INSIDE

Part-time degrees:

› Health Sciences Management
› Interdisciplinary Studies
› Public Safety

Online and on-site certificates, many of which can be completed in 12-18 months:

› Accounting & Finance
› Contracts Management
› Criminal Justice
› Cyber Security & IT
› Health Sciences Management
› Leadership & Management
› Public Administration
Ryan Vesey
CERTIFICATE IN PROJECT MANAGEMENT

Completing the graduate Certificate in Project Management gave Ryan the trajectory he was looking for to advance at Capital One. He liked that the online program fit into his schedule.

The University of Virginia School of Continuing and Professional Studies (SCPS) serves adult learners by providing access to educational experiences that blend academic scholarship with workplace relevance.

High quality educational opportunities are offered at convenient times and places. Students enrolled through SCPS have the option to learn online, or in the classroom at various locations around the Commonwealth.
To learn more or to register, visit www.scps.virginia.edu

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SCPS Calendars

Information Sessions

Degree Programs for Working Adults
Please check www.scps.virginia.edu for a complete schedule of Information Sessions to learn more about the Bachelor of Interdisciplinary Studies and the Bachelor of Professional Studies in Health Sciences Management.

Academic Calendar

Registration Opens
April 15

Classes Begin
Mid to late May, see class listing for details.

Certificate Program Deadlines
See page 11.

Degree Program Deadlines
See page 4.

The School of Continuing and Professional Studies may cancel, modify, or make substitutions for any published class or program, may change instructors, and may change the dates and times a class is offered. Information published in this catalog is subject to change. Please use the Class Search at www.virginia.edu/sis for the most up-to-date and complete listing of classes offered through SCPS this semester.

To learn more or to register, visit www.scps.virginia.edu
LEARNING ENVIRONMENTS

At SCPS, our typical students are working adults who seek to continue their education without sacrificing their commitments to their work and family. In order to help our students achieve their educational goals while also maintaining their work/life balance, SCPS offers three different types of learning environments: Face-to-Face, Blended, and Online Learning.

Face-to-Face (In Person - Locations Listed)

Face-to-Face learning refers to a traditional classroom setting. The instructor and the students meet in a place devoted to instruction, with regularly scheduled class times. These classes provide only face-to-face (F2F) instruction, and may include lectures, discussion, and seminar-style formats.

Blended (Hybrid)

Blended learning is the integration of face-to-face (F2F) learning with online instruction. F2F classes, as well as online class meetings are required. Some of the class materials, course activities, assignments, and discussions will be online.

Online (Web-Based)

Instruction in an online environment can occur synchronously, asynchronously, or both. You may also see this type of class referred to as web-based. Online courses at SCPS are not fully self-paced. There will be timelines and due dates for learning activities, including assignments, tests, quizzes, discussions, group projects, etc.

Synchronous vs Asynchronous

Synchronous learning takes place at designated times and involves an instructor and group of students meeting together in an online classroom. Asynchronous learning has no designated meeting time, which gives learners the flexibility to complete their coursework at a time and place that is convenient to them.

Please note: Asynchronous online courses at SCPS can sometimes include synchronous sessions. Instructors can require attendance for these sessions as long as the dates are listed in the course catalog. For synchronous class sessions whose dates do not appear in the course catalog, attendance is strongly encouraged, but not mandatory. These sessions can be recorded for students who are unable to attend.

Learn More About Online Learning at SCPS

Visit www.scps.virginia.edu/online-learning to view short videos about what to expect in your online courses at SCPS.
The Master of Public Safety (MPS) answers the call for public safety education that develops leadership skills and contextualizes law enforcement in the broader landscape of society and social change. Interdisciplinary in design, this part-time graduate program draws upon a diverse faculty of subject matter experts from law, public policy, education, cyber security, analytics, and public health.

The MPS was designed to prepare public safety leaders and professionals to navigate the complex and shifting landscape of modern law, policy, resource management, data, and technology. The program aims to increase the competencies of public safety leaders, promote Constitutional literacy, reinforce the application of democratic principles, and inspire critical thinking.

Public safety professionals from across the region and the nation will learn together in an executive cohort model, while sharing their real world knowledge and experiences. Students will enroll in 6-9 credits (2-3 courses) per semester and complete their degree requirements in 5 semesters (20 months).

The required core courses are taught using a hybrid or blended format combining face-to-face instruction on Grounds in Charlottesville and online instruction. The required sessions on Grounds are scheduled for Thursday afternoon through Saturday early afternoon. Remaining course sessions are completed online asynchronously or synchronously (set day/time).

During the first semester, students are required to attend four, three-day sessions on Grounds. Subsequent fall and spring semesters will require students to attend three, three-day sessions on Grounds each semester. One, week-long summer course on Grounds is also required. All elective courses are offered online asynchronously or synchronously.

Public safety leaders and aspiring leaders from local, state, and federal agencies, including law enforcement, private security, public health, corrections, fire and emergency medical services, emergency management, and the military are invited to apply for admission.

The Master of Public Safety is awaiting final approval from State Council of Higher Education for Virginia (SCHEV).
**Bachelor of Interdisciplinary Studies**

*Online, Charlottesville, Richmond, and on the campuses of Northern Virginia and Tidewater community colleges*

The Bachelor of Interdisciplinary Studies (BIS) is a part-time undergraduate degree program for working adults. Classes are offered online and on-Grounds in Charlottesville, in Richmond, on the Virginia Beach campus of Tidewater Community College, and on the Alexandria and Loudoun campuses of Northern Virginia Community College.

Students enter the BIS program as third year students, having completed 60 transferable hours in core and elective requirements. Applicants for the off-Grounds program offered with the Northern Virginia and Tidewater community colleges need to have earned at least fifteen (15) transferable credits from the host community college.

The BIS curriculum is designed to foster a broad liberal studies education with concentrations offered in business, cyber security analysis, early childhood, health care management, IT, liberal arts, and psychology. In-person, blended, and online classes are available.

Under a Guaranteed Admission Agreement (GAA) with the Virginia Community College System (VCCS), applicants who have completed a transferable associate's degree from a VCCS college, with 45 or more credits earned from VCCS, and have earned a GPA in VCCS coursework of 3.5 or better, will be eligible for guaranteed admission. Those applying under the GAA must submit a letter of intent and official transcripts to Admission Services by February 15. A completed online application for admission must be submitted by May 15.

A Guaranteed Admission Agreement (GAA) with Richard Bland College is also available. See the web for details.

Applications are accepted for fall and spring admission. The application deadline for spring admission is November 1. The application deadline for fall admission is May 15.

**Bachelor of Professional Studies in Health Sciences Management**

*Online*

The Bachelor of Professional Studies in Health Sciences Management (BPHM) is intended for adults working in health care who aspire to managerial roles, but lack the necessary bachelor's degree. Health care professionals who have earned an associate's degree and who hold a national certification in emergency medical services, health information management, medical laboratory technology, occupational therapy assistant, physical therapy assistant, radiography, respiratory therapy, and sonography are invited to apply.

Admitted students complete their degree requirements on a part-time basis while continuing to work. Courses are offered online, making it convenient for adults to balance work and family while continuing their education.

The program emphasizes competency and skills development in the areas of communication, relationship management, leadership, professionalism, knowledge of health care, and business skills necessary for professional growth and advance in the health care industry. Program requirements can be completed in 11 terms.

Under a Guaranteed Admission Agreement (GAA) with the Virginia Community College System (VCCS), applicants who have completed an associate of applied science degree from a VCCS college in an applicable allied health field with 45 or more credits earned from VCCS, and have earned a GPA in VCCS coursework of 3.5 or better, and hold national certification in an applicable allied health field will be eligible for guaranteed admission. Those applying under the GAA must submit a letter of intent and official transcripts to Admission Services by February 15. A completed online application for admission must be submitted by May 15.

Applications are accepted for fall and spring admission. The application deadline for spring admission is November 1. The application deadline for fall admission is May 15.
GRADUATE CERTIFICATES

Cyber Security Management

Online
This 6-course (18-credit) graduate certificate is designed to provide managers and information technology professionals with the essential tools needed to identify cyber threats; devise appropriate defense strategies; develop policy; plan and conduct security assessments; and understand the ethical, legal, and regulatory environment as it relates to operating in cyberspace. The courses are mapped to the National Cybersecurity Workforce Framework, as part of the National Initiative for Cybersecurity Careers and Studies. The certificate is ideal for managers charged with overseeing the security function, information technology professionals seeking professional skills in cyber security management, and cyber security professionals seeking additional credentials.

See Graduate Transfer Partnerships on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

Health Sciences Management

Online
This 6-course (18-credit) graduate certificate provides a foundation of management competencies for individuals working in a health care setting and looking to advance into entry-level manager positions. The program is uniquely designed for students interested in developing their skills in the areas of management, finance and leadership. It is appropriate for those with a bachelor's degree in an allied health field, natural sciences, social sciences or business/commerce, or for those with a bachelor’s degree in any major with a minimum of one year of work experience in health care. The coursework focuses on the core knowledge and competencies recognized by the Healthcare Leadership Alliance of the American College of Healthcare Executives.

