

# IMPORTANT DATES

## Summer Session I: May 22 - June 29

Six-week course: May 22 - June 29  
Four-week course: May 22 - June 15  
Variable dates: See course for specific dates  
Twelve-week course or any course extending dates outside a session:  
See course for specific dates  
Deadline for mail registration May 15  
Payment due in the Finance Office May 15  
**Deadline for registration in person May 18**  
Late registration- \$20 fee (*No fee for Drop/Add*) May 21  
Classes begin May 22  
**Last day to drop/add May 25**  
Holiday - no classes May 28  
Grades due at noon in the Registrar's Office July 2  
Grades available on DataVU July 13

	6 wk Session	4 wk Session
Last day for S/U option	June 1	May 30
<b>Last day to withdraw from a course</b>	<b>June 15</b>	<b>June 8</b>
Classes end	June 29	June 15

## SUMMER SESSION II: JULY 2 – AUGUST 10

Six-week course: July 2 - August 10  
Four-week course: July 2 - July 27  
Variable dates: See course for specific dates  
Deadline for mail registration June 25  
Payment due in the Finance Office June 25  
**Deadline for registration in person June 29**  
Late registration- \$20 fee (*No fee for Drop/Add*) July 2  
Classes begin July 2  
Holiday - no classes July 4  
**Last day to drop/add July 5**  
Grades due at noon in Registrar's Office Aug 13  
Grades available on DataVU Aug 20

	6 wk Session	4 wk Session
Last day for S/U option	July 15	July 10
<b>Last day to withdraw from a course</b>	<b>July 27</b>	<b>July 20</b>
Classes end	Aug 10	July 27

### CONTACT INFORMATION

#### OFFICE OF THE REGISTRAR

KRETZMANN HALL, RM. 102  
MON. - FRI. 8:00 A.M. TO 5:00 P.M.  
PHONE: 219.464.5212 •FAX: 219.464.6684  
E-MAIL: [REGISTRAR@VALPO.EDU](mailto:REGISTRAR@VALPO.EDU)

#### GRADUATE SCHOOL & CONTINUING EDUCATION OFFICE

KRETZMANN HALL, RM. 114  
MON. 8:00 A.M. TO 6:30 P.M.,  
TUES. - FRI. 8:00 A.M. TO 5:00 P.M.  
PHONE: 219.464.5313 •FAX: 219.464.5381  
E-MAIL: [GRADUATE.SCHOOL@VALPO.EDU](mailto:GRADUATE.SCHOOL@VALPO.EDU)

# ADMISSION REQUIREMENTS

## GRADUATE STUDENTS

All students seeking admission to the Graduate School should contact the Graduate School Office at 1.800.821.7685, or visit our Web site at [www.valpo.edu/grad](http://www.valpo.edu/grad)

### **•Graduate Degree-Seeking Students**

Students seeking degrees from VU must complete all of the formal admission requirements as specified in the Graduate Catalog. Admission requirements vary according to degree program. Students may begin some programs during the summer.

### **•Graduate Non-Degree Students**

Students who have completed a baccalaureate program and wish to take an occasional graduate course for purposes of personal growth and development, or who are exploring the possibility of future degree work, may be admitted as non-degree seeking students by completing the application for admission and presenting an official transcript of all previous college (graduate and undergraduate) work. Letters of recommendation are required only for Education and Certificate Programs.

### **•Visiting Graduate Students**

Students engaged in graduate study at another accredited institution may apply for Visiting Graduate Student status with a letter of recommendation verifying good standing from their current academic advisor. Visiting students must fill out an application form, remit the \$30 application fee and submit other appropriate registration forms, but do not need to present transcripts or letters of recommendation. This policy applies to students taking regular courses and workshops for which graduate credit may be granted.

