

Updated 11/19/19

La Verne Online Academic Advisors			La Verne Online 909.448.4086
Cindy Saunders, EdD csaunders@laverne.edu 909.448.4973 By Program: AA, OM, ES, CJC, MSLM	Victoria Aleman valeman@laverne.edu 909.448.4946 By Program: IT, MBAX By Last Name: BA: A – J	GeBren Blakely gblakely@laverne.edu 760.955.6476 By Program: PA By Last Name: BA: K – Z	Student Accounts 888.788.2455 Fax: 909.392.2830 Financial Aid 800.649.0160 <i>*For financial aid eligibility, you must be admitted to the University and be enrolled as a part-time student.*</i>
La Verne Online Assistant Director Cindy Saunders csaunders@laverne.edu 909.448.4973	La Verne Online Administrative Assistant Virginia Manzo vmanzo@laverne.edu 909.448.4767		Office Hours Monday – Thursday 8:00am – 5:00pm Friday: 8:00am – 4:30pm

IMPORTANT INFORMATION FOR ONLINE STUDENTS

- **Access** to a **computer 24/7** is required for **all** online courses.
- Blackboard is required for all online courses. Please refer to <http://laverne.edu/technology/students-getting-started/> for more information.
- Online students must be Computer Literate (i.e., experienced with email, Internet, and MS Word). Students who have not taken an online course at La Verne are encouraged to take the “self-test” to determine if online course instruction is the right avenue for you. To access the “self-test” please refer to the following site: <http://bit.ly/online-selftest>
- **TEXTBOOKS:** Order textbooks at least two weeks prior to the start of class at www.laverne.edu/bookstore. You will need to provide the CRN number and campus when ordering.
- **FINANCIAL ARRANGEMENTS:** After you register for classes, please note that you must make your financial arrangements by **January 2** in order to avoid late fees. If you register for classes on or after **January 2**, please make your financial arrangements at the time of registration to avoid late fees.

General Education Courses

➤ **La Verne GE:** Students who were admitted to the Fall 2015 term and later.

CRN	DEPT	CRS	Title	Prerequisite(s)/ Comments	La Verne GE+	Units	Instructor
Written Communication A (LVWA)							
1002	RCS	110	College Writing A	Formerly WRT 110	LVWA	4	Prof. K. Ogden
Written Communication B (LVWB)							
1003	RCS	111	College Writing & Research	LVWA Formerly WRT 111	LVWB	4	Prof. A. Hamilton
1037	BUS	346	Written Business Communication	LVWA	LVWB	4	Prof. D. Davis
Humanities (LVHU)							
1004	HSTY	316	California History		LVHU	4	Dr. F Carlson
1005	MUS	358	Music of the United States		LVHU	4	Dr. A. Hanawalt
1006	PHIL	305	Values and Critical Thinking	RCS 111/Formerly HUM 305	LVHU	4	Dr. D. Campana

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Social Science (LVSS)

1009	PSY	101	Principles of Psychology		LVSS	4	Dr. A. Gonchar
1010	PSY	407	Life-Span Development		LVSS	4	Dr. R. Newman-Gonchar
1011	SOC	315	Race & Ethnicity	Formerly BHV 320	LVSS	4	Dr. C. Rodriguez
1012	SOC	334	Women's Experience in the US		LVSS	4	Dr. A. Hanawalt
1042	ECON	228	Economic Theories & Issues		LVSS	4	Dr. G. Park

Life Science (LVLS)

1013	BIOL	101/101L	Life Science: The Human Environment		LVLS	4	Prof. R. Good
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Quantitative Reasoning (LVQR)

1014	MATH	104	College Algebra	Math 102 or Maple Math Test A or B	LVQR	4	Prof. F. Ives
1035	BUS	270	Business Statistics	BUS 274	LVQR	4	Prof. J. Greenman

Oral Communication (LVOC)

1045	MGMT	354	Oral Communication in Organizations	LVWB	LVOC	4	Dr. C. Jagannathan
1016	RCS	220	Intercultural Communication	Formerly SPCM 220	LVOC	4	Prof. R. Friend

Creative Expression (LVCE)

1017	HUM	313*	Explore World Civ. Through Art/Theater		LVCE	4	Dr. A. Clark
1018	CWRT	201	Introduction to Creative Writing	Formerly WRT 201	LVCE	4	Prof. K Ogden

Life-Long Wellness (LVLW)

1021	EDUC	420	Sex, Drugs and Health Education	To register email your advisor for override	LVLW	2	Prof. M. Stoltenberg
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Community Engagement (LVCS)