See Graduate Transfer Partnerships on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

Leadership

Online
This 6-course (18-credit) graduate certificate provides a solid foundation of leadership and management competencies that can be applied immediately in the workplace. The program is uniquely designed for students who are interested in developing their personal leadership style, while focusing on one of three areas: general leadership, technology leadership, or project management. The certificate is appropriate for working professionals in the private sector, the nonprofit sector, higher education, and for those working in federal, state, or local government.

Leadership in Human Resources Management

Online
This 5-course (15-credit) graduate certificate provides the knowledge and skills essential in top management positions. Coursework focuses on the principles and concepts of group and team behavior, leadership roles, the importance of organizational vision, values and ethics, assessing and capitalizing on human resources, and managing scarce resources in today's complex organizations. This hands-on program is ideal for human resource management professionals in the early to mid-level stages of their professional development. Typical students are working professionals who have completed a bachelor's degree, work in the field of human resources management, and are ready to assume greater responsibilities.

See Graduate Transfer Partnerships on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.
GRADUATE CERTIFICATES

National Criminal Justice Command College
Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2019.

Procurement & Contracts Management
Online

This 6-course (18-credit) graduate certificate provides advanced training in the field of procurement and contracts management. Coursework focuses on the core competencies recognized by the National Contract Management Association. The certificate is ideal for mid-level and senior professionals looking to stay ahead of the competition, advance in their career, or increase their earning potential. Students with no prior procurement and contracting experience are advised to enroll in PC 4010 before beginning courses in this certificate.

See Graduate Transfer Partnerships on page 7 to learn how you can transfer credits earned in the certificate to a master’s degree.

Project Management
Online

This 6-course (18-credit) graduate certificate provides a core framework and information on how to apply a wide range of tools in order to be an effective project manager. Coursework focuses on the core competencies recognized by the Project Management Institute®. The certificate is ideal for individuals who are required to manage projects but possess a limited understanding of project management as a discipline.

Throughout the year, we also offer the Project Management Body of Knowledge (PMBOK® Guide) Review Prep for PMP® Exam, an online noncredit course that provides an in-depth review of the Project Management Institute's Required Body of Knowledge to successfully prepare for the Project Management Professional (PMP) exam.

PMI, PMP, and PMBOK are registered marks of the Project Management Institute, Inc.

Public Administration
Online

This 5-course (15-credit) graduate certificate provides the essential knowledge and skills needed to meet the administrative and management challenges of today’s public sector and nonprofit organizations. Courses build the knowledge base necessary for decision making, planning, administrative effectiveness, budgeting, and critical thinking, as well as the management and leadership skills essential for success. The courses are ideal for employees working in public or nonprofit organizations, career changers interested in entering the public or nonprofit sectors, and in-service or pre-career students interested in beginning a career in public service.

See Graduate Transfer Partnerships on page 8 to learn how you can transfer credits earned in the certificate to a master’s degree.
GRADUATE TRANSFER PARTNERSHIPS

The School of Continuing and Professional Studies (SCPS) has developed partnerships with several universities to provide master's degree opportunities for its graduate certificate students. For a list of the identified course equivalences applicable to their respective graduate programs, visit: www.scps.virginia.edu/graduate-transfer-partnerships

Transfer Programs with Marymount University

SCPS students earning a graduate certificate in Procurement & Contracts Management are eligible to apply and transfer their credits into the Marymount University M.S. in Leadership & Management program, and those earning a graduate certificate in Leadership in Human Resources Management are eligible to apply and transfer their credits into the Marymount M.A. in Human Resources Management. No more than eighteen (18) credit hours of graduate course work earned at UVA may be applied to a Marymount School of Business degree program.

For more information, contact:
Alison Bartnek, Recruitment & Admissions Coordinator
Marymount University
abartnek@marymount.edu
703.284.5770

SCPS students earning a certificate in Health Sciences Management are eligible to apply and transfer their credits into Marymount's Master of Science in Health Care Management. No more than nine (9) credit hours of graduate course work earned at UVA may be applied to a Marymount MS in Health Care Management.

For more information, contact:
Uma Kelekar, PhD., Program Director, Healthcare Management
ukelekar@marymount.edu
703-284-4994

Transfer Program with Mary Baldwin University

SCPS students earning a certificate in Health Sciences Management are eligible to apply and transfer their credits into Murphy Deming's online Master of Science in Healthcare Administration. No more than eighteen (18) credit hours of graduate course work earned at UVA may be applied to a Murphy Deming Master of Science in Healthcare Administration.

For more information, contact:
Kim McDonald, Ph.D., Program Director, MSHA
kmcdonald@marybaldwin.edu
540.887.4379

Transfer Program with Syracuse University

SCPS students earning a graduate certificate in Cyber Security Management are eligible to apply and transfer their credits into the Syracuse University Master of Science in Information Management program. No more than fifteen (15) credit hours of graduate course work earned at UVA may be applied to a Syracuse School of Information Studies degree program.

For more information, contact:
Susan Corieri, Assistant Dean for Enrollment Management and Special Academic Program Initiatives
School of Information Studies, Syracuse University
sbcorier@syr.edu
315.443.2575

To learn more or to register, visit www.scps.virginia.edu
GRADUATE TRANSFER PARTNERSHIPS

Transfer Program with Virginia Tech
SCPS students earning a graduate certificate in Public Administration are eligible to apply and transfer their credits into the Virginia Tech Master of Public Administration program. No more than eighteen (18) credit hours of graduate course work earned at UVA may be applied to a Virginia Tech Master of Public Administration degree program.

For more information, contact:
Brian Cook
Center for Public Administration & Policy
Virginia Tech
brml27@vt.edu
540.231.3438

Transfer Partnerships Leading to a Master’s Degree

<table>
<thead>
<tr>
<th>SCPS Certificate</th>
<th>Transfer Credits</th>
<th>Partner Institution</th>
<th>Master’s Degree</th>
</tr>
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<tbody>
<tr>
<td>Cyber Security Management</td>
<td>15</td>
<td>Syracuse</td>
<td>Information Management (M.S.)</td>
</tr>
<tr>
<td>Health Sciences Management</td>
<td>9</td>
<td>Marymount</td>
<td>Health Care Management (M.S.)</td>
</tr>
<tr>
<td>Health Sciences Management</td>
<td>18</td>
<td>Mary Baldwin</td>
<td>Healthcare Administration (M.S.)</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>18</td>
<td>Marymount</td>
<td>Human Resources Management (M.A.)</td>
</tr>
<tr>
<td>Procurement &amp; Contracts Management</td>
<td>18</td>
<td>Marymount</td>
<td>Leadership &amp; Management (M.S.)</td>
</tr>
<tr>
<td>Public Administration</td>
<td>18</td>
<td>Virginia Tech</td>
<td>Public Administration (MPA)</td>
</tr>
</tbody>
</table>
UNDERGRADUATE CERTIFICATES

Accounting | CPA Prep

*Online*

This 10-course (30-credit) undergraduate/post-baccalaureate certificate prepares individuals to assume greater responsibility for the accounting function. Coursework provides a foundation in accounting, auditing, taxation, commercial law, and managerial finance. The certificate is ideal for those individuals new to the accounting profession, as well as for mid-level professionals looking to stay ahead of the competition, advance in their career, or increase their earning potential.

The accounting certificate program includes courses that are both required and recommended as preparation to sit for the Certified Public Accountant (CPA) examination. The Virginia State Board of Accountancy requires CPA applicants to obtain at least 120 semester hours of education with a baccalaureate degree from an accredited college or university with 48 semester hours for an accounting concentration or equivalent as follows:

• 24 semester hours in accounting courses to include auditing, financial accounting, management accounting, and taxation.*
• 24 semester hours of business courses. As many as 6 hours of accounting courses (not included in the 24 hours of accounting courses) may be considered for the business course requirement.

The coursework must be completed prior to application to sit for the CPA exam.

Many individuals who have completed our Certificate in Accounting have successfully passed the exam and are now CPAs.

*Introductory accounting courses cannot be considered in determining whether a person has obtained the 48 minimum number of semester hours required for an accounting concentration or equivalent.

Cyber Security Analysis

*Online*

The 6 course (18-credit) undergraduate certificate provides the foundational knowledge and skills necessary to assume entry-level positions in cyber security. The certificate offers a detailed understanding of security vulnerabilities, attacks, threats, and mitigation solutions in the context of today’s cyber and information technology networks. It provides essential training for career changers, liberal arts graduates, and other professionals seeking entry-level positions in cyber security.

Information Technology

*Online*

This 6-course (18-credit) undergraduate/post-baccalaureate certificate provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology. Coursework covers the strategic value of IT to businesses and exposes students to the web application development process (topics include IT architecture, systems analysis and design, web design, database systems, and web application development). Upon completion of the certificate, students are prepared for positions in systems analysis, web design and application development, programming, and business analysis.

National Criminal Justice Command College

*Richmond*

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2019.
POST-BAC CERTIFICATE

Post-Bac Pre-Med

Charlottesville

The Post-Baccalaureate Pre-Medical Program is a full-time, one-year certificate program designed for college graduates with strong academic records who have made a late decision to pursue a career in medicine. It provides the science courses students need to be eligible for medical school admission. Applications are accepted beginning August 1 for the following summer.

Applicants use PostBacCAS, an online common application service which collects all application materials and allows applicants to check on the status of their application in real-time. Deadline for applications is February 15.