### **•Professional Educators**

Professional Educators, currently active in elementary or secondary education, may take summer courses without formal admission to degree-seeking status, provided they are NOT intending to use the credits for degree or licensure purposes. The requirements are the same as those for the Visiting Graduate Student (see above), with the exception of a letter from their principal or advisor indicating their current active status or a copy of their active teaching license. Letters of recommendation, transcripts, and the application fee are not required.

## UNDERGRADUATE STUDENTS

All students seeking admission to the undergraduate program should contact the Office of Admission at 1-888-GO-VALPO, option 1, or visit our Web site at <http://www.valpo.edu/admissions>.

### **•Current & Former VU Students**

Current students should consult with their advisor to determine appropriate courses for their program of study. Former students may use the registration form in this booklet and will need to complete a readmission form in advance. Current students may register online beginning Monday, February 20.

### **•New Degree-Seeking Students**

Undergraduate students who are new to VU and plan to seek a degree at VU must be admitted through the Office of Admission. Please call 219.464.5011 or 1-888-GO-VALPO, option 1, for further information or see our Web site for application procedures and requirements at <http://www.valpo.edu/admissions>.

### •Visiting Students

Visiting undergraduate students pursuing a degree at another institution may enroll in Summer Session courses by filling out the registration form in this booklet. These students are required to present their advisor's signature indicating that they are in good standing and have permission to take the requested courses.

### •Visiting High School Students

High school students from the region are welcome to enroll in selected summer courses. Students given top consideration for the classes rank in the upper third of the high school class, provide a high school transcript, and have composite scores of 21 or above on the PLAN or ACT, 98 on the PSAT, or 980 on the SAT-1 without the writing component. For information on admission, call 219.464.5313. High school students are advised through an academic advisor in the Office of Continuing Education.

### •New College of Adult Scholars Students

College of Adult Scholars is a program for students at least 24 years of age who wish to complete an associate or specific bachelor degree program through part time study. Students wishing to enter the University through this program must schedule an appointment to discuss their academic goals and plans by contacting the Office of Continuing Education located in Kretzmann Hall. Call 219.464.5313 or 1.800.821.7685.

### •SAGE-Senior Adult Growth thru Education

Senior adults, aged 60 and above or retired, may audit most undergraduate courses on a space-available basis, including those during the Summer Sessions. A one-time application for SAGE status must be completed at the Office of Continuing Education in Kretzmann Hall. Call 219.464.5313 for further information. Field trips and other specialized learning experiences may not be open to SAGE Students.

## Registration Procedures & Policies

1. Current students can register online on DataVU beginning Feb. 20. Former & New students should complete the Registration form, providing all requested information (both sides), including advisor's signature. Visiting and returning students not currently enrolled at VU should read and understand the Honor Code (see right).
2. Make certain you have met the prerequisite(s) for each course. Courses numbered 100-499 are undergraduate level. Graduate level courses are numbered 500-799.
3. The maximum course load during each six-week session is seven hours for Undergraduate students and six hours for Graduate students.
4. Current VU students must see their advisor before registering on DataVU. If the advisor is not available, contact the appropriate Dean. Students new to VU may also wish to consult with the Dean or department chair. See departmental contacts at:  
<http://www.valpo.edu/registrar>.
5. Register by mail or in person at the Registrar's Office, Kretzmann Hall, Room 102. Registration should be done as early as possible. Since some courses have enrollment limits, early registration will usually enable you to have a place in your preferred courses.

**Note:** Graduate Students and College of Adult Scholars students must register in the Office of the Graduate School and Continuing Education, Kretzmann Hall, Room 114.

6. Once the registration form is turned in, you are registered for the course(s), unless notified otherwise. **Not attending class does not constitute dropping the course, nor does failure to pay for the course constitute dropping the course. Courses taught online have the same drop/add, withdrawal, and refund deadlines/policies as other courses.**

7. Tuition and housing, applied music and other fees must be paid in full one week before classes begin. For tuition amounts, compute the charge by multiplying the credit hours enrolled times the per credit hour charge. If payment is not made in full, arrangements must be made with the Student Accounts Office in Kretzmann Hall by calling 219.464.5101.

