

CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES

Spring 2019 Schedule

MILTON | PLYMOUTH | ONLINE

curry.edu/cegrad

KEY DATES SPRING 2019

15-Week Spring Semester

- Undergraduate: Continuing Education
- Graduate Program: MSN
- Deadline for financial aid filing Friday, 1/4
- 15-week classes begin Tuesday, 1/22
- President's Day Holiday — no classes Monday, 2/18
- 15-week Spring Recess Saturday, 3/9 - Sunday, 3/17
- CE grade/pass/fail declaration deadline Friday, 4/5
- Course withdrawal deadline Friday, 4/5
- Patriot's Day Holiday - classes are held Monday, 4/15
- 15-week term ends Tuesday, 5/7
- 15-week term final examinations Wednesday, 5/8 – Monday, 5/13
- Commencement Sunday, 5/19

8-Week Spring Term III

- Undergraduate: Continuing Education
- Graduate Programs: MBA, MACJ, and M.Ed.
- Deadline for financial aid filing Friday, 1/4
- Term III classes begin Tuesday, 1/22
- President's Day Holiday - classes are held Monday, 2/18
- CE grade/pass/fail declaration deadline Saturday, 2/23
- Course withdrawal deadline Saturday, 2/23
- Term III classes end Saturday, 3/16

8-Week Spring Term IV

- Undergraduate: Continuing Education
- Graduate Programs: MBA, MACJ, and M.Ed.
- Deadline for financial aid filing Friday, 3/1
- Term IV classes begin Monday, 3/18
- Patriot's Day Holiday - classes are held Monday, 4/15
- CE grade/pass/fail declaration deadline Saturday, 4/20
- Course withdrawal deadline Saturday, 4/20
- Term IV classes end Saturday, 5/11
- Commencement Sunday, 5/19

*Instructors should schedule a make-up class or arrange other meaningful activities that align with course outcomes for any classes missed.

CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES



Top 10 in the Nation for Adult Learners

Information in this booklet is subject to change without notice.

You're one step closer to your goals.

Grab a pen or your favorite highlighter and get ready to map out the path to your goals. Take this Schedule to your advisor to explore your options, or if you already know what you want to take, simply log onto myCurry to register.

Questions? Email or call your advisor anytime. We're here to help.

Close-knit classes | Closer to your budget | Close to work and home

Curry College is closer to your goals.

Milton: 617-333-2364 | Plymouth: 508-747-2424 | email: ccce@curry.edu

ADVISING, TRANSFER CREDITS & FINANCIAL AID

Advising

Our experienced academic advisors are an important resource to help you explore enrollment at Curry College. Advisors will share program details and requirements, course selection and scheduling, admissions and financial aid. They will assist you with creating an educational plan to guide you in meeting your academic and career goals.

To accommodate your busy schedule, advisors are available by appointment, by telephone or online. Contact the campus of your choice to speak with an advisor or to schedule an appointment:

Milton: 617-333-2364 | Plymouth: 508-747-2424 | email: ccce@curry.edu

Transfer Credit Review Service

Curry's transfer credit review service allows you to quickly and easily understand how your prior credits can be applied to a Curry College bachelor's degree.

- Transfer credit policy allows you to transfer up to 90 credits toward your bachelor's degree
- Knowledgeable advisors can provide you with an on-the-spot assessment of transfer credits
- No time limit on prior earned credits
- No application fee for Continuing Education students

Tuition Assistance Award

Institutional financial assistance is available for RN-BS students who enroll in at least 6 credits per semester, and for CE students who enroll in at least 9 credits per semester which will reduce the per-credit cost to \$375 per credit.

Financial Aid

Our team will help you explore all available financing options so you can make an informed decision. Federal financial assistance programs are available to those who qualify throughout the year along with a variety of private educational loan programs.

Register Today

Online: Current students may log on to the myCurry Web Portal, then click on the Quick Launch "Course Registration" icon.

In Person: Come to the Continuing and Graduate Studies Office in Milton or Plymouth.

By Phone: Milton: (617) 333-2364 | Plymouth: (508) 747-2424

By Fax: Milton: (617) 979-3535 | Plymouth: (508) 746-2531

By Mail: Mail completed registration form and payment to:
Continuing and Graduate Studies Division at Curry College
1071 Blue Hill Avenue, Milton, MA 02186-2395
20 North Park Avenue, Plymouth, MA 02360

TERM III • JANUARY 22 - MARCH 16

| COURSE | TITLE | DAY | TIME |
|-------------|--|-----|--------------------|
| AC 1000 | Navigating Your Digital World | M | 5:30 pm - 10:15 pm |
| AC 2764 | Business Presentations | T | 5:30 pm - 10:15 pm |
| ACNT 2010 | Intermediate Accounting I | W | 5:30 pm - 10:15 pm |
| CJ 2030 | Criminal Procedure *Hybrid format | M | 5:30 pm - 10:15 pm |
| CJ/SOC 2600 | Methods in Social Research *Hybrid format | Th | 5:30 pm - 10:15 pm |
| CJ 3500 | Comparative Justice Systems | W | 5:30 pm - 10:15 pm |
| COM 3970 | Communication Research and Theory | T | 5:30 pm - 10:15 pm |
| FA 1000 | Introduction to Fine Arts | Th | 5:30 pm - 10:15 pm |
| MATH 1150 | Statistics I | M | 5:30 pm - 10:15 pm |
| MGT 1610 | Economics: Macro (QLE) *Hybrid format | Th | 5:30 pm - 10:15 pm |
| MGT 2570 | Financial Management *Hybrid format | W | 5:30 pm - 10:15 pm |
| MGT 3950 | Business Ethics *Hybrid format | T | 5:30 pm - 10:15 pm |
| PE 1240 | Yoga (1 cr.) | F | 5:30 pm - 7:15 pm |
| PRS 2210 | Ethics (RWE) (GHUM) | T | 5:30 pm - 10:15 pm |
| PSY 3120 | Counseling Theory | W | 5:30 pm - 10:15 pm |
| SOC 3390 | Crisis Intervention | W | 5:30 pm - 10:15 pm |