NONCREDIT CERTIFICATES

Certified Financial Planning

Falls Church / Online

The Certificate in Certified Financial Planning is designed to provide individuals with the skills and knowledge necessary for obtaining CFP™ Certification. This noncredit program is registered with the Certified Financial Planner Board of Standards, Inc. and includes seven classes that address the core competencies in financial planning, insurance, investment planning, income tax planning, retirement planning, estate planning, and ethics.

The program is ideal for finance and insurance professionals, attorneys, and career changers with an undergraduate or advanced degree. College seniors, who have met program entry requirements, are eligible for admission to the program.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2019.
Application & Admission

Students can enroll in courses without applying for admission to earn the certificate. However, a maximum of two courses will count toward satisfying the requirements for the certificate prior to admission.

Applications are accepted online, and include the following:

- Proof of high school diploma or equivalent for those applying to an undergraduate certificate
- See the web site for details regarding academic credentials needed for noncredit certificates
- College transcript for those applying to a graduate certificate
- Résumé
- Letter of recommendation
- Statement of purpose
- Application for Virginia In-State Education Privileges, if seeking in-state tuition eligibility (included within online application)
- $70 Application fee, payable by credit card only

Deadlines

Certificate Programs

- April 1 - Summer Admission
- July 1 - Fall Admission
- November 1 - Spring Admission

National Criminal Justice Command College

- June 15 - Summer Admission
### Accounting | Graduate

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
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<tbody>
<tr>
<td>ACCT 5210: Introductory Auditing</td>
<td>Online</td>
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<tr>
<td>ACCT 5460: Federal Taxation II</td>
<td>Online</td>
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### Accounting | Undergraduate

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>ACCT 2010: Introductory Accounting I</td>
<td>Online</td>
</tr>
<tr>
<td>ACCT 2020: Introductory Accounting II</td>
<td>Online</td>
</tr>
<tr>
<td>ACCT 3110: Intermediate Accounting I</td>
<td>Online</td>
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<tr>
<td>ACCT 3120: Intermediate Accounting II</td>
<td>Online</td>
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<tr>
<td>ACCT 3140: Cost Accounting</td>
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<tr>
<td>ACCT 4450: Federal Taxation I</td>
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### BIS | Undergraduate

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<tr>
<td>ISBU 3451: Fundamentals of Marketing</td>
<td>Online</td>
</tr>
<tr>
<td>ISBU</td>
<td>ISSS 3888: Looking Through the Philosophic Lens of Technology</td>
</tr>
<tr>
<td>ISHU 3456: History of Western Architecture from Antiquity to the Present</td>
<td>Online</td>
</tr>
<tr>
<td>ISHU 3901: Dance: Anthropological Origins of Dance and Music in World Cultures</td>
<td>Online</td>
</tr>
<tr>
<td>ISHU 4090: Writing: Comfortable as a Hearth Rug</td>
<td>Online</td>
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<tr>
<td>ISHU 4190: Writing Strategies</td>
<td>Online</td>
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<tr>
<td>ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: Historical Study of Empire</td>
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<td>ISIN 4520: Special Topics in Conduct of Inquiry: Social Sciences: The Atlantic World</td>
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<td>ISLS 3150: Genocide: Origins, Prevention, and Punishment</td>
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<tr>
<td>ISLS 3280: Science as a Cultural System: Challenging Our Presuppositions</td>
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<td>ISLS 3360: The Role of Memory and The Human Condition</td>
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<tr>
<td>ISSS 3160: Democracy in America</td>
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<tr>
<td>ISSS 3360: Making Sense of the News</td>
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<tr>
<td>ISSS 3460: Lifespan Development (blended class)</td>
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<tr>
<td>ISSS 4000: The Experience of the Great War: Life and Literature</td>
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<tr>
<td>ISSS 4430: Topics in Developmental Psychology</td>
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<tr>
<td>ISSS 4454: Emotion, Emotional Intelligence, and Meditation</td>
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<tr>
<td>IT 3210: Programming with Java</td>
<td>Online</td>
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<tr>
<td>IT 3220: Strategic Business Value of Information Technology</td>
<td>Online</td>
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<tr>
<td>IT 3230: Basics of Web Design</td>
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<tr>
<td>SEC 3020: Cyber Security Policy, Law &amp; Ethics</td>
<td>Online</td>
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<tr>
<td>PSHM 3080: Legal &amp; Ethical Decision-Making in Health Care</td>
<td>Online</td>
</tr>
<tr>
<td>PSHM 3805: Health Information Systems and Applications</td>
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### BPHM | Undergraduate

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<th>Course</th>
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<tr>
<td>PSHM 3080: Legal and Ethical Decision-Making in Health Care</td>
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<tr>
<td>PSHM 3805: Health Information Systems and Applications</td>
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<tr>
<td>PSHM 4800: Health Sciences Management Internship I</td>
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<tr>
<td>PSHM 4801: Health Sciences Management Internship II</td>
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<td>ACCT: 2010: Introductory Accounting I</td>
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<td>IT 3220: Strategic Business Value of Information Technology</td>
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<tr>
<td>**BPHM</td>
<td>Undergraduate (continued)**</td>
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<tr>
<td></td>
<td>ISHU 3901: Dance: Anthropological Origins of Dance and Music in World Cultures</td>
</tr>
<tr>
<td></td>
<td>ISHU 4090: Writing: Comfortable as a Hearth Rug</td>
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<td>**Criminal Justice</td>
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<td>HR 4090: Strategic Workforce Planning</td>
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<td>PSLP 5310: Strategic Leadership</td>
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<td>PSPM 5030: Introduction to Project Management</td>
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### Leadership in Human Resources Management | Graduate
- **HR 5030: Strategic Compensation**

### Procurement and Contracts Management | Graduate
- **PC 5010: Procurement Policy & Practices**
- **PC 5040: Advanced Contract Management**
- **PC 5050: Seminar for Acquisition Personnel**
- **PC 5080: FAR Standards for Actions and Decisions**
- **PC 5100: Advanced Contracting by Negotiation**
- **PSPM 5030: Introduction to Project Management**

### Procurement and Contracts Management | Undergraduate
- **PC 4010: Introduction to Federal Procurement**
- **PC 4020: Contract Administration**
- **PC 4050: Negotiation of Contracts and Modifications**
- **PC 4220: Federal Government Contracting: A Contractor’s Perspective**

### Project Management | Graduate
- **PSPM 5030: Introduction to Project Management**
- **PSPM 5240: Introduction to Purchasing for Project Managers**
- **PSPM 5280: Topics in Project Management**
- **PSPM 5290: Principles and Practices of Agile Project Management**
- **PC 5010: Procurement Policy and Practices**
- **PSLP 5310: Strategic Leadership**

### Public Administration | Graduate
- **PSPA 5010 Public Policy Analysis**
- **PSPA 5050: Environmental Policies & Practices**

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**CREDIT CLASSES BY LOCATION OR ONLINE**
- Charlottesville
- Alexandria
- Loudoun
- Richmond
- Online
## Noncredit Classes by Location or Online

<table>
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<tr>
<th>Location</th>
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<td>NCPR 501: Insurance Planning</td>
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<td>Public Relations (NCBM 108, 109)</td>
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<td>Falls Church</td>
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### Certified Financial Planning | Noncredit
- NCPR 500: Personal Financial Planning
- NCPR 501: Insurance Planning
- NCPR 502: Investment Planning

### HR Analytics Workshop | Noncredit
- Moving from HR Metrics to HR Analytics

### Public Relations | Noncredit
- NCBM 108: Writing for Public Relations
- NCBM 109: Media Relations

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**Visit:** [www.SCPS.virginia.edu/online-learning](http://www.SCPS.virginia.edu/online-learning)**

To learn more or to register, visit www.scps.virginia.edu
**Accounting | Graduate**

**ACCT 5210: Introductory Auditing**  
*Online Synchronous | Thursdays, 6:30-9:45pm | May 16-Aug 1*  
Examines auditing methodology through a study of auditing standards. Includes the nature of evidence, program planning, work papers, internal control evaluation, types of audit tests, and audit reports. Prerequisite: ACCT 3120.  
Richard Evans | 3 GR credits | Required

**ACCT 5460: Federal Taxation II**  
*Online Synchronous | Wednesdays, 6:30-9:45pm | May 15-Jul 31*  
Analyzes the federal income tax law and its application to corporations, shareholders, partnerships, partners, estates, and gift transactions. Prerequisite: ACCT 4450.  
Todd Falcone | 3 GR credits | Elective

**Accounting | Undergraduate**

**ACCT 2010: Introductory Accounting I**  
*Online Asynchronous* | Available May 13-Aug 2 |  
*Synchronous sessions TBD. See Page 2.*  
Designed to introduce students to the language of business, the course begins with the role of financial data in contemporary society, proceeds to develop the accounting model for capturing financial data, and finishes with the problems of measuring and reporting income, assets, liabilities, and equities.  
Marshall Kasten | 3 UG credits | Required

**ACCT 2020: Introductory Accounting II**  
*Online Synchronous | Mondays, 6:30-9:45pm | May 13-Jul 29*  
Continuation of ACCT 2010. Approximately one third of the course deals with additional financial accounting topics, emphasizing managerial considerations and financial analysis. Cost accumulation, allocation, and product cost methods are studied in a manufacturing setting. Matters such as evaluation of performance planning, cost behavior, and special decisions are emphasized. Prerequisite: ACCT 2010.  
Noel Montesa | 3 UG credits | Required