1019	CS	305*	Learning Through Community Service: Hunger and Homelessness	20 hrs. of service required	LVCS	1	Dr. J. Houston
1020	CS	305*	Learning Through Community Service: Hunger and Homelessness	20 hrs. of service required	LVCS	1	Dr. J. Houston

Undergraduate Programs

Educational Studies Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
1022	EDUC	325	Children's Literature	EDUC 306, EDUC 407 & RCS 110	4	Dr. A. Steck
1023	EDUC	349	Visual & Performing Arts	RCS 111, EDUC 306 & EDUC 407	4	Prof. J. Johnson
1024	EDUC	385	History, Culture & Society	RCS 111, EDUC 306 & EDUC 407	4	Prof. K. Kinsey
1025	EDUC	407	Technology & Digital Literacy	RCS 111	4	Prof. C. Barnett

Criminal Justice & Criminology Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
1011	SOC	315	Race & Ethnicity	Formerly BHV 320	4	Dr. C. Rodriguez
1027	SOC	321	Juvenile Delinquency	LVWB	4	Prof. C. Bradstreet
1028	SOC	326	Criminal Justice Systems	LVWB	4	Prof. S. Haug
1029	SOC	390	Research Methods	Also ANTH 390	4	Prof. M. Newhart
1030	SOC	497	Internship (Independent Study)	Also ANTH 497	4	Dr. N. Athey

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Information Technology Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
1031	BUS	274	Applied Quantitative Analysis	<i>Pre-Algebra recommended</i>	4	Prof. J. Gurtovoy
1032	BUS	343	Foundations of Business Ethics	<i>LVWB</i>	4	Dr. M. Genovese
1033	CMPS	410	Management Information Systems	<i>LVWB, Also BUS 410</i>	4	Dr. M. Beheshtian

Business Administration (BA), Organizational Management (OM) and Public Administration (PA) Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
1034	ACCT	203	Financial & Managerial Accounting		4	Prof. D. Sloan
1035	BUS	270	Business Statistics	<i>BUS 274</i>	4	Prof. J. Greenman
1031	BUS	274	Applied Quantitative Analysis	<i>Pre-Algebra recommended</i>	4	Prof. J. Gurtovoy
1036	BUS	330	Business Finance	<i>ACCT 203, BUS 270 & ECON 228</i>	4	Dr. D. Park
1032	BUS	343	Foundations of Business Ethics	<i>LVWB</i>	4	Dr. M. Genovese
1037	BUS	346	Written Business Communication	<i>LVWA</i>	4	Prof. D. Davis
1038	BUS	347	Legal Environment of Business	<i>LVWB</i>	4	Dr. R. Barrett
1039	BUS	360	Principles of Marketing	<i>LVWB & ECON 228</i>	4	Dr. S. Nishizaki
1040	BUS	410	Management Information Systems	<i>LVWB, Also CMPS 410</i>	4	Dr. M. Beheshtian
1041	BUS	496*	Business Seminar <i>***BA students only</i>	<i>BUS 330, 360 & MGMT 300</i>	4	Dr. J. Dietz
1042	ECON	228	Economic Theories & Issues		4	Dr. G. Park
1043	MGMT	300	Principles of Management	<i>LVWB</i>	4	Dr. O. Furutan
1044	MGMT	300	Principles of Management	<i>LVWB</i>	4	Dr. B. Lee
1045	MGMT	354	Oral Communication in Organizations	<i>LVWB</i>	4	Dr. C. Jagannathan
1046	MGMT	355	Leadership in Organizations	<i>LVWB</i>	4	Dr. K. Park
1047	MGMT	358	Culture & Gender Issues in Management	<i>LVWA & LVWB</i>	4	Dr. J. Yousof
1048	MGMT	359	Management of Change & Conflict		4	Dr. Y. Smith
1049	MGMT	360	Financial Management & Budgeting		4	Prof. S. Henslin
1050	MGMT	388	Statistics (<i>OM and PA students</i>)	<i>MATH 102 or LVQR</i>	4	Prof. V. Taslakian
1051	MGMT	455	Human Resource Management	<i>MGMT 300</i>	4	Dr. L. Dyck
1052	MGMT	459	Organizational Behavior: Theory and Application	<i>MGMT 300</i>	4	Dr. V. Smith
1053	MGMT	496	Seminar in Management <i>***OM students only***</i>	<i>BUS 343, MGMT 300, 355, 358, 360, 388, 459 & Senior Standing</i>	4	Dr. C. Lee

UNDERGRADUATE SPECIAL COURSE INSTRUCTIONS

***CS 305:** In addition to the discussions and written assignments, students are required to complete a *minimum of 20 hours* of community service. It is recommended that students complete CS 305 at least two terms prior to their anticipated graduation date.

