

Updated 02/7/20

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 **March 16** in order to avoid late fees. If you register for classes on or after **March 16**, 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)							
2419	RCS	110	College Writing A	Formerly WRT 110	LVWA	4	Dr. K. Ogden
Written Communication B (LVWB)							
2420	RCS	111	College Writing & Research	LVWA Formerly WRT 111	LVWB	4	Dr. K. Ogden
2474	BUS	346	Written Business Communication	LVWA	LVWB	4	Prof. D. Davis
2475	BUS	346	Written Business Communication	LVWA	LVWB	4	Prof. M. Gonzalez
Humanities (LVHU)							
2455	EDUC	310	Schools in Society		LVHU	4	Dr. C. Tadeja
2423	HSTY	316	California History		LVHU	4	Dr. F Carlson
2425	MUS	100	Music History and Appreciation		LVHU	4	Dr. A Hanawalt
2427	MUS	358	Music of the United States		LVHU	4	Dr. A. Hanawalt
2521	PHIL	110	Introduction to Philosophy	Formerly HUM 305	LVHU	4	Dr. D. Campana
Social Science (LVSS)							

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2428	GEOG	201	Introduction to Geography	LVSS	4	Prof. S. Slakey	
2435	PSY	101	Principles of Psychology	LVSS	4	Dr. A. Gonchar	
2436	PSY	407	Life-Span Development	LVSS	4	Dr. R. Newman-Gonchar	
2437	SOC	314	Sexuality & Gender Issues	LVSS	4	Dr. C. Rodriguez	
2460	SOC	250	Introduction to Sociology	LVSS	4	Dr. N. Athey	
2461	SOC	350	Law & Society	LVWB	LVSS	4	Prof. S. Haug

Life Science (LVLS)

2438	BIOL	101/101L	Life Science: The Human Environment	LVLS	4	Prof. R. Good
2439	BIOL	101/101L	Life Science: The Human Environment	LVLS	4	Prof. R. Good

Physical Science (LVPS)

2440	NASC	102/102L	Physical Science: Human Environment	LVQR or Inter. Algebra	LVPS	4	Prof. C. Morgan
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Quantitative Reasoning (LVQR)

2469	BUS	270	Business Statistics	BUS 274	LVQR	4	Dr. Y. Cao
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Oral Communication (LVOC)

2484	MGMT	354	Oral Communication in Organizations	LVWB	LVOC	4	Dr. C. Jagannathan
2441	RCS	210	Interpersonal Communication	Formerly SPCM 210	LVOC	4	Dr. J. Flora

Creative Expression (LVCE)

2442	HUM	313*	World Civ. Through Art/Theater		LVCE	4	Dr. A. Clark
2443	CWRT	303	Poetry Writing	Formerly WRT 303	LVCE	4	Dr. G. Kaplan

Life-Long Wellness (LVLW)

2444	KINE	001	Fitness for Life		LVLW	2	Dr. M. Granquist
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Community Engagement (LVCS)

2445	CS	305*	Learning Through Community Service: Hunger and Homelessness	20 hrs. of service required	LVCS	1	Dr. J. Houston
2446	CS	305*	Learning Through Community Service: Hunger and Homelessness	20 hrs. of service required	LVCS	1	Dr. J. Houston

Undergraduate Electives and Other Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
2447	BIOL	441	Nutrition		2	Dr. R. Harrison
2449	MATH	102*	Intermediate Algebra	DOES NOT substitute for BUS 274	CR/NC	Prof. F. Ives
2450	PSY	102	Psychology as a Career		CR/NC	Dr. A. Gonchar
2451	PSY	312	Abnormal Psychology	PSY 101	4	Dr. A. Gonchar
2452	PSY	405	Brain and Behavior	PSY 101 or BIOL 101	4	Dr. W. Henkelmann
2453	PSY	422	Substance Abuse	LVWB & PSY 101	4	Dr. W. Henkelmann

