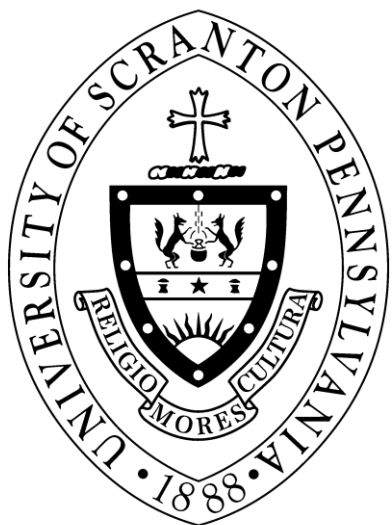


THE UNIVERSITY OF SCRANTON

A JESUIT UNIVERSITY

COLLEGE OF GRADUATE AND CONTINUING EDUCATION

Graduate Student
Registration Information Brochure
Summer and Fall 2011



Web Registration
Through
my.scranton.edu

Term	UIS Web Registration		
	Registration Begins	Classes Start	Classes End
Summer I	March 25, 2011	June 1, 2011	June 30, 2011
Grad	March 25, 2011	June 13, 2011	July 22, 2011
Summer II	March 25, 2011	July 5, 2011	August 2, 2011
Fall	March 25, 2011	August 29, 2011	December 17, 2011

WEB REGISTRATION INSTRUCTIONS

You can register for Summer and Fall courses on the world wide web via UIS, the University Information System. You can log onto UIS via *my.scranton.edu* from any PC, on or off campus with an internet connection using Microsoft Internet Explorer. On campus, resident students with a ResNet connection may access UIS from their rooms. All students can access UIS from the public computing lab located in the Library. **To register you will need a special registration term PIN (also called the Alternate PIN) issued by your Mentor.**

Initial registration for Graduate students in the College of Graduate and Continuing Education students is 10:00 a.m. on Friday, March 25, 2011 and continues to the last day to add a class.

After your initial appointment, you may log onto UIS to add, drop or review your courses as many times as necessary to complete, print or change your schedule. There is no time limit on your registration session. However, the system will log off after five minutes of inactivity.

Please Note: Course schedules are subject to change at the discretion of the University

CURRENT COURSE LISTINGS

The course schedule for Summer and Fall 2011 is available online through your student **Self Service UIS account**. This pathway lets you target your search in more ways! You can access this before you get your registration term PIN from your advisor, but you won't be able to actually register without that term PIN. Follow these steps to access the online course schedule:

- <http://uis.scranton.edu/pls/pod/syaclst.main>
- **or**
- You can establish your Internet connection through <http://my.scranton.edu>
- In the **Secure Access Login** box, type in your user name (your University email address minus "@scranton.edu") and your six-character email password and click on the **Login** button.
- From the main menu, click on the Student tab.
- Click on the **Self Service (UIS)** link.
- Click on the **Student Services & Financial Aid** tab.
- Click on the **Registration** link.
- Click on the **Look-up Classes** link.
- In the **Search by Term** box, select a registration term from the drop-down and click on the **Submit** button. This brings up the **Look up Classes to Add** screen.

You can search by Term, Subject, Course Level and/or Instructor. You also have the option to print the results of any of your searches as you go.

RESETTING YOUR OWN UIS PIN

A new self-service PIN reset program is available for myScranton. In order to use this program, you **MUST** select your security questions and provide appropriate answers. This program will then allow you to reset your own myScranton PIN whenever necessary. **The reset program will immediately display your new PIN.** To set up your security questions, you will need to log into myScranton and click on the "**Select your Password Reset Questions**" link in the **Contact and Password Information** channel on the **Home** tab. If you opt out of the Self-Service PIN Reset program or you do not set up your security questions, you will need to contact the Technology Support Center in order to have your PIN reset. **You will NOT be able to acquire your new PIN immediately. Your new PIN will be sent to you via postal mail within 3–5 business days.** If you have a campus mail address your new PIN letter will be sent there, otherwise it will be sent to your postal mail address. If you have any questions regarding self-service PIN reset program, please contact the Technology Support Center by phone at (570) 941-4357 or by email at techsupport@scranton.edu.

