credits  
Prerequisite: Mathematics placement test or 3450:100. Applied approach to data description and statistical inference (hypothesis testing, estimation); one-sample parametric and non-parametric methods. Analysis of ratios, rates, and proportions. Computer applications.
- 261 INTRODUCTORY STATISTICS I** 2 credits  
Prerequisite: Placement. Descriptive statistics such as mean, median; frequency tables and histograms; probability; random variables; discrete and continuous probability distributions; sampling distributions.
- 262 INTRODUCTORY STATISTICS II** 2 credits  
Prerequisite: 3470:261. Statistical inference, point estimation, interval estimation, hypothesis testing, parametric (tests for the mean and variance), and non-parametric (binomial test, chi-square tests, rank tests) methods.

# GERMAN

## 3530:

- 101,2 BEGINNING GERMAN I, II** *4 credits each*  
Sequential. Prerequisite for 102: 101 or equivalent. Acquisition of basic reading, speaking, writing and listening comprehension skills, with emphasis on development of self-expression in everyday situations through culturally authentic media and texts.
- 201,2 INTERMEDIATE GERMAN I, II** *3 credits each*  
Sequential. Prerequisite: 3530:102 or equivalent. Continuing acquisition of competence in reading, writing, speaking, and listening comprehension through use of culturally authentic materials, with emphasis on developing accuracy and self-expression in a wide range of situations.

# SPANISH

## 3580:

- 101,2 BEGINNING SPANISH I, II** *4 credits each*  
Sequential. Prerequisite for 102: 101 or equivalent. Acquisition of basic reading, speaking, writing and listening comprehension skills, with emphasis on development of self-expression in everyday situations through culturally authentic media and texts.
- 201,2 INTERMEDIATE SPANISH I, II** *3 credits each*  
Sequential. Prerequisite: 3580:102 or equivalent. Continuing acquisition of competence in reading, writing, speaking, and listening comprehension through use of culturally authentic materials, with emphasis on developing accuracy and self-expression in a wide range of situations.

# PHILOSOPHY

## 3600:

- 101 INTRODUCTION TO PHILOSOPHY** *3 credits*  
Introduction to philosophic problems and attitudes through acquaintance with the thoughts of some leading thinkers of Western tradition.
- 120 INTRODUCTION TO ETHICS** *3 credits*  
Introduction to problems of moral conduct through readings from the tradition and class discussion; nature of "good," "right," "ought" and "freedom".
- 170 INTRODUCTION TO LOGIC** *3 credits*  
Introduction to logic and critical thinking. Includes such topics as meaning, informal fallacies, propositional logic, predicate and syllogistic logic and nature of induction.

# PHYSICS

## 3650:

- 130 DESCRIPTIVE ASTRONOMY** *4 credits*  
Qualitative introduction to astronomy, intended primarily as a first science course for non-science majors. Includes laboratory and observational activities.
- 131 ASTRONOMY BY INQUIRY** *4 credits*  
Qualitative introduction to the major concepts of astronomy by means of inquiry-based laboratory investigations. Intended for education majors.
- 133 MUSIC, SOUND, AND PHYSICS** *4 credits*  
Qualitative introduction to the physics of sound, its properties, perception, and reproduction, including acoustical principles of musical instruments. Laboratory and observational activities included.

- 137 LIGHT** *4 credits*  
Introductory, qualitative course dealing with the nature of light and the interaction of light with various materials to produce common visual effects. Laboratory activities included that provide experiences in scientific investigation.
- 261 PHYSICS FOR THE LIFE SCIENCES I** *4 credits*  
Prerequisites: High school algebra, trigonometry or 3450:149 as corequisite or permission. Introductory course for professional work in biology and health professions and services. Emphasizes life science applications. Mechanics: laws of motion, force, torque, work, energy, power; properties of matter; gases, liquids, solids, fluid mechanics. Laboratory.
- 262 PHYSICS FOR THE LIFE SCIENCES II** *4 credits*  
Prerequisite: 3650:261. Laws of thermodynamics, kinetic theory. Wave phenomena; sound, light, optics; electricity and magnetism; atomic and nuclear physics; radioactivity. Laboratory.
- 267,8 LIFE SCIENCES PHYSICS COMPUTATIONS I, II** *1 credit each*  
Corequisite: 3650:261 (with 267); 3650:262 (with 268). Optional companion courses to 261,2 provides additional computational experience in applications of physics to life sciences, emphasizing use of algebra and trigonometry. Particularly recommended for student with modest mathematical preparation.
- 291 ELEMENTARY CLASSICAL PHYSICS I** *4 credits*  
Prerequisite: 3450:221 with a grade of C- or better. Introductory physics for science and engineering. Classical kinematics and dynamics as related to contemporary physics, oscillations, thermodynamics, vectors and some calculus as needed. Laboratory.
- 292 ELEMENTARY CLASSICAL PHYSICS II** *4 credits*  
Prerequisite: 3650:291 with a grade of C- or better. Basic laws of electromagnetism; fluid mechanics, mechanical and electromagnetic waves, and wave phenomena, interference and diffraction; coherence; geometrical and physical optics. Laboratory.
- 293,4 PHYSICS COMPUTATIONS I, II** *1 credit each*  
Corequisite: 291 (with 293); 292 (with 294). Optional companion courses to 291,2 provides experience in problem solving, and elaborates application of calculus to simple physics phenomena. Particularly recommended for a freshman or for a student with modest preparation in mathematics or physical sciences.

# POLITICAL SCIENCE

## 3700:

- 100 GOVERNMENT AND POLITICS IN THE UNITED STATES** *4 credits*  
Examination of the American political system with emphasis on fundamental principles, ideas, institutions and processes of modern government.
- 150 WORLD POLITICS AND GOVERNMENTS** *3 credits*  
Introduction to international politics and an examination of the governments and foreign policies of selected states from a comparative perspective.
- 210 STATE AND LOCAL GOVERNMENT AND POLITICS** *3 credits*  
Examination of institutions, processes and intergovernmental relations at state and local levels.

# PSYCHOLOGY

## 3750:

- 100 INTRODUCTION TO PSYCHOLOGY** *3 credits*  
Introduction to scientific study of behavior, survey of physiological basis of behavior, sensation and perception, development, learning and cognition, personality, social interaction and other selected topics.

- 105 PROFESSIONAL AND CAREER ISSUES IN PSYCHOLOGY** *1 credit*  
Corequisite: 3750:100. An overview of the field of psychology including educational requirements, career opportunities, and professional issues for students considering a psychology major.
- 230 DEVELOPMENTAL PSYCHOLOGY** *4 credits*  
Prerequisite: 3750:100. Determinants and nature of behavioral changes from conception to death.

## SOCIOLOGY

### 3850:

- 100 INTRODUCTION TO SOCIOLOGY** *4 credits*  
Basic terminology, concepts and approaches in sociology, including introduction to analysis of social and methods of presentation groups and application of sociological concepts to the understanding of social systems. Required of majors.

## GENERAL ENGINEERING

### 4100:

- 101 TOOLS FOR ENGINEERING** *3 credits*  
Corequisite: 3450:221. Introduction to engineering. Free hand, engineering, and CAD drawing. Introduction to computer programming, computer applications including word processing, spreadsheets, data base. Introduction to engineering economics. Required for Chemical, Civil, and Electrical Engineering majors.

## CIVIL ENGINEERING

### 4300:

- 201 STATICS** *3 credits*  
Corequisites: 3450:222 and 3650:291. Forces, resultants, couples; equilibrium of force systems; distributed forces; centers of gravity, analysis of simple structures; moments of inertia; kinematics.
- 202 INTRODUCTION TO THE MECHANICS OF SOLIDS** *3 credits*  
Prerequisite: 4300:201. Axial force, bending moment diagrams, axial stress and deformation; stress-strain diagrams; torsion; flexural stress; flexural shearing stress; compound stress; indeterminate beams, columns.

## ELECTRICAL ENGINEERING

### 4400:

- 230 CIRCUITS I LABORATORY** *1 credit*  
Corequisite: 4400:231. Computation, computer-aided circuit analysis, circuit theorem confirmation, report writing to include data analysis and reduction, introduction to electrical measurements.
- 231 CIRCUITS I** *3 credits*  
Prerequisite: 3650:291; corequisite: 4400:230. Fundamentals of circuit analysis including loop and nodal methods, phasor techniques, resonance polyphase circuits and magnetic coupling in circuits.

## MECHANICAL ENGINEERING

### 4600:

- 165 TOOLS FOR MECHANICAL ENGINEERING** *3 credits*  
Corequisite: 3450:149. Personal computer DOS system. Word processing, spreadsheet, computer-aided drafting, math calculating package, mechanical graphics.
- 203 DYNAMICS** *3 credits*  
Prerequisite: 3450:222; 3650:291; 4300:201. Kinematics and kinetics of particles and rigid bodies. Principles of work, energy, momentum and impulse.

## EDUCATIONAL FOUNDATIONS AND LEADERSHIP

### 5100:

- 200 INTRODUCTION TO EDUCATION** *3 credits (10 field hours)*  
Prerequisite: Admission to the College of Education. This course is an introduction to the teaching profession designed to explore the purposes of schools in society and what is required to be an effective teacher today.
- 220 EDUCATIONAL PSYCHOLOGY** *3 credits (10 field hours)*  
Corequisite: 200. This course focuses on the developmental influences and characteristics of learners, and psychological principles pertaining to teaching and learning processes, motivation and self-regulation in learners.

## ELEMENTARY EDUCATION

### 5200:

- 215 THE CHILD, THE FAMILY, AND THE SCHOOL** *3 credits (10 clinical/field hours)*  
Prerequisite: 5100:220, 5610:225. The purpose of this course is to learn about why we create reciprocal working relationships with parents and methods of creating these types of relationships.

## CURRICULUM AND INSTRUCTION

### 5500:

- 230 EDUCATION TECHNOLOGY** *3 credits (10 service learning hours)*  
Prerequisite: Admission to College of Education; corequisite: 5100:200. Educational Technology encompasses effectively identifying, locating, evaluating, designing, preparing, and efficiently using educational technology as instructional resources in the classroom to support learning and teaching.
- 245 UNDERSTANDING LITERACY DEVELOPMENT AND PHONICS** *3 credits (10 service learning hours)*  
Prerequisite: Admission to Teacher Education Program. Children's literacy development is explored through an integrated instructional model with emphasis on the role of comprehension, phonics, and functional spelling in language learning.
- 286 TEACHING MULTIPLE TEXTS THROUGH GENRE** *3 credits (10 service learning hours)*  
Prerequisite: 5500:245. Survey of children's literature through print and nonprint media. Genres will be explored through a variety of technologies, including computer software and film.

# PHYSICAL EDUCATION

## 5540:

**120-90 PHYSICAL EDUCATION/WELLNESS** *½ credit each*  
Participation in individual and group sports. Individual can acquire knowledge and skill in activities that may be of value and satisfaction throughout life. One-half credit courses are offered one-half semester.

- 120 ARCHERY
- 121 BADMINTON
- 122 BASKETBALL
- 123 BOWLING
- 126 FITNESS AND WELLNESS\*\*
- 127 GOLF\*\*
- 132 KARATE\*\*
- 135 RACQUETBALL
- 139 SELF-DEFENSE\*\*
- 150 TENNIS (beginning)
- 151 VOLLEYBALL

# PHYSICAL EDUCATION

## 5550:

**211 FIRST AID AND CPR** *2 credits*  
Based on American Red Cross standards for first aid and cardiopulmonary resuscitation. Instruction and skills practice for sudden illness/emergencies is provided. Two hours lecture.