**TERM III • FULLY ONLINE
JANUARY 22 - MARCH 16**

| COURSE | TITLE | |
|-----------|--|--------------|
| ACNT 2030 | Financial Statement Analysis | Fully Online |
| CJ 2000 | Criminology | Fully Online |
| COM 2100 | Managerial Communication | Fully Online |
| ENG 2300 | Creative Writing I (RWE) (Arts elective gen ed) | Fully Online |
| GEN 3001 | Junior Year Inquiry | Fully Online |
| HW 2200 | Social Determinants of Health | Fully Online |
| LDR 2200 | Leadership in a Global Environment | Fully Online |
| MGT 2520 | Marketing | Fully Online |
| MGT 3530 | Total Compensation | Fully Online |
| P&H 2250 | International Relations | Fully Online |
| PSY 1030 | Introduction to Psychology | Fully Online |
| PSY 2200 | Behavior Disorders in Children Synchronous meetings: 2/7; 3/7: 7:00 - 9:30 pm | Fully Online |

TERM IV • MARCH 18 - MAY 11

| COURSE | TITLE | DAY | TIME |
|-----------|---|-----|--------------------|
| AC 2010 | Identity Theft | M | 5:30 pm - 10:15 pm |
| AC 2120 | Electronic Spreadsheets: Excel | Th | 5:30 pm - 10:15 pm |
| ACNT 2011 | Intermediate Accounting II | W | 5:30 pm - 10:15 pm |
| ACNT 2050 | Accounting Information Systems *Hybrid format | Th | 5:30 pm - 10:15 pm |
| CJ 2110 | Probation and Parole *Hybrid format | T | 5:30 pm - 10:15 pm |
| CJ 3300 | Justice and Human Rights Advocacy (GLBL) | Th | 5:30 pm - 10:15 pm |
| CJ 3900 | Capstone Seminar: CJ *Hybrid format | M | 5:30 pm - 10:15 pm |
| CJ 3900 | Capstone Seminar: CJ *Hybrid format | W | 5:30 pm - 10:15 pm |
| COM 1300 | Introduction to Mass Communication | M | 5:30 pm - 10:15 pm |
| COM 2140 | Social Media Communication *Hybrid format | W | 5:30 pm - 10:15 pm |
| COM 3902 | Communication Issues Senior Seminar | T | 5:30 pm - 10:15 pm |
| ENG 2140 | Contemporary American Literature | Th | 5:30 pm - 10:15 pm |
| MGT 1611 | Economics: Micro *Hybrid format | Th | 5:30 pm - 10:15 pm |
| MGT 2150 | Quantitative Methods *Hybrid | M | 5:30 pm - 10:15 pm |
| MGT 2150 | Quantitative Methods *Hybrid | W | 5:30 pm - 10:15 pm |
| PE XXXX | Mat Pilates (1 cr.) | TBD | 5:30 pm - 7:15 pm |
| P&H 2200 | Political Tactics | W | 5:30 pm - 10:15 pm |
| PSY 2230 | Palliative Care for Older Adults: Principles and Practice *Hybrid format | M | 5:30 pm - 10:15 pm |
| PSY 3210 | Stereotypes and Prejudices | W | 5:30 pm - 10:15 pm |
| SOC 2470 | Sex, Gender and Sexuality | Th | 5:30 pm - 10:15 pm |

**TERM IV • FULLY ONLINE
MARCH 18 - MAY 11**

| | | |
|--------------|---|--------------|
| BIOL/HW 2520 | Nutrition | Fully Online |
| COM 2180 | Leadership Communication | Fully Online |
| COM 2020 | Intercultural Communication (GDIV) | Fully Online |
| COM 2290 | Media Literacy | Fully Online |
| LDR 2300 | Leading Virtual Teams | Fully Online |
| MATH 1150 | Statistics | Fully Online |
| MGT 3500 | Employee Training and Development | Fully Online |
| MGT 3980 | Senior Capstone Seminar: Business Management | Fully Online |
| P&H 2600 | History of U.S. Foreign Relations (GLBL) | Fully Online |
| PSY 3170 | Autism Spectrum Disorders Synchronous meetings: 3/28; 4/18: 7:00 - 9:30 pm | Fully Online |
| PSY 2400 | Human Development | Fully Online |
| PSY 3500 | Senior Seminar | Fully Online |

FULL TERM • FULLY ONLINE • JANUARY 22 - MAY 11

| COURSE | TITLE |
|----------|--------------------------------|
| PSY 2050 | Research Methods in Psychology |

***ONLINE & HYBRID COURSES** The Division of Continuing and Graduate Studies is pleased to expand our online and hybrid course offerings to help meet the needs of busy, adult students. Online courses are delivered completely online with no scheduled in-class meetings. Hybrid courses combine face-to-face and online activities.

