

2010 Schedule of Classes

January & Spring

bradley.edu/classes

January Interim January 4–18 • **Spring Semester** January 20–May 15

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Consult the Bradley University undergraduate or graduate catalog for a complete list of regulations and university policies. The latest catalogs can be found at bradley.edu/pubs/publications.html.

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Federal regulations require universities to make student consumer information available to prospective and current students concerning: financial assistance information; institutional programs and policies; graduation rates; safety programs, policies, and crime statistics; athletic program participation rates and financial support data; and rights under the Family Education Rights and Privacy Act. This information may be obtained by requesting the Student-Right-to-Know and Campus Security Act Compliance Report from Bradley University's Office of University Relations at (309) 677-3164. Crime statistics are also online: www.bradley.edu/police/.

BRADLEY
UNIVERSITY

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Academic calendar

For registration deadlines, see page 3. For billing and payment deadlines, see page 6.

January 2010 (January 4–18)

January 4, Monday	First day of classes
	Classes meet Monday–Saturday
January 18, Monday	Final Examinations will be held in the morning only
January 18, Monday	Martin Luther King Jr. Day. Classes in session
January 19, Tuesday	Grades due from instructors via Aclnquire before 3:00 p.m.

Spring 2010 (January 20–May 15)

January 11, Monday	Reporting date for new faculty
January 17, Sunday	Residence halls open
January 20, Wednesday	Classes begin
March 13, Saturday	Spring Recess begins
March 22, Monday	Classes resume
March 24, Wednesday	Mid-term grades due from instructors via Aclnquire before 3:00 p.m.
April 14, Wednesday	Incomplete removal deadline for Fall 2009, January Interim 2010, and January study abroad
May 4, Tuesday	Last day of classes
May 5, Wednesday	Study Day
May 6, Thursday	Final Examinations begin
May 12, Wednesday	Final Examinations end
May 15, Saturday	Grades due from instructors via Aclnquire before 10:00 a.m.
May 15, Saturday	Commencement. You must apply for graduation—see page 13.

Looking ahead...

Interims and Summer Sessions 2010

April 5-15	Academic Advisement
April 8-15	Early Registration
May 17, Monday	May Interims I & II begin
May 31, Monday	No classes, Memorial Day (holiday)
June 4, Friday	May Interim I ends
June 7, Monday	Summer Session I begins
July 9, Friday	May Interim II ends
July 9, Friday	Summer Session I ends
July 12, Monday	Summer Session II begins
August 13, Friday	Summer Session II ends

Fall 2010

April 5-15	Academic Advisement
April 8-15	Early Registration
August 16, Monday	Reporting date for faculty
August 21, Saturday	Residence halls open
August 25, Wednesday	Classes begin
October 9, Saturday	Fall Recess begins
October 13, Wednesday	Classes resume
October 20, Wednesday	Midterm grades due via Aclnquire before 3:00 p.m.
November 17, Wednesday	Incomplete removal deadline (grades due in the Registrar's Office)
November 24, Wednesday	Thanksgiving Recess begins
November 29, Monday	Classes resume
December 7, Tuesday	Last day of classes
December 8, Wednesday	Study Day
December 9, Thursday	Final Examinations begin
December 15, Wednesday	Final Examinations end
December 18, Saturday	Final grades due via Aclnquire before 10:00 a.m.
December 18, Saturday	Commencement

Registration • important dates • eligibility to register

Questions? Contact the Registrar's Office: 11 Swords Hall • (309) 677-3101 • registrar@bradley.edu • www.bradley.edu/registrar/

Important registration dates

for both January Interim and Spring terms

October 26–November 5	Academic advisement for January Interim 2010 and Spring 2010
October 29–November 5	Early Registration for January Interim 2010 and Spring 2010 (see schedule, page 4)
November 5	Last day to register for waitlists (spring only)
November 6	Open registration begins

for January Interim 2010 (January 4-18)

January 4, Monday	Classes begin (classes meet Monday - Saturday). Unpaid registrations will be canceled at 3:00 p.m.
January 5, Tuesday	Last day to add classes on Webster without special permission
January 6, Wednesday	Last day to drop a class without a "W" on transcript
January 6, Wednesday	Last day to add a class with special permission
January 12, Tuesday	Last day to drop classes with a "W" on the transcript

for Spring 2010 (January 20-May 15)

January 6-20	Daily orientations for new international graduate students
January 18, Monday	Registrations with a due date of 3:00 p.m. January 15 not claimed by payment or tuition arrangement will be canceled
January 19, Tuesday	New undergraduate student orientation New graduate student orientation meeting
January 20, Wednesday	Classes begin. Registration continues on Webster
January 22, Friday	Registrations with a due date of January 22 not claimed by payment or tuition arrangement by 3:00 p.m. will be canceled
January 29, Friday	Last day for adding classes on Webster without special permission
February 5, Friday	Last day for adding classes with special permission
February 5, Friday	Last day to drop on Webster without "W" on transcript and no financial penalty for individual classes
April 21, Wednesday	Last day to drop classes with "W" on the transcript and complete withdrawal.

Are you eligible to register?

The following categories of students are eligible to register for January Interim and Spring 2010:

1. All currently enrolled students, whether full time or part time. (Note: **students who are dismissed for scholastic reasons** at the end of Fall 2009 will have their registrations canceled if they are not reinstated by the Academic Review Board. **Students on probation** cannot preregister for January or May interims until after grades are posted. After grades are posted, probationary students not dismissed will be able to register for either January or May interims on the first day of classes.)
2. Students who enrolled during Fall 2009.
3. Students who have been admitted or readmitted for January Interim and Spring 2010.

Who do you contact to become eligible to register?

Students wishing to enter an undergraduate degree program: Office of Undergraduate Admissions, Visitor Center, (309) 677-1000 • admissions.bradley.edu

Non-degree seeking students without a bachelor's degree wishing to attend full time or part time: Office of Undergraduate Admissions, Visitor Center, (309) 677-1000, admissions.bradley.edu. A form to apply as an undergraduate student at large can be found online at admissions.bradley.edu/non-degree/.

Qualified high-school students wishing to take undergraduate

courses: Office of Undergraduate Admissions, Visitor Center, (309) 677-1000, admissions.bradley.edu. A form to apply as an undergraduate student at large can be found online at admissions.bradley.edu/non-degree/.

Undergraduate students who have been dismissed for academic reasons: Chairperson, Academic Review Board, Sisson Hall, Room 115, (309) 677-2426. You must petition for reinstatement. See page 15 for procedures.

Students with bachelor's degrees who wish to enter a graduate degree program or take undergraduate or graduate courses part time: The Graduate School, Bradley Hall, Room 200, (309) 677-2375 • bradley.edu/academics/grad/admission_grad/. The Graduate School application is available online at bradley.edu/academics/grad/prospective/forms.shtml.

Graduate students who have been dismissed: The Graduate School, Bradley Hall, Room 200, (309) 677-2375 You must petition for reinstatement. See page 11 for procedures. Petitions may be obtained from the Graduate School or from bradley.edu/grad.

Students whose registration has been prevented by a campus office: Contact the office that prevented the registration.

Registration • registration process • early registration timetable

Questions? Contact the Registrar's Office: 11 Swords Hall • (309) 677-3101 • registrar@bradley.edu • www.bradley.edu/registrar/

The registration process

1. Consult the university catalog under which you enrolled.

Catalogs are available at bradley.edu/pubs/publications.html. Check the all-university requirements and specific college and degree requirements for your major. See the advising checklist on page 8.

2. See your advisor for help planning your class schedule. Advisors are listed on page 9. *Note: The following groups of students will not be allowed to register until they see their advisor:*

- Freshmen and transfer students who have fewer than 24 Bradley semester hours
- All AEP students
- Seniors who have completed 90 or more semester hours
- International students: you must provide, in person, a current local address at the Garrett Center before you register. All new

graduate international students must report to the Graduate School to schedule a new arrival meeting.

3. Use Webster—the online registration system—to register for classes. Log in at webster.bradley.edu using your BUnetID. On-screen messages will guide you and help you identify any special conditions for specific sections. For reserved courses, contact the department offering the course. Identify alternate sections in case your preferred sections are full. After your original registration, you may add and drop courses using Webster.