# HEALTH EDUCATION

## 5570:

**101 PERSONAL HEALTH** *2 credits (5 clinical hours)*  
Application of current principles and facts pertaining to healthful, effective living. Personal health problems and needs of a student.

# SPECIAL EDUCATION

## 5610:

- 225 INTRODUCTION TO EXCEPTIONALITIES** *3 credits*  
Prerequisites: Admission to College of Education's Teacher Education program; corequisite: 5100:200. Survey course covering the identification, developmental characteristics and intervention strategies for children and youth with exceptionalities across educational and community settings.
- 450 SPECIAL EDUCATION PROGRAMMING: EARLY CHILDHOOD** *3 credits (20 field hours)*  
Prerequisite: 5610:225. Developmental patterns of young children with disabilities and developmentally/exceptionality appropriate practices with respect to programming and adaptations.
- 459 COLLABORATION & CONSULTATION IN SCHOOLS AND COMMUNITY** *3 credits*  
Prerequisite: 5610:225. Provides professional educators/intervention specialists with skills in collaboration and consultation for working with parents of exceptional individuals and other professionals within school/community settings.

**467 MANAGEMENT STRATEGIES IN SPECIAL EDUCATION** *3 credits*  
Prerequisite: 5610:225. Content emphasizing the development of application strategies with a variety of behavior management models for mediation of behaviors with exceptional individuals.

# GENERAL BUSINESS

## 6100:

**101 GLOBAL BUSINESS CONCEPTS & PRACTICES** *3 credits*  
An introductory course presenting the business firm throughout the world as an integrative unit that uses information from various functional fields in decision making.

# ACCOUNTANCY

## 6200:

- 201 ACCOUNTING PRINCIPLES I** *3 credits*  
Prerequisite: 24 college credits completed. Introduction to accounting concepts and terminology. Accounting for assets, liabilities and equity.
- 202 ACCOUNTING PRINCIPLES II** *3 credits*  
Prerequisite: 6200:201. Informational needs of management. Analysis of cash flow and financial statements. Study of product costing systems; standard costs; planning, budgeting, and control systems; activity-based costing and activity-based management; cost-volume-profit analysis; relevant costing; and capital budgeting.
- 250 MICROCOMPUTER APPLICATIONS FOR BUSINESS** *3 credits*  
Provides fundamentals of, and hands-on experience with, microcomputer operating systems and software applications including word processing, spreadsheet, database, presentation and the Internet.

# ENTREPRENEURSHIP

## 6300:

**201 INTRODUCTION TO ENTREPRENEURSHIP** *3 credits*  
Students are exposed to career options in entrepreneurship where they learn skills related to starting or buying a small business, working for a fast growth business or corporation, family business, and franchising. Open to all university students.

# FINANCE

## 6400:

**220 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** *3 credits*  
Prerequisite: Completion of 32 credits. Explores the legal and social environment in which modern business must function. The legal system, public and private law, and contemporary social issues are addressed.

# MANAGEMENT

## 6500:

- 221 QUANTITATIVE BUSINESS ANALYSIS I** *3 credits*  
Prerequisite: 3450:141, or 145, or 289. Descriptive statistics, probability, sampling distributions, interval estimation, single sample hypothesis testing and p-values. Case analysis with written individual and team reports will be used.
- 222 QUANTITATIVE BUSINESS ANALYSIS II** *3 credits*  
Prerequisite: 6500:221. Two sample hypothesis testing, ANOVA, Chi-square tests, simple and multiple linear regression, nonparametric procedures, forecasting. Case analysis with written individual and team reports will be used.

# ART

## 7100:

- 131 FOUNDATION DRAWING** 3 credits  
Introduction to drawing materials and techniques with an emphasis on observation, representation, and formal principles of composition and design.
- 210 VISUAL ARTS AWARENESS** 3 credits  
Prerequisite: 3400:210. Lecture course providing appreciation and understanding of various types/periods with emphasis on topics and influences on societies, rather than on historical sequences.
- 274 PHOTOGRAPHY I FOR NON-ART MAJORS** 3 credits  
A study of photography through lecture, demonstration and studio work. An exploration and enrichment opportunity for the non-art major. No credit toward a major in art.
- 275 INTRODUCTION TO PHOTOGRAPHY** 3 credits  
Prerequisite: 7100:131 and 144, or 286 or 2240:124. Lecture, studio and laboratory course techniques and aesthetics are studied using 35mm cameras. A 35mm camera with full manual control is required.

# FAMILY AND CONSUMER SCIENCES

## 7400:

- 133 NUTRITION FUNDAMENTALS** 3 credits  
Study of basic nutrition concepts, contemporary issues, controversies; emphasis on macro/micro nutrient requirements for healthy individuals; analysis of intake and energy balance.
- 265 CHILD DEVELOPMENT** 3 credits  
Physical, cognitive, language, social, emotional, and personality development of child from prenatal through age eight. Observation of children in early childhood education settings.
- 270 THEORY AND GUIDANCE OF PLAY** 3 credits  
Prerequisite: 7400:265. Theory and guidance of play as primary vehicle and indicator of physical, intellectual, social, emotional development and learning of children from birth to kindergarten.
- 280 EARLY CHILDHOOD CURRICULUM METHODS** 3 credits  
Prerequisite: 7400:265, 270. Planning, presenting, evaluating creative activities in art, music, movement, language arts, logic-mathematics and science. Space, time, materials and adult-child interactions are emphasized.

# MUSIC

## 7500:

- 201 EXPLORING MUSIC: BACH TO ROCK** 3 credits  
Prerequisite: 3400:210. Non-music majors are exposed to musical experiences that help them develop skills in understanding and evaluating music as it reflects and defines American culture. This course can be used to satisfy the General Education humanities requirement.

# COMMUNICATION

## 7600:

- 102 SURVEY OF MASS COMMUNICATION** 3 credits  
Considers entire field of contemporary American mass communication. Presents and explains functions of agencies through which news, views and entertainment reach the general public.
- 105 INTRODUCTION TO PUBLIC SPEAKING** 3 credits  
Introduction to principles and practice of speaking by reading examples of speeches, studying techniques and methods employed and applying them in a variety of speaking situations.

- 106 EFFECTIVE ORAL COMMUNICATION** 3 credits  
Principles of communication in speaker-audience, group and informal settings and application of the principles in speeches, group discussions and other oral and written assignments. Cannot be used as credit toward a major in communication.
- 115 SURVEY OF COMMUNICATION THEORY** 3 credits  
Presents models of major forms of speech communication and discusses elements of models, their interaction and their function in the human communication system.
- 225 LISTENING** 1 credit  
Techniques and approaches involved in understanding the listening process and practice of listening improvement techniques.
- 226 INTERVIEWING** 3 credits  
A concentrated study of the principles of interviewing and application of those principles to varied settings (especially those crucial to media study).
- 227 NONVERBAL COMMUNICATION** 3 credits  
Focused study of the principal aspects of nonverbal communication in public, group and interpersonal settings.
- 235 INTERPERSONAL COMMUNICATION** 3 credits  
Theory and practice in interpersonal communication concepts and principles. Special topics in communication apprehension, assertive communication, communication dyads and triads and transactional communication.
- 245 ARGUMENTATION** 3 credits  
The study of the process of developing, presenting and defending inferences and arguments in oral communication setting. Includes study and practice of evidence, reasoning, case construction, refutation and rebuttal.

# SOCIAL WORK

## 7750:

- 270 POVERTY AND MINORITY ISSUES** 3 credits  
Introductory course explores issues related to poverty and minority issues as they relate to at-risk populations.
- 276 INTRODUCTION TO SOCIAL WELFARE** 4 credits  
Survey of field of social welfare; place of social work profession within human services institutions of United States. Introduction to basic concepts relating social welfare institutions and social work to society.
- 427 HUMAN BEHAVIOR & SOCIAL ENVIRONMENT I** 3 credits  
Social work perspective on human development across the life cycle. Human diversity approach consistent with the needs of social work students preparing for practice.

# NURSING

## 8200:

- 100 INTRODUCTION TO NURSING** 1 credit  
Introduces student to influences of past, present, and future political, legal, social, and cultural processes on nursing profession and the roles of the nurses.



# Section SIX

# Campus Safety & Security Information

This information is provided as part of The University of Akron Wayne College's commitment to safety and security on campus and is in compliance with the Federal Crime Awareness and Campus Security Act of 1990.

## The Campus

All personnel at Wayne College are dedicated to providing a safe and secure campus for all students. The College provides for student and employee safety and security in conjunction with The University of Akron's departments of Environmental and Occupational Health and Safety, Physical Facilities, and University Police. The Dean of the College, the Senior Director of Business Operations and Finance, and University Police Officers are responsible for security and safety policies governing student activities and for providing information to students about security and crime prevention.

Wayne College has been a safe campus and can remain so only with the cooperation of the entire campus community. Wayne College hopes students will read and become familiar with this material and be responsible for their own safety and the security of others.

## University Police

Campus law enforcement is primarily the responsibility of The University of Akron Police Department (UAPD). UAPD provides most day, evening, and weekend protection to the campus, parking lots, and auxiliary buildings. The police office is located in upper A-Wing, room A-213. Officers are equipped with two-way radios and can respond quickly.

University police officers are commissioned by the State of Ohio with full law enforcement authority and responsibilities identical to the local police or sheriff. The UA police officers work closely with the Wayne County Sheriff's Department and Orrville City Police. Reports are exchanged with other area law enforcement agencies. Information is shared through personal contacts and by telephone and radio. UAPD shares mutual assistance with adjacent agencies.

UAPD officers have met or exceeded the training standards of the Ohio Peace Officers Training Council. They also receive ongoing in-service and specialized training in first aid, firearms, defensive tactics, legal updates, and other skills.

UA police officers enforce laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. They also are responsible for public safety services such as crime reports, medical emergencies, fire emergencies, traffic accidents, and special college events.

It is the goal of every member of the University Police Department to promote, preserve, and deliver feelings of security and safety through quality services to the members of the University community.

## Drug and Alcohol Prevention

The issue of drug and alcohol abuse concerns the entire University community as well as our surrounding neighborhoods. The federal Drug Free Schools and Communities Act amendments of 1989 require schools, colleges, and universities receiving federal financial assistance to implement and enforce drug and alcohol prevention programs for students and employees.

The University of Akron prohibits the use, possession, sale, manufacture, or distribution of illegal drugs and alcohol by all students and employees on University premises or as part of any University activity. Misuse of any substances by University students and employees that presents physical or psychological hazard to individuals also is prohibited.

## Crime Prevention

University police officers stationed at Wayne College can provide educational programs to students and employees on personal safety, sexual assault/ acquaintance rape prevention, drug and alcohol abuse prevention, and related topics. The local office would welcome the chance to talk with any campus group in addition to its regular informational presentation at new student orientation. Candid dialogue between UA police and the public has created greater confidence in the community to report unlawful activities.

Potential illegal actions and on-campus emergencies can be confidentially reported by any student, faculty, or staff member. Complaints received by UA police that fall outside their jurisdiction will be referred to the appropriate agency, or the complainant will be provided a phone number where the complaint can be filed. Likewise, other agencies refer complaints to University Police when appropriate.

A police officer patrols the building and parking lots every evening until the last class is over. UA officers also offer assistance to motorists with battery jumps, unlocking vehicles (when possible), and obtaining fuel.

If you require non-emergency assistance or would like to schedule an appointment for an education program, call (330) 684-8910, or 8910 from an internal campus phone. For emergencies, it is recommended the student first utilize the nearest phone and call 911 to report a fire or medical emergency and then contact the University Police.