**ACCT 3110: Intermediate Accounting I**  
*Online Synchronous | Wednesdays, 6:30-9:45pm | May 15-Jul 31*  
An intensive study of the generally accepted accounting principles for asset valuation, income measurement, and financial statement presentation for business organizations, and the processes through which these principles evolve. Prerequisite: ACCT 2020.  
Leon Hutton | 3 UG credits | Required

**ACCT 3120: Intermediate Accounting II**  
*Online Synchronous | Thursdays, 6:30-9:45pm | May 16-Aug 1*  
Continuation of ACCT 3110, emphasizing accounting for the equities of a firm’s investors and creditors. Covers special problem areas in financial accounting including accounting for leases, pensions, and income taxes. Prerequisite: ACCT 3110.  
Gary Brooks | 3 UG credits | Required

**ACCT 3140: Cost Accounting**  
*Online Synchronous | Tuesdays, 6:30-9:45pm | May 14-Jul 30*  
Addresses analysis of cost behavior and volume profit relationships; responsibility accounting and reporting flexible budgets; and the use of standard costs to guide and control performance. Prerequisite: ACCT 2020.  
William Cardine | 3 UG credits | Required

**ACCT 4450: Federal Taxation I**  
*Online Synchronous | Mondays, 6:30-9:45pm | May 13-Jul 29*  
An analysis of the federal income tax law and its application to individuals. A study is made of problems covering personal and business tax situations. Several cases are assigned for which the student prepares illustrative tax returns. Prerequisite: ACCT 2020 or instructor permission.  
Todd Falcone | 3 UG credits | Elective
**BIS | Undergraduate**

BIS students should register in BIS classes after meeting with their advisor. Classes outside of BIS, included in this catalog, are by permission of your advisor.

Other students may register as Community Scholars for BIS classes with program permission. See class details for restrictions.

**ISBU 3451: Fundamentals of Marketing**
*Online Synchronous | Wednesdays, 6-10pm | May 29-Jul 31 | Additional class to be held on Saturday, 6/1, 9am-12:45pm*

Introduction to marketing principles and activities in both profit and non-profit enterprises, from the conception of goods and services to their consumption. Participants study consumer behavior as well as ethical, environmental, and international issues in marketing. Prerequisite: ECON 201 and 202 or equivalents, or instructor permission.

Rokesha Green | 3 UG credits

**ISBU | ISSS 3888: Looking Through the Philosophic Lens of Technology**
*Online Synchronous | Tuesdays, 6-10pm | May 28-Jul 30 | Additional class to be held on Saturday, 6/15, 9am-12:45pm*

Explores ways in which the history and philosophy of technology can inform today's liberal arts students about the role of technology in our society. Covers current and historical topics as well as explores and develops a personal philosophic approach to the application of technology.

Yitna Firdyiwek | 3 UG credits

**ISHU 3456: History of Western Architecture from Antiquity to the Present**
*Online Synchronous | Tuesdays, 6-10pm | May 28-Jul 30 | Additional class to be held on Saturday, 6/15, 9am-12:45pm*

Examines the tradition of Western architecture from its inception in Greece and Rome to the present. Focuses on aesthetic, cultural, and political ideas framing the design, uses, and meanings of these celebrated buildings. Provides tools for visual analysis using a variety of methods from text analysis to visits of buildings.

Julia May | 3 UG credits

**ISI 3901: Dance: Anthropological Origins of Dance and Music in World Cultures**
*Online Synchronous | Thursdays, 6-10pm | May 30-Aug 1 | Additional class to be held on Saturday, 6/22, 9am-12:45pm (No class on 7/4)*

Examines the anthropological origins of dance history in world cultures. Discusses the importance of dance to define and preserve the historic traditions within a culture. Explores the inherent relationship between dance and music within both the sociocultural and folk aspects, as well as the ceremonial, religious, and ritual aspects of a culture.

Sharen Mendoza | 3 UG credits

**ISHU 4090: Writing: Comfortable as a Hearth Rug**
*Online Synchronous | Wednesdays, 6-10pm | May 29-Jul 31 | Additional class to be held on Saturday, 6/1, 9am-12:45pm*

Writing begins with intuition, moves towards consciousness and strives for clarity. Such movement calls for a steady eye and an enduring approach. Accordingly, this course focuses upon resurrecting the fading art of patience, a faculty required for writing. Students will read widely, respond to assigned readings through weekly essays and share work in a workshop setting with an emphasis on revision. Writing intensive.

Charlotte Matthews | 3 UG credits

**ISHU 4190: Writing Strategies**
*Online Synchronous | Thursdays, 6-10pm | May 30-Aug 1 | Additional class to be held on Saturday, 6/22, 9am-12:45pm (No class on 7/4)*

Explores non-fiction writing. Develops and hones skills needed to write stories and essays that readers are compelled to read. Learn the power of personal narrative and begin to grasp how that power affects a reader by understanding the difference between ‘telling’ and ‘showing’.

Robert Henry | 3 UG credits

**ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: Historical Study of Empire**
*Online Asynchronous | Available May 28-Aug 2*

Explores the marvelous world depicted in Kipling’s Indian Tales from the perspective of the commentary they provide on British expatriate society. Discusses how Kipling has often been viewed as a critic of Indian society, when in fact he is critical of the British. Examines the work of Clifford Geertz and other anthropologists to provide a rounded picture of Kipling as an analyst of cultural systems.

Luke Wright | 3 UG credits
CREDIT CLASS OFFERINGS

ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: The Atlantic World
Online Synchronous | Wednesdays, 6-10pm | May 29-Jul 31 | Additional class to be held on Saturday, 6/1, 9am-12:45pm
An interdisciplinary examination of exploration and colonization of the New World, 1300-1700, and the Africans, Europeans, and Native Americans who shaped it. Students will be introduced to and employ historical methodology and research, anthropology, and literary analysis in an examination of primary sources, literature, artifacts, and current scholarship to gain a deeper understanding of social sciences and the roots of our modern world.
David Corlett | 3 UG credits

ISIN 4520: Special Topics in Conduct of Inquiry: Humanities: Art in Society
Online Asynchronous | Available May 28-Aug 2
Proposes to examine the history of western culture through the history of the performing arts beginning with plays of ancient Greece and ending with musicals of twentieth-century Broadway and Hollywood. Examines different works of art in order to discover what they can tell about the aspirations, fears, and basic conflicts of the societies from which they emerged.
Christine Bhasin | 3 UG credits

ISLS 3150: Genocide: Origins, Prevention, and Punishment
Online Synchronous | Tuesdays, 6-10pm | May 28-Jul 30 | Additional class to be held on Saturday, 6/15, 9am-12:45pm | Limited to BIS Students
Students address serious questions about mass violence; human rights; psychological, sociological, cultural and economic sources of human cruelty; and the responsibility of bystanders. Students also consider what genocide is, why it happens, where it has happened, how best to prevent it, and how to deal with perpetrators.
Waitman Beorn | 3 UG credits

ISLS 3280: Science as a Cultural System: Challenging Our Presuppositions
Online Synchronous | Tuesdays, 6-10pm | May 28-Jul 30 | Additional class to be held on Saturday, 6/15, 9am-12:45pm | Limited to BIS Students
Focuses on the production of the scientific method from its eighteenth-century roots in natural philosophy, which demonstrates that the methodology which produces science is the same which produces natural philosophy.
Luke Wright | 3 UG credits

ISLS 3360: The Role of Memory and The Human Condition
Online Synchronous | Mondays, Wednesdays & Fridays, 12-1:15pm | Jun 3-Jul 31 | Limited to BIS Students
Focuses on the human condition and uses literature to examine the role of memory.
Charlotte Matthews | 3 UG credits

ISSS 3160: Democracy in America
Online Synchronous | Monday, Tuesday, Wednesday, Thursday, Friday, 6-10pm | May 13-May 25
Examines democracy, free speech, elections and the press; considers the role of a free press in a time of civil discord, challenges to free speech in America at large and on college campuses; evaluates threats to democracy and the electoral process by analyzing Russian hacking and the role of PACs and Super PACs; examines mainstream and social media, “fake news” and posits if democracy can survive in a culture of 24/7 news coverage and “tweets.”
Paul Pitman | 3 UG credits

ISSS 3360: Making Sense of the News
NVCC Loudoun | Tuesdays, 6-10pm | May 28-Jul 30 | Additional class to be held on Saturday, 6/15, 9am-12:45pm
Develops thoughtful and informed perspectives on some of the most intriguing news stories of our times. Examines aspects of current event topics. Students will have opportunities to share their discoveries and report their findings and judgments and discuss the relevant issues.
Robert Guttman | 3 UG credits