4. Know your billing and payment deadlines. When you receive your class schedule and bill in the mail, read it carefully. Your bill contains important billing and payment deadlines. Deadlines are also listed on page 5.

Early Registration Timetable

Thursday, Oct. 29				Friday, Oct. 30				Monday, Nov. 2			
Hours	Alphabet	Time		Hours	Alphabet	Time		Hours	Alphabet	Time	
120	S-Z	8:30	a.m.	99		7:30	a.m.	72		7:30	a.m.
120	M-R	9:00		98		8:00		71		8:00	
120	H-L	9:30		97		8:30		70		8:30	
120	D-G	10:00		96		9:00		69		9:00	
120	A-C	10:30		95		9:30		68		9:30	
116-119		11:00		94		10:00		67		10:00	
113-115		11:30		93		10:30		66	N-Z	10:30	
		12:00		92		11:00		66	A-M	11:00	
		12:30	p.m.	91		11:30		65		11:30	
110-112		1:00				12:00	p.m.			12:00	p.m.
107-109		1:30				12:30				12:30	
105-106		2:00		89-90		1:00		64		1:00	
104		2:30		86-88		1:30		63		1:30	
103		3:00		84-85		2:00		62		2:00	
102		3:30		82-83		2:30		61		2:30	
101		4:00		79-81		3:00		60		3:00	
100		4:30		77-78		3:30		59		3:30	
				75-76		4:00		58		4:00	
				73-74		4:30		56-57		4:30	
Tuesday, Nov. 3				Wednesday, Nov. 4				Thursday, Nov. 5			
Hours	Alphabet	Time	a.m.	Hours	Alphabet	Time		Hours	Alphabet	Time	
54-55		7:30		31	A-K	7:30	a.m.	3	H-Q	7:30	a.m.
53		8:00		30		8:00		3	A-G	8:00	
52		8:30		29		8:30		1-2		8:30	
49-51		9:00		28		9:00		0	U-Z	9:00	
47-48		9:30		26-27		9:30		0	T	9:30	
45-46		10:00		25		10:00		0	S	10:00	
43-44		10:30		23-24		10:30		0	R	10:30	
41-42		11:00		20-22		11:00		0	N-Q	11:00	
40		11:30		16-19		11:30		0	L-M	11:30	
		12:00	p.m.			12:00	p.m.			12:00	p.m.
		12:30				12:30				12:30	
39		1:00		13-15		1:00		0	K	1:00	
37-38		1:30		11-12		1:30		0	I-J	1:30	
36		2:00		9-10		2:00		0	H	2:00	
35		2:30		7-8		2:30		0	G	2:30	
34		3:00		6	L-Z	3:00		0	E-F	3:00	
33		3:30		6	A-K	3:30		0	C-D	3:30	
32		4:00		4-5		4:00		0	B	4:00	
31	L-Z	4:30		3	R-Z	4:30		0	A	4:30	

Early registration takes place October 29-November 5.

Undergraduate students register according to the timetable at left, which is based on the number of semester hours you have actually earned at the time you register. Your current registration is not included. In some cases time slots are further broken down alphabetically by last name. You may register any time after the time listed.

Graduate students with 15 hours or more and new transfer students may register at any time beginning October 29 at 7:30 a.m.

Graduate students with fewer than 15 hours may register at any time beginning October 29 at 8:00 a.m.

Students new to Bradley University will receive their instructions on how and when to register at the time they are admitted.

Open registration

Open registration begins November 6. Any continuing student may register.

Registration Hotline: (309) 677-3108

If at any time you have questions, call the Registration Hotline (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

Registration • waitlists • adding and dropping courses • complete withdrawal

Questions? Contact the Registrar's Office: 11 Swords Hall • (309) 677-3101 • registrar@bradley.edu • www.bradley.edu/registrar/

Waitlists (spring and fall semesters only)

For spring and fall semester early registration, Webster will offer the "waitlist" option for closed classes. As additional spaces become available in closed classes, students will be added to those classes in the order in which they were added to the waitlist. Webster will show the classes for which you are waitlisted in pink. The waitlist is active only during Early Registration, October 29-November 5, for the Spring 2010 semester. The total of classes registered for and on waitlists may not exceed 18 ½ semester hours. Waitlists are not maintained for interims or summer sessions.

Immunization Policy

Federal law requires you to file evidence of immunization against disease before you enroll. You may get the required form at the Health Center in the Markin Family Student Recreation Center; the Visitor Center; the Graduate School in Bradley Hall 200; or admissions.bradley.edu/freshman/finalizing.

Adding and dropping courses

Once a student has registered for one or more classes, changes to that schedule (additions and deletions) may be made using Webster, the online registration system (webster.bradley.edu) until the deadline specified below.

Students may drop any class by the deadlines listed in the table below and in the Registration section on page 3. Each term has two drop deadlines. The first is the deadline to drop without a "W" on the transcript and the second is the deadline to drop with a "W" on the transcript. Classes dropped by the first deadline will not be part of the permanent record. Classes dropped by the second deadline will be recorded on the permanent record with the indication of "W" (withdrawn) together with the date. After these deadlines, the dean of the college in the student's major field may, in cases of extreme hardship, authorize a student to withdraw from one or more, or all, courses. This action will be recorded on the student's permanent record with the grade of "W" along with the withdrawal date. Please contact the Controller's Office regarding any financial adjustments.

Students may add a class until the deadlines listed in the table below and on page 3. Each term has two add deadlines. The first is the deadline to add on Webster without special permission. The second is the deadline to add a class with special permission. To add with special permission, an undergraduate student must obtain a Late Add Request form and approval signatures from the academic advisor, the instructor of the class, the chair of the department offering the class, and the dean of the college.* A graduate student must obtain a Late Add Request form and the signatures of the graduate coordinator (or, for business only, the associate dean of the college), the instructor of the added class, the department chair for the added class, and the dean of the Graduate School.

**The dean of the college of the student's major if first-time registration or reregistration (e.g. due to nonpayment). The dean of the college of the course if adding a course to current schedule.*

Deadlines to add and drop individual classes

Term	Last day to add on Webster without special permission	Last day to add with special permission	Last day to drop without a "W" on the transcript	Last day to drop with a "W" on the transcript
January Interim	January 5	January 6	January 6	January 12
Spring	January 29	February 5	February 5	April 21

Refund policy

January Interim and Spring The full tuition will be refunded for an individual class according to the deadlines listed in the Billing & Payment section on page 7. Housing fees are not refundable.

Mini courses—Spring Semester For courses that meet less than a full semester (i.e. 8 weeks or 10 weeks), full tuition will be refunded for classes dropped on or before the first day of class. A 50% refund is available for a class dropped within three days of the first class session. No refunds will be available for classes dropped four days after the first class session or later.

Complete withdrawal from the university

Interims and Summer Sessions

Students who wish to withdraw from all classes during Interims and Summer Sessions must drop those classes using Webster, the online registration system (webster.bradley.edu), by the deadlines listed in the Registration section on page 3 and the table above. A student who withdraws from the university after the last day to drop without a "W" on the transcript will have all classes recorded with an indication of "W" (withdrawn) and the withdrawal date. After the final withdrawal deadline, the dean of the college in which a student is majoring may, in cases of extreme hardship, authorize a student to withdraw from one or more, or all, courses. This action will be recorded on the student's permanent record with a grade of "W" together with the withdrawal date.

Complete withdrawal continued on page 6

Registration • complete withdrawal (continued from page 5)

Questions? Contact the Registrar's Office: 11 Swords Hall • (309) 677-3101 • registrar@bradley.edu • www.bradley.edu/registrar/

Tuition charged for complete withdrawal during Interims and Summer Sessions

Tuition will be refunded for an individual class according to the deadlines listed in the Billing & Payment section. Housing and course fees are not refundable.