BILLING PROCEDURES AND DUE DATES

Billing for tuition and fees occurs separately for each term/semester. The Remittance Form attached to the invoice must be returned for each term indicating whether or not you will be attending that term. Use the Remittance Form to indicate how you will be paying for your courses – check, tuition reimbursement or tuition reduction related to a graduate assistantship, tuition payment plan or any other form of tuition assistance or reduction.

Your Remittance Form and schedule for each session will be mailed to you on the billing dates listed below. If any payment is due, the payment or source of payment must also be returned by the due date.

Term	Billing Date	Due Date
Summer	May 14, 2011	June 3, 2011
Fall	July 16, 2011	Sept 7, 2011

If you are receiving tuition reimbursement from your employer, you will need to submit a completed Employer Deferment Form to the Bursar's Office each term. The form can be downloaded from the Bursar's Office home page under Common Forms - http://matrix.scranton.edu/resources/bursar_forms.shtml

TUITION AND FEES – 2011-2012 Catalog Year

Tuition (per semester hour of credit)\$862.00*
 Theology (per semester hour of credit)\$431.00

All courses are 3 semester hour credits unless otherwise noted

FEES

Registration Fee (per semester).....\$25.00
 Late Registration Fee..... \$40.00
 Application Fee.....\$50.00
 Graduation Fee (Master's programs).....\$100.00**

Graduation Fee (Doctoral program).....\$125.00**

Reader Fee (per credit fee in addition to tuition).....\$60.00

Schedule Change Fee (after 1st week of term).....\$15.00

Parking decal – valid after 4:00 p.m. (Academic year: September 1 – May 31).....\$100.00

(On-line application required www.scranton.edu/parkingpermit)

***Certain courses also carry a special fee. Unless explicitly stated otherwise, tuition and fees are for one semester and are payable at registration.** Tuition and fees are subject to change without notice. Consult the University's Bursar's Office web site for current information at:
http://matrix.scranton.edu/resources/bursar_tuition_fees.shtml

****The graduation fee is payable, whether or not a student attends commencement exercises.**

EXPECTED STUDENT USE OF EMAIL ACCOUNTS

When students are admitted to the University of Scranton, a University email account is created for them. All electronic communication from the University is directed exclusively to the U of S electronic mailbox. Students are expected to access their University email account on a weekly basis; however, daily access is recommended to stay abreast of important, time-sensitive information. University departments and faculty routinely will use email to communicate important campus, academic program and course information.

COLLEGE OF GRADUATE AND CONTINUING EDUCATION TUITION GUARANTEE PROGRAM

A student initiating a course of study in the College of Graduate and Continuing Education will be eligible for a guaranteed tuition rate based on the initial academic term for a total of three calendar years.

In order to be eligible for this program, the student must maintain and successfully complete a total of at least nine graduate credit hours per year. As long as this requirement is satisfied, the guaranteed rate can continue for a period not to exceed 36 months from the date of initial enrollment.

If the student does not satisfy the above requirements, or the 36 month limit is exceeded, the student will be charged tuition at the current academic year's rate.

*This policy does not pertain to HR Online, MBA Online, Nurse Anesthesia, Scranton Education Online or tDPT students.

ROYAL CARD

The official University of Scranton Royal Card is a multiple-purpose photo ID which is needed to use the library and computer labs. If you set up a Royal Card Account, your Royal Card can be used in place of cash for various University facilities. If you do not already have a Royal Card, you will need to visit the Royal Card office in Alumni Memorial Hall, Rm. 102. Please contact the Royal Card office at 941-6181 for current hours.