Hybrid courses may take a variety of formats, i.e., some are held weekly for a shorter period of time; others alternate face-to-face and online weeks. Actual required in-class meeting time in hybrid courses may vary by major and by individual course. With some courses, the schedule is adjusted based on the mutual needs of students and faculty. When possible, the specific meeting dates and times are indicated in this Guide. The specific schedule will be included in the syllabus and discussion on the first night of class.

TERM III • JANUARY 22 - MARCH 16

| COURSE | TITLE | DAY | TIME |
|-------------|--|-----|--------------------|
| AC 2764 | Business Presentations *Hybrid format | T | 5:30 pm - 10:15 pm |
| CJ 2170 | Population, Immigration and Crime *Hybrid format | M | 5:30 pm - 10:15 pm |
| CJ/SOC 2600 | Methods in Social Research *Hybrid format | W | 5:30 pm - 10:15 pm |
| CJ/SOC 3640 | Deviance and Social Control | Th | 5:30 pm - 10:15 pm |
| MATH 1150 | Statistics *Hybrid format | T | 6:30 pm - 9:30 pm |
| MGT 2570 | Financial Management *Hybrid format | Th | 5:30 pm - 10:15 pm |
| PSY 3300 | Moral Development | M | 5:30 pm - 10:15 pm |
| SOC 2760 | Wealth, Poverty and Social Class (GDIV) | T | 5:30 pm - 10:15 pm |
| WRIT 1400 | Reading, Writing and Research I | M | 5:30 pm - 10:15 pm |

**TERM III • FULLY ONLINE
JANUARY 22 - MARCH 16**

| COURSE | TITLE | |
|-----------|--|--------------|
| ACNT 2030 | Financial Statement Analysis | Fully Online |
| CJ 2000 | Criminology | Fully Online |
| COM 2100 | Managerial Communication | Fully Online |
| ENG 2300 | Creative Writing I (RWE) (Arts elective gen ed) | Fully Online |
| GEN 3001 | Junior Year Inquiry | Fully Online |
| HW 2200 | Social Determinants of Health | Fully Online |
| LDR 2200 | Leadership in a Global Environment | Fully Online |
| MGT 2520 | Marketing | Fully Online |
| MGT 3530 | Total Compensation | Fully Online |
| P&H 2250 | International Relations | Fully Online |
| PSY 1030 | Introduction to Psychology | Fully Online |
| PSY 2200 | Behavior Disorders in Children Synchronous meetings: 2/7; 3/7: 7:00 - 9:30 pm | Fully Online |

TERM IV • MARCH 18 - MAY 11

| COURSE | TITLE | DAY | TIME |
|--------------|--|-----|--------------------|
| CJ 2212 | Policing | T | 5:30 pm - 10:15 pm |
| CJ 2697 | Terrorism and Homeland Defense | Th | 5:30 pm - 10:15 pm |
| CJ 3900 | Capstone Seminar: Criminal Justice | M | 5:30 pm - 10:15 pm |
| CJ 3900 | Capstone Seminar: Criminal Justice | W | 5:30 pm - 10:15 pm |
| MGT 2510 | Organizational Systems & Processes *Hybrid format | W | 5:30 pm - 10:15 pm |
| MGT 3930 | Management of International Business (GLBL) *Hybrid format | M | 5:30 pm - 10:15 pm |
| PE 2500 | Physical Awareness: A Wellness Approach | T | 5:30 pm - 10:15 pm |
| PRS 2210 | Ethics (RWE) (GHUM) | W | 5:30 pm - 10:15 pm |
| PSY/SOC 2220 | Death, Dying and Bereavement | M | 5:30 pm - 10:15 pm |
| PSY 3120 | Counseling Theory | Th | 5:30 pm - 10:15 pm |
| SOC 3900 | Senior Seminar: Doing Sociology | Th | 5:30 pm - 10:15 pm |
| WRIT 1500 | Reading, Writing and Research II | M | 5:30 pm - 10:15 pm |

**TERM IV • FULLY ONLINE
MARCH 18 - MAY 11**

| COURSE | TITLE | |
|--------------|---|--------------|
| BIOL/HW 2520 | Nutrition | Fully Online |
| COM 2180 | Leadership Communication | Fully Online |
| COM 2020 | Intercultural Communication (GDIV) | Fully Online |
| COM 2290 | Media Literacy | Fully Online |
| LDR 2300 | Leading Virtual Teams | Fully Online |
| MATH 1150 | Statistics | Fully Online |
| MGT 3500 | Employee Training and Development | Fully Online |
| MGT 3980 | Senior Capstone Seminar: Business Management | Fully Online |
| P&H 2600 | History of U.S. Foreign Relations (GLBL) | Fully Online |
| PSY 3170 | Autism Spectrum Disorders Synchronous meetings: 3/28; 4/18: 7:00 - 9:30 pm | Fully Online |
| PSY 2400 | Human Development | Fully Online |
| PSY 3500 | Senior Seminar | Fully Online |

FULL TERM • JANUARY 22 - MAY 11

| COURSE | TITLE | DAY | TIME |
|----------|--------------------------------|-----|-------------------|
| PSY 2050 | Research Methods in Psychology | T | 5:30 pm - 9:00 pm |