Fall or Spring Semesters

- a. Undergraduate students who have not claimed their classes (by making payment by the published deadline) and who wish to withdraw from all classes in which they are registered should drop those courses using Webster, the online registration system (webster.bradley.edu).
- b. After classes begin, undergraduate students registered for 12 or more semester hours who wish to withdraw from all classes in which they are registered should initiate a Request to Withdraw at the Center for Student Support Services in Sisson Hall 101 (677-3658). The need for exit interviews will be determined, and the Center will complete the processing of the withdrawal through appropriate administration offices.
- c. If a refund is in order, it will be audited and a check will be mailed. No refunds will be issued to the student in person. For the rate of refunds, see below. Please allow six weeks for receipt of a refund to allow for an audit in the Controller's Office.
- d. The registration of a student who withdraws from the university before the end of the second full week of classes is canceled, and the date of this cancellation is placed on the permanent record. A student who withdraws from the university during the third through the twelfth week of classes will have all classes recorded with the indication of "W" (withdrawn) and the withdrawal date.
- e. After the twelfth week of classes, the dean of the college in which a student is majoring may, in cases of extreme hardship, authorize a student to withdraw from one or more, or all, courses. This action will be recorded on the student's permanent record with a "W" together with the withdrawal date.
- f. Graduate students who have not claimed their classes (by making payment by the published deadline) and who wish to withdraw from all classes in which they are registered should drop those courses using Webster, the online registration system (webster.bradley.edu). The registration of a student who withdraws from the university before the end of the second full week of classes is canceled, and the date of this cancellation is placed on the permanent record. A student who withdraws from the university during the third through the twelfth week of classes will have all classes recorded with the indication of "W" (withdrawn) and the withdrawal date.

A student who does not officially withdraw from the university by following the procedure outlined above, and fails to complete the semester, is not entitled to a refund of any kind and the instructor in each course in which the student is enrolled is required to report a final grade of "F" to the Registrar.

Tuition charged for complete withdrawal during Spring Semester:

When a student withdraws from all classes (see above for procedure), after completing registration but before the official beginning day of university classes on January 20, 2010, a full refund less registration fee of \$50 will be made for first-semester freshmen and part-time students. All other full-time students will be charged a registration fee of \$100. When a student completes an official withdrawal from the university on or after the beginning day of university classes, tuition and room will be charged as follows:

Tuition charged for complete withdrawal:

During 1st week (ending January 29)	10%
During 2nd week (ending February 5)	15%
During 3rd week (ending February 12)	20%
During 4th week (ending February 19)	25%
During 5th week (ending February 26)	35%
During 6th week (ending March 5)	40%
During 7th week (ending March 12)	45%
During 8th week (ending March 19)	50%
During 9th week (ending March 26)	60%
After March 26	100%

Room: Charged on a prorated basis for each day.

Board: Charged on meal plan money used and overhead.

No adjustment of tuition or room will be made for withdrawal after March 26, 2010. Course fees are not prorated. All payments will be processed on the date they are received. Refunds will be mailed to the student's home address.

The date the withdrawal is processed is the date used in computing tuition adjustments. Refunds for withdrawal from the university cannot be made until 5 or 6 weeks after registration. See the Billing & Payment section below for applicable dates, and note that financial drop dates and academic drop dates are not the same.

For more information

Questions or appeals regarding refunds/charges should be directed to Sandra Fay, student finance manager, in care of the Controller's Office, Swords Hall 100, (309) 677-3120.

Billing and payment • important dates • tuition • fees

Questions? Contact the Controller's Office: 100 Swords Hall, M-F 8-5 • (309) 677-3120 • sfs.bradley.edu • stufees@bradley.edu

Important billing and payment dates

for January Interim 2010

December 14, Monday	Class schedule confirmations and bills will be available online at myBU.bradley.edu for students registering through Dec. 5
January 4, Monday	Classes begin. Tuition payment deadline. All unpaid registrations canceled at 3:00 p.m.
January 4, Monday	Deadline for full refund less \$15 charge for dropping all hours
January 7, Thursday	Deadline for tuition adjustment for total withdrawal and 50% refund

for Spring 2010

December 14, Monday	Class schedule confirmations and bills will be available online at myBU.bradley.edu for students registering through Dec. 5. Payment due January 15. \$25 late fee if paid January 18-22
January 11, Monday	Class schedule confirmations and bills will be available online at myBU.bradley.edu for students registering Dec. 6–Jan. 7. Payment due January 22.
January 15, Friday	3:00 p.m. deadline for payment or arrangement of tuition for students with January 15 payment deadline. Registrations not claimed by payment or tuition arrangement by 3:00 p.m. will be canceled
January 18, Monday	Registrations with January 15 due date not claimed by payment or tuition arrangement will be canceled
January 18-22	\$25 fee assessed for students claiming classes with a payment due date of January 15
January 22, Friday	All unpaid late registrations will be canceled at 3:00 p.m. if payment or arrangement is not completed.
January 25, Monday	A \$50 late registration fee charged after January 25
February 5, Friday	Last day for full refund for canceling registration in individual classes but still remaining in school (see page 5 for policies and procedures)
March 26, Friday	Last day for any fee adjustment for complete withdrawal from university (see above for policies and procedures)

View and pay bills online

Paper bills are no longer mailed. Students receive a message through their Bradley e-mail account notifying them when bills are available online. Students must go online and complete the process at MyBU.bradley.edu. If you have questions about paying bills online or creating third-party access, such as for parents, contact Student Fees at 309-677-3120 or visit sfs.bradley.edu/payment/online/.

Tuition

January 2010

Undergraduate & graduate students: \$650/semester hour

Spring 2010

Full-time undergraduate students

12–16 hours: \$11,975;

over 16 hours: \$11,975 + \$600/semester hour

Part-time undergraduate students

1–7 hours: \$650/semester hour;

7½–11½ hours: \$780/semester hour

Graduate students

\$650/semester hour

Master of Liberal Studies

\$340 per semester hour. For additional information, contact the Graduate School at (309) 677-2375. Fees per semester

Fees

Activity fee \$65/semester (for all undergraduate students with 9 hours or more) \$25/semester (for graduate students)

Applied music fee Full-time students \$160; Part-time students \$260 per hour.

Audited class fee Any admitted undergraduate or graduate student, full or part time, pays the same fee to audit a course as to take the course for credit. Note: fees are not included in tuition charged at registration. Audit forms are available from the college deans or the Registrar's Office beginning the first day of classes.

Class and lab fees Consult your instructor regarding various additional fees (e.g. art fees, chemistry breakage fees, etc.).

Engineering tuition surcharge A surcharge of \$5 per semester hour will be assessed for all classes taught under the direction of the College of Engineering and Technology.

Health fee \$72/semester (for all students with 7 hours or more)

Late payment fees Late processing fee for students with a January 15 deadline: \$25. Late registration fee for students registering after January 22: \$50.

No charge is made if the following courses cause excess hours: MUS 141, 142, 143, 144, 145, 146, 309, 310, 327, 328, 341, 342, 343, 344, 345, 346, 375, 376; HON 100, 101; LAS 101, 305; EHS 120, 305; CFA 100, 101, 305; THE 107, 108, 207, 208, 307, 308, 407, 408.

Proficiency exams and department exams \$50/course

Room and board Double room \$3,825; Single room \$4,625

Vehicle registration/parking fee Full-time students \$50/year; Part-time students \$25/year.

Questions? Contact the Controller's Office: 100 Swords Hall, M-F 8-5 • (309) 677-3120 • sfs.bradley.edu • stufees@bradley.edu

Payment plans

Two plans are available to all Bradley students.

1. **The Deferred Payment Plan (DPP)** requires 25% of the net semester charges (i.e. total charges less applicable financial assistance) to be paid at registration. There is a deferment charge of 4% on the unpaid balance. For Spring semester, the remaining amount is payable in three equal monthly installments beginning approximately one month after registration. Payment may not be deferred for January Interim.

