

HLC Multi-Campus Report: BGSU Firelands



Introduction

Bowling Green State University Firelands (BGSU Firelands) sits on over 200 acres at the intersection of Ohio Route 2 and Rye Beach Road in Huron, Ohio – halfway between Cleveland and Toledo and 62 miles East of Bowling Green, Ohio. BGSU Firelands opened its doors in September, 1968 to an incoming class of nearly 600 students, after a 1966 fund-raising campaign initiated by local community members demonstrated, through the raising of \$7M (in today's dollars) in several months, their commitment to a regional campus of BGSU.

Today, BGSU Firelands has more than 2,300 undergraduate students pursuing fifteen Associate Degrees and 9 Bachelor Degrees, these latter degrees in collaboration with sister colleges on the BG campus. It is an open enrollment commuter campus. The majority of students live in the surrounding three counties, Erie, Huron, and Ottawa, with smaller numbers drawn from nearby contiguous Ohio counties. The college enrolls traditional and non-traditional students (thirty-four percent of our student population over the age of 25) with day, evening, web-based, and off-site coursework. The student body includes 14% underrepresented students.

Human Resources

BGSU Firelands employs 57 full-time faculty (15 tenured, 14 tenure track, and 28 non-tenure track), 58 full-time administrative and classified staff, and 123 part-time faculty and staff. Full-time tenured/tenure track and non-tenure track faculty are members of the BGSU-FA collective bargaining unit. The student-to-faculty ratio is 18:1, and often lower in developmental and upper-division classes. Employment processes are aligned with those on the BG campus, with the college utilizing search committees to fill open faculty and staff positions. Search committee participants undergo training by the Office of Equity and Diversity and applicant pools are vetted through the same office to ensure compliance with EEO principles.

Facilities

BGSU Firelands has four buildings, built between 1968 – 2003 (see Appendix A):

- **West Building (1968):** The West Building contains 12 general classrooms and ten special purpose laboratories, including space to support all of the natural sciences (biology, chemistry, physics, and geology), respiratory care, art, and nursing. All general classrooms are outfitted with a projection system and an instructor's station with computer, document camera, and dvd. The West Building also contains the majority of our faculty offices, faculty support services, and a faculty lounge. The first floor of the West Building is home to our student services, (outsourced) food services, and a newly renovated Student Government office and Student Study Lounge.
- **Foundation Hall (1968):** Foundation Hall contains two special purpose laboratories, supporting our composition and early childhood education programs. The building also houses the Dean's Office, Budget and Operations, Financial Aid, and the Library. In 2009, the building was renovated to include the Clasen Welcome Center, designed to be a welcoming "one stop" office for future students and visitors and contains our Welcome Desk, The BGSU Firelands Bookstore, and the Office of Admissions.
- **North Building (1972):** The North Building contains one general classroom and five special purpose laboratories, including two computer labs and the Electronics and Electrical Engineering lab. The North Building also contains our main computer lab, gymnasium, The Teaching and Learning Center, where students receive tutoring and testing services, the 300-seat McBride Auditorium, and several faculty offices.
- **Cedar Point Center (2003):** The Cedar Point Center contains five general classrooms and one special purpose Visual Communication Technology laboratory. Two of the CPC classrooms are designed to broadcast/receive courses from the BG campus or other locations. The building is home to the BGSU Firelands Office of Education Outreach (offering open enrollment and contract training professional development for area businesses and organizations), and contains 2 conference rooms and a 450 seat auditorium space. Finally, the CPC is home to the Regional Incubator for Sustainability and Entrepreneurship (RISE). RISE is a comprehensive resource hub that offers assistance across the entire business development continuum. Closely linked to the BGSU Center of Excellence, Developing Effective Businesses and Organizations, the objective of RISE is to grow jobs and spearhead economic development by linking business owners and

aspiring entrepreneurs to regional service providers with expertise in business start-up, development and acceleration.

Academic and Administrative Structure

In 1974, BGSU Firelands became a separately budgeted college of the university with the authority to grant undergraduate associate degrees and certificates. As a college of the university, BGSU Firelands participates in all facets of university governance and administration, including Faculty Senate (three representatives), Senate Executive Committee, various Faculty Senate subcommittees, Undergraduate Council, BG Perspectives (General Education committee), and the Council of Deans. Moreover, as a college of the university, BGSU Firelands follows all academic policies as set forth in the Academic Charter, the BGSU Undergraduate Catalog, and the BGSU Student Handbook (where applicable to a non-residential campus).

Local governance includes the College Council, a widely representative body of elected and appointed (by virtue of their position) members including the elected Faculty Chair, department chairs, elected members from each academic department, the Dean and Associate Dean, elected representatives of administrative and classified staff, and a student government representative. In addition, a College Advisory Board, made up of no less than 10 community representatives appointed by the BGSU Board of Trustees and five members of the college administration, provide community feedback and advice to the Dean and the strategic planning process.

Academics at BGSU Firelands are organized through three interdisciplinary departments: Applied Sciences, Humanities, and Natural and Social Sciences, with the department of Applied Sciences hosting the majority of BGSU Firelands' Associate degrees. As with all academic departments at the university, departmental oversight at BGSU Firelands is the responsibility of a chairperson elected by the faculty with the concurrence of the Dean. The primary responsibilities of a department chair at BGSU Firelands include facilitating faculty assignments, mentoring, and evaluations, working with the Associate Dean to build semester schedules, assigning part-time faculty, and other duties as described in the university Charter and the BGSU Firelands' Governance Document.

Faculty are hired, tenured, and promoted in the three academic departments at BGSU Firelands. BGSU Firelands' faculty assignments include teaching, scholarship and service, with greater weight given to teaching (e.g., 70/15/15 for tenure track faculty and 80/5/15 for nontenure track faculty). Faculty members at BGSU Firelands are evaluated against criteria set forth in college-level promotion and tenure documents. This structure recognizes important differences among the colleges (e.g., higher teaching loads at BGSU Firelands). However, as with all colleges at the university, BGSU Firelands' faculty undergo multiple levels of evaluation as defined in the Charter, beginning with their academic department up through the Office of the Provost (or Board of Trustees where applicable).

BGSU Firelands offers a range of undergraduate degree opportunities at the Associate and Bachelor levels. As a college of the university, BGSU Firelands is granted authority to confer undergraduate associate degrees and credit certificates. There are 15 Associate degree and four certificate opportunities at BGSU Firelands:

- Associate of Arts
- Associate of Science
- Associate of Applied Business in
 - Business Management Technology, with majors in
 - Accounting
 - General Business Management
 - Lean Systems Management
 - Computer Science Technology, with majors in
 - Computer Networking Specialist
 - Computer Support Specialist
 - Visual Media Technology, with majors in
 - Interactive Media
 - Print Media
- Associate of Applied Science in
 - Criminal Justice
 - Early Childhood Education
 - Electrical/Electronic Engineering, with majors in
 - Electromechanical Engineering
 - Electronics and Computer Technology
 - Diagnostic Medical Sonography
 - Health Information Management Technology
 - Human Services
 - Industrial Technology, with a major in Manufacturing
 - Radiologic Technology
 - Respiratory Care Technology
- Associate of Technical Study
- Certificates in
 - Bookkeeping
 - Management and Supervision
 - Small Business Management
 - Medical Scribe

BGSU Firelands also offers the complete requirements for nine Bachelor degrees on its campus, under the direction and supervision of the faculty of its respective sister colleges on the Bowling Green campus:

College Arts and Sciences

- Bachelor of Liberal Studies

College of Business Administration

- Bachelor of Science in Business Administration – Individualized Business Specialization

College of Education and Human Development

- Bachelor of Science in Early Childhood Education

College of Health and Human Services

- Bachelor of Applied Health Science – Allied Health Specialization
- Bachelor of Applied Health Science – Respiratory Care Specialization
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Nursing – RN/BSN Completion Program (in cooperation with the University of Toledo)
- Bachelor of Science in Social Work

College of Technology

- Bachelor of Science in Visual Communication Technology

Finally, BGSU Firelands collaborates with Lorain County Community College (LCCC) and Firelands Regional Medical Center (FRMC) to offer two different opportunities for students interested in pursuing a career in nursing. (Note: Beginning fall 2013, LCCC's Associate of Sports and Fitness Management will also be available on the BGSU Firelands campus.) Students may choose to complete coursework on the BGSU Firelands campus in fulfillment of an Associate Degree in Nursing (ADN) through LCCC. Students in FRMC's School of Nursing complete an Associate of Science from BGSU Firelands upon completion of appropriate coursework in addition to the RN diploma offered through their hospital-based nursing program.

For the convenience of its large nontraditional student population, BGSU Firelands also offers the Associate of Arts as a fully online degree program. This delivery format was approved by BGSU Undergraduate Council after demonstration that it complied with best practices for online programs.

Budget and Infrastructure

Unlike the other academic units of Bowling Green State University, BGSU Firelands is a separately budgeted entity, with a \$14.6M budget generated solely from local tuition, fees, and State Share of Instruction. (Note: SSI currently represents 31% of the total budget of BGSU Firelands and is ultimately calculated based upon student full-time enrollment (FTE). Beginning in FY 2014, SSI will awarded in part based on course and degree completion. At this point, it is unknown how this change will affect BGSU Firelands' budget going forward.)

The BGSU Firelands budget is divided among personnel and benefits (71.3%), operating expense (27.3%), and contingency/maintenance (1.4%). The budgeting process, described in the College's Governance Documents, begins with unit directors submitting budget proposals to the College Budget Committee for review. This committee, in turn, makes recommendations to the Dean, who, along with the Director of Budget and Operations, submits a final budget proposal to the Provost and Senior Vice President of Academic Affairs and the university Chief Financial Officer.

The self-budgeted framework affords BGSU Firelands a degree of autonomy in terms of decisions regarding human resources, program development, and building maintenance and renovation. For example, prudent planning and budgeting over the years has resulted in a well-maintained campus with no deferred maintenance issues. But it also means that the resources available to support the mission of the college are dependent on enrollments, which may fluctuate due to factors over which the college has no control (e.g., a recovering economy results in lower enrollment of nontraditional students). The chart below shows the recent five-year trend in academic year student credit hours delivered along with total revenue (i.e., Tuition, General Fees, and State Share of Instruction).

Academic Year	Student Credit Hours (SCH)	Revenue
2007-2008	44,032	\$12,509,007
2008-2009	47,613	\$13,711,013
2009-2010	52,153	\$14,777,981
2010-2011	54,727	\$15,087,994
2011-2012	51,869	\$13,857,968

BGSU Firelands obtains many important services from BGSU central administration:

- Information Technology infrastructure, including maintenance of the fiber-optic cables between Bowling Green and Huron, maintenance of the phone system (to be upgraded in 2013), MyBGSU portal, and the Canvas Learning Management System;
- General Counsel services;
- Human Resources, including processing of all employees, processing of all applicants during employment searches, maintenance of benefits, payroll, etc.;
- Bookstore;
- Processing of student information and general support from Admission, Financial Aid, Bursar, and Registration and Records.
- General support from BG campus operations units, including Capital Planning, Design and Construction, Risk Management, Accounts Payable, Grants Accounting, Parking, etc.

To best serve its students, BGSU Firelands operates critical enrollment and student service functions: admissions, financial aid, bursar services, registration, advising, tutoring, technology support, and disability support services. The college organizational chart depicts the assignment of responsibility for these core student services among three full-time Administrative Directors and the Associate Dean for Academic and Student Affairs, all reporting along with the academic department chairs to the Dean of BGSU Firelands. All academic and support functions are closely aligned and coordinated with their functional counterparts on the Bowling Green campus following established university-wide systems and processes. For example, maintenance of student records is handled through the centralized PeopleSoft system, with registration staff at BGSU Firelands permitted varying degrees of security access as required by their positions. Similarly, semester development and classroom scheduling are administered according to a common calendar established by the Office of Registration and Records on the BG campus. At the same time, BGSU Firelands retains a degree of autonomy in developing processes

that best suit the needs of our students and supports its efficiency and effectiveness as a separate regional campus. For example, the student orientation program at BGSU Firelands, while modeled after the program on the BG campus, recognizes that our students are unable to attend a multi-day, multi-session orientation experience. Rather, BGSU Firelands' new student orientation is a focused 2-hour session offered multiple times throughout the year (to allow recently admitted students to continue the matriculation process) in a small-group setting supporting personal interactions.

Curriculum Change and Assessment of Programs

All facets of curriculum revision and change at BGSU Firelands are aligned with the curriculum of the Bowling Green campus. Changes to existing curriculum and proposals for new programs and certificates are initiated by the College's academic departments and forwarded to the College's curriculum review committee, i.e., Academic Affairs. As stipulated by BGSU Firelands' Governance Documents, Academic Affairs is made up of departmental representatives and ex-officio members from select administrative offices, including the Associate Dean for Academic and Student Affairs. Academic Affairs reviews and approves curriculum change proposals and forwards endorsed proposals to the BG campus for further approvals as warranted by Undergraduate Council. The Associate Dean typically represents the college when proposals for programmatic change come before the university-wide Undergraduate Council.

Consistent with Ohio Board of Regents policies, new program proposals at BGSU Firelands must also be approved through established OBOR processes. However, unlike sister colleges on the Bowling Green campus, new two-year program proposals at BGSU Firelands are required to follow processes designed for community and technical colleges. Since the creation of an enhanced University System of Ohio in 2008 and associated actions that followed, the status of new program approval at regional colleges has remained in a state of flux. For example, early in his appointment OBOR Chancellor Fingerhut placed a moratorium on new associate degree programs to differentiate between the university mission of regional branch campuses and the traditional two-year mission of community and technical colleges. Over time, the now-former Chancellor softened his position, approving an Associate of Applied Science in Diagnostic Medical Sonography at BGSU Firelands in 2011. With the recent approval of the College's Medical Scribe certificate program in 2013, current OBOR practice appears more open to new programs.

The BGSU Firelands Governance Documents describe the process for assessing programmatic learning outcomes. The College's Academic Affairs Committee oversees assessment and program review activities. All academic programs at BGSU Firelands undergo a college-level program review every 5 years. Working closely with the Assistant Dean for Institutional Research, program directors compile required data (and any other data relevant to the specific program) to support the required narrative for a program review report as outlined in the Governance Documents. The standard college-level metrics include:

- Vetting of faculty qualifications;
- Information about the ability of students to seamlessly transfer to a baccalaureate program on the BG campus;

- Enrollment and Financial Information, including number of students in the program, demographic data, and cost effectiveness;
- Achievement of learning outcomes, including definition of programmatic success indicators, student performance at transfer institutions, graduation rates, average GPA of graduates, success of students continuing to the BG campus;
- Workplace performance metrics, including number of student obtaining full-time employment in their field and employer evaluation of BGSU Firelands' graduates;
- Performance on pre-graduation assessments;
- Actions taken as a result of program review.

After approval by the Academic Affairs committee, program reviews are submitted to the Dean for further review.

In addition to college-level program review, BGSU Firelands also participates in assessment activities for its professionally accredited programs. Currently, there are two programs with professional accreditation:

- Respiratory Care Technology, accredited by the Commission on Accreditation for Respiratory Care; and
- Health Information Management Technology, accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

The new Associate of Science Degree in Diagnostic Medical Sonography has begun the application process for initial accreditation through the Commission on Accreditation of Allied Health Education Programs. In addition, the Associate of Science Degree in Radiologic Technology has recently applied for voluntary accreditation through the Joint Review Committee on Education in Radiologic Technology. We expect positive decisions on the accreditation of these programs later this year.

Assessment of learning outcomes also takes place through established university processes, including participation in the Student Assessment and Achievement Committee (SAAC) and Academic Program Review as described in Section 4.B of the university HLC Self-Study. It should be noted that while college-level program review has occurred without interruption since being established as a College in 1974, both university assessments - SAAC and Academic Program Review – have been temporarily suspended at various points in the last ten years. Under our new Provost, Academic Program Review has been re-established in an integrated fashion with strategic planning, budgeting, and assessment, and flexibility is provided for those programs subject to rigorous external accreditation. Following the reintroduction of University-wide program review in 2012-2013, five programs are currently being reviewed with external review visits scheduled during the spring semester:

Associate of Applied Science- Business Management Technology
Associate of Applied Science – Computer Science Technology
Associate of Applied Science – Electrical/Electronic Engineering Technology
Associate of Applied Science - Criminal Justice
Associate of Applied Science – Human Services

Associate of Science (College-level program review only)

Finally, BGSU Firelands participates in all discussions regarding the general education curriculum at the university. This includes representation on the BG Perspectives Committee, the committee charged to review/revise general education. In 2012, syllabi for all BGSU Firelands general education courses were submitted to an ad hoc committee charged to review BGSU's current inventory of general education courses. These syllabi were reviewed for their learning outcomes, course and assignment-specific expectations, and consistency across the university. During this review, the single instance identified where a syllabus did not meet expectations was quickly rectified by the Associate Dean.

Assessment of Core College Processes

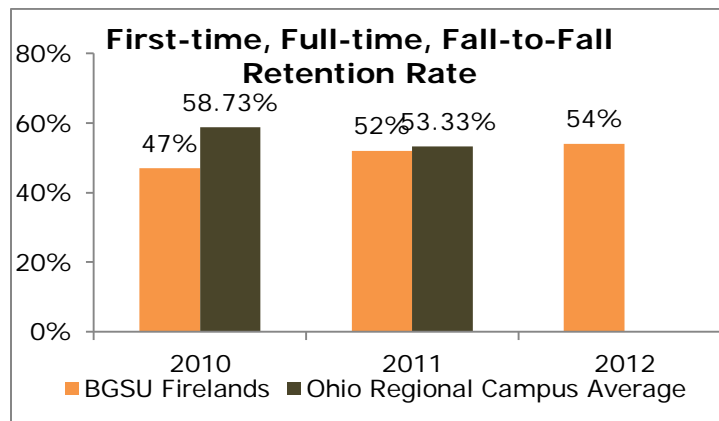
In 2010, BGSU Firelands convened a series of ad-hoc committees, i.e., Process Improvement Teams (PIT), to examine the efficiency of student services at the college. The PITs, applying LEAN principles and practices, identified areas of waste and poor flow in several current processes (New and Transfer Student Orientation, Student Advising, and Admissions) and recommended changes to improve the processes to the mutual benefit of the student, staff, and College. Recommendations have been implemented, resulting in the radical transformations of New and Transfer Student Orientation and Student Advising. The decades-old model for orientation (i.e., scores of students attending a very limited number of extended orientation sessions with completion of placement tests, mass advising, and delays in meeting with a faculty advisor) was transformed to a new, streamlined process that incorporates multiple sessions throughout the year, small-group communication with professional supporting materials, and high-quality, high-touch interactions with professional advisors, establishing ongoing communication to support student retention and success. Similarly, the traditional advising model (cumbersome scheduling process for students, inconsistent advising practices among faculty and staff advisors) was transformed to build a professional advising experience that flowed seamlessly from the new student orientation process and improved the timeliness and accuracy of student advising. In addition to easily scheduled appointments, "drop in" advising is also available for students.

Ultimately, the improvements to student advising and orientation were implemented to enhance student retention and success. In Fall 2011, BGSU made student retention a strategic priority in response to a declining trend in fall-to-fall, first-time full-time student retention. BGSU Firelands had already begun a parallel initiative because its mission and student demographics suggested the need for supplemental or alternate solutions to those identified for the Bowling Green campus. Both a campus-wide Retention Initiatives and Implementation Team (RIIT) and recommendations from retention consultant Teresa Farnum resulted in a robust retention plan that includes over 20 recommendations that serve as the basis for BGSU Firelands' retention strategy (see appendix C). In the past year, RIIT has implemented multiple initiatives, including:

- ***Coordination of Math and Composition scheduling.*** This simple scheduling strategy allows BGSU Firelands students to move between the various levels of Math and Composition courses during the first week of class, while keeping their time/day schedule intact.

- **Stabilization of schedule modifications.** The BGSU Firelands’ schedule build process inadvertently allowed for modifications in the schedule to take place during registration, disrupting students’ schedules and creating a disparaging perception of the college. The college has tightened up this process and has cut the number of schedule modifications from hundreds to approximately thirty every semester.
- **1st term registration holds.** BGSU Firelands recognizes that undecided students are at risk for leaving the college. Thus, students with the UND-F code are given mandatory advising holds prior to the registration cycle.
- **Establishment of drop-in advising.** This initiative is addressed above.
- **Overhaul New and Transfer Student Orientation.** This initiative is addressed above.
- **Implementation of SuccessNET.** Along with the BG campus, BGSU Firelands is utilizing SuccessNET to track student success throughout the semester. BGSU Firelands has worked with the Office of New Student Orientation and First Year Experience to tailor the messages and referrals in the SuccessNET system for BGSU Firelands’ students.
- **Implement the Noel Levitz Student Satisfaction Inventory.** This survey was given to over 2,000 BGSU Firelands students in Fall 2012.

As RIIT continues its progress on the College’s retention plan, fall-to-fall, first-time full-time student retention has begun to show progress toward its retention goal of 60%:



Strategic Planning

BGSU Firelands has embraced the implementation of unit-level strategic planning at BGSU, which began with the development of five-year strategic plans beginning in 2010-2011. The College’s planning process includes:

- Each academic department (Applied Sciences, Humanities, Natural & Social Sciences) and academic support units (Admissions, Budget & Operations, Development & Alumni Affairs, Library, Marketing & Communications, Office of Technology Support Services, and Teaching & Learning Center) prepares a unit-level strategic plan based on a unit-level SWOT analysis. In addition to the development of a rolling five-year unit-level strategic plan, specific planning priorities are identified for the upcoming fiscal year.

- The Dean and Associate Dean review each unit's strategic plan and provide feedback to the chair/director and plans are revised as needed.
- The Dean, Associate Dean, Assistant Dean, Department Chairs, and Administrative Directors review the combine set of unit-level strategic plans and prioritize a short list of planning priorities for the College based on key strategic directions that have been identified (e.g., college-level SWOT analysis, enrollment/retention, availability of new and reallocated resources, etc.)
- Additional planning priorities flowing from the college-level SWOT analysis, input from the College Advisory Board, new University-wide initiatives, etc. may be incorporated by the Dean into the overall planning process for the year.
- A college-level strategic plan is drafted and shared with the campus community for feedback and suggestions. The strategic plan is brought to the meetings of the BGSU Firelands College Advisory Board, College Council, and Faculty for review, feedback, and endorsement.
- The Director of Budget & Operations and Assistant Dean for Institutional Research provide the Dean with additional consultation on enrollment and retention, budgetary issues, projected state funding, and other factors relevant to the final College Strategic Plan.
- The College's Strategic Plan is submitted to the Provost and Vice President for Academic Affairs for review and approval.
- The College's proposed budget for the coming year (and projections for the following 2-4 years) is submitted to the Provost and Vice President for Academic Affairs and Vice President for Finance and Administration for review and approval.

The strategic planning process is repeated annually, and includes a review of progress on priorities from the preceding year's plan. BGSU Firelands budgeting process includes a line item for "Strategic Plan Investment," with the level of funding based on the strategic importance of priorities requiring funding and the availability of new or reallocated funds at the College.

The proposed 2013-2018 College Strategic Plan includes seven priorities (in order of importance):

- Strengthen student enrollment, retention, and success
- Enhance and expand degrees and programs as well as methods of delivery in response to community demand and labor market forecasts
- Build and strengthen the faculty and staff
- Expand and enhance campus facilities to provide an exceptional educational experience for our students and guests
- Raising external funds to support the Allied Health & Sciences Building project and a planned university-wide comprehensive campaign
- Improve strategic planning and college processes to strengthen student experiences and outcomes and use resources efficiently and strategically
- Pursue educational, workforce development, cultural, and community partnerships to better serve the Firelands region

APPENDIX A

BGSU Firelands Campus Map

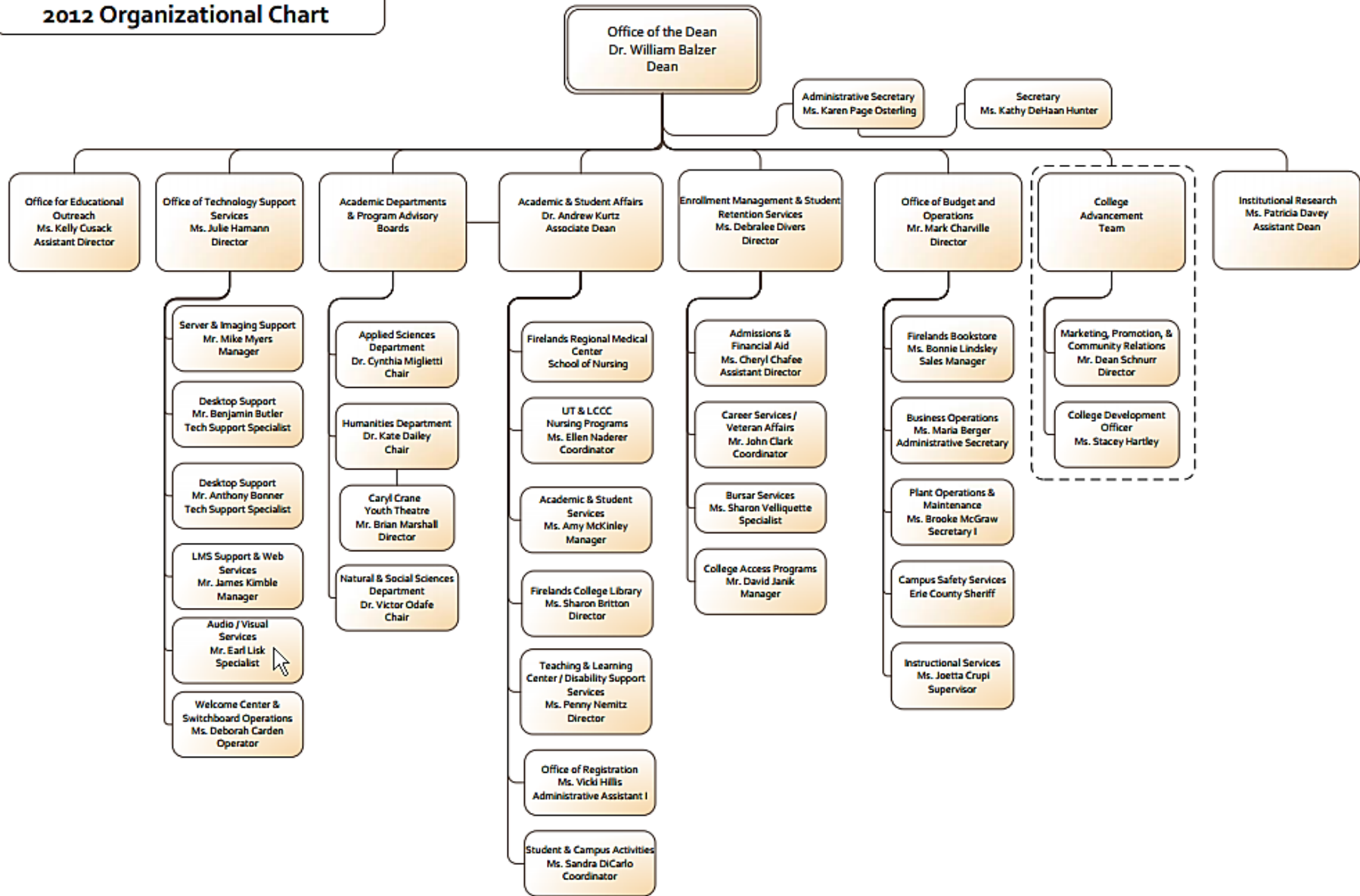


- 1. Foundation Hall
- 2. West Building
- 3. North Building
- 4. Cedar Point Center
- Emergency Phones



APPENDIX B

BGSU Firelands
2012 Organizational Chart



Appendix C

Retention Initiatives Implementation Team (RIIT) list of retention activities

- I. Developmental Education
 - a. 2-hour COMPASS review
 - b. promotion of COMPASS retake during add/drop period
 - c. implementation of Testing/ACEN/MATH lab proposal
 - d. provide placement results to GSW/MATH instructors; expect instructors to deliver diagnostic quizzes and advise misplaced students
 - e. intentional scheduling of GSW/MATH to ease add/drop issues during first week
 - f. add advising staff rep to Developmental Education committee
 - g. implement ABLE referral
 - h. broad implementation of block scheduling
 - i. postponement of enrollment in MATH 90/95 until spring; fall offerings for continuing students only
 - j. appoint a coordinator for developmental math whose job is
 - i. creation of common syllabi
 - ii. support for teaching
 - iii. leadership in correct placement procedures
 - iv. leadership for alternative pedagogy, including software-based enhancement (MyMath Lab) and modular instruction
 - v. advocacy for adjunct faculty
 - k. “locking” registrations for 1st-term students after registration w/ an advisor.
- II. Advising
 - a. combine advising functions with the TLC
 - b. expect advising leadership across the college
 - c. increase drop-in accessibility
 - d. decrease full-time enrollment
 - e. encourage year-round enrollment by making summer a viable option (chairs/financial aid overlap)
- III. Course Availability
 - a. rethink summer structure to maximize year-round enrollment
 - b. in all semesters, develop student-centered schedules
 - i. what courses should be offered?
 - ii. what times are best for students?
 - iii. staff courses
 - c. schedule extra contact hours/labs for courses with more than three hours on Friday
 - d. change schedule of classes after registration begins only if it is a dire emergency.
- IV. Early Alert
 - a. employ main campus technology, “Starfish”
 - b. centralize responsibility in advising/TLC

- c. clearly articulate the program, with emphasis on outreach
- d. engage more instructors in the program
- e. include faculty in outreach activities
- V. Retention Structures
 - a. update historical data that exists to include recent data
 - b. add new data reports
 - i. DFW rates
 - ii. retention by starting program, including separate categories for undecided and “pre-,” retained at Firelands
 - iii. late admits
 - c. recreate RIIT with charge to create retention plan, and leading the community in its implementation
 - d. develop 2-3 year retention plan with
 - i. target populations (from data)
 - ii. strategies
 - iii. measurable retention goals
 - iv. action plans
 - e. create the plan at a Retention Planning Retreat
 - i. invite 30 representative participants
 - ii. develop a workbook that includes retention data for participants
 - iii. designate a full-day retreat, with a follow-up half day with RIIT to prioritize strategies and develop a structure for next steps
 - f. administer the Noel-Levitz Student Satisfaction Inventory
 - i. insert custom items including
 1. My instructors use Blackboard effectively
 2. I seldom have to go to main campus or other colleges for courses
 3. I seldom have to deal with Main Campus for other services such as financial aid
 4. My BG card works well for me
 5. The printer fee is reasonable
 6. VCT classes work well
 7. It is easy to get to Main campus for events

Bowling Green State University
Fall 2012, 15th Day
Headcount (HC) by Campus

	Bowling Green Campus*	Huron Campus	Total
Total Students	17,298	2,399	19,697
By Career			
Undergraduate	14,826	2,399	17,225
Graduate	2,472	0	2,472
By Class Level			
Freshman	4,804	750	5,554
Sophomore	3,111	418	3,529
Junior	2,905	289	3,194
Senior	3,696	329	4,025
Undergraduate Guest	310	613	923
Masters	1,604	0	1,604
Grad. Certificate	83	0	83
Specialist	15	0	15
Doctoral	576	0	576
Graduate Guest	194	0	194
By Full-Time			
Freshman	4,728	553	5,281
Sophomore	3,034	280	3,314
Junior	2,735	163	2,898
Senior	3,168	186	3,354
Undergraduate Guest	70	103	173
Masters	937	0	937
Grad. Certificate	2	0	2
Specialist	2	0	2
Doctoral	370	0	370
Graduate Guest	32	0	32
By Part-Time			
Freshman	75	197	272
Sophomore	77	138	215
Junior	169	126	295
Senior	527	143	670
Undergraduate Guest	232	508	740
Masters	667	0	667
Grad. Certificate	80	0	80
Specialist	13	0	13
Doctoral	206	0	206
Graduate Guest	162	0	162
By Unknown Academic Load			
Freshman	1	0	1
Sophomore	0	0	0
Junior	1	0	1
Senior	1	0	1
Undergraduate Guest	8	2	10
Masters	0	0	0
Grad. Certificate	1	0	1
Specialist	0	0	0
Doctoral	0	0	0
Graduate Guest	0	0	0

By Undergraduate Students by Residency

Ohio Resident	12,783	2,385	15,168
Non-Resident	2,042	13	2,055
Unknown	1	1	2

By Graduate Students by Residency

Ohio Resident	1,594	0	1,594
Non-Resident	878	0	878
Unknown	0	0	0

*Bowling Green campus students include those enrolled in off-campus sites.

Prepared by the Office of Institutional Research

Bowling Green State University
Fall 2012, 15th Day
Headcount (HC) by College and Career Report

<u>College/Other Categories**</u>	<u>Undergraduate</u>	<u>Graduate</u>	<u>Total</u>
Academic Enhancement	1,183	0	1,183
Arts and Sciences	4,882	872	5,754
Business Administration	1,434	249	1,683
Education and Human Development	4,078	752	4,830
Firelands College	1,563	0	1,563
Health and Human Services	1,766	188	1,954
Musical Arts	316	145	461
Technology	1,135	103	1,238
Guest	928	202	1,130
Others	0	8	8

**Students with multiple plan codes are only reported once within a college, but may be reported in multiple colleges if their plan codes involve multiple colleges.

Prepared by the Office of Institutional Research

BGSU Firelands
2013 SPRING SCHEDULE of CLASSES



2013 Spring Semester Class Schedule

This printed schedule is subject to change. For the most accurate class schedule information, visit www.firelands.bgsu.edu/schedules.