ISSS 3460: Lifespan Development
Blended (NVCC Alexandria & Online Synchronous) | Thursdays, 6-10pm | May 30-Aug 1 | Additional class to be held on Saturday, 6/22, 9am-12:45pm | In-person classes: 5/30, 6/27 & 7/25. All other classes to be held synchronously. (No class on 7/4)
Explores an individual’s psychological development in today’s world. Investigates communication and relationships among individuals, families, and societies. Examines cognitive, social and emotional developmental changes that affect one’s self and environment. Considers how technology influences many aspects of development including research in genetics, involvement with computers and apps, application of new medical research, and aging.
Mary Repass | 3 UG credits
ISSS 4000: The Experience of the Great War: Life and Literature
Charlottesville | Tuesdays, 6-10pm | May 28-Jul 30
Additional class to be held on Saturday, 6/15, 9am-12:45pm
Drawing on histories and literature, including autobiographies, poetry, and novels, this course focuses on the experiences and mentalities of those who fought in World War I, as well as those who remained on the home front. The realities and myths of the Great War are explored. An emphasis is placed on British, French, and German writings about the Western Front as well as some consideration of the fighting on the Eastern Front and in Turkey.
Ann Plunkett | 3 UG credits

ISSS 4430: Topics in Developmental Psychology
Charlottesville | Wednesdays, 6-10pm | May 29-Jul 31
Additional class to be held on Saturday, 6/1, 9am-12:45pm
Analyzes major theoretical approaches to understanding the development of perception, cognition, language, personality, and social interaction. Challenges students to critically analyze assumptions and methods that underlie developmental research findings. Provides opportunities for students to conduct independent research on course-related topics.
Fan Gao | 3 UG credits

ISSS 4454: Emotion, Emotional Intelligence, and Meditation
Online Synchronous | Thursdays, 6-10pm | May 30-Aug 1
Additional class to be held on Saturday, 6/22, 9am-12:45pm (No class on 7/4)
Examines the neurological basis of emotion and the content of emotional intelligence which includes social competence in relationships, impulse control, empathy and compassion, resilience, motivation, and optimism. Discusses the underlying neurological mechanisms through which mindfulness meditation exerts its impact on emotion regulation and emotional intelligence.
Fan Gao | 3 UG credits

The following Information Technology (IT) and Cyber Security courses are limited to students completing the IT or Cyber Security Analysis concentrations within BIS. Students should only register for these courses after meeting with their advisor. See Cyber Security Analysis, page 21, or Information Technology, page 24.
- IT 3210: Programming with Java
- IT 3220: Strategic Business Value of Information Technology
- IT 3230: Basics of Web Design
- SEC 3020: Cyber Security Policy, Law & Ethics

The following Health Care Management (HCM) courses are limited to students completing the HCM concentration within BIS. Students should only register for these courses after meeting with their HCM advisor. See BPHM | Undergraduate, below.
- PSHM 3080: Legal & Ethical Decision-Making in Health Care
- PSHM 3805: Health Information Systems and Applications

BPHM | Undergraduate
Registration to BPHM classes are open to students enrolled in the Bachelor of Professional Studies in Health Sciences Management. Other students may register as Community Scholars with program permission.

PSHM 3080: Legal and Ethical Decision-Making in Health Care
Online Synchronous | Wednesdays, 7-9:30pm | May 15-Jul 31
Provides an overview of the laws governing health care institutions and the ethical dilemmas facing health care managers and providers; reviews ethical principles utilized to examine health care issues. Evaluates the procedures followed by health care organizations in making legal and ethical decisions; addresses such contemporary issues as cloning, euthanasia, and organ donation. Prerequisite: Admission to BPHM or BIS program.
Stephen Oliver | 3 UG credits | Required

PSHM 3805: Health Information Systems and Applications
Online Synchronous | Tuesdays, 7-9:30pm | May 14-Jul 30
Introduces foundational knowledge and emerging trends in health informatics, and examines how information systems can be utilized to improve patient care, health outcomes, efficiency, and quality. Provides knowledge on how health informatics can enhance evidence-based decision making, cost-management, and performance; analyzes key issues in data management, and confidentiality in health informatics. Prerequisite: Admission to BPHM or BIS Program (Concentration Only). Maria Kronenburg | 3 UG credits | Required

To learn more or to register, visit www.scps.virginia.edu
PSHM 4800: Health Sciences Management Internship I
Online Synchronous | Thursdays, 7-9:45pm | May 16-Aug 1 | Limited to BPHM Students
Provides opportunity for students to apply knowledge & skills in health care management, administration, research and policy in real-world health care setting. Exposes students to other health care organizations & professionals, and various pressures that affect decision-making in the field. Challenges students to identify and develop new skills, alongside their personal career path & goals. Prerequisite: Final year of BPHM Program.
Maria Kronenburg & Ana Abad-Jorge | 2 UG credits | Required

PSHM 4801: Health Sciences Management Internship II
Online Synchronous | Thursdays, 7-9:45pm | May 16-Aug 1 | Limited to BPHM Students
Provides opportunity for students to apply knowledge & skills in health care management, administration, research and policy in real-world health care setting. Exposes students to other health care organizations & professionals, and various pressures that affect decision-making in the field. Challenges students to identify and develop new skills, alongside their personal career path & goals. Prerequisite: Final year of BPHM Program.
Maria Kronenburg & Ana Abad-Jorge | 1 UG credit | Required

ACCT: 2010: Introductory Accounting I
Advance Restrictive Elective in BPHM: See Accounting | Undergraduate, pg. 16.

IT 3220: Strategic Business Value of Information Technology
Advance Restrictive Elective in BPHM: See Information Technology | Undergraduate, pg. 24

BPHM students may take online BIS courses to meet their general education requirements in Humanities and Social Sciences. See pages 17-19 for course descriptions and availability:
- ISHU 3456: History of Western Architecture from Antiquity to the Present
- ISHU 3901: Dance: Anthropological Origins of Dance and Music in World Cultures
- ISHU 4090: Writing: Comfortable as a Hearth Rug
- ISHU 4190: Writing Strategies
- ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: The Atlantic World
- ISIN 4520: Special Topics in Conduct of Inquiry: Humanities: Art in Society
- ISLS 3150: Genocide: Origins, Prevention, and Punishment
- ISSS 3160: Democracy in America
- ISSS 3888: Looking Through the Philosophic Lens of Technology
- ISSS 4454: Emotion, Emotional Intelligence, and Meditation

Criminal Justice
These courses are part of the National Criminal Justice Command College scheduled from July 8 - September 20. A formal application for admission is required to register for these courses.

PSCJ 4310 | PSCJ 5310 | NCCJ 100: Organizational and Personal Development
Two-week course designed to enhance the leadership skills of state, local, and county law enforcement officials; sheriffs; and executives from corrections and private and corporate security. This is one course in a five-course program, three credits per course, for the National Criminal Justice Command College. This course provides the introduction to the Command College as well as the synthesis of the other four courses. It will present an introduction to management and leadership and will include assessments for style. The last week will focus on the future with individual capstone presentations of their goals and what they will take with them.

PSCJ 4320 | PSCJ 5320 | NCCJ 101: Leadership, Management and Communication
Two-week course designed to enhance the leadership, management, and communication skills of state, local, and county law enforcement officials; sheriffs; and executives from corrections and private and corporate security. This is one course in a five-course series for the National Criminal Justice Command College. This course will cover basic management skills, generational differences, situational leadership and leadership styles from Jefferson and Madison.

PSCJ 4330 | PSCJ 5330 | NCCJ 102: Leadership and Criminal Justice
Two-week course designed to enhance the leadership and forensic skills of state, local, and county law enforcement officials; sheriffs; and executives from corrections and private and corporate security. This is one course in a five
course program, three credits per course, for the National Criminal Justice Command College. Both weeks of this course will be presented by experts in the area of criminal justice and will include law enforcement specific topics and leadership. These topics will include terrorism, post-traumatic stress, work and school place violence, crimes against children, media training, and many more.

**PSCJ 4340 | PSCJ 5340 | NCCJ 103: Negotiation and Collaboration**

Two-week course designed to enhance the negotiation and collaboration skills of state, local, and county law enforcement officials; sheriffs; and executives from corrections and private and corporate security. This is one course in a five course program, three credits per course, for the National Criminal Justice Command College. During this course participants will discuss the various aspects and concepts of the negotiating process and apply concepts learned in class dealing negotiation and collaboration situations faced by law enforcement officials. It will also include a hands-on panel discussion, a case study, and presentations by individuals who have effectively implemented collaborative efforts.

**PSCJ 4350 | PSCJ 5350 | NCCJ 104: Individual and Organizational Effectiveness**

Two-week course designed to enhance the individual and organizational skills of state, local, and county law enforcement officials; sheriffs; and executives from corrections and private and corporate security. This is one course in a five-course program, three credits per course, for the National Criminal Justice Command College. This course will provide overall concepts of team building, situational leadership, leadership techniques, and performance management. A portion of the course will be held off-site at an equine facility with classroom work dealing with trust, communication, and application to their workplace.

**Cyber Security Analysis | Undergraduate**

**SEC 3020: Cyber Security Policy, Law, and Ethics**

*Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions, Wednesdays 7-8:30 PM. See page 2.*

Provides overview of cyber security policies, laws, regulations, and ethical considerations that can be used to help protect and improve an organization's security posture. Explores related topics including ethics, security policy requirements, legal requirements, regulations, compliance, and security policy frameworks. Examines global impact of cyber security policy, law, and ethics through case studies.