2. **The Monthly Installment Payment Plan (MIPP)**, available to all full-time undergraduate students during the school year, allows students to make monthly payments toward their charges. Each payment will be one-twelfth of the amount placed on installment: total annual charges minus financial aid (excluding Work Study) and/or down payment. Payments are made monthly from June 1 to May 1. (See example below.) You may enroll in this program by August 1 by including any prior monthly payments in your initial payment. A \$135/150 nonrefundable annual enrollment fee is charged. If any payment does not reach the Controller's Office on or before the first business day of the month, a late fee of \$25 is added. The university will send monthly e-mail reminders and will notify students of changes in their bills. If payments are not current, you will be taken off the payment plan and all charges will be payable in full. Application forms are available at sfs.bradley.edu. The following examples are based on 2009–2010 undergraduate student charges of \$31,874 (\$23,950 tuition, \$7,650 room and board, \$144 health fee, and \$130 activity fee, for the academic year).

a. Place all charges on installment. Enroll before May 15. Annual enrollment fee of \$135 due with MIPP application. Charges of \$31,874 divided by 12 equals \$2,656 due per installment due June 1, 2009–May 1, 2010.

b. Place charges in excess of \$10,000 financial aid on installment. Annual enrollment fee of \$135 due with MIPP application. Charges of \$21,874 divided by 12 equals \$1,822 due per installment due June 1, 2009–May 1, 2010.

Call the Controller's Office, (309) 677-3120, for information or a MIPP application form. Forms are also available at <http://sfs.bradley.edu/payment/mipp>.

Spring semester financial course load

The Controller's Office will consider the total course load at the end of the second full week (February 5, 2010) as the student's course load base for the semester. All additions will be figured from this base. This policy includes late sign up for mini or modular courses.

Address change

Promptly report any address change whether it is the student's campus address, home mailing address, or parents' address. All address changes can be made online at webster.bradley.edu.

Advising checklist for undergraduate students

Before your advising session:

- Print a copy of your DARS report (degree audit), available online at webster.bradley.edu.
- Use the Class Schedule Worksheet on page 17 to help plan your schedule.
- Determine any outstanding university and general education requirements.
- Determine which major requirements are outstanding.
- Determine if any courses you plan to take have prerequisites that you have not completed. Course descriptions and prerequisites are listed in the Bradley University catalogs. The most recent catalogs are available online at bradley.edu/pubs/publications.html.
- Create at least two proposed schedules for the upcoming term, including alternate courses in case any of your preferred courses are closed.
- Decide if you are comfortable with the course load and courses.
- Develop a list of questions you would like to ask your advisor.
- As you near graduation, determine the semester in which you plan to complete your degree.

During your advising session:

- Clarify outstanding university, general education, and major requirements with your advisor.
- Review your Degree Audit with your advisor. If an adjustment needs to be made, ask your advisor to submit a "Degree Audit Exception Form" to the Registrar's Office. For example, this form may be used to assign approved transfer courses to major requirements or for approved course substitutions in major requirements. You must check your Degree Audit to confirm that the adjustment occurred.
- Show your tentative schedule to your advisor, and ask your advisor for suggestions about alternate courses.
- Have your list of questions for your advisor ready. If your advisor can't answer a question, ask for a referral to another office or department. If possible, get the name of the person who might be able to answer your question.

Additional Information

Advisors—Undergraduate

Your advisor's name is also listed in Webster. Log in and go to the "Other" tab.

UNIVERSITY PROGRAM (UNV) Trillizio (BR 239)
Go to Bradley Hall 239 or call (309) 677-2420.

Academic Exploration Program Winkle, Kauffman Building • **University Business** See bulletin board Baker 209 • **University Education & Health Science** Trillizio • **University Engineering & Technology** McBride • **University Liberal Arts & Sciences** McConnaughay

BUSINESS ADMINISTRATION Dean Baer (BAK 151) • Assoc. Dean E. Sattler (BAK 123) • Dir. of Graduate Programs E. Sattler (BAK 123) • Assistant to the Dean Crowe (BAK 123) • Assistant Dir. of Grad. Programs Gawor (BAK 108)

Accounting See department bulletin board—4th floor • **Actuarial Science-Business** Funkhouser • **UNV Business** See bulletin board—209 Baker • **Business Management & Administration** See dept. bulletin board—3rd floor • **Co-op Program** Harris, Smith • **Economics** See department bulletin board—2nd floor • **Entrepreneurship** Fry • **International Business** Griffin • **Finance & Quantitative Methods** See dept. bulletin board—2nd floor • **Risk Management Insurance** Funkhouser • **Marketing** See department bulletin board—4th floor • **MIS** See department bulletin board—3rd floor • **Unclassified Business** See bulletin board—123 Baker

COMMUNICATIONS & FINE ARTS Dean Huberman (GCC 100) • Associate Dean Lawrence (GCC 100)

Art Incoming transfer students See department chair • **Art Education** Brammeier • **Art History** Glover, Warwick

Art-Studio Art • **Ceramics** R. Carlson • **Drawing** Gillespie • **Graphic Design** Rowe, Will • **Painting** Brammeier • **Photography** Linn • **Printmaking** Gillespie • **Sculpture** Stolz

Communication • **Advertising** Banning, Lawrence, Young • **Incoming transfer students** Gullifor • **Journalism** Dare, Netzley, Zohoori (Minors) • **Organizational Communication** Kasch, Gabor • **Public Relations** Bashri, Koperski, Strasma • **Radio/TV & Electronic Media** Jacobs, Garfinkel, Gullifor • **Sports Communication** Gullifor • **Unclassified** Frazier

Interactive Media • **IM** Ferolo, Lamoureux, McGill

Music Vroman • **Music Business** Kelly • **Music Composition** Heinemann • **Music Education** (Instr., Vocal) Vroman, Walters • **Music Performance** Vroman • [All music majors will be assigned to an applied music teacher for advising. Transfer students should see department chair for assignment.]

Theatre Arts • **Acting** Snyder • **Design** Arnold, Keil, Lohman • **Directing** Brown • **Literature** Rosson • **Management** Brown

EDUCATION & HEALTH SCIENCES Dean J. Sattler (WES 219) • Associate Dean Russell-Chapin (WES 210)

Co-op Program • **EHS** Cazy • **HS** R. Bertram

Dietetics Collins, Davidson • **Early Childhood Education** Antola Crowe, Lee • **Elementary Education** Arquette, Britner, Finson, Grant, Hunzicker, Huffman, Nugent, Pardieck, Wolfe • **Family and Consumer Sciences** Collins, Randall • **FCS Minor** See department • **FCS-Secondary Education** Collins • **Foods and Nutrition** Dallmeyer • **Health Minor** Russell-Chapin • **Health Science** R. Bertram, S. Bertram, Hall, Kelly, McGehee, Neelly, Peterson, Pratt, Sparks, Strubhar, Tippet • **K-12 Education** Chrosniak • **Leadership Studies Minor** Russell-Chapin • **Learning Behavior Specialist 1** Johnson, Kuester • **Learning Behavior Specialist 1 Elementary Education** Johnson, Kuester, Lukowiak • **Nursing** Cluskey for assignment • **Retail Merchandising** Brandes, Choi • **Secondary Education** Chrosniak, Grant, Kasambira, McMullen

ENGINEERING & TECHNOLOGY Dean Johnson (JOB 124) • Associate Dean Emanuel (MOR 109A) • Assistant Dean Podlasek (JOB 124)

UNV Engineering McBride • **Civil Engineering** Maillacheruvu • **CE Environmental** Fuessle • **Construction** Rebholz and Wolfe • **Electrical Engineering** Huggins, McBride • **EE Computer Option** Huggins,

McBride **Engineering Physics** Kimberlin, McBride • **Five-Year Program** Cooperative Education (Appropriate Curriculum) McBride • **Industrial Engineering** Lin • **Manufacturing Engineering** Ness • **Manufacturing Engineering Technology** Ness • **Mechanical Engineering** See department for assignment • **Unclassified Engineering & Technology** McBride

LIBERAL ARTS & SCIENCES Dean Etaugh (BR 226) • Associate Dean McConnaughay (BR 226)

Co-op Program Smith • **Actuarial Science-Math** Quigg • **Administration of Criminal Justice** Curtis, Scott, Zant • **African-American Studies Minors** Jones • **Asian Study Minor** Getz •