Abbreviation of Class Days		Abbreviation of Locations		Classroom Assignments
M = Mondays	R = Thursdays	FIRE = Firelands Campus	NHS = Norwalk High School	Classrooms will be listed in "My Course Schedule" found on-line through your MyBGSU account.
T = Tuesdays	F = Fridays	WEB = Web-Based Class	SHS = Sandusky High School	
W = Wednesday	S = Saturdays	FRMC = Firelands Regional Medical Center	OFF = Off-Campus Location	

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
ACCOUNTING									
ACCT	2000	14361	Acct Concept Non-Bus Std	Simia, David A	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
ACCT	2210	14362	Acct & Bus Concepts I	Simia, David A	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
ACCT	2220	14363	Acct & Bus Concepts II	Miglietti, Cynthia L	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
ACCT	2220	14364	Acct & Bus Concepts II	Simia, David A	FIRE	7:00 PM	9:45 PM	T	1/7/2013 5/3/2013
ACADEMIC ENHANCEMENT									
ACEN	1000	13472	Col Read/Learn Skill		FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
ACEN	1000	13475	Col Read/Learn Skill		FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
ACEN	1000	13477	Col Read/Learn Skill		FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
ACEN	1000	15449	Col Read/Learn Skill		FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
ACEN	1000	15450	Col Read/Learn Skill		FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
ACEN	1210	13482	Transition Course		FIRE	11:00 AM	11:50 AM	M W	1/7/2013 3/1/2013
ACEN	1210	13484	Transition Course		FIRE	1:00 PM	1:50 PM	M W	1/7/2013 3/1/2013
ACEN	1210	13485	Transition Course		FIRE	1:00 PM	1:50 PM	T R	1/7/2013 3/1/2013
ACEN	1210	15466	Transition Course		FIRE	7:00 PM	8:50 PM	T	1/7/2013 3/1/2013
ACEN	1210	17917	Transition Course	Nemitz, Penny L	FIRE	2:30 PM	4:20 PM	R	1/7/2013 3/1/2013
AMERICAN CULTURE STUDIES									
ACS	2000	16952	Intro American Stds	Schuck, Raymond Ignatius	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
ACS	2000	16953	Intro American Stds	Schuck, Raymond Ignatius	FIRE				1/7/2013 5/3/2013
ACCOUNTING TECHNOLOGY									
ACT	2250	14365	Electronic Bookkeeping	Wimer, Christopher T	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
ACT	2510	14366	Federal Income Tax		FIRE	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
ASSOCIATE EARLY CHILDHOOD									
AEC	2000	13494	Child Wellness	Lalonde, Sara Anne	FIRE	4:00 PM	5:20 PM	M W	1/7/2013 5/3/2013
AEC	2000	13495	Child Wellness	Lalonde, Sara Anne	FIRE				1/7/2013 5/3/2013
AEC	2750	14495	Child Care Administration	Hamaide, Linda J	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
AEC	2910	14545	Curric/Meth for Preschool	Hamaide, Linda J	FIRE	1:00 PM	2:20 PM	W	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
ALLIED HEALTH TECHNOLOGY									
AHTH	1300	14369	Basic Microbiology	May, Tamara Jo	FIRE	10:00 AM	11:20 AM	W F	1/7/2013 5/3/2013
AHTH	1300	14370	Basic Microbiology	May, Tamara Jo	FIRE	10:00 AM	11:20 AM	M	1/7/2013 5/3/2013
AHTH	1310	14371	Anat-Phys For A Hlth	Bailey, Cynthia Marie	FIRE	5:30 PM	7:20 PM	M	1/7/2013 5/3/2013
AHTH	1310	14372	Anat-Phys For A Hlth	Bailey, Cynthia Marie	FIRE	5:30 PM	8:20 PM	W	1/7/2013 5/3/2013
AHTH	1310	14372	Anat-Phys For A Hlth	Bailey, Cynthia Marie	FIRE	7:30 PM	8:20 PM	M	1/7/2013 5/3/2013
AHTH	1400	14373	Pharm for Allied Hlth	Roark, Roddy Clay	FIRE	3:00 PM	4:20 PM	M W	1/7/2013 5/3/2013
AHTH	1410	14374	Survey of Pharmacology	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
AHTH	1410	14375	Survey of Pharmacology	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
AHTH	2300	14376	Pathophysiology	Bailey, Cynthia Marie	FIRE	1:00 PM	2:50 PM	M W	1/7/2013 5/3/2013
ART									
ART	1010	13565	Intro To Art	Sholes, James	FIRE	8:00 AM	9:00 AM	SAT	1/7/2013 5/3/2013
ART	1010	13568	Intro To Art	Sholes, James	FIRE	9:00 AM	12:05 PM	SAT	1/7/2013 5/3/2013
ART	1010	13593	Intro To Art	Thoreson, Deborah A	FIRE	1:00 PM	2:00 PM	T R	1/7/2013 5/3/2013
ART	1010	13602	Intro To Art	Thoreson, Deborah A	FIRE	2:00 PM	2:50 PM	T R	1/7/2013 5/3/2013
ART	1010	13632	Intro To Art	Sholes, James	FIRE	5:30 PM	6:30 PM	T	1/7/2013 5/3/2013
ART	1010	13636	Intro To Art	Sholes, James	FIRE	6:30 PM	9:20 PM	T	1/7/2013 5/3/2013
ART	1030	13643	Drawing Studio: Perception & C	Sapp, Daniel David	FIRE	1:00 PM	2:00 PM	M W	1/7/2013 5/3/2013
ART	1030	13644	Drawing Studio: Perception & C	Sapp, Daniel David	FIRE	2:00 PM	3:20 PM	M W	1/7/2013 5/3/2013
ART	1120	13660	Media Studio: Space and Time	Sapp, Daniel David	FIRE	9:30 AM	10:30 AM	M W	1/7/2013 5/3/2013
ART	1120	13663	Media Studio: Space and Time	Sapp, Daniel David	FIRE	10:30 AM	11:50 AM	M W	1/7/2013 5/3/2013
ART EDUCATION									
ARTE	2440	13678	Art for Early Child Educ	Beuglass, Michael Allen	FIRE	5:30 PM	6:30 PM	R	1/7/2013 5/3/2013
ARTE	2440	13680	Art for Early Child Educ	Beuglass, Michael Allen	FIRE	6:30 PM	7:20 PM	R	1/7/2013 5/3/2013
ART HISTORY									
ARTH	1460	13707	Western Art II	Sapp, Daniel David	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
ART STUDIO									
ARTS	2210	16960	Introduction to Painting	Sapp, Daniel David	FIRE	9:30 AM	10:30 AM	T R	1/7/2013 5/3/2013
ARTS	2210	16961	Introduction to Painting	Sapp, Daniel David	FIRE	10:30 AM	11:50 AM	T R	1/7/2013 5/3/2013
ARTS	3000	13699	Special Topics 2-D	Sapp, Daniel David	FIRE	9:30 AM	10:30 AM	T R	1/7/2013 5/3/2013
ARTS	3000	15587	Special Topics 2-D	Sapp, Daniel David	FIRE	10:30 AM	11:50 AM	T R	1/7/2013 5/3/2013
ASTRONOMY									
ASTR	2010	14241	Modern Astronomy	Wagner, Jeffrey K	FIRE	7:00 PM	8:15 PM	M W	1/7/2013 5/3/2013
BUSINESS ADMINISTRATION									
BA	2030	14377	Business Communication	Marano, Teresa Anne	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
BA	2030	14378	Business Communication	Marano, Teresa Anne	FIRE	7:00 PM	9:45 PM	W	1/7/2013 5/3/2013
BA	4050	17420	Business Policy-Strategy	Kozak, Frank Marc	FIRE	1:30 PM	2:20 PM	M W F	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
BUSINESS ADMINISTRATION TECHNOLOGY									
BAT	1020	14379	Intro Business Tech	Beck, Janice	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
BAT	2050	14380	Total Qual Leadershp	Henning III, Martin P	FIRE	8:00 AM	9:20 AM	T R	1/7/2013 5/3/2013
BAT	2080	14381	Advertising	Parthemore, Ronald D	FIRE	8:00 AM	9:20 AM	T R	1/7/2013 5/3/2013
BAT	2090	14382	Mgmt & Supervision	Brodke, Michelle Ruth Haff	FIRE	9:30 AM	12:20 PM	F	1/7/2013 5/3/2013
BOWLING GREEN STATE UNIVERSITY									
BGSU	1000	16010	University Seminar	Planthaber, Amy Jo Ward	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
BIOLOGY									
BIOL	1010	14242	Environment Of Life	McLean, Jaclyn Elizabeth	FIRE	11:00 AM	12:50 PM	T R	1/7/2013 5/3/2013
BIOL	1010	14243	Environment Of Life	McLean, Jaclyn Elizabeth	FIRE				1/7/2013 5/3/2013
BIOL	1010	14244	Environment Of Life	McLean, Jaclyn Elizabeth	FIRE	5:30 PM	7:20 PM	T R	1/7/2013 5/3/2013
BIOL	1010	14245	Environment Of Life	McLean, Jaclyn Elizabeth	FIRE				1/7/2013 5/3/2013
BIOL	1010	17499	Environment Of Life	McLean, Jaclyn Elizabeth	FIRE	8:00 AM	11:50 AM	F	1/7/2013 5/3/2013
BIOL	1010	17500	Environment Of Life	McLean, Jaclyn Elizabeth	FIRE				1/7/2013 5/3/2013
BIOL	1040	14246	Intro To Biology	Veerapaneni, Ram Satish	FIRE	8:30 AM	10:50 AM	W	1/7/2013 5/3/2013
BIOL	1040	14247	Intro To Biology	Veerapaneni, Ram Satish	FIRE	8:30 AM	10:50 AM	M	1/7/2013 5/3/2013
BIOL	1040	14250	Intro To Biology	McLean, Jaclyn Elizabeth	FIRE	12:30 PM	2:20 PM	R	1/7/2013 5/3/2013
BIOL	1040	14251	Intro To Biology	McLean, Jaclyn Elizabeth	FIRE	12:30 PM	2:20 PM	T	1/7/2013 5/3/2013
BIOL	1040	14358	Intro To Biology	Seamans, Catherine Smith	FIRE	1:00 PM	1:50 PM	F	1/7/2013 5/3/2013
BIOL	1040	14358	Intro To Biology	Seamans, Catherine Smith	FIRE	1:00 PM	2:50 PM	W	1/7/2013 5/3/2013
BIOL	1040	14359	Intro To Biology	Seamans, Catherine Smith	FIRE	1:00 PM	2:50 PM	M	1/7/2013 5/3/2013
BIOL	1040	17851	Intro To Biology	Seamans, Catherine Smith	FIRE	5:30 PM	6:20 PM	M	1/7/2013 5/3/2013
BIOL	1040	17851	Intro To Biology	Seamans, Catherine Smith	FIRE	5:30 PM	7:20 PM	W	1/7/2013 5/3/2013
BIOL	1040	17852	Intro To Biology	Seamans, Catherine Smith	FIRE	6:30 PM	8:20 PM	M	1/7/2013 5/3/2013
BIOL	2050	14252	Concepts In Biology II	May, Tamara Jo	FIRE	8:00 AM	9:20 AM	T R	1/7/2013 5/3/2013
BIOL	2050	14252	Concepts In Biology II	May, Tamara Jo	FIRE	8:00 AM	9:50 AM	M	1/7/2013 5/3/2013
BIOL	2050	14253	Concepts In Biology II	May, Tamara Jo	FIRE				1/7/2013 5/3/2013
BIOL	2050	14254	Concepts In Biology II	May, Tamara Jo	FIRE	8:00 AM	9:50 AM	W	1/7/2013 5/3/2013
BIOL	2050	14255	Concepts In Biology II	Genovese, Christine A	FIRE	10:30 AM	12:20 PM	M	1/7/2013 5/3/2013
BIOL	2050	14255	Concepts In Biology II	Genovese, Christine A	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
BIOL	2050	14256	Concepts In Biology II	Genovese, Christine A	FIRE				1/7/2013 5/3/2013
BIOL	2050	14257	Concepts In Biology II	Genovese, Christine A	FIRE	10:30 AM	12:20 PM	W	1/7/2013 5/3/2013
BIOL	2050	14258	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE	5:30 PM	7:50 PM	T R	1/7/2013 5/3/2013
BIOL	2050	14259	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE				1/7/2013 5/3/2013
BIOL	2050	14260	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE	5:30 PM	7:20 PM	W	1/7/2013 5/3/2013
BIOL	2050	14606	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
BIOL	2050	14606	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE	2:30 PM	4:20 PM	M	1/7/2013 5/3/2013
BIOL	2050	14607	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE				1/7/2013 5/3/2013
BIOL	2050	14608	Concepts In Biology II	Veerapaneni, Ram Satish	FIRE	2:30 PM	4:20 PM	W	1/7/2013 5/3/2013
BIOL	3140	14261	Microbiol for Hlth Prof	Genovese, Christine A	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
BIOL	3140	14262	Microbiol for Hlth Prof	Genovese, Christine A	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
BIOL	3150	14263	Microbiol Lab Hlth Prof	Genovese, Christine A	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
BIOL	3150	14264	Microbiol Lab Hlth Prof	Genovese, Christine A	FIRE	7:00 PM	8:20 PM	T R	1/7/2013 5/3/2013
BIOL	3310	14265	Human Anat-Phys I	Bailey, Cynthia Marie	FIRE	10:30 AM	11:50 AM	M W	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
BIOL	3310	14266	Human Anat-Phys I	Bailey, Cynthia Marie	FIRE	10:30 AM	12:20 PM	F	1/7/2013 5/3/2013
BIOL	3310	14269	Human Anat-Phys I	Muc, Sean Michael	FIRE	8:00 AM	10:20 AM	T	1/7/2013 5/3/2013
BIOL	3310	14270	Human Anat-Phys I	Muc, Sean Michael	FIRE	8:00 AM	10:20 AM	R	1/7/2013 5/3/2013
BIOL	3320	14271	Human Anat-Phys II	Gardner, Seth Edward	FIRE	8:00 AM	10:20 AM	R	1/7/2013 5/3/2013
BIOL	3320	14272	Human Anat-Phys II	Gardner, Seth Edward	FIRE	8:00 AM	10:20 AM	T	1/7/2013 5/3/2013
BIOL	3320	14273	Human Anat-Phys II	Gardner, Seth Edward	FIRE	2:30 PM	4:50 PM	M	1/7/2013 5/3/2013
BIOL	3320	14274	Human Anat-Phys II	Gardner, Seth Edward	FIRE	2:30 PM	4:50 PM	W	1/7/2013 5/3/2013
BUSINESS EDUCATION									
BUSE	1010	14383	Business Mathematics	Justus, David Paul	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
BUSE	2650	14384	Intermed Spreadsheet Appl	Marano, Teresa Anne	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 2/8/2013
BUSE	2660	14385	Adv Spreadsheet Appl	Marano, Teresa Anne	FIRE	1:00 PM	2:20 PM	T R	2/11/2013 3/22/2013
BUSE	2690	14386	Intermed Database Appl	Marano, Teresa Anne	FIRE	4:00 PM	5:20 PM	T R	2/11/2013 3/22/2013
BUSE	2700	15529	Adv Database Applications	Marano, Teresa Anne	FIRE	4:00 PM	5:20 PM	T R	3/25/2013 4/26/2013
BUSE	2720	16274	Intro Pres Software Appl	Marano, Teresa Anne	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 2/8/2013
BUSE	2760	16966	Desktop Publ Applications	Marano, Teresa Anne	FIRE	1:00 PM	2:20 PM	T R	3/25/2013 4/26/2013
CANADIAN STUDIES									
CAST	2010	16955	Intro to Canadian Studies	Justice, Jacqueline A	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
CHEMISTRY									
CHEM	1000	14275	Intro To Chemistry	Nagarajan, Subhalakshmi	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
CHEM	1000	14276	Intro To Chemistry	Nagarajan, Subhalakshmi	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
CHEM	1000	14277	Intro To Chemistry	Brattain, Daniel Donald	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
CHEM	1000	14278	Intro To Chemistry	Brattain, Daniel Donald	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
CHEM	1000	14665	Intro To Chemistry	Fox, Brent Martin	FIRE	8:00 AM	9:20 AM	T R	1/7/2013 5/3/2013
CHEM	1090	14279	Elementary Chemistry	Cornell, Linda P	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
CHEM	1100	14281	Elem Chemistry Lab		FIRE	2:30 PM	5:20 PM	R	1/7/2013 5/3/2013
CHEM	1100	14282	Elem Chemistry Lab		FIRE	2:30 PM	5:20 PM	W	1/7/2013 5/3/2013
CHEM	1270	14283	General Chemistry	Cornell, Linda P	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
CHEM	1270	14284	General Chemistry	Cornell, Linda P	FIRE	9:30 AM	10:20 AM	R	1/7/2013 5/3/2013
CHEM	1280	14285	Gen Chemistry Lab	Cornell, Linda P	FIRE	8:00 AM	10:50 AM	T	1/7/2013 5/3/2013
COMMUNICATION									
COMM	1020	15532	Introduction to Communication	McComas, Sue Ellen	FIRE	9:30 AM	12:20 PM	M W	3/11/2013 5/3/2013
COMM	1020	15533	Introduction to Communication	Schuck, Raymond Ignatius	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
COMM	1020	15534	Introduction to Communication	McComas, Sue Ellen	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
COMM	1020	15535	Introduction to Communication	Schuck, Raymond Ignatius	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
COMM	1020	15536	Introduction to Communication		SHS	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
COMM	1020	15537	Introduction to Communication	Birzescu, Anca Nicoleta	FIRE	9:00 AM	10:00 AM	SAT	1/7/2013 5/3/2013
COMM	1020	17045	Introduction to Communication	Sherer, Ronald G	FIRE	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
COMM	2030	16480	Small Group Commun	Sherer, Ronald G	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
COMM	3060	16481	Interpersonal Commun	McComas, Sue Ellen	FIRE	9:30 AM	12:20 PM	M W	1/7/2013 3/1/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
CRIMINAL JUSTICE									
CRJU	2100	15683	Intro Crimnl Justice	Winston, Craig N	WEB				1/7/2013 5/3/2013
CRJU	2100	16275	Intro Crimnl Justice	Wade-Jones, Mary E	SHS	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
CRJU	2100	16664	Intro Crimnl Justice	Winston, Craig N	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
CRJU	2200	14286	Law Enforcmnt/Am Soc	Majoy, John Thomas	FIRE	5:30 PM	8:20 PM	W	1/7/2013 5/3/2013
CRJU	2300	14287	Investigations	Majoy, John Thomas	FIRE	5:30 PM	8:20 PM	M	1/7/2013 5/3/2013
CRJU	2500	16620	Inst & Commun Corrections	McGinley, Tracy Goss	WEB				1/7/2013 5/3/2013
CRJU	3200	15616	Crime Prevention/Sec	McGinley, Tracy Goss	FIRE	9:30 AM	12:20 PM	R	1/7/2013 5/3/2013
CRJU	3950	14288	Wkshp Current Topics	McGinley, Tracy Goss	FIRE	9:30 AM	12:20 PM	T	1/7/2013 5/3/2013
CRJU	3950	17355	Wkshp Current Topics	Winston, Craig N	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
CRJU	4800	14289	Senior Seminar	McGinley, Tracy Goss	FIRE	9:30 AM	12:20 PM	F	1/7/2013 5/3/2013
COMPUTER SCIENCE									
CS	1000	14387	Computer Basics	Geil, Deborah Ann	FIRE	9:00 AM	10:20 AM	M W	1/7/2013 5/3/2013
CS	1000	14388	Computer Basics	Schaeffer, Carolyn	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
CS	1000	14389	Computer Basics	Pauer, James F	FIRE	1:00 PM	3:50 PM	SAT	1/7/2013 5/3/2013
CS	1000	14390	Computer Basics	Schaeffer, Carolyn	WEB				1/7/2013 5/3/2013
CS	1000	14391	Computer Basics	Neyman, Roy Robert	FIRE	12:30 PM	3:20 PM	F	1/7/2013 5/3/2013
CS	1000	15617	Computer Basics	Schaeffer, Carolyn	WEB				1/7/2013 5/3/2013
CS	1000	15707	Computer Basics	Schaeffer, Carolyn	FIRE	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
CS	1010	14392	Intro to Programming	Pauer, James F	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
CS	1800	14394	Introductory Topics	Neyman, Roy Robert	FIRE	1:00 PM	1:50 PM	M W	1/7/2013 3/1/2013
CS	1800	14395	Introductory Topics	Clark, Cynthia Aileen	FIRE	7:00 PM	8:50 PM	T	1/7/2013 3/1/2013
CS	1800	14396	Introductory Topics	Clark, Cynthia Aileen	FIRE	7:00 PM	8:50 PM	T	3/11/2013 5/3/2013
CS	1800	14397	Introductory Topics	DiCarlo, Sandra Verna	FIRE	10:00 AM	12:05 PM	SAT	1/7/2013 3/1/2013
CS	1800	14398	Introductory Topics	Neyman, Roy Robert	FIRE	10:00 AM	12:05 PM	SAT	3/11/2013 5/3/2013
CS	1800	16487	Introductory Topics	Neyman, Roy Robert	FIRE	8:00 AM	9:20 AM	M W	3/25/2013 4/26/2013
CS	1800	16488	Introductory Topics	Neyman, Roy Robert	FIRE	9:30 AM	10:50 AM	T R	3/25/2013 4/26/2013
CS	2010	14399	Programming Fundamentals	Hippler, Rachelle Marie Kristof	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
CS	2020	14400	Object-oriented Programming	Hippler, Rachelle Marie Kristof	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
CS	2170	14401	Computer Organization	Hippler, Rachelle Marie Kristof	FIRE	4:00 PM	5:20 PM	M W	1/7/2013 5/3/2013
CS	3240	16969	Usability Engineering	Findler, Michael James	FIRE	4:00 PM	5:15 PM	T R	1/7/2013 5/3/2013
COMPUTER SCIENCE TECHNOLOGY									
CST	1000	14403	Intro Progr Logic/Design	Hippler, Rachelle Marie Kristof	FIRE	7:00 PM	9:50 PM	M	1/7/2013 2/8/2013
CST	1200	14405	Intro to Operating Sys	Anderson, Trudy L	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
CST	1430	14406	Int Rout/Switch/WAN Techs	Anderson, Martin S	FIRE	3:30 PM	5:20 PM	M	1/7/2013 5/3/2013
CST	1430	14496	Int Rout/Switch/WAN Techs	Anderson, Martin S	FIRE	3:30 PM	5:20 PM	W	1/7/2013 5/3/2013
CST	2610	16970	Micro Database Pkg	Anderson, Trudy L	FIRE	7:00 PM	8:20 PM	M	1/7/2013 5/3/2013
CST	2610	16971	Micro Database Pkg	Anderson, Trudy L	FIRE	8:30 PM	9:50 PM	M	1/7/2013 5/3/2013
CST	2750	14407	Microcomput Hrdwr Systems	Anderson, Martin S	FIRE	6:00 PM	7:50 PM	R	1/7/2013 5/3/2013
CST	2750	14408	Microcomput Hrdwr Systems	Anderson, Martin S	FIRE	8:00 PM	9:50 PM	R	1/7/2013 5/3/2013
CST	2810	14409	Network/Internet Implem	Anderson, Martin S	FIRE	3:30 PM	5:20 PM	T	1/7/2013 5/3/2013
CST	2810	14410	Network/Internet Implem	Anderson, Martin S	FIRE	3:30 PM	5:20 PM	R	1/7/2013 5/3/2013
CST	2810	14411	Network/Internet Implem	Anderson, Martin S	FIRE	6:00 PM	7:50 PM	M	1/7/2013 5/3/2013
CST	2810	14412	Network/Internet Implem	Anderson, Martin S	FIRE	8:00 PM	9:50 PM	M	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
CST	2850	16492	Network Security Principl	Anderson, Martin S	FIRE	6:00 PM	7:50 PM	W	1/7/2013 5/3/2013
CST	2850	16493	Network Security Principl	Anderson, Martin S	FIRE	8:00 PM	9:50 PM	W	1/7/2013 5/3/2013
ECONOMICS									
ECON	2000	15541	Intro To Economics	Wimer, Christopher T	FIRE	8:00 AM	9:20 AM	M W	1/7/2013 5/3/2013
ECON	2000	15542	Intro To Economics	Wimer, Christopher T	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
ECON	2020	14413	Prin of Microeconomics	Kizhakethalackal, Elsy Thomas	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
ECON	2030	14414	Prin of Macroeconomics	Kizhakethalackal, Elsy Thomas	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
ECON	2030	14415	Prin of Macroeconomics	Kizhakethalackal, Elsy Thomas	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
ECON	3510	16977	Internatl Trade Fin	Kizhakethalackal, Elsy Thomas	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
ELECTRONICS & COMPUTER TECHNOLOGY									
ECT	2400	14422	Electric Circuits	Weinsier, Philip David	FIRE	5:30 PM	7:20 PM	M	1/7/2013 5/3/2013
ECT	2400	14423	Electric Circuits	Weinsier, Philip David	FIRE	7:30 PM	9:50 PM	M	1/7/2013 5/3/2013
ECT	2470	14420	Elec Meas-Instrumentation	Weinsier, Philip David	FIRE	5:30 PM	7:20 PM	W	1/7/2013 5/3/2013
ECT	2470	14421	Elec Meas-Instrumentation	Weinsier, Philip David	FIRE	7:30 PM	9:50 PM	W	1/7/2013 5/3/2013
ECT	2480	14418	Industr Eqpmt./Controls	Weinsier, Philip David	FIRE	11:30 AM	1:20 PM	M	1/7/2013 5/3/2013
ECT	2480	14419	Industr Eqpmt./Controls	Weinsier, Philip David	FIRE	11:30 AM	1:50 PM	R	1/7/2013 5/3/2013
ECT	2500	14416	Microcomput Syst Ind Ctrl	Weinsier, Philip David	FIRE	9:30 AM	11:20 AM	M	1/7/2013 5/3/2013
ECT	2500	14417	Microcomput Syst Ind Ctrl	Weinsier, Philip David	FIRE	9:30 AM	12:20 PM	W	1/7/2013 5/3/2013
ECT	3000	16978	Elec Machinery & Controls	Weinsier, Philip David	FIRE	5:30 PM	7:20 PM	T	1/7/2013 5/3/2013
ECT	3000	16979	Elec Machinery & Controls	Weinsier, Philip David	FIRE	7:30 PM	9:20 PM	T	1/7/2013 5/3/2013
ECT	3490	16980	Digital Comput Anlys		FIRE	5:30 PM	7:20 PM	R	1/7/2013 5/3/2013
ECT	3490	16981	Digital Comput Anlys		FIRE	7:30 PM	9:20 PM	R	1/7/2013 5/3/2013
EDUCATIONAL FOUNDATIONS & INQUIRY									
EDFI	3000	13840	Acad Svc Learning/Ed Psyc	Leser, Anne Elizabeth	FIRE				1/7/2013 5/3/2013
EDFI	3010	13883	Ed Psyc - Early Childhood	Leser, Anne Elizabeth	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
EDFI	4080	13889	Educ Pluralistic Soc	Leser, Anne Elizabeth	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
EDUCATIONAL INTERVENTION SERVICES									
EDIS	3250	16028	American Sign Lang II	Borden, Brent Robert	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
EDIS	3270	16954	American Sign Lang IV	Borden, Brent Robert	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
EDIS	4290	13974	Assessment/Young Children	Martin, Laurie Lou	FIRE	5:30 PM	8:20 PM	T	1/7/2013 5/3/2013
EDIS	4350	13976	Yng Child w/Dis:Rsk Factr	DiVencenzo, Alfred D	FIRE	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
EDIS	4480	13977	Implement Inclusv Environ	DiVencenzo, Alfred D	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
EDUCATIONAL TEACHING & LEARNING									
EDTL	1000	17097	Service Learning	Hamaide, Linda J	FIRE				1/7/2013 5/3/2013
EDTL	1000	17860	Service Learning	Sasala, Elaine S	SHS				1/7/2013 5/3/2013
EDTL	1000	17895	Service Learning	McAbier, Charla D	FIRE				1/7/2013 5/3/2013
EDTL	2010	17048	Intro to Education	Swanbeck, Christina Yacavone	FIRE	5:00 PM	6:00 PM	T	1/7/2013 5/3/2013
EDTL	2010	17049	Intro to Education	Swanbeck, Christina Yacavone	FIRE	6:00 PM	6:50 PM	T	1/7/2013 5/3/2013
EDTL	2040	13980	Found of Early Child Educ	Collins, Barbara	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
EDTL	2300	15547	Intro to Educ Technology	Burriss, Amy Lynn	FIRE	5:30 PM	7:20 PM	W	1/7/2013 5/3/2013
EDTL	3100	13990	Literacy-Young Learners	Haynes, June Armstrong	FIRE	4:00 PM	6:50 PM	M	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
EDTL	3110	13991	Phonics, WR, LS-Young Ch	White, Cynthia Louise	FIRE	4:00 PM	6:50 PM	W	1/7/2013 5/3/2013
EDTL	3220	13993	Literacy Early Child Curr	Claus, Charlene	FIRE	4:30 PM	8:20 PM	M	1/7/2013 5/3/2013
EDTL	3230	13996	Early Chldhd Math Methods	Odafe, Victor U	FIRE	2:30 PM	4:20 PM	M W	1/7/2013 5/3/2013
EDTL	3240	14003	Science Mthds-Early Chdhd	Coffey, Deborah Susan	FIRE	4:30 PM	8:20 PM	T	1/7/2013 5/3/2013
EDTL	3250	14007	Soc Stud Meth-Early Chdhd	Leser, Anne Elizabeth	FIRE	1:00 PM	4:50 PM	F	1/7/2013 5/3/2013
EDTL	3260	14008	Lit Assmt Early Child Ed	Darabie, Mohammed Y	FIRE	11:00 AM	2:50 PM	T	1/7/2013 5/3/2013
EDTL	4180	16029	Practicum in Schl Setting	Young, Raymond Arthur	FIRE	8:30 AM	12:20 PM	F	1/7/2013 5/3/2013
EDTL	4800	14174	Pro Skills/Early Child Ed	Young, Raymond Arthur	FIRE	5:30 PM	8:20 PM	M	1/7/2013 5/3/2013
ENGLISH									
ENG	2000	14201	Courtly Love	Muckerheide, Ryan Matthew	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
ENG	2000	16586	Narrative Nonfiction	Wagner, Joseph B	WEB				1/7/2013 5/3/2013
ENG	2000	16956	Regional American Literature	Buehrer, Jolene Kay	FIRE	9:30 AM	12:20 PM	F	1/7/2013 5/3/2013
ENG	2010	17661	Intro to Literature	Allen Marshall, Lisa F	WEB				1/7/2013 5/3/2013
ENG	2040	16957	Imaginative Writing	Rudinger, Joel D	FIRE	1:00 PM	3:50 PM	F	1/7/2013 5/3/2013
ENG	2070	16958	Intermediate Writing	Buehrer, Jolene Kay	FIRE	4:00 PM	5:20 PM	M W	1/7/2013 5/3/2013
ENG	2120	16032	Native American Lit	Buehrer, Jolene Kay	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
ENG	3000	16959	Chaucer & His Contemporaries	Muckerheide, Ryan Matthew	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
ENG	3060	16034	The Bible	Justice, Jacqueline A	WEB				1/7/2013 5/3/2013
ENGINEERING TECHNOLOGY									
ENGT	1100	16982	Basic Computer Aided Desn	Ilikchyan, Armen	FIRE	10:00 AM	11:50 AM	M	1/7/2013 5/3/2013
ENGT	1100	16983	Basic Computer Aided Desn	Ilikchyan, Armen	FIRE	10:00 AM	11:50 AM	W	1/7/2013 5/3/2013
ENVIRONMENTAL STUDIES									
ENVS	1010	15553	Intro Environmtl Std	Wittig, Craig Philip	WEB				1/7/2013 5/3/2013
ENVS	1010	16427	Intro Environmtl Std	Sabolsky, Daniel Edward	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
ENTREPRENEURSHIP									
ESHP	2040	16244	Entrepreneurship: The Intro	Beck, Janice	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
ETHNIC STUDIES									
ETHN	1010	14204	Intro Ethnic Studies	Obey, Robert Duval	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
ETHN	1010	15549	Intro Ethnic Studies	Obey, Robert Duval	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
ETHN	1010	16311	Intro Ethnic Studies	Obey, Robert Duval	WEB				1/7/2013 5/3/2013
FINANCE									
FIN	3000	15550	Business Finance	Miglietti, Cynthia L	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
FOOD & NUTRITION									
FN	2070	14290	Intro to Human Nutrition	Korns, Neal	FIRE	9:00 AM	12:05 PM	SAT	1/7/2013 5/3/2013
FN	2070	14291	Intro to Human Nutrition	Korns, Neal	SHS	6:00 PM	8:50 PM	T	1/7/2013 5/3/2013
FN	2070	14292	Intro to Human Nutrition	Korns, Neal	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
FN	2070	14293	Intro to Human Nutrition	Korns, Neal	WEB				1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
GEOLOGY									
GEOL	1000	14295	Intro To Geology	Kelley, Daniel Francis	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
GEOL	1000	15555	Intro To Geology	Kelley, Daniel Francis	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
GEOL	1000	15619	Intro To Geology		WEB	12:00 AM	12:00 AM		1/7/2013 5/3/2013
GEOL	1050	15556	Life Through Time	Kelley, Daniel Francis	FIRE	5:30 PM	7:20 PM	T	1/7/2013 5/3/2013
GEOL	1050	15557	Life Through Time	Kelley, Daniel Francis	FIRE	5:30 PM	7:20 PM	R	1/7/2013 5/3/2013
GEOL	1200	17376	Geological Hazards	Kelley, Daniel Francis	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
GERONTOLOGY									
GERO	1010	14432	Aging, Indiv and Society	Bennett, Jason Patrick	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
GENERAL STUDIES WRITING									
GSW	1100	14177	Int Intro to Acad Writing	Moor, John Charles	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
GSW	1100	14177	Int Intro to Acad Writing	Moor, John Charles	FIRE	11:00 AM	12:50 PM	F	1/7/2013 5/3/2013
GSW	1100	14178	Int Intro to Acad Writing	Wagner, Joseph B	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
GSW	1100	14178	Int Intro to Acad Writing	Wagner, Joseph B	FIRE	9:30 AM	11:20 AM	F	1/7/2013 5/3/2013
GSW	1100	14179	Int Intro to Acad Writing	Moor, John Charles	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
GSW	1100	14179	Int Intro to Acad Writing	Moor, John Charles	FIRE	1:00 PM	2:50 PM	F	1/7/2013 5/3/2013
GSW	1100	15558	Int Intro to Acad Writing	Wagner, Joseph B	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
GSW	1100	15558	Int Intro to Acad Writing	Wagner, Joseph B	FIRE	2:30 PM	4:20 PM	F	1/7/2013 5/3/2013
GSW	1100	15697	Int Intro to Acad Writing	Kukay, Brooke Erin	FIRE	7:00 PM	9:25 PM	M W	1/7/2013 5/3/2013
GSW	1110	14180	Intro to Academic Writing	Buehrer, Jolene Kay	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
GSW	1110	14181	Intro to Academic Writing	Dailey, Katharine K	FIRE	9:30 AM	12:20 PM	M W	1/7/2013 3/1/2013
GSW	1110	14182	Intro to Academic Writing	Cielec, Gregory J	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
GSW	1110	14183	Intro to Academic Writing	Ryan-Thompson, Lin A	FIRE	4:00 PM	5:20 PM	M W	1/7/2013 5/3/2013
GSW	1110	14184	Intro to Academic Writing	Anderson, Eric Lee	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
GSW	1110	14562	Intro to Academic Writing	Werling, Beth Ann	WEB				1/7/2013 5/3/2013
GSW	1110	15565	Intro to Academic Writing	Ryan-Thompson, Lin A	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
GSW	1110	15566	Intro to Academic Writing	Allen Marshall, Lisa F	WEB				1/7/2013 5/3/2013
GSW	1110	16962	Intro to Academic Writing	Cielec, Gregory J	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
GSW	1120	14185	Academic Writing	Mykytuk, Jeremiah M	WEB				1/7/2013 5/3/2013
GSW	1120	14186	Academic Writing	Moor, John Charles	FIRE	8:00 AM	9:20 AM	M W	1/7/2013 5/3/2013
GSW	1120	14187	Academic Writing	Justice, Jacqueline A	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
GSW	1120	14188	Academic Writing	Riedy, Brooke Ellen	FIRE	8:00 AM	9:20 AM	T R	1/7/2013 5/3/2013
GSW	1120	14189	Academic Writing	Dailey, Katharine K	FIRE	9:30 AM	12:20 PM	M W	3/11/2013 5/3/2013
GSW	1120	14190	Academic Writing	Muckerheide, Ryan Matthew	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
GSW	1120	14191	Academic Writing	Justice, Jacqueline A	FIRE	9:30 AM	12:20 PM	F	1/7/2013 5/3/2013
GSW	1120	14192	Academic Writing	Muckerheide, Ryan Matthew	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
GSW	1120	14193	Academic Writing	Kahl, Theresa Lynn	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
GSW	1120	14194	Academic Writing	Fulton, Julie Ann	SHS	5:30 PM	8:20 PM	M	1/7/2013 5/3/2013
GSW	1120	14196	Academic Writing	Opatken, Peggy	NHS	5:30 PM	8:20 PM	W	1/7/2013 5/3/2013
GSW	1120	14197	Academic Writing	Fulton, Julie Ann	WEB	9:00 AM	12:05 PM	SAT	1/7/2013 5/3/2013
GSW	1120	14199	Academic Writing	Allen Marshall, Lisa F	WEB				1/7/2013 5/3/2013
GSW	1120	14200	Academic Writing	Kahl, Theresa Lynn	WEB				1/7/2013 5/3/2013
GSW	1120	16498	Academic Writing	Mykytuk, Jeremiah M	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
GSW	1120	17671	Academic Writing	Mykytuk, Jeremiah M	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
HUMAN DEVELOPMENT & FAMILY STUDIES									
HDFS	2210	14205	Child Development	Haynes, June Armstrong	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
HDFS	2250	14206	Family Systems/Comm Part	Scavuzzo, Debra Sue	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
HDFS	3030	14207	Approaches:Pre-K Tchg/Lrn	Hamaide, Linda J	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
HDFS	3200	14208	Pre-K Practicum	Hamaide, Linda J	FIRE	1:00 PM	2:20 PM	W	1/7/2013 5/3/2013
HDFS	4200	14209	Nurturing Positive Behav	Hamaide, Linda J	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
HISTORY									
HIST	1510	14296	World Civilizations	Douglass, Earle Nichols	FIRE	7:30 AM	8:50 AM	T R	1/7/2013 5/3/2013
HIST	1510	15569	World Civilizations	Kimaid, Michael Anthony	WEB				1/7/2013 5/3/2013
HIST	1520	14297	The Modern World	Douglass, Earle Nichols	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
HIST	1520	17894	The Modern World	Douglass, Earle Nichols	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
HIST	2050	14298	Early America	Nelson, Larry Lee	FIRE	11:30 AM	12:50 PM	T R	1/7/2013 5/3/2013
HIST	2050	17369	Early America		FIRE				1/7/2013 5/3/2013
HIST	2060	14300	Modern America	Nelson, Larry Lee	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
HIST	2060	14301	Modern America	Kimaid, Michael Anthony	WEB				1/7/2013 5/3/2013
HIST	2060	14302	Modern America	Packert, Ginger Ellen	NHS	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
HIST	3060	14303	History Of Ohio	Nelson, Larry Lee	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
HIST	3910	17320	Spec Studies In Hist	Kimaid, Michael Anthony	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
HEALTH INFORMATION TECHNOLOGY									
HIT	1040	17135	Mediclegal Aspt Hlth Info		FIRE	9:00 AM	11:50 AM	F	1/7/2013 5/3/2013
HIT	1120	15583	Code/Classif Sys-ICD-9-CM	Burke, Mona Marie	FIRE	8:00 AM	9:30 AM	M W	1/7/2013 5/3/2013
HIT	1120	15584	Code/Classif Sys-ICD-9-CM	Burke, Mona Marie	FIRE				1/7/2013 5/3/2013
HIT	1600	14433	Comparative Health Recds		WEB				1/7/2013 5/3/2013
HIT	2000	14434	Info Systems - Health	Burke, Mona Marie	WEB				1/7/2013 5/3/2013
HIT	2100	14435	Orgnzation/Suprvsion Hlth	Shealy, Candace Marie	WEB	12:00 AM	12:00 AM		1/7/2013 5/3/2013
HIT	2130	14436	Advanced Coding	Burke, Mona Marie	FIRE	11:30 AM	12:20 PM	M	1/7/2013 5/3/2013
HIT	2130	14437	Advanced Coding	Burke, Mona Marie	FIRE				1/7/2013 5/3/2013
HIT	2150	14438	Clinical Qlty Assess/Perf	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
HIT	2150	14439	Clinical Qlty Assess/Perf	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
HIT	2900	17176	Topics Hlth Info Mgmt Tech	Shealy, Candace Marie	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
HONORS									
HNRS	2020	17918	Crit Thnkg about Great Ideas	Dailey, Katharine K	FIRE	9:30 AM	12:20 PM	F	1/7/2013 5/3/2013
HNRS	2020	17918	Crit Thnkg about Great Ideas	Fluckinger, Christopher D	FIRE	9:30 AM	12:20 PM	F	1/7/2013 5/3/2013
HUMANITIES									
HUM	1010	16491	Intro To Humanities	Heydinger, Michael F	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
INTERNATIONAL STUDIES									
INST	2000	17433	Introd to Intl Studies	Slavens, Martin Dennis	FIRE	2:30 PM	3:20 PM	M W F	1/7/2013 5/3/2013
KINESIOLOGY									
KNS	2420	14212	Human Mvmnt Early Childhd	Green, Donna Lynn	FIRE	5:30 PM	6:20 PM	M	1/7/2013 5/3/2013
KNS	2420	14213	Human Mvmnt Early Childhd	Green, Donna Lynn	FIRE	6:30 PM	7:20 PM	M	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
KNS	3310	16963	Coaching Basketball	Gioffre, Frank	FIRE	7:00 PM	8:30 PM	M	1/7/2013 5/3/2013
KNS	3310	16964	Coaching Basketball	Gioffre, Frank	FIRE	8:30 PM	9:50 PM	M	1/7/2013 5/3/2013
LEGAL STUDIES									
LEGS	4250	14442	Health Care Law	Harris, Justin	FIRE	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
UNIVERSITY LIBRARY									
LIB	2210	14214	RsSch Electronic Library I	Antonelli, Patricia A	FIRE	2:30 PM	3:20 PM	T R	1/7/2013 3/1/2013
LIB	2210	14215	RsSch Electronic Library I		WEB				3/11/2013 5/3/2013
LIB	2210	16637	RsSch Electronic Library I		WEB				3/11/2013 5/3/2013
LIB	2210	17066	RsSch Electronic Library I	Antonelli, Patricia A	FIRE	2:30 PM	3:20 PM	T R	3/11/2013 5/3/2013
MATHEMATICS & STATISTICS									
MATH	90	10629	Elementary Algebra	Moore, H Duane	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
MATH	90	10630	Elementary Algebra	Carver, Sarah	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
MATH	90	10631	Elementary Algebra	Carver, Sarah	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
MATH	90	10632	Elementary Algebra	Brown, Patrick Eugene	FIRE	4:00 PM	5:20 PM	M W	1/7/2013 5/3/2013
MATH	90	10633	Elementary Algebra	Hiser, Jeremy	SHS	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
MATH	90	10634	Elementary Algebra	Novotny, Brian Emil	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
MATH	90	14305	Elementary Algebra	Novotny, Brian Emil	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
MATH	95	10635	Intermediate Algebra	Carver, Sarah	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
MATH	95	10636	Intermediate Algebra	Fox, Brent Martin	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
MATH	95	10637	Intermediate Algebra	Molnar, Rebecca Jean	NHS	5:30 PM	8:20 PM	M	1/7/2013 5/3/2013
MATH	95	10638	Intermediate Algebra	Moore, H Duane	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
MATH	95	10639	Intermediate Algebra	Moore, H Duane	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
MATH	95	10640	Intermediate Algebra	Brown, Patrick Eugene	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
MATH	95	14306	Intermediate Algebra	Hiser, Jeremy	SHS	7:00 PM	8:20 PM	M W	1/7/2013 5/3/2013
MATH	95	15622	Intermediate Algebra	Novotny, Brian Emil	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
MATH	1150	14314	Intro To Statistics I	Huepenbecker, William John	WEB				1/7/2013 5/3/2013
MATH	1150	15626	Intro To Statistics I	Clemons, Rebecca E	SHS	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
MATH	1150	16351	Intro To Statistics I	Wilson, Alyson Kay	FIRE	8:00 AM	9:20 AM	M W	1/7/2013 5/3/2013
MATH	1150	16352	Intro To Statistics I	Kerecz, Daniel Ryan	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
MATH	1150	16353	Intro To Statistics I	Huepenbecker, William John	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
MATH	1150	16354	Intro To Statistics I	Knechtges, Marilyn Ladd	FIRE	4:00 PM	5:20 PM	M W	1/7/2013 5/3/2013
MATH	1150	16355	Intro To Statistics I	Huepenbecker, William John	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
MATH	1150	16358	Intro To Statistics I	Wilson, Alyson Kay	FIRE	9:00 AM	11:50 AM	F	1/7/2013 5/3/2013
MATH	1150	17462	Intro To Statistics I	Prince, John Frank	FIRE	9:00 AM	12:05 PM	SAT	1/7/2013 5/3/2013
MATH	1210	14309	College Algebra I	Molnar, Rebecca Jean	NHS	5:30 PM	8:20 PM	T	1/7/2013 5/3/2013
MATH	1210	16373	College Algebra I	Huepenbecker, William John	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
MATH	1210	16378	College Algebra I	Wilson, Alyson Kay	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
MATH	1210	16383	College Algebra I	Falfas, Barbara J Miller	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
MATH	1210	16386	College Algebra I	Kerecz, Daniel Ryan	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
MATH	1220	14316	College Algebra II	Falfas, Barbara J Miller	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
MATH	1220	16394	College Algebra II	Wilson, Alyson Kay	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
MATH	1260	14317	Basic Calculus	Knechtges, Marilyn Ladd	FIRE	5:30 PM	7:50 PM	M W	1/7/2013 5/3/2013
MATH	1290	14318	Trigonometry	Kerecz, Daniel Ryan	FIRE	1:00 PM	1:50 PM	T R	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
MATH	1310	14319	Calculus-Analytic Geom I	Kerecz, Daniel Ryan	FIRE	5:30 PM	7:50 PM	M W	1/7/2013 5/3/2013
MATH	2130	14320	Math Early Child Teach	Odafe, Victor U	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
MEDICAL TECHNOLOGY									
MEDT	3010	14445	Medical Terminology	Muschitz, Jacqueline M	NHS	5:00 PM	6:50 PM	W	1/7/2013 5/3/2013
MEDT	3010	14446	Medical Terminology	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
MEDT	3010	14447	Medical Terminology	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
MEDT	3010	15685	Medical Terminology	Shealy, Candace Marie	WEB				1/7/2013 5/3/2013
MEDT	4010	14448	Issues Hlth Care Admin		WEB				1/7/2013 5/3/2013
MANAGEMENT									
MGMT	3050	16494	Principles of Org & Mgmt	Brodke, Michelle Ruth Haff	WEB				1/7/2013 5/3/2013
MANAGEMENT INFORMATION SYSTEMS									
MIS	2000	14449	Intro Mgmt Info Sys	Pauer, James F	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
MARKETING									
MKT	4080	14450	Introduction to Promotion	Bryden, Jeffrey Howard	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
MUSIC EDUCATION									
MUED	2460	10426	Music Ed Early Childhood	Young, Jodi Lynn	FIRE	5:30 PM	7:20 PM	W	1/7/2013 5/3/2013
MUED	2460	10427	Music Ed Early Childhood	Young, Jodi Lynn	FIRE				1/7/2013 5/3/2013
NURSING									
NURS	4120	14550	Nursing Ldrship & Mgmt	Pierce, Linda L	WEB				1/7/2013 5/3/2013
NURS	4120	14552	Nursing Ldrship & Mgmt	Pierce, Linda L	WEB				1/7/2013 5/3/2013
NURS	4180	14551	Prof Foundations in NURS	Grothaus, Elizabeth Johanna	WEB				1/7/2013 5/3/2013
NURS	4190	14553	Interp Strat Older Adults	Drummond, Kimberly Anne	WEB				1/7/2013 5/3/2013
NURS	4200	14554	Population Focused Care	Grothaus, Elizabeth Johanna	WEB	12:00 AM	12:00 AM		1/7/2013 5/3/2013
NURS	4200	14555	Population Focused Care	Grothaus, Elizabeth Johanna	WEB				1/7/2013 5/3/2013
NURS	4200	14556	Population Focused Care	Grothaus, Elizabeth Johanna	WEB				1/7/2013 5/3/2013
NURS	4210	14557	Applied Nursing Research	Reuille, Kristina Marie	WEB				1/7/2013 5/3/2013
NURS	4220	14558	Appld Pathophys & Pharmac	Sink, Katherine K	WEB				1/7/2013 5/3/2013
NURS	4230	14559	Applied Health Assessment	Lewandowski, Kelly Ann	WEB				1/7/2013 5/3/2013
NURS	4230	14560	Applied Health Assessment	Lewandowski, Kelly Ann	WEB				1/7/2013 5/3/2013
PHYSICAL EDUCATION, GENERAL									
PEG	2000	17067	General Physical Ed	Robinson, Sharon Lee	FIRE	11:00 AM	11:50 AM	M W	1/7/2013 5/3/2013
PEG	2040	16127	Aerobic Dance	Robinson, Sharon Lee	FIRE	8:30 AM	9:20 AM	T R	1/7/2013 5/3/2013
PEG	2080	14216	Basketball	Nemitz, Penny L	FIRE	5:30 PM	7:20 PM	R	1/7/2013 5/3/2013
PEG	2400	15665	Exercise & Condition	Robinson, Sharon Lee	FIRE	8:30 AM	9:20 AM	M W	1/7/2013 5/3/2013
PEG	2430	15666	Fitness Walking	Robinson, Sharon Lee	FIRE	9:30 AM	10:50 AM	M W	2/11/2013 5/3/2013
PEG	2870	14219	Weight Training-Beg	Robinson, Sharon Lee	FIRE	9:30 AM	10:20 AM	T R	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
PHILOSOPHY									
PHIL	1010	14220	Intro To Philosophy	Bach, Theodore Robert	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
PHIL	1010	14586	Intro To Philosophy	Bach, Theodore Robert	FIRE				1/7/2013 5/3/2013
PHIL	1010	16555	Intro To Philosophy	Gatliff, Jason Roger	WEB				1/7/2013 5/3/2013
PHIL	1010	16556	Intro To Philosophy	Gatliff, Jason Roger	WEB				1/7/2013 5/3/2013
PHIL	1020	14221	Ethics	Bach, Theodore Robert	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 5/3/2013
PHIL	1020	14222	Ethics	Bach, Theodore Robert	FIRE				1/7/2013 5/3/2013
PHIL	1020	15623	Ethics	Bach, Theodore Robert	FIRE	11:00 AM	12:20 PM	T R	1/7/2013 5/3/2013
PHIL	1020	15624	Ethics	Bach, Theodore Robert	FIRE				1/7/2013 5/3/2013
PHIL	2420	16128	Medical Ethics	Bach, Theodore Robert	WEB				1/7/2013 5/3/2013
PHIL	2420	16129	Medical Ethics	Gatliff, Jason Roger	WEB				1/7/2013 5/3/2013
PHYSICS									
PHYS	1010	14321	Basic Physics	Williams, Jonathan E	FIRE	9:30 AM	11:20 AM	T	1/7/2013 5/3/2013
PHYS	1010	14322	Basic Physics	Williams, Jonathan E	FIRE	9:30 AM	11:20 AM	R	1/7/2013 5/3/2013
PHYS	2010	16397	College Physics I	Williams, Jonathan E	FIRE	9:30 AM	11:20 AM	M W	1/7/2013 5/3/2013
PHYS	2010	16398	College Physics I	Williams, Jonathan E	FIRE	9:30 AM	11:20 AM	F	1/7/2013 5/3/2013
PHYS	2010	16400	College Physics I	Williams, Jonathan E	FIRE				1/7/2013 5/3/2013
PHYS	2020	14323	College Physics II	Williams, Jonathan E	FIRE	1:00 PM	2:50 PM	T R	1/7/2013 5/3/2013
PHYS	2020	14324	College Physics II	Williams, Jonathan E	FIRE				1/7/2013 5/3/2013
PHYS	2020	14325	College Physics II	Williams, Jonathan E	FIRE	1:00 PM	2:50 PM	F	1/7/2013 5/3/2013
POLITICAL SCIENCE									
POLS	1100	14326	American Government	Walls, Stephanie Mora	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
POLS	1100	14327	American Government	Walls, Stephanie Mora	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
POLS	1100	14504	American Government	Wimer, Christopher T	SHS	6:00 PM	8:50 PM	M	1/7/2013 5/3/2013
POLS	1100	16429	American Government	Allton, John D	NHS	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
POLS	1710	15588	Comparative Govt	Walls, Stephanie Mora	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
POLS	3010	17403	Modern Ideologies	Walls, Stephanie Mora	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
POLS	3030	14526	Intro Public Adminis	Sabolsky, Daniel Edward	FIRE	7:00 PM	9:50 PM	T	1/7/2013 5/3/2013
POPULAR CULTURE									
POPC	1600	17674	Intro Popular Culture	Schuck, Raymond Ignatius	WEB				1/7/2013 5/3/2013
POPC	1600	17675	Intro Popular Culture	Schuck, Raymond Ignatius	WEB				1/7/2013 5/3/2013
PSYCHOLOGY									
PSYC	1010	14328	General Psychology	Douglass, Marilyn	FIRE	7:30 AM	9:20 AM	T R	1/7/2013 5/3/2013
PSYC	1010	14329	General Psychology	Douglass, Marilyn	FIRE				1/7/2013 5/3/2013
PSYC	1010	14332	General Psychology	Panas, Ludmyla Tatiana	FIRE	9:30 AM	11:20 AM	M W	1/7/2013 5/3/2013
PSYC	1010	14333	General Psychology	Panas, Ludmyla Tatiana	FIRE				1/7/2013 5/3/2013
PSYC	1010	14334	General Psychology	Mruk, Christopher J	FIRE	9:30 AM	11:20 AM	T R	1/7/2013 5/3/2013
PSYC	1010	14335	General Psychology	Mruk, Christopher J	FIRE				1/7/2013 5/3/2013
PSYC	1010	14336	General Psychology	Fluckinger, Christopher D	FIRE	11:00 AM	12:50 PM	M W	1/7/2013 5/3/2013
PSYC	1010	14337	General Psychology	Fluckinger, Christopher D	FIRE				1/7/2013 5/3/2013
PSYC	1010	14338	General Psychology	Ramirez, Tamba Lee	FIRE	7:00 PM	8:50 PM	T R	1/7/2013 5/3/2013
PSYC	1010	14339	General Psychology	Ramirez, Tamba Lee	FIRE				1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
PSYC	1010	14340	General Psychology	Ramirez, Tamba Lee	FIRE	4:00 PM	5:50 PM	T R	1/7/2013 5/3/2013
PSYC	1010	14341	General Psychology	Ramirez, Tamba Lee	FIRE				1/7/2013 5/3/2013
PSYC	1010	15590	General Psychology	Douglass, Marilyn	FIRE	11:00 AM	12:50 PM	T R	1/7/2013 5/3/2013
PSYC	1010	15591	General Psychology	Douglass, Marilyn	FIRE				1/7/2013 5/3/2013
PSYC	1010	16516	General Psychology	Fluckinger, Christopher D	WEB				1/7/2013 5/3/2013
PSYC	1010	16517	General Psychology	Fluckinger, Christopher D	WEB				1/7/2013 5/3/2013
PSYC	3050	14342	Psyc Personality Adjstmnt	Mruk, Christopher J	WEB				1/7/2013 5/3/2013
PSYC	3100	14343	Lifespan Development Psyc	Panas, Ludmyla Tatiana	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
PSYC	3100	14345	Lifespan Development Psyc	Douglass, Marilyn	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
PSYC	3110	14346	Social Psychology	Panas, Ludmyla Tatiana	FIRE	7:00 PM	9:50 PM	R	1/7/2013 5/3/2013
PSYC	4050	14347	Psyc of Abnormal Behavior	Mruk, Christopher J	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
PUBLIC HEALTH									
PUBH	3200	14451	Intro Public Health	Garland, Robin Ruth	WEB				1/7/2013 5/3/2013
QUALITY SYSTEMS									
QS	2650	14452	Intro to Lean Proc/System	Henning III, Martin P	FIRE	8:30 AM	10:20 AM	M	1/7/2013 5/3/2013
QS	2650	14453	Intro to Lean Proc/System	Henning III, Martin P	FIRE	8:30 AM	10:20 AM	W	1/7/2013 5/3/2013
QS	3600	14454	Six Sigma Systems	Henning III, Martin P	FIRE	5:30 PM	7:30 PM	T	1/7/2013 5/3/2013
QS	3600	14455	Six Sigma Systems	Henning III, Martin P	FIRE	7:30 PM	9:20 PM	T	1/7/2013 5/3/2013
RADIOLOGIC TECHNOLOGY									
RADT	2510	14462	Radiographic Pathology	Glowacki, Valerie S	FIRE	9:30 AM	10:20 AM	T R	1/7/2013 5/3/2013
RADT	2520	14463	Quality Assurance	Hermo-Fedro, Sylvia Elda	FIRE	11:00 AM	11:50 AM	T R	1/7/2013 5/3/2013
RADT	2900	14563	Special Topics in Rad Sci	Vickery, Cara Michelle	WEB				1/7/2013 5/3/2013
RESPIRATORY CARE									
RESP	2030	15594	Pulmonary Pathophysiology	Roark, Roddy Clay	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
RESP	2210	14465	Resp Critical Care Proced	Gharanfoli, Hossein	FIRE	8:00 AM	9:20 AM	M W	1/7/2013 5/3/2013
RESP	2210	14466	Resp Critical Care Proced	Gharanfoli, Hossein	FIRE	1:00 PM	3:50 PM	M	1/7/2013 5/3/2013
RESP	2210	15596	Resp Critical Care Proced	Gharanfoli, Hossein	FIRE	1:00 PM	3:50 PM	W	1/7/2013 5/3/2013
RESP	2400	14470	Neo/Ped Respiratory Care	Garland, Robin Ruth	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
RESP	4720	17281	Capstone Exp and Sem II	Roark, Roddy Clay	FIRE				1/7/2013 5/3/2013
SOCIOLOGY									
SOC	1010	14348	Principles Sociology	Didelot, Julie Ann	FIRE	9:30 AM	10:50 AM	T R	1/7/2013 5/3/2013
SOC	1010	14349	Principles Sociology	Fisher, Lisa M	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013
SOC	1010	14350	Principles Sociology	Fleming, Gretchen T	SHS	7:00 PM	8:20 PM	T R	1/7/2013 5/3/2013
SOC	1010	14351	Principles Sociology		FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
SOC	1010	14352	Principles Sociology		FIRE	7:00 PM	9:50 PM	M	1/7/2013 5/3/2013
SOC	1010	14353	Principles Sociology		FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
SOC	1010	14505	Principles Sociology	Wade-Jones, Mary E	NHS	6:00 PM	8:50 PM	M	1/7/2013 5/3/2013
SOC	1010	15599	Principles Sociology	Didelot, Julie Ann	WEB				1/7/2013 5/3/2013
SOC	1010	16553	Principles Sociology	Didelot, Julie Ann	FIRE	9:30 AM	12:20 PM	SAT	1/7/2013 5/3/2013
SOC	2310	14354	Cult Anthropology	Kelley, Elizabeth Katherine	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
SOC	3160	14355	Minority Groups	Fisher, Lisa M	FIRE	2:30 PM	3:50 PM	T R	1/7/2013 5/3/2013
SOC	3400	14356	Deviance-Social Ctrl	Didelot, Julie Ann	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
SOCIAL SCIENCE									
SOSC	2890	14357	Human Svc Practicum	Mruk, Christopher J	FIRE	1:00 PM	2:20 PM	R	1/7/2013 5/3/2013
SOCIAL WORK									
SOWK	2280	16477	Divers, Oppr & Soc Justice		FIRE	5:30 PM	8:20 PM	R	1/7/2013 5/3/2013
SPANISH									
SPAN	1010	17678	Elemen Spanish I	Carrillo, Leonel	FIRE	11:00 AM	12:50 PM	T R	1/7/2013 5/3/2013
SPAN	1020	14223	Elemen Spanish II	Carrillo, Leonel	FIRE	11:00 AM	11:50 AM	F	1/7/2013 5/3/2013
SPAN	1020	14223	Elemen Spanish II	Carrillo, Leonel	FIRE	11:00 AM	12:20 PM	M W	1/7/2013 5/3/2013
SPAN	1020	14224	Elemen Spanish II	Carrillo, Leonel	FIRE	2:30 PM	4:20 PM	M W	1/7/2013 5/3/2013
SPAN	2020	14489	Intermed Spanish II	Carrillo, Leonel	FIRE	9:30 AM	10:50 AM	M W	1/7/2013 5/3/2013
APPLIED STATISTICS									
STAT	2000	15601	Using Statistics	Henning III, Martin P	FIRE	7:00 PM	9:50 PM	W	1/7/2013 5/3/2013
STAT	2120	14474	Elm Statistic Met II	Brodke, Michelle Ruth Haff	FIRE	5:30 PM	6:50 PM	T R	1/7/2013 5/3/2013
TECHNOLOGY									
TECH	1900	17889	Special Topics	Van Barg, Patricia Ann	FIRE	3:30 PM	4:45 PM	R	1/7/2013 5/3/2013
TECH	1900	17890	Special Topics	Van Barg, Patricia Ann	FIRE	5:00 PM	7:50 PM	R	1/7/2013 5/3/2013
THEATRE & FILM									
THFM	1000	14225	Prod Participation: Acting I	Wingerter, Grechen Lynne	FIRE				1/7/2013 5/3/2013
THFM	1010	14226	Prod Participation: Tech I	Gilmore, David Lee	FIRE			M	1/7/2013 5/3/2013
THFM	1380	14227	Solo/Ens Thea Perf Act I		FIRE				1/7/2013 5/3/2013
THFM	1380	14237	Solo/Ens Thea Perf Act I		FIRE				1/7/2013 5/3/2013
THFM	1410	17077	The Theatre Experience	Wingerter, Grechen Lynne	FIRE	2:30 PM	3:50 PM	M W	1/7/2013 5/3/2013
THFM	1490	14228	Basic Stage Light/Sound	Gilmore, David Lee	FIRE	11:30 AM	12:20 PM	M	1/7/2013 5/3/2013
THFM	1490	14229	Basic Stage Light/Sound	Gilmore, David Lee	FIRE	11:30 AM	12:20 PM	W	1/7/2013 5/3/2013
THFM	1910	17099	Script Analysis	Wingerter, Grechen Lynne	FIRE	1:00 PM	2:20 PM	M W	1/7/2013 5/3/2013
THFM	2410	17892	Acting: Principles	Wingerter, Grechen Lynne	FIRE	4:00 PM	5:20 PM	M	1/7/2013 5/3/2013
THFM	2410	17893	Acting: Principles	Wingerter, Grechen Lynne	FIRE	4:00 PM	5:20 PM	W	1/7/2013 5/3/2013
THFM	3000	14233	Prod Participation: Acting II	Wingerter, Grechen Lynne	FIRE			M	1/7/2013 5/3/2013
THFM	3010	14234	Prod Participation: Tech II	Gilmore, David Lee	FIRE				1/7/2013 5/3/2013
THFM	3380	14235	Solo/Ens Thea Perf Act II		FIRE				1/7/2013 5/3/2013
THFM	3380	14236	Solo/Ens Thea Perf Act II		FIRE				1/7/2013 5/3/2013
UNIVERSITY STUDIES									
UNIV	1290	14238	Career Planning	Clark, John Laurence	FIRE	11:00 AM	11:50 AM	M W	3/11/2013 5/3/2013
UNIV	1290	14239	Career Planning	Clark, John Laurence	FIRE	1:00 PM	1:50 PM	T R	3/11/2013 5/3/2013
UNIV	1290	16179	Career Planning	Clark, John Laurence	FIRE	4:00 PM	4:50 PM	M W	1/7/2013 3/1/2013
UNIV	1300	14680	Job Search	Clark, John Laurence	FIRE	11:00 AM	12:50 PM	T	3/11/2013 5/3/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
VISUAL COMMUNICATIONS TECHNOLOGY									
VCT	1030	14527	Intro to Vis Commun Tech		FIRE	9:00 AM	10:15 AM	T	1/7/2013 5/3/2013
VCT	2040	14481	Concpt Visual Communicat	Heebsh, Karen Ann	WEB	2:30 PM	4:20 PM	T	1/7/2013 5/3/2013
VCT	2040	14482	Concpt Visual Communicat	Heebsh, Karen Ann	WEB	2:30 PM	4:15 PM	R	1/7/2013 5/3/2013
VCT	2660	17290	Intro - Interactive Media		FIRE	4:30 PM	5:20 PM	T	1/7/2013 5/3/2013
VCT	2660	17291	Intro - Interactive Media		FIRE	6:00 PM	8:50 PM	T	1/7/2013 5/3/2013
VCT	2680	17910	Video Fundamentals	Heebsh, Karen Ann	FIRE	9:30 AM	10:45 AM	M	1/7/2013 5/3/2013
VCT	2680	17911	Video Fundamentals	Heebsh, Karen Ann	FIRE	11:00 AM	1:45 PM	M	1/7/2013 5/3/2013
VCT	3080	17912	Fundamentals Imaging Tech	Lee, Barry Allen	FIRE	2:30 PM	3:45 PM	M	1/7/2013 5/3/2013
VCT	3080	17913	Fundamentals Imaging Tech	Lee, Barry Allen	FIRE	2:30 PM	5:15 PM	W	1/7/2013 5/3/2013
VCT	3090	17914	Image Prep for Print Media	Lee, Barry Allen	FIRE	9:30 AM	10:45 AM	W	1/7/2013 5/3/2013
VCT	3090	17915	Image Prep for Print Media	Lee, Barry Allen	FIRE	11:00 AM	1:45 PM	W	1/7/2013 5/3/2013
VCT	3690	17298	Intermed Video Production	Heebsh, Karen Ann	FIRE	9:30 AM	10:50 AM	T	1/7/2013 5/3/2013
VCT	3690	17299	Intermed Video Production	Heebsh, Karen Ann	FIRE	11:00 AM	1:50 PM	T	1/7/2013 5/3/2013
VCT	4600	17296	Digital Photography	Lee, Barry Allen	FIRE	4:30 PM	5:50 PM	M	1/7/2013 5/3/2013
VCT	4600	17297	Digital Photography	Lee, Barry Allen	FIRE	6:00 PM	8:50 PM	M	1/7/2013 5/3/2013
VCT	4650	15603	Commercial Photography	Lee, Barry Allen	FIRE	9:30 AM	10:50 AM	R	1/7/2013 5/3/2013
VCT	4650	15604	Commercial Photography	Lee, Barry Allen	FIRE	11:00 AM	1:50 PM	R	1/7/2013 5/3/2013
VCT	4670	16467	Vis Comm Tech Synth		WEB				1/7/2013 5/3/2013
VCT	4670	16468	Vis Comm Tech Synth		WEB				1/7/2013 5/3/2013
VCT	4820	17293	Adv Concpt Multimed Prod	Heebsh, Karen Ann	FIRE	9:30 AM	10:50 AM	F	1/7/2013 5/3/2013
VCT	4820	17294	Adv Concpt Multimed Prod	Heebsh, Karen Ann	FIRE	11:00 AM	1:50 PM	F	1/7/2013 5/3/2013
WOMEN'S STUDIES									
WS	2000	15602	Intro Women's Studies	Birzescu, Anca Nicoleta	WEB				1/7/2013 5/3/2013
WS	2000	16965	Intro Women's Studies	McComas, Sue Ellen	FIRE	5:30 PM	6:50 PM	M W	1/7/2013 5/3/2013
PARTIAL SEMESTER COURSES									
BUSE	2650	14384	Intermed Spreadsheet Appl	Marano, Teresa Anne	FIRE	1:00 PM	2:20 PM	T R	1/7/2013 2/8/2013
BUSE	2720	16274	Intro Pres Software Appl	Marano, Teresa Anne	FIRE	4:00 PM	5:20 PM	T R	1/7/2013 2/8/2013
CST	1000	14403	Intro Progr Logic/Design	Hippler, Rachelle Marie Kristof	FIRE	7:00 PM	9:50 PM	M	1/7/2013 2/8/2013
ACEN	1210	13482	Transition Course		FIRE	11:00 AM	11:50 AM	M W	1/7/2013 3/1/2013
ACEN	1210	13484	Transition Course		FIRE	1:00 PM	1:50 PM	M W	1/7/2013 3/1/2013
ACEN	1210	13485	Transition Course		FIRE	1:00 PM	1:50 PM	T R	1/7/2013 3/1/2013
ACEN	1210	15466	Transition Course		FIRE	7:00 PM	8:50 PM	T	1/7/2013 3/1/2013
ACEN	1210	17917	Transition Course	Nemitz, Penny L	FIRE	2:30 PM	4:20 PM	R	1/7/2013 3/1/2013
COMM	3060	16481	Interpersonal Commun	McComas, Sue Ellen	FIRE	9:30 AM	12:20 PM	M W	1/7/2013 3/1/2013
CS	1800	14394	Introductory Topics	Neyman, Roy Robert	FIRE	1:00 PM	1:50 PM	M W	1/7/2013 3/1/2013
CS	1800	14395	Introductory Topics	Clark, Cynthia Aileen	FIRE	7:00 PM	8:50 PM	T	1/7/2013 3/1/2013