IMPORTANT TELEPHONE NUMBERS

College of Graduate and Continuing Education Dean's Office (570) 941-6300
Office of Student Services and Advising (570) 941-7580

Tech. Support Center	(570) 941-4357	Public Safety (non-emergency)	(570) 941-7888
Registrar	(570) 941-7721	Telephone/Network Service	(570) 941-6181
Bursar	(570) 941-4062	Financial Aid	(570) 941-7700
Residence Life Office	(570) 941-6226	Library	(570) 941-7526

ACADEMIC CALENDAR 2011

Short Sessions

Summer Sessions 2011

	I	Grad	II
Classes Begin.....	Jun 1	Jun 12	Jul 5
Last Day to Add Courses.....	Jun 2	Jun 14	Jul 6
Last Day 100% Tuition Refund.....	Jun 3	Jun 15	Jul 7
Last Day 50% Tuition Refund	Jun 6	Jun 16	Jul 8
Last Day to Drop a Course with No Grade.....	Jun 6	Jun 16	Jul 8
Last Day to Register for Graduate Comps.....		Jun 24	
Graduate Comprehensive Exams		Jul 9	
Last Day to Withdraw (“W” Grade).....	Jun 22	Jul 14	Jul 26
Final Exams	Jun 29-30	Jul 21-22	Aug 2
Session Ends	Jun 30	Jul 22	Aug 2
Final Grades Due by Noon	Jul 5	Jul 26	Aug 8

Fall 2011

Classes Begin	Aug 29
Last Day to Add Courses	Sep 2
Last Day 100% Tuition Refund.....	Sep 7
Last Day 75% Tuition Refund	Sep 14
Last Day 50% Tuition Refund (non-flat rate only)	Sep 21
Last Day 25% Tuition Refund (non-flat rate only)	Sep 28
Last Day to Drop a Course with No Grade.....	Sep 28
Last Day to Register/CGCE Graduate Comprehensive Exams.....	Sep 30
FALL BREAK – No Classes	Oct 15-Oct 18
Graduate Comprehensive Exams.....	Oct 22
Last Day to Withdraw with “W” Grade	Nov 11
Thanksgiving Holiday No Classes	Nov 23-Nov 27
Last Day of Class (Fall: Monday)	Dec 12
*Final Exams Begin	Dec 13

***Important Note:**

In Fall Semester 2011, final exams for Monday classes with a start time of 4:30pm or later will be held on Friday, December 16, at their regular meeting time.

Apply for Degree During the Last Semester of Course Registration

PLEASE NOTE: If you plan to graduate May 2011, and have not yet applied for your degree, do so *as soon as possible* at:

<http://web2.scranton.edu/commencement/index.shtml>

2011 Degree Conferral Dates: May 28, 2011	August 31, 2011	December 31, 2011
2012 Degree Conferral Dates: May 27, 2012	August 31, 2012	December 31, 2012

For other dates/deadlines click on the College of Graduate and Continuing Education Online Catalog:
<http://catalog.scranton.edu/index.php>

CGCE Office Hours: Monday through Thursday 8:30 a.m. – 7:00 p.m., / Friday 8:30 a.m. - 4:30 p.m.
 570-941-7580