Biochemistry Fry, McQuade • **Biology** See department

Chemistry Freshmen Fry; **Sophomores** Flint; **Juniors** Campbell; **Seniors** Taylor • **Chemistry Pre-Professional** Andersh, Moroz, Bosma

Computer Information Systems Miller, Nikolopolous • **Computer Science** Miller, Dolins • **Minors** Miller

Economics See department bulletin board or BAK 209 • **English** See department secretary (BR 380)

Environmental Science **Biology** Morris • **Chemistry** Taylor • **Physics** Roos

French Hertich, Sconduto • **German** Walker • **Hebrew** Harris • **History** Williams • **Individualized Program** Zant • **International Studies** C. Bukowski, J. Bukowski, Tarzi • **Latin American Studies Minor** Cisneros • **Mathematics** Bedenikovic, Delgado, Kasube, Lang, McAsey, Mou, Xue, Nanyes, Jungck, Quigg, Szeto, Sterling, Timm, Troutman • **Medical Technology** Fan, Kell • **Philosophy** Greene, Kelley, Nicolescu • **Physics** Kimberlin • **Political Science** Aspin, Curtis, Dannehl, Gill, Gobeyn, Hall, Lermack • **Psychology** See department or check the "Other" tab in Webster • **Russian and East European Studies Minor** C. Bukowski • **Religious Studies** Fuller, Getz, Zaborowski • **Social Work** Amos, Evens, Moody • **Sociology** Crawford, Hogan, Wiebold; **Sociology Minors** Crawford • **Spanish** Cisneros, Harris, Kessler, Portocarrero • **West European Studies Minor** Walker • **Women's Studies Minor** Robertson

Secondary Teacher Preparation for LAS • **Biology** Morris • **Chemistry** Campbell • **English** See department Web site • **French** Sconduto • **German** Walker • **Spanish** Kessler • **History** Williams • **Mathematics** See department • **Physics** Kimberlin • **Psychology** See department • **Social Science** Hall, Crawford, Wojcikewych

UNDERGRADUATE STUDENT-AT-LARGE Undergraduate Admissions

Advisors—Graduate

GRADUATE SCHOOL (GRD) Interim Dean Field (BR 200) • Associate Dean Betz (BR 200)

Accounting J. Gillett • **Art-MA or MFA** Carlson • **Biology** Morris • **Business Administration** Gawor • **Business Administration Executive Track** Russell • **Chemistry/Biochemistry** Bosma • **Civil Engineering** Schattler • **Computer Science** Liu, Park • **Computer Information Systems** Liu, Park, Patton • **Clinical Mental Health Counseling** Skaggs • **Curriculum & Instruction** Antola Crowe, Finson, Johnson • **Educational Administration** Tripses, Risen • **Electrical Engineering** Shastry • **English** Swafford, Moloney, Vickroy • **Environmental Science Education** Wolfe • **Graduate Student at Large** Betz • **Human Service Administration** McConoughy • **Industrial Engineering** Tayyari • **Liberal Studies** Taylor • **Manufacturing Engineering** Saboury • **Mechanical Engineering** Kim • **Nursing** Armmer for assignment • **Physical Therapy** S. Bertram, Hall, Kelly, McGehee, Neelly, Peterson, Pratt, Strubhar, Tippet • **Quantitative Finance** Horvath • **School Counseling** Davison Avilés • **STEM Education** Wolfe

Auditing

All Bradley students may request permission to enroll as an auditor in a course. For any admitted undergraduate or graduate student, full time or part time, the same fee is paid to audit a course as to take it for credit. Audit courses will be recorded on the student's permanent scholastic record as satisfactory or unsatisfactory. Audit forms are available in the Registrar's Office, 11 Swords Hall.

Additional Information

Bookstore hours

January Interim 2010: 8:30-4:30, Mon.-Fri. The last day for a textbook refund: Wednesday, January 6

Spring 2010 hours: 8:30-5:00 Monday-Friday; 11:00-3:00 Saturday, except as follows:

Sunday, January 17, 12:00-5:00

Wednesday-Thursday, January 20-21, 8:00-6:00

Friday, January 22, 8:00-5:00

Monday-Tuesday, January 25-26, 8:00-6:00

Spring refund deadline: Tuesday, January 26

Spring book buyback hours: Monday-Wednesday, May 3-5, 8:30-5:00 • Thursday-Friday, May 6-7, 8:00-5:00

Saturday, May 8, 11:00-3:00 • Monday-Tuesday, May 10-11, 8:00-5:00

Wednesday, May 12, 8:00-6:00 • Thursday-Friday, May 13-14 8:30-5:00

BUnetID/B-mail account

Your BUnetID provides access to network resources, B-Mail (e-mail), Webster, Library Services, etc. You will receive a BUnetID Account Activation Letter with instructions to set up your BUnetID. Visit the Technology HelpDesk Web site (<http://helpdesk.bradley.edu/accounts>) for more information about your BUnetID.

When you activate your BUnetID, we will automatically set up a B-Mail account for you. Your B-Mail account is the official method of university communications for all students. B-Mail is used to contact you concerning your official Bradley information, such as important registration dates, updates concerning registration, bills, payment status, and other campus issues. For more information on B-Mail (your e-mail address, password information, and B-Mail features) go to <http://helpdesk.bradley.edu/bmail/>.

Contact the Technology HelpDesk at (309) 677-2964 if you have questions about B-Mail or your BUnetID. You can also visit the HelpDesk in the Cullom-Davis Library.

Computer labs

Student access computer labs: Baker 154, 677-2252; Westlake 302, 677-3686; Library Lab, 677-3315. For lab hours, computer specifications, and available software, see <http://helpdesk.bradley.edu/otherservices/labs.shtml>.

Degree audit

Your degree audit is available online at webster.bradley.edu.

Final Exams

January Interim

January Interim 2010 finals will take place on Monday, January 18, 2010. Contact the instructor for more information.

Spring

Spring final exams will be held May 6-12, 2010. The MWF sequence includes classes meeting MWF, MW, MF, daily; or four times per week beginning Monday, except where a combined examination is indicated. The TT sequence includes classes meeting TT, Tu, or Th, or four times per week beginning Tuesday, except where a combined examination is indicated. The times indicated below are for classes beginning at the standard time. Classes that begin at non-standard times (such as MWF 3:30 p.m. or TT 2:00 p.m.) should refer to the immediately preceding standard start time. Thus, a MWF 3:30 class would use the MWF 3:00 start time when reading the schedule.

Final examination policies

If a class is entirely laboratory, the first hour of meeting determines the examination period. In case of lecture and laboratory, the lecture hour determines the examination period. Examinations are held in classrooms in which the classes regularly meet at the time indicated in the examination schedule unless other arrangements are made through the Registrar's Office, (309) 677-3098. Semester examinations for individual members of a class are not permitted before the time set for the examination. All final examinations shall be given according to the schedule published in this Schedule of Classes. If a final examination is not given in a class, the class shall meet for regular work at the examination time.

More than two final examinations in any one day of the final examination period shall entitle students to petition their deans to have the final examination(s) in excess of two in one day shifted to some other day of the final examination period, which is mutually convenient for both the students and the faculty members involved. The deadline date for students to petition for relief from their final examination schedule if they have more than two final examinations in one day is April 16. Students should petition directly to the dean of the college of their major field.

Note: If the final exam schedule results in conflicts in examination times for students, or if students petition to have examinations shifted as a result of their having more than two examinations in a single day, the following preference order determines which examinations will retain the time originally scheduled:

1. MTH 115, MTH 121, and COM 103 will retain the original exam time.
2. The class section with the highest enrollment will have next preference.
3. Then, the course with the lowest course number will have preference.
4. In some cases, combined examinations may cause conflicts or cause a student to petition for relief from more than two exams in one day.

If a student has a conflict as a result of a combined exam, the instructor with the combined exam must offer the makeup exam.