8. Students wishing to cancel their registration prior to the beginning of classes must notify the Registrar's Office prior to the start of classes to avoid billing problems. Call 219.464.5212 or email registrar@valpo.edu. Graduate students and College of Adult Scholar students should contact the Graduate School and Continuing Education at 219.464.5313.

9. The University reserves the right to cancel courses due to low enrollment. If this is necessary, registered students will be notified and an attempt will be made to find a suitable alternative. All classes will meet as scheduled on the first day unless notified otherwise.

### ON-LINE INFORMATION • [www.valpo.edu/registrar/](http://www.valpo.edu/registrar/)

**Registration:** Class Seat Availability, Departmental Contacts, Schedule of Classes.

**Helpful Resources:** Catalogs, Enrollment Reports, Student Guide (Handbook).

**Calendars & Planners:** Academic Calendars, Tuition Refund Schedules.

**DataVU Password Changes:**

ValpoNet Identity Manager - Login Required  
[www.valpo.edu/it/valponet](http://www.valpo.edu/it/valponet)

### HONOR CODE

Valparaiso University operates under a student initiated Honor Code. Each student studying at Valparaiso University agrees to conform to the Code. All new students should read the following explanation, since they must sign their registration form indicating that they will abide by the Honor Code. The Honor Code is an integral part of VU and permits students to do their academic work in an atmosphere of responsible freedom. The Honor Code is based on the highest principles of Christian ethics and morality and presumes that every student is willing to maintain honesty in all academic work, as well as other phases of university living. Students are required to sign the pledge, indicating that they have submitted honest work and have not allowed the dishonesty of others to erode the integrity of the Honor System: ***I have neither given or received nor have I tolerated others' use of unauthorized aid.*** The Honor Code applies to all students registered for academic credit at Valparaiso University. Students have the responsibility for not using, giving or tolerating unauthorized aid. When the definition of authorized aid is in question, students should ask the instructor to interpret the application of the Honor Code. In case of further doubt, students share the responsibility of clarifying the definition of unauthorized aid. Ignorance is not acceptable as a valid excuse for violations of the Honor Code. Students should report suspected violations to the Honor Council.

# TUITION CHARGES & FEES

## PAYMENT OF FEES

All fees for tuition, housing, applied music, etc. are due and payable one week before the first day of each session. Checks should be payable to "Valparaiso University." Payment may be made either in person at the Finance Office in Kretzmann Hall or mailed to: Office of Student Accounts, Valparaiso University, 1700 Chapel Dr., Valparaiso, IN 46383.

American Express, Mastercard and Discover are accepted through DataVU only. A finance charge of 1% per month will be added to all amounts not paid when due.

## DROPPING OR WITHDRAWING FROM COURSES

Students may officially cancel (drop) enrollment in a course during the first four class days of a summer session without reflection on their permanent record. After that deadline, students may withdraw from a class with a grade of "W" until the published date (see page 2).

**Not attending class does not constitute withdrawal.** If a student fails to formally withdraw, he or she is still responsible for payment. This applies to online courses as well as traditional courses.

To drop or withdraw from a course, the student must do so formally at the Registrar's Office:

1. Complete and sign the drop or withdrawal card and obtain the appropriate signatures.
2. Refunds are effective on the date that the completed card is received in the Registrar's Office.

During the Summer Sessions, notification of dropping or withdrawing from a class will also be accepted in writing either by fax at 219.464.6684 or e-mail at [registrar@valpo.edu](mailto:registrar@valpo.edu). The information provided must include name, VU ID number or social security number, the name of the course, and the student's signature (or user ID on e-mail).

Any refund will be effective on the date the notification is received in the Registrar's Office. See refund schedules at [www.valpo.edu/registrar/tuitionindex.html](http://www.valpo.edu/registrar/tuitionindex.html).