Michael Esenwein | 3 UG credits | Required

**Cyber Security Management | Graduate**

**BUS 5030: Designing Dynamic Security Architecture**

*Online Asynchronous* | Available May 13-Jul 5 | *Synchronous sessions, Tuesdays 7-8:30pm. See page 2.*

Explores the building blocks needed to implement security within the System Development Life-Cycle (SDLC). Focuses on how to analyze internal applications, computing platforms/network infrastructure, and corporate objectives with an eye toward designing flexible security architecture that is best suited for the enterprise. Studies in-depth defense techniques and how they are applied to optimize security architecture.

Angela Orebaugh | 3 GR credits | Elective

**Digital Marketing | Graduate**

**PSMT 6030: Customer Relationship Management**

*Online Synchronous* | Thursdays, 7-10pm | May 16-Aug 1

Studies Customer Relationship Management (CRM) technologies and strategies. Reviews various business approaches for managing all aspects of the customer lifecycle across the Internet and off-line channels.

John Duffy | 3 GR credits | Required

**PSMT 6080: Mobile Marketing Strategies**

*Online Synchronous* | Tuesdays, 7-10pm | May 14-Jul 30

Provides an understanding of mobile marketing strategies, as well as practical knowledge of how to implement mobile marketing campaigns. Includes building a mobile web site, creating text message campaigns, other mobile methods such as QR codes, and integrating mobile campaigns within the marketing mix.

Rokesha Green | 3 GR credits | Elective
Federal Acquisition | Undergraduate

FAC 3011: Federal Regulations II
*Online Asynchronous | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Examines the regulations required to conduct the federal government solicitation and evaluation process, and covers the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation (DFAR).
Ronald Falcone | 3 UG credits | Required

FAC 3012: Federal Regulations III
*Online Asynchronous | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Examines the regulations required to conduct contract initiation, management and modifications within the federal government. Covers the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation (DFAR).
Joseph Harrison | 3 UG credits | Required

Health Sciences Management | Graduate

PSHM 5080: Legal and Ethical Decision-Making in Health Care
*Online Synchronous | Wednesdays, 7-9:30pm | May 15-Jul 31
Focuses on principles & theories of law related to healthcare delivery, management & administration. Examines the application of laws on healthcare liability prevention & the risks managers face. Explores legal & ethical issues in healthcare systems; and investigates the healthcare administrator as decision-maker, leader and moral agent. Evaluates situations with potential ethical/legal implications.
Stephen Oliver | 3 GR credits | Elective

PSHM 5805: Health Information Systems and Applications
*Online Synchronous | Tuesdays, 7-9:30pm | May 14-Jul 30
Examines how informatics in the health care industry improves patient care, health outcomes, efficiency, quality & evidence-based decision making; evaluates challenges and strategies for health care managers in implementing health information systems & their costs, benefits, and impacts in health care organizations. Analyzes key issues in data management, security, privacy and confidentiality. Prerequisite: Admission to HSM Graduate Certificate
Maria Kronenburg | 3 GR credits | Elective

Human Resources Management | Undergraduate

HR 4070: Employee Relations, Engagement and Advocacy
*Online Asynchronous | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Explores role of employee relations in an organization. Provides practical consulting skills for HR professional’s role as business partner. Topics include policies and practices governing workplace rules & conduct; gov. regulations impacting employment & compliance; and a range of concepts, practices and objectives arising from organization-employee relations. Prerequisite: HR 4010, HR 4020, or with instructor permission or program director permission.
Betty Marshall | 3 UG credits | Required

HR 4080: Compensation and Benefits
*Online Asynchronous | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Examines the theories, practices, and various methods of compensation, in the context of business strategy and culture. Assesses the role of compensation in workforce planning. Develops and provides opportunities to apply skills in administering compensation policies. Prerequisite: HR 4010, HR 4050, or with instructor permission or program director permission.
Paul Weatherhead | 3 UG credits | Elective

HR 4090: Strategic Workforce Planning
*Online Asynchronous | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Addresses HR recruitment planning, recruiting, job placement, performance appraisal, and outplacement resulting from layoffs, downsizing, or firing. Prerequisite: HR 4010, HR 4020 or with instructor or program director permission.
David Penkrot | 3 UG credits | Elective
HR ANALYTICS WORKSHOP

MOVING FROM HR METRICS TO HR ANALYTICS

Charlottesville, April 16-17, 2019
Falls Church, May 2-3, 2019

This two-day workshop provides HR practitioners an applied learning experience in HR Analytics. Participants explore the information and tools needed to harness the power of HR analytics to determine future organizational performance outcomes. They learn to employ functional analytic imperatives to HR work through hands-on analysis, interactive case studies, problem-solving, and exercises through which participants gain the skills and knowledge to apply HR Analytics in the workplace. An understanding of Microsoft Excel and its capabilities are highly recommended.

After completion, participants will be eligible to receive 13 SHRM Professional Development Credits.

Meals, refreshments, materials, and textbooks are included.

Instructors: Ron Beckwith, Majed Al-Ghandour, and Betty Marshall
Noncredit | $1500

Learn more at: www.scps.virginia.edu/HRWorkshop
Information Technology | Undergraduate

IT 3210: Programming with Java
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions, Thursdays 7-8:30pm. See page 2.
Studies key structures, concepts, and applications needed to write programs with Java, an object-oriented programming language used for developing user interfaces on the Web.
Michael Vito | 3 UG credits | Elective

IT 3220: Strategic Business Value of Information Technology
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions, Thursdays 7-8:30pm. See page 2.
Focusses on how to assess the value of IT investments and align technical strategies with business strategies. Introduces Porter’s Five Forces Model, the value chain, technology pay-off metrics, and risk analysis. Explores ways to leverage disruptive technologies for competitive advantage.
Lisa Wentzel | 3 UG credits | Required

IT 3230: Basics of Web Design
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions, Wednesdays 7-8:30pm. See page 2.
Master the basics of website construction, design, and maintenance using XHTML and CSS. The course provides an overview of aesthetic, business, and technical website design concepts. Attention is also given to the underlying concepts of website design such as navigation for websites, usability, accessibility issues, and the process of putting a completed website online.
Mary Smith | 3 UG credits | Required

Leadership in Human Resources Management | Graduate

HR 5030: Strategic Compensation
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Explores strategic choices in managing compensation through a pay model that is based upon the foundational policy decisions of the compensation system, the means of compensation, and the objectives of the compensation. Includes strategic perspectives, internal consistency, external competitiveness, employee contributions, and administration of the pay system efficiently, equitably, and in compliance with the law.
Nicole Runyon | 3 GR credits | Required

Procurement & Contracts Management | Graduate

PC 5010: Procurement Policy & Practices
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Covers all subchapters of the Federal Acquisition Regulation (FAR), providing an intensive review of practical technical, business and contractual issues that the government deals with in establishing and managing a federal contract. Topics include acquisition process, governmental acquisition plans, inspection and termination as well as some of the basics necessary for contracts and acquisition personnel.
Kenneth Buck | 3 GR credits | Required

PC 5040: Advanced Contract Management
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Reinforces and increases knowledge of the principles of contract formation and administration. Major topics include: market research, acquisition and source selection planning, contract types and financing, RFPs, protests, subcontract administration, contract finance and debt collection, contract payments and prompt payments, termination, delays, quality assurance and changes, claims, and closeout. Prerequisite: PC 5010.
John McCarthy | 3 GR credits | Required

Leadership | Graduate

PSLP 5310: Strategic Leadership
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Focuses on strategic planning and foresight. Uses case studies to explore the challenging role of leaders in different organizational settings and how leaders can strategize for successful outcomes.
Peter Ronayne | 3 GR credits | Elective

PSPM 5030: Introduction to Project Management
Elective course in graduate Leadership, Project Management focus. See Project Management | Graduate, page 26.
PC 5050: Seminar for Acquisition Personnel
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Surveys current research in the field of contract management and provides an opportunity to develop skill in critical evaluation of theories and their application in solving problems. Prerequisite: PC 5010.
Peter McKeen | 3 GR credits | Elective

PC 5080: FAR Standards for Actions and Decisions
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Provides a detailed explanation, review, and analysis of many FAR standards and tests applied in successful contracting decisions. The standard apply to both government buying and industry selling business decisions. Prerequisite: PC 5010.
Peter McKeen | 3 GR credits | Elective

PC 5100: Advanced Contracting by Negotiation
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Provides a detailed explanation of contracting by the negotiation method as provided in the current Federal Acquisition Regulation (FAR) Part 15. Reviews the policy and procedures in contracting by negotiation. Prerequisite: PC 5010.
John Ford | 3 GR credits | Elective

PSPM 5030: Introduction to Project Management

Procurement & Contracts Management | Undergraduate

PC 4010: Introduction to Federal Procurement
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Introduces the procurement and contracting processes, and explores fundamental principles and techniques in detail. Emphasis is on government procurement, but the course also provides an understanding of procurement methods and subcontracting in the private sector. Uses the FAR (Federal Acquisition Regulations) as a text.
Ronald Falcone | 3 UG credits | Required

PC 4020: Contract Administration
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Covers the technical and fundamental procedures basic to contract administration. Examines both theory and practice, emphasizing enforcement of contract terms and conditions, cost overruns, change orders, disputes and appeals, financial analysis, contract authority and interpretation, production surveillance, quality assurances, and audit. Prerequisite: PC 4010.
Lee Washington | 3 UG credits | Required