Additional Information

Spring 2010 Final Exam Schedule

Date of final examination	Time that examination will be given				
	9:00 - 11:00 a.m.	12:00 - 2:00 p.m.	2:30 - 4:30 p.m.	5:00 - 7:00 p.m.	8:00 - 10:00 p.m.
Thursday, May 6, 2010	MTH 115, 122	1:30 TT	12:00 TT	Thursday evening classes that begin at 4:00 p.m. or later, but	Thursday evening classes that begin at 6:00 p.m. or later
Friday, May 7, 2010	11:00 MWF	1:00 MWF	8:00 MWF	COMBINED EXAMS 1	
Saturday, May 8, 2010	7:30 TT	COM 103	10:00 MWF	COMBINED EXAMS 2	
Monday, May 10, 2010	9:00 MWF	10:30 TT	12:00 MWF	Monday evening classes that begin at 4:00 p.m. or later, but before 6:00 p.m.	Monday evening classes that begin at 6:00 p.m. or later
Tuesday, May 11, 2010	9:00 TT	3:00 TT	3:00 MWF	Tuesday evening classes that begin at 4:00 p.m. or later, but before 6:00 p.m.	Tuesday evening classes that begin at 6:00 p.m. or later
Wednesday, May 12, 2010	2:00 MWF	COMBINED EXAMS 3	COMBINED EXAMS 4	Wednesday evening classes that begin at 4:00 p.m. or later, but before 6:00 p.m.	Wednesday evening classes that begin at 6:00 p.m. or later

Combined Exam Schedule			
Course	Exam	Date and Time	Room
BIO 151 1&2	COMB. EXAM 4	Wed., May 12, 2:30-4:30 pm	OH 168
BIO 205 1&2	COMB. EXAM 2	Sat., May 8, 5:00-7:00 pm	BR 145
CHM 110 all	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BR 145
CHM 116 all	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	OH 164
CHM 116 all	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	OH 168
CIV 102 4&8	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BR 142
CS 101 2&3	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BR 160
E E 328 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	GCC 126
FIN 322 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BAK B51
IS 104 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BR 091
IS 182 1&2	COMB. EXAM 2	Sat., May 8, 5:00-7:00 pm	BR 139
ME 344 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	JOB 304
ME 344 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	JOB 306
MTH 101 3&4	COMB. EXAM 4	Wed., May 12, 2:30-4:30 pm	BR 139
MTH 119 1&2	COMB. EXAM 4	Wed., May 12, 2:30-4:30 pm	BR 145
MTH 121 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BR 139
NUR 204 2&3	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BUR 413
PLS 207 1&2	COMB. EXAM 1	Fri., May 7, 5:00-7:00 pm	BR 250
SCI 101 all	COMB. EXAM 2	Sat., May 8, 5:00-7:00 pm	OH 149

Additional Information

General education requirements for a baccalaureate degree, all colleges

Approved courses are indicated in the course listings by letter code. For more information, see bradley.edu/registrar/genED/. Search for courses offered by term, see bradley.edu/classes.

English Composition (C1 and C2) 6 semester hours including English 101 (C1) and a 3-hour, 300-level advanced writing course (C2)

C1 ENG 101 English Composition

or CIV 111 and 112 Unified Composition and Western Civilization I and II (Completion of both CIV 111 and CIV 112 will satisfy C1 and WC general education requirements. No general education credit will be given if only one course is completed.)

C2 choose from

ENG 300 Exposition
ENG 301 Argumentative Writing
ENG 304 Research in Individual Disciplines
ENG 305 Technical Writing
ENG 306 Business Communication

Speech (SP) 3 semester hours

COM 103 The Oral Communication Process

Mathematics (MA) 3 semester hours chosen from

MTH 101 Basic College Mathematics
MTH 111 Elementary Statistics
MTH 115 Brief Calculus with Applications I
MTH 116 Brief Calculus with Applications II
MTH 119 Calculus with Review B
MTH 121 Calculus I
MTH 122 Calculus II
MTH 223 Calculus III
IMT 212 Technical Calculus I
IMT 214 Technical Calculus II
IMT 216 Technical Calculus III

Western Civilization (WC) 3 semester hours

CIV 100 Western Civilization
CIV 101 Western Civilization to 1600
CIV 102 Western Civilization Since 1600
CIV 111 and 112 Unified Composition and Western Civilization I and II (Completion of both CIV 111 and CIV 112 will satisfy C1 and WC general education requirements. No general education credit will be given if only one course is completed.)

Non-Western Civilization (NW) 3 semester hours chosen from

ENG 130 Intro. to Native American Literatures*
ENG 381 Literatures of Asia
FLS 342 Survey of Hispanic-American Lit. I
FLS 343 Survey of Hispanic-American Literature II
HIS 103 Non-Western Civilization: Russian History
HIS 104 Non-Western Civilization: The Middle East Since Muhammad
HIS 105 Non-Western Civilization: Latin America
HIS 107 Non-Western Civilization: Modern Japan 1860-Present
HIS 314 Non-Western Civ: Japan and World War II
HIS 335 Modern Mexico
HIS 336 Early Non-Western History
HIS 337 Modern Non-Western History
HIS 338 Russia Since 1917
IB 204 Business in Chinese Culture
IB 205 Business in Indian Culture
IB 208 Business in Mexican Culture
IS 182 Fundamentals of Contemporary Asian Civ
IS 260 Fundamentals of Contemporary Islamic Civ
IS 285 East Asia in the Modern World
IS 340 Africa in the International System
IS 355 Imperial Russia
RLS 121 Islamic Civilization
RLS 331 Religions of the Eastern World

RLS 336 Buddhism and Asian Civilizations
RLS 338 China: Religion and Culture
RLS 340 Japan: Religion and Culture
SOC 300 Cross-Cultural Perspectives on Gender
SOC 301 Peoples and Cultures of the Non-Western World
SOC 311 Comparative Family Systems (of non-Western cultures)
SOC 314 Native Americans

Fine Arts (FA) 3 semester hours chosen from

(Education majors: Some courses are not acceptable by ISBE for teaching certification. See your advisor.)
ART 107 Intro. to 2-Dimensional Creative Processes
ART 108 Intro. to 3-Dimensional Creative Processes
ART 131 Art Appreciation
CFA 421 Art and the Creative Imagination
MUS 109 Music Appreciation
PHL 350 Art in Human Experience
THE 131 Introduction to the Theatre
THE 141 Film Appreciation

Human Values (HL or HP) 3 semester hours

chosen from
(Majors in the College of Liberal Arts and Sciences must take 6 semester hours: 3 hours HL and 3 hours HP)

Human Values - Literary (HL)

ENG 115 Introduction to Literature
ENG 123 European Writers
ENG 124 American Writers
ENG 127 British Writers
ENG 129 African American Literature
ENG 190 Women in Literature
ENG 385 Literatures of Europe
FLF 325 Introduction to French Literature
FLG 325 Introduction to German Literature
FLS 325 Introduction to Literature (Hispanic)
FLS 340 Spanish Literature I
FLS 341 Spanish Literature II

Human Values - Philosophical (HP)

IS 250 Theory and Practice of World Affairs
PHL 103 An Inquiry into Values
PHL 307 Classical Political Philosophy
PHL 308 Modern Political Philosophy
PHL 347 Ethics
PLS 207 Introduction to Political Thought
PLS 307 Classical Political Philosophy
PLS 308 Modern Political Philosophy
RLS 101 Comparative Religion
RLS 200 Contemporary Religion in the U.S.
RLS 300 Hebrew Bible/Old Testament
RLS 302 New Testament
RLS 332 Religions of the World
SOC 321 Individuality and Society
SOC 420 Critical Theory

Cultural Diversity and Social Forces (CD & SF) 6 semester hours, including at least one SF course, chosen from

Cultural Diversity (CD)

COM 315 Intercultural Communication Theory
COM 386 Media, Race, and Gender
ENG 130 Intro. to Native American Literatures I
ETE 280 Exploring Diversity: Learners, Families, and Communities
PSY 300 Psychology of Women
SOC 302 Sociology of Diversity
SOC 313 Race, Ethnicity, and Power
SOC 314 Native Americans
SOC 315 Gender and Society
WMS 200 Introduction to Women's Studies

Social Forces (SF)