Subject	Catalog	Class #	Class Description	Instructor	Location	Start Time	End Time	Days	Start and End Dates
CS	1800	14397	Introductory Topics	DiCarlo, Sandra Verna	FIRE	10:00 AM	12:05 PM	SAT	1/7/2013 3/1/2013
GSW	1110	14181	Intro to Academic Writing	Dailey, Katharine K	FIRE	9:30 AM	12:20 PM	M W	1/7/2013 3/1/2013
LIB	2210	14214	Rschr Electronic Library I	Antonelli, Patricia A	FIRE	2:30 PM	3:20 PM	T R	1/7/2013 3/1/2013
UNIV	1290	16179	Career Planning	Clark, John Laurence	FIRE	4:00 PM	4:50 PM	M W	1/7/2013 3/1/2013
BUSE	2660	14385	Adv Spreadsheet Appl	Marano, Teresa Anne	FIRE	1:00 PM	2:20 PM	T R	2/11/2013 3/22/2013
BUSE	2690	14386	Intermed Database Appl	Marano, Teresa Anne	FIRE	4:00 PM	5:20 PM	T R	2/11/2013 3/22/2013
BUSE	2700	15529	Adv Database Applications	Marano, Teresa Anne	FIRE	4:00 PM	5:20 PM	T R	3/25/2013 4/26/2013
BUSE	2760	16966	Desktop Publ Applications	Marano, Teresa Anne	FIRE	1:00 PM	2:20 PM	T R	3/25/2013 4/26/2013
CS	1800	16487	Introductory Topics	Neyman, Roy Robert	FIRE	8:00 AM	9:20 AM	M W	3/25/2013 4/26/2013
CS	1800	16488	Introductory Topics		FIRE	9:30 AM	10:50 AM	T R	3/25/2013 4/26/2013
PEG	2430	15666	Fitness Walking	Robinson, Sharon Lee	FIRE	9:30 AM	10:50 AM	M W	2/11/2013 5/3/2013
COMM	1020	15532	Introduction to Communication	McComas, Sue Ellen	FIRE	9:30 AM	12:20 PM	M W	3/11/2013 5/3/2013
CS	1800	14396	Introductory Topics	Clark, Cynthia Aileen	FIRE	7:00 PM	8:50 PM	T	3/11/2013 5/3/2013
CS	1800	14398	Introductory Topics	Neyman, Roy Robert	FIRE	10:00 AM	12:05 PM	SAT	3/11/2013 5/3/2013
GSW	1120	14189	Academic Writing	Dailey, Katharine K	FIRE	9:30 AM	12:20 PM	M W	3/11/2013 5/3/2013
LIB	2210	14215	Rschr Electronic Library I		WEB				3/11/2013 5/3/2013
LIB	2210	16637	Rschr Electronic Library I		WEB				3/11/2013 5/3/2013
LIB	2210	17066	Rschr Electronic Library I	Antonelli, Patricia A	FIRE	2:30 PM	3:20 PM	T R	3/11/2013 5/3/2013
UNIV	1290	14238	Career Planning	Clark, John Laurence	FIRE	11:00 AM	11:50 AM	M W	3/11/2013 5/3/2013
UNIV	1290	14239	Career Planning	Clark, John Laurence	FIRE	1:00 PM	1:50 PM	T R	3/11/2013 5/3/2013
UNIV	1300	14680	Job Search	Clark, John Laurence	FIRE	11:00 AM	12:50 PM	T	3/11/2013 5/3/2013

Offices

Office Of Instructional Services

- » [Overview & Staff](#)
- » [Hours and Location](#)
- » [Services & Supplies](#)
- » [Priorities & Guidelines](#)



Welcome

Overview

BGSU Firelands Instructional Services provides a variety of secretarial and instructional services to BGSU Firelands faculty and instructors. In addition to providing a central location for printing, binding, photocopying, typing and collection / distribution of campus mail Instructional Services provides electronic grading services, facsimile services, test creation and general secretarial support. In addition, Instructional Services is responsible for the collection and compilation statistics for the semesterly Student Description of Teaching.

Instructional Services Staff

Ms. Joetta R. Crupi

Word Processing Supervisor
BSGU Firelands Office of Instructional Services
Office 335 West Building
Phone: (419) 433-5560 ext. 20625
email: jcrupi@bgsu.edu

Ms. Libby E. Campbell

Word Processing Specialist
BSGU Firelands Office of Instructional Services
Office 335 West Building
Phone: (419) 433-5560 ext. 20728
email: chapine@bgsu.edu

Ms. Susan K. Roth

Word Processing Specialist
BSGU Firelands Office of Instructional Services
Office 335 West Building
Phone: (419) 433-5560 ext. 20728
email: skroth@bgsu.edu

Offices

Office of Academic and Student Services

- » [Mission & Staff](#)
- » [Academic Advising](#)
- » [Advisor Directory](#)

Compass Testing

- » [Test Information](#)
- » [What to Expect](#)
- » [Writing Example](#)
- » [Reading Example](#)
- » [Math Example](#)

Additional Information

- » [New & Transfer Student Orientation](#)
- » [Academics Information](#)
- » [Undergraduate Catalog](#)



Welcome

Mission

The office of Academic and Student Services is your resource center for new, current and continuing students. The office maintains student advising files, schedules advising appointments, and provides academic information. Our helpful staff is well-versed in university policy and procedure and will make every attempt to find the answer to your questions.

Academic and Student Services provides information on:

- » [New Student Orientation](#)
- » [All majors, catalogs, and student code books](#)
- » [How to contact advisors and set up appointments](#)
- » [Migrating to main campus](#)
- » [Changing majors](#)
- » [Graduation and commencement application](#)
- » [Schedules](#)

Amy Jo Planthaber

Interim Manager - Academic and Student Services

One University Drive
Huron, Ohio 44839-9791
Phone : (419) 433-5560 ext. 2-0691
(800) 322-4787 ext. 2-0648
Fax: (419) 433-9696
e-mail: plantaj@bgsu.edu

Michelle J. Kelling

Academic Advisor - Academic and Student

Meggan M. Murphy

Academic Advisor - Academic and Student

Services

One University Drive
Huron, Ohio 44839-9791
Phone : (419) 433-5560 ext. 2-0881
(800) 322-4787 ext. 2-0881
Fax: (419) 433-9696
e-mail: mjkelli@bgsu.edu

Amy Jo Planthaber

Academic Advisor - Academic and Student Services

One University Drive
Huron, Ohio 44839-9791
Phone : (419) 433-5560 ext. 2-0691
(800) 322-4787 ext. 2-0691
Fax: (419) 433-9696
e-mail: plantaj@bgsu.edu

Kathy Emond

Administrative Assistant - Academic and Student Services

One University Drive
Huron, Ohio 44839-9791
Phone : (419) 433-5560 ext. 2-0886
(800) 322-4787 ext. 2-0886
Fax: (419) 433-9696
e-mail: kemond@bgsu.edu

Services

One University Drive
Huron, Ohio 44839-9791
Phone: (419) 433-5560 Ext. 2-0627
(800) 322-4787 ext. 2-0627
Fax: (419) 433-9696
e-mail: mmurph@bgsu.edu

Joan Tussing

Academic Advisor - Academic and Student Services

One University Drive
Huron, Ohio 44839-9791
Phone : (419) 433-5560 ext. 2-0881
(800) 322-4787 ext. 2-0881
Fax: (419) 433-9696
e-mail: joant@bgsu.edu

Aaron Esquivel

Administrative Assistant - Academic and Student Services

One University Drive
Huron, Ohio 44839-9791
Phone : (419) 433-5560 ext. 2-0768
(800) 322-4787 ext. 2-0768
Fax: (419) 433-9696
e-mail: aesquiv@bgsu.edu

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

[Finance your Education Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



Offices

Office of the Dean

Associate Dean

» Associate Dean

Offices and Initiatives

» Office of Development

» Office of College Relations

» Office of Institutional Research

Administration

» Academic Calendar

» Governance Document

» Faculty & Staff Handbook

» Organizational Chart

» Policies & Procedures

» Promotion & Tenure

» Employment Opportunities

Main Campus Resources

» Office of the President

» Office of the Provost



Our Mission



William K. Balzer, Ph.D.

Dean, BGSU Firelands College
One University Drive Huron, OH 44839
419.433.5560 ext 20623 or 419.372.0623
Fax: 419.372.0849

wbalzer@bgsu.edu

The Mission Of BGSU And BGSU Firelands

Bowling Green State University aspires to be the premier Learning Community in Ohio, and one of the best in the nation. Through the interdependence of teaching, learning, scholarship, and service we will create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Bowling Green State University serves the diverse and multi-cultural communities of Ohio, the United States and the world.

The mission of BGSU Firelands is fourfold:

- » to provide general education and pre-professional curricula designed to facilitate transfer to four-year institutions;
- » to grant technical and paraprofessional associate degrees which prepare students for work settings;
- » to offer continuing education opportunities to serve the personal and professional development needs of the region; and
- » to provide place-bound students in the Firelands community with access to selective BGSU bachelor's degree and master's degree completion programs at the BGSU Firelands campus.

The Office of the Dean is the primary administrative and academic office for BGSU Firelands. BGSU Firelands is unique among the Colleges of BGSU in that it is presided over by an Administrative Dean who is responsible for all matters pertaining to the operation, maintenance, expansion and development of the College and its curriculum. The Office of the Dean is responsible for all human resources and, in cooperation with the Office of Budget and Operation, the budgetary and fiscal management of the campus.

Offices

Office of Budget & Operations

Emergency Management

- » [Emergency Management & Response](#)
- » [Severe Weather](#)
- » [Flu Precautions](#)

Safety and Security

- » [Injury & Illness Reporting](#)
- » [Accident Investigation Reporting](#)

Parking Regulations

- » [Parking Regulations](#)
- » [Parking Violation Appeals](#)
- » [Parking Appeals Form](#)
- » [Parking Registration](#)

Services and Information

- » [Purchasing and Requisition](#)
- » [Scheduling & Reservations](#)
- » [Facilities and Maintenance](#)
- » [Work Order Request](#)

Additional Resources

- » [BGSU Firelands Maps](#)
- » [Main Campus Map](#)
- » [BGSU Office of Environmental Health & Safety](#)



Budget & Operations Home

The office of Budget and Operations is responsible for the planning and implementation of fiscal budgets for BGSU Firelands, supervision over the maintenance department, scheduling and reservation of the Cedar Point Center and other non-academic spaces. The maintenance department is responsible for coordination of all environmental health and safety with the main campus, daily cleaning as well as physical maintenance of the facilities and grounds. In addition, the office of Budget and Operations supervises the office of Instructional Services in the provision of secretarial support to faculty and instructors at the college.