FULL TERM • FULLY ONLINE • JANUARY 22 - MAY 11

| COURSE | TITLE | |
|----------|--------------------------------|--------------|
| PSY 2050 | Research Methods in Psychology | Fully Online |

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RN - BS | SPRING 2019 MILTON | PLYMOUTH | ONLINE

MILTON NURSING COURSES TERM III • JANUARY 22 - MARCH 16

| | | | |
|----------|---|---|-------------------|
| NSG 2000 | Health Assessment (WELL) *Hybrid format | T | 5:00 pm - 8:00 pm |
| NSG 2100 | RN Transition to Baccalaureate NSG (4 cr) *Hybrid format | T | 5:00 pm - 9:00 pm |
| NSG 3032 | Population Health in the Community (5 cr) *Hybrid format | T | 5:00 pm - 8:00 pm |
| NSG 3470 | Intro to Health Policy & Finance *Hybrid format | T | 5:00 pm - 8:00 pm |

PLYMOUTH NURSING COURSES TERM III • JANUARY 22 - MARCH 16

| | | | |
|----------|---|---|-------------------|
| NSG 2500 | Pharmacology *Hybrid format | T | 5:30 pm - 8:30 pm |
| NSG 3032 | Population Health in the Community (5 cr) *Hybrid format | T | 5:30 pm - 8:30 pm |
| NSG 3982 | Senior Seminar: Synthesis of Nursing Practice *Hybrid format | T | 5:30 pm - 8:30 pm |

ONLINE NURSING COURSES TERM III • JANUARY 22 - MARCH 16

| | | |
|----------|---|--------------|
| NSG 2000 | Health Assessment | Fully Online |
| NSG 2100 | RN Transition to Baccalaureate NSG (4 cr) | Fully Online |
| NSG 2200 | Pathophysiology | Fully Online |
| NSG 3032 | Population Health in the Community (5 cr) | Fully Online |

MILTON NURSING COURSES TERM IV • MARCH 18 - MAY 11

| | | | |
|----------|--|---|-------------------|
| NSG 2000 | Health Assessment (WELL) *Hybrid format | T | 5:00 pm - 8:00 pm |
| NSG 2100 | RN Transition to Baccalaureate NSG (4 cr) *Hybrid format | T | 5:00 pm - 9:00 pm |
| NSG 2500 | Pharmacology *Hybrid format | T | 5:00 pm - 8:00 pm |
| NSG 3041 | Evidence for Nursing Practice *Hybrid format | T | 5:00 pm - 8:00 pm |
| NSG 3982 | Senior Seminar: Synthesis of Professional Nursing Practice *Hybrid format | T | 5:00 pm - 8:00 pm |

PLYMOUTH NURSING COURSES TERM IV • MARCH 18 - MAY 11

| | | | |
|----------|--|---|-------------------|
| NSG 2200 | Pathophysiology *Hybrid format | T | 5:30 pm - 8:30 pm |
| NSG 3470 | Intro to Health Policy & Finance *Hybrid format | T | 5:30 pm - 8:30 pm |
| NSG 3982 | Senior Seminar: Synthesis of Professional Nursing Practice *Hybrid format | T | 5:30 pm - 8:30 pm |

ONLINE NURSING COURSES TERM IV • MARCH 18 - MAY 11

| | | |
|----------|---|--------------|
| NSG 2000 | Health Assessment | Fully Online |
| NSG 2200 | Pathophysiology | Fully Online |
| NSG 2500 | Pharmacology | Fully Online |
| NSG 3982 | Senior Seminar: Synthesis of Nursing Practice | Fully Online |

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FULL TERM • 15 WEEK COURSES • JANUARY 22 - MAY 11

| COURSE | TITLE | DAY | TIME |
|-----------|--------------------------------------|-------|-------------------|
| AC 1600 | Illustrator/Photoshop Basics | W | 4:00 pm - 6:30 pm |
| ACNT 2060 | Forensic Accounting | W | 4:00 pm - 6:30 pm |
| ACNT 3050 | Auditing | T, Th | 5:30 pm - 6:45 pm |
| CJ 2204 | Adjudication, Courts and Conflict | T, Th | 4:00 pm - 5:15 pm |
| CJ 2301 | Juvenile Justice | W | 4:00 pm - 6:30 pm |
| CJ 2620 | Computer Forensics *Hybrid | W | 5:00 pm - 6:15 pm |
| CJ 3212 | Community Policing Case Studies | M | 4:15 pm - 6:45 pm |
| COM 1010 | Fundamentals of Communication (GCOM) | M | 7:00 pm - 9:30 pm |
| COM 2180 | Leadership Communication | W | 4:00 pm - 6:30 pm |
| COM 3007 | Sign Language II | M | 7:00 pm - 9:30 pm |
| COM 3440 | Public Relations Case Studies | M | 4:15 pm - 6:45 pm |
| COM 3506 | Media Law and Ethics | T | 4:00 pm - 6:30 pm |
| ENG 2020 | Major British Writers II (GHUM) | T | 4:00 pm - 6:30 pm |
| ENG 2300 | Creative Writing I (GART/GRWE) | Th | 7:00 pm - 9:30 pm |
| ENG 2660 | Frankenstein from Novel to Film | W | 4:00 pm - 6:30 pm |
| ENG 3110 | American Novels (GDIV) | Th | 4:00 pm - 6:30 pm |
| ENG 3490 | Memoir Writing - Life Writing | Th | 4:00 pm - 6:30 pm |
| FA 1000 | Introduction to Fine Arts (GHUM) | T, Th | 4:00 pm - 5:15 pm |
| HW 1000 | Personal Health (GWEL) | T | 4:00 pm - 6:30 pm |