Undergraduate Programs

Educational Studies Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
2454	EDUC	306	Writing with Purpose	LVWA	4	Prof. D. Foss
2455	EDUC	310	Schools in Society	LVWA	4	Dr. C. Tadeja
2456	EDUC	330	Principles of Physical Education		4	Prof. R. Ornelas
2457	EDUC	350	Child Psychology & Development	EDUC 251, EDUC 253, LVWB	4	Prof. H. Buckley
2458	EDUC	390	Science in 21 st Century	EDUC 407 & LVLS or LVPS	4	Dr. D. Perry
2587	EDUC	407	Technology & Digital Literacy	LVWB	4	Prof. B. Webb
2459	EDUC	499D	Senior Seminar for Educational Studies	EDUC 306	4	Dr. D. Redman

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Criminal Justice & Criminology Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
2460	SOC	250	Introduction to Sociology		4	Dr. N. Athey
2461	SOC	350	Law & Society	LVWB	4	Prof. S. Haug
2462	SOC	375	Drugs and Society	SOC 250, LVWB	4	Dr. N. Athey
2463	SOC	497	Internship (Independent Study)		4	Dr. N. Athey
2464	SOC	498	Senior Capstone Project	SOC 303, SOC 390	4	Dr. N. Athey

Information Technology Courses

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
2469	BUS	270	Business Statistics	BUS 274	4	Dr. Y. Cao
2470	BUS	274	Applied Quantitative Analysis	Pre-Algebra recommended	4	Prof. V. Taslakian
2472	BUS	343	Foundations of Business Ethics	LVWA	4	Dr. N. Walton
2473	BUS	343	Foundations of Business Ethics	LVWA	4	Prof. L. Nuevo-Chow
2465	CMPS	367	Object Oriented Program Using C++	CMPS 301	4	Dr. A. Shanab
2466	CMPS	410	Management Information Systems	LVWB	4	Dr. M. Beheshtian
2467	CMPS	420	Cyber Security	CMPS 367, CMPS 379	4	Dr. A. Shanab

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

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
2468	ACCT	203	Financial & Managerial Accounting		4	Prof. C.S. Tan
2469	BUS	270	Business Statistics	BUS 274	4	Dr. Y. Cao
2470	BUS	274	Applied Quantitative Analysis	Pre-Algebra recommended	4	Prof. V. Taslakian
2471	BUS	330	Business Finance	ACCT 203, BUS 270 & ECON 228	4	Dr. Y. Xiao
2472	BUS	343	Foundations of Business Ethics	LVWA	4	Dr. N. Walton
2473	BUS	343	Foundations of Business Ethics	LVWA	4	Prof. L. Nuevo-Chow
2474	BUS	346	Written Business Communication	LVWA	4	Prof. D. Davis
2475	BUS	346	Written Business Communication	LVWA	4	Prof. M. Gonzalez
2476	BUS	347	Legal Environment of Business	LVWB	4	Dr. M. Genovese
2477	BUS	347	Legal Environment of Business	LVWB	4	Dr. R. Chow
2478	BUS	360	Principles of Marketing	LVWB & ECON 228	4	Dr. J. Lee
2479	BUS	410	Management Information Systems	LVWB	4	Dr. M. Beheshtian
2480	BUS	466	International Marketing	BUS 360	4	Dr. J. Liu
2481	BUS	496*	Business Seminar ***BA students only	BUS 330, 360 & MGMT 300	4	Dr. J. Dietz
2482	MGMT	300	Principles of Management	LVWB	4	Dr. O. Furutan
2483	MGMT	300	Principles of Management	LVWB	4	Dr. O. Furutan
2484	MGMT	354	Oral Communication in Organizations	LVWB	4	Dr. C. Jagannathan
2485	MGMT	355	Leadership in Organizations	LVWB	4	Dr. K. Park
2486	MGMT	356	Introduction to Organizational Theory	MGMT 300	4	Prof. A. Oprea
2487	MGMT	358	Culture & Gender Issues in Management	LVWB	4	Dr. J. Yousof
2488	MGMT	358	Culture & Gender Issues in Management	LVWB	4	Dr. J. Yousof
2489	MGMT	359	Management of Change & Conflict		4	Prof. S. Henslin
2490	MGMT	360	Financial Management & Budgeting		4	Prof. C. Sohail
2491	MGMT	388	Statistics (OM and PA students)	MATH 102 or LVQR	4	Dr. C. Lee
2492	MGMT	456	Compensation and Benefits		4	Prof. S. Benson
2493	MGMT	458	Stress Management		4	Dr. G. Sonnier
2494	MGMT	459	Organizational Behavior	MGMT 300	4	Prof. V. Taslakian
2495	MGMT	459	Organizational Behavior	MGMT 300	4	Staff
2496	MGMT	496	Seminar in Management ***OM students only***	BUS 343, MGMT 300, 355, 358, 360, 388, 459 & Senior Standing	4	Dr. K. Young