PC 4050: Negotiation of Contracts and Modifications
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Covers the techniques of negotiation. Focuses on the organization and operation of the procurement team, preparation and conduct of negotiations of contracts, and contract modifications by the team concept. Mock negotiations are conducted in class using case studies. Prerequisite: PC 4030.
Stephen Yuter | 3 UG credits | Required

PC 4220: Federal Government Contracting: A Contractor’s Perspective
Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.
Covers marketing and sales, pre-RFP work, RFP analysis, technical proposal preparation, management and cost proposal preparation, government site visits, audits, negotiations, contract start-up, performance, and contract shut-down.
Thomas Bersson | 3 UG credits | Required
CREDIT CLASS OFFERINGS

**Project Management | Graduate**

**PSPM 5030: Introduction to Project Management**
*Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.*
Introduces students to the various aspects of the project life cycle and project management. Explores best practices and the application of these best practices for project success.
Edward Kropp | 3 GR credits | Required

**PSPM 5240: Introduction to Purchasing for Project Managers**
*Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.*
Explores the important role that contracting and purchasing play in the project environment, especially in light of meeting or exceeding goals.
Michael Powers | 3 GR credits | Elective

**PSPM 5280: Topics in Project Management**
*Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.*
Focuses on project management-related skills employers are thought to value most, including some related to behavioral competencies (guiding, motivating), technical skills (practice specific), and strategic awareness (business performance outcomes). Topics are in sync with the PMI Talent Triangle* framework, thereby providing meaningful guidance for student's professional development within the discipline of project management.
William Yates | 3 GR credits | Elective

**PSPM 5290: Principles and Practices of Agile Project Management**
*Online Asynchronous* | Available May 13-Aug 2 | *Synchronous sessions TBD. See page 2.*
Introduce Agile Project Management as an iterative and incremental method of managing the project design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. Provides thorough exposure to agile and lean methods, and explores differences between these methods and traditional techniques.
Susan Parente | 3 GR credits | Required

**PC 5010: Procurement Policy and Practices**
Elective course in graduate Project Management. See Procurement and Contracts Management | Graduate, page 24.

**PSP 5310: Strategic Leadership**
Elective course in graduate Project Management. See Leadership | Graduate, page 24.

**Public Administration | Graduate**

**PSPA 5010: Public Policy Analysis**
*Online Asynchronous* | Available May 13-Jul 21
Introduces tools and concepts in performing policy analysis. Focuses on critical thinking skills to synthesize and evaluate theoretical models and policy alternatives. Covers environmental policy, healthcare, welfare, terrorism, immigration, and foreign policy. Examines links between federal, state, and local public policy and public administration.
Celeste Greene | 3 GR credits | Required

**PSPA 5050: Environmental Policies & Practices**
*Online Asynchronous* | Available May 13-Jul 21 | *Synchronous sessions TBD. See page 2.*
Provides an overview of current environmental policies and practices at the federal, state, and local level as well as global environmental issues. Covers such topics as environmental justice, sustainable development, resiliency; environmental risk, economic environmental issues; and the distributed effects of environmental pollution across ethnic, racial, income and occupational groups.
Celeste Greene | 3 GR credits | elective
Certified Financial Planning | Noncredit

NCPR 500: Personal Financial Planning
Online Synchronous | Mondays, 6:30-9:30pm | May 13-Jul 29 | $720 | No class meeting on 5/27.
Coursework will be posted on Collab for this session.
Introduces the concepts of the financial planning process, client/planner interactions, time value of money applications, personal financial statements development and assessment, cash flow and debt management, and asset acquisition. Other topics and an overview of practice management concepts will be discussed. Recommended but not required: Financial Accounting, Macroeconomics, Statistics.
Jean Schwarz | Noncredit | Required

NCPR 501: Insurance Planning
Falls Church | Tuesdays, 6:30-9:30pm | May 14-Jul 30 | $720
Introduces students to risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care. Prerequisites: Recommended but not required: Financial Accounting, Macroeconomics, and Statistics.
James Simos | Noncredit | Required

NCPR 502: Investment Planning
Falls Church | Wednesdays, 6:30-9:30pm | May 15-Jul 31 | $720
Provides an understanding of the various types of securities traded in financial markets, investment theory and practice, portfolio construction and management, and investment strategies and tactics. Prerequisites: Recommended but not required: Financial Accounting, Macroeconomics, and Statistics.
Sheffield Richey | Noncredit | Required

HR Analytics Workshop | Noncredit
Moving from HR Metrics to HR Analytics. Participants explore the information and tools needed to harness the power of HR analytics to determine future organizational performance outcomes. They learn to employ functional analytic imperatives to HR work through hands-on analysis, interactive case studies, problem-solving, and exercises through which participants gain the skills and knowledge to apply HR Analytics in the workplace. An understanding of Microsoft Excel and its capabilities are highly recommended. After completion, participants will be eligible to receive 13 SHRM Professional Development Credits.
Meals, refreshments, materials, and textbooks are included in the $1500 fee. Registration is through EventBrite.
Visit www.scps.virginia.edu/HRWorkshop for additional details, including links to register.

Public Relations | Noncredit

NCBM 108: Writing for Public Relations
Online Asynchronous | Available May 13-Jun 28
Introduces the elements of writing for public relations. Addresses PR writing for broadcast and print media including news releases, style elements, media advisories, pitch letters, public service announcements, press conferences, brochure planning and writing, and feature article writing. Covers photography and photo captions, as well as press conferences, speechwriting, and press kits.
Matthew Charles | Noncredit | Required

NCBM 109: Media Relations
Online Asynchronous | Available May 13-Jun 28
Reviews the latest techniques and trends in effective communications with the news media. Covers timely media relations; the difference between “media” and “press”; new vs. old media relations; credibility; and competitive positioning. Examines how to create news, how to create news hooks, and elements of an effective news release.
Matthew Charles | Noncredit | Required
Degree Students

Students admitted to one of the School’s degree programs (see pages 3-4) may register for classes using their Student Center in the Student Information System (SIS), after consulting with their academic advisors.

Certificate Students

Students officially admitted to one of the School’s certificate programs may register for classes using their Student Center in the Student Information System (SIS). Should you have questions, please contact your program director or administrator.

Returning Students

Students returning to enroll in classes without being admitted to one of the School’s degree or certificate programs may register using their Student Center in the Student Information System (SIS), if they were enrolled in classes during the previous Fall, Summer, or Spring terms. Returning students can register for classes in the following subjects: ACCT, BUS, FAC, HR, IT, PC and those subjects beginning with NC and PS.

You are considered a visiting (new) student if you did not enroll in classes during the last three previous semesters.

Visiting (New) Students

New students not admitted to one of the School’s degree or certificate programs are considered visiting (new) students and will need to create an account following the steps below.

Returning students who have previously taken classes but who were not enrolled at the University during the previous three semesters (Fall, Spring, and Summer) will need to create an account following the steps below to reactivate their UVa academic student record.

All steps must be completed for enrollment.

Step One: Create an Account at the Application Management Portal

- Go to https://www.scps.virginia.edu/register-for-a-class/new-student-registration
- Click on: Go to the Application Management Portal
- Under First Time Users, click Create an Account.
- On the Register page, provide your first name, last name, email, and date of birth.
- Once you submit the form, a temporary PIN will be sent to your email so you can log into your account.
- After you log in, follow the guidelines to change your password. Once your password is changed, you can begin the process of completing the Visiting Student Form.
- Click on Start a New Application, choose Visiting Student Form.
- The Visiting Student Form has five sections: biographical, contact, academic, professional, and Honor Code, as well as Virginia residency for in-state tuition.
- Submit the Visiting Student Form.

Step Two: Set Up UVA Email

If you have never taken a course at UVa, within 24-72 hours you will receive an email with instructions for establishing access to the University’s online resources, including instructions on establishing a UVa email account and gaining access to the Student Information System (SIS). Failure to complete the steps outlined in the email will delay your ability to access University electronic resources, including electronic payment.

UVa employees will not receive the email instructions. Individuals who have taken courses previously at UVa also will not receive the email instructions.

Step Three: Register for Classes

Log in to the Student Information System (SIS) and use your Student Center to register for class(es). OR

SIS Student Center can be used to register for classes in the following subjects: ACCT, BUS, FAC, HR, IT, PC and those subjects beginning with NC and PS.

**Community Scholar Students**

Please see https://www.scps.virginia.edu/register-for-a-class/community-scholar

**How to Pay for Your Class**

Students admitted to the School’s degree programs, see page 3, are billed for classes through Student Financial Services (SFS). Please follow the instructions provided by SFS for paying for your classes.

All other students should follow the steps below.

Payment of your class tuition and fees is due prior to the start of your class. Failure to make payment will result in a financial hold on your student account, preventing future registrations and access to transcripts. You can pay for your class using one of these payment options:

**e-Check or Credit Card**

e-Check (electronic debit from your checking or savings account) and Credit Card payments can only be completed through the Student Information System (SIS) using UVAPay, an advanced, secure online payment system. Through SIS, you will be able to pay by e-Check or Credit Card using American Express, Discover, or MasterCard (VISA is not accepted*). If you choose to pay by credit or debit card in UVAPay, please note that you will be assessed a non-refundable 2.75% service fee by the credit card processor. There are no service fees for e-Checks.

Credit card payments cannot be made by phone or in person. This process ensures the security of your personal and credit card information.