BGSU Firelands
Office of Budget and Operations
102 Foundation Hall
PH: 419.433.5560 ext. 20685
FAX: 419.433.9696

Hours: Monday - Friday 8:00 am - 5:00 pm

Offices

Student Financial Aid

- » Student Financial Aid Home
- » Calculating Financial Need
- » Financial Aid Estimator
- » Financial Aid Tips
- » Financial Aid Programs Chart
- » Grants, Loans & Employment
- » Application Procedures

Scholarship Information

- » General Information
- » Online Scholarship Application
- » BGSU Freshman Scholarship Chart

Additional Information

- » Scholarship Brochure
- » Installment Payment Plans
- » BGSU Office of Student Financial Aid



We Can Help You Pay for College!

Financial Aid at Firelands

For additional information about **BGSU Firelands** please contact our office or review the BGSU Firelands Financial Aid web site below for more details:

For additional information **about BGSU** please contact:

Office of Student Financial Aid
BGSU Firelands
One University Drive
103 D Foundation Hall
Huron, Ohio 44839
Phone: (419) 433-5560 ext. 20655
FAX: (419) 372-0604

Office of Student Financial Aid
231 Administration Building
Bowling Green State University
Bowling Green, Ohio 43403
Phone: (419) 372-2651
FAX: (419) 372-0404

URL: <http://www.bgsu.edu/offices/sfa/>

E-MAIL:

Cheryl Chafee: cchafee@bgsu.edu
Debralee Divers: divers@bgsu.edu

[Ask Student Financial Aid a question](#)

[BGSU Firelands Net Price Calculator](#)

Financial aid is available to help pay for your instructional and general fees, nonresident fees (if applicable), room, meals, books, transportation and personal expenses. In general, there are four types of financial aid: grants, scholarships, loans and employment. Grants and scholarships are considered "gift aid," while loans and employment are considered "self-help aid."

At BGSU Firelands, most types of financial aid are coordinated by Student Financial Aid. Although most aid is based on full-time enrollment, part-time students may be eligible for grants, scholarships, employment and low-interest loans.



To be considered for need-based financial assistance and federal loans at BGSU Firelands, you must be an admitted student AND file the Free Application for Federal Student Aid (FAFSA). Beginning January 1st the Online FAFSA is available at: <http://www.fafsa.ed.gov>

When completing the FAFSA, be sure to list BGSU's school code: 003018.

All prospective students and their parents are encouraged to complete and submit the FAFSA since there is no processing fee. Changes in federal student aid programs also have made all families eligible for some type of financial aid.

Financial Aid Timeline

September-January

- » Meet with your guidance counselor or a college admissions/financial aid advisor about financial aid options.
- » Explore private scholarship opportunities.
- » Complete your application for admission to BGSU Firelands and have your guidance counselor forward it, along with your admissions credentials, to the University's Office of Admissions.

January-March

- » File tax returns and make copies.
- » Complete and file the Free Application for Federal Student Aid (FAFSA), even if you must estimate income data.
- » Priority deadline for BGSU is February 15.

April-August

- » Review the financial aid award package you receive from BGSU.
- » Complete an application for the Installment Payment Plan, if you decide to participate in this option.
- » Pay fall semester charges (July).

For Additional Information please contact our office or visit the [BGSU Financial Aid web site](#) for more details:

Office of Student Financial Aid
BGSU Firelands
One University Drive
103 D Foundation Hall
Huron, Ohio 44839
Phone: (419) 433-5560 ext. 20655
FAX: (419) 372-0604

Office of Student Financial Aid
231 Administration Building
Bowling Green State University
Bowling Green, Ohio 43403
Phone: (419) 372-2651
FAX: (419) 372-0404
URL: <http://www.bgsu.edu/offices/sfa/>

E-MAIL:

Cheryl Chafee: cchafee@bgsu.edu
Debralee Divers: divers@bgsu.edu

Ask SFA a question <https://sfa.bgsu.edu/sa/sfaconnect/>

Offices

Library

Librarian Services

- » [Library Instruction](#)
- » [Library Guides](#)
- » [Government Documents](#)

Book Searches

- » [BGSU Catalog](#)
- » [OhioLink Catalog](#)

Article Searches

- » [Research Databases](#)
- » [Electronic Journals](#)

Reserves

- » [Reserves](#)
- » [Electronic Reserves](#)

Library Services

- » [Your Account](#)
- » [ILLIAD Information](#)
- » [Government Documents](#)

Other Library Services

- » [BGSU Libraries](#)
- » [OhioLink Home](#)
- » [\(OPLIN\):Ohio Public Library Information Network](#)
- » [Library of Congress](#)

Additional Information

- » [About Firelands Library](#)
- » [Reserve Guidelines](#)
- » [Library Policies](#)



Welcome

About the Library

- » [Hours and Location](#)
- » [Staff Directory](#)
- » [Recent Acquisitions in the Firelands Library](#)




Doing Research:

- » [BGSU Libraries Catalog](#)
- » [Research Databases](#)
- » [Evaluating and Citing Sources](#)
- » [OhioLink Catalog](#)

Library Guides

- » [BGSU Firelands LibGuides](#)

Online forms:

- »  [Interlibrary Loan Service:](#)
 - » For materials not available through Main Campus or OhioLINK



The BGSU Firelands College community wants you to **THINK SMARTER**. Thinking critically about information is a process that requires engagement, inquiry, and research—the three pillars of an educated mind. Click on this link to work with valuable resources that facilitate your thinking critically and smarter!

Here for you. Here for BGSU.

[Textbooks](#)

[Shop Now](#)

[Commencement](#)

[What's Happening](#)

[Store Information](#)

[Giving Back](#)

Welcome to the BGSU Bookstore!

[Mobile Site](#)

At the menus above you can learn about many Bookstore services, reserve textbooks and shop for your favorite BG merchandise!

Click on the buttons below for special features and services.

[Futons](#)

[Very Important
Falcon](#)

[My BG Points](#)

[My Books & More](#)

[Custom Frames](#)

[Gift Registry](#)

 Apple Store for Education

MacBook Pro
with 13-inch Retina display



Get special student pricing
and fast, free shipping.

[Buy now ▶](#)

Offices

Office of Admission

- » [University Within Reach](#)
- » [Applying for Admission](#)
- » [Special Admissions Categories](#)
- » [Foreign Language Requirement](#)
- » [Application Process & Deadlines](#)

Application Materials

- » [Online Application](#)
- » [Print Application](#)
- » [Transcript Request Form](#)

Programs and Majors

- » [Major Areas of Study](#)

Discover BGSU Firelands

- » [Facts and Highlights](#)
- » [Accreditation Facts](#)
- » [Discover the Difference Firsthand](#)
- » [Campus Highlights](#)

Financial Aid and Scholarship Information

- » [Scholarship Opportunities](#)
- » [Office of Student Financial Aid](#)

Additional Information

- » [Fees and Charges](#)
- » [Ohio GI Promise](#)
- » [Academic Calendar](#)



Your University Within Reach

At BGSU Firelands we know that a real university education is about so much more than sitting in a class, taking a test and writing a check for tuition. It's about an experienced and engaged faculty that encourages your participation. It's also about a vibrant campus and social life that strengthens and supports your development. It's about friends and faculty who challenge you to reach for success and achievement — and then reach just a little more.



At BGSU Firelands you can earn an associate, bachelor's or master's degree, or simply broaden your horizons — close to home on our convenient campus — and for much less than the cost of going away to college.

That's what getting a real university education is about and it's all right here, within your reach.

More and more students are discovering the advantages of a BGSU Firelands education. The sooner you apply, the sooner you'll be able to start along your path to an exceptional education!



Admitted Students

[View details](#) on important enrollment steps.

- » [Office Hours and Important Phone Numbers](#)
- » [Campus Maps](#)
- » [Campus Parking](#)
- » [Driving Directions](#)
- » [Request More Information](#)

Contact Information

Office of Admission

BGSU Firelands
One University Drive
Huron, OH 44839
Phone: 419.433.5560
Email: fireadm@bgsu.edu

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education
[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



Offices

Technology Support Services

- » [Hours and Location](#)
- » [Mission & Services](#)
- » [Tech Support Services](#)
- » [Communication Services](#)
- » [BG1 Cards at Firelands](#)
- » [Staff Directory](#)

Compass Testing

- » [Test Information](#)
- » [What to Expect](#)
- » [Writing Example](#)
- » [Reading Example](#)
- » [Math Example](#)

Work Requests & Forms

- » [Projector Request](#)
- » [Web Page Problems](#)
- » [AV Problem](#)
- » [Video / Film Request](#)
- » [Video Conference Request](#)

Additional Information

- » [Xerox Quick Tips Sheet](#)
- » [Quick Guide: Removing Shells from My Courses List](#)
- » [Student Employment Application](#)
- » [Computer Labs](#)
- » [Equipment Purchase Policy](#)



Welcome

Hours and Location

The Office of Technology Support Services supports all computer, audio-visual, communication and teleconferencing infrastructure at BGSU Firelands.

- » The administrative offices for Technology Support and Web Services are located on the Second Floor of the North Building (adjacent to the Main Computer Lab - Room 231 North).
- » Offices for Audio Visual Services are located in Room 1012 of the Cedar Point Center
- » Campus Switchboard operations is located at the Clasen Welcome Center in Foundation Hall

Technology Support Services

Technology Support is available during the operating hours of the Main Computer Lab. Administrative offices are open from 8:00 a.m. to 5:00 p.m. M-F except in cases of observed holidays.

Fall / Spring Main Computer Lab Hours

Monday - Thursday 8 am to 10 pm
Friday 8 am to 5 pm
Saturday 8 am to 12 pm

If your issue can not be resolved over the phone, a work request will be taken by the OTSS staff member and submitted for service.

Contacting Technology Support Services

[Tech Support](#) ext. 20626 (on campus)
419.433.5560 ext. 20743 (off campus)

Audio-Visual Services

Audio Visual Services staff provide audio-visual equipment to faculty teaching credit and non-credit courses listed in the College's official schedules. The staff consult with faculty in order to meet their requests with timely, content-appropriate and cost-effective products and services. All requests are

- » **DVSS Site**
- » **Current Goals**

prioritized in accordance with Department, College, and University missions and in compliance with federal and state regulations.

Room: 1012 Cedar Point Center
Hours: 8:00am - 8:00pm Monday-Thursday
8:00am - 4:30pm Friday
Telephone: 419.433.5560 ext. 20693 (or) 419-433-5037
FAX: 419-372-0708

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



Offices

Office of Student & Campus Activities

- » [Introduction](#)

Campus Activities

- » [Campus Events Calendar](#)
- » [Gymnasium Information](#)

Student & Campus Organizations

- » [Organizations Directory](#)
- » [Firelands Student Government](#)
- » [SG Constitution](#)
- » [Amendments](#)



Gymnasium

The gymnasium is for use by BGSU Firelands students, faculty, and staff ONLY.

It is open during school hours (usually 9-5). Please check the schedule on the Gym bulletin board the week after the semester begins. Occasionally, we have night hours.

A student aide must be on duty in the Gymnasium and there must be no classes in session for use of the weight room and the gym. Students are also allowed to use the weight room, but if students, faculty, and staff are lifting weights, they must have a "buddy" assisting.

Please stop in to see our equipment availability. Currently we have Incline benches, step machines, free weights, and bench. The pool table and the ping-pong tables are also part of the gymnasium equipment. Paddles, ping-pong balls, cue sticks, and chalk can be obtained from the gym aide on duty.

And all of this is free of charge!!

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands
[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education
[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities
[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially
 Follow us on Twitter or become a fan on Facebook now!



Offices

Teaching & Learning Center

- » [Hours, Location & Services](#)
- » [The TCL Staff](#)
- » [Student Employment](#)
- » [Student Tutoring](#)
- » [Make-up & Proctored Testing](#)
- » [Make-Up Test Form for Instructors](#)
- » [Disability Services](#)
- » [DSS Intake Application](#)
- » [DSS Verification Form](#)
- » [DSS Renewal Request Form](#)
- » [ADA Information](#)
- » [Psychological Services](#)
- » [The Writing Lab](#)



Welcome to the T. L. C.

The Teaching and Learning Center (TLC) strives to provide an atmosphere conducive to learning. We welcome university students to the center to help them: achieve academic success, improve self-esteem, and gain scholastic independence.

Location:

The Teaching and Learning Center is located in Room 230 of the North Building on the BGSU Firelands Campus. One University Drive, Huron, Ohio 44839. (See: [Campus Maps](#))
The phone number is 419.433.5560 ext. 20748

Hours:

	Fall / Spring Semester Hours	Summer Semester Hours
Monday - Thursday	8:00 a.m. - 8:00 p.m.	8:00 a.m. - 6:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.	closed
Sunday	closed	closed

*** Hours for individual tutors and staff can be obtained by visiting the TLC.*

Resources and Services:

The Teaching & Learning Center provides many services. The TLC offers FREE individual, group and special needs tutoring, with a wide range of subject tutors available. Student tutors are chosen by their teachers and will help you do your best. Following is a brief overview of other services offered:

- » Make-up Tests - Please see the receptionist to schedule a make-up a test.
- » Special Needs area where students can work on the computer, take tests or get tutoring.
- » Reference books are available- The Writing Center has specific writing tools.
- » Two VHS/DVD kiosks for review of course material and tutorial resources.
- » 1 Large-Screen computer workstation for use by students with Special Needs.

- » 10 computers that students may use for homework and the Internet.
- » Math Videos.
- » Study software programs that you may use for help in the following subjects:
 - » Typing, Grammar, Math, Biology, English, Chemistry, Geography, Spanish, and French.
- » Mental Health Resource Material.
- » Review Sections on computers in specific areas.

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



The Arts

Firelands College Theatre

- » About Firelands College Theatre
- » Theatre Staff
- » 2012 / 2013 Production Information
- » Box Office Information
- » Firelands Theatre Courses
- » Theatre Scholarships

Additional Information

- » Caryl Crane Youth Theatre
- » The Huron Playhouse
- » BGSU Dept. of Theatre & Film



Welcome

Tired of Waiting in the Wings?...

If you're tired of waiting in the wings for a chance to be a part of a creative ensemble, or you want to be more than just a face in the crowd, then you've come to the right place! BGSU Firelands can get you started on the road to your dreams. On-stage or backstage, you'll be able to see your creativity blossom in a program dedicated to excellence. So take your time, look around, and when you're done, give us a call, or send us an e-mail!



Did you know?

- » BGSU Firelands Theatre welcomes high school students to theatre courses and the production program.s
- » Firelands College is the *only* Ohio regional, branch campus of a university with a Guest Artist Program and a **Resident Youth Theatre Program!**
- » Firelands College Theatre welcomes high school and non-traditional students to theatre courses and the production program!
- » We offer four major productions every year! Students play an integral part in every aspect of production!
- » You don't have to "just stand in the wings!" You can work on your acting skills in class and on the stage!
- » Firelands students have golden opportunities to shine on-stage!

- » You can complete 2 years of your Theatre major/minor or Communications major at Firelands College!
- » Firelands College Theatre and **Caryl Crane Youth Theatre** programs are open to volunteers on crews, shop/construction work, or acting on the stage!

Audition, sign up to work a crew, or join us as a member of the Speech Activities Organization-Theatre! (SAO-T)



For Additional Information:

Grechen Wingerter

324 F West Building
BGSU Firelands
One University Drive
Huron, Ohio 44839
TEL: 419.433.5560 ext. 20868



B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



Offices

OEO Home Page

Welcome to OEO

Professional Development

- » Customized Training
- » Lean Six Sigma Certification
- » Online Certificate Courses

Economic Development

- » RISE

ElderCollege

- » ElderCollege Information
- » ElderCollege Current Course List
- » Register Online
- » Register by Mail or In Person
- » ElderCollege Board

Conferences

- » Conference Information
- » The Cedar Point Center
- » Women in Science

Registration Information

Discount / Refund Information

Contact Us



Programs Designed for You

The Office for Educational Outreach offers a diverse range of educational programs designed to serve the businesses and citizens of our area community. We invite you to take full advantage of our programs, services, and outstanding facilities!



Professional Development & Customized Training

Our **customized training** offers professional development tailored to your company's needs. Training sessions can be conducted at your location or on our Firelands or BGSU campuses. Learn more about our **Lean Six Sigma Certificate training** or contact us to schedule a customized training session.



Economic Development

RISE – the *Regional Incubator for Sustainability and Entrepreneurship* is a comprehensive resource hub that offers assistance across the entire business development continuum.



Conferences

The Office for Educational Outreach offers conferences and events that help you enhance core skills and stay ahead of evolving trends.



ElderCollege

ElderCollege offers exciting learning experiences for adults ages 50 and older. Available annual membership allows you to take unlimited ElderCollege classes at greatly reduced rates.



Online Certificate Courses

Anywhere and anytime - our online non-credit classes are a great way to learn within your busy schedule. Brush up on a particular skill or earn a certification to jumpstart a career change.



Cedar Point Center

Managed by the Office for Educational Outreach, this full-service meeting and conference facility on the BGSU Firelands campus is the perfect host site for your event.

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



Offices

OEO Home Page

Welcome to OEO

Professional Development

- » Customized Training
- » Lean Six Sigma Certification
- » Online Certificate Courses

Economic Development

- » RISE

ElderCollege

- » ElderCollege Information
- » ElderCollege Current Course List
- » Register Online
- » Register by Mail or In Person
- » ElderCollege Board

Conferences

- » Conference Information
- » The Cedar Point Center
- » Women in Science

Registration Information

Discount / Refund Information

Contact Us



RISE

WHAT IS RISE

RISE – the Regional Incubator for Sustainability and Entrepreneurship is a comprehensive resource hub that offers assistance across the entire business development continuum. The objective of RISE is to grow jobs and spearhead economic development by linking business owners and aspiring entrepreneurs to regional service providers with expertise in business start-up, development and acceleration.

RISE offers assistance across the entire business development continuum. Consultations and many of the services are offered **free of charge**. Examples of **RISE** services include:

- » Viability analysis
- » Business plan development
- » Environmental analysis
- » Access to capital
- » Sales and marketing support
- » Employee training and development
- » Supply chain management

SCHEDULING & INFORMATION

The **RISE** office is located on the BGSU Firelands campus in the Cedar Point Center, Room 1002, One University Drive, Huron, Ohio, 44839.

Individual counseling sessions are by appointment and should be placed in advance. To arrange a counseling appointment or for more information contact:

Susan Joreski
 Phone: 419-627-7791
susan@eriecountyedc.org

More information about **RISE** is available on the [Erie County Economic Development Corporation](#) web site.

FUNDING & PARTNERS

Funding for **RISE** is provided from both private and public partners including the Randolph J. & Estelle M. Dorn Foundation, Frost-Parker Foundation, Wightman-Wieber Charitable Foundation, Sandusky/Erie County Community Foundation and Murray & Murray Charitable Foundation.

Located on the BGSU Firelands campus, other **RISE** partners include the Erie County Economic Development Corporation (ECEDC), BGSU Firelands, and Great Lakes Innovation and Development Enterprise (GLIDE). The Great Lakes Innovation and Development Enterprise (GLIDE), an enterprise of Lorain County Community College (LCCC) in Elyria, Ohio, is a comprehensive regional innovation center and resource hub that supports all facets of the start-up, development, and growth of enterprises. Originally created by a unique partnership of the Lorain County Commissioners, Lorain County Community College and the Lorain County Chamber of Commerce, GLIDE's objectives are to grow jobs and spearhead economic growth in both Lorain County and the northern Ohio region.

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!



BGSU Firelands Governance Document Procedure	Academic Committees	Reinstatement Petitions
Approved by:	Date Revised 2-20-07	FC 4121

PURPOSE

Define College/University procedure pertaining to readmission or reinstatement.

PROCEDURE

Student	completes <i>Petition for Reinstatement</i> providing reasonable explanation for his/her academic difficulties and propose a remedial plan and schedule of classes that is agreeable to his/her academic advisor.
Faculty advisor	completes form regarding reinstatement.
ARB	reviews request and may make modifications in terms of particular courses required and/or maximum number of credit hours permitted upon reinstatement.
Student Services	prepares letter for Associate Dean for Academic and Student Affairs outlining the decision of the ARB and conditions of reinstatement. sends a copy of the letter to the academic advisor and files a copy in the student's advising folder.

BGSU Firelands Governance Document Policy	Mission	Mission of BGSU Firelands
Approved by:	Date Revised 2/20/07	FC 1011

BGSU Firelands is a regional branch campus of Bowling Green State University. The mission of the campus is defined by its role as a university regional campus, the mission of the two-year campus as defined by the Ohio Board of Regents and its own operational mission statement. Each of these are quoted below from the source documents to provide a framework in which the college operates.

UNIVERSITY REGIONAL CAMPUS

A university regional campus consists of a permanent full-time separate facility established with the approval of the Board of Regents, governed by the university board of trustees, and offering two-year pre-baccalaureate/transfer programs (including all courses offered to serve lower division students), adult continuing education, community service, workforce skills enhancement, developmental education, and in some instances, technical education. The Board of Regents recommends the award of the appropriate associate degree for satisfactory completion of a two-year degree program, either transfer or career/technical. All regional campuses are members of the EnterpriseOhio network. Current law permits the establishment of a university regional campus district with a board of trustees of seven members who are residents of the district, with powers enumerated in Section 3355.06 of the *Ohio Revised Code*.

THE TWO-YEAR CAMPUS MISSION

Viewed from the perspective of statewide planning and coordination, the Ohio Board of Regents recognizes a two-year campus mission which includes the following components:

Pre-baccalaureate/transfer education. Equivalent to the lower division or first two years of a baccalaureate degree program, generally consisting of liberal arts, sciences, and preprofessional studies designed either to enable students to transfer to a four-year institution for the completion of a baccalaureate degree or to provide a planned program of general education which is equivalent to that which is provided by four-year institutions at the freshman and sophomore levels.

Career/technical education. Associate degree programs of up to two years' duration, designed to prepare students for careers which are generally at the semiprofessional level. Technical degree programs are frequently transferable into baccalaureate degree programs.

Adult continuing education. Noncredit programs, courses, short courses, seminars, and other professional development and cultural enrichment opportunities offered to residents of the service district.

Community service. Activities of an educational nature which may include workshops, seminars, forums, cultural events, and provision of campus facilities and consultative services, designed to address community needs or to resolve community problems.

Workforce skills enhancement. Activities designed to educate, train, or upgrade skills of employees in business, government, industry, and public service agencies. These programs may consist of credit courses, noncredit courses, and/or workshops to help employers hire smart, train smart, and promote smart.

Developmental education. Courses and services emphasizing academic skill development in preparation for college-level course work. Developmental education program components enhance access for underprepared students through the provision of both course work and supplemental services, such as tutoring, course placement assessment, advising, study skills, and personal development.

THE MISSION OF BGSU FIRELANDS

BGSU Firelands seeks to offer the citizens of north-central Ohio the broad educational resources of a major State university in a smaller, student-centered, teaching-focused, personalized environment. The stated functional mission of BGSU Firelands is four-fold:

1. *To provide BG Perspective (general education) and pre-professional curricula designed to prepare students for a bachelor's degree education.*

2. *To provide place-bound students in the BGSU Firelands area access to selective BGSU bachelor's degree and master's degree completion programs on the BGSU Firelands campus.*
3. *To grant technical and paraprofessional associate degrees for work settings.*
4. *To offer continuing education opportunities to serve the personal and professional development needs of the region.*

With its sharp focus on undergraduate education and teaching of the highest quality, BGSU Firelands implements the vision and values of Bowling Green State University with its commitment to becoming "the premier learning community in Ohio and one of the best in the nation." The College offers a rich array of general studies, technical/career studies, certificate programs, continuing education courses and employee training and workforce development initiatives that have been crafted to meet the unique educational needs of the north central Ohio region.

REFERENCES

Ohio Revised Code 3355

Ohio Board of Regents (April 1998). *Operating Manual for Two-Year Campus Programs*

BGSU Undergraduate Catalog

BGSU Firelands Governance Document Policy	Dean and Faculty Organization	The Dean
Approved by:	Date Revised 2-20-07	FC 2011

PURPOSE

Policy outlining the authority, duties, and evaluation of the Dean of the College.

POLICY

Reporting Structure

The Dean of the College is the administrative head and academic leader of the college. He/she is responsible to the Provost/Vice President for Academic Affairs (VPAA), and through the Provost/VPAA to the President of the University.

Duties and Responsibilities

Duties and responsibilities are as appropriate to that office, in all matters concerning the College, its faculty, and its students and as specified in the Academic Charter including but not limited to:

- academic leadership
- personnel
- program building and evaluation
- curricular development
- budgeting
- advising

The Dean shall appoint and organize an administrative staff for the efficient operation of the College within the limitations of the budget and in consultation with College Council and the Budget Committee.

Selection and Evaluation of the Dean

Selection and periodic evaluation of the Dean will be conducted in accordance with the Academic Charter. The elected members of College Council will serve as the “elected faculty representatives” required by the Charter and will make recommendations to the Provost/VPAA and the President.

REFERENCES

Academic Charter:

Article IX, Section C

Responsibilities of the Dean of an Undergraduate College

Article IX, Section D

Evaluation of the Dean of an Undergraduate College

Article IX, Section E

Special Evaluation and/or Recall of the Dean of an Undergraduate College

BGSU Firelands Governance Document Policy	Dean and Faculty Organization	College Faculty
Approved by:	Date Revised 2-20-07	FC 2111

PURPOSE

Define the membership and responsibilities of the College Faculty Organization.

POLICY

Membership

The College Faculty Organization is composed of all persons who hold tenure track or non-tenure track appointments in a department and are assigned full-time to BGSU Firelands.

Responsibilities to the Organization

All faculty (including the Dean and Associate Deans) of the organization are voting members except on matters in which the Academic Charter limits voting eligibility.

Attendance at all faculty meetings is the responsibility of each faculty member.

All faculty of the organization (excluding the Dean and Associate Deans) are eligible to hold office.

The College Faculty Organization and its executive committee, the College Council, should promote to the fullest extent possible:

1. a climate of academic freedom for all faculty;
2. equity with regard to all substantive and procedural policies and standards pertaining to tenure, promotion in academic rank, lectureships, work load and salary distribution;
3. an optimal learning environment throughout the college;
4. an adherence to established standards of professional faculty ethics and responsibilities;
5. the intellectual and academic development of the faculty;
6. the development, maintenance, and enhancement of the intellectual quality and reputation of the institution and its academic integrity.

REFERENCES

Governance Document:

Article I

Section B-I.C

The Basic Principles

Kinds of Appointments

BGSU Firelands Governance Document Policy	Dean and Faculty Organization	Faculty Meetings
Approved by:	Date Revised 2-20-07	FC 2112

PURPOSE

Define the organization of faculty meetings.

POLICY

Meetings of the College Faculty and College Council should be held regularly.

Faculty chair will determine the meeting schedule and times of regular faculty meetings and College Council meetings at the beginning of each academic year.

Special meetings may be called by the Dean, the Chair of the Faculty, or by petition of 20% of the faculty.

The Faculty Chair shall send the agenda for all regular meetings to the faculty at least 48 hours in advance of the meeting.

Meetings are open unless an executive session is declared at which point non-voting members will be asked to leave.

Attendance at all faculty meetings is the responsibility of each faculty member.

Meetings shall be chaired by the Faculty Chair or by the Faculty Secretary in the absence of the Chair.

The meeting will be conducted according to *Robert's Rules of Order*, with disputes handled by the Parliamentarian. In cases of disagreement on procedure, the decision of the Parliamentarian shall prevail.

Voting on regular business matters will be by simple majority of those present and voting. A member may at any time move for a vote by secret ballot.

REFERENCES

BGSU Firelands Governance Document:
Section 2111 *The College Faculty*

BGSU Firelands Governance Document Procedure	Dean and Faculty Organization	Election Procedures
Approved by:	Date Revised 12/7/07	FC 2121

PURPOSE

Define procedures for electing officers of the Faculty Organization (Faculty Chair, Faculty Secretary, College Council) and a representative to Undergraduate Council.

Election of Faculty Senators will be conducted in the same manner, but at a time designated by Faculty Senate.

Special elections will also follow this procedure when necessary to fill an unexpired term or to fill a newly created position.

PROCEDURE

- | | |
|---------------------|---|
| Departments | 1. Elect one member from each department to serve on Elections Committee. |
| Elections Committee | 2. Solicits and accepts nominations from the faculty for a period of no less than 10 days in April and allowing the election to be completed by April 30.

3. Confirms eligibility and willingness to serve for each nominee. (See instruction on Membership for qualifications.)

4. Reviews election slate to ensure that members-at-large includes one nominee from each department.

4a. If criteria are not met, committee shall structure the elections for the at-large members so that one representative is from the department(s) without representation. |
| Faculty Chair | 5. Provides opportunity to add or rescind nominations at a faculty meeting in April before the election. |
| Elections Committee | 6. Prepares, submits and receives secret ballots from all eligible voters.

7. Counts the votes. Candidates receiving the highest number of votes shall be declared elected; however, in a tie, a runoff election between the top candidates will be held. The Faculty Chair shall not vote except in the case of a tie.

8. Announces the results. Publishes the voting results after the positions have been filled. |

REFERENCES

BGSU Firelands Governance Document:
Section 3011 College Council. See section on number of voting members.
Academic Charter Article IV.A. and IV.B.

BGSU Firelands Governance Document Procedure	Dean and Faculty Organization	Officers and Representatives
Approved by:	Date Revised September 29, 2009	FC 2122

PURPOSE

Identify officers of the College Faculty Organization and representatives of the College, term of office, and duties.

POSITION	TERM OF OFFICE	DUTIES	REF
ASSOCIATION OF UNIVERSITY REGIONAL CAMPUSES OF OHIO (AURCO) Representative	Elected for two year term to begin following spring commencement.	Attends statewide meetings and reports back to faculty.	
COLLEGE COUNCIL	Elected for one year term to begin following spring commencement	Attends regularly scheduled meetings and communicates information back to departments.	2011 2112 2121 3011-3022 4011 4021 4311 5011 5311 9011
ELECTION COMMITTEE	One representative elected from each department for one academic year.	Organizes and presides over faculty elections.	2121
FACULTY CHAIR (Officer of the College Faculty Organization)	Elected for 12 months to begin following spring commencement.	Presides over College Council and faculty meetings. Appoints members to secondary committees considering qualifications and wishes. Appoints ombudsman and parliamentarian. Serves as faculty representative to the Firelands College Advisory Board. Designates a faculty member as acting secretary in the absence of the Faculty Secretary.	2112 2121 3011 3121

FACULTY SECRETARY (Officer of the College Faculty Organization)	Elected for 12 months to begin following spring commencement.	Records, reproduces, and distributes the minutes of all meetings of College Council and Faculty meetings to faculty and administrative staff. Works with Instructional Services Office to keep a permanent file of all minutes and other materials deemed important. Records all roll calls and votes. Presides over College Council and faculty meetings in the absence of the Chair.	2112 2121 3011
FACULTY SENATOR (College Representative)	Elected for 36 month term to begin following spring commencement.	See Academic Charter	2121 3011 Charter section IV, A and B
OHIO ASSOCIATION OF TWO YEAR COLLEGES (OATYC) REPRESENTATIVE	Elected for two year term to begin following spring commencement.	Attends statewide meetings, receives organization mail and reports back to faculty.	
OMBUDSMAN	One year appointment made by Faculty Chair..	Ex-officio member of Human Relations Committee.	5011 6011
PARLIAMENTARIAN	One year appointment by Faculty Chair. Selected from College Council membership.	Handles disagreements on procedure in accordance with <i>Robert's Rules of Order</i> .	3011
UNDERGRADUATE COUNCIL Representative	Elected for 36 month term to begin following spring commencement.		2121 3011

BGSU Firelands		
Governance Document Policy	College Council	College Council
Approved by:	Date Revised 2-20-07	FC 3011

Voting Members:

Dean
Associate Dean(s)
Chair of the Faculty
Faculty Secretary
Department Chairs
Faculty Senate Representative who is on the Senate Executive Committee
Faculty Representative to Undergraduate Council
3 faculty members-at-large, one from each department
1 representative from the administrative staff as selected by that body
1 representative from the classified staff as selected by that body
1 representative from the recognized student organization

Number of Voting Members

Each department shall have at least 2 persons on College Council, including the department chair.

If the above membership of the Council numbers fewer than 14 persons, additional faculty members-at-large shall be elected by the faculty.

POLICY

Serves as the executive committee of the faculty, with the authority to act on its behalf on matters pertaining to academic policy and the maintenance of a scholarly environment.

Oversees the development and approval of academic policy within the College when such policy is initiated by committees of the College.

Serves in an advisory capacity to the Dean on all other pertinent matters.

Participates in the evaluation of the Dean.

Meetings

Shall be held at least once a month during the academic year.

Shall be open unless executive session is declared.

Shall be conducted according to *Robert's Rules of Order*, with disputes handled by the Parliamentarian who will be appointed by the faculty chair from among the members of College Council.

Shall have its minutes distributed to college faculty and staff within 10 class days of its meetings.

REFERENCES

Academic Charter:

Article IX, Section G *Councils and Committees of an Undergraduate College*

BGSU Firelands		
Governance Document Procedure	College Council	College Council Agenda
Approved by:	Date Revised 2-20-07	FC 3021

PURPOSE

Defines procedures used by College Council in the preparation of the Agenda.

PROCEDURE

- | | |
|-----------------------|--|
| Faculty members | submit items for discussion by the Council by contacting the Faculty Chair in writing. |
| Committees | submit changes pertaining to academic policy. |
| Faculty Chair
Dean | discuss items to be included in the agenda. |
| Faculty Chair | prepares the agenda and makes agenda available to all members prior to the meetings. |

BGSU Firelands		College Council
Governance Document Procedure	College Council	Recommendations
Approved by:	Date Revised 2-20-07	FC 3022

PURPOSE

Defines procedures for addressing issues, voting and transmitting recommendations.

PROCEDURE

Committees	submit changes pertaining to policy.
Council	refers formulation (or reformulation) of policy to appropriate committees for deliberation, if necessary.
Council	approves policy matters by a 2/3 vote of the entire membership.
Chair	transmits action on policy matters to the Dean and appropriate agencies within the College, including the faculty, which has the right to review.
Administration	responds to Council in writing within 14 days.
Faculty	may bring the issue before the entire faculty for review and possible reconsideration. A petition of 20% of the faculty must be filed with the Faculty Chair within 10 class days of the publication of the minutes of the meeting at which the Council took the action. A simple majority of the total membership of the faculty organization will be necessary to rescind an action of the Council.
Dean	forwards approved policy recommendations to the Provost/VPAA.

REFERENCES

Academic Charter:
Article IX, Section G *Councils and Committees of an Undergraduate College*

BGSU Firelands Governance Document Policy	Academic Committees	Academic Affairs
Approved by:	Date Revised 2-20-07	FC 4011

Voting Members:

2 members elected in April from each department, 3 year staggered term starting at spring commencement

Non-voting Members:

Associate Dean for Academic and Student Affairs
Undergraduate Council Representative
Manager Academic Advising
Member from Student Achievement Assessment Committee (SAAC)

POLICY

Study and recommend changes or innovations in courses, programs, curricula, college-wide grading policy, advising processes and procedures, articulation with main campus, and any other academic matters of concern to students and faculty of the College. In addition, the committee shall have responsibility for monitoring the academic quality in the various degree programs of the College through periodic review and evaluation.

An organizational meeting should be held during the first two weeks of the Fall semester.

A secretary of the committee should be chosen for the year, or, at a minimum, for a semester.

The chair and secretary of the committee will be aware of the procedures and filing methods for the archive of committee minutes in the Instructional Services Office and the Office of the Dean.

A log will be maintained by the Chair of the AAC of curriculum modifications (Blue Sheets) approved by the committee.

Recommendations regarding grading policies, advising policies and procedures, or articulation with main campus will be forwarded to College Council for final approval.

Minutes from Academic Affairs meetings will be posted in the faculty lounge.

BGSU Firelands Governance Document Policy	Academic Committees	Curriculum Guidelines
Approved by:	Date Revised 2-20-07	FC 4012

PURPOSE

Defines some items to be considered by the Academic Affairs Committee when reviewing curriculum modification requests.

POLICY

1. Ohio Board of Regents requirements and guidelines must be followed.
2. Course choices should be as open as possible. Requests for restrictions to a particular course offering should be based on particular needs of a given degree program.
3. Balance should be sought between flexibility and marketability while maintaining academic quality and appropriate rigor. Students should have options that allow them to select courses that may contribute to a particular interest or specialization in their field. However, this flexibility should be balanced by consideration of the expectations of a graduate by the marketplace.
4. Transferability to baccalaureate degree programs is a priority. Courses that transfer well should be used whenever possible. In degree programs allowing for non-transferable courses, such courses should be kept to a minimum. Non-transferable courses should be supported by rationale related to the goals or career requirements of the program.
5. When developing associate degree programs for Firelands that are based on BGSU bachelor's degree programs, lists of courses approved for the bachelor's degree program(s) shall be used when developing lists of elective course(s) for the associate degree program in order to ensure maximum "two plus two" fit.
6. If a program takes longer than two calendar years to complete, that information must be stated in all promotional material.
7. When making a proposal for a new associate degree, the proposal must contain 15 credits of required course work that are different from those in any existing degree. Programs that are seeking to make a transition from one degree to another may be granted exemptions for a specified time period.

BGSU Firelands Governance Document Procedure	Academic Committees	Curriculum Changes
Approved by:	Date Revised 2-20-07	FC 4021

PURPOSE

Defines procedures to study, review and recommend changes or innovations in courses, programs, curricula, college-wide grading policy, advising processes and procedures, articulation with main campus, and any other academic matters of concern to students and faculty of the College.

PROCEDURES

- | | |
|------------------|--|
| Initiator | 1. Prepares proposal in accordance with guidelines and forms available on the Provost's web pages and Academic Affairs Committee (AAC) policies of this governance document. Where a proposal affects a program, the old and new program checksheets, program guides and catalog copy must be labeled and submitted. |
| Department | 2. Reviews and approves curriculum proposals initiated at the department level in accordance with department policy and procedures |
| Librarian | 3. Reviews proposal for new course, new major, or new minor relative to library holdings. The librarian signs the form and may attach a letter of support or plan for acquisition of necessary resources. |
| Department Chair | 4. Forwards one original (with the signature page on blue paper) and 8 copies of the request and supporting materials to chair of the Academic Affairs Committee six weeks prior to the date of the last day of classes of the Spring semester. (By majority vote, the AAC may accept a request after this deadline.) |
| AAC Chair | 5. Accepts proposals, assigns and logs a processing number to each curriculum modification and distributes copies to committee members.