| COURSE | TITLE | DAY | TIME |
|----------|---|-------|-------------------|
| HW 2010 | Health, Behavior, Ed, Promotion | M | 4:15 pm - 6:45 pm |
| HW 2520 | Nutrition | M | 7:00 pm - 9:30 pm |
| HW 3010 | Senior Seminar in Health and Wellness | W | 7:00 pm - 9:30 pm |
| MGT 1611 | Economics: Micro | T, Th | 4:00 pm - 5:15 pm |
| MGT 2250 | Business Law | Th | 7:00 pm - 9:30 pm |
| MGT 2420 | Sport Facilities and Event Management | M | 7:00 pm - 9:30 pm |
| MGT 2500 | Human Resource Management | Th | 4:00 pm - 6:30 pm |
| MGT 3100 | Advertising Management | W | 4:00 pm - 6:30 pm |
| MGT 3820 | Investments | W | 4:00 pm - 6:30 pm |
| MUS 2430 | Music in Film (GHUM) | M, W | 5:30 pm - 6:45 pm |
| PE 1240 | Yoga (GWEL) (1 Cr.) | Th | 4:00 pm - 5:15 pm |
| PE 1400 | Self Protection/Self Awareness (GWEL) (1 Cr.) | T | 5:30 pm - 6:45 pm |
| PRS 2330 | The Myth of the Hero (GHUM) | M, W | 4:15 pm - 5:30 pm |
| SCI 1020 | The Human Body (GNSC/GQLE) (4 Cr.) | T, Th | 4:00 pm - 5:15 pm |
| SCI 1020 | Recitation: The Human Body (0 Cr.) | T | 5:30 pm - 6:20 pm |
| SOC 2490 | Grassroots: Org, Ldr (GACT) | T | 4:00 pm - 6:30 pm |
| SWK 2410 | Working with Individuals | M | 4:15 pm - 6:45 pm |
| WGS 2000 | Gendered Lives (GDIV) | M, W | 4:15 pm - 5:30 pm |

PROFESSIONAL DEVELOPMENT COURSES • NON-CREDIT

| COURSE | TITLE | DAY | TIME | COST |
|----------|---|--|-------------------|-------------------------------------|
| XPER 300 | Perioperative Certificate (Milton Campus) | Wednesday: January 23 - May 22 Clinical Component: April 24 - July 17 | 5:00 pm - 9:00 pm | \$3995. Includes AORN membership |

Perioperative 101 is a non-credit six-month certificate preparation program that prepares RNs to sit for certification through Association of periOperative Registered Nurses (AORN). The program is delivered in a hybrid format, combining in-class and online learning activities. The AORN has developed a full curriculum designed to meet the national standards established for this role.

| | | | | |
|-----------|----------------------------------|---|-------------------|---|
| XPAY 0100 | Paytrain Level 1 (Milton Campus) | Saturdays: March 23, April 13, 27, May 11, 18 *Dates subject to change | 9:00 am - 3:00 pm | \$895. includes books/ online learning tools |
|-----------|----------------------------------|---|-------------------|---|

PayTrain Level I course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for FPC certification. For those taking the CPP examination it is strongly recommended that you take the PayTrain Level 1 and Level 2 courses. Learning the fundamental calculations and applications is critical to passing the CPP exam and is not covered in PayTrain Level 2.

| | | | | |
|-----------|----------------------------------|---|-------------------|---|
| XPAY 0300 | Paytrain Level 2 (Milton Campus) | Saturday: January 19, 26, February 9, 16, March 2 | 9:00 am - 3:00 pm | \$995. includes books/ online learning tools |
|-----------|----------------------------------|---|-------------------|---|

PayTrain Level 2 is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation.

| | | | | |
|-----------|--|---|-------------------|--|
| XHRM 3000 | SHRM Learning System Test Preparation - CP/SCP (Milton Campus) | Thursdays, February 28 - May 16 | 6:00 pm - 9:00 pm | \$1250. includes books/ online learning tools |
| XHRM 3000 | SHRM Learning System Test Preparation - CP/SCP (Milton Campus) | Saturdays, February 23, March 9, 23, April 6, 20, May 4 | 9:00 am - 3:00 pm | |
| XHRM 3000 | SHRM Learning System Test Preparation - CP/SCP (Plymouth Campus) | Saturdays, March 9, 16, 30, April 6, 20, 27, May 11 | 8:30 am - 1:15 pm | |

The SHRM Learning System for SHRM-CP/SHRM-SCP includes five modules covering the comprehensive SHRM BoCK so you'll learn everything you need for the SHRM-CP or SHRM-SCP exam:

- HR Competencies
- People
- Organization
- Workplace
- Strategy

TUITION AND REGISTRATION INFORMATION

REGISTRATION INFORMATION

We encourage you to register early to ensure best course selection.

In Person

Come to the Continuing and Graduate Studies Office during regularly scheduled office hours in Milton or Plymouth.
(See page 7 for campus hours.)

Online

Current students may log onto the web portal at my.curry.edu and select the MySchedule tab.