## Emergency Phones

Any available telephone may be used to contact emergency personnel via 911. The pay phone may also be used for this purpose at no cost. To contact University Police at Wayne College, use any campus phone and dial 8910. Business Office personnel are in immediate radio contact with the local officers and can dispatch assistance quickly. When the Student Services Office is closed, emergencies must be directed to Wayne College University Police, if necessary via the Orrville Police Department by calling (330) 684-5025 or 911 (in Orrville). When using an office phone, you must dial 9-911.

## Campus Buildings

Wayne College has one main building, which is open from 7:00 a.m. until 11:00 p.m. Mondays through Thursdays, 7:00 a.m. until 8:00 p.m. on Fridays, 8:00 a.m. until 5:00 p.m. on Saturdays. Building hours are subject to change based upon classes scheduled. The most up-to-date information is posted on the Web site at [www.wayne.uakron.edu](http://www.wayne.uakron.edu). When the College is officially closed, the building is locked and may be opened only by authorized personnel. The College is closed on all official holidays.

## Health and Safety

Members of the Department of Environmental and Occupational Health and Safety routinely inspect Wayne College for environmental and safety concerns. Wayne College maintenance personnel maintain the campus building and grounds and regularly inspect facilities and promptly make repairs to ensure safety and security.

UAPD officers work closely with both units to respond to reports of potential safety and security hazards such as broken walks, windows, or locks. UA police also work with the maintenance department personnel to help maintain adequate exterior lighting.

# Crime Statistics

The University of Akron Police Department prepares monthly crime reports and statistics and submits them to the Akron Campus Headquarters for submission to the Federal Bureau of Investigation under the Uniform Crime Reporting Program. The serial numbers of property stolen on campus are reported nationwide through the National Crime Information Center. A LEADS computer terminal at The University of Akron allows information to be exchanged with law enforcement agencies across the United States.

The following statistics are from The University of Akron Wayne College police reports for the past three years:

	Number of Reports		
	2005	2006	2007
Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary			
Forcible Entry	0	0	0
Unlawful Entry (no force)	0	0	0
Attempted	0	0	0
Forcible Entry	0	0	0
<b>Burglary Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Theft			
Under \$50	1	2	0
\$50 to \$200	0	0	2
\$200 and over	1	1	2
<b>Theft Total</b>	<b>2</b>	<b>3</b>	<b>4</b>
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Required Arrest Reporting			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession Violations	0	0	0

There were no arrests during the past three years for liquor law violations, drug abuse violations, or weapons possession violations.

# Personal Responsibility

The cooperation and involvement of students, faculty, and staff in any campus safety program is absolutely necessary. All must assume responsibility for their own safety and security of their property by following simple, common sense precautions. For example, although the parking lots are well-lit, everyone should confine their movements to well-traveled areas in the company of others. Valuables should be marked with a personal identification number in case of loss or theft. Bicycles should be properly secured when not in use. Automobiles should be locked at all times.

Valuables and purses should never be left lying in view in a car. Lock all valuables in the car trunk for safekeeping.

Textbooks are prime targets for theft when left unattended in any public place.

During the winter months, students may experience falls in the parking lots or on the sidewalks due to icy conditions. Although the College makes every effort to clear snow and de-ice walkways, students should also take care to walk in safe areas, use available hand rails on the hills, and wear sensible footwear. Shoes should be dried thoroughly before walking down the interior building ramps.

# DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 POLICY (PUBLIC LAW 101-226)

## ALCOHOL

**Effects of Occasional and Extended Use**  
 Impotence and infertility; high blood pressure; heart attacks; strokes; cirrhosis of the liver; cancer of the liver, stomach, esophagus or larynx; stomach ulcers; colitis; fetal alcohol syndrome; premature aging; birth defects; slowed reaction; slurred speech; unconsciousness.

- Criminal Sanctions/Penalties**
- Purchase under 21: Maximum fine of \$1,000
  - Possess or consume under 21: Maximum fine of \$100
  - Open container violation: Maximum fine of \$100
  - Consumption in a motor vehicle: Maximum confinement of 30 days

## MARIJUANA

**Effects of Occasional and Extended Use**  
 Chronic lung cancer; brain damage; high blood pressure; diminished immunity; premature aging; impairment of memory; diminished motor skills; birth defects; fetal alcohol syndrome; mood swings; loss of ambition; increased apathy; decline in school and work performance.

- Criminal Sanctions/Penalties**
- Unlawful possession or use: Maximum penalties, depending on amount, may result in fine of \$5,000 and/or maximum confinement of 10 years.
  - Sell, offer to sell, or distribute for sale: Maximum fine of \$7,500 and/or maximum confinement of 25 years.

## NARCOTICS\*: Cocaine, Crack Cocaine

**Effects of Occasional and Extended Use**  
 Seizures; stroke; cardiac or respiratory arrest; convulsions; delirium and paranoia; insomnia; anxiety; irritability; nasal problems; powerful addiction; disorientation.

- Criminal Sanctions/Penalties**
- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
  - Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

## NARCOTICS\*: Heroin, Opium, Morphine

**Effects of Occasional and Extended Use**  
 Cardiac arrest; vein inflammation; insomnia; serum hepatitis; convulsions; skin abscesses; death; physical dependence; difficulty breathing; nausea; constricted pupils; panic.

- Criminal Sanctions/Penalties**
- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
  - Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

## NARCOTICS\*: Other Controlled Substances (LSD, PCP)

**Effects of Occasional and Extended Use**  
 Hallucinations; distortion of senses; memory loss; disruption of motor skills; permanent cognitive damage; bizarre behavior; severe disorientation.

- Criminal Sanctions/Penalties**
- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
  - Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

## NARCOTICS\*: Depressants (Barbiturates & Tranquilizers)

### Effects of Occasional and Extended Use

Death; coma; altered perception; physical dependence; dangerous withdrawal symptoms; staggered walk; difficulty breathing; slurred speech; psychological dependence.

### Criminal Sanctions/Penalties

- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
- Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.
- Note: **Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular for the same offense. Trafficking in drugs can result in forfeiture of property including motor vehicles, vessels, money, real property and other personal property.**

## UNIVERSITY SANCTIONS

### Students

Underage consumption, open container, or similar alcohol violation of Section II (G) of the Regulations Concerning Campus Conduct and Student Disciplinary Procedures states, "Unauthorized consumption, possession, or distribution of alcoholic beverages": Sanctions up to dismissal (159, 160, 177, 182, 185, 210).

The unlawful use, possession, sale, manufacture, or distribution of drugs and alcohol subjects any student to discipline pursuant to established University procedures and to sanctions up to and including suspension or dismissal from the University. Any student violating this policy or otherwise engaging in illegal conduct will also be referred for criminal prosecution.

### University Employees

Under the influence, possession, or use, furnishing to a minor: Sanctions up to and including termination.

Any employee engaging in the illegal use, possession, sale, manufacture, or distribution of drugs and alcohol will be subject to disciplinary procedures outlined in Regulations of the Board of Trustees with sanctions up to and including termination from the University. If disciplinary action under this policy is taken against an employee covered by a collective bargaining agreement, the action shall be subject to grievance procedures set forth in such agreement.

## SUPPORT AND RESOURCES

### University Resources

Center for Nursing	330-972-6968
Clinic for Child Study and Family Therapy	330-972-7777
Counseling and Testing Center	330-972-7082
Employee Family Assistance Program	330-762-7908
Health Services	330-972-7808
Department of Physical Education & Health Education	330-972-7276
Department of Psychology	330-972-6714

### Local Support Services

Counseling Center of Wayne/Holmes County	330-264-9029
United Way's Info Link	330-264-9473
Alcoholics Anonymous	330-262-4446
Wayne County Alcoholism Services	330-264-8498
Holmes County Alcohol Center	330-674-5035

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Each year, The University of Akron is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students, under FERPA, have a right to be so notified and informed. In accordance with FERPA, you are notified of the following:

## Right to Prevent Disclosures

You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of The University of Akron to limit disclosure of information contained in your education records to those instances where prior written consent has been given for the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

## Right to Inspect

You have the right to review and inspect substantially all of your education records maintained by or at The University of Akron.

## Right to Request Amendment

You have the right to seek to have corrected any parts of any education record that you believe to be inaccurate, misleading, or otherwise in violation of your FERPA rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

## Right to Obtain Policy

You have a right to obtain a copy of the written institutional policy adopted by The University of Akron in compliance with FERPA. A copy may be obtained in person or by mail from the FERPA Coordinator located in the Vice President of Student Affairs Office at the Akron campus.

## Right to Complaint to FERPA Office

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office at the Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-3887, (202) 260-3887, FAX: (202) 260-9001, concerning any belief that you have that The University of Akron has failed to comply with the provision of FERPA.

## Release of Directory Information

The Family Educational Rights and Privacy Act of 1974 permits The University of Akron to release directory information about students. Directory (public) information includes the student's name, local (mailing) address, date and place of birth, major field of study, participation in officially recognized activities and sports, the student's photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student.

You can ask for directory information to be withheld. It would be withheld from a variety of sources, including friends, relatives, prospective employers, honor societies, and the news media. Careful consideration for the consequences should be exercised before deciding to withhold directory information. If you do not wish to have directory information released by the University or Wayne College, you must complete a non-disclosure form to the Registrar's Office more than ten (10) days prior to the starting date of the semester or summer session for your instructions to be effective for that semester or summer session. Forms are available in the Student Services Office at Wayne College.

# SEXUAL ASSAULT POLICY

The University of Akron Wayne College desires to establish and maintain a safe and secure environment for its students and employees. The University will not tolerate sexual assault of any kind. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Nothing you do, say, or wear gives anyone the right to assault you. Sexual assault, whether by a stranger or someone you know, is a violation of your body and your trust. It is wrong and it is a crime.

## Post-Assault Assistance

The single most important action a sexual assault victim can take is to tell someone - the Counseling Center of Wayne and Holmes County, the police, a friend. Seek medical attention and counseling. Don't isolate yourself, don't feel guilty, and don't try to ignore what happened. It is not your fault.

## Sexual Assault Defined

The University of Akron Wayne College prohibits any form of actual or attempted nonconsensual physical contact of a sexual nature including acts using force, threat, intimidation, or advantage gained by the offended person's mental or physical incapacity or impairment of which the offending person was aware or should have been aware.

Sexual assault includes rape, sexual battery, gross sexual imposition, sexual imposition, and felonious sexual penetration. These are classified as criminal offenses by the Ohio Revised Code Sections 2907.02, 2907.05, 2907.06, and 2907.12 and are subject to criminal charges in the State of Ohio.

In addition, anyone in violation of this policy will be subject to disciplinary action by the University. This may include suspension, dismissal, and/or permanent notation in their record.

## What to Do in Case of an Incident

The University of Akron Wayne College has many people who can help. The effects of sexual assault or misconduct are multidimensional: physical, emotional, psychological, medical, and legal. A student or employee can obtain assistance through any of the following resources.

### Emergency Contacts:

Counseling Center of Wayne and Holmes County  
2285 Benden Drive, Wooster, Ohio 44691  
330-264-9029

Trained personnel are available 24 hours a day to provide crisis support and intervention. Services are comprehensive and confidential. The Counseling Center member can help you contact the police and will accompany you to the hospital if desired.