*VISA’s association rules will not permit the credit card processor to charge a percentage service fee and would require UVA to charge the same fee for ALL transactions, including e-Check or paper check.

**Check/Money Order**

To pay by check or money order, please make check or money order payable to the University of Virginia. Class title should be noted on your payment. Mail your payment to UVA/SCPS, PO Box 400764, Charlottesville, VA 22904-4764, Attention: Registration Services. You may bring your check to 104 Midmont Lane, Zehmer Hall. Cash is not accepted.

**Employer/Sponsor**

If you are requesting that a business/organization be billed for tuition, a letter of authorization or purchase order must be noted on the online Visiting Student Form and Class Registration Form. You are responsible for all tuition and fees associated with your class enrollment. You are responsible for payment of your bill by your employer/sponsor and will be billed on your student account for unpaid tuition and/or fees in the event of default by your employer/sponsor or failure to meet the employer/sponsor criteria.

If you are requesting that a business/organization be billed for tuition, a letter or email of authorization or Purchase Order must be emailed to AR-scps3party@virginia.edu no later than seven calendar days before the first day of class. The letter of authorization must be on company letterhead. The letter of authorization, the authorizing email, or the Purchase Order must be from someone (other than the student) with authority to obligate the organization, and include: student name, class title, and amount being paid for by the employer/sponsor, along with a contact person, billing name, address, phone number, and email. An authorization signature and tax ID number must be included.

Checks, e-Checks (ACH, a charge made to your checking account) and Credit Card payments are accepted. Payment by e-Check and Credit Card (American Express, Discover, MasterCard, and VISA) must be made online by accessing EPay@UVA. An invoice from the University of Virginia School of Continuing and Professional Studies is required in order to make an online payment via e-Check or Credit Card.
TUITION & FEES

Tuition Rates

Subject to change per Board of Visitors’ action.

<table>
<thead>
<tr>
<th></th>
<th>In-State Rates / Credit Hours</th>
<th>Out-of-State Rates / Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$430</td>
<td>$860</td>
</tr>
<tr>
<td>Graduate</td>
<td>$526</td>
<td>$1052</td>
</tr>
<tr>
<td>Bachelor of Interdisciplinary Studies (BIS)</td>
<td>$430</td>
<td>$860</td>
</tr>
<tr>
<td>Bachelor of Professional Studies — Health Sciences Management (BPHM)</td>
<td>$430</td>
<td>$860</td>
</tr>
<tr>
<td>Active Duty Military (Online Undergraduate)</td>
<td>$250</td>
<td>$500</td>
</tr>
<tr>
<td>Community Scholar (Undergraduate/High School)</td>
<td>$430</td>
<td>$860</td>
</tr>
<tr>
<td>Community Scholar (Graduate)</td>
<td>$430</td>
<td>$860</td>
</tr>
<tr>
<td>K-12 Educators (Degree and non-Degree)*</td>
<td>$350</td>
<td>$700</td>
</tr>
</tbody>
</table>

National Criminal Justice Command College

<table>
<thead>
<tr>
<th></th>
<th>In-State Rate</th>
<th>Out-of-State Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$6354</td>
<td>$13,572</td>
</tr>
<tr>
<td>Graduate</td>
<td>$7398</td>
<td>$13,648</td>
</tr>
<tr>
<td>Noncredit</td>
<td>$6354</td>
<td>$6354</td>
</tr>
</tbody>
</table>

*The University of Virginia offers a special professional development credit course tuition rate to students who are currently employed full-time by a preK-12 public school system, an accredited private school system, or a licensed preK-12 residential school. Qualifying students are eligible for the special rate for up to six credit hours per semester.

Board Approved Fees

Application Fee (for degrees and certificates) ................................................................. $70
CEU Fee (for each CEU course) .......................................................... $50
Returned Check Fee .......................................................... $50

Mandatory Comprehensive Fees

Off-Grounds Fee, including Charlottesville ...................................................... $35 per credit hour
BIS Charlottesville cohort ..................................................................... $246/semester in state; $302/semester out of state

Notice to On-Grounds Students

If University students normally enrolled on Grounds in Fall and Spring terms wish to enroll in any courses offered by the School of Continuing and Professional Studies, the University will charge the Fall/Spring term tuition and fees for Fall/Spring courses and the Summer Session tuition and fees for Summer courses.
Refund Policy

SCPS Degrees: Students admitted to the School’s degree programs (see pages 3-4) and enrolled in classes during the Fall and Spring terms are governed by the University’s refund schedule and refund policies issued by Student Financial Services. During the Summer term, these students are governed by the refund schedule and policies of Summer Session Office.

Community Scholars: Students registered as Community Scholars are governed by the University’s refund schedule. Refunds are issued by the School of Continuing and Professional Studies.

All other SCPS students:

Refunds are determined and processed by SCPS in accordance with the following policies and schedules:

- Tuition and fees are refunded according to the applicable schedule listed below
- Fees charged by the processor of credit card transactions are not University fees, and are not refundable
- If payment is made by check, there is a 10-day waiting period after the check is posted before a refund can be processed
- In the event that SCPS issues a refund in error, it reserves the right to reclaim such funds

Refund schedule for SCPS credit and noncredit classes, including web-based (online) and classroom/Internet (hybrid or blended) classes

<table>
<thead>
<tr>
<th>Drop &amp; Withdraw Timeframe</th>
<th>% of Refund</th>
<th>% Charged</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before second class meeting</td>
<td>100%</td>
<td>0%</td>
<td>No grade recorded</td>
</tr>
<tr>
<td>After second class but before third class</td>
<td>80%</td>
<td>20%</td>
<td>W</td>
</tr>
<tr>
<td>After third class</td>
<td>0%</td>
<td>100%</td>
<td>W</td>
</tr>
</tbody>
</table>

To learn more or to register, visit www.scps.virginia.edu
Add / Drop

Students admitted to the School’s degree programs (see pages 3-4), and enrolled in courses during the Fall and Spring are governed by the University’s add/drop dates, payment, and refund policies. Please visit www.virginia.edu/registrar for details.

Degree students enrolled in courses during the Summer are governed by the add/drop policies issued by Summer Session. Please visit www.virginia.edu/summer for details.

Certificate students, visiting students, and returning students (see page 28) not admitted to a degree program can use the Student Center in the Student Information System (SIS) to add a class. For those not able to use the Student Center to add a class, a Class Registration Form, found at https://www.scps.virginia.edu/uploads/classregistration.pdf, must be completed and either mailed to UVA/SCPS, PO Box 400764, Charlottesville, VA 22904-4764, Attention: Registration Services, or delivered to 104 Midmont Lane, Zehmer Hall.

Likewise, certificate students, visiting students, and returning students can use the Student Center in the SIS to drop a class, but students are also required to complete and submit the SCPS Drop/Refund Request Form found at https://www.scps.virginia.edu/register-for-a-class/drop-refund-request.

The following actions DO NOT constitute an official drop of a class:
• Ceasing to attend a class
• Notifying the instructor
• Notifying the employer/sponsoring agency
• Dropping through the Student Center in the SIS without also completing the SCPS Drop/Refund Request Form

Class Cancellation

The School of Continuing and Professional Studies may cancel, modify, or make substitutions for any published class or program, may change instructors, and may change the dates and times a class is offered. SCPS offers all classes with the expectation of a particular minimum number of paid students. The School reserves the right to cancel a class seven days prior to the published start of the class. Additional paid registrations will be considered if the number of paid registrations is sufficient for the class to be offered, not later than seven calendar days before the published first day of the class. If SCPS cancels a class, the School will contact students to determine if they wish to exchange their registration in the cancelled class for registration in another class that is being offered during the same term. If a student has registered and paid for a class which SCPS cancels, then:
• The student may elect to register in an alternative class during the same term. Tuition and fees will be applied to the alternative class and the student will be responsible for any difference in tuition and fees.
• Or the student will be dropped from the class and a refund will be issued. Fees charged by the processor of credit card transactions are not University fees, and are not refundable.

Holidays

All SCPS locations will be closed on:
• Monday, May 27, Memorial Day
• Thursday, July 4, Independence Day
NEW UNDERGRADUATE CERTIFICATE

The online, undergraduate Cyber Security Analysis Certificate provides the foundational knowledge and skills necessary to assume entry-level positions in cyber security. The certificate provides a detailed understanding of security vulnerabilities, attacks, threats, and mitigation solutions in the context of today’s cyber and information technology networks.

The Certificate provides essential training for career changers, liberal arts graduates, and other professionals seeking entry-level positions in cyber security. It is ideal for:

- individuals seeking entry-level career opportunities in cyber security
- individuals working in IT or cyber security who are seeking career advancement
- individuals working in IT or cyber security who need to keep their skills up to date or meet professional requirements

Courses are mapped to the National Cybersecurity Workforce Framework, as part of the National Initiative for Cybersecurity Careers and Studies.

Individuals with a minimum of a high school diploma or equivalent are invited to apply.

Accepting applications beginning July 2.
Join Us

www.scps.virginia.edu

Registration Opens April 15

Check out our expanded concentrations in the Bachelor of Interdisciplinary Studies:

- Business
- Cyber Security Analysis
- Early Childhood
- Health Care Management
- Individualized
- Information Technology
- Liberal Arts