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2590	PADM	313	Urban Studies	LVWB	4	Dr. M. Witt
2497	PADM	314	Local Government Management		4	Prof. T. Letourneau
2498	PADM	436	Policy-Making Process		4	Dr. K Schildt
2591	PADM	470	Public Management Processes		4	Dr. K. Lang
2499	PADM	496	Senior Project ***PA students only***	PADM 388	4	Dr. S. Beaumaster

*****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. **CS 305 has a max enrollment of 20 students.**

***HUM 313 (Dr. Clark):** Requires independent fieldtrips to 6 museums and 4 plays. No text book 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, March 29, will be administratively dropped from HUM 313 online by Tuesday, March 31st.** 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 (March 29), and the last day to drop (or be administratively dropped) from Spring 2020 Term courses with a 100% refund is Tuesday, March 31, 2020.

***KINE 001:** Activity tracker required (i.e. Nike+ Run Club app, Nike+ SportWatch GPS, iPod Nano with Nike+, etc.)

***MATH 102:** 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 Thursday, March 26, will be administratively dropped from the Spring 2020 term.**

Graduate Programs**MBA Courses**

CRN	DEPT	CRS	Title	Prerequisite(s)/Comments	Units	Instructor
2500	BUS	500A	Accounting Fundamentals		3	Prof. H. Damerji
2501	BUS	500D	Business Finance		3	Prof. J. Gurtovoy
2502	BUS	500F	Business Marketing		3	Dr. A. Keel
2503	BUS	533	Investing Banking	BUS 635	3	Dr. P. Abbondante
2504	BUS	562	New Product Management	BUS 665	3	Dr. S. Nishizaki
2505	BUS	584	Managerial Negotiations		3	Prof. D. Carrison
2506	BUS	585*	Strategies in Change Management		3	Dr. C. Sawyer
2507	BUS	615	Managing Technology		3	Prof. H. Krikorian
2508	BUS	635	Managing Financial Resources	BUS 500A, C, & D	3	Prof. C. Kallik
2509	BUS	655*	Designing Effective Organizations		3	Dr. Y. Smith
2510	BUS	665*	Strategic Marketing Management	BUS 500A, C, F	3	Dr. M. Fawaz
2511	BUS	675*	Management of Business Operations	BUS 500C	3	Dr. N. Daylami
2512	BUS	685*	Global Business Management	BUS 655	3	Prof. J. Sivie
All MBA Foundation & Core Courses and Advanced Standing						
2513	BUS	695	Strategic Management		3	Dr. Y. Smith
2516	MGMT	522	Human Resources Management		3	Dr. L. Dyck
2518	MGMT	525	Management of Diversity		3	Dr. J. Yousof
2519	MGMT	554	Negotiations & Collective Bargaining		3	Prof. R. Peterson

MSLM Courses

CRN	DEPT	CRS	Title	Prerequisite(s)	Units	Instructor
2514	MGMT	521	Ethics and Decision Making		3	Prof. J. Vagnozzi
2516	MGMT	522	Human Resource Management		3	Dr. L. Dyck
2517	MGMT	523	Organizational Theory & Design		3	Dr. I. Ghazzawi
2518	MGMT	525	Management of Diversity		3	Dr. J. Yousof
2519	MGMT	554	Labor Negotiations & Collective Bargaining		3	Prof. R. Peterson
2520	MGMT	586	Organizational Research I	Take 1-2 classes before MGMT 596	3	Dr. K. Duncan

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GRADUATE SPECIAL COURSE INSTRUCTIONS

***BUS 585:** Not open to students who completed MGMT 569. MSLM students need advisor approval prior to registering.

***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.

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/>