The University of Akron Police Department-Akron Campus  
146 Hill St., Akron, Ohio 44325-0402  
330-972-7123

The University of Akron Police Department-Wayne College  
1901 Smucker Rd., Orrville, Ohio 44667-8901  
330-684-8910

Orrville Police Department  
207 North Main St., Orrville, Ohio 44667  
330-684-5025

Students, visitors, and employees can call The University of Akron Police to file a report or to get in contact with the Counseling Center of Wayne and Holmes County. The University of Akron Police will refer you or take you to the Counseling Center or local hospital upon request. The University of Akron Police can assist with pursuing discipline within the University, if the perpetrator is a University of Akron student, and in pursuing criminal charges whether the perpetrator is a University of Akron student or not.

You may request a female officer to take the report and assist you. The University of Akron full-time female police officers have completed specialized sexual assault training and instruction by the Ohio Coalition on Sexual Assault and the YWCA Rape Crisis Program (Akron, Ohio).

Upon request, The University of Akron police officers or other campus employees will assist in filing a report with local authorities.

Orrville Police Department  
207 North Main St., Orrville, Ohio 44667  
911 or 330-684-5025

Wayne County Sheriff's Department  
210 W. North St., Wooster, Ohio 44691  
330-264-3333

Sexual assault that occurs off campus should be reported to the local police department accountable for the district or locality where the incident occurred. Upon request, The University of Akron police officers or other campus employees will assist you in filing a report with local authorities.

## Health Contacts:

Dunlap Memorial Hospital  
832 S. Main St., Orrville, Ohio 330-682-3010

Wadsworth-Rittman Hospital  
195 Wadsworth Rd., Wadsworth, Ohio 330-334-1504

Wooster Community Hospital  
1761 Beall Ave., Wooster, Ohio 330-263-8100

## What Occurs When a Report is Made Within The University of Akron Wayne College

A joint investigation will begin immediately when a report is filed. Orrville Police and the University Police will cooperatively investigate and, if the investigation shows probable cause that a sexual assault occurred and the victim desires, a meeting will be held with the local prosecutor's office to decide if charges can be filed. If the decision is made that charges are appropriate, it's up to the victim to decide whether to go forward.

When a victim files sexual assault charges against a University of Akron student and an arrest is made, Ohio Revised Code Section 3345.22 is exercised (see section on House Bill 1219 in the student handbook). This bill requires the University to hold a hearing within five days to determine whether the student shall be allowed to stay in school or be immediately suspended. Both the accused and the accuser are entitled to the same opportunities to have others present during the proceeding. All parties will be notified about the outcome of the proceeding.

The Crime Awareness and Campus Security Act of 1990 requires The University of Akron and Wayne College administrators to report incidents of rape to University Police. The names of the sexually assaulted person(s) are kept confidential and are not discussed unless permitted by the sexually assaulted person. Once a complaint is filed, a preliminary investigation will take place. If a violation has occurred, the University will start disciplinary proceedings against the assailant. A hearing by the University Disciplinary Board will follow. Both the accused and the accuser are entitled to have others present during the proceedings. Punitive internal action for students found guilty could result in several penalties including the most severe, dismissal with permanent record notation.

## SEXUAL HARASSMENT POLICY

### 1. Statement of Policy

- a. The University of Akron reaffirms its commitment to an academic, work, and study environment free of inappropriate and disrespectful conduct and communication in any form. All students, faculty, and staff shall be protected under the guidelines of this policy.
- b. A copy of this policy shall be incorporated into all employee handbooks. It shall also be included in student orientation materials, including those distributed to students in professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate University offices, including the offices of the Deans of each college, the University Library, Vice President for Student Services, the Affirmative Action Office, the Department of Human Resources, all other administrative offices, and other places specified by the Vice President for Administrative Support Services.
- c. It shall be the policy of The University of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the University's commitment to the policy. From time to time, the Affirmative Action Office shall disseminate materials throughout the University concerning the effective prevention of sexual harassment.
- d. By this policy, the University is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the University of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and eliminate sexual harassment from this campus.

### 2. Definitions

- a. Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. The definitions used in this policy shall be interpreted consistent with such laws.

- b. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - i. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or
  - ii. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, educational benefits or opportunities; or
  - iii. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education, educational benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.
- c. Sexual harassment is sexual conduct that is "unwelcome." It may include, but is not limited to:
  - i. uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;
  - ii. subtle pressure for sexual activity;
  - iii. inappropriate patting, pinching, or fondling, pulling at clothes, or intentional brushing against a student's or an employee's body;
  - iv. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
  - v. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - vi. any sexually motivated unwelcome touching, cornering, or blocking an individual's movement;
  - vii. conditioning a student's grade or academic progress on submission to sexual activity;
  - viii. hanging or displaying inappropriate and sexually explicit pictures, posters, or drawings in the workplace;
  - ix. a pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:

- (1) unnecessary touching or hugging;
- (2) remarks of a sexual nature about a person's clothing or body; or
- (3) remarks about sexual activity or speculations about previous sexual experience.

d. The University recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Such charges may result in discipline against the offending individual pursuant to applicable University disciplinary procedures.

### 3. Retaliation

- a. Under this policy, retaliation is defined as the undertaking of adverse action against students or employees for the exercise of rights under his policy; or for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such legally protected rights shall not reflect upon an individual's status or affect future employment, grades, or assignments when such exercise is pursuant to the terms set forth in this policy.

### 4. Responsibility

- a. All persons affiliated with the University have a responsibility to actively oversee and implement this policy. The Affirmative Action Officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.
- b. Any person who believes he or she has been the victim of sexual harassment by an employee, student, or visitor of the University, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a University official.
- c. Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

### 5. Reporting and Investigating Procedures

- a. Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty (120) days after the incident in question, utilizing either the informal or formal procedures outlined below.

- b. However, any sexual conduct defined as criminal conduct in accordance with Title 29 of the Ohio Revised Code shall be handled by the formal procedures outlined herein. The University reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.

### 6. Informal Procedures

- a. Those desiring to file complaints are strongly encouraged to utilize the following procedures:
- b. Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the Vice President or head of the administrative unit.
- c. Any complainant who is a student should contact immediately the dean of the student's college or the Assistant Vice President of Student Support Services.
- d. The complainant may also contact the Affirmative Action Office directly.
- e. Third persons referenced in Section D.2. above should contact any of the above-listed officials.
- f. University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/ complaint to the Affirmative Action Officer as soon as possible. The Affirmative Action Officer shall be apprised of patterns of incidents or complaints as they may develop.
- g. The Affirmative Action Officer and the University official listed above shall promptly investigate and then attempt to resolve the complaint in cooperation with the University representative originally contacted when appropriate.

### 7. Formal Procedures

- a. Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the Affirmative Action Officer.
- b. Upon receiving a formal complaint, the Affirmative Action Officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The Affirmative Action Officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

### 8. Resolution of a Complaint

- a. There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.

# THE UNIVERSITY OF AKRON CIVILITY STATEMENT

The University of Akron is an educational community of diverse peoples, processes, and programs. While all of us have our individual backgrounds, outlooks, values and styles, we all share certain principles of personal responsibility, mutual respect, and common decency. Our campus culture requires that we maintain and extend those principles, for without them we cannot thrive as a humane and worthwhile university. To keep ourselves aware of these shared principles, The Civility Statement articulates some of the expectations and responsibilities of a civil climate for learning on our campus.

## Inside the Classroom:

### ***Expectations and Responsibilities for Faculty***

*Faculty members are expected to:*

- Respect the sanctity of the teaching/learning process by honoring their commitment to students in terms of time, fairness, and enthusiasm.
- Faculty members are expected to treat men and women, persons of all colors and ethnicities, and persons with varying abilities, spiritual preference, or sexual orientation with equitable respect and consideration.
- Faculty should value and pursue excellence in teaching as well as research.
- Faculty shall not engage in sexual or other forms of harassment or engage in inappropriate dual relationships with students.
- Faculty must not tolerate academic dishonesty nor discrimination or harassment from students to other students.

### ***Expectations and Responsibilities for Students***

*Students are expected to:*

- Respect the sanctity of the teaching/learning process by expressing respect for the faculty member and fellow students.
- Refrain from disruptive, disrespectful, discriminatory, harassing, violent and/or threatening behavior
- Refrain from all types of academic dishonesty.
- Report unprofessional behavior on the part of faculty members to the appropriate department chair or dean.
- Students have a right to expect that they will not be sexually harassed or otherwise harassed, intimidated or threatened.

## On the Campus:

It is the responsibility of each member of the University community to express dissatisfaction with anyone who fails to meet the responsibility of civility and to request that they do so. Only by campus-wide compliance to these expectations can we achieve a clear sense of our campus culture and accordingly, a sense of mutual pride.

Everyone is expected to respect the campus environment by behaving in ways that protect the safety, order and appearance of all campus facilities. Additionally, all members of the University community are expected to abide by all local, state and federal laws as well as rules and regulations set forth by the University.

- b. Resolution of an informal complaint by the appropriate administrative person and/or the Affirmative Action Officer shall occur within thirty (30) calendar days of submission of complaint.
- c. For a formal complaint, the Affirmative Action Officer shall report the results of his/her investigation and any recommendation within sixty (60) calendar days.
- d. Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual of applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established University disciplinary procedures applicable to students.
- e. If the Affirmative Action Officer, based on his or her findings, concludes that there is a substantial likelihood that sexual harassment has taken place, these findings shall be forwarded immediately to the accused's supervisor along with a recommendation for disciplinary action.
- f. Violators of this policy may incur a variety of sanctions which may include, but are not limited to, referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system.
- g. Nothing contained herein shall be deemed to restrict or otherwise prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.
- h. In the event allegations are not substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his/her reputation which may have been caused by the proceedings. Any complainant found to be dishonest in making allegations or who has been found to have made them maliciously shall be subject to University disciplinary action.

## 9. Confidentiality

- a. All complaints of sexual harassment shall be considered confidential and only those persons necessary for the investigation and resolution of the complaints will be given information about them. The University will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible consistent with the University's legal obligations to protect the rights and security of its employees and students.

Equal Employment Opportunity/Affirmative Action Office,  
BROD #209, #210, #212 (972-7300)

Revised 2-2-94

# Directory



**Parking**



**Deliveries**



**Barnet-Hoover  
Farmhouse**



**Faculty/Staff Parking  
Handicapped**

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## Wayne College Campus

- DR. JOHN P. KRISTOFKO**, *Dean; Professor of English* (1997), B.A., John Carroll University; M.A., Cleveland State University; Ed.S., Wright State University; Ph.D., The Ohio State University, 1990.  
**DR. PAULETTE M. POPOVICH**, *Associate Dean of Instruction and Associate Professor of Business Management Technology* (1998), B.A., The University of Akron; M.Ed., The Pennsylvania State University; Ph.D., Virginia Polytechnic Institute and State University, 1988.  
**MR. GORDON K. HOLLY**, *Senior Director for Student Life and Enrollment Management*, B.A., Findlay College; M.Ed., Temple University, 1999.  
**MS. TAMARA A. LOWE**, *Senior Director of Business Operations and Finance* (1978), B.S., M.S., The University of Akron, 1994.

# EMERITUS FACULTY, CONTRACT PROFESSIONALS & STAFF

## Wayne College Campus

- R. DIANE ARNOLD**, *Associate Professor Emeritus of Health & Physical Education* (1972), B.S., University of Maryland; M.A., The Ohio State University; M.S., The University of Akron, 1991.  
**JULIA BEYELER**, *Director Emeritus of Learning Support Services* (1988), B.S., Goshen College; M.Ed., Kent State University; Ph.D., The University of Akron, 1995. Certified Reading Specialist.

**KARIN BILLIONS**, *Associate Professor Emeritus of Communication* (1988), B.A., Oklahoma Baptist University; M.A., The University of Akron; Ph.D., Kent State University, 1992.