GRADUATE MENTORS SPRING 2011 OFFICE HOURS - February 1, 2011-May 13, 2011

CHEMISTRY

Faculty Secretary LOY 115 941-6286

Dr. C. Baumann LOY 109 **941-6389**

Office Hrs: Mon 10-10:50; 6:30-7:10/Wed 1-1:50

cab302@scranton.edu

COUNSELING AND HUMAN SERVICES

Faculty Secretary MGH 457 941-4236

Rehab Counseling

Dr. Lori Bruch MGH 435 **941-4308**

Office Hrs: Mon 3-4:30/Tues 1:30-3:00

bruchl1@scranton.edu

Community Counseling

Dr. Amy Banner MGH 457 **941-4129**

By appointment

bannera2@scranton.edu

School Counseling

Dr. L. Eschbach MGH 443 **941-6299**

Office Hrs: Wed 10:00-12:00/Thurs 1:00-3:00

eschbach@scranton.edu

Dr. Kevin Wilkerson MGH 445 **941-6649**

Sabbatical – Dr. Eschbach will Mentor

EDUCATION

Faculty Secretary MGH 129 941-7421

Dr. Bonnie Alco MGH 127 **941-4776**

Office Hrs: Mon 2:30-4:00pm/Th 1:00-2:30pm

alcob2@scranton.edu

Dr. Dona Bauman MGH 143 **941-6282**

Office Hrs: Mon 2:00-3:00/T/Th 1:00-2:00pm

baumand4@scranton.edu

Prof. A. Chambers McG 215 **941-4668**

Office Hrs: Tues 10-11/Wed 12-2/Th 10:30-12:30

Chambersa2@scranton.edu

Dr. Jennifer Cutsforth MGH 119 **941-4032**

Tues 3:00-5:00pm; Wed 2:00-3:00pm

cutsforthj2@scranton.edu

Dr. D. DeMarzio MGH **941-5438**

Office Hrs: Mon/Wed 11:00-12/4:00-5:00

demarzioid2@scranton.edu

Dr. P. Gross MGH 131 **941-6288**

Office Hrs: Mon/Wed 1:30-3pm

grossp2@scranton.edu

EDUCATION – CONTINUED

Prof. S. Lamanna MGH 215A **941-7421**

Office Hrs: Mon/Wed 4:30-6:00pm

lamannas2@scranton.edu

Dr. Sehba Mahmood MGH **941-7421**

Office Hrs: Wed/Thurs 3:45-4:45/Thurs 12-1

mahmoods2@scranton.edu

Dr. Tata Mbugua MGH 145 **941-5884**

Office Hrs: Mon 10-12/Wed 10-11am

mbuguat2@scranton.edu

Dr. V. Silla-Zaleski MGH 139 **941-5810**

Office Hrs: Tues 1:30-4:40

Sillav2@scranton.edu

Dr. M. Oreshkina MGH 121 **941-6244**

Office Hrs: Tues/Thurs 4:00-5:30

oreshkinam2@scranton.edu

Dr. K. Wasserman MGH 141 **941-5846**

Office Hrs: Tu/Wed/Thur 6:20-7:20

wassermank2@scranton.edu

Dr. Gloria Wenzel MGH 130 **941-6124**

Office Hrs: Mon 3-4pm, T/Th 1:00-2:00pm

Wenzeg2@scranton.edu

HEALTH ADMINISTRATION

Faculty Secretary MGH 415 941-4350

Dr. Peter C. Olden MGH 421 **941-4242**

Office Hrs: Mon 3:30-5:30; Tues 3-4

oldenp1@scranton.edu

Dr. S. Szydlowski MGH 413 **941-4367**

Office Hrs: Tues 9-10:00am/Th 3-4:30pm

sjs14@scranton.edu

Dr. Robert Spinelli MGH 423 **941-5872**

Office: Wed 2:30-5:00pm/Thurs 9-10:00am

spinellir2@scranton.edu

Dr. Daniel J. West MGH 417 **941-4126**

Office Hrs: Wed 3:30-7:00/Th 6:30-8:30

westd1@scranton.edu

HUMAN RESOURCES ADMINISTRATION

Faculty Secretary MGH 415 941-4350

Dr. William Wallick MGH 403 **941-4128**

Online courses, no regular hrs wgw1@scranton.edu

MBA

MBA Secretary BRN 417 941-4387

Dr. Jafor Chowdhury BRN 333 941-7631
Office Hrs: Mon/Wed 2:00-2:45; 5:00-6:00pm
jc354@scranton.edu

Dr. K. Gnanendran BRN 304 941-4190
Office: Tu 6:00-7:00; Thur 1:00-3:00pm
skg355@scranton.edu