By Mail

Mail completed registration form and payment to:
Curry College Division of Continuing and Graduate Studies

- 1071 Blue Hill Avenue, Milton, MA 02186-2395
- 20 North Park Avenue, Plymouth, MA 02360

| | By Phone | By Fax |
|-----------|----------------|----------------|
| Milton: | (617) 333-2364 | (617) 979-3535 |
| Plymouth: | (508) 747-2424 | (508) 746-2531 |

TUITION AND FEES

All tuition and fees are due at the time of registration.

Rates below are effective Fall 2018 through Summer 2019

- Continuing Education Milton \$442 per credit
- Continuing Education Plymouth \$386 per credit
- Nursing RN to BS (all locations) \$489 per credit
 - Nursing RN to BS Online \$375 per credit

Institutional financial assistance is available for RN-BS students who enroll in at least 6 credits per semester, and for CE students who enroll in at least 9 credits per semester, which will reduce the per-credit costs to \$375 per credit. Students should speak with their Curry program advisor to learn more.

Milton rate applies only to weekday classes after 4:00 pm, and all weekend classes.

Payment Options

A deferred payment option is available to Continuing Education students who demonstrate that they have a tuition reimbursement benefit through their employer or the government. Students who qualify may pay their tuition at the end of each course, rather than upon registration. Students in this category are responsible for payment, and tuition may not be left unpaid pending reimbursement by an employer or other agency. Please contact the Continuing and Graduate Studies Office for further details and to complete a Deferred Payment Request Form. The deferred payment option is not available for graduate courses but graduate students may inquire about a multiple payment plan by calling the Graduate Studies Office at (617) 333-2364.

Direct billing is available for students who demonstrate that their employer or other organization will be paying the college directly for their classes. Students in this category may register upon providing appropriate documentation, such as a purchase order or voucher.

Online payments: Curry College partners with Tuition Management Systems (TMS) to process credit/debit card and checking/savings account payments online. TMS accepts American Express, Discover, MasterCard and VISA cards. To pay online, simply log onto the TMS secure website at www.curryce.afford.com/paynow and select "Make a One Time Payment". Students can also access this online payment gateway directly from the Curry Web Portal. Credit and debit card transactions will have a service fee applied. A transfer payment from a bank checking or savings account will not incur a service fee.

Grade/Pass/Fail

Only Continuing Education courses outside of the student's major may be declared Pass/Fail. Only one course each semester may be graded in this manner. The deadline for declaring is the same as the withdrawal deadlines outlined in the Key Dates section of this Schedule Guide. Please request the form from any Continuing and Graduate Studies Office. The Pass/Fail option is not available for Graduate courses.

Auditing a Course

Non-degree students may audit Continuing Education or Graduate courses on a space available basis. Auditors are subject to full tuition and fees for the course and must be formally registered. There is no auditing option in cohort-based programs.

Add/Drop

You must contact the Continuing and Graduate Studies Office to add or drop a course. Students can add a course through the first week of classes by contacting any Continuing and Graduate Studies Office. Students who want to drop a course from their schedule must do so through any Continuing and Graduate Studies Office prior to the start of the term. A student is financially responsible for any courses that are not officially dropped before the first day of classes (see Refund Policy below).

Withdrawal

You must contact the Continuing and Graduate Studies Office to withdraw from a course. Please refer to the Key Dates section of this Schedule Guide for specific withdrawal deadlines. Students will receive a "W" for a grade. Non-attendance does not constitute a withdrawal.

Disability Services

Curry College is committed to providing accommodations for students with documented learning disorders, visual, hearing and mobility impairments, psychiatric disabilities and medical conditions. Academic accommodations are arranged on a case-by-case basis, and may include, but are not limited to: additional time to complete exams; a separate, more distraction-reduced exam room; note taker support; and textbooks in alternative format. For additional information, please call (617) 333-2385.

Refund Policy

Full refunds will be made only if a course is canceled; if a student withdraws from a course before the course begins; or, if it is confirmed by the end of the add-drop period that the student has not attended.

Students who withdraw within the first two weeks* of a course will receive a partial refund. The refund schedule is as follows:

- Students who withdraw within the first week of the course receive a 75% refund
- Students who withdraw within the second week of the course receive a 50% refund
- Students who withdraw during or after the third week of the course do not receive a refund

* A course week begins on Monday and ends on Sunday.

The following refund policies apply to in-class, hybrid, and fully online courses.

One-week Intensive Courses

If students drop before the second day of class, 75% refund.

Two- and Three-week Intensive Courses

If students drop before the third day of class, 75% refund.

After these deadlines, students are financially responsible for the full cost of the course.

Required Immunization Certificate

Massachusetts Law 105 CMR 220.600 requires Curry College to collect a certificate of immunization from all full-time students. This applies to any Continuing Education or Graduate student who is carrying a full-time course load.

For Continuing Education students Curry defines full time as 12 or more credits during a semester including intensive courses falling within a semester. As an example, if a CE student takes 6 credits in Term I and 6 credits in Term II, they would meet the definition of full time.

For Graduate students, Curry defines full time as 6 or more credits during a semester including intensive courses falling within a semester. An MBA student taking one 3 credit course in Term I and one 3 credit course in Term II would meet the definition of full time. An M.Ed, MACJ, or MSN student taking 6 or more credits during fall or spring semester would be considered full time.

If you know what your course load will be and you will meet the definition of a full-time student, please plan ahead and file your certificate of immunization prior to or with your registration. All students who have not filed the certificate and who are found to be in full-time status will receive a notice from Curry College that they have 30 days to file the certificate or future registration will be blocked.