**CARL HUSTON**, *Instructor Emeritus in English* (1972), B.S., Bowling Green State University, 1951.

**ROBERT McELWEE**, *Associate Professor Emeritus of Political Science* (1972), B.A., M.A., Kent State University, 1969.

**WARNER MENDENHALL**, *Professor Emeritus of Political Science* (1972), B.S., Davidson College; M.A., Duke University; Ph.D., Kent State University, 1982.

**FORREST SMITH**, *Professor Emeritus of Biology* (1975), B.A., Hiram College; M.S., Purdue University; M.A., Kent State University, 1982.

**KAY STEPHAN**, *Professor Emeritus of Business and Office Technology, Coordinator of Office Administration Technology* (1979), B.S., Wittenberg University; M.S., The University of Akron, 1978.

**EDWIN THALL**, *Professor Emeritus of Chemistry*, (1974), B.S., Pratt Institute; M.S., New Mexico Institute of Mining and Technology; Ph.D., The University of Akron, 1972.

**HELENE S. THALL**, *Assistant Dean Emeritus of Wayne College, Director of Student Services* (1980), B.S., M.S., Pratt Institute, 1969.

# FULL-TIME FACULTY, CONTRACT PROFESSIONALS, AND STAFF

**SUSAN ACKERMAN**, *Coordinator of the Word Processing Center* (2000), B.S., Mount Vernon Nazarene College, 2000.

**THOMAS ANDES**, *Associate Professor of Business Management Technology* (1983), B.S., The University of Akron; M.M., Kellogg Graduate School of Management of Northwestern University, 1979.

**JACKIE ASHBAUGH**, *Admissions Counselor and Student Activities Coordinator* (2002), B.S., The University of Akron, 2000.

**RENÉE BAKER**, *Office Coordinator Continuing Education and Workforce Development* (2008).

**GARY BAYS**, *Associate Professor of English* (1986), B.S., M.A., Central Michigan University, 1984.

**ALAN BOETTGER**, *Web Editor* (2005), B.S., Kent State University, 1999.

**LORI BRINKER**, *Associate Professor in Business and Office Technology and Coordinator of Office Administration* (2000), B.S., The University of Akron; M.Ed., Ashland University, 1996.

**ALICIA BROADUS**, *Student Services Counselor* (1992), A.S. The University of Akron Wayne College, 2006.

**TRACI CARMONY**, *Admissions Counselor* (2004), B.S., The University of Akron, 1999.

**JOHN CARROLL, JR.**, *Patrol Officer* (1995), B.S., The University of Akron, 1991.

**WILLIAM CLARK**, *Research Analyst* (1998), B.S., B.A., The University of Washington; M.A., Kent State University, 1993.

**BRIAN COLLETT**, *Facilities Maintenance Worker* (2003), B.S., The University of Akron, 2002.

**PATRICIA COLLINS**, *Director of Learning Support Services* (2007), B.S., Tiffin University; M.A., Ohio State University; Ph.D., The University of Toledo, 2006.

**CATHY COOPER**, *Coordinator of Academic Affairs Support* (2000), B.S., Mount Vernon Nazarene College, 2002.

**WENDY CUNDIFF**, *Academic Adviser* (2007), B.S., Bowling Green State University; M.Ed., Kent State University, 1993.

**DANIEL DECKLER**, *Professor of Engineering* (1991), B.S.M.E., Ohio Northern University; M.S.M.E., Ph.D., The University of Akron, 2002.

**CHER DEEDS**, *Manager Technical Support Services* (1999), A.A.S., The University of Akron Wayne College, B.S. The University of Akron.

**JAMES ELDER**, *Facilities Maintenance Worker* (2003), B.S., The University of Akron, 1998.

**KEVIN ENGLE**, *Assistant to the Dean* (2001), B.S., Grace College, M.A., Grace Seminary, 1991.

**BILL FISHER**, *Media Support Associate* (2004), A.S., The University of Akron Wayne College, 2003.

**DAVID FORSHEE**, *Facilities Maintenance Worker* (2001).

**DEREK FRAUTSCHY**, *Facilities Maintenance Worker* (2003), B.S., Kent State University, 2001.

**CAROLYN FREELON**, *Word Processing Center Specialist* (1996).

**HALDIN "BUD" FRIEDT**, *Facilities Maintenance Worker* (2001), A.S., The University of Akron Wayne College, 2002.

**LORRIE GRAHAM**, *Manager, Business Office* (1997).

**THOMAS HAMMOND**, *Computer Lab Support Specialist* (1997), A.S., The University of Akron Wayne College, 1996.

**AMY HAYNES**, *Accounting Clerk Sr.* (1999), B.S., The University of Akron, 2002.

**JENNIFER HOLZ**, *Associate Professor of Sociology* (1998), B.A., M.A., Colorado State University; Ph.D., Kent State University, 1995.

**SUSANNA HORN**, *Coordinator of the Writing Center* (1999), B.A., M.A., Ph.D., The University of Akron, 2000.

**GABRIEL HUBA**, *Assistant Facilities Manager* (1987).

**CHRYSAL HUMMEL-MIZER**, *Coordinator, Holmes County Higher Education Center* (2003), B.S., Baldwin- Wallace College, 1998.

**LOUIS JANELLE, JR.**, *Associate Professor of Mathematics* (1981), A.B., St. Michaels College; M.A.T., Bowling Green State University, 1971.

**DEBRA JOHANYAK**, *Professor of English* (1992), B.A., M.A., The University of Akron; Ph.D., Kent State University, 1988.

**SCOTT KERR**, *Patrol Sergeant* (1986), Commissioned, 1987.

**RON KRATZER**, *Facilities Maintenance Worker* (1998).

**CHARLENE LANCE**, *Office Manager* (1989), A.A.B., The University of Akron Wayne College, 2000.

**MAUREEN LERCH**, *Manager, Library Services* (2001), B.A., M.L.S., Kent State University, 1995.

**JACK LOESCH**, *Associate Professor of Business Management Technology* (1993), B.B.A., Kent State University; M.B.A., Kennesaw College, The University System of Georgia, 1988.

**JOHN LORSON**, *Admissions Counselor* (2006), B.S., The University of Akron, 1987.

**PATSY MALAVITE**, *Associate Professor of Business & Office Technology* (1984), B.A., B.S., Ohio University; M.A., Kent State University, 1983.

**RICHARD MARINGER**, *Associate Professor of Business and Office Technology* (1986), B.S., United States Military Academy West Point; M.S.B.A., Boston University; M.B.A., The University of Akron, 1991. Chartered Financial Analyst.

**JOHN MAROLI**, *Coordinator of the Math Center* (1992), B.S., M.A., Ph.D., Bowling Green State University, 1989.

**ANN MARTIN**, *Technical Specialist* (2007), A.A.B. The University of Akron Wayne College, 1996.

**AMY MAST**, *Director of Continuing Education and Workforce Development* (1992), B.S., M.S., The University of Akron, 1990.

**SUSANNE MEEHAN**, *Associate Professor of Psychology* (1998), B.A., Kent State University; M.A., State University of New York at Binghamton; Ph.D., Kent State University, 1986.

**JANET BARNETT MINC**, *Professor of English* (1978), B.A., Hofstra University; Ph.D., State University of New York at Binghamton, 1979.

**THERESA MOUNTEL**, *Financial Aid Counselor* (2003).

**LISA NAGY**, *Coordinator, Library Services* (1998), B.A., The University of Akron, 1986.

**JERRY OBIKWE**, *Professor of Mathematics* (1993), B.S., M.S., Southern University; Ed.D., The University of Memphis; Ph.D., Kent State University, 1998.

**JESSICA OSWALD**, *Desktop Publishing Specialist* (2004), B.A., The University of Akron, 2005.

**CAROL PLEUSS**, *Coordinator of Career and Assessment Services* (2001), B.S., M.Ed., Ohio University, 1976.

**W. RUSSELL PUGH**, *Facilities Manager* (1987), A.A., The University of Akron, 1996.

**JANE ROBERTS**, *Professor of and Coordinator of Social Services Technology* (1985), B.A., Gettysburg College; M.S.S.A., Case Western Reserve University, 1975.

**EMILY ROCK**, *Professor of Biology* (1984), B.S., Westhampton College, University of Richmond; M.S., The University of Akron, 1984.

**GARTH SCHOFFMAN**, *Director of Instruction & Program Development* (2006), B.S., M.S., The University of Akron, 2000.

**PEGGY SHALLENBERGER**, *Administrative Assistant* (1975), A.A., Lees-McRae College; B.S., The University of Akron, 2002.

**MONICA HARRISON SMITH**, *Associate Professor of Mathematics* (1983), B.A., Walsh College; M.S., University of Notre Dame, 1982.

**TRENDA STEPHENSON**, *Accounting Clerk* (2001).

**CYNTHIA SUMMERS**, *Manager of Student Recruitment and Community Relations* (2000), B.S., Western Carolina University, 1986.

**COLLEEN TEAGUE**, *Associate Professor of Office Administration and Coordinator of Health Care Office Management* (1994), B.S., M.S., The University of Akron, 1995.

**MELISSA TRIPLETT**, *Administrative Secretary* (1999), A.S., The University of Akron Wayne College, 2007.

**C. MICHELE TURNER**, *Associate Professor of Chemistry* (1999), B.S., Youngstown State University; Ph.D., The University of Akron, 1997.

**TYRONE TURNING**, *Associate Professor of Speech* (1980), B.A., Southern Illinois University; M.A., Ed.D., Northern Illinois University, 1974.

**DENISE UITTO**, *Assistant Professor of Education* (2006), B.S., Bowling Green State University; M.S., The University of Akron; D.Ed., Ashland University, 2004.

**TIMOTHY VIERHELLER**, *Professor of Physics* (1987), B.S., Marietta College; M.S., Ohio University; Ph.D., The University of Akron, 1994.

**VERN VIRGILI**, *Computer Support Assistant* (2006), A.S., The University of Akron Wayne College, 2003.

**BRENDA VOGLEY**, *Coordinator of Continuing Education* (2006), B.S., Kent State University, 1997.

**WILLIAM L. WADE**, *Facilities Maintenance Worker* ( ).

**ADIL WADIA**, *Assistant Professor of Geology* (2005), B.Sc., M.Sc., St. Xavier's College (University of Bombay), India; M.A., Ph.D., Indiana State University, 2004.

**HELEN WALKERLY**, *Associate Professor of Social Services Technology* (1994), B.A., The University of Akron; M.S.W., The Ohio State University, 1988.

**CATHY WARNER**, *Office Support Specialist* (2002).

**LINDSIE WEBB**, *Administrative Assistant Senior* (2007), A.A.B., Summit College, 2003.

**PAUL WEINSTEIN**, *Professor of History* (1992), B.A., Miami University; M.A., Case Western Reserve University; Ph.D., Ohio University, 1998.

**AMANDA L.F. WEYANT**, *Administrative Secretary* (2005), B.A., Shippenburg University, 2005.

**NAN WHITSEL**, *Account Executive Sales* (2005), B.S., The University of Akron, 1982.

**JOSEPH WILSON**, *Instructor Computer Network Engineering Technology* (1990), B.S., Southern Illinois University, 1987.

**RUSS WILSON**, *Coordinator of Academic Advising* (1994), B.A., The Ohio State University; M.Ed., Kent State University, 1992.

**DOUGLAS WOODS**, CPA, *Associate Professor and Coordinator of Business Management Technology* (1991), B.S.B.A., Ohio Northern University; M.Acc., Case Western Reserve University, 1984.