ECO 100 Introduction to Economics
ECO 221 Principles of Microeconomics
ECO 222 Principles of Macroeconomics
ETE 115 Schools & Schooling in American Society
FCS 300 Consumer Issues in America
FIN 220 Personal Finance
HIS 311 History of American Political Economy
HIS 312 U.S. Foreign Policy
HIS 326 Modern Military Forces & Institutions
HIS 340 Contemporary Europe
HIS 385 Science, Technology, and Society
IS 100 Contemporary World Forces
IS 275 Problems of the Developing World
IS 306 Intelligence in International Affairs
IS 312 U.S. Foreign Policy
PLS 105 Intro. to American Government
PLS 205 Introduction to Comparative Politics
PLS 208 Fundamentals of International Relations
PLS 360 Judicial Politics
PSY 104 Principles of Psychology: Social Forces & Individual Behavior
RLS 320 Muslim-Christian Relations
RLS 321 Islam & the West: Clash of Civilizations?
SOC 100 The Sociological Perspective
SOC 312 Social Inequality
SOC 313 Race, Ethnicity, and Power
SOC 315 Gender and Society
SOC 325 Science, Technology, and Modernity
SOC 326 Sociology of Globalization
WMS 200 Introduction to Women's Studies

Science and Technology (FS and TS)

6 semester hours, including at least 3 semester hours of FS, chosen from Fundamental Concepts in Science (FS)

Fundamental Concepts in Science (FS)

BIO 101 Life Science I
BIO 102 Life Science II
BIO 202 Microbiology and Immunology
CHM 100 Fundamentals of General Chemistry
CHM 101 Fundamentals of General Chem. Lab
CHM 110 General Chemistry I
CHM 111 General Chemistry Lab
CHM 112 Engineering Chemistry
CHM 150 Fundamentals of Organic Chemistry
CHM 152 Fundamentals of Biochemistry
GES 101 Principles of Earth Science
GES 110 Principles of Historical Geology
GES 111 Principles of Historical Geology Lab
PHY 100 Fundamental Physics Concepts
PHY 107 General Physics I
PHY 108 General Physics II
PHY 110 University Physics I
PHY 123 Physical Science, Basis for a Technical Soc.
PHY 201 University Physics II
PHY 202 Applied Quantum Physics
SCI 101 Topics in Investigative Sci. for Educators

Science & Technology in Contemporary World (TS)

AST 300 Astronomy: Our Glimpse of the Cosmos
BIO 300 Population, Resources and Environment
BIO 301 Biotechnology and Society
CHM 300 Chemistry and Civilization
CIS 300 Computers and Society
FCS 301 Nutrition Today
GES 300 Oceanography: The Human Perspective
IME 300 The World of Metals

Additional Information

Grades

All students can access their grades online via Webster (webster.bradley.edu). Grades are no longer mailed. For paper copies necessary for employer reimbursement, contact the Registrar's Office, Swords Hall, Room 11, (309) 677-3101.

Graduation

To file your application for graduation, log in to Webster (webster.bradley.edu) and click the "Other" tab. Paper copies of the undergraduate and graduate applications can be printed from bradley.edu/registrar/graduation. **Please see the deadlines listed below.**

May Commencement

- Jan. 29, Fri. **Undergraduate Applications** for May graduation must be on file with the Registrar's Office, Swords Hall, Room 11.
Graduate Applications for May graduation must be on file with the Graduate School, Bradley Hall, Room 200.
- Feb. 12, Fri. Deadline for proof of registration for transfer work to be received by Registrar for graduating seniors.
- Apr. 7, Wed. Deadline to apply to participate in May Commencement with requirements to be met in Summer 2010.
- Apr. 26, Mon. Approved candidates posted in academic deans' offices for participation in May Commencement.
- April 30, Fri. Graduate students: comprehensive assessment and thesis must be on file in the Graduate School.
- May 13, Thur. Graduate School Commencement, 7:00 p.m.
- May 15, Sat. Undergraduate Commencement, 9:30 a.m. (semester ends)

Health insurance

Only full-time students are eligible to enroll in the student health insurance plan. Students who desire to purchase this insurance may contact the Controller's Office, Swords Hall, Room 100, after registration. Payment must be received by September 1, 2009. All international students (on a student visa) who enrolled as of fall 1995 will be required to have health insurance. If proof of insurance is not provided to the Student Involvement Office, the student will be encumbered from registration until payment has been made.

Health Services requirements

Bradley Health Services provides primary health care for Bradley students. All continuing students are eligible to use Health Services on a year-round basis as long as they remain enrolled at the institution and have paid the health fee.

Federal law requires you to file evidence of immunization against disease before you enroll. You may get the required form at Health Services in the Markin Family Student Recreation Center; the Visitors Center; the Graduate School in Bradley Hall 200; or online at admissions.bradley.edu/freshman/finalizing.

Housing during January Interim

The residence halls are closed during January Interim. Generally, students sublet apartments from other students or make arrangements to stay in sorority or fraternity houses. If you need assistance in finding housing during January Interim, call the Housing Office at (309) 677-3221.

January Interim course load

Students may enroll in a maximum of four semester hours of coursework in the January Interim. Overloads are seldom granted in the January Interim because of the intensity of the courses. Such requests, however, need to be made in advance to the dean of your college.

Learning assistance services

The Center for Learning Assistance, located on the third floor of the Cullom-Davis Library, assists students with disabilities and offers study skills support and tutorial services. For more information, visit the center online at bradley.edu/students/support/learn.html or call (309) 677-3654, Monday-Friday.

Library hours

January 2010

January 4-7	8:00 a.m.-12:00 a.m.
January 8	8:00 a.m.-8:00 p.m.
January 9	1:00 p.m.-5:00 p.m.
January 10	1:00 p.m.-12:00 a.m.
January 11-14	8:00 a.m.-12:00 a.m.
January 15	8:00 a.m.-8:00 p.m.
January 16	1:00 p.m.-5:00 p.m.
January 17	1:00 p.m.-12:00 a.m.
January 18	8:00 a.m.-6:00 p.m.
January 19	Resume regular hours

Spring 2010

Library hours are generally as follows:

Monday-Thursday	7:45 a.m.-4:00 a.m.
Friday	7:45 a.m.-8:00 p.m.
Saturday	10:00 a.m.-8:00 p.m.
Sunday	12:00 p.m.-4:00 a.m.

These hours are subject to change based on university requirements. Watch for special hours to be posted in the library and the *Scout*, or call the library hours recording at (309) 677-2824.

Additional Information

Notification of rights under FERPA for postsecondary institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate. Students may ask the university to amend a record that they believe is inaccurate. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bradley University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC 20202-5901

Bradley University Directory Information Public Notice as required by § 99.37 of the regulations.

Bradley University agrees with the intent of the Family Educational Rights and Privacy Act of 1974 and has set forth the procedures for compliance with it.

1. The procedures of compliance with the Act will be published in the Schedule of Classes and in the Student Handbook. More extensive FERPA information is available on the Registrar's Web site <http://www.bradley.edu/registrar/ferpa>.
2. A complete and detailed inventory of educational records maintained by campus offices is on file in the Registrar's Office. The inventory is open to inspection by students upon signed request.
3. The following data is considered by Bradley University to be "directory information" and will be released on any student, unless the student signs a request to limit release:
Name and address, including telephone listing, local, permanent, and e-mail.
Parent name and address (for news releases only).
Photograph.
Major field of study.
Dates of attendance.
Class and full-time/part-time status.
Approved candidacy for graduation.
Degrees and awards received.
Most recent institution attended by student.
Participation in officially recognized activities and sports.
Weight and height of athletic team members.
Birth date will be validated only when furnished by the person making inquiry, for positive identification of the student.

In order to prevent the printing of any personal data in the Student Directory, a signed "stop of release" must be filed in the Registrar's Office (forms available there) no later than the end of the second week of classes in each semester. The Registrar will accept a request to stop release for other off-campus uses at any time the student signs such a request in the Registrar's Office. The stop of release will remain in effect until the Registrar's Office is notified. Notification to remove the stop of release must be made in person or in writing by the student and must be notarized.

Probation and dismissal policies

Undergraduate students

Academic probation

A minimum cumulative grade point average of 2.00 based on grades received at Bradley University is required for graduation. Students must maintain this minimum grade point average each semester in order to remain in good standing.