Each full-time student must provide a certificate of immunization that the student has received the following:

- 1) At least one dose of mumps and rubella vaccine(s) given at or after 12 months of age
- 2) Two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age
- 3) A booster dose of tetanus-diphtheria within the last ten years
- 4) Three doses of Hepatitis B vaccine

The certificate of immunization form and instructions can be obtained from any campus Continuing and Graduate Studies Office.

Mandatory Health Insurance

Effective September 1, 1989, the Massachusetts Law C.15A, s. 18 requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum.

According to the state regulation comparable coverage is considered a health plan that provides comprehensive coverage, including preventive care, emergency services, surgical services, hospitalization benefits, ambulatory patient services, and mental health services. In addition, the services covered need to be reasonably accessible to the student in the area where the student attends school. Students are not allowed to waive coverage if their insurance carrier is from outside the U.S. (international insurance) or traveler's insurance. For further information about the Curry College health insurance plan, please visit www.gallagherstudent.com/curry.

For questions regarding the health insurance premium, contact the Curry College Office of Student Accounts at (617)333-2354.

Bookstore

New and used textbooks for all Curry campuses can be purchased online via the Curry College Bookstore at www.curry.bkstr.com. If you do not see a listing for your course online, or for students using Bookstore Vouchers, please contact the Curry Bookstore via email at bookstor@curry.edu or via phone at (617) 333-2322.

In addition, textbooks for all Curry campuses can be purchased in person. The Curry College Bookstore is located on the second floor of the Student Center at the Milton Campus.

The Bookstore also carries a full line of Curry College clothing and gift items, school supplies, health and beauty products, snacks and beverages. Please call (617) 333-2322 for current store hours or visit the website at www.curry.bkstr.com.

I.D. Cards

Students may obtain a Photo I.D. Card from the Public Safety Office on the Milton campus or the Continuing Education and Graduate Studies Office at the Plymouth campus. I.D. Cards are optional but are required to use the Library. Please contact the Continuing and Graduate Studies Office in Milton or Plymouth for more details.

Classroom Locations

Students can access their course schedule online for information on specific classroom locations and course faculty. Students can also obtain this information from any Continuing and Graduate Studies Office.

Curry Student Web Portal & Student Email Accounts

All Continuing Education and Graduate students are assigned an online account to access the "myCurry" Web Portal. The Web Portal houses important academic and student information as well as other useful services, including Curry student Email (a Gmail account), Blackboard, course schedules, course assessments, grade reports, academic transcripts, library resources, and other financial aid and personal information. New students are provided with their Web Portal personal log in information in the welcome packet mailed to their permanent address. If lost or forgotten, password information is available in person at the Tech Center, by Curry College Email or in person at the CE/Grad Studies office. Please note, for your protection passwords are not given out over the telephone nor emailed to any non-Curry email address.

Campus Safety

Curry College is committed to assisting all members of the College community in providing for their own safety and security. Information regarding campus security and personal safety including topics such as crime prevention, College law enforcement authority, crime reporting policies, crime statistics for the most recent three year period, and disciplinary procedures is available upon request from the Curry College Public Safety Office, 1071 Blue Hill Avenue, Milton, MA 02186 or by calling (617) 333-2232.

Emergency Closing

Please call the Campus Emergency Hotline at (617) 333-2075 for up to date information on whether classes have been canceled. Messages will also be recorded on the main numbers for the Continuing and Graduate Studies Offices in Milton and Plymouth. The Emergency Hotline is generally updated by 7:00 am. Decisions on cancellation of evening classes are generally made by 3:00 pm. Every effort is made to contact faculty and students directly when a decision is made to close the College, but if in doubt, call the Hotline before traveling to class.

Family Educational Rights and Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, Curry College permits its students to inspect their records wherever appropriate and to challenge specific parts of them when they feel it is necessary to do so. Specific details of the law as it applies to the College are contained in the Curry College Course Catalog.

DIRECTIONS

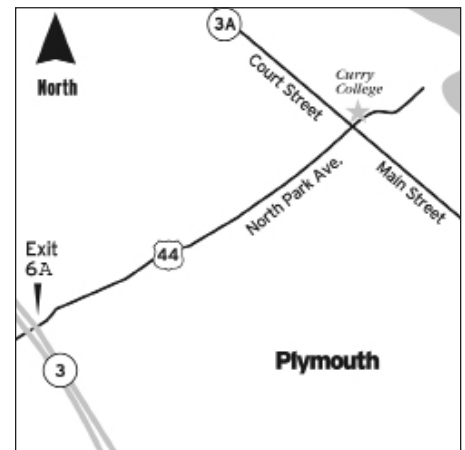


MILTON

Take Exit 2B off Route 128 onto Route 138 North (Blue Hill Avenue). Proceed through three traffic lights. The entrance to the Curry College campus is on your left.

PLYMOUTH

Take Exit 6A (Plymouth) off Route 3. Bear right off the exit ramp onto Route 44 East. Follow through two traffic lights. The Curry College campus is located on the left at 20 North Park Avenue.