**RICHARD YODER**, *Coordinator of Academic Affairs* (1977), B.A., The University of Akron, 1977.

# PART-TIME CONTRACT PROFESSIONALS AND STAFF

**STEPHANIE BURNS**, *Library Associate* (2006), B.A., The University of Akron, 2006.  
**VICKI CRAIG**, *Media Support Associate* (2001), A.S., The University of Akron Wayne College, 2000.  
**STEPHANIE LIVENGOD**, *Library Associate* (2003), B.A., Allegheny College; M.L.S., Kent State University, 1997.  
**LARRY ROCK**, *Computer Technician* (2003), BSME, North Carolina State University, 1970.  
**PATRICK RUFENER**, *Athletic Director & Women's Basketball Coach* (2007), B.S., Denison University; M.A., Bellevue University, 2001.  
**LINDA TREAP**, *Secretary* (2007).  
**WARNER, LEANDA**, *Secretary* (2003), A.A.B., Wayne College, 2005.  
**JUDY WILKE**, *Office Assistant* (2008), A.A.B., Summit College, 1998.

## PART-TIME FACULTY

The following individuals, active in business or professional fields, periodically teach at Wayne College to provide an added, effectual view to our programming.

**LISA ALLEN-MARSHALL**, *Lecturer in English*, B.A., Ashland University; M.A., Kent State University, 1994.  
**SHIRLEY ASHBROOK**, *Lecturer in Social Work*, B.S., The University of Akron; M.S., Cleveland State University, 1996.  
**LARRY ATCHISON**, *Lecturer in Mathematics*, B.S., Ashland College; M.S., St. Louis University, 1972.  
**PEGGY BECK**, *Lecturer in Communications*, B.S., M.A., The University of Akron, 1995.  
**DAVID BEEBE**, *Lecturer in Chemistry and General Technology*, B.S., Case Institute of Technology; M.S., The University of Akron, 1973. Senior Research Chemist, Goodyear Tire and Rubber Company.  
**KAREN BEERY**, *Lecturer in Developmental Programs*, B.S., Malone College; M.Ed., Ashland University.  
**CHARLES BELL**, *Lecturer in History*, B.A., Baldwin-Wallace College; B.S., The University of Akron; B.S., Ashland University; M.A. The Ohio State University, 1997.  
**CHARLES BENKO**, *Lecturer in Engineering*, B.S., M.S., The University of Akron, 1978.  
**PATRICIA BERG**, *Lecturer in Business Management Technology*, B.A., Baldwin-Wallace College; M.B.A., John Carroll School of Business, 1991.  
**DANA BILKIE**, *Lecturer in Math/Statistics*, B.S., Ohio Dominican College, M.S., The Ohio State University, 1996.  
**SHARI BOHRER**, *Lecturer in Communications*, B.S., Oral Roberts University; M.S., Regent University, 1998.  
**CARMEN BOWMAN**, *Lecturer in Office Administration*, B.S., M.A., The University of Akron, 2003.  
**JUDITH BRIDGER**, *Lecturer in English*, B.S., The Ohio State University; M.S., The University of Akron, 1981.  
**CRAIG BROWN**, *Lecturer in Political Science*, B.A., Ohio Dominican University; M.A.P., The University of Akron, 2003.  
**DAVID BRUBACH**, *Lecturer in History*, B.A., M.A., The University of Akron, 1969. Teacher, Jackson Local Schools.  
**LISA BURNS**, *Lecturer in English*, B.S., B.A., M.S., State University of New York College at Buffalo, 1997.  
**STEPHEN CARMICHAEL**, *Lecturer in Developmental Mathematics*, B.S., B.S., Ashland University, 1984. Math Teacher, Medina City Schools.  
**DAVID CARPENTER**, *Lecturer in Philosophy*, B.A., Malone College; M.Th., Shalom Bible College, 2005.  
**SALLY CARTER**, *Lecturer in Developmental Reading*, B.S., Kent State University; M.S., The University of Akron, 1978.

**JAMES CLARK**, *Lecturer in Math/Statistics*, B.S., M.Ed., The Ohio State University, 1993.  
**ROSA COMMISSO**, *Lecturer in Modern Languages/Spanish*, B.A., M.A., The University of Akron, 1981.  
**MICHAEL CONKLIN**, *Lecturer in Geology*, B.S., M.S., Bowling Green State University, 1987.  
**MARTHA CONRAD**, *Lecturer in Nursing*, B.S.N., The Ohio State University; M.S.N., The University of Akron, 1982.  
**MARIO CORA-CRUZ**, *Lecturer in Associate Studies*, B.B.A., The University of Puerto Rico; B.A., Geography, B.A., Sociology, M.A. and M.Ed., The University of Akron, 2002.  
**JEANNE CUMMINGS**, *Lecturer in History*, B.S., M.A., The University of Akron, 1980.  
**ERICH DOMINIK**, *Lecturer in Business Management Technology*, B.A., M.B.A., The University of Akron, 1992.  
**CHRISTINE CHIZMADIA-DREHER**, *Lecturer in Office Administration*, B.S., M.S.E., The University of Akron, 1992.  
**PHILLIP DUKE**, *Lecturer in History*, B.A., Baldwin-Wallace College; M.A., Cleveland State University, 2002.  
**GARY DURRANT**, *Lecturer in Biology*, B.A., Ohio Wesleyan University; Ph.D., Indiana University, 1988.  
**JAMES EICHLER**, *Lecturer in History*, B.S., M.A., The University of Akron, 1980.  
**JEANNIE EPPERLY**, *Lecturer in Biology*, B.S., M.S., The University of Akron, 2007.  
**MELVIN EVANS**, *Lecturer in Physical Education*, B.A., Malone College; M.S., The University of Akron, 2002.  
**GAY FELIX**, *Lecturer in Developmental Mathematics and Teacher Education*, B.A., Bowling Green State University; M.Ed., Kent State University, 1985.  
**JANE FINK**, *Lecturer in Social Work*, B.A., College of Wooster; M.S.S.A., Case Western Reserve University, 1987.  
**MICHAEL FULTON**, *Lecturer in Biology*, B.S., The Ohio State University; B.S., The University of Akron; M.S., The Ohio State University, 1966.  
**KATHLEEN GALLAGHER**, *Associate Lecturer in Developmental Studies*, Ohio University; B.A., M.A., The University of Akron, 1996.  
**LINDA GOE**, *Assistant Lecturer in Business & Office Technology-Medical Office Procedures*, B.A., Malone College, M.S., The University of Akron, 1997.  
**TIM GORDON**, *Lecturer in Psychology and Business*, B.A., M.A., Kent State University, 1995.  
**AMY GUTHRIE**, *Lecturer in Biology*, B.S., The University of Akron; M.S., Ursuline College, 2003.  
**DEBORAH HAREN**, *Lecturer in Developmental Studies*, B.S., M.Ed., Kent State University, 1997.  
**SCOTT HARTMAN**, *Lecturer in Political Science*, B.A., Ohio Northern University; M.A., Miami University, 1971.  
**DAVE HODGSON**, *Lecturer in Geology*, B.S. Ashland College; M.S., The University of Akron, 2000.  
**CYNTHIA HOLLAND**, *Lecturer in Education*, B.S., M.S., The University of Akron, 1992.  
**LEONA HORST**, *Lecturer in Biology*, B.S., B.A., The University of Akron; M.S., The Ohio State University, 1997.  
**DOUG HUBERT**, *Lecturer in Business and Office Technology*, A.A.S., Western Illinois University; B.A., M.Ed., Warren Robbins University, 2005.  
**MELISSA JARVIS**, *Lecturer in Physical Education*, B.S., Butler University; M.S., The University of Akron, 1996. Physical Therapy Aide, high school softball coach.  
**ERIK JOHNSON**, *Lecturer in Math/Statistics*, B.A., Wittenburg University, M.A., Miami University, 1993.  
**TANYA JOHNSON**, *Lecturer in Office Administration, Medical Assisting, and Biology*, B.S., Kent State University, 1971. Medical Technologist; Health Care Consultant, Johnson Consulting Services; Instructor, American Red Cross.  
**JANET JONES**, *Lecturer in Developmental Programs*, B.S., Kent State University; M.A., Youngstown State University, 1976.  
**LORANS JONES**, *Lecturer in Education*, A.A.B., B.S., M.A., The University of Akron, 2006.  
**CHARLES KANDIKO**, *Lecturer in Statistics and Genetics*, B.S., M.S., The University of Akron; Ph.D., Kent State University, 1988.

**MICHELLE KIEFFABER**, *Lecturer in Communication*, B.A., Ohio Northern University; M.A., Miami University, 1991.

**MICHAEL KNUST**, *Lecturer in English*, A.A., Oakland Community College; B.A., St. Mary's College; M.A., Pittsburgh State University.

**MARYANN LANCE**, *Assistant Lecturer in English*, B.S., University of Illinois, M.A., The University of Akron, 1994.

**ANNISSA LANGWORTHY**, *Lecturer in Biology*, B.S., M.S., The University of Akron, 2006.

**HELEN LATKOVIC**, *Assistant Lecturer in Mathematics/Statistics*, B.S., The Ohio State University; M.Ed., John Carroll University, 1997.

**ANTHONY LICCARDI**, *Lecturer in Communications*, B.A., M.A., The University of Akron, 1999.

**BEVERLEE LONG**, *Associate Lecturer in Chemistry*, B.A., Miami University; M.A., Kent State University, 1992.

**SCOT LONG**, *Senior Lecturer in Anthropology-Geography*, B.S., M.A., Ph.D., The Ohio State University, 2003.

**DAVID MATEJCZYK**, *Assistant Lecturer in Business & Office Technology-Labor Management Relations*, B.S., Alliance College, M.P.A., Gannon University, J.D., Case Western University, 1989.

**MARY MAURER**, *Lecturer in Business Management*, B.A., M.B.A., Malone College, 1998.

**DARCY McBRIDE**, *Lecturer in English*, B.S., Ohio University; M.Ed., Ashland University, 1999.

**JAMES McCONAGHY**, *Lecturer in Chemistry and Developmental Studies*, B.A., Malone College; M.S., New Mexico Highlands University, 1968.

**ALBA MCINTYRE**, *Lecturer in Geology*, B.S., State University of Londrina, Brazil; M.Sc., Federal University of Parana, Brazil; Ph.D., The Ohio State University, 1999.

**DAVID MILKOVICH**, *Lecturer in History*, B.S., M.Ed., Kent State University, 1971.

**RICHARD MILLER**, *Lecturer in Philosophy*, B.A., Marietta College; M.A., American University, 2005.

**DEB MILLER-ZOURNAS**, *Lecturer in English*, B.A., M.A., The University of Akron, 1995.

**MONICA MIYASHITA**, *Lecturer in History*, B.A., Hiram College; J.D., West Virginia University, 1998.

**MICHELE NORMAN**, *Lecturer in Communication*, B.A., Baldwin-Wallace; M.A., Kent State University, 2001.

**THERESA NORWOOD**, *Assistant Lecturer in Family & Consumer Sciences and Education*, B.A., Kent State University; M.A., The University of Akron, 1998.

**LISA OTTO**, *Lecturer in Mathematics*, B.A., Goshen College; M.S., The University of Akron, 1992.

**MICHAEL PARIS**, *Lecturer in Business Management Technology*, B.A., Malone College; M.B.A., The University of Akron, 1975.

**DENISE PARKER**, *Lecturer in Health Care Office Management*, B.S.N., The Ohio State University; M.B.A., The George Washington University, 1991.