## Fees and Tuition Summer 2012

Undergraduate	\$480	per credit hour
College of Adult Scholars	\$480	per credit hour
Online Courses	\$480	per credit hour
Summer Online Course Fee	\$ 50	per course
Graduate	\$560	per credit hour
MBA	\$699	per credit hour
MSN	\$635	per credit hour
RN/Special	\$480	per credit hour
Undergraduate Nursing	\$730	per credit hour
SAGE (Adults 60+) Audit only	\$ 60	per credit hour
Room -Double	TBA	per week
Room -Single	TBA	per week

# REFUND POLICIES

## WITHDRAWAL FROM ALL CLASSES

Students who withdraw from Valparaiso University may be eligible for a refund of a portion of the tuition and room charges for the session of their withdrawal.

Valparaiso University's refund policy exists for calculating the refund of institutional charges. The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving financial aid other than Federal Work Study, if that student withdraws on or before the 60% point in time in their total summer term. The student may also

receive a refund of institutional charges through the University's refund policy (below). The amount of refund of institutional charges will be the greater of the amount the school must return to federal Title IV programs or the amount determined by the University's refund policy.

The date of withdrawal and basis for calculating all refunds will be the date on which the student notifies the Registrar's Office or the Office of Graduate Studies & Continuing Education of their intent to withdraw from the University, provided the withdrawal form is completed and submitted to the Office of the Registrar no later than the end of the next working day. Each session, a schedule of the applicable refund dates is available in the Finance Office, the Office of Financial Aid, and the Registrar's Office.

Valparaiso University's refund policy is as follows: Students who withdraw from the University will receive a pro-rated refund of tuition and room fees, according to the following schedule:

Up to the start of session	100%
Through 2nd day after the start of session	90%
Through 10th day after the start of session	50%
Through 14th day after the start of session	30%

If a student is receiving financial aid, University and state funds will be reduced according to the above University refund policy. However, the schedule is different for federal funds. If a student withdraws on or before the 60% point in their total summer term, the percentage of funds that must be returned to the federal government is equal to the number of calendar days remaining in the term, divided by the number of calendar days in the term. Scheduled breaks of more than four consecutive days are excluded. The calculation of the return of these funds may result in the student owing a balance to the University and/or the federal government.

**Note:** If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if the student withdraws.

Students considering withdrawing from all classes should consult with the staff in the Student Accounts and/or Financial Aid Offices if they are concerned about the financial impact of withdrawing.

## DROPPING COURSES

If a student drops one or more courses but continues to be enrolled in at least one course for the term, their tuition charges will be refunded according to the University's refund policy. There will be no refund of special or laboratory fees.

The financial aid award, if any, is subject to revision if the student drops one or more courses.

## FINANCIAL AID FOR SUMMER

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1. To be eligible for federal student loans, you must enroll in at least 6 credit hours as an undergraduate (4.5 for graduate) across the entire summer. This may include, for example, 3 credits in Session I and 3 credits in Session II, or 6 credits in either Session I or II.
2. Submit the Summer Financial Aid Application to the Financial Aid Office, after you have completed your registration for summer courses.
3. You are also required to complete a **2011-2012 Free Application for Federal Student Aid (FAFSA)** and to have the resulting information submitted to the Financial Aid Office. If you had not previously had your data submitted to VU, you may do so by listing VU on your FAFSA (school code 001842). **Note: If you have not already filed a 2011-2012 FAFSA, the Federal Processor must receive it by June 30, 2012.** However, if you are enrolling in Session I only, the Financial Aid Office must receive the FAFSA results before the end of Session I. All aid must be processed by the last day of the enrollment period.
4. When your summer application file is complete, a financial aid staff member will complete your summer award and send an award letter to you. If you wish to discuss your summer aid, you are welcome to visit with a financial aid counselor, either when you turn in your application or after you receive your award letter.
5. If we have requested documentation to verify your application (e.g., tax returns, W-2 forms, etc.), please be certain those are submitted promptly. Pending financial aid must be cancelled for students whose documentation is not received prior to the last date of enrollment.
6. Please keep in mind that the loans you receive during the summer may affect the loans you receive during the upcoming fall and spring semesters.