6. Notifies sponsor, Firelands department chairs, Associate Deans, and Dean of committee agenda. |
| Committee | 7. Reviews Curriculum Modification Request form and accompanying information in light of University requirements, coordination with other BGSU Firelands curriculum offerings, OBOR curriculum regulations, appropriate external accreditation guidelines, and general academic quality. (See curriculum guidelines document for details.)

8. Conducts first reading and review of the proposal. Discussion should elicit questions, concerns, and reservations of the committee members.

9. Returns issues and concerns to the sponsoring department for answers, clarification, or revision prior to committee vote on the proposed change.

10. Conducts second reading to gain clarification and resolve outstanding issues. When changes are not major but rather can be readily documented in the minutes without further clarification, the AAC may vote to waive second reading. Major changes are those that have an impact on another discipline, department, or the College which could |

affect enrollment or academic standards in an existing course or program.

11. Approves proposal with at least a majority positive vote of full membership of Academic Affairs Committee. Proposals that receive a tie vote of the committee will be discussed again and voted on at the next meeting of the committee. If the vote is a tie again, proposal shall be deemed to have failed to receive approval by Academic Affairs Committee. If a proposal received less than 50 percent endorsement of the full membership, it will be deemed defeated and the unsigned original returned to the Office of the Dean and a copy to the sponsor and related department chair.

12. Challenges to a proposal will be considered by the AAC only if accompanied by specific rationale or information. (If 20% of the faculty register objection to the proposal it must be brought before College Council.)

AAC Chair

13. Signs the form and forwards to Associate Dean for Academic and Student Affairs.

14. Retains ballots for three years.

Committee

15. Forwards recommendations to the Office of the Dean.

Associate Dean for
Academic and
Student Affairs

16. Circulates the proposal as appropriate.

17. Receives objections which are forwarded to the Office of the Dean within two weeks.

18. Provides recommendation to the Dean

Dean

19. Approves and sends documents to the Provost or back to Academic Affairs or College Council for further deliberation.

Associate Dean

20. Logs and files blue sheet in binder.

21. Files copy containing all routing signatures in the permanent records.

BGSU Firelands Governance Document Instruction	Academic Committees	AAC Chair Duties
Approved by:	Date Revised 2-20-07	FC 4031

PURPOSE

Provides a suggested list of duties of the Academic Affairs Committee (AAC) Chair.

INSTRUCTION

The Chair of the AAC should:

preside over meetings.

arrange for chair selection of Academic Review Board and Program Review Committee.

remind department chairs in March of the need to elect members to the committee by the end of April.

notify the Dean's secretary and Instructional Services Office of the committee membership no later than the first week of May. They will prepare the college wide committee list and prepare for distribution of minutes and other documents regarding committee matters.

provide committee membership with a copy of the Ohio Board of Regents (OBOR) *Operating Manual for Two-Year Campuses* (available from the OBOR site) and relevant copies of the governance document and bring attention to relevant forms and information on the Provost's web pages.

be aware of the procedures and filing methods for the archive of committee minutes in the Instructional Services Office and the Office of the Dean.

BGSU Firelands Governance Document Policy	Academic Committees	Academic Review Board
Approved by:	Date Revised 2-20-07	FC 4111

PURPOSE

Describes the duties of a sub-committee of the Academic Affairs Committee whose duties pertain to matters dealing with student issues such as petitions for reinstatement following dismissal for academic reasons and requests for course substitutions in degree programs.

Membership

Associate Dean for Academic and Student Affairs (Non-voting Chair)
 Manager, Student Services (Non-voting member)
 One Academic Affairs representative from each department.

POLICY

Academic Review Board (ARB) decisions should attempt to respond to the academic needs of individuals requesting special waivers, course substitutions, and reinstatements in a way that is consistent with the academic policies and the standards of BGSU Firelands and Bowling Green State University.

All requests must be initiated by the student and must be accompanied by a letter of support from the student's academic advisor or program director. Other information pertinent to the request may be sent by the Student Services staff or faculty.

Each request is considered on a case-by-case basis with proper consideration given to the position advocated by the adviser, but the guidelines should be adhered to whenever possible.

Students who are readmitted to the university after at least one full year of absence must adhere to the requirements of the check sheet in force at the time of readmission.

All decisions are made on the basis of a vote of the representatives from the three departments, with a majority ruling.

REFERENCES

FC 4112 Substitution and Waiver Guidelines

BGSU Firelands Governance Document Policy	Academic Committees	Substitution & Waiver Guidelines
Approved by:	Date Revised 2-20-07	FC 4112

PURPOSE

This document is intended to provide consistent guidelines for decisions pertaining to requests for substitution or waiver of courses in an associate degree program.

POLICY

Course substitutions

The course content in the course being requested as a substitution is substantively equivalent to the required course. Indications of compliance, in descending order of value, are:

1. A higher-level course in the same content area.
2. A course with similar content; course description from the University catalog (or another institution's catalog) or copies of course syllabi that provide good evidence of content similarity.
3. A statement from the program director or academic advisor explaining the similarity between two courses (including individualized-learning courses). This is especially appropriate when the college or university fails to offer a required course in a reasonable and timely fashion. Such substitutions should be requested in advance whenever possible.
4. Requests for substantial substitutions, especially those including a combination of course requirements and waivers. These requests will only be considered when strong support and rationale are provided by the program director or academic advisor. These requests should be made well before the semester prior to graduation.
5. No course substitutions are guaranteed consideration during the semester the student intends to graduate.

Automatic course substitution may occur without written request when a change in university course listings (for example when a course is no longer offered), a change in course numbers takes place, or when two courses are extremely similar in content and the course being substituted is at a higher level than the original requirement. The committee will create a list of such courses as they become approved and will carry that list over to the next academic year for consistency. At the beginning of every academic year, each course on the list will be reconsidered for approval by a majority vote of the committee. New courses may be added to the list with approval from the committee and the Associate Dean.

Waivers

Waivers cannot be made for OBOR or University degree requirements. Any associate degree candidate who is deficient in semester hours in any course category will be exempted from the required number of semester hours only if all the following criteria are met:

1. The deficiency is less than one semester hour in any given category, providing that the student still meets the OBOR or University degree requirements in each respective OBOR category.
2. The deficiency is due solely to the transfer of credit hours from a quarter system school.
3. The total number of hours earned or transferred exceeds that required for the degree.

Although the college states that "at least 15 hours must be completed at BGSU immediately before graduation," this requirement may be waived if the student has completed at least 15 hours of course work at BGSU Firelands. The student should provide an explanation for why the residency requirement cannot be met in the usual way.

Waivers will not be considered during the semester the student intends to graduate.

BGSU Firelands Governance Document Form	Academic Committees	Substitution Waver Request
Approved by:	Date Approved: 2/24/12	FC 4141

TO: ACADEMIC REVIEW BOARD - BGSU FIRELANDS

FROM: _____

SUBJ: SUBSTITUTION/WAIVER REQUEST

DATE: _____

<u>ACTION/REQUEST</u>	<u>DEPT. & COURSE #</u>		<u>DEPT. & COURSE #</u>
<i>Substitute</i>	_____	<i>for</i>	_____
<i>Substitute</i>	_____	<i>for</i>	_____
<i>Substitute</i>	_____	<i>for</i>	_____
<i>Substitute</i>	_____	<i>for</i>	_____

Waive _____

STATE RATIONALE FOR EACH ACTION REQUESTED:

(write any additional information on back if necessary)

Student Signature

Student address: _____

Street Address

City

State

Zip

BGSU ID #: _____

Associate Degree Major: _____

Current Adviser: _____

BGSU Firelands Governance Document Form	Academic Committees	Petition for Reinstatement
Approved by:	Date Approved: 2/24/12	FC 4142

PETITION FOR REINSTATEMENT

NAME: _____ DATE _____

ADDRESS _____ TELEPHONE # _____

_____ ADVISER _____

MAJOR _____ BGID# _____

EMAIL ADDRESS _____ ACADEMIC STATUS _____

(as listed in letter)

Personal statement (explain reasons for your present academic difficulty and your plans for resolve). Please use reverse side if more space is needed.

Proposed schedule of classes (List specific courses in consultation with your adviser.).

Student=s signature

Date

Committee action:

Chairperson, Academic Review Board

Date

BGSU Firelands Governance Document Form	Academic Committees	Advisor Recommendation
Approved by:	Date Approved: 2/24/12	FC 4143

TO: Academic Review Board

FROM: _____, Advising Specialist

RE: _____ PID# _____

DATE: _____

___ I do not recommend reinstatement.

___ I recommend reinstatement.

___ I recommend reinstatement with the following conditions:

1. _____

2. _____

3. _____

___ I recommend the following waiver/substitutions:

1. _____

2. _____

3. _____

RATIONALE FOR ABOVE RECOMMENDATION:

BGSU Firelands Governance Document Sample Document	Academic Committees	Petition Vote
Approved by:	Date Approved: 2/24/12	FC 4151

**ACADEMIC REVIEW BOARD
PETITION VOTE**

NAME OF STUDENT _____

BGID NUMBER _____

Faculty Member Name

___ I ACCEPT PETITION FROM STUDENT

___ I DENY PETITION FROM STUDENT

Faculty Member Name

___ I ACCEPT PETITION FROM STUDENT

___ I DENY PETITION FROM STUDENT

Faculty Member Name

____ I ACCEPT PETITION FROM STUDENT

____ I DENY PETITION FROM STUDENT

_____, Manager of Academic Advising

_____, Associate Dean for Academic Programs and Services

Comments:

Date: _____

BGSU Firelands Governance Document Policy	Academic Committees	Program Review Committee
Approved by:	Date Revised 2-20-07	FC 4211

PURPOSE

Describes the Program Review Procedure which is a quality assurance function performed by the Program Review Committee (PRC), a sub-committee of Academic Affairs Committee.

Membership

One Academic Affairs representative from each department.
(Faculty should opt to serve on the Academic Review Board (ARB) and not PRC during years when their program's report is due, to avoid conflicts of interest.)
Associate Deans

Non-voting member
Member from Student Achievement Assessment Committee (SAAC)

RATIONALE

The basis for the Program Review is found in the *Firelands Governance Document FC4011* which reads:

Academic Affairs Committee shall study and recommend changes or innovations in courses, programs, curricula, college-wide grading policy, advising processes and procedures, articulation with main campus, and any other academic matters of concern to students and faculty of the college. In addition, the committee shall have responsibility for monitoring the academic quality in the various degree programs of the college through periodic review and evaluation.

The review is collegial rather than disciplinary and is designed to provide an on-going feedback process for associate degree and other programs by structuring in a five-year comprehensive program review cycle. Accordingly, each program director, coordinator, or other designated individual will submit a program report to the PRC, a subcommittee of the Academic Affairs Committee, approximately once every five years.

The PRC evaluates several Firelands academic programs every year so that each program is reviewed approximately once every five years. Program director submits written program review report of his or her program to the Program Review Board which then meets with program director to discuss the report and the status of the program.

POLICY

The report will contain the common data compiled by Institutional Research.

New programs will not be evaluated until they have been in place for at least five years unless an evaluation is requested by the AAC or the program director.

The content of the presentation is established by the PRC and approved by the AAC.

Reports are due by the designated deadline and should be signed by the program director and the department chair.

The PRC votes to either accept or reject the report.

The proposal with a summary of the PRC's review and action is submitted to the Academic Affairs Committee which then reviews and votes to accept or reject the report.

BGSU Firelands Governance Document Procedure	Academic Committees	Program Review Process
Approved by:	Date Revised 2-20-07	FC 4221

PURPOSE

Defines the procedures for the review of academic programs under the curricular authority of BGSU Firelands.

PROCEDURE

PRC	recommends the order of program review reports so that an approximately equal number of programs are being reviewed each year on a five-year rotational basis.
AAC	approves the PRC recommended order and due dates for program review reports.
Program Director	prepares the program review report containing the information described in the related instruction. signs and submits report to the Department Chair.
Department Chair	reviews the report with the program director and signs. submits the program review reports to the Chair of the PRC by the designated deadline. If the report is not presented to the PRC at the scheduled time, the program report will not be approved.
PRC	reviews the program with the director at one of its meetings (attendance by the department chair or other appropriate individuals is optional). Programs that have no official director or supervisor shall be represented by the department chair. votes approval as presented, approval with some modification, or disapproval. This evaluation is based on a simple majority vote of the committee. sends the report to the AAC with a cover letter that describes the outcome of the vote, and a rationale for the recommendation.
AAC	receives the recommendation of the PRC. If the committee does not concur, then the report is sent back to the program director with a letter stating the rationale for this decision. sends a copy of the recommendation and report to the Dean, who may request further action from the program director or PRC.

BGSU Firelands		
Governance Document Instruction	Academic Committees	Program Review Report
Approved by:	Date Revised 2-20-07	FC 4231

PURPOSE

Defines the content of a program review report to be submitted by program director, coordinator, or other designated individual to the Program Review Committee (PRC), a subcommittee of the Academic Affairs Committee, approximately once every five years.

Report Criteria and Format

The report will include information from the prior seven academic years or since the last review of the program. The PRC acknowledges that some statistical information about programs is difficult to obtain, or that information obtained from different sources may not always agree.

I. Program Purpose and Learning Outcomes

- A. The report should begin with a statement outlining the purpose of the program (i.e., why the program exists) and an explanation of the program learning outcomes (i.e., what skills and competencies students should possess when they complete the program).
- B. How does the program satisfy Ohio Board of Regents requirements (i.e., how does the program meet its communication, general, basic, and technical requirements)? How does the program adhere to university and college degree requirements? How do the core and technical courses support the learning outcomes of the program? (One copy of the most recent syllabi should be available for PRC review for all core and technical courses.)
- C. How does the program compare with relevant benchmark standards? Benchmark standards are: (1) professional licensing/certification requirements and/or (2) standards set forth by a national accrediting organization; and/or (3) a sister program in Ohio (or another state, when appropriate). If applicable, what is the current accreditation status of the program?
- D. How do faculty/staff credentials associated with the program at BGSU Firelands compare with the standards outlined in C?
- E. Does the program transfer into a Bachelor's degree program with a minimum loss of credits? (Examples of transferability should be included.)

II. Enrollment and Financial Information

- A. Has enrollment increased, decreased, or remained constant in the program? Enrollment information should include: (1) the number of students enrolled in the program each year and (2) relevant demographic information about these students, such as age, gender, and race. [The Assistant Director of Institutional Research will provide this information annually to department chairs and program directors through the Associate Dean.]
- B. Programs that have experienced steady decline during the period covered by the report may be asked to comment on their program's cost effectiveness. [This will be done if requested by the administration of BGSU Firelands; pertinent information related to cost effectiveness will be provided to the Chair and program director involved by the Office of Budget and Operations.]

III. Assessment of Learning

- A. How does the program insure the assessment of student learning? What are the indicators? How do the indicators relate to the learning outcomes?
- B. How do students who graduate from the program perform at other academic institutions? Graduation and transfer information should include: (1) the number of students who graduated from the program each year and their mean grade point average (GPA), and (2) the number of individuals who went on to Bowling Green's main campus. How successful were these students? [The Assistant Director of Institutional Research will provide this information annually to department chairs and program directors through the Associate Dean.]
- C. How do students who graduate from the program perform in the workplace? How many students acquired related full-time employment? How many students acquired related part-time employment? How do employers evaluate the preparation of the graduates from the program?

How do graduates evaluate their preparation? (Summaries of employer and graduate surveys should be included.) [The Office of Career Services will provide this information annually to department chairs, program directors and the Associate Deans.]

- D. What pre-graduation assessment methods of student academic achievement are employed? (Methods include: specially designed standardized tests, faculty designed comprehensive examinations, capstone courses, portfolios, and performance on professional licensing/certification examinations.) How did students perform? What are the benchmark standards for this evaluation? How does performance compare to benchmark standards?
- E. What inferences were made from this assessment? What actions were taken? In what ways has assessment resulted in improvements in the program? What improvements still need to be accomplished and how are any concerns/ deficiencies being addressed?

IV. Summary and Recommendations

- A. What are the strengths and weaknesses of the program as seen by the director and the chair?
- B. Should the program be expanded, maintained, modified, reduced, or eliminated? This recommendation should take into account expected long term market changes and their impact on the program. How will the program achieve this recommendation? What needs to be accomplished (goals), what steps should be taken (methods), and what is the likely timetable?

BGSU Firelands Governance Document Policy	Academic Committees	Library Advisory
Approved by:	Date Revised 2-20-07	FC 4311

Voting Members:

Assistant Librarian

1 faculty member from each department for 1 year term

1 administrative staff member for 1 year term

1 classified staff member for 1 year term

1 student member when available

Non-voting Members:

Librarian

POLICY

Discusses issues and makes recommendations relating to policies and procedures of the Firelands College Library which affect the academic policy of the College.

May also act in an advisory capacity to the library's professional staff on matters of personnel or administration of the library.

The Committee forwards recommendations with respect to academic policy to College Council for final approval.

BGSU Firelands Governance Document	Committees	FC 4411
Approved by:	Date Approved 11/30/2010	All College Book

ALL COLLEGE BOOK COMMITTEE

Voting Members:

2 members elected from each department
Student body representative

Non-voting Member:

Coordinator of Student and Campus Activities

Purpose

The All College Book committee shall be responsible for coordinating the selection of the All College Book. The committee shall also be responsible for coordinating the assessment of All College Book programming.

Procedures

- | | |
|-----------|--|
| Committee | <ul style="list-style-type: none"> Develop criteria and procedures for nomination and selection. Engage campus community in the nomination and selection of the All College Book. Select the All College Book. Coordinate assessment of All College Book activities. |
| Chair | <ul style="list-style-type: none"> Convey assessment report to the Associate Dean. |

BGSU Firelands Governance Document Policy	Academic Committees	College Promotion Tenure Review Committee (CPTRC)
Approved by:	Date Revised 09/29/09	FC 4511

PURPOSE

Describe the activities of the College Promotion Tenure Review Committee (CPTRC) in carrying out the College-wide policies and procedures regarding tenure and promotion.

Voting Members:

Two tenured faculty members from each department

Elected by the entire faculty of the department

Elected for two academic years on a staggered term basis

Department chair is ineligible, unless there are extenuating circumstances.

One senior lecturer from each department

Elected by the entire faculty of the department

Elected for two academic years on a staggered term basis

Department chair is ineligible, unless there are extenuating circumstances.

This member will only participate in and vote on review of non-tenure track faculty.

A tenured or probationary alternate may be elected by the department in the event of a promotion review of a CPTRC member.

A department may elect a member from a different department when the electing department has no member qualified to serve in the designated capacity.

POLICY

Oversees the review, including both substantive and procedural matters, of faculty requests for tenure and promotion.

CPTRC recommendations are forwarded to the Dean.

Assists the departments in elaborating Academic Charter criteria for promotion and in defining the appropriate format and evidence for the dossier.

Approves departmental criteria and procedures for evaluation. CPTRC recommendations are forwarded to the Dean, and then to the Provost/VPAA.

Formulates any college-wide elaborations upon the tenure and promotion criteria set forth in the Academic Charter.

College-wide elaborations on tenure must be approved by an absolute majority of the tenured faculty of the college.

College-wide elaborations on promotion must be approved by an absolute majority of the faculty of the college.

BGSU Firelands Governance Document Policy	Academic Committees	Human Relations
Approved by:	Date Revised 3/2/2010	FC 5011

MEMBERSHIP

Members to be elected for 3 year staggered terms:

- 1 representative from each department – one of whom will chair the committee
- 1 representative from classified staff
- 1 representative from administrative staff

Ex-officio member: Faculty ombudsman

Ineligible for membership:

- Associate Dean(s)
- Dean
- Department Chairs

POLICY

Responsible for fostering non-adversarial environment at Firelands College.

Forum for referring conflicts to an appropriate resource as well as recognizing areas of excellence of employees of Firelands College.

Recommends seminars directed toward the continuous improvement of human relations within the structure of Firelands College as needed.

Special Responsibilities of Members

May attend training sessions in the following areas:

- Conflict resolution
- Team building

BGSU Firelands Governance Document Policy	Administrative Committees	Budget Committee
Approved by:	Date Revised 2-20-07	FC 5111

PURPOSE

Describes policy pertaining to the Budget Committee's role in soliciting operating and personnel budget requests through the various departments and divisions of the college.

Voting Members

Election of all representatives shall occur in April. Terms begin following spring commencement.

Members by position:

- Associate Dean for Academic and Student Affairs
- Department Chairs
- Director, Budget and Operations
- Director, Admissions and Financial Aid
- Librarian
- Chair elected from among faculty members

Representatives:

- One elected representative from each department for a two year term
- Representative from recognized student organization
- Elected representative from Classified Staff
- Elected representative from Administrative Staff

POLICY

The committee shall play an appropriate role in the university budgeting process, including long-range financial planning and recommendation of the annual budget to the Dean.

The budget committee serves in an advisory capacity to the Dean.

The budget committee is responsible for the examination of both the personnel and operating budgets as submitted by the various budget managers.

As BGSU Firelands uses a budget process independent of the BGSU main campus, the budget committee must examine all revenue streams available to the college and make carefully considered forecasts based on those revenue streams.

Recommends short term priorities and long-term goals for personnel requests.

When called upon, makes recommendations to the Dean on priorities within the personnel and operating budgets.

BGSU Firelands Governance Document Procedure	Administrative Committees	Budget Review
Approved by:	Date Revised 2-20-07	FC 5121

PURPOSE

Defines the procedure for the annual review of the personnel and operating budgets.

PROCEDURE

Director of Budget & Operations	solicits personnel and operating budget requests from the managers of the various departments and divisions of the college.
Budget Manager	prepares personnel requests and operating budget requests with sufficient details to provide justification/need and allow analysis by the committee.
Budget Coordinator	Reviews budgets and makes recommendations for additions, clarifications to budget. Forwards budgets to Director of Budget and Operations when ready.
Director of Budget and Operations	provides the committee with the requests submitted by the budget managers. provides the committee with data on projected revenue.
Committee	reviews requests and identifies items of concern in the committee's minutes. requests clarification of the items of concern from the appropriate budget manager. reviews and recommends a prioritized list of personnel to the Dean for the following academic year and projected personnel expenses for long term planning. submits a recommended operating budget for the following academic year to the Dean.

REFERENCES

FC 5141	Operating Expense Budget Request (BR-1)
FC 5142	Faculty/Staff Replacement/New Position Request (Form P-3)

BGSU Firelands Governance Document	Committees	FC5211
Approved by:	Date Revised 1/27/2009	Information Technology

INFORMATION TECHNOLOGY COMMITTEE

MEMBERSHIP

ALL MEMBERS OTHER THAN STUDENT GOVERNMENT REPRESENTATIVE SHALL HAVE VOTING PRIVILEGES.

Elected Members

- 2 representatives from each department (2-year terms, staggered)
- 1 representative from classified staff
- 1 representative from administrative staff
- 1 student government representative (Non-voting)

Permanent Members:

Audio Visual Services Specialist
Director of the Office of Technology Support Services

Purpose

This committee is advisory to the Dean.

Assist in the development of College priorities in the strategic planning for information technology initiatives.

Recommend new/or improved technology services and target training needs.

Procedure

Committee Chair: Appoints members to IT Administrative and IT Academic subcommittees.

Committee: Discuss recommendations from subcommittees. Take action where appropriate.

Chair: Convey recommendations to appropriate party. All policy recommendations will be conveyed to College Council through the faculty chair.

BGSU Firelands Governance Document	Committees	FC5212
Approved by:	Date Revised 1/27/09	IT Academic

INFORMATION TECHNOLOGY ACADEMIC SUBCOMMITTEE

MEMBERSHIP APPOINTED FROM THE INFORMATION TECHNOLOGY COMMITTEE 5211

Natural and Social Sciences representative
 Humanities representative
 Applied Sciences representative
 Others to be assigned by Chair

Purpose

Target information discussions regarding the utilization of technology within pedagogy.

Procedure

Subcommittee: Advise on the development of policies regarding the integration of technology in the learning environment.

Subcommittee: Provide a forum in which students and faculty can discuss concerns related to information technology in the classroom setting

Subcommittee: Recommend findings to the committee when appropriate.

BGSU Firelands Governance Document	Committees	FC5213
Approved by:	Date Revised 1/27/2009	IT Administrative

INFORMATION TECHNOLOGY ADMINISTRATIVE SUBCOMMITTEE

MEMBERSHIP APPOINTED FROM THE INFORMATION TECHNOLOGY COMMITTEE 5211

Natural and Social Sciences representative
 Humanities representative
 Applied Sciences representative
 Others to be assigned by chair

Purpose

Target information discussions regarding university policy, budget, and utilization of technology (non-pedagogy).

Procedure

- Subcommittee: Consult with the administration regarding the ongoing review and development of operating policies and procedures related to services for end-users in order to assure that these support the University goals while effectively addressing the ethical and responsible use of the University's electronic resources.
- Subcommittee: Review the annual budget proposals of Information Technology Services before they are submitted to BGSU Firelands Budget Committee.
- Subcommittee: Recommend findings to the committee when appropriate.

BGSU Firelands Governance Document Policy	Administrative Committees	Capital Improvements Advisory Committee
Approved by:	Date Approved 3-29-2011	FC 5411

PURPOSE

Describes policy pertaining to the Capital Improvements Advisory Committee's role in identifying, reviewing, prioritizing, and recommending capital improvement projects and project requests through the various departments and divisions of the college.

Voting Members

Election of all representatives shall occur no later than September 1 each year. Terms begin immediately following election.

Members by position:

Director, Budget and Operations

Director, Technology Support Services

Representatives:

One elected representative from each academic department for a two-year term

Two elected representatives from Classified Staff for a two-year term

One elected representative from Administrative Staff for a two-year term

POLICY

The committee shall play an appropriate role in advising the Dean on matters pertaining to capital improvement projects and facilities utilization.

The committee serves in an advisory capacity to the Dean.

Makes recommendations to the Dean on short term priorities and long-term goals for capital improvement projects.

BGSU Firelands		
Governance Document Procedure	Administrative Processes	Office Space Allocation Process
Approved by:	Date Revised 12/7/07	FC 6011

PURPOSE

Defines procedure for office space allocation for full time faculty.

Faculty offices are BGSU Firelands property and should not be treated as specific space allocated to individual departments or persons. Office of Budget and Operations defines the minimum complement of office equipment as a:

- four-drawer file cabinet
- bookshelf
- desk and chair
- chair
- network connection and phone connection
- electrical outlet

PROCEDURE

A memo of request by faculty member who wants a particular office must be filed with the Faculty Chair within two weeks after any faculty office has become available.

If no Americans for Disabilities Act accommodations are needed, then the following list of criteria should be used to determine which faculty member would be moved.

1. Years of faculty full-time service at BGSU Firelands;
2. Academic rank;
3. By a simple lottery draw.

If equipment beyond the minimum complement is requested, faculty must seek approval from Budget and Operations, and all expenditures, including equipment and installation, will be charged to the faculty member's department.

In accordance with the BGSU Academic Charter, section B-I.F.b, office space for emeritus will be granted "wherever appropriate and feasible."

If any faculty member is denied placement into a new office based on these guidelines, an appeal in writing must be submitted to the Faculty Ombudsman within one business day from when the initial decision is made public.

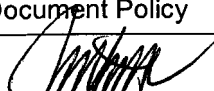
SPECIAL CIRCUMSTANCES

Department Chairs' offices must have the appropriate space and location to expedite their various duties.

Once a faculty member has moved to a new office, the Office of Budget and Operations strongly suggests that subsequent office exchanges be kept to a minimum.

Any lab associated faculty office should be assigned to faculty in the appropriate discipline.

When four or more faculty offices become available, such as during a remodeling project, a request for a block of offices should be submitted to the Faculty Chair.

BGSU Firelands Governance Document Policy	Recognition and Awards	Distinguished Teacher
Approved by: 	Date Revised 2-20-07	FC 7011

POLICY

The BGSU Firelands *Distinguished Teacher Award* shall be bestowed annually to one full-time BGSU Firelands faculty member who demonstrates commitment to and exemplifies excellence in the art of teaching.

The BGSU Firelands *Distinguished Part-time Teacher Award* is bestowed annually to one part-time faculty member or administrative staff member who teaches at BGSU Firelands and demonstrates commitment to and excellence in the art of teaching.

Persons may be nominated by any member of the BGSU Firelands community or by college alumni.

Each recipient shall receive a monetary award of \$1,000, a plaque denoting the honor, and the recognition in the University and the community as a Distinguished Teacher at BGSU Firelands.

The award shall be presented at the annual BGSU Firelands Recognition Program.

Eligibility

Candidates must not have received the award within the past five years.

Members of the selection committee are ineligible for the award.

Full-time faculty nominees:

Candidate must have teaching experience at BGSU Firelands for at least two years prior to the year of the nomination (must be in third year or beyond).

Part-time faculty nominees:

Candidate must have teaching experience at BGSU Firelands for at least six semesters, including at least one semester of the current academic year. Candidates do not have to be currently teaching if the other criteria are met.

Criteria

The winner shall be selected on the basis of a number of considerations, but nominators are asked to discuss as many of the following as possible in their written nominations:

- Scholarly knowledge of the subject matter
- Careful organization and preparation for courses
- Ability to generate enthusiasm for the field of study and for learning
- Demonstrated ability to stimulate the intellect of students so as to foster skills in critical thinking and independent analysis
- Ability to communicate the subject matter in a clear, effective manner
- Utilization of a diversity of teaching methods/techniques
- Sensitivity and responsiveness to students, both in and outside the class context.

Nominators are encouraged to be as explicit and as detailed as possible in describing why their nominee displays excellence in teaching. A nomination is valid even if it does not include an explanation of why the nominee displays excellence in teaching. No member of the committee or college staff will solicit such explanations.

BGSU Firelands Governance Document Policy	Recognition and Awards	Distinguished Teacher Award Committee
Approved by:	Date Revised April 8, 2008	FC 7021

VOTING MEMBERS:

- last three recipients of the full-time distinguished teacher award who are continuing members of the college community
- one past recipient of the part-time teaching award
- two students selected by student government
- one member elected from the administrative staff
- one member elected from the classified staff
- the Vice-President of the Advisory Board or a member appointed by the Dean if the Vice-President cannot serve.

The recipients of the full-time and part-time awards from two years prior shall co-chair the committee.

PROCEDURE

Co Chairs

receive the names of nominees from the Office of Student Activities prior to the first meeting. (The deadline for nominations is the second Monday in February.)

certify that a candidate satisfies eligibility for nomination.

notify the candidate of his or her nomination by the third Monday of February. The letter to the nominee from the co-chairs shall include the following statement:

“Your dossier should be organized in the following manner and include the following information:

1. A statement of your teaching style and/or philosophy.
2. Syllabi for each different course (not each section) taught during the past three years, excluding summer semesters. Please submit the most recent syllabus for courses taught more than once during this period.
3. Quantitative student evaluations for each course during the last six semesters you have taught, excluding summer semesters.
4. A representative sample of other items indicating teaching excellence, such as peer evaluations, exams, and/or other teaching-related material.” (e.g. pedagogical innovations, service on teaching related committees, workshops conducted, or teaching related research).
5. The dossier may have up to 10 pages of narrative and 90 single-sided or 45 back-to-back pages of supporting documents. The dossier is not to exceed 100 single-sided or 50 back-to-back pages.

Candidates

submit their teaching portfolio to either co-chair of the committee who will then place the material in a box located in the Instructional Services office. The final deadline for submissions of teaching portfolios is the second Monday of March. If the file is not turned in on time, the nominee

shall be deemed ineligible.

Co-chairs

attach copies of the actual letters of nomination minus the names of their authors, to each respective portfolio as they are submitted.

Committee

reviews criteria, studies nominations, evaluates the teaching file for each candidate. (e.g., perhaps look for improvement in an instructor's student evaluations from year to year).

members unfamiliar with a given candidate may ask a given candidate for permission to sit in on a class of the candidate's choice.

discusses the qualifications of each candidate

votes by ranking each nominee on a 0 to 4 ranking as follows: Average (0), Good (1), Very Good (2), Outstanding (3), Superior (4). The recipient of the award shall be the person with the highest number of points. If there is a tie, the candidate receiving the highest number of superior ratings shall be the recipient. If there is a tie at this level, the finalist receiving the higher number of outstanding ratings shall receive the award.

Co-chairs

send letter notifying recipients of the award. Recipients shall be given the option of having their name announced for the first time at a Faculty Meeting or at the Recognition Banquet, where the monetary award and plaque will be presented. Notice to the award recipient will be given after the committee makes its selection but well before the Recognition Program.

send letters to all valid candidates congratulating them on the importance of being recognized for their work and notifying them that they shall receive a framed certificate at the Banquet.

notify the offices of College Relations and Student Activities by the third Friday of March who the nominees and winners are so that those offices have enough time to make arrangements for the Annual Recognition Program.

BGSU Firelands		
Governance Document Policy	Documents	Document Control
Approved by:	Date Revised 2-20-07	FC 9011

PURPOSE

Policy on documents that are part of this system.

POLICY

All information in this document is intended to support and comply with the Academic Charter. If any conflict should arise between this document and the Academic Charter, the higher order documents will necessarily take precedence.

All policy (FC XX1X) and procedure (FC XX2X) level documents in this system shall be reviewed by College Council and approved by the Dean of BGSU Firelands.

Instructions, forms and samples (FC XX3/4/5X) prepared and concurred upon by a committee or office will be forwarded to the Associate Dean for Academic and Student Affairs for review and approval.

Recommendations for changes will be according to a planned procedure (FC9121, Document Revisions). Obsolete documents will be withdrawn from use or labeled as "obsolete."

The most current version of a document can be identified by the date revised in the document index (FC 9211). The date revised should, where appropriate, match the approval date (and thus the minutes) of the last committee providing its approval prior to the Dean's/Associate Dean's review and approval.

BGSU Firelands Chairs and Administrative Directors will ensure that documents are understood and are readily available for use by individuals needing the information.

Committee chairs will review pertinent documents with the committee at the first meeting of the academic year.

BGSU Firelands		
Governance Document Procedure	Documents	Document Revisions
Approved by:	Date Revised 12/9/11	FC 9121

Purpose

The purpose of this procedure is to define the steps necessary to maintain documents in the system so that they reflect actual practice.

Procedure

Requester

recommends new document or changes to existing documents by preparing recommendation in appropriate format. Document should be given the current date and marked draft in the date issued/revised box.

submits copies to committee Chair or Director.

Committee Chair/
Director

provides copies and arranges meeting with appropriate individuals to discuss recommendation.

prepares agreed changes as final copy, and marks the revision date the same as the committee meeting. Submits revision with a cover memo highlighting rationale for the change for review/approval by appropriate committee and/or individuals. (See FC 9011)

Instructional Services

updates FC 9211, Document Index, and submits along with the approved governance document to the Dean's office.

Dean's Office

obtains approval signatures, distributes memo highlighting change, provides new document and revised document index in accordance with the distribution as defined in FC 9131.

Recipients

review the latest document with attention to changes, and, if appropriate, remove obsolete documents and insert new documents in binder.

BGSU Firelands		
Governance Document Instruction	Documents	Distribution
Approved by:	Date Revised April 29, 2011	FC 9131

PURPOSE

Provides instructions for distributing new or revised documents in the system.

All users are to verify the document is the latest version by comparison to the Document Index, FC 9211.

INSTRUCTION

Dean's Office files signed original document. Previous document, if any, is marked obsolete and dated. The obsolete document is retained for 5 years.

emails electronic version of the document and updated Document Index (FC 9211) to:

BGSU FIRELANDS

- Dean
- Associate and Assistant Deans
- Department Chairs
- Chairs of Academic and Administrative Committees, as appropriate
- Administrative Directors, as appropriate
- Faculty Chair
- Instructional Services
- Library
- Web Master
- Director of Marketing & Community Relations

distributes paper copy to:

BGSU

- Provost Office
 - once or twice a year (depending on the level of activity)
 - with a cover memo listing the added or changed documents showing the title, revision date, original date, and FC number
 - include updated index document (FC 9211)

Recipients place most current document in the binder. Dispose of previous version or mark it obsolete.

Web Master posts new documents to the BGSU Firelands web site within 10 days.

BGSU Firelands Governance Document Policy	Documents	Document Index
Approved by:	Date Revised April 29, 2011	FC 9211

PURPOSE

Defines the organization of the document system and provides a list of current documents and the latest revision date. Revisions to this document are made and distributed by the BGSU Firelands Dean's Office.

Documents are organized by subject and purpose.

Organization by Subject

The first digit of the FC document number identifies the subject series. The subject series code that is defined by the first digit includes:

- 1X = Mission of the College
- 2X = The Dean and the Faculty Organization
- 3X = College Council
- 4X = Academic Committees
- 5X = Administrative Committees
- 6X = Administrative processes
- 7X = Recognition and Awards
- 8X = currently unassigned
- 9X = Document Control

The second digit of the subject code defines a specific committee, function or activity.

Organization by Purpose

The third digit of the document number identifies the document's purpose as a policy, procedure, instruction or sample. The purpose of each are described below.

- XX1X = Policy
- XX2X = Procedure
- XX3X = Instructions
- XX4X = Forms or Records
- XX5X = Sample documents

Policies

Policies contained in this document state a commitment to that policy.

Procedures

Procedures define who will do what to accomplish a given task. Tasks are described briefly in the sequence that they occur. Where necessary, instructions provide detailed information.

Instructions

Instructions provide detailed information on how to complete a specific task.

Forms or Records

Standardized forms or records that are approved for use.

Samples

Samples are intended to provide guidance and are not necessarily requirements.