**RICHARD PARKER**, *Lecturer in Developmental Math*, B.S. Carnegie-Mellon University; Ph.D., University of Nebraska-Lincoln, 1968.

**CYNTHIA PETRY**, *Lecturer in Art*, B.A., Morehead State University; M.F.A., Ohio University, 1995.

**ELLEN PFAFF**, *Lecturer in Communication*, B.A., M.A., The University of Akron, 1976.

**CHARLES PFEIFFER**, *Lecturer in History*, B.A., St. Meinrad College; M.A., University of Evansville; M.A., University of Innsbruck; Ph.D., St. Louis University, 1981.

**ALAINA PHILLIPS**, *Lecturer in Psychology*, B.A., M.A., The University of Akron, 2003.

**LAUREN PLAYL**, *Lecturer in Biology*, B.A., B.A., M.Ed., University of Missouri, 1987.

**KATHYRN POPIO**, *Lecturer in English*, B.S., The University of Akron; M.A., Kent State University, 1991.

**JAMES POWELL**, *Lecturer in Mathematics*, B.S., Kent State University; M.S., The University of Akron, 1970.

**JOSEPH RICH**, *Assistant Lecturer in Business & Office Technology-Quantitative Business Analysis II*, B.S.M.E., M.B.A., The University of Akron, 2003.

**JAMES ROBERTSON**, *Lecturer in Developmental Studies*, B.A., B.Ed., M.A., The University of Akron; M.Ed., Auburn University, 1976. School Psychologist, Wayne County Schools.

**JOHN RONCONE**, *Lecturer in Physical Education*, B.A., Mount Union College; M.S., Slippery Rock University; Ph.D., Kent State University, 2005.

**NANCY RUGGABER**, *Lecturer in Office Administration*, B.A., M.A. Ed., Malone College, 2001.

**LORI SAMPSEL**, *Assistant Lecturer in Health Care Office Management-Finance*, B.G.S., E.M.B.A., Kent State University, 1994.

**HERSCHEL SCHENCK**, *Lecturer in Physical Education*, B.A., Cedarville College, 1976. Owner/Instructor, Institute of Karate.

**STEPHEN SCHMIDT, JR.**, *Lecturer in English*, B.S., M.A., Bowling Green State University, 1974..

**JAMES SEWELL**, *Lecturer in Developmental Programs*, B.S., Kent State University; M.A., California State University, 1991.

**JOANN SHAFFER**, *Lecturer in Social Work*, B.A., M.A., The University of Akron, 2004.

**ERIC SHAW**, *Senior Lecturer in Mathematics*, B.S., Washburn University, Ph.D., University of Massachusetts, 1993.

**DALE SHISLER**, *Lecturer in Mathematics*, B.A., The University of Akron; M.A., Marygrove College, 2001.

**KAREN SIFFERT**, *Lecturer in Mathematics*, B.A., M.A., The University of Akron, 1989.

**STEVEN STULTZ**, *Lecturer in Associate Studies (English)*, B.A., M.A., Purdue University, 1975.

**MARCHELLE SUPPAN**, *Lecturer in Pharmacology*, B.A., Kent State University; M.B.A., Ashland University; M.D., Ohio College of Podiatric Medicine, 1980.

**JEAN TADDIE**, *Lecturer in Office Administration*, B.B.A., M.A., Cleveland State University, 1996.

**LISA TAVALLALI**, *Assistant Lecturer in Business and Office Technology*, A.S., The University of Akron; B.S., M.B.A., Walsh University, 2004.

**DEBORAH THOMPSON**, *Assistant Lecturer in Physical Education*, B.S., The University of Akron, M.A., Northern Arizona University, 1975.

**MARY TOHILL**, *Lecturer in English*, B.S., Eastern Illinois University; M.A., Illinois State University, 1979.

**AMY TRIOLA**, *Lecturer in English*, B.A., Baldwin-Wallace college; M.Div., Methodist Theological School in Ohio; M.A., The University of Akron, 2007.

**JON ULBRIGHT**, *Lecturer in History*, B.A., Wittenberg University; M.A., University of Nebraska, 1971.

**GEORGIA VANDER ARK**, *Lecturer in Office Administration*, B.S., M.S., The University of Akron, 1999.

**KENNETH VANSICKLE**, *Lecturer in Business and Office Technology*, B.S., Ashland University, 1978. M.B.A., Regis University, 2005.

**SUZANNE WALDRON**, *Lecturer in Business Law*, B.S., West Virginia University; M.B.A., J.D., The University of Akron, 1989.

**JOHN WARRICK**, *Lecturer in Mathematics*, B.A., Manchester College; M.A.Ed., The University of Akron, 1977.

**JASON WEIGMAN**, *Lecturer in Business and Office Technology*, B.S., M.Ed., Bowling Green State University, 2001.

**JOHN WEYLS**, *Lecturer in Philosophy*, B.A., University of Cincinnati; M.A., Cleveland State University, 1995.

**ERIC WILLIAMS**, *Assistant Lecturer in History*, B.A., The University of Akron, M.A., California State University, 2004.

**DENNIS WOODRUFF**, *Lecturer in Philosophy*, B.A., North Central University; M.A., Liberty University, 1992.

**DANIEL WORKMAN**, *Lecturer in Family and Consumer Science and Education*, B.S., Ashland University; M.A., Ph.D., The Ohio State University, 1972.

**KATHERINE YAUSSY**, *Lecturer in Education*, B.S., Kent State University; M.S., The University of Akron, 1978.

**PRISCILLA ZEHNDER**, *Lecturer in Business Management Technology*, B.S.B.A., M.B.A., Ashland University, 1997.

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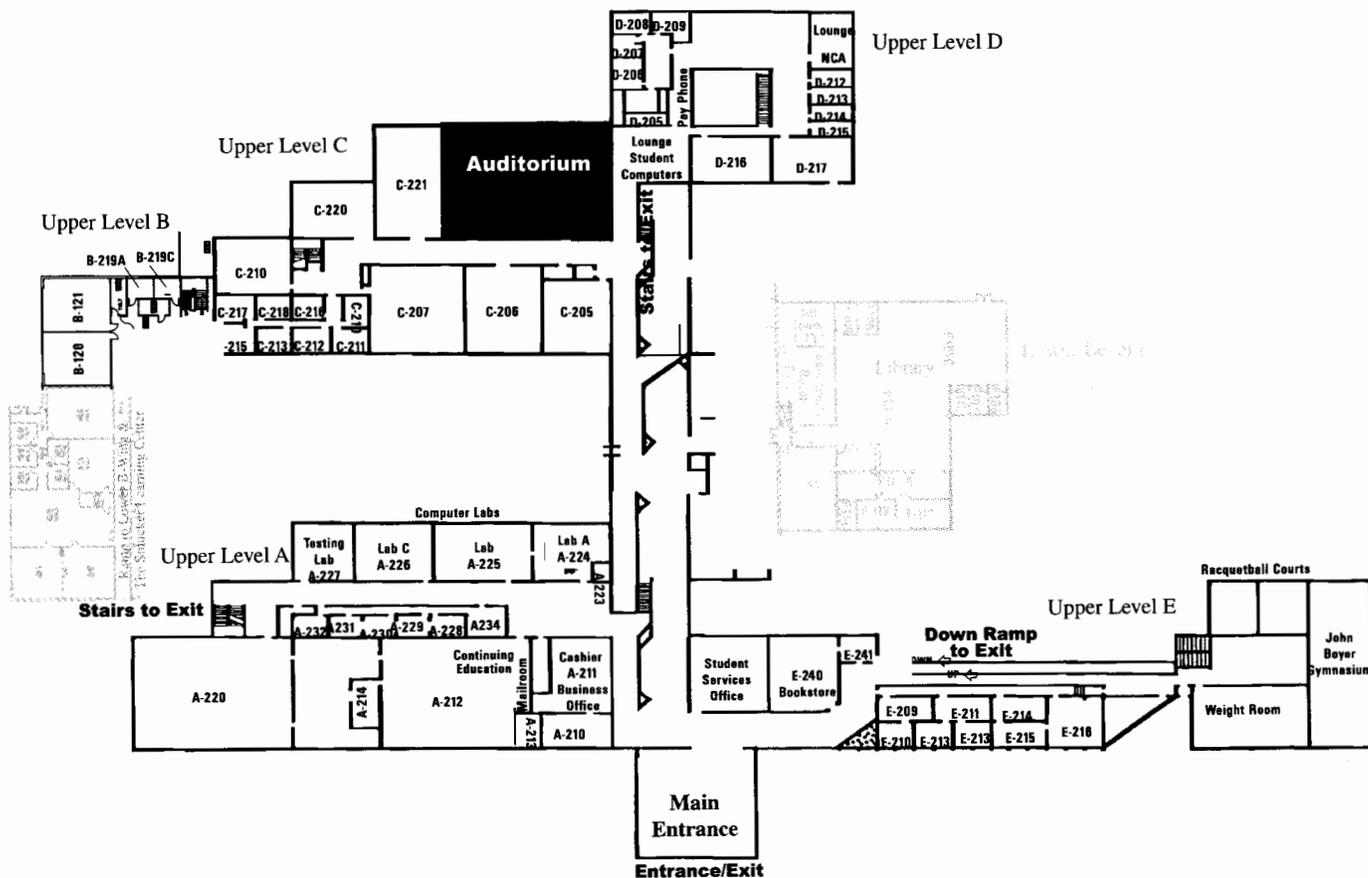
**Zip Card 14**