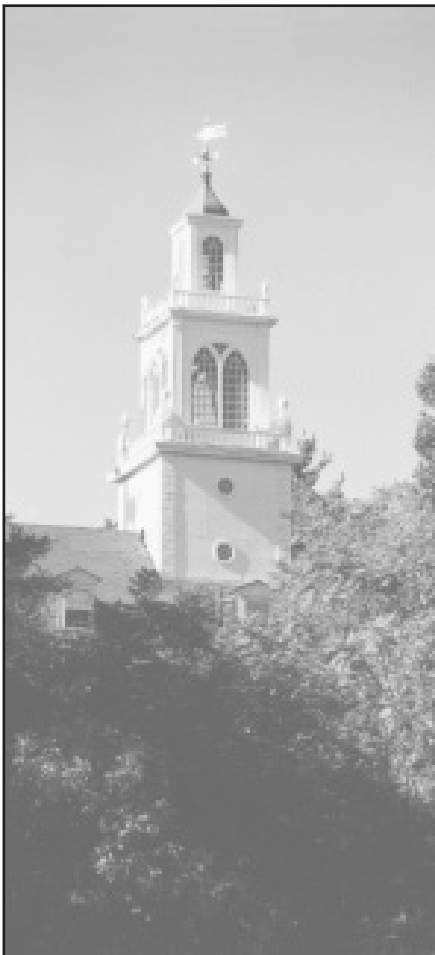


PARKING:

Milton: All Continuing and Graduate Studies students must register their vehicles with the Curry Department of Public Safety. Valid parking permits are required to park on the Milton campus and are issued at the Public Safety office. The permit fee for Continuing and Graduate students is \$25 for the Spring semester only (\$50 for the full academic year). Students must present a valid driver's license and vehicle registration to obtain a permit. Students should take care to park in designated student parking areas or they may be ticketed or towed.

Plymouth: There is ample parking available and no parking fee or permit is required.

DIVISION OF CONTINUING AND GRADUATE STUDIES



MILTON CAMPUS

1071 Blue Hill Avenue
Milton, MA 02186
(617) 333-2364

Hours:
Mon. – Thurs. 8:30 AM – 6:30 PM
Fri. – 8:30 AM – 4:30 PM
Saturday – Hours vary

Steven Belaief
Director of Operations

Lisa Huyghe
Director of Enrollment

Deborah Clifford
Senior Assistant Director

Nathan Adkins
Johanna Fleisher
Assistant Directors

Jane Clougherty
Senior Enrollment Representative

Sandra Connelly
Nicholas Petchell
Enrollment Representatives

Jennifer Sullivan
Enrollment Services Specialist

PLYMOUTH CAMPUS

20 North Park Avenue
Plymouth, MA 02360
(508) 747-2424

Hours:
Mon. – Thurs. 8:30 AM – 6:30 PM
Fri. – 8:30 AM – 4:30 PM
Saturday – Hours vary

Anne Berriault
Director

Nancy McCann
Kerry Morrell
Assistant Directors

Keri Mazzilli
Administrative Assistant

Ellen McLean
Enrollment Representative

Laurie Kimball
Receptionist

Course Registration Form

CURRY COLLEGE DIVISION OF CONTINUING AND GRADUATE STUDIES

Milton Campus
 1071 Blue Hill Ave.
 Milton, MA 02186
 617-333-2364
 617-979-3535 fax

Plymouth Campus
 20 North Park Ave.
 Plymouth, MA 02360
 508-747-2424
 508-746-2531 fax

Last Name _____ First Name _____ M.I. _____

Curry ID # _____ Social Security # _____

Date of Birth _____ Former/Maiden Name _____ Male Female

Street Address _____ Apt. _____
 (Please check if this is a new address)

City _____ State _____ Zip Code _____

Home Phone _____ Mobile Phone _____ Email Address _____

Have you ever taken any courses at Curry College? Yes No Semester/Year last attended: _____

If not, how did you learn about Curry? _____ Intended Major: _____

I am currently enrolled in another college/university. School: _____

Are you a U.S. Citizen? Yes No If you are not a US Citizen, are you a Permanent Resident? Yes No

Country of Citizenship _____ Country of Birth _____ Native First Language _____

WOULD YOU LIKE TO IDENTIFY YOURSELF AS ONE OR MORE OF THE FOLLOWING? (Optional)

Hispanic/Latino Yes No A member of one or more of the following races:

American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Registration Semester: Fall Winter Spring Summer

Registration Term: 1st 8-week 2nd 8-week 15-week Intensive

| Course | Title | Days | Time | CR | CRN # | Campus | Tuition |
|--------|-------|------|------|----|-------|--------|---------|
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PAYMENT MUST ACCOMPANY THIS REGISTRATION FORM

Check Enclosed. Make check payable to Curry College Sub Total _____

Online credit card or check payment. Visit: www.curryce.afford.com/paynow Fees _____

- In the "Make a One Time Payment" section, choose "Continuing and Graduate Studies" **Total** _____
- From the dropdown then click "Make a One Time Payment"
- When prompted about logging in for a payment plan, please click "continue" (Payment Plans are not available for Continuing Education classes) Payment _____
- Proceed with filling in your contact information and payment amount. If you are unsure of your student ID number please enter "CE" Balance _____

Note: A 2.99% convenience fee will be assessed on all credit/debit card transactions.

Once complete, enter confirmation #: _____

Signature: _____ Today's Date: _____

For office use only: Level: 01 02 03 04 05

Financial Aid Tuition Deferment VA Other _____

PAYMENT MUST ACCOMPANY THIS REGISTRATION FORM

CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES

email: CCCE@CURRY.EDU

web: curry.edu/cegrad

MILTON: 617-333-2364 | PLYMOUTH: 508-747-2424