***HUM 313 (Dr. Clark):** Requires independent fieldtrips to 6 museums and 4 plays. No textbook is required for this course.

- **HUM 313 Attendance Policy:** In keeping with the "Class Attendance" policy contained in the University's catalog, *students who do not submit the first week's assignment by midnight of Sunday, January 12, will be administratively dropped from HUM 313 online by Wednesday, January 15th. This assignment, a report on a museum visit or on attendance at an approved performance of drama, dance, music, or opera, is due at midnight on Sunday of the first week of classes (January 12), and the last day to drop (or be administratively dropped) from Winter 2020 Term courses with a 100% refund is Tuesday, January 14, 2020.*

***MATH 104:** Requires an online proctoring fee of up to \$14 per exam. There are 4 tests in a term.

***BUS 496 (Dr. Dietz):** Attendance Policy. In keeping with the "Class Attendance" policy contained in the University's catalog, *students who do not log into the course and post by Friday, January 10th, will be administratively dropped from the Winter 2020 term.*

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Graduate Programs

MBA Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
1054	BUS	500B	Economics for Decision Making		3	Dr. G. Park
1055	BUS	500C	Quantitative and Statistical Analysis		3	Dr. Y. Cao
1056	BUS	516	E-Business		3	Dr. M. Behesthian
1057	BUS	532	Management of Financial Institutions	BUS 635	3	Dr. Y. Xiao
1058	BUS	561	Seminar in Consumer Behavior	BUS 665	3	Dr. L. Louie
1059	BUS	586	Leadership for the Future		3	Dr. C. Sawyer
1060	BUS	615	Managing Technology		3	Dr. D. Kung
1061	BUS	635	Managing Financial Resources	BUS 500A, C, & D	3	Prof. R. Hasse
1062	BUS	655*	Designing Effective Organizations		3	Dr. I. Ghazzawi
1063	BUS	665*	Strategic Marketing Management	BUS 500A, C, F	3	Dr. M. Fawaz
1064	BUS	675*	Management of Business Operations	BUS 500C	3	Dr. D. Kung
1065	BUS	685*	Global Business Management	BUS 655	3	Dr. V. Smith
1066	BUS	695	Strategic Management	***All MBA Foundation & Core Courses and Advanced Standing***	3	Dr. Y. Smith
1069	MGMT	522	Human Resource Management		3	Dr. L. Dyck
1070	MGMT	526	Training and Development		3	Prof. R. Peterson

MSLM Courses

CRN	DEPT	CRS	Title	Prerequisite(s)	Units	Instructor
1067	MGMT	500	Management: Theory & Practice		3	Dr. O. Furutan
1068	MGMT	520	Leadership: Theory & Practice		3	Dr. D. Olson
1069	MGMT	522	Human Resource Management		3	Dr. L. Dyck
1070	MGMT	526	Training and Development		3	Prof. R. Peterson
1071	MGMT	569	Conflict Management and Organizational Change		3	Dr. B. Monye
1072	MGMT	582	Managing Groups and Teams		3	Dr. L. De Long
1073	MGMT	596	Graduate Seminar	Completion of 21 units including MGMT 500, MGMT 520 (min. grade "C"), MGMT 586 (min. grade "B-"), & Application for Advanced Standing	3	Staff

GRADUATE SPECIAL COURSE INSTRUCTIONS**

***BUS 655:** Not open to students who completed MGMT 523. MSLM students need advisor approval prior to registering.

***BUS 665:** Not open to MSLM students.

***BUS 675:** Not open to MSLM students.

***BUS 685:** Not open to MSLM students.

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Application for Graduation

Undergraduate Students

Should file an Application for Graduation, along with the graduation fee, three terms prior to the anticipated completion date.

Graduate Students

Should file for Advanced Standing, along with the Application for Graduation and graduation fee, at least one term prior to taking BUS 695 or MGMT 596. Graduate students must have completed 21 units, or 18 units with 3 in progress, including completion of all of the foundation courses.

La Verne Online Students

Should submit the above forms directly to their academic advisor by email, fax: (909) 971-2295, or by mail to:
La Verne Online, Attn: Cindy Saunders, Gebren Blakely, or Victoria Aleman, 1950 Third Street, La Verne, CA 91750.

Graduation Forms and instructions on how to pay the graduation fee can be found at: <http://sites.laverne.edu/roc/forms/>

For more information on the above courses, please refer to the course syllabi located under the Current Student section of the La Verne Online website: <http://laverne.edu/online/syllabi/>

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