**Z**



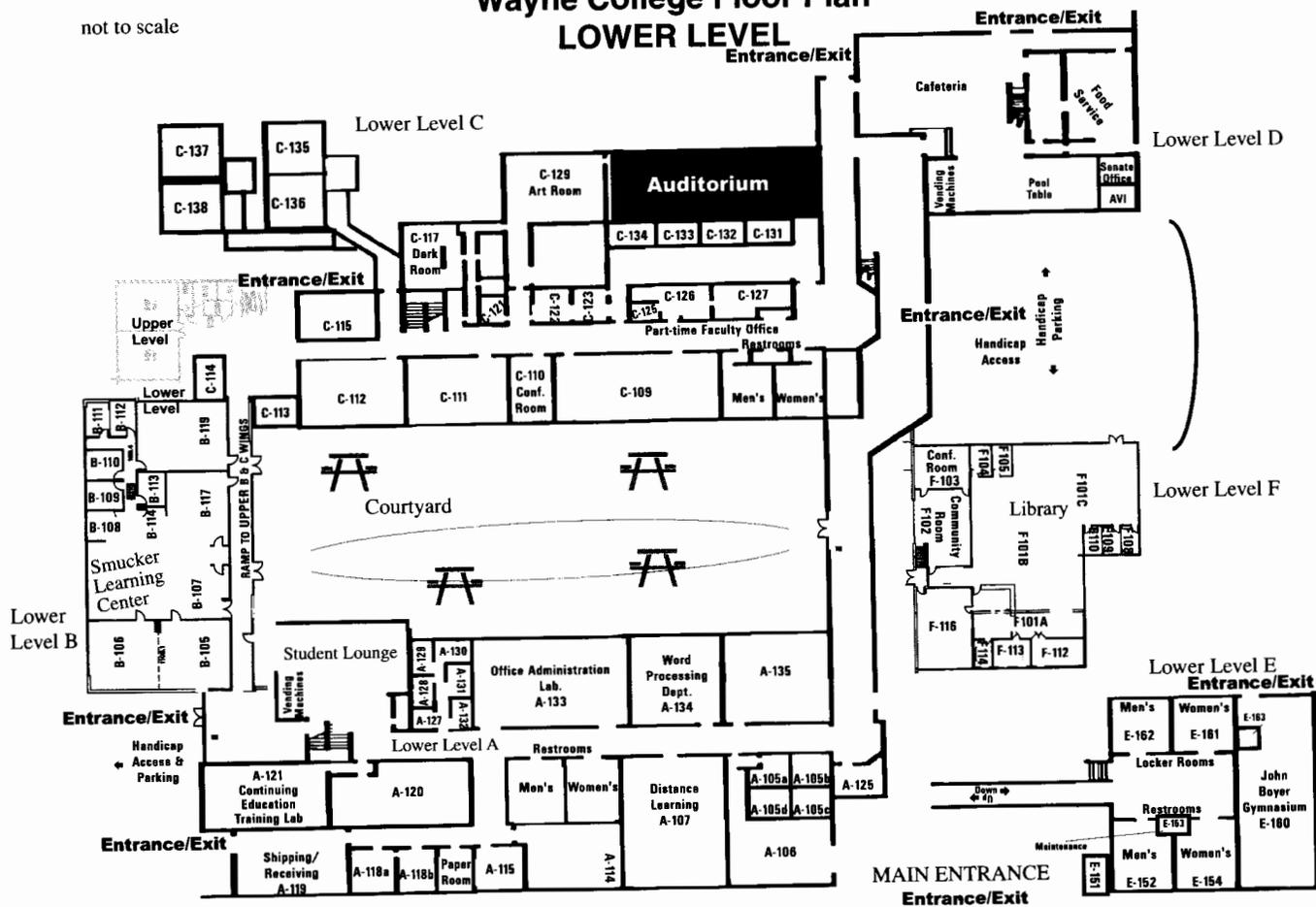
# Wayne College Floor Plan UPPER LEVEL

not to scale



# Wayne College Floor Plan LOWER LEVEL

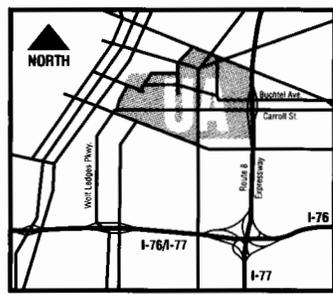
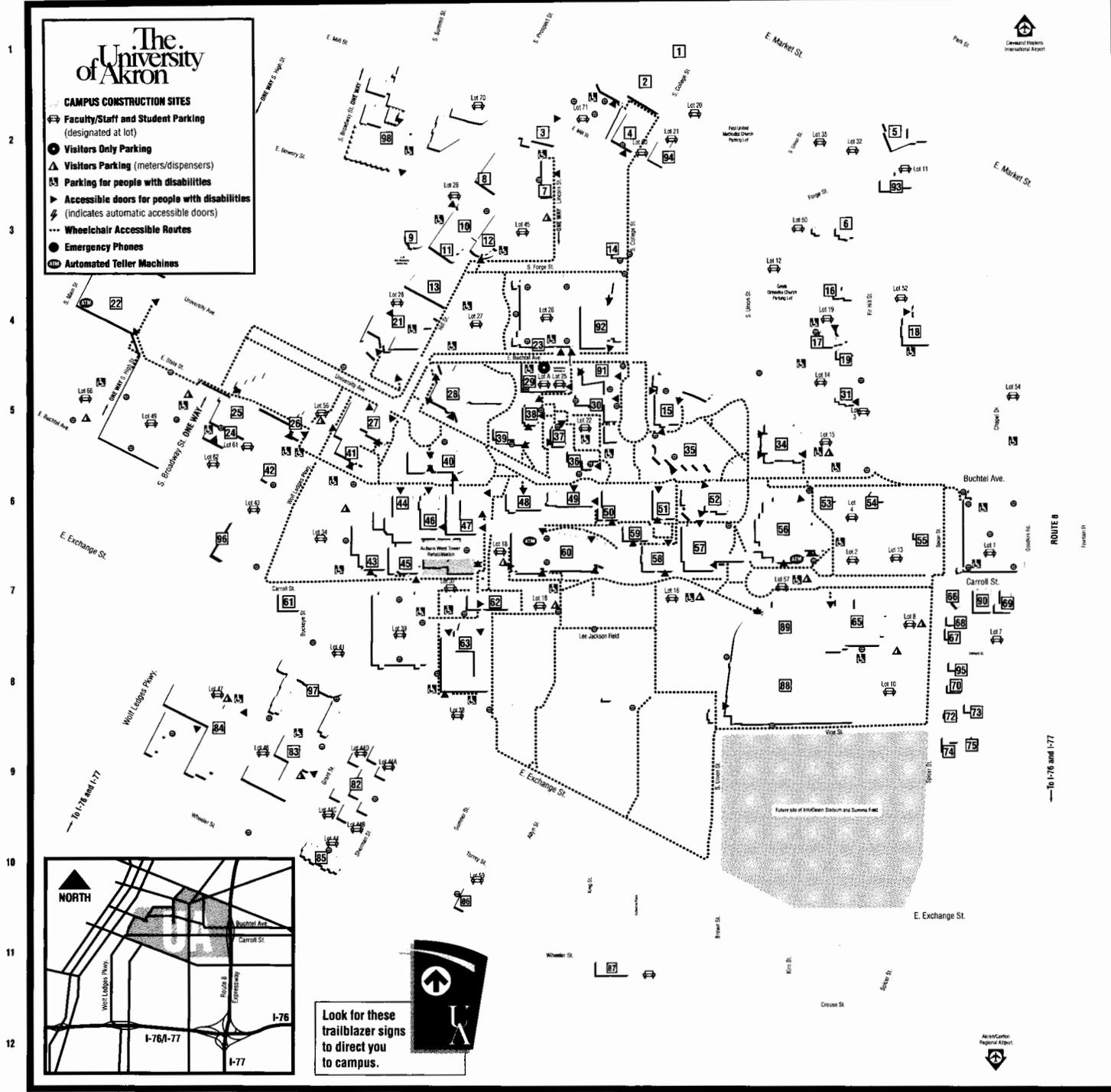
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# The University of Akron

## CAMPUS CONSTRUCTION SITES

- Faculty/Staff and Student Parking (designated at lot)
- Visitors Only Parking
- Visitors Parking (meters/dispensers)
- Parking for people with disabilities
- Accessible doors for people with disabilities (indicates automatic accessible doors)
- Wheelchair Accessible Routes
- Emergency Phones
- Automated Teller Machines



Look for these trailblazer signs to direct you to campus.

10001  
311  
EN

### Academic, Administrative and Multipurpose Buildings

- G1 2 Administrative Services Building **ASB**
- G2 4 Akron Polymer Training Center **APTC**
- I8 88 Louis and Freda Stille Athletics Field House **AFLD**
- G11 87 Athletics Service Building **BF**
- E6 47 Auburn Science and Engineering Center **ASEC**
- F6 48 Ayer Hall **AYER**
- F2 5 Ballet Center **BC**
- F2 3 Bel-Aire Building **BEL**
- H5 35 Bierce Library **LIB**
- G6 59 Buchtel Hall **BH**
- D5 26 Buckingham Building **BCCE**
- G7 58 Carroll Hall **CH**
- K7 90 464 Carroll Street Building **CSBL**
- G7 61 Carroll Street Substation **ESUB**
- I4 17 Center for Child Development **CCD**
- G5 15 College of Arts & Sciences Building **CAS**
- C5 25 College of Business Administration Building **CBA**
- D6 43 Computer Center **COMP**
- F6 49 Crouse Hall **CRH**
- E4 21 E.J. Thomas Performing Arts Hall **PAH**
- C6 42 Express Building **EB**
- J2 93 Fir Hill Plaza **FHP**
- B8 84 Folk Hall **FOLK**
- E3 11 Forge Street Substation **FSUB**
- C7 96 Gas Turbine Testing Facility **GTTF**
- E7 45 Mary Gladwin Hall **MGH**
- E6 40 Goodyear Polymer Center **GOYR**
- F2 8 Grounds Maintenance **GMB**
- E5 28 Guzzetta Hall **GH**
- G5 91 Honors Complex **HC**
- I3 6 Hower House **HOW**
- E6 44 Knight Chemical Laboratory **KNCL**
- H6 52 Kolbe Hall **KO**
- G6 51 Leigh Hall **LH**
- F2 7 100 Lincoln Street Building **LINC**
- J4 18 Martin University Center **PMUC**
- D5 27 McDowell Law Center **LAW**
- H7 57 Memorial Hall **MH**
- J7 65 Ocasak Natatorium **ONAT**
- I5 34 Olin Hall **OLIN**
- E3 10 Olson Research Center **OLRC**
- E4 13 Physical Facilities Operations Center **PFOC**

### Residence Halls

- E3 12 Polymer Engineering Academic Center **PEAC**
- A4 22 Polsky Building **POL**
- I6 56 James A. Rhodes Health and Physical Education Building **JAR**
- G2 94 Roadway Building **RDWY**
- F5 29 Robertson Dining Hall **RD**
- E7 62 Schrank Hall North **SHN**
- E8 63 Schrank Hall South **SHS**
- C5 24 277 South Broadway Street Building **BROD**
- H1 1 32 South College Street Building **SUP**
- G4 92 Simmons Hall **SI**
- I5 31 Stiltzlein Alumni Center **AAC**
- I7 89 Student Recreation and Wellness Center **SRWC**
- G7 60 Student Union **STUN**
- E3 9 Thermal Storage Tank **TANK**
- G3 14 Treaco Building **TRE**
- D2 98 Quaker Square Inn **QSI**
- D5 41 West Hall **WEST**
- E6 46 Whitby Hall **WHIT**
- G6 50 Zook Hall **ZOOK**
- F5 37 Bulger Residence Hall **BRH**
- C8 97 Exchange Street Residence Hall **EXC**
- C9 83 Gallucci Residence Hall **GALL**
- E10 86 Garson Residence Hall **GARS**
- D10 85 Grant Residence Center High-rise **GRC**
- G5 91 Honors Complex **HC**
- G5 30 Orr Residence Hall **ORH**
- G6 36 Ritchie Residence Hall **RRH**
- F5 39 Sisler-McFawn Residence Hall **SMRH**
- F5 38 Spanton Residence Hall **SRH**
- D9 82 Townhouses **TOWN**
- D2 98 Quaker Square Inn **QSI**

### Fraternities and Sororities

- K9 74 Alpha Delta Pi Sorority (ΑΔΠ)
- K7 66 Alpha Gamma Delta Sorority (ΑΓΔ)
- K8 95 Alpha Phi Alpha Fraternity (ΑΦΑ)
- J6 54 Delta Gamma Sorority (ΔΓ)
- K7 67 Kappa Kappa Sorority (KKK)
- J4 16 Lambda Chi Alpha Fraternity (ΛΧΑ)
- J6 55 Phi Delta Theta Fraternity (ΦΔΘ)
- K8 70 Phi Gamma Delta Fraternity (ΦΓΔ)
- I6 53 Phi Kappa Tau Fraternity (ΦΚΤ)
- K7 69 Phi Sigma Kappa Fraternity (ΦΣΚ)
- K9 75 Lone Star Fraternity (LSTF)
- K8 72 Sigma Alpha Epsilon Fraternity (ΣΑΕ)
- K7 68 Sigma Nu Fraternity (ΣΝ)
- J4 19 Tau Kappa Epsilon Fraternity (ΤΚΕ)
- K8 73 Theta Chi Fraternity (ΘΧ)

For information on services for people with disabilities, call 330-972-2500, Monday - Friday, 8 a.m. - 5 p.m.