Dr. Riaz Hussain BRN 431 941-7497
Office Hrs: Tues/Thurs 2:30-3:55pm
hussain@scranton.edu

Dr. John Kallianiotis BRN 310 941-7577
Office Hrs: By Appointment
Jnk353@scranton.edu

Dr. Robyn Lawrence BRN 348 941-7786
Office Hrs: Tues/Thurs 1:15-2:45pm
lawrencer1@scranton.edu

Dr. Yipeng Liu BRN 320 941-6136
Office Hrs: Mon/Wed 1:30-3:00pm
liuy4@scranton.edu

Dr. Iordanis Petsas BRN 441 941-7752
Office Hrs: M//W 11:00-12:00; Tues 2:00-3:00pm
petsasi2@scranton.edu

Dr. S. Prattipati BRN 347 941-6159
Office Hrs: T/Th 1:30-2:30pm
sp355@scranton.edu

Dr. S. Qrunfleh BRN 322 941-7407
Office Hrs: Mon/Wed 1:30-3:00pm
Qrunflehs2@scranton.edu

Dr. Murli Rajan BRN 417 941-6240
Office Hrs: Tues/Thurs 2:30-4:00pm
murli.rajan@scranton.edu

Dr. Abhijit Roy BRN 429 941-7715
Office Hrs: Mon 4:00-4:30/Tues/Thurs 2:15-4:00
roya2@scranton.edu

Dr. John M. Zych BRN 417 941-4239
Office Hrs: Tu/Th 9:30-11:00am
zychj1@scranton.edu

NURSING

Faculty Secretary MGH 315 941-7673

Dr. M.J. Hanson MGH 313 941-4060
Office Hrs: Tues 10-1; Wed/Fri by appt.
hansonm2@scranton.edu

NURSE ANESTHESIA

WVHCS Faculty Secretary - 552-3680 (Wyoming Valley Health Care System)
Prof. Ann Culp 552-3688 aculp@wvhcs.org

Dr. Raskiewicz 552-3689 craskiewicz@wvhcs.org

OCCUPATIONAL THERAPY

Faculty Secretary LEA 3002 941-4125

Dr. Karen Brady LEA 3015 941-6565
Office Hrs: Tues/Thurs 3:00-4:30pm
bradyk2@scranton.edu

Dr. Fleming-Castaldy LEA 3013 941-6368
Office Hrs: Tues 11:00-1; Wed 12:00-1:00pm
castaldyr2@scranton.edu

Dr. M. Morgan LEA 3007 941-5879
Office Hrs: Mon 1:30-2:30pm/Tues 8:00-10:00am
morganm8@scranton.edu

Prof. Molly Mika LEA 3005 941-4086
Office Hrs: Mon 2-4 pm; Tues 1-2 pm
mikam3@scranton.edu

Dr. Carol Reinson LEA 3004 941-4125
Office Hrs: Tues 2-4pm/Thurs 2-3pm
reinsonc2@scranton.edu

SOFTWARE ENGINEERING

Dr. Yaodong Bi STT 478 941-6108
Office: M-T-W-R 10-11am; Wed 6:20-7:15pm
biy1@scranton.edu

PHYSICAL THERAPY

Faculty Secretary 941-7499

Dr. Tracey Collins LEA 019 941-4832
Office Hrs: Mon 11:40-1/Tues10-11:30/T/Th 11:30-1
Collinst2@scranton.edu

Dr. Peter Leininger LEA 017 941-6662
Office Hrs: Tues 9:00-10:00/Thurs 10:00-12:00
leiningerp2@scranton.edu

THEOLOGY

Faculty Secretary 941-6309

Dr. Maria Johnson STT 357 941-7957
Office Hrs: Tues 11-12:00pm; 2-4pm
johnsonm1@scranton.edu

HISTORY

Dr. Robert Shaffern STT 261A 941-4360
Office Hrs: MWF 3:00-4:00pm
shaffernr1@scranton.edu