1

1011 Mission of BGSU Firelands College 2/20/07

2

2011 The Dean 2/20/07
2111 College Faculty Organization 2/20/07
2112 Faculty Meetings 2/20/07
2121 Election of Faculty Officers 12/7/07
2122 Officers, representatives and their basic duties 4/08/08

3

3011 College Council 3/22/08
3021 College Council Agenda 2/20/07
3022 College Council Recommendations 2/20/07

4

Academic Committees

4011 Academic Affairs 2/20/07
4012 Curriculum Guidelines 2/20/07
4021 Curriculum Changes 2/20/07
4031 AAC Chair Duties 2/20/07
4111 Academic Review Board 2/20/07
4112 Substitution and Waiver Guidelines 2/20/07
4121 Reinstatement Petitions 2/20/07
4141 Substitution/Waiver Request 8/24/00
4142 Petition for Reinstatement 2/20/07
4143 Advisor Recommendation 5/03
4151 Petition Vote 2/20/07
4211 Program Review Committee 2/20/07
4221 Program Review Process 2/20/07
4231 Program Review Report 2/20/07
4232 Tech Prep Program Review Report withdrawn
4311 Library Advisory 2/20/07
4411 All College Book 11/30/2010
4511 College Promotion Tenure Review 2/20/07
4512 Nontenure Track Promotion Review Committee withdrawn

5

Administrative Committees

5011 Human Relations 3/2/2010
5111 Budget 2/20/07
5121 Budget Review 2/20/07
5211 Information Technology 1/27/09
5212 Information Technology Academic 1/27/09
5213 Information Technology Administrative 1/27/09
5311 Instructional Television withdrawn
5411 Capital Improvements Advisory Committee 3/29/2011

6

6011 Faculty Space Allocation 12/7/07

7

Recognition and Awards

7011 Distinguished Teacher Award 2/20/07
7021 Distinguished Teacher Guidelines 4/08/08

8

9

Documents

9011 Document Control 2/20/07
9121 Document Revision 2/20/07
9131 Distribution 4/29/2011
9211 Document Index 4/29/2011

Offices

[Office of the Dean](#)

[Associate Dean](#)

» [Associate Dean](#)

[Offices and Initiatives](#)

» [Office of Development](#)

» [Office of College Relations](#)

» [Office of Institutional Research](#)

[Administration](#)

» [Academic Calendar](#)

» [Governance Document](#)

» [Faculty & Staff Handbook](#)

» [Organizational Chart](#)

» [Policies & Procedures](#)

» [Promotion & Tenure](#)

» [Employment Opportunities](#)

[Main Campus Resources](#)

» [Office of the President](#)

» [Office of the Provost](#)



College Promotion & Tenure Review Committee

The Firelands College Promotion and Tenure Review Committee (C-PTRC) must carry out its responsibility as stated in The Academic Charter and in the Firelands College Governance Document. A careful review must be made of the candidate's credentials, and a judgment must be made solely on this basis. Procedural and substantive reviews at the college level guarantee careful evaluation by a broader base of the faculty (other than department) and strengthen the promotion and tenure recommendations.

Decisions regarding promotion and tenure must be based on the criteria established by The Academic Charter and by the department in which the candidate resides. The department's substantive evaluation must be viewed as paramount, and any contrary evaluation by CPTRC of substance must be well documented and a rationale fully developed.

Documents For Promotion & Tenure Candidates

(These items are included in the Information Guide.)

- » [Application for Promotion and/or Tenure](#) (Firelands College)
- » [Application Cover Sheet for Promotion and Tenure Review](#)
- » [Order of Contents for Promotion & Tenure Credential Files](#)

Documents for Non-Tenure Track Promotion Candidates

(These items are included in the Information Guide.)

- » [Application for Lecturer or Senior Lecturer](#) (Firelands College)
- » [Application Cover Sheet for Non-Tenure Promotion Review](#)
- » [Order of Contents for Non-Tenure Track Faculty Credential Files](#)

Documents For Reappointment Review Candidates

(These items are included in the Information Guide.)

- » [Application Cover Sheet Reappointment Review](#)
- » [Order of Contents for Reappointment Review Files](#)

[College Promotion and Tenure Review Information Guide](#)

» **Information Guide for 2012-2013**

**College Promotion and Tenure Review
Committee Documents**

- » **Reappointment Ballot**
- » **Reappointment Rationale**
- » **Promotion Ballot**
- » **Promotion Rationale**
- » **Tenure Ballot**
- » **Tenure Rationale**

**College Promotion and Non-Tenure Review
Committee Documents**

- » **Lecturer Ballot**
- » **Lecturer Rationale Sheet**
- » **Senior Lecturer Ballot**
- » **Senior Lecturer Rationale Sheet**

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on
Facebook now!



Business Applications Specialist

One-Year Certificate Program Business Applications Specialist

The one-year business applications certificate prepares students for business positions working with software applications and is designed for those who want to specialize in software applications using the Microsoft Office software applications package. The certificate will be beneficial for those individuals interested in acquiring knowledge for personal use to develop and refine their skills in current software applications, for those obtaining a job for the first time, for those who want to update their existing software skills after being away from business for several years, and for those who are striving for advancement in their current positions.

Curriculum

Students develop the skills needed to effectively use word processing (Microsoft Office Word), spreadsheet (Microsoft Office Excel), database (Microsoft Office Access), desktop publishing (Microsoft Office Publisher), and presentation (Microsoft Office PowerPoint) software within the business environment. The students are taught to increase their productivity by integrating these applications to produce professional-looking end documents. In addition, students acquire basic business knowledge and written and oral communications skills needed to succeed in business.

Career Opportunities

Upon completion of the one-year business applications certificate, students may find employment in office settings in business and industrial firms, professional offices, nonprofit agencies, and governmental agencies.

The program is arranged so that credits received in a one-year program may be transferred if a student decides to pursue a two-year degree in an associate of technical studies or an associate of science or associate of arts degree. To receive the business applications specialist certificate,

the student must have at least a 2.0 grade point average for all work attempted.

One-year Certificate Program

General education

English (3-6 hours)
interpersonal Communication (3 hours)

Basic courses

Business Communications (3 hours)
Business Mathematics (3 hours)

Core courses

Business Education (11 hours)
Management Information Systems (3 hours)
Electives (3 hours)

For Further Information

Cindy Miglietti, Ph.D., Program Director
Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Business Applications Specialists, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR47.html

Associate of Arts / Associate of Arts – Online

Beginning a Bachelor's Degree

Bowling Green State University offers more than 170 bachelor's degree programs and students can begin most of them at BGSU Firelands! Bachelor's degrees take approximately four to five years to complete as a full-time student. Associate degrees mark the approximate halfway point in a bachelor's program. So, whether your goal is to pursue a four-year degree or simply to expand your horizons, an associate of arts degree is an excellent foundation.

While providing a strong academic background, the requirements for the associate of arts degree are extremely flexible, offering students the opportunity to sample a number of disciplines or tailor their studies according to special interests. During the freshman and sophomore years of college, students complete many courses which are required by the University in all of the majors. These required BG Perspective core classes can be taken at BGSU Firelands.

Specifically designed to provide a solid knowledge base to pursue a broad range of four-year programs, these courses develop the foundational skills for further study in your bachelor's degree, enhance competencies in written and oral communication, computation and mathematics, critical thinking and problem solving, and decision making and values analysis. These courses also parallel those offered during the first two years of a bachelor's degree at most other colleges and universities. As a result, students can easily transfer to other institutions.

Curriculum

Students pursuing the associate of arts degree must complete a minimum of 62 credit hours. Coursework includes:

Communications (3 hours minimum)

Varieties of Writing (3)

Each student should also acquire proficiency in oral communication.

Math/Science (7 hours minimum chosen from math and/or science)

Two courses must be selected from the natural science BG Perspective courses.

Humanities & Arts (9 hours minimum)

Two courses must be selected from the humanities and arts BG Perspective courses.

Social Sciences (9 hours)

Two courses must be selected from the humanities and arts BG Perspective courses.

Approved Electives

Each student must select a sufficient number of electives to earn a minimum of 62 credit hours. Courses must be selected from the student's intended bachelor's degree program. Students planning to pursue a bachelor's degree in the College of Arts and Sciences should take a foreign language.

For Further Information

Amy McKinley, Manager
Academic Advising
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0648
email: amckinl@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Associate of Arts – Online

The flexibility of the BGSU Firelands Associate of Arts degree is extended to online students through small online class sizes, experienced online faculty, easy online access to library holdings and research assistance, online or phone advising appointments, and online tutoring options in both individual and group settings.

Prerequisites: Acceptance into the Associate of Arts – Online degree program depends on placement test scores or transfer credits that indicate college readiness.

For Further Information

Michelle Kelling
Academic Advisor
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0616
email: mjkelli@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity


BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

(OVER)



Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for the Associate of Arts degree, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR26.html

Accounting

Associate of Applied Business in Business Management Technology

The accounting major serves the needs of students who are interested in advancing in an accounting career, updating skills and learning new management techniques.

Career Opportunities

Accounting students can assume entry-level positions as paraprofessionals in commercial, nonprofit, and business organizations. The accounting classes will provide students with an understanding of the various areas of accounting as well as the tools necessary for decision making.

Graduates with an accounting major have the skills to assist accountants with financial records, conduct audits and cost analyses, keep books of account, and compile and prepare financial statements. Through class discussions, case studies, computer-assisted instruction and special projects, students learn to successfully manage a small business. Management theory, learning how to motivate employees, keeping accurate financial records and promoting a business are just a few of the major topics emphasized in the program.

Other career opportunities include working with information systems specialists to design and build computerized bookkeeping systems.

Curriculum

The goal of the major is to provide students with a solid foundation in business and accounting by enhancing written and oral communication skills, critical thinking abilities and familiarity with accounting concepts.

Program Requirements

Communication (6 hours minimum)

English
Speech and Written Communication

General Studies (9 hours minimum)

Economics
Social or Natural Science or Humanities

Basic Courses (17 hours minimum)

Management Information Systems
Mathematics

Business Courses (12 hours)

Management
Total Quality Leadership

Accounting Courses (18 hours)

Financial I and II
Managerial
Cost
Tax
Computerized Bookkeeping

Students who intend to complete the Bachelor of Science in Business Administration (BSBA) should enroll in the Associate of Science degree that only includes courses that transfer to the BSBA.

For Further Information

Cindy Miglietti, Ph.D., Program Director
Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete

at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Accounting, please check the undergraduate catalog at www.bgsu.edu/catalog/FIR/FIR31.html

Associate of Science

Beginning a Bachelor's Degree

Bowling Green State University offers more than 170 bachelor's degree programs and students can begin most of them at BGSU Firelands! Bachelor's degrees take approximately four to five years to complete as a full-time student. Associate degrees mark the approximate halfway point in a bachelor's program. So, whether your goal is to pursue a four-year degree or simply to expand your horizons, an associate of science degree is an excellent foundation.

While providing a strong academic background, the requirements for the associate of science degree are extremely flexible, offering students the opportunity to sample a number of disciplines or tailor their studies according to special interests. During the freshman and sophomore years of college, students complete many courses which are required by the University in all of the majors. These required BG Perspective core classes can be taken at BGSU Firelands.

Specifically designed to provide a solid knowledge base to pursue a broad range of four-year programs, these courses develop the foundational skills for further study in your bachelor's degree, enhancing competencies in written and oral communication, computation and mathematics, critical thinking and problem solving, and decision making and values analysis. These courses also parallel those offered during the first two years of a bachelor's degree at most other colleges and universities. As a result, students can easily transfer to other institutions.

Curriculum

Students pursuing the associate of science degree must complete a minimum of 62 credit hours. Coursework includes:

Communications (3 hours minimum)

Varieties of Writing (3)

Each student should also acquire proficiency in oral communication.

Math/Science (10 hours minimum chosen from math and/or science)

Two courses must be selected from the natural science BG Perspective.

Humanities & Arts (9 hours minimum)

Two courses must be selected from the BG Perspective courses.

Social Sciences (9 hours minimum)

Two courses must be selected from the BG Perspective courses.

Approved Electives

Each student must select a sufficient number of electives to earn a minimum of 62 credit hours. Courses must be selected from the student's intended bachelor's degree program. Students planning to pursue a bachelor's degree in the College of Arts and Sciences should take a foreign language.

For Further Information

Amy McKinley, Manager
Academic Advising
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0648
email: amckinl@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for the Associate of Science degree, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR27.html

Technical Study

Coding and Medical Billing

The ATS is a special hybrid program combining billing, coding, business and communication skills designed to prepare students for careers in physicians' offices, group practices, ambulatory care centers and outpatient care sites. Medical coders and billers and health information management students are among the occupations with the highest employment prospects in the state according to the Bureau of Labor Statistics.

Students in the new ATS degree will prepare in science, mathematics/ accounting and communication skills. This background will allow them to become an important part of the health care team. Because of their strong background and focus in medical coding and software-based accounting practices, they will provide a specific service to the employer which will directly impact the financial success of the facility. Students who graduate from this program will be eligible to sit for numerous accreditation/ certification examinations in medical coding as sponsored by the American Health Information Management Association and the American Academy of Professional Coders.

The ATS in coding and medical billing is a "sister" program to BGSU Firelands' AHIMA accredited health information technology program. Both programs are supported by a network of clinical practice sites in the area, providing internship opportunities which are critically important to the success of the student. The programs are also supported by a dedicated information laboratory which provides students with real-life experiences and applications directed toward the use of electronic health record and electronic billing and data systems.

Curriculum

The curriculum for the medical coding and billing program combines the shared allied health course work in the applied health sciences with the coding and billing course work from the Health Information Technology program. Further enhancing the business aspect of this degree is a solid background in accounting and business management practices. Many of the courses have laboratory assignment requirements utilizing state of the art software applications for medical coding and billing which enhance and stimulate the student learning process. Online distance education is available for much of the required technology course work.

General Requirements

Varieties of Writing (3)
 Speech Communication Elective (3)
 General Psychology (4)
 Humanities and Arts Elective (3)
 International Perspectives (3)

Basic Foundation

AHTH 131 Anatomy and Physiology (5)
 MATH 115 Introduction to Statistics (3)
 MIS 200 Introduction to Management Information Systems (3)

Technical Studies

HIT 104 Medicolegal Aspects of Health Information (3)
 HIT 112 Coding and Classification Systems ICD9CM (3)
 MEDT 301 Medical Terminology (2)
 AHTH 141 Survey of Pharmacology (1)
 AHTH 230 Pathophysiology (4)
 HIT 203 Coding and Classification Systems HCPCS/CPT (2)
 HIT 205 Reimbursement Methodologies (2)
 HIT 213 Advanced Coding (2)
 BUSE 101 Business Mathematics (3)
 BA 203 Business Communications (3)
 ACCT 221 Accounting and Business Concepts I (3)
 ACCT 222 Accounting and Business Concepts II (3)
 ACT 225 Electronic Bookkeeping (3)

For Further Information

Mona Burke, R.H.I.A., Lecturer/ Program Director
 Technical Study - Coding and Medical Billing
 BGSU Firelands
 One University Drive
 Huron, OH 44839
 419-433-5560 ext. 2-0860
 email: burkem@bgsu.edu

Debralee Divers, Director
 Enrollment Management & Student Retention Services
 419-433-5560 ext. 2-0629
 email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
 Admissions and Financial Aid
 419-433-5560 ext. 2-0683
 email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu


Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

(OVER)



The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Technical Study, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR41c.html

Computer Science Technology

Associate of Applied Business in Computer Science Technology

The associate of applied business in computer science technology prepares students for employment as computer support specialists or computer networking specialists. Employment opportunities for these fields are expected to grow. The curriculum for each of these majors are designed around the knowledge, skills, and abilities needed for employment.

Computer Support Specialist

Computer support specialists provide technical assistance to computer users. They provide overall organizations support in the selection and implementation of new software as well as work at the individual level answering questions and solving problems. They must be knowledgeable of hardware, operating systems, application software, and peripheral devices. Employment opportunities exist in industries that design and provide services for computer systems, administrative units of companies, school systems and software publishers. The U.S. Department of Labor data indicates an 18% growth in total employment for this category through 2016. The Ohio Labor Market Information Services indicates a 15.5% increase in employment in this category through 2014.

Learning Outcomes

Graduates from this program are expected to achieve the following:

- The ability to install and configure microcomputer hardware and operating systems, and customize the operating system interface;
- An understanding of the operations of microcomputer hardware, firmware, and operating systems, along with the interrelationships among them;
- The ability to install, configure and maintain computer networking hardware, network operating systems and network services, including accounts and configuring resource security;

- The ability to install, configure and maintain Internet server software and services, including Web and FTP hosting services;
- An ability to provide Web page support by creating dynamic and interactive Web pages and programming scripts;
- An understanding of programming principles and logic, and its application to the development of computer programs to perform specified tasks;
- An ability to design, implement, and support the use of electronic spreadsheet applications in support of end users.
- An ability to provide support for operating systems both to the corporate entity and end-users alike.

Sample Program

First year

General education

- ENG 110, 111 and/or 112 (3-6)
- IPC 102 or 306 (3)
- BG Perspective (general education) elective (6)

Basic courses

- MIS 200, BAT 102 (6)
- MATH 112 or above (excluding MATH 213, 215, 216) (2-5)

Technical core

- CS 201 (3)
- CST 100, 120 (4)

Major

- CS 101 (3)

Second year

General education

- BG Perspective natural science elective (3-5)

Basic courses

- MATH 115 or STAT 200 (3)

Business courses

- ACCT 200 or 221 or BAT 205 or ENG 388 (3)

Technical core

- CST 102, 181, 275, 281 (10)

Major

- BUSE 265, 266, 269, 270, 276 (5)
- CS 280 (1)
- CST 135, 136, 252, 254 (8)

Computer Networking Specialist

Computer networking specialist install, configure and support the corporation's computer network. Graduates must be knowledgeable of local area networks (LAN), wide area networks (WAN), and the Internet system. Other key skills taught in the program include the ability to maintain hardware and software to keep a network available and operating securely and efficiently. The U.S. Department of Labor data indicates a 27% growth in total employment in this category through 2016.

Learning Outcomes

- Graduates from this program are expected to achieve the following:
- The ability to install and configure microcomputer hardware and operating systems, and customize the operating system interface;
- An understanding of the operations of microcomputer hardware, firmware, and operating systems, along with the interrelationships among them;
- The ability to install, configure and maintain computer networking hardware, network operating systems and network services, including accounts and configuring resources security;
- The ability to install, configure and maintain Internet server software and services, including Web and FTP hosting services;
- An ability to provide Web page support by creating dynamic and interactive Web pages and programming scripts;

(OVER)

- An understanding of programming principles and logic, and its application to the development of computer programs to perform specified tasks;
- An ability to accomplish network wiring and cabling tasks to including making cables and punch-down connections.

Sample Program

First year

BG Perspective (general education)
 ENG 110, 111 and/or 112 (3-6)
 IPC 102 or 306 (3)
 BG Perspective (general education) elective (3)

Basic courses

MIS 200, BAT 102 (6)
 MATH 112 or above (excluding MATH 213, 215, 216) (2-5)

Technical core

CS 201 (3)
 CST 100, 102, 120 (5)

Major

CST 141, 142, 143 (7)

Second year

BG Perspective (general education)
 BG Perspective (general education) natural science elective (3-5)
 BG Perspective (general education) elective (3)

Basic courses

MATH 115 or STAT 200 (3)

Business courses

ACCT 200 or 221 or BAT 205 or
 ENG 388 (3)

Technical core

CST 181, 275, 281 (9)

Major

CST 145, 285, and ECT 240 (9)

For Further Information

Martin S. Anderson, Program Director
 BGSU Firelands
 One University Drive
 Huron, Ohio 44839
 419-433-5560 ext. 2-0861
 Email: martya@bgsu.edu

Debralee Divers, Director
 Enrollment Management & Student
 Retention Services
 419-433-5560 ext. 2-0629
 email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
 Admissions and Financial Aid
 419-433-5560 ext. 2-0683
 email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Computer Science Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR36.html

Criminal Justice

Associate of Applied Science in Criminal Justice

Gain the essential understanding of government, the legal system, people and their cultures to be successful in administering and enforcing the laws of the land.

Career Opportunities

Criminal justice careers are available in numerous areas including: law enforcement, courts, probation, parole, juvenile and adult corrections, and case work, as well as the significant and growing need for qualified people in private sector security and investigation. Individuals who choose to follow any of the career paths within the criminal justice field must possess both education and commitment. As society becomes more sophisticated and complex, those who are responsible for administering and enforcing laws must be able to not only cope, but to succeed. A well rounded education based on the social behavioral sciences is a proven asset in obtaining that success in the criminal justice system.

Curriculum

The criminal justice degree program at BGSU Firelands has been developed to address the current needs of students entering the career chain and prepares them to grow with the increasing challenges of the profession. Emphasis is placed on superior academic attainment and effective verbal and written communication skills, with a core program concentration providing a thorough exposure to understanding government, law, people and their cultures.

This focus on the academic aspects of criminal justice allows for the student's continued educational advancement with minimal duplication or repetitious coverage of material. Since the vast majority of agencies will provide the required indoctrination and technical training such as fingerprinting and photography, this type of instruction is not included in the program. Professional

practitioners in the criminal justice field have assisted in the development of the curriculum, and will continue in that capacity to ensure that the most current material is included.

Special Features

The criminal justice degree program at BGSU Firelands is designed to allow students to easily transfer into the four-year program offered at BGSU Firelands and at Bowling Green State University. Students who complete the associate degree requirements will be slightly more than half way through the bachelor's degree curriculum.

Students pursuing the associate of applied science in criminal justice degree program must complete a minimum of 62 credit hours. Coursework includes:

Communications (6 hours minimum)

Varieties of Writing (3)
Speech Communication (3)

General Education (12 hours minimum)

Natural science elective (3/5)
Natural science elective (3/5)
Humanities elective (3)
General education elective (3)

Basic Courses (16 hours minimum)

Introduction to Statistics (3)
General Psychology (4)
American Government (3)
Principles of Sociology (3)
Introduction to Ethics (3)

Professional Core (9 hours minimum)

Introduction to Criminal Justice (3)
Law Enforcement in American Society (3)
Investigations: Theory & Practice (3)

Professional Electives (24 hours minimum)

Select eight courses from the following list or any course listed as a core elective by the College of Health and Human Services for the bachelor of science degree in criminal justice: CRJU 240; CRJU 395; IPC 306; POLS 303, 331; PSYC 311; PSYC 405; SOC 316, 340 or 441.

For Further Information

Timothy Jurkovac, Ph.D.
Associate Professor, Sociology
BGSU Firelands College
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0661
email: tjohnj@bgsu.edu

Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu


Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

(OVER)



The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Criminal Justice, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR42.html

Diagnostic Medical Sonography

Associate of Applied Science in Diagnostic Medical Sonography

Diagnostic Medical Sonographers also known as ultrasound technologists or sonographers are highly-skilled professionals who use specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. Sonographers have extensive, direct patient contact that may include performing some invasive procedures. They must be able to interact compassionately and effectively with people who range from healthy to critically ill. Sonographers demonstrate behavior and ethics consistent with standards and ethics of all imaging science professionals. Sonographers are involved in critical thinking skills, clinical decision making and patient education.

Career Opportunities

The profession of diagnostic medical sonography includes general sonography, cardiac sonography, vascular technology and various other subspecialties. BGSU Firelands provides a rigorous program that instructs students how to recognize, identify and appropriately document normal and variant anatomical structures. Medical sonographers are employed in hospitals, clinics, private practices, mobile services, laboratories and public health facilities. Career advancement opportunities exist in education, administration, research and in commercial companies such as education/ application specialists, sales representatives, technical advisors, etc.

Graduates will be held to the Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography as defined by the Joint Review Committee on Education in Diagnostic Medical Sonography.

Admission Requirements

Following admission to the University, the student is responsible for filing a separate application with the program director.

Students must meet the following criteria:

1. Graduated from an accredited high school having attained a GPA of 2.0 or GED or have completed twelve semester hours of college work with an overall GPA of 2.0 or higher;
2. Formally admitted to BGSU;
3. Completed developmental courses in general studies writing, reading and study strategies, or math, if more than six credits are required (based upon COMPASS test results);
4. Completed Physics, Medical Terminology, Human Anatomy & Physiology I & II, and Pathophysiology
5. Completed Strong Interest Inventory testing;
6. Completed a 4-8 hour observation experience in a clinical ultrasound location;
7. Participated in a personal interview in which attitude and enthusiasm for the program will be considered;
8. Submit a criminal history background check allowing them to enter clinical settings, as required by Ohio law.

After gaining admittance to the program, students must meet the following minimum requirements to be in good standing and continue in the program:

1. Maintain a cumulative GPA of 2.0 or higher;
2. Earn a grade of "C" or higher in DMS 1000, 1010, 1110, 1120, 1210, 1220, 1410, 2410, 2110, 2120, 2210, 2220, and 2510. Also BIOL 3310,3320, AHTH 2300 and BIOL 1040 or 2050 if chosen as an elective or prerequisite;
3. Earn a "S" in DMS 1810, 1820, 2810, 2820 and 2830;
4. Demonstrate the achievement of competency in all areas of clinical practice;
5. Complete prerequisite coursework in good standing. Nothing less than a C in prerequisite courses will be accepted
6. Comply with DMS clinical policies and procedures; failure to comply will result in ineligibility to continue in the program.

To be admitted to clinical directed practice, the student must meet the following requirements:

1. Complete prerequisite coursework in good standing;
2. Pass a criminal history background check/drug test;
3. Meet all physical requirements to perform the essential functions of a student sonographer, as evidenced by a completed physical examination on file with the program;
4. Sign a BGSU liability waiver form;
5. Submit a copy of a current CPR card, indicating successful completion of an AHA Health Care Provider course;
6. Review and agree to comply with guidelines in the Student Clinical Handbook.

While admission to the program is closely tied to the number of clinical spaces, occasionally exceptions can occur that are beyond the control of BGSU Firelands. In the event that the number of eligible students exceeds clinical space available, admission to the clinical directed practice may be determined by a rank order based upon date of acceptance into the program, college grade point average, program hours completed, and the recommendation of program personnel.

Students are responsible for the following expenses related to participation in the clinical directed practice:

1. Pre-clinical physical examination, including lab work and immunizations;
2. Textbooks and/or clinical training manuals and folders;
3. Lab fees;
4. Transportation to and from clinical sites;
5. Scrub attire, lab coats, and other appropriate uniform attire;
6. BGSU Firelands student name tag;
7. Trajecsyst reporting system fee.

(OVER)

Items that may be provided to students by clinical sites at no cost include:

1. Facility identification badges/name tags;
2. Parking at most clinical sites;
3. Professional liability insurance coverage is provided by BGSU and is not a student expense

Learning Outcomes

Graduates from this program will possess the following knowledge, skills, and behaviors:

- Understand the relationship between theoretical and clinical components of the curriculum and apply these principles to proper anatomical part presentation, pathological adjustments required for optimal examination, quality of image, and care for all patient age groups at a rate not less than 75%, as evidenced in student grade and competency records.
- Apply interpersonal skills appropriately to meet the needs of patients in a variety of clinical settings, as documented in directed practice assessment portfolios at the level of satisfactory.
- At the completion of the BGSU Diagnostic Medical Sonography Program, graduates will demonstrate the ability to comprehend, apply and evaluate didactic knowledge and clinical information relative to their role as entry-level general sonographers.
- At the completion of the program, the graduate of the BGSU Diagnostic Medical Sonography Program will demonstrate technical proficiency in clinical and scanning skills necessary to fulfill the role of entry-level general sonographer for the general concentration.
- At the completion of the program, the graduate of the BGSU Diagnostic Medical Sonography Program will demonstrate personal behaviors consistent with professional and employer standards and expectations for an entry-level general sonographer.
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.

- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health.
- Complete the credentialing examination administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) at a pass rate of not less than 75% on the first attempt, as documented by the report of Registry results to the program.
- Exercise independent decision making and demonstrate competent skills performance in the role of primary care provider in a broad range of sonography and intervention services, as determined by an analysis of employer surveys.

For Further Information

Cara Vickery, Program Director
Diagnostic Medical Sonography
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0884
email: cvicker@bgsu.edu

Sylvia Hermo-Fedro, Program Director
Radiologic Technology
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0666
email: shermo@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Diagnostic Medical Sonography, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR43a.html

Early Childhood Education

Associate of Applied Sciences in Early Childhood Education

Career Opportunities

Graduates with an Associate of Applied Science Degree in Early Childhood Education are early childhood educators who can work with, and meet the needs of, families and children from infant-toddlers through primary children in child-care settings. They may serve as child-care administrators, head teachers in day care and Head Start programs, family child-care providers, and family advocates and parent educators in community service agencies.

They also meet the requirements of the federal No Child Left Behind legislation, which require that paraprofessionals in public schools have a minimum of two years of college. Graduates will be eligible for licensure in the State of Ohio as an Educational Paraprofessional Associate.

Curriculum

Students pursuing an Associate of Applied Science in Early Childhood Education will complete a minimum of 65 credit hours and approximately 300 field hours.

Sample Program

The following is a typical program for a student completing the Associate of Applied Science in Early Childhood Education. This program includes all required courses for the Associate of Science as well as certain recommended courses that apply to the Bachelor of Science in Early Childhood Education.

First year

- Foundations of Early Childhood Education (3)
- Varieties of writing (3)
- College math (3)
- Computer basics (Optional) (3)
- Humanities elective (3)
- Environmental biology (3)
- Child Development (3)
- Foundations of Early Childhood Ed (3)
- Psychology (4)
- Interpersonal communication (3)

International perspective elective (3)

Second year

- Approaches to Pre-K Teaching and Learning (3)
- Art for Early Childhood Educators (2)
- Music for Early Childhood Educators (2)
- Family Systems (3)
- Child Wellness (3)
- Educational Psychology (3)
- Service Learning (1)
- Early Literacy (3)
- Movement for Early Childhood Educators (2)
- Children with Special Needs (3)
- Organization and Management of Early Childhood Programs (3)
- Curriculum and Methods (3)
- Internship (3)

Certification

In order to be recommended for the paraprofessional licensure, the student will meet the following criteria:

1. Earn a C or better in the following courses:
 - a. Introduction to Education
 - b. Foundations of Early Childhood Education
 - c. Approaches to Pre-K Teaching and Learning
 - d. Interpersonal Communication
2. Have a cumulative GPA of 2.5 or higher

For Further Information

Linda J. Hamaide
 AAS Early Childhood Program Director
 BGSU Firelands
 One University Drive
 Huron, Ohio 44839
 419-433-5560 ext 2-0868
 email: dlinda@bgsu.edu

Debralee Divers, Director
 Enrollment Management & Student
 Retention Services
 419-433-5560 ext. 2-0629
 email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
 Admissions and Financial Aid
 419-433-5560 ext. 2-0683
 email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Early Childhood Education, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR36a.html

Electromechanical Technology

Associate of Applied Science Electrical/Electronic Engineering Technology Electromechanical Technology

The field of electromechanical technology has revolutionized the way we live. Our entire economy and culture depend on such systems as electromagnetic induction for power generation; transformers for the delivery of electricity to homes, businesses and industry; motors, drives and programmable logic controllers for industrial process control, hydraulics and pneumatics for the transmission and control of forces and velocities. These systems can be found in virtually every kind of technology we use, from automotive, aircraft and spacecraft to agricultural and offshore-technology industries.

Career Opportunities

Students who are interested in electromechanical technology can pursue a four-year bachelor's degree or a two-year associate degree. The demand for technologists with the bachelor's degree who can make informed decisions based on technical knowledge and experience is increasing. A student with a two-year associate degree will enter industry and work with engineers, technologists and other engineering technicians. Technicians are often involved in the manufacture, testing, trouble-shooting, sale and field service of electrical, electronic and computer systems. They are expected to keep up with the latest technological advancements. Typical job titles include: industrial electronic systems technician, electrical technician, electronic technician, installation technician, automation specialist, field-service representative, technical representative and engineering technician.

Curriculum Program Requirements

Communications (6 hours minimum)

English
Speech Communications

General Studies (6 hours minimum)

Choose coursework from the following sections, with no more than one from each section:

Social and Behavioral Sciences
Arts and Humanities
Cultural Diversity
Natural Sciences

Basic Courses (14 hours minimum)

College Algebra & Trigonometry, or
Pre-calculus
[Based on placement tests, additional MATH may also be required.]
[MATH 090 and MATH 095 does not count toward graduation.]
Choose three courses from:

Computer Programming or Information Management Systems or
Microcomputer Systems
Occupational Safety and Hygiene and/or
Technical Writing and/or
Applied Statistics
Six Sigma Systems

Electromechanical Technology Major (40 hours minimum)

Design & Engineering Graphics
Computer Aided Design I
Energy, Power, Instrumentation and Control
Electric Circuits
Electronic Circuits
Digital Electronic Components and Systems
Electric Machinery and Controls
Programmable Logic Controllers
Electrical Measurements and Instrumentation
Intro to Lean Processes/Systems
Basic Metrology
Metallic Materials & Processes
Fluid Power Transmission

For Further Information

Philip Weinsier, Ed.D.
Assistant Professor and Program Director
153 North Building
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0628
email: philipw@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu


Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.



Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Electromechanical Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR37.html#EMT

Electronics and Computer Technology

Associate of Applied Science Electrical/Electronic Engineering Technology Electronics and Computer Technology

According to the IEEE Computer Society, computers are used in almost every aspect of today's life: in automobile engines, microwave ovens, video games, watches, telephones, desktops at home and work, mainframe computers in government and industry, and in supercomputers extending the frontiers of science and technology. The computer, network and Internet industries are the fastest growing segments of our economy and of the new millennium.

Career Opportunities

More than ever, there is a demand for a prepared work force with the scientific and technical training necessary to help American industry to maintain a competitive edge in the world market. Students who are interested in computer and network engineering technology can pursue a four-year bachelor's degree or a two-year associate degree. Technologists with the bachelor's degree may work creating scientific and engineering advances or producing high quality products and are more likely than the technician to take on a project-leadership role after a year or two of experience.

A student with a two-year degree can enter the industry as a member of an engineering team working with engineers, technologists and other engineering technicians. Technicians are often involved in the maintenance, repair, installation, industrial application, testing, troubleshooting, sales and field service of computer and network systems. They are expected to keep up with the latest technological advancements.

Typical job titles include: computer systems specialist, computer support specialist, computer maintenance technician, software engineering technician, installation technician, field engineer, field service representative,

systems integrator and applications specialist, and systems support technician.

Employment Outlook

The U.S. Dept. of Labor expects the computer and network engineering technology career to be the fastest growing field well into the 21st century. According to the latest figures from the Ohio Department of Jobs and Family Services, computer support specialists and computer engineers are the top two fastest growing occupations through 2008. Projected growth employment rates exceed 90 percent.

Curriculum Program Requirements

Communications (6 hours minimum)

English
Speech Communications

General Studies (6 hours minimum)

Choose courses from the following sections, with no more than one course from each section:

Social and Behavioral Sciences
Arts and Humanities
Cultural Diversity

Basic Courses (20 hours minimum)

College Algebra & Trigonometry MATH, or
Pre-calculus

[Based on placement tests, additional MATH may also be required, but does not count toward graduation.]

Physics I
Physics II or Chemistry
Computer Programming
Advanced Programming or Microcomputer Systems
Electronics and Computer Technology

Major (37 hours minimum)

Design & Engineering Graphics
Introduction to Lean Processes/Systems or
Basic Computer-Aided Design
Energy, Power, Instrumentation and Control
Electric Circuits
Electronic Circuits

Digital Electronic Components and Systems
Real Time Microcomputer Systems for
Industrial Control
Programmable Logic Controllers
Electrical Measurements and
Instrumentation
Digital Computer Analysis
Network & Internet Principles
Network & Internet Implementation

For Further Information

Philip Weinsier, Ed.D.
Assistant Professor and Program Director
153 North Building
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0629
email: philipw@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

(OVER)

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Electronics and Computer Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR37.html#ECT

Fall 2013 Undergraduate Catalog

BGSU Firelands

+ Associate of Science (Nursing)—Collaborative with Firelands Regional Medical Center School of Nursing

Dorothy Girard, BSBA—Registrar/Bursar Firelands Regional Medical Center School of Nursing

Amy Jo Planthaber—Academic Advisor, Student Services, BGSU Firelands

Firelands Regional Medical Center School of Nursing (FRMCSN) has provided excellence in nursing education for over 100 years. The school is fully accredited by the National League for Nursing Accrediting Commission and approved by the Ohio Board of Nursing. When students complete the three-year program they receive a diploma in nursing from FRMCSN which qualifies graduates to take the registered nurse licensure examination. Graduates also receive an Associate of Science degree from BGSU Firelands. A number of the BGSU Firelands courses are provided on the FRMCSN campus. A LPN to RN program is also provided including a 2-year accelerated option (RN diploma with some college credit) or a 3-year option from which students receive the RN diploma and the Associate of Science degree from BGSU Firelands.

A variety of educational options are provided for students at Firelands Regional Medical Center School of Nursing:

- » Associate of Science Degree (awarded from BGSU Firelands). This degree is earned simultaneously with the Nursing Diploma. The Associate of Science degree includes all prerequisites for those nurses who choose to pursue the Bachelor of Science in Nursing degree completion program.
- » 3-year Nursing Diploma (awarded from Firelands Regional Medical Center School of Nursing). The Diploma Program provides the ideal educational experience, allowing students to apply skills learned throughout the nursing program. Students are given the opportunity to provide direct patient care in a variety of clinical settings.
- » 3-year LPN to RN Program. LPN students receive advanced standing and a reduction in hours for medical/surgical and maternal/child nursing courses. These students receive an RN diploma and an Associate of Science Degree.
- » 2-year Fast LANE LPN to RN Program. This program is an accelerated option for LPNs to achieve an RN diploma. These students take selected BGSU Firelands courses but do not receive an Associate of Science degree.

Students can elect to continue their studies to earn a Bachelor of Science in Nursing degree for Registered Nurses. See section on Bachelor of Science in Nursing.

Office of Registration and Records | 110 Administration Building | 419-372-8441

[Bowling Green State University](#) | [Bowling Green, OH 43403-0001](#) | [Contact Us](#) | [Campus Map](#) | [Accessibility Policy \(PDF Reader\)](#)

General Business Management Technology

Associate of Applied Business in Business Management Technology

The general business management technology major serves the needs of students who are interested in advancing in a business career, updating skills and learning new management techniques. The major can also be beneficial for students planning to go into a family business.

Career Opportunities

General business management students can assume generalist positions in large or small business organizations. The business classes will provide students with an understanding of the interrelationships of the various areas of business as well as the knowledge and tools necessary for decision making.

There are many opportunities for individuals going into business for themselves, either by purchasing a current business or starting a new one. Through class discussions, case studies, computer assisted instruction and special projects, students learn to successfully manage a small business. Management theory, learning how to motivate employees, keeping accurate financial records and promoting a business are just a few of the major topics emphasized in the program.