Tuition Remission students please note: In addition to this summer Financial Aid Application, all graduate students, part-time undergraduate students and part-time law students must also complete a Tuition Remission Application with the Office of Human Resource Services. (Full-time undergraduate students and full-time law students who have a Master TR application on file, do not need to complete a TR application for the summer.)

**Important: Should your enrollment change after you have submitted your financial aid application, please notify our office immediately.**

### OFFICE OF FINANCIAL AID

Kretzmann Hall, Rm. B25

Mon. thru Fri. 8:00 a.m. to 5:00 p.m.

Phone: 219.464.5015 • FAX: 219.464.5012 • E-mail:

[finaid@valpo.edu](mailto:finaid@valpo.edu)

## INFORMATION & ACTIVITIES

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### CHRISTOPHER CENTER FOR LIBRARY & INFORMATION RESOURCES

With its innovative blend of books, media, information technology and service-focused staff, the Christopher Center for Library and Information Resources (CCLIR) is designed for the next generation of scholars. This award-winning center is home to all University Library Services (except Law), as well as the instructional and user support elements of Information Technology. Valpo's Library Services' faculty and staff also provide on-campus and distance assistance for students' research and information needs through instructions, reference assistance, and one-on-one consultations. To contact one of the CCLIR's subject liaisons, visit <http://library.valpo.edu/liaison.html>.

The facilities and staff within the CCLIR also include the Campus Writing Center, the Academic Success Center and the Teaching Resource Center, which all provide opportunities for collaboration and innovation.

At 105,000 square feet, this hub of campus activity provides a comfortable atmosphere for research, inquiry, discussion and study. With more than 200 public computers, three fireplace lounges, a gourmet coffee café, dozens of group study spaces, and a beautiful 4th floor outdoor terrace, students will find the Christopher Center to be a modern, state-of-the-art campus facility that strives to meet their every scholarly need.

Library services play an important role in scholarly communication by organizing print and electronic information for easy retrieval. Galileo is the on-line public catalog that contains all library holdings and is accessible throughout the world via <http://galileo.valpo.edu>. The Christopher Center holds the Moellering Collection, which is comprised of more than 350,000 volumes and continues to grow by over 7,000 new volumes each year.

The Library Services home page (<http://library.valpo.edu>) offers direct access to a rich menu of electronic databases, many with the full text of articles retrieved through topical searches, to provide ready access to scholarly information across the academic disciplines. In addition to the nearly 41,000 electronic journals to choose from, the Christopher Center maintains print subscriptions to some journals and has access to many others via consortia agreements through interlibrary loan. An electronic interlibrary loan form is accessible from the home page to help streamline the process. For the CCLIR's hours of operation, please visit <http://library.valpo.edu/hours.html>.

### THE BOOKSTORE

The Valparaiso University Bookstore located in the Harre Union serves the campus community by providing required new, used, rental and digital textbooks, study aids, supplies, clothing and much more. Summer hours are 9:00 a.m. to 3:00 p.m., Monday through Friday. The Bookstore will be open for the beginning of the Summer Sessions as follows:

May 21 – 25	9:00 a.m. - 5:00 p.m..
July 2	9:00 a.m. - 4:00 p.m..
July 3	9:00 a.m. - 3:00 p.m..

The telephone number for the Bookstore is 219.464.5421.

Payment is accepted in cash, traveler's or personal checks (student ID required), or major credit card (VISA, Mastercard, Discover, American Express, or Valpo ID card).

Students may purchase and/or rent their textbooks online by visiting the Bookstore Web site at [www.valpo.bkstr.com](http