A student whose cumulative grade point average is less than 2.00 will be enrolled on probation for the next semester. Students on probation will be unable to register for January Interim and May I and II Interims during early registration. A student enrolled on probation who does not achieve either a cumulative average of 2.00 or a semester grade point average of 2.25 at the end of the following semester will be dismissed. A student who must enroll on probation is urged to see his or her academic advisor who will review the academic program of the student and recommend a course of study. Participation in the Turning Point Program is recommended, and in most cases required, for students on probation.

A student's probationary status will be changed to "good standing" as soon as the student's cumulative grade point reaches 2.00 or higher.

Students on probation cannot preregister for January or May interims until after grades are posted. After grades are posted, probationary students not dismissed will be able to register for either January or May interims on the first day of classes.

Additional Information

Probation and dismissal policies, undergraduate students, continued

Interims and Summer Sessions

Summer and Interim terms will not be counted as probationary, but grades earned will be computed in the student's cumulative grade point average.

Academic dismissal

A student enrolled on probation who does not achieve either a cumulative average of 2.00 or a semester grade point average of 2.25 at the end of the semester will be dismissed.

Once dismissed, the student will not be allowed to attend any class offered by Bradley University for college credit, including any Interim or Summer Session, without reinstatement. There are no reinstatements for the interim session immediately following dismissal. Apply for reinstatement with the Academic Review Board. In special cases, the academic dean may approve reinstatement for summer sessions immediately following May dismissal. A student's enrollment will be canceled as a result of academic dismissal and in summer school if there is no reinstatement by the Academic Review Board.

Petitions for academic reinstatement

Any student dismissed for poor scholarship has the right of appeal for reinstatement. A student should not expect reinstatement until after one full regular semester has intervened. Petitions for reinstatement should be directed to the Academic Review Board.

Graduate School academic probation and dismissal policies

A graduate student must have a minimum cumulative GPA of 3.0 (B) in graduate coursework at the university to be in academic good standing at the graduate level. A graduate student whose cumulative grade point average in graduate coursework drops below 3.0 will be placed on academic probation. While a student is on probation, the student's record will be reviewed at the end of each term. A graduate student who earns a term GPA below 3.0 while on probation will be dismissed from the program. A graduate student will be removed from probation when the student's cumulative grade point average in graduate coursework reaches or exceeds 3.0.

Beginning in fall 2008, a graduate student who receives grades lower than B for six or more semester hours in graduate coursework will be dismissed. Graduate students receiving grades lower than B will be reminded of this policy each semester.

Academic good standing does not automatically ensure continuation in a graduate program. A student may be dismissed for factors other than grades upon the recommendation of a committee of department faculty, the student's advisor, the program coordinator/director, the chair of the department/director of the graduate program, the dean of the college, and the dean of the Graduate School.

Dismissed students may petition for reinstatement into the program from which they have been dismissed by filing a Petition for Reinstatement to Graduate Study. Dismissed students are allowed to make only one petition for reinstatement to the program from which they have been dismissed. If the student is dismissed a second time after reinstatement, no additional petition for reinstatement will be considered. The program coordinator/director, the department chairperson, the dean of the college, and the dean of the Graduate School must approve the petition for reinstatement. Petitions for reinstatement are available in the Graduate School office or on the Graduate School Web site bradley.edu/grad/.

A student who has been dismissed for any of the reasons specified above may apply for admission to another program or as a graduate student-at-large. The application process for seeking admission to a different program or as a graduate student-at-large is the same as for new graduate students.

Sports and fitness classes • (309) 677-2677

Bradley offers a variety of non-credit sports and fitness classes each semester, including: Group Fitness, Aqua Trim, Karatedo Doshinkan, Table Tennis, Scuba Diving, Yoga, and Primordial Sound Meditation.

Fee and schedule information is available in Campus Recreation, Markin Center, (309) 677-2677. Enrollment for sports and fitness classes will take place in Markin Center from 8:30 a.m. to noon and 1:00 p.m. to 5:00 p.m. each weekday.

Transcripts

To receive a copy of your transcript, come to the Registrar's Office with your picture ID. Transcripts are \$7 per copy. Expedited and "pick up" orders are \$15 per copy.

If you are not able to request a transcript in person, please call the Transcript Information Line at (309) 677-3102 or go to www.bradley.edu/registrar/transcripts for further details about ordering transcripts by mail. Transcripts can also be ordered online via <http://studentclearinghouse.com/>.

Verification of enrollment or degree

Verifications for Bradley students are handled exclusively through the National Student Clearinghouse. Official enrollment verification certificates are available on Webster at webster.bradley.edu. Go to the "Clearinghouse" button. This service is provided free by Bradley University and the National Student Clearinghouse.

Good student auto insurance discount forms are processed through the Registrar's Office, Swords Hall, Room 11. International students seeking verifications must see the International Student Support Specialist, Garrett Center, Room 210.

Additional Information

Web resources

Admissions: (*undergraduate*): admissions.bradley.edu

(*graduate*): bradley.edu/grad

Catalogs: bradley.edu/pubs/publications.html

Course offerings (search by time, instructor, general education category, and more): bradley.edu/classes

Financial Services: sfs.bradley.edu

Forms: bradley.edu/registrar/forms

(also see Graduate School: bradley.edu/grad)

General education requirements: bradley.edu/registrar/genED

Graduate School (admissions, academics, forms): bradley.edu/grad

Registrar's Office (registration questions, transcript information, important dates, transfer credit): bradley.edu/registrar

Schedule of Classes: bradley.edu/classes

Webster (registration, degree audits, grades, address change): webster.bradley.edu

Worksheet for class schedule: bradley.edu/registrar/forms

Where do you go for help?

All numbers are area code 309.

Academic Advisement	Orientation and Advisement	Bradley Hall 239	677-2420
Admission or Readmission	Undergraduate Admissions	Visitors Center	677-1000
	Graduate School	Bradley Hall 200	677-2375
Billing and Payment	Controller's Office	Swords Hall 100	677-3120
Counseling	Counseling Services	Markin Center	677-2408
Dismissal, Reinstatement	Academic Review Board	Sisson Hall 115	677-2426
Financial Assistance	Financial Assistance Office	Swords Hall 100	677-3089
General Education Requirements	College of LAS	Bradley Hall 226	677-2384
Graduate Education	Graduate School	Bradley Hall 200	677-2375
Greek Life	IFC and Panhel Offices	Sisson Hall 141	677-2428
Health Services	Health Services	Markin Center	677-2700
Housing	Center for Residential Living	Sisson Hall 141	677-3221
Orientation (undergraduates)	Orientation and Advisement	Bradley Hall 239	677-2420
Parent Relations	Student Affairs	Sisson Hall 100	677-3140, 677-3148
Parking Decals	Controller's Office	Swords Hall 103	677-3120
Registration and Records	Registrar's Office	Swords Hall 11	677-3101
Students with Special Needs	Student Support Services	Sisson Hall 101	677-3658
Study Abroad	International Programs Office	GCC 325	677-2400
Summer & Interim	Continuing Education	Continuing Ed. Bldg.	677-2374
Tutoring	Learning Assistance Center	Library, 3rd floor	677-3654
Undergraduate Non-Degree Students	Undergraduate Admissions	Visitors Center	677-1000

Additional Information

Worksheet for class schedule—January Interim & Spring

Be sure there are no time conflicts and that the courses you select meet your degree requirements. Do not register for courses for which you do not have the prerequisites. Prerequisites are listed in the catalog (bradley.edu/pubs/publications.html) and the Schedule of Classes. Consult your academic advisor before registering for any courses. Be sure to list alternate courses before you register.

January												
Department	Course Number	Section	Hours	Professor	Location	Time	M	T	W	T	F	S
Spring												
Department	Course Number	Section	Hours	Professor	Location	Time	M	T	W	T	F	S
						8:00						
						9:00						
						10:00						
						11:00						
						12:00						
						1:00						
						2:00						
						3:00						
						4:00						
						E 5:00						
						E 6:00						
						E 7:00						