Curriculum

The goal of the major is to provide students with a solid foundation in business by enhancing written and oral communication skills, critical thinking abilities and familiarity with business concepts.

Program Requirements

Communication (6 hours minimum)

English
Speech and Written Communications

General Studies (9 hours minimum)

Economics
Social or Natural Science or Humanities

Basic Courses (17 hours minimum)

Management Information Systems
Mathematics

Business Courses (30 hours)

Accounting
Advertising
Finance
Management
Marketing
Total Quality Leadership
Entrepreneurship

Students who intend to complete the Bachelor of Science in Business Administration (BSBA) degree should enroll in the associate of science degree, which only includes courses that transfer to the BSBA.

For Further Information

Cindy Miglietti Ph. D., Program Director
Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward

most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for General Business Management Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR32.html

Health Information Technology

Associate of Applied Science in Health Information Technology

Today, society depends on information. Advances in technology make the ever-increasing flow of information more available, more comprehensible and more useful. Advances in medical science, legislative reforms, computerization and the need to manage health care delivery systems and health care costs, have created a growing demand for information professionals with the knowledge and skills to process, analyze and distribute health care information.

Career Opportunities

The curriculum for accredited health information technician programs includes courses in anatomy and physiology, pathophysiology, health record management, health information systems, management information systems, medicolegal aspects, quality assessment, statistics, research methods, and coding and reimbursement methods. Students complete supervised professional practice experiences in the health information management departments of approved health care facilities. All health information technology courses have laboratory assignment requirements which accompany the lecture presentations to enhance and stimulate the learning process. Online distance education is available for much of the required health information technology coursework.

Curriculum

The curriculum for accredited health information technician programs includes courses in anatomy and physiology, pathophysiology, health record management, health information systems, management information systems, medicolegal aspects, quality assessment, statistics, research methods, and coding and reimbursement methods. Students complete supervised professional practice experiences in the health information management departments of approved health care facilities. All health

information technology courses have laboratory assignment requirements which accompany the lecture presentations to enhance and stimulate the learning process. Online distance education is available for much of the required health information technology coursework.

Scholarships

Scholarships are available through the American Health Information Management Association. Low interest loans and scholarships are also available from the Foundation for Record Education.

Outcome Assessment

Graduate placement for the current reporting year is approximately 88%, exceeding the current CAHIIM threshold for accreditation. Graduate satisfaction rate and employer satisfaction rates for BGSU Firelands HIT graduates are at 100%, exceeding current CAHIIM thresholds. The HIT program at BGSU exceeds the national mean pass rate for the current reporting period on the Registered Health Information Management Technician certification examination.

Program Requirements

Students pursuing the associate of applied science degree in health information technology must complete a minimum of 62 hours in the following areas with a GPA of 2.5 or better in all related coursework to be eligible for clinical education.

Communications (6 hours minimum)

Varieties of Writing (3)
Speech Communication (3)

Basic Courses (18 hours minimum)

Introduction to Statistics (3) or Using Statistics (3)
Management Information Systems (3)
Management/Supervision (3)
Research in the Electronic Library (1)
Basic Human Anatomy and Physiology for Allied Health (5)

General Studies (7-10 hours minimum)

General Psychology (4)
Electives (3-6)

Technical Courses (35 hours)

Introduction to Health Information Technology (3)
Medical Terminology (2)
Survey of Pharmacology (1)
Medicolegal Aspects of Health Information (3)
Coding & Classification Systems: ICD-9-CM (3)
Information Systems for HIT (3)
Laboratory Simulation (2)
Coding & Classification Systems: HCPCS & CPT (2)
Pathophysiology (4)
Reimbursement Methodologies (2)
Organization & Supervision of Health Information (1)
Health Statistics and Data Literacy (3)
Advanced Coding (2)
Clinical Quality Assessment & Performance Improvement (1)
Directed Practice (3)
Comparative Health Records (1)

For Further Information

Mona Burke, R.H.I.A., Lecturer/ Program Director
Health Information Technology
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0860
email: burkem@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Health Information Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR39.html

Human Services

Associate of Applied Science in Human Services

The education of a human services professional integrates both theory and practice. Students are exposed to basic ideas and concepts in the classroom, and then have the opportunity to put those ideas and concepts to practical use in actual work settings.

Career Opportunities

A human services professional is an agent of change trained to help individuals cope with difficult situations using problem-solving skills and community resources to improve the person's or family's quality of life. Human services workers advocate change. They are trained as generalists, learning how to identify client needs and develop connections with the appropriate human services programs and professionals that can address these concerns on an individual basis.

Human services graduates are employed in entry-level positions in social and human services agencies. Career opportunities exist in halfway houses and group homes; correctional, mental retardation and community mental health centers; family, child and youth service agencies; alcoholism, drug abuse and family violence programs, and programs providing services for the elderly.

Curriculum

Designed to provide a basic college education, the human services curriculum is founded on the concept of critical thinking. Students will learn to evaluate information or situations from different points of view and come to an independent, but reasoned conclusion. The degree program also provides students with basic practical human services skills, such as case management techniques. Students complete courses in psychology, sociology and social work.

The human services degree program includes a 120-hour supervised field experience at a local human services agency, where the student receives real world training to prepare for employment. The two-year degree has been designed to be applied toward four-year degree programs, including BGSU's social work program.

The human services degree program is an excellent way to explore several of the social sciences. It is also well suited to students who want the security of earning a practical degree.

Students pursuing the associate of applied science in human services degree program complete a minimum of 62 credit hours in the following areas:

Communications

Varieties of Writing (3)

BG Perspective

Introduction to Biology (4)
Introduction to Ethics (3)
General Psychology (4)
Natural science elective (3/5)
Humanities elective (3)

Basic Courses

Introduction to Statistics (3)
American Government (3)
Principles of Sociology (3)

Professional Core

Intro to the Social Work Profession (3)
Interviewing/Observation (3)
Diversity, Oppression & Social Justice (3)
Abnormal Psychology (3)
Social Psychology (3)
Lifespan Development (3)
Human Services Practicum (3)
Professional Electives (4 courses)
Select any PSYC or SOC course not already specified, or any CRJU or GERO course.

For Further Information

Dr. Tatiana W. Panas, Associate Professor/
Program Director & Advisor
Psychology
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0707
email: twanshu@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu


Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.



Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Human Services, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR43.html

Industrial Management

Associate of Applied Business in Business Management Technology

The industrial management specialization serves the needs of students who are interested in advancing in a career, updating skills and learning new management techniques.

Career Opportunities

Industrial management is primarily concerned with planning, organizing and controlling the manufacturing operation, including supervisory and management techniques and systems used in production.

Graduates with an industrial management major have the skills to work in a variety of positions, including project management, quality control, industrial sales, applications, logistics and front-line supervision. Through class discussions, case studies and special projects, students learn to motivate and hire employees, keep accurate financial records and promote a small business. A sequence of courses in human relations and resource management, occupational safety and hygiene, and statistical process control provides students with specialized knowledge and practical skills in industrial management.

Curriculum

The goal of the major is to provide students with a solid foundation in business by enhancing written and oral communication skills, critical thinking abilities, and familiarity with business and manufacturing concepts.

Program Requirements

Communication (6 hours minimum)

English
Speech and Written Communication

General Studies (9 hours minimum)

Economics
Social or Natural Science or Humanities

Basic Courses (17 hours minimum)

Management Information Systems
Mathematics

Business Courses (12 hours)

Human Resource Management
Accounting
Finance

Industrial Management Courses (18 hours)

Management & Supervision
Occupational Safety
Quality Control
Production Management

Students who intend to complete the Bachelor of Science in Business Administration (BSBA) degree should enroll in the associate of science degree, which only includes courses that transfer to the BSBA.

For Further Information

Cindy Miglietti Ph. D., Program Director
Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Industrial Management, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR34.html



ALLIED HEALTH

Registered Nursing Program (RN)

Careers

Presented by LCCC at BGSU Firelands College. Huron, Ohio

Lorain County Community College (Elyria, Ohio) and Bowling Green State University Firelands College (Huron, Ohio) join in a partnership that brings an associate's degree (RN) Nursing Program to residents of Erie, Ottawa, Huron and Sandusky counties. Although offered jointly, all nursing courses are held at BGSU FC and the clinical component of the program is completed at health care facilities in Bellevue, Huron, Norwalk or Sandusky. It's a program that may be completed in as little time as two years, if taken on a full-time basis, and it couldn't be more convenient for residents of Erie, Ottawa, Huron and Sandusky counties.

The Nursing Program has three main components: Support coursework, first-year courses and second-year courses. Support coursework consists of courses in anatomy and physiology, microbiology, chemistry, writing, psychology and sociology. Some of these courses may be waived dependent upon a student's academic achievement in high school. Also, some of these courses may be taken concurrently with first-year courses. Support coursework can be taken at the BGSU FC campus or at LCCC's campus, and select courses offered by both institutions are available over the Internet. These courses can be completed without going to any campus.

A Nursing Academic Advisor is always available at BGSU FC for students wanting to inquire about their support coursework status. First-year courses are offered in nursing concepts, health assessment, psychiatric-mental health nursing, maternal-newborn nursing and comprehensive adult nursing. Second-year courses are in comprehensive adult nursing, child health nursing, clinical ethics and advanced concepts in nursing. Also, the clinical component of the program, which provides students with real-world, practical experience in an actual health-care facility, is integrated throughout the Nursing Program.

LCCC's associate degree in nursing is accredited by the National League for Nursing and is fully approved by the Ohio Board of Nursing. Those who successfully complete the Nursing Program are eligible to take the Ohio State Licensure Examination (NCLEX) for registered nurses. LCCC graduates consistently score higher than the national average on the NCLEX. LCCC's Nursing Program boasts a 100 percent placement rate.

Job Outlook

Job opportunities for RNs are expected to be very good. Employment of registered nurses is expected to grow faster than the average for all occupations through 2010, and because the occupation is very large, many new jobs will result. Thousands of job openings also will result from the need to replace experienced nurses who leave the occupation, especially as the median age of the registered nurse population continues to rise.

Earnings

Annual earnings of registered nurses ranged from \$31,890 to \$70,000 depending upon the level of education achieved.

For More Information

Bowling Green State University and the University of Toledo College of Nursing partner to make available the RN to BSN Program to area RN graduates of Associate Degree and Diploma Nursing Programs. This alternate degree program for the RN provides for a flexible individualized curriculum for the nurse in practice. The nursing courses in this program are offered online. All support/pre-requisite courses are offered at BGSU Firelands College.

For more information about the LCCC Registered Nursing Program offered at BGSU Firelands, please contact Ellen Naderer in the BGSU Firelands Nursing Office toll-free at 1(800) 322-4787 or direct-dial (419) 433-5560 or on the Internet at www.firelands.bgsu.edu.



Lorain County
Community College

Real Education. Real Jobs. A Real Future.

1 (800) 995-LCCC
www.lorainccc.edu

Registered Nursing Program Careers

The Registered Nursing Program at BGSU Firelands College, Presented By Lorain County Community College

Associate of Applied Science in Nursing

This program prepares graduates to function as registered nurses in hospitals, nursing homes and other health care agencies. Registered nurses promote health for clients through hygienic care; teaching; assessment of body systems; implementation of the nursing process, including treatment modalities offered by the physician; and rehabilitative care. Upon completion of the program, the graduate is eligible to take the NCLEX examination for licensure as a registered nurse.

Admission Requirements

To enter the program, a student must be a high school graduate or have earned a GED. Students also must have completed high school chemistry or an equivalent course (or see Support Courses). Minimum GPA of 2.5. Placement tests are required prior to program application.

Support Courses

The following courses are considered Support Coursework and may be taken at BGSU Firelands. The course numbers and titles listed below are those of BGSU Firelands. Students should be aware that some of these courses may be waived, dependent on academic achievement in high school. Also, equivalents of these courses are offered by LCCC, some via the Internet. All prospective students are encouraged to meet with the nursing academic advisor at BGSU Firelands prior to enrolling in this program.

Support Courses at BGSU Firelands

Course Number	Course Title	Credits
BIOL 3310	Anatomy and Physiology I	4
BIOL 3320	Anatomy and Physiology II	4
BIOL 3140, 3150	Microbiology and Microbiology Lab	4
CHEM 1000	Chemistry	3
	OR	
	High School Chemistry (Grade of C or Higher)	
GSW 1100	Developmental Writing	5
MATH 1150	Statistics	3
PSYC 1010	General Psychology	4
PSYC 3100	Life Span Developmental Psychology	3
SOC 1010	Principles of Sociology	

First-year Courses

Course Title	Credits
Basic Nursing Concepts	7
Health Assessment	3
Comprehensive Adult Nursing I	6
Behavioral Health Nursing	3
Maternal-Newborn Nursing	3
Gerontological/Community	1

Second-year Courses

Course Title	Credits
Comprehensive Adult Nursing II, III	12
Child Health Nursing	3
Concepts of Professional Nursing	4

Educational Opportunities in nursing

Bowling Green State University

Bachelor of Science in Nursing (RN to BSN)

The BGSU College of Health and Human Services offers an opportunity for graduates of associate degree and diploma nursing programs to earn a baccalaureate degree in nursing. The nursing courses in this program are offered online. The BGSU nursing program is nationally accredited by the Commission on Collegiate Nursing Education and has full approval of the Ohio Board of Nursing. The nursing courses and clinical experiences are provided by the nursing faculty at the University of Toledo College of Nursing. The nursing courses are provided by the University of Toledo College of Nursing. All support courses in this degree program are available at BGSU Firelands.

University of Toledo College of Nursing

Master of Science in Nursing

The MSN degree prepares RNs with baccalaureate degrees as advanced practice nurses or nurse educators. The MSN program offers two areas of preparation for advanced practice nursing: clinical nurse specialist and nurse practitioner. Students choose between four majors: Adult Nurse Practitioner (ANP)/Clinical Specialist; Family Nurse Practitioner (FNP); Pediatric Nurse Practitioner (PNP); and Psychiatric-Mental Health Clinical Nurse Specialist. Students selecting the nurse practitioner majors are prepared for national certification examinations.

About Lorain County Community College

Lorain County Community College continues to experience enrollment growth because attending LCCC is the most economical way to reach educational goals that help graduates become valuable players in the future economic growth of the county and region. Because of the variety and quality of learning opportunities LCCC provides, enrollment has grown 78 percent since 2000.

Lorain County Community College, which opened in 1963, is one of Ohio's leading colleges delivering credit programs at its Elyria campus and outreach centers in downtown Elyria, Lorain, Wellington and Brunswick. Plus more than 200 courses are offered via distance-learning education options, and the Associate of Arts degree can be completed entirely online.

Students can choose from more than 80 educational programs. Students can complete the first half — and sometimes more — of a bachelor's degree through LCCC's University Partnership, which brings eight universities to the LCCC campus offering 40 bachelor's and master's degree programs. Students can upgrade, retrain and improve current life skills.

In addition to providing a great education for those who enter college with aspirations of a degree, LCCC helps those who have changed their career goals, who want to broaden their horizons, and who want to return to work. LCCC provides learning and training for those who want to move up but find they need new or improved skills for the kind of professional opportunities they seek.

LCCC faculty is recognized locally and nationally for their work as professors and in other areas. They all have advanced degrees and real world experience and understand their primary responsibility at LCCC is to teach classes.

LCCC is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, which is the regional accrediting authority for Ohio colleges and universities. Since opening its doors, LCCC has served more than 300,000 people. More than six million students enroll annually in credit courses at America's community colleges, representing about 46 percent of all students in higher education and about 56 percent of all first-time college entrants.



**Lorain County
Community College**



**The University
Partnership**

of Lorain County Community College

1005 N Abbe Road
Elyria, OH 44035
www.lorainccc.edu



ALLIED HEALTH

Access to Nursing LPN-RN

Careers

Presented by LCCC at BGSU Firelands College, Huron, Ohio

Lorain County Community College, in Elyria, Ohio, and Bowling Green State University Firelands College, in Huron, Ohio, are offering a unique opportunity that brings an associate degree (RN) program to residents of Erie, Ottawa, Huron and Sandusky counties.

The ACCESS (Achieving Continuing Career Education for Success and Satisfaction) program is designed for current Licensed Practical Nurses (LPN) who aspire to the RN degree.

Although offered jointly, nursing courses are held at BGSU FC and the clinical component of the program is completed at health care facilities in Bellevue, Fremont, Huron, Norwalk or Sandusky.

ACCESS students receive advanced placement into clinical courses, an advantage which is earned by the successful completion of an LPN program.

The program has three main components: Support Coursework, First-year Courses and Second-year Courses. Support Coursework consists of courses in anatomy and physiology, microbiology, chemistry, writing, psychology, sociology and mathematics. Some of these courses may be waived dependent upon a student's academic achievement in high school. A nursing academic advisor is available at BGSU FC for students wanting to inquire about their Support Coursework status.

First-year courses are offered in Behavioral Health Nursing, Maternal-Newborn Nursing, and Child Health Nursing. Second-year Courses are offered in Comprehensive Adult Nursing and Advanced Concepts in Nursing. Following completion of the Transitions course, students receive college credit for their LPN coursework.

Nursing faculty from LCCC teach the nursing courses of the program at the BGSU FC campus. Those needing support courses to enter this program may complete these courses at BGSU FC or LCCC. Prerequisite or support courses are offered both days and evenings at both campuses for the convenience of working LPNs. The associate of applied science degree in nursing is earned from LCCC.

LCCC's associate degree nursing program is accredited by the National League for Nursing and is fully approved by the Ohio Board of Nursing. Those who successfully complete the associate degree nursing program are eligible to take the Ohio state licensure examination (NCLEX) for registered nurses. LCCC graduates consistently score higher than the national average on the NCLEX. LCCC's associate degree nursing program boasts a 100 percent placement rate.

Job Outlook

Employment of registered nurses is expected to grow faster than average for all occupations well into this century. This growth is being driven by technological advances in patient care, and an increasing emphasis on primary (basic) care. In addition, the number of older people, who are much more likely than younger people to need medical care, is projected to grow rapidly.

Earnings

Average annual earnings of full-time salaried registered nurses have reached more than \$35,000, depending on the level of education achieved. Nurses having advanced education and skills can earn up to \$70,000 per year.

For More Information

For more information about the LCCC Registered Nursing program offered at BGSU FC, please contact Ellen Naderer in the BGSU FC Nursing Office toll-free at 1 (800) 322-4787 or direct-dial (419) 433-5560 or on the Internet at www.firelands.bgsu.edu.

Access to Nursing LPN-RN

The ACCESS to Nursing Program offered at BGSU Firelands College, Presented by Lorain County Community College

An Accelerated LPN to RN Program

This program prepares graduates to function as registered nurses in hospitals, nursing homes and other health care agencies. Registered nurses promote health for clients through hygienic care; teaching; assessment of body systems; implementation of the nursing process, including treatment modalities offered by the physician; and rehabilitative care. Upon completion of the program, the graduate is eligible to take the NCLEX examination for licensure as a registered nurse.

Admission Requirements

To enter the program, a student must possess Ohio licensure to practice as an LPN and be a graduate of an approved LPN program. A student must have completed all LPN courses and all science coursework with a "C" or better, as well as have a 2.5 grade point average in all prerequisite coursework. In addition, a student must possess credentials to administer medication in Ohio and validation of one year of work experience as an LPN.

Support Courses

The following courses are considered Support Coursework and are offered at BGSU FC. Students should be aware that some or all of these courses may be waived, depending on courses completed for their respective LPN programs.

Course Number	Course Title	Credits
BIOL 3310	Anatomy and Physiology I	4
BIOL 3320	Anatomy and Physiology II	4
BIOL 3140, 3150	Microbiology and Microbiology Lab	4
CHEM 1000	Chemistry	3
	OR	
	High School Chemistry (Grade of C or Higher)	
GSW 1100	Developmental Writing	5
	OR	
GSW 1110	Introduction to Writing	3
GSW 1120	Varieties of Writing	3
PSYC 1010	General Psychology	4
PSYC 3100	Life Span Development	3

SOC 1010	Principles of Sociology	3
MATH 1150	Statistics	3

First-year Courses

Course Number	Course	Title	Credits
NURS 101	Transitions to RN		3
(above course offered on-line, summer and fall)			
NURS 114 *	Health Assessment		3
NURS 115 *	Basic Nursing Concepts		7
NURS 128 *	Comprehensive Adult Nursing I		6
NURS 129	Behavioral Health Nursing		3
NURS 136 **	Maternal-Newborn Nursing		2
NURS 137 **	Child Health Nursing		2
NURS 145	Gerontology Community Based		1

* denotes a course that may be waived upon completion of transition course

** denotes a course that is lecture only with no clinical requirement and offered online

Second-year Courses

Course Number	Course	Title	Credits
NURS 210, 213	Comprehensive Adult Nursing II, III		12
NURS 215	Advanced Concepts in Nursing		5

Financial aid packages are available.

RN to BSN Completion Program

Bowling Green State University and the University of Toledo College of Nursing partner to make available the RN to BSN Program to area RN graduates of ADN and Diploma nursing programs. This alternate degree program for the RN provides for flexibility and an individualized curriculum approach for the nurse in practice. The nursing courses in this program are offered online with all support/pre-requisite courses offered at BGSU Firelands. For further information, contact the Nursing Office at BGSU Firelands.

About Lorain County Community College

Lorain County Community College is one of Ohio's leading colleges delivering distance learning education via the Internet. The College has expanded its delivery of its programs and services through the opening of the Learning Center in Lorain, Brunswick and the Wellington Center. Partnerships with Lorain County's K-12 school districts have also led to important developments for the community. More than 1300 high school students participate in the Post Secondary Enrollment Options Program by enrolling in LCCC classes, making LCCC the state's largest community college provider of PSEO. More than 30 percent of Lorain County's top high school graduates choose to attend LCCC.

LCCC is one of Ohio's fastest growing colleges because of the variety of learning opportunities it provides. Students can choose from more than 80 educational programs. Students can complete the first half — and sometimes more — of a bachelor's degree. The University Partnership brings eight universities to the LCCC campus offering 40 bachelor's and master's degree programs. With the University Partnership at LCCC, the College partners with the state's finest universities to bring the best in bachelor's and master's degree programs right to the LCCC campus. Students can earn degrees that get them jobs immediately. Students can upgrade, retrain and improve current life skills. Students can learn in the classroom, at home and over the Internet.

LCCC offers a complete college experience. We understand that there's more to college life than attending classes. We offer many of the programs, sports, and activities available at large four-year universities and colleges. But, students will not have to stand in line behind juniors and seniors in the classroom, on the playing field, or in leadership positions. Students can immediately act in a play, sing in a musical group, serve as editor for the college newspaper, plan social activities, compete on the playing field, or set policy as a student government member.

In addition to providing a great education for those who enter college with aspirations of a degree, LCCC helps those who have changed their career goals, who want to broaden their horizons, and who want to return to work. LCCC provides learning and training for those who want to move up but find they need new or improved skills for the kind of professional opportunities they seek.

LCCC faculty is recognized locally and nationally for their work as professors and in other areas. They all have advanced degrees and real-world experience and understand their primary responsibility at LCCC is to teach classes. Classes are small. Individual attention is plentiful.

An LCCC education, prepares students for real jobs and real futures. To find out more, call (800) 995-LCCC or visit LCCC's Connections Center, the Lorain Learning Center, the LCCC Learning Center in Wellington and in Brunswick for all of your enrollment service needs, including admissions, registration, advising and counseling.



Lorain County
Community College



The University
Partnership

of Lorain County Community College

1005 N Abbe Road
Elyria, OH 44035
www.lorainccc.edu

Manufacturing

Associate of Applied Science in Industrial Technology, Manufacturing Major

The challenges are numerous in the field of manufacturing as business and industry must remain competitive in a global economy. The manufacturing major integrates production and manufacturing techniques, management strategies, the concept of continuous improvement and employee involvement to enable the graduate to make valuable contributions as part of a company's manufacturing team.

Special Features

To facilitate the student's learning experiences, BGSU Firelands has a dedicated manufacturing lab that includes traditional manufacturing equipment; industrial CNC lathe and mill; hydraulic, pneumatic and programmable controller training equipment, a robot and plastics processing equipment. The metrology and materials testing lab includes equipment to make precision measurements and conduct engineering experiments. A computer lab provides access to the latest CAD software.

Career Opportunities

The associate degree major in manufacturing technology prepares graduates for employment in manufacturing and engineering technology.

Engineering technicians use the principles and theories of science, engineering and mathematics to solve problems in research and development, manufacturing, sales and customer service. Technicians working in engineering labs follow the general directions of engineers. They may prepare and conduct experiments, and calculate or record the results. Some make prototype versions of newly designed equipment.

Graduates of this program are also qualified for positions in manufacturing production jobs such as operating and programming computer-numerical controlled (CNC) lathes and mills. With experience, graduates may hold positions as supervisors.

Students who are interested in pursuing a bachelor's degree in applied quality science, mechanical design technology or technology education are well prepared to transfer to Bowling Green's main campus for a bachelor's degree program or another college or university.

Program Requirements

Students pursuing the associate of applied science degree must complete a minimum of 62 hours. Specific requirements for the degree include:

Communications

Varieties of Writing
Speech Communication

General Education Core

Economics
Elective

Basic Courses

Pre-Calculus or College Algebra and Trigonometry
College Physics I
Management Information Systems or Introduction to Programming

Technical Courses

Basic Metrology
Metallic Materials & Processes
Computer Numerical Control (CNC) Programming & Machining or
Plastics—Materials and Processes

Drafting and Design

Design and Engineering Graphics
Computer-Aided Design (2-D AutoCAD)
Solid Modeling
Descriptive Geometry

Industrial Management

Introduction to Lean Processes/Systems
Occupational Safety & Hygiene
Using Statistics
Quality Assurance

Manufacturing Major

Three electives allow for focused study in manufacturing processes or systems, automation control or industrial management.

For Further Information

Mr. Peter Henning, Acting Program Director
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0678
email: mphenni@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity


BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

(OVER)



Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Manufacturing, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR38.html#MM

Radiologic Science

Associate of Technical Study in Radiologic Science

Radiologic technologists provide diagnostic and therapeutic services to patients of all ages in a wide variety of clinical settings. The scope of practice for radiographers includes: evaluating clinical data, performing and assisting in the performance of prescribed diagnostic studies, instructing patients about procedures they will undergo, monitoring patient responses to care provided, modifying procedures to achieve the desired information for interpretation by a radiologist or other qualified healthcare provider, providing patient, family and community education, disease prevention, participating in life-support activities as required, and following clinical practice guides.

Radiographers should demonstrate behavior and ethics consistent with standards and ethics of all radiologic science professionals. Radiographers are involved in clinical decision making and patient education.

Career Opportunities

The demand for radiographers was ranked fifth in terms of average annual job openings (5,630 per year projected to 2016) due to growth and replacement for jobs requiring an associate degree by the Bureau of Labor Statistics.

Curriculum

The associate of technical studies degree offers registered radiographers, who have obtained a certificate or diploma from a hospital-based radiography program, block credit towards a degree.

Upon showing proof of the American Registry of Radiologic Science Registry number and current licensure, students would receive up to 30 hours toward graduation requirements. This allows individuals who have prior educational and occupational experience, not previously

recognized for college credit to have the latter incorporated into the degree program.

The degree allows individuals to work around their current occupations, while filling their unique needs and educational goals. Some classes also are offered online to assist with current schedules.

Intended to apply current modern technologies and critical thinking skills, technologist can use these skills to enhance personal goals and employment potential. It also is designed to allow continuation as a 2 + 2 program into BGSU's bachelor's degree programs.

Technologists receiving an associate degree will open new doors to a career path in leadership, advanced modalities, sales and some educational opportunities.

For Further Information

Sylvia Hermo-Fedro
Program Director
Radiologic Technology
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0666
email: shermo@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Radiologic Science, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR41b.html

Radiologic Technology

Associate of Applied Science

Radiologic technologists provide diagnostic and therapeutic services to patients of all ages in a wide variety of clinical settings. The scope of practice for radiographers includes: evaluating clinical data, performing and assisting in the performance of prescribed diagnostic studies, instructing patients about procedures they will undergo, monitoring patient responses to care provided, modifying procedures to achieve the desired information for interpretation by a radiologist or other qualified healthcare provider, providing patient, family and community education, disease prevention, participating in life-support activities as required, and following clinical practice guides.

Radiographers should demonstrate behavior and ethics consistent with standards and ethics of all radiologic science professionals. Radiographers are involved in clinical decision making and patient education.

Career Opportunities

The demand for radiographers was ranked fifth in terms of average annual job openings (5,630 per year projected to 2016) due to growth and replacement for jobs requiring an associate degree by the Bureau of Labor Statistics.

Curriculum

This program prepares individuals as radiographers educated through academic courses and clinical education. Graduates will be eligible for examination by the American Registry of Radiologic Technologists. Graduates must satisfy the requirements as stipulated by BGSU for associate degrees. Graduates must also satisfy all requirements of the Ohio Department of Health, radiologic licensure division, to obtain a license to practice in Ohio. Radiologic technology practice varies based upon individual state's law. The radiologic specific course curriculum is based upon the radiography curriculum guide of the American Society of Radiologic Technologists.

Classroom instruction is accompanied by laboratory experiences and directed practice at area clinical sites. Under supervision by registered/licensed radiologic professionals who serve as clinical instructors, students perform radiographic procedures on patients to achieve mastery of the procedures taught in the classroom and laboratory. Students in this program must complete a minimum of 73 hours, with at least 15 hours completed at BGSU immediately before graduation.

Radiologic Technology Program Admission

Note: This program has selective admission. Students will be admitted into a pre-program based on admissions requirements. Students will then be required to go through an additional application process before being officially admitted to the major.

Students must meet the following criteria:

1. Graduated from an accredited high school having attained a GPA of 2.0 or GED or have completed 12 semester hours of college work with an overall GPA of 2.0 or higher;
2. Formally admitted to BGSU;
3. Completed developmental courses in English, reading and study strategies, or math, if more than six credits are required (based upon COMPASS test results);
4. Completed at least eight (8) of the nine (9) general education classes;
5. Completed Strong Interest Inventory testing;
6. Completed a 4-8 hour observation experience in a clinical radiology location;
7. Participated in a personal interview in which attitude and enthusiasm for the program will be considered;
8. Passed a criminal history background check allowing them to enter clinical settings as required by Ohio law;
9. Graduates of certificate/diploma programs may make use of the associate of technical studies degree program. Contact the advisor for details.

Clinical Admission

To be admitted to clinical directed practice, the student must meet the following requirements:

1. Complete prerequisite coursework in good standing;
2. Pass a criminal history background check;
3. Meet all physical requirements to perform the essential functions of a student radiographer as evidenced by a completed physical examination on file with the program;
4. Submit evidence of auto insurance policy;
5. Apply for professional liability insurance through BGSU upon entering clinical practice;
6. Sign a BGSU liability waiver form;
7. Submit a copy of a current CPR card indicating successful completion of an AHA Health Care Provider course;
8. Review and agree to comply with guidelines in the Student Clinical Handbook.

Program Progression

After gaining admittance to the program, students must meet the following minimum requirements to be in good standing and continue in the program:

1. Maintain a cumulative GPA of 2.25 or higher;
2. Earn a grade of "C" or higher in RADT 100, 111, 112, 121, 122, 123, 124, 141, 241, 242, 243, 251 and 252; AHTH 102
3. Earn a "S" in RADT 181, 182, 183, 281, 282 and 283;
4. Demonstrate the achievement of competency in all areas of clinical practice;
5. Comply with RADT clinical policies and procedures; failure to comply will result in ineligibility to continue in the program.

(OVER)

Additional Student Expenses

Students are responsible for the following expenses related to participation in the clinical directed practice:

1. Pre-clinical physical examination including lab work and immunizations;
2. Textbooks and/or clinical training manuals and folders;
3. Lab fees;
4. Transportation to and from clinical sites;
5. Scrub attire, lab coats, and other appropriate uniform attire;
6. BGSU Firelands student name tag.

Note: Professional liability insurance coverage is provided by BGSU and is not a student expense.

Radiologic Technology Mission Statement

The mission of the A.A.S. in Radiologic Technology degree program is to prepare individuals as radiographers educated through academic courses, clinical education, competency evaluation and patient/student radiographer interactions to provide optimum patient care. The program would also serve as the foundation for continued study and additional credentials in related medical imaging fields.

For Further Information

Sylvia Hermo-Fedro, Program Director
Radiologic Technology
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0666
email: shermo@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Radiologic Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR40a.html

Respiratory Care Technology

Associate of Applied Science in Respiratory Care Technology

Respiratory care is the allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. The respiratory therapist sees a diverse group of patients ranging from newborn and pediatric patients to adult and elderly. Disease states or conditions often requiring respiratory care include asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome and conditions brought on by shock, trauma or postoperative surgical conditions.

Career Opportunities

Career opportunities abound in hospitals, medical centers, rehabilitation, skilled nursing facilities and home care. The demand for respiratory therapists is expected to continue to increase according to the U.S. Bureau of Labor Statistics. For example, the Bureau of Labor Statistics projects: "Employment of respiratory therapists is expected to grow 19 percent from 2006 to 2016, **faster than the average** for all occupations.

The increasing demand will come from substantial growth in the middle-aged and elderly population - a development that will heighten the incidence of cardiopulmonary disease. Growth in demand also will result from the expanding role of respiratory therapists in case management, disease prevention, emergency care, and the early detection of pulmonary disorders.

Curriculum

Classroom instruction is accompanied by laboratory experiences and clinical instruction is provided at local clinical sites. Under the supervision of licensed respiratory care professionals who serve as clinical instructors, students perform tests and procedures on patients, thus achieving mastery of the techniques taught in the laboratory.

Certified or certification-eligible individuals seeking registry eligibility may be qualified for advanced standing in the major. Credit for previous coursework and/or work experience may be given, or the student may earn credit for some courses by passing an exam.

Students pursuing the associate of applied science in respiratory care technology degree program must complete a minimum of 69 hours, with 15 hours in residence preceding graduation. The Respiratory Care Program at Bowling Green State University Firelands College is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Degree Requirements

Length of Program

The program consists of six semesters and is sequenced so that four semesters of professional coursework follow two semesters of prerequisite (preprofessional) coursework.

BG Perspective

English 3-6 hours
 Psychology 3-4 hours
 Elective 3 hours**

Basic Courses

Statistics or Math 3-5 hours
 Chemistry or Allied Health Technology 3-4 hours
 Medical Technology 2 hours
 Allied Health Technology or Biology 8-12 hours
 Medical or Bioethics 2-3 hours

Core Courses

Respiratory Care 37 hours
 Allied Health Technology

** not required if taking CHEM 109/110 instead of AHTH 132

Program Admission

Students interested in the respiratory care technology degree program must make formal application. Students must meet the following criteria for consideration:

1. Be formally admitted to BGSU;
2. Submit a program application to the academic advisor (Ms. Robin Garland for LCCC campus based students; Mr. Rod Roark for BGSU Firelands based students). Applications are due by April 1 for fall admission;
3. Be a graduate of an accredited high school and have attained an overall GPA of 2.0 on a 4.0 point scale in high school, or have earned the GED;
4. Complete prerequisites (preprofessional requirements) with a grade of "C" or higher in all AHTH, BIOL, CHEM, and MEDT coursework or equivalent coursework if transferring from another accredited institution;
5. Maintain a cumulative GPA of 2.5 or higher (on a 4.0 point scale) for all college/university coursework;
6. Complete a hospital/medical center tour of a respiratory care or cardiopulmonary services department and submit the observation verification form to the academic advisor;
7. Complete an interview with the respiratory care admissions committee. Note: All admissions are subject to approval by the respiratory care admissions committee.

Clinical Admission

To be admitted to the clinical portion of the degree program, students must meet the following requirements:

1. Have a cumulative GPA of 2.5 or higher on a 4.0 point scale;
2. Have a "C" or higher in all RESP, AHTH, CHEM and BIOL coursework;
3. Obtain and provide documentation for all required health work, including a physical examination, lab work, and immunizations according to clinical policy (see RESP policy and procedure manual);
4. Meet all clinical policy requirements as stated in the Respiratory Care Clinical Policy and Procedure manual (e.g., Physical Requirements Policy);
5. Complete a criminal background check.

Program Progression

After gaining admittance into the degree program, students must continue to meet the following standards to progress:

1. Maintain a cumulative GPA of 2.5 or higher;
2. Earn a grade of "C" or higher in all RESP courses;
3. Successfully complete (pass according to National Board for Respiratory Care "cut scores") the following NBRC/AMP self assessment examinations prior to graduation: Entry Level Exam, Advanced Practitioner Exam (RRT Written) (see Directed Practice Syllabi);
4. Comply with RESP clinical policies and procedures.

Clinical slots may be limited during a given year. In the event that more students meet clinical admission standards than there are slots available, admission will be determined by a rank ordering based upon grade point average and program hours completed.

The student is responsible for the following expenses incurred as a result of participation in clinical training. Prospective students may contact the program director for information on estimated costs for:

1. Pre-clinical physical exam, lab work and immunizations;
2. Textbooks and/or clinical training manuals and folders;
3. Transportation to and from clinical training sites;
4. Meals while at clinical sites (students generally receive and cafeteria discounts offered to employees);
5. Scrub attire, lab coats and/or uniforms;
6. Stethoscope;
7. BGSU Firelands student nametag;
8. NBRC/AMP Self-Assessment Examinations (students are required to take the Entry Level, Written Advanced Practitioner and Clinical Simulation exams);
9. Cardiopulmonary Resuscitation (CPR) coursework.

The following are generally provided at no cost to the student:

1. Hospital ID/nametags;
2. Parking at most clinical sites;
3. Professional liability insurance (minimum \$1,000,000/\$3,000,000 coverage).

Scholarships are available for eligible respiratory care students through the BGSU Firelands Scholarship Program. Other organizations also sponsor scholarships for which students preparing for allied health careers may be eligible.

Learning Outcomes

Graduates from the RC degree program will possess the following knowledge, skills and behaviors:

1. The ability to comprehend that body of technical information according to nationally accepted standards as being related to the role and scope of practice for the advanced respiratory care practitioner, and to utilize and apply that knowledge appropriately in the diagnostic evaluation, treatment and management of patients;
2. The ability to perform all of the clinical procedural skills associated with the role and scope of practice of the advanced respiratory care professional;
3. The set of personal and professional behaviors expected of the advanced respiratory care professional.

For Further Information

Rod C. Roark, Lecturer/Program Director
Respiratory Care Technology
BGSU Firelands College
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0865
email: rroark@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Respiratory Care Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR41.html

Technical Study

Associate of Technical Study

The associate of technical study degree program is designed to help students prepare individually for specialized technical occupations. The two-year curriculum enables students to devote their particular talents and training to occupational areas not otherwise addressed by existing college programs.

Career Opportunities

The academic flexibility of this degree program is as varied as are the jobs. As an example, a person interested in medical equipment sales might select technical courses in allied health (AHTH) to learn medical terminology and human anatomy; business administration technology (BAT) and marketing (MKT) to focus on the sales aspect, and electronics (ECT) to learn how the equipment works. This type of academic planning for careers requires careful investigation by the student to be sure the academic preparation meets future employment opportunities.

Curriculum

Students who are identified as being unable to accomplish their educational goals through an existing degree program will be assisted with the development of their educational plan by an academic advisor most closely aligned with their area of interest. Through degree and non-degree instructional components, students can meet their learning needs and maximize their progress toward recognized credentials. Students pursuing the associate of technical study must complete a minimum of 62 semester hours, 15 of which must be completed immediately preceding graduation at BGSU Firelands.

Program Requirements

General Education (14 hours minimum)

Communications
 Varieties of Writing (3)
 Speech Communication (3)
 Social and Behavioral Sciences
 Arts & Humanities
 International Perspectives

Basic Education (14 hours minimum)

Computation and Math Requirement
 (choose one from): As required for the technical sequence(s) selected (BUSE 101, MATH 112, 120, 122, 126, 128, 129, 130, 131, and/or 232)
 Computing Requirement (choose one from): Computer Science, Computer Science Technology Management Information Systems
 Science/Math/Computer Science (choose at least one from): Astronomy, Biology, Chemistry, Computer Science, Geography, Geology, Mathematics or Physics.

Technical Education (30 hours minimum)

Complete coursework in two or more of the following disciplines or other BGSU disciplines with approval:

Business

ACCT/ACT—Accounting
 BUSE—Business Education
 BAT—Business Administration Technology
 CS—Computer Science
 CST—Computer Science Technology
 LEGS—Legal Studies
 MGMT—Management
 MKT—Marketing

Health

AHTH—Allied Health Technology
 HIT—Health Information Technology
 RADT—Radiologic Technology
 RC—Respiratory Care Technology

Technology

DESN—Mechanical Design
 ECT—Electronic & Computer Technology
 ENVT—Environmental Health Technology
 MFG—Manufacturing Technology
 TECH—Technology
 VCT—Visual Communication Technology

Electives

Technical related electives (BA, MIS, STAT, CS, ECON, IPC & PSYC courses)

For Further Information

Cindy Miglietti, Ph.D.,
 Associate Professor
 BGSU Firelands
 One University Drive
 Huron, OH 44839
 419-433-5560 ext. 2-0684
 email: cmiglie@bgsu.edu

Debralee Divers, Director
 Enrollment Management & Student
 Retention Services
 419-433-5560 ext. 2-0629
 email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
 Admissions and Financial Aid
 419-433-5560 ext. 2-0683
 email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu


Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.



Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Technical Study, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR44.html

Visual Media Technology

Associate of Applied Business in Visual Media Technology

The Visual Media Technology Program offers practical and theoretical instruction for students interested in the print and multimedia industries. As electronic media in business and industry continues to grow, so will employment opportunities within these fields. Creative talents are exercised through extensive hands-on computer laboratory experiences and supplemented with theoretical lectures. Two majors are offered in the degree program: interactive media and print media. After successful completion of the associate of applied business in visual media technology, students may continue their education at BGSU Firelands by pursuing the bachelor of science in technology with a major in visual communication technology. This degree is granted through the College of Technology.

Interactive Media

The interactive media major allows students the opportunity to study a number of different types of media, including multimedia and Web design, digital imaging, photography and video editing. The major embraces traditional aspects of communication such as written and visual communication while at the same time providing instruction in the implementation of new media technologies. Career opportunities for graduates include job titles such as imaging specialist, multimedia/Web designer, interactive digital designer/specialist, graphic designer, videographer, photographer and project manager.

Learning Outcomes

Graduates from the program will possess the following knowledge and skills:

- Proficiency in written, verbal and non-verbal presentation and communication skills;
- Proficiency in media design, including multimedia and Web design and implementation, graphics production and computer presentation skills;

- Proficiency in industry-standard communication and imaging software tools;
- Knowledge of team-building skills and demonstrated proficiency at teamwork within a business environment.

First year

BG Perspective and support courses
 English 3-6 hours
 Math 3 hours
 Computer Science 3 hours
 Economics 3 hours
 Interpersonal Communications 3 hours

Core courses

VCT 103, 104, 266, 268, 282, 382 18 hours

Second year

BG Perspective and support courses
 Business Communication or English 3 hours
 Business electives 9 hours
 General education electives 6 hours

Core courses

VCT 204, 308, 369, 466, 482 12 hours

Print Media

Print media is everywhere. Newspapers, directories, magazines, newspaper inserts, catalogs and business forms are encountered everyday in our professional and personal pursuits. The print media major provides an understanding of the processes used in the design, preparation and printing of product. Graduates will be prepared for employment in pre-production processes, such as page layout and graphic design. In addition, students will be employable as press operators and, with experience, may advance to front line supervision. Graduates may also be employed in jobs related to the sale of printing equipment and supplies.

Learning Outcomes

Graduates from the program will possess the following knowledge and skills:

- Proficiency in written, verbal and non-verbal presentation and communication skills;
- Proficiency in different print process, including offset and screen printing;
- Proficiency in the pre-production process, including page layout, desktop publishing, graphic design and color management;
- Proficiency in industry-standard page layout software tools;
- Knowledge of team-building skills and demonstrated proficiency at teamwork within a business and industry environment.

First year

BG Perspective and support courses
 English 3-6 hours
 Math 3 hours
 General education elective 3 hours
 Economics 3 hours
 Management Information System 3 hours

Core courses

VCT 103, 104, 208, 204, 308 (15)
 Environmental Health Technology 3 hours

Second year

BG Perspective and support courses
 Business Administration or English 3 hours
 Marketing 3 hours
 Management 3 hours
 Statistics 3 hours
 Interpersonal Communications 3 hours
 General education elective 3 hours
 Accounting 3 hours

Core Courses

VCT 282, 309, 310, 456 (12)

(OVER)

For Further Information

Barry A. Lee, M.Ed.
Program Director
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0711
email: balee@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Visual Media Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR35.html

Applied Health Science-Allied Health

Bachelor of Science in Applied Health Science College of Health and Human Services

The applied health science degree program is designed to tailor a liberal arts degree to the health care field. While there are six specializations in the applied health science degree, the allied health specialization can be completed in its entirety at BGSU Firelands and is intended to provide the problem solving and critical thinking skills needed for upward mobility in the allied health professions. The program prepares students for graduate school in many allied health and related disciplines. The program is ideal for students who hold an associate degree in a health-related field and wish to pursue a bachelor's degree because up to 40 semester hours of the professional training courses and clinical hours can be counted toward completion of the degree.

For information about the other three specializations, health care administration, applied microbiology or health science, see the main campus curriculum guide for applied health science.

Allied Health

The allied health specialization is designed for students who have already completed technical training in a field such as respiratory care, optometry, dental hygiene, medical laboratory technician, radiology, physical therapy, health information, perfusion technology or surgical and medical assisting. Subject to college approval, students holding an associate degree in a health-related field may transfer up to 40 semester hours of professional studies courses toward the degree. This specialization offers baccalaureate courses needed for advancement in the health care field.

Curriculum

The curriculum provides students with an appropriate academic foundation while preparing them for the dynamic changes and issues that are shaping the health care field. This includes courses in human

development, computer science, statistics, technical writing and medical ethics.

For the allied health specialization, some courses are taken during the completion of an associate degree in a health-related field. This includes general education and basic science and mathematics courses along with the discipline-specific technical hours that are part of the student's associate degree in a health related field. The remaining courses usually require two years or less to complete. The University requires a minimum of 40 semester hours at the 300-course level or higher for the baccalaureate degree. Students who are beginning the associate degree and looking ahead to the AHS degree should select such courses whenever possible.

Preparation for College

In addition to obtaining a strong background in the basic sciences, students entering health care fields must have a sense of responsibility and strong communication skills.

Completing the requirements for high school graduation is necessary for admission to BGSU, but only finishing the minimum coursework will leave you unprepared for college. Consider taking four years of mathematics instead of the three that are required. Two, three or even four years of the same foreign language is excellent for preparation for college. You will also benefit from competency in computer use. Courses that provide exposure to or training in the visual and performing arts are excellent choices.

Sample Program

The allied health specialization requires that the student complete an accredited associate degree program or a clinical (hospital-based training program) approved by the College of Health and Human Services. All students must receive initial advising in order to choose an option and plan a degree program. The numbers in parenthesis indicate credit hours.

Allied Health Specialization

First year

Introductory Writing (3)
 Varieties of Writing (3)
 General Chemistry (5) or Elementary Chemistry (4)
 General Chemistry II (5) or Elementary Organic and Biochemistry (4)
 Concepts of Biology II (5)
 General Psychology (4)
 College Algebra (3-5)
 Computer Basics or Introduction to Management Information Systems (3)

Second year

Humanities elective (3)
 Professional allied health courses (29-40)

Third year

Introduction to Statistics (3)
 Introduction to Health Professions (1) or Introduction to Gerontology (3)
 Principles of Sociology (3)
 Personal Wellness or Nutrition (3)
 Life Span Development (3)
 Humanities elective (3)
 Cultural diversity in the U.S. (3)
 Technical Writing (3)
 Medical Ethics (3)
 Medical Terminology (2)

Fourth year

Human Anatomy and Physiology (8)
 Microbiology for Health Professionals (4)
 Research Methods in Public and Allied Health (3)
 Issues in Health Care (3)
 300- to 400-level electives (6-14)

College Highlights

BGSU's College of Health and Human Services was the first collegiate unit in northwest Ohio devoted exclusively to academic programs in health and human services.

There are 8 active student organizations with many connected to their national professional affiliation. Each degree program emphasizes hands-on opportunities through practical experiences and laboratory courses.

(OVER)

The college sponsors a Health Sciences Residential Community where students benefit from learning and socializing with other students taking similar classes, increased contacts with faculty in the health-science academic majors, and academic advising and career exploration that takes place within the residence hall.

For Further Information

Amy McKinley, Manager
Academic Advising
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0621
email: amckinl@bgsu.edu

Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for the Bachelor of Science in Applied Health Science, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR18.html

Criminal Justice

Bachelor of Science in Criminal Justice College of Health and Human Services

The criminal justice degree program at Bowling Green State University produces graduates who can critically assess issues and use that ability to impact the criminal justice system. Students are prepared for a wide range of post-graduation endeavors. Many students successfully pursue graduate degrees in criminal justice and law, as well as public administration, sociology and counseling. Students also distinguish themselves by taking jobs with federal, state and local agencies involved in criminal justice.

A study by the Police Executive Research Forum provided a good description of the University's criminal justice program. It noted that police agencies do not want higher education to provide technical training. Instead, agencies need students who can look at issues critically, make informed judgments and decisions, have an understanding about human nature and social arrangements, recognize cultural diversity, understand basic research, and communicate effectively.

Curriculum

The criminal justice degree program places emphasis on academics, oral and written communication and research potential. The curriculum is largely concentrated in social and behavioral sciences with core courses in government, law, psychology and sociology. Students take courses in other departments, as well as in criminal justice, giving them the ability to look at a problem from many viewpoints. This system exposes students to a wide diversity of faculty to explore different ideas and issues.

Various criminal justice courses are also required, as well as a rigorous internship in an agency of the student's choice. In addition, every student must complete a major research paper during the senior seminar in criminal justice.

Special Features and Opportunities

An intense internship requirement is one of the program's strengths. Contact is maintained with numerous agencies that accept interns on a regular basis. Internships may be arranged with law enforcement agencies, correctional institutions, probation/parole authorities, private security operations, prosecutors' and public defenders' offices, the local courts and some federal agencies. Feedback from both the agencies and the interns has consistently verified the value of "in-the-field" study to a well-rounded education.

Criminal justice students are encouraged to become part of an active criminal justice organization that provides excellent speakers, trips and social functions for members. A chapter of the criminal justice honorary, Alpha Phi Sigma, provides recognition of outstanding criminal justice students.

College Highlights

BGSU's College of Health and Human Services was the first collegiate unit in northwest Ohio devoted exclusively to academic programs in health and human services.

There are 8 active student organizations with many connected to their national professional affiliation. Each major emphasizes hands-on opportunities through practical experiences and laboratory courses.

The college sponsors a Health Sciences Residential Community where students benefit from learning and socializing with other students taking similar classes, increased contacts with faculty in the health-science academic majors, and academic advising and career exploration that takes place within the residence hall.

Preparation for College

Completing the requirements for high school graduation is necessary for admission to BGSU, but only finishing the minimum coursework will leave you

unprepared for college. Consider taking four years of mathematics instead of the three that are required. Two, three or even four years of the same foreign language is excellent for preparation for college. You will also benefit from competency in computer use. Courses that provide exposure to or training in the visual and performing arts are excellent choices.

Admission to the Program

BGSU's criminal justice degree program is one of the few selective entry programs in the country. Admission is highly competitive. Students who are admitted demonstrate high academic standards and strong initiatives.

Entering freshmen can be admitted with an ACT composite score of 24 or higher and high school GPA of 3.0 or above. Freshmen who do not meet this requirement may enroll as pre-criminal justice majors before being accepted into the program.

Current BGSU and transfer students are required to have an overall minimum GPA of 2.5 based on a minimum of 25 graded semester hours and completion of Introduction to Criminal Justice with a C or better.

Transfer students should file applications with a recent transcript the term prior to the one they wish to enter; admission to the University is required before admission to the program will be considered.

Applications for upperclass and transfer students are considered for each term. Applications may be obtained from the criminal justice program office, 223 Health Center, or online at www.bgsu.edu/departments/crju/CJmain.htm

While students meeting the requirements above will be admitted at any time, students should be aware that completion of the program may require two years and attendance at summer session(s) if admission is granted after the beginning of your junior year.

(OVER)

Students can graduate within four years (8 semesters) if they are admitted to the program before the end of their freshman year AND make adequate arrangements to undertake the practicum (field placement) during a regular academic term. Most students opt to do their internship over a summer, either between junior and senior years, or after they complete all their coursework. This option will result in program completion in nine semesters.

Core Courses

The following are core courses for Criminal Justice students:

American Government
General Psychology
Principles of Sociology
Introduction to Criminal Justice
Law Enforcement in American Society
Crime Prevention and Security
Drugs, Crime and Criminal Justice
Criminal Investigations
Victimology
Public Administration
Juvenile Justice Subsystems
Constitutional Law
Criminal Justice Research Methods
Criminal Courts
Abnormal Behavior
Criminology
Corrections
Internship
Senior Seminar in Criminal Justice
Practicum Seminar

For Further Information

Timothy Jurkovic, Ph.D.
Associate Professor, Sociology
BGSU Firelands College
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0661
email: tjohnj@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Criminal Justice, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR22.html

Early Childhood Education

Bachelor of Science in Education College of Education and Human Development

The Early Childhood Education Program is a highly competitive program that prepares teachers to construct developmentally appropriate education, for all children ages 3-8, in collaboration with their families. The vision of the program is to develop pre-kindergarten, kindergarten and primary grade teachers who have the knowledge, skills and dispositions to

- create, teach and assess child-centered, constructivist learning experiences for all children in inclusive and diverse classrooms;
- engage and collaborate with families, communities and other professionals to support the learning and development of all young children;
- teach and nurture young children based on knowledge of child development, educational psychology and diversity in our society;
- act as early childhood professionals who are continuous, collaborative and reflective learners, who act using ethical guidelines and who advocate for young children and their families.

BGSU Firelands now also offers students the opportunity to complete the entire bachelor of science degree in early childhood education on its campus.

Career Opportunities

Graduates work in a variety of educational settings for young children, including daycare centers, pre-kindergartens, kindergartens and the primary grades of 1-3. The program meets Ohio licensure requirements for teaching young children.

Curriculum

Based on a background in child development, educational psychology and developmentally appropriate practices, students have coursework and clinical experiences to address the four programmatic strands:

Constructivist, Child-centered Pedagogy

Planning and implementing a curriculum that is interdisciplinary, active and engaging as well as facilitates the growth and learning of all children based upon individual needs, backgrounds, research and content standards.

Developmental and Diverse Perspectives

Assessing the needs and progress of all children to create an inclusive classroom that reflects cultural diversity and multiple perspectives.

Collaboration with Families, Communities and Other Professionals

Partnering to meet the individual needs of young children and their families by contributing assessment data and instructional knowledge, listening reflectively and engaging in mutual decision making.

Commitment to Professionalism and Reflective Practice

Acting as an early childhood professional who reflects on practice, makes decisions based upon ethics of the profession and advocates to improve the lives of young children and their families.

Before their capstone experience of a student teaching internship, majors engage in a variety of clinical and field experiences including structured observations, tutoring, assessment and teaching of children in small and large groups across pre-kindergarten and kindergarten/primary grade settings.

College Highlights

The College of Education and Human Development focuses on the education of professionals who positively impact the development of individuals, families, communities, schools and other societal institutions. The college vision

is to promote a dynamic community of lifelong learners and leaders that provide educational opportunities.

BGSU's teacher education program is one of the largest and most respected in the country, producing approximately 650 teachers annually. The education programs have earned accreditation from the National Council for the Accreditation of Teacher Education (NCATE), the Ohio Department of Education and the National Association for the Education of Young Children.

The Child Care Resource Center, located in the West Building, provides students with resources to develop hands-on activities. There is also the Cassie Ground Lending Library where students can borrow books and toys. The Early Childhood classroom is actively involved in technology.

BGSU Firelands chapter of the Student Education Association is active on campus.

For Further Information

Anne Leser, Ph. D.
Associate Professor/ Program Director
Early Childhood Studies
Humanities Department
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0928
email: aleser@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Early Childhood Education, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR25.html

General Business/Individualized Business

Bachelor of Science in Business Administration Interdisciplinary Program College of Business Administration

The general business specialization leading to the Bachelor of Science in Business Administration degree is designed for those students planning to go into a family business or business for themselves. General business students can also assume generalist positions in large and small organizations.

Career Opportunities

There are unlimited opportunities for people to go into business for themselves, either by purchasing a current business or starting a new one. Graduates are able to choose the type of business and the geographical location for their venture. Numerous franchise opportunities which offer assistance to the business owner are available. Such a venture takes some financial resources, but depending upon the type and size of business, these may be relatively modest.

The resources of the College of Business Administration, BGSU's Career Services office and the Jerome Library are available to students interested in job prospects in business administration. Recent general business students have secured positions in banking, sales, insurance and management training. Some companies that have hired recent general business graduates include the National City Corporation, Marathon Ashland Petroleum, State Farm Insurance and Sherwin-Williams.

Curriculum

About half of the coursework required of the general business student meets the general requirements of BGSU and the College of Business Administration. The BG Perspective requirements include courses in humanities and arts, natural sciences, social and behavioral sciences, and cultural diversity in the United States.

To meet the College of Business Administration requirements students complete admission and business core courses focusing on various areas of business.

General business students take an additional 18 to 24 hours of coursework (six to eight courses). Courses can be selected from accounting, business administration, economics, finance, legal studies, management, management information systems or marketing. No more than nine hours (three courses) may be taken in any one area and at least three areas must be chosen.

College Highlights

The College of Business Administration offers outstanding academic programs, nationally recognized chapters of professional student organizations, a large base of scholarship support and a tradition of success based on providing students with the knowledge and skills needed to succeed in a competitive business environment. The college maintains close ties with regional and national businesses.

The undergraduate and master's business programs are accredited by the AACSB International-The Association to Advance Collegiate Schools of Business. Less than 500 colleges and universities worldwide that confer business degrees have achieved this recognition for assuring quality and continuous improvement in their programs, faculty and resources.

Preparation for College

Completing the requirements for high school graduation is necessary for admission to BGSU, but only finishing the minimum coursework will leave you unprepared for college. Consider taking four years of mathematics instead of the three that are required. Two, three or even four years of the same foreign language is excellent for preparation for college. You will also benefit from competency in computer use. Courses that provide exposure to or training in the visual and performing arts are excellent choices.

Entrance to the College of Business Administration

Entrance to the College of Business Administration as a pre-business or economics student is selective. New freshman and new transfer students may apply for entrance to the College with their application for University admission. Math and composite ACT scores (or equivalent SAT scores) are used in the selection process.

Admission to BSBA Program

Admission to BGSU does not guarantee admission to the Bachelor of Science in Business Administration degree program (BSBA). Students enroll in the College of Business Administration as pre-business students. Full admission to the BSBA program requires completion of calculus and a set of introductory business courses with a satisfactory grade point average. The BSBA degree will be granted only to those students who achieve BSBA admission and fulfill all degree requirements.

Students who have questions should contact undergraduate studies in the College of Business Administration, 419-372-2747.

Sample Program

The following is a sample of courses appropriate for all BSBA students. Actual courses taken will vary depending upon personal interests and electives selected.

- BG Perspective courses
- English
- Calculus
- Communications
- Non-business electives
- 17 core business courses
- 6-8 specialization courses taken in junior and senior years

For a complete listing of course requirements, please refer to the BGSU undergraduate catalog: www.bgsu.edu/catalog

Requirements for Transfer Students

Generally, non-business courses taken at either two-year or four-year institutions are accepted for transfer credit by the College of Business Administration.

For students who transfer to BGSU from a two-year institution, courses that match introductory business courses offered by the CBA are acceptable for transfer credit.

Ordinarily, transfer credit is not accepted for business courses beyond the introductory level that require junior or senior standing at BGSU.

However, students who believe that they have sufficient background in the subject matter of a course may be permitted by the appropriate department to take an examination for credit in the course.

For students who transfer to BGSU from a four-year institution, equivalent lower-level, introductory and business core courses are often accepted for transfer credit. Upper-level business courses in an area of specialization may be accepted up to a maximum of 50 percent of the coursework required within a given area of specialization.

Minor in General Business

The general business minor is designed for students who are majoring in non-business fields and want a foundation in business. The general business minor is available to all students except those completing a BSBA degree or majoring in business education or marketing education in the College of Education and Human Development. The minor consists of 24-26 hours of math and business courses. For more information, see the Undergraduate Catalog.

Minor in Applied Statistics

The applied statistics minor is available to all students except those majoring in statistics. The minor consists of 24 hours of math and statistics courses. For more information, see the Undergraduate Catalog

For Further Information

Cindy Miglietti Ph. D., Program Director
Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Tim Chambers, Ph. D., Director
Undergraduate Studies in Business
College of Business Administration
Bowling Green State University
Bowling Green, Ohio 43403-0260
419-372-2747
email: tchambe@cba.bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for General Business/ Individualized Business, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR25a.html

Applied Health Science-Respiratory Care

Bachelor of Science in Applied Health Science College of Health and Human Services

Respiratory Care Specialization

The applied health science degree with respiratory care specialization is designed to prepare students for advanced practice in respiratory care. The degree is designed to build upon an existing associate degree in respiratory care. The degree option offers students a sequence of advanced study and an opportunity to further specialize in the field of respiratory care. Two capstone courses provide a unique feature to the program by enabling students to select a specific area of interest. Capstone coursework is individually tailored and provides focused field experience, mentor input, research and seminar components. The program provides students with knowledge, skills and experiences that enhance their marketability and potential career advancement. Further, the program allows students to pursue further education at the graduate level. This specialization offers baccalaureate courses needed for advancement in respiratory care.

Admission Requirements

The student must hold an associate degree in respiratory care prior to the completion of the baccalaureate program and before submitting a proposal for capstone coursework. Transfer coursework from accredited colleges and universities are acceptable if determined equivalent by the transfer evaluation office. Transfer students must meet BGSU requirements for admission.

Admission to Capstone Coursework

Capstone coursework is designed to be completed after the student has completed the majority of their coursework for the degree. Students must submit a proposal for their personal learning plan related to the capstone experience. The student may also need to provide documentation of required health work; obtain required insurances; and/or meet physical

requirements guidelines, depending on the capstone experience approved for them. Current program and clinical policies and procedures will apply to all capstone experiences.

Curriculum

Curriculum is designed to broaden knowledge base by providing an appropriate academic foundation for the dynamic changes and issues that shape the respiratory care profession and the health care field. This includes courses in human development, computer science, statistics, public health, legal studies, health and disease, management and respiratory care. The university requires 40 semester hours at the 3000-4000 course level for the baccalaureate degree. The total hours needed for graduation is 122 (see current Check Sheet).

Preparation for College

In addition to obtaining a strong background in the basic sciences, students entering health care fields must have a sense of responsibility, a caring attitude and strong communication skills. Completing the requirements for high school graduation is necessary for admission to BGSU, but only finishing the minimum coursework will leave you unprepared for college. Consider taking four years of mathematics instead of the three that are required. Foreign language preparation and computer skills are also highly recommended.

Sample Program

The respiratory care specialization requires that the student complete an accredited associate degree program in respiratory care (Advanced Practitioner Level). All students must receive initial advising in order to choose an option and develop a degree plan. The number in parenthesis indicate credit hours.

Respiratory Care Specialization

First Year

Introductory Writing (3)
Varieties of Writing (3)

College Algebra (3-5)
Introduction to Biology (5)
General Chemistry (4)
Human Anatomy and Physiology (8)
Microbiology (4)
General Psychology (3-4)
Medical Terminology (2)

Second Year

Pharmacology (3)
Introduction to Respiratory Care (2)
Principles of Respiratory care I, II (6)
Cardiopulmonary/Renal Anatomy and Physiology (3)
Pulmonary Pathophysiology (3)
Respiratory Critical Care Procedures (4)
Respiratory Directed Practice (3)
Neonatal and Pediatric Respiratory Care (3)
BG Perspective Elective (3)

Third Year

Advanced Cardiac Life Support (3)
Respiratory Directed Practice (8)
Principles of Respiratory Care (3)
Bio or Medical Ethics (3)
Cases and Reviews in Respiratory Care (3)
Principles of Sociology (3)
Life Span Development (3)
Computer Basics or Management Information Systems (3)
Statistics (3)

Fourth Year

International Perspective Requirement (3)
Cultural Diversity in the U.S. (3)
Intro. to Public Health (3)
Research Methods (3)
Intro. to Human Diseases (3)
Health Care Law (3)
Issues in Health Care Administration (3)
Principles of Organization and Management (3)
Respiratory Care Capstone Experience and Seminar 1, 2 (6)

Note: The sequence of courses may vary depending on course scheduling.

(OVER)

Learning Outcomes

Upon completion of the baccalaureate degree, students are expected to:

1. Meet nationally accepted standards for the scope of practice of the advanced respiratory care practitioner;
2. Utilize and apply knowledge of accepted respiratory care procedures in the diagnostic evaluation treatment, and management of patients;
3. Perform all of the clinical procedural skills associated with the practice of the advanced respiratory care professional;
4. Behave in accordance with the code of ethics for the advanced respiratory care professional;
5. Master fundamental principles of natural, physical, and social science and mathematics related to respiratory care;
6. Read the scientific literature and critically evaluate clinical research findings related to respiratory care;
7. Use reference materials, empirical methods, and statistical and computing skills to solve occupational problems, detect/resolve problems and errors, and develop/test/validate new models;
8. Abide by safety rules, policies, and regulations recognizing any unsafe conditions and correcting them;
9. Instruct others in occupational practices and procedures;
10. Supervise the work of entry-level personnel;
11. Make decisions based on ethical principles

College Highlights

BGSU's College of Health and Human Services was the first collegiate unit in northwest Ohio devoted exclusively to academic programs in health and human services. There are 8 active student organizations with many connected to their national professional affiliation. Each degree program emphasizes hands-on opportunities through practical experiences and laboratory courses. The College of Health and Human Services designed the Bachelor of Applied Health Science – Respiratory Care Specialization especially for respiratory care graduates

from BGSU's only regional campus in Huron, Ohio (BGSU Firelands College). BGSU Firelands also has a satellite campus at Lorain County Community College in Elyria, Ohio. The degree is available and accessible to graduates from both campuses

For Further Information

Rod C. Roark, Senior Lecturer
Department of Applied Science
Program Director of Respiratory Care
BGSU Firelands
One University Drive
Huron, Ohio, 44839
419-433-5560 ext. 2-0865
email: rroark@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice.



COLLEGE OF NURSING
THE UNIVERSITY OF TOLEDO

Bachelor of Science in Nursing RN-BSN for Registered Nurses

Timothy M. Gaspar, PhD, RN, Dean
Diane Salvador, PhD, RN, Dept. Chair and Baccalaureate Program Director

Nursing is a rewarding and challenging profession that incorporates theory, complex technology and caring. Baccalaureate nursing graduates provide research/theory based nursing care to healthy and ill individuals, families and communities in diverse health care settings including clinics, hospitals, nursing homes, schools and outpatient facilities. Graduates also are prepared for advanced study at the master's degree level.

The Winning Combination UT/BGSU

The consortium of The University of Toledo (UT) and Bowling Green State University (BGSU) provides an innovative and unique baccalaureate nursing program. Students choose the university (BGSU or UT) that best meets their needs for general education, liberal arts and sciences, then attend the UT Health Science Campus as seniors for online nursing courses. The Bachelor of Science degree in Nursing is awarded by the respective university.

Bowling Green State University, with 18,000 students on the main campus, is located in Bowling Green, Ohio, a small classic college town.

The University of Toledo, with 21,000 students, is located in residential areas of Toledo, Ohio, and has a Main Campus and Health Science Campus.

By taking advantage of the exceptional academic and clinical learning opportunities available, graduates enjoy increased professional autonomy and career mobility, new levels of competence and confidence, and thorough preparation to meet the demands of a changing health care system.

Accreditation and Approval

The College of Nursing has full approval of the Ohio Board of Nursing and is nationally accredited by the Commission on Collegiate Nursing Education.

Basic BSN, RN-BSN

The Undergraduate Nursing Program has two ways to obtain a Bachelor of Science in Nursing degree. The Basic program is for students entering the nursing profession. The RN-BSN program is for associate degree or diploma graduates already licensed as registered nurses.

**Admission
Requirements**

1. Completion of university and nursing prerequisite courses with a grade of "C" or above:

English composition I and II	Nutrition
Math	Computer
Chemistry	Ethics
Biology	Statistics
Anatomy	Lifespan Psychology
Physiology	Social Sciences
Microbiology	Humanities
Psychology	Diversity Courses
 2. Minimum cumulative grade point average of 2.5; admission is competitive for the nursing major
 3. Validation of previous nursing knowledge (transfer credit, portfolio)
 4. Active unrestricted unencumbered Ohio RN license
 5. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing major and/or during program progression. Convictions may result in denial of admission to the major or dismissal after matriculation.
 6. Separate competitive application process for nursing major using Nursing Centralized Application Service (NursingCAS) – please contact us for more details. Semester for application determined by nursing advisor.
-

NURS 423(0)	Applied Health Assessment ⁺
NURS 418(0)	Theoretical and Professional Foundations in Nursing
NURS 419(0)	Interpersonal Strategies in Nursing of Older Individuals ⁺
NURS 420(0)	Community Health ⁺
NURS 422(0)	Concepts of Pathophysiology and Pharmacology
NURS 421(0)	Nursing Research
NURS 412(0)	Leadership and Management in Nursing ⁺

Courses in the nursing major are online (30 semester credits)
⁺ Preceptored clinical experience is in the local community.

**University
Requirements**

Students must complete all graduation requirements; university catalogs are online at <http://www.bgsu.edu/> and <http://www.utoledo.edu/>

**For More
Information
contact . . .**

Student Services
The University of Toledo
Health Science Campus
419-383-581
admitnurse@utoledo.edu

Nursing Advisor
BGSU Firelands
419-433-5560 ext. 20668
michele.gallagher@utoledo.edu

Nursing Advisor
The University of Toledo
Main Campus
41-530-2673
NurseAdvisorUT@utoledo.edu

Nursing Advisor
Bowling Green State University
419-372-8242
equilluf@bgsu.edu

Visual Communication Technology

Bachelor of Science in Technology College of Technology

What is Visual Communication Technology?

Visual communication technology is an innovative program for students who are interested in creative and technical problem solving. VCT graduates use print, photography, video, and interactive multimedia as problem-solving tools in a variety of work settings. With a solid background in each of these areas, students also choose one or more of the visual media as a field of specialization. In addition, coursework in the major is complemented by a core of business and liberal arts classes, which differentiate BGSU's program from most others of its kind. The program is fully accredited by the National Association of Industrial Technology (NAIT).

What strengths or skills should I have to major in VCT?

VCT students should have an interest in critical thinking and problem solving, combined with creativity and an appreciation and awareness of modern technology. Some high school courses in graphics, print, photography, video/television, film, media, design or art may be helpful, but these should not take the place of rigorous college-preparatory math, English, science, social studies and foreign language.

What kind of degree will I earn and what can I do with it?

VCT graduates earn a bachelor of science in technology degree. Career opportunities vary depending on each student's area of specialization.

- Print: Print designer, media coordinator, print buyer, advertising coordinator, print sales representative, printing estimator

- Photography: Digital, studio, or commercial photographer, studio manager, digital lab manager, digital photo retoucher, photo acquisitions editor, photography consultant, field research photographer
- Video: Videographer, video technician, video producer, video editor, video software engineer, video support specialist
- Interactive Multimedia: Web master, graphic web designer, java developer, e-commerce web designer, e-training specialist, information architect

How will the College of Technology at BGSU prepare me for this field?

Visual communication technology offers a combination of theory and hands-on practice, including the opportunity to work with personable faculty who are committed to ensuring each student's success. The faculty are leaders in using and teaching emerging technologies.

The College of Technology also has a cooperative education component that requires each VCT student to complete three semester-long, full-time, paid cooperative education work experiences. In addition, students may join the Visual Communication Technology Organization (VCTO), a student group that sponsors activities to assist members with their personal and professional development.

Students who major in visual communication technology also have the opportunity to work with and utilize the services of the College of Technology's Center for Applied Technology. The center houses a variety of applied research initiatives, including a Large Format Digital Imaging Laboratory. Additional information about that laboratory is available by visiting www.bgsu.edu/colleges/technology/cat/

In addition, VCT students receive special access to Web space where they develop and maintain an electronic portfolio that is easily accessed by prospective employers.

Preparation for College

Completing the requirements for high school graduation is necessary for admission to BGSU, but only finishing the minimum coursework will leave you unprepared for college. Consider taking four years of mathematics instead of the three that are required. Two, three or even four years of the same foreign language is excellent for preparation for college. You will also benefit from competency in computer use. Courses that provide exposure to or training in the visual and performing arts are excellent choices.

For Further Information

Barry A. Lee, M.Ed.
Program Director
BGSU Firelands
One University Drive
Huron, Ohio 44839
419-433-5560 ext. 2-0711
email: balee@bgsu.edu

Student Program Services
College of Technology
Bowling Green State University
Bowling Green, OH 43403-0280
419-372-7581

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

(OVER)

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Visual Communication Technology, please check the undergraduate catalog online at www.bgsu.edu/catalog/FIR/FIR24.html

Welcome

Undergraduate Catalog

Online Resources

Class Schedules

Advising Tools

Schedule Planning

Beginning the Registration Process

Web Registration Instructions

The Bursar's Office

Campus Resources

What College Teachers Expect

Welcome to the Orientation Information Center

Welcome to BGSU Firelands! We are proud to say that we have the greatest educational opportunities available in Northcentral Ohio and are pleased to be Bowling Green State University's premier regional college, located in Huron, Ohio.

Our goal is to provide a great education at a great price. Despite a difficult state budget, BGSU Firelands has consistently kept **tuition** increases at percentage rates in the single digits.

BGSU Firelands offers 16 **associate degrees**, representing 23 areas of study.

Nine Bowling Green State University **bachelor's degrees** are now available at BGSU Firelands. These baccalaureate degrees are available through creative partnerships with undergraduate colleges at the main campus. Additionally, students can pursue two master's degrees right here in Huron, thanks to partnerships with the **BGSU College of Education and Human Development** and the **University Medical Center at the University of Toledo**.

BGSU Firelands provides the academic and cultural opportunities of a major state university in a small, personal environment right in your own backyard

The advantages of the educational opportunities at BGSU Firelands include:

- » strong and committed faculty
- » small class size
- » low student-to-faculty ratio
- » excellent and caring support staff
- » exceptional academic support services



Since BGSU Firelands opened its doors on September 25, 1968, the faculty and staff have worked very hard to provide the types of training programs and educational offerings designed to meet the higher education, continuing education and job training needs of our students and local residents. These opportunities can be found through the **Office for Educational Outreach**, through our associate degree and BGSU bachelor's degree programs, through various transfer programs, and through available BGSU and University of Toledo master's degrees.

BGSU Firelands espouses the **Core Values** of Bowling Green State University. As such, our campus is a place that cherishes the notions of honesty, fairness, responsibility, respect, and compassion.

We are a college community that believes strongly in celebrating the fact that our campus is indeed your campus. As a collective group, we work tirelessly to assist our students to meet their individual collegiate goals, semester after semester after semester.



Therefore, you are encouraged to explore all that BGSU Firelands has to offer. On behalf of our faculty and staff and the entire undergraduate and graduate student body, we hope that you will consider BGSU Firelands to be an integral part of your gateway to a new, different, and incredibly productive future.

Questions regarding New & Transfer Student Online Orientation should be addressed to
The Office of Student Services

B O W L I N G G R E E N S T A T E U N I V E R S I T Y

Apply to BGSU Firelands

[Apply Now](#)
[Printable Application](#)
[Office of Admissions](#)

Finance your Education

[Scholarship Brochure](#)
[Financial Aid Estimator](#)
[Office of Financial Aid](#)

Explore Your Opportunities

[Programs & Degrees](#)
[Campus Events](#)
[Employment](#)

We Network Socially

Follow us on Twitter or become a fan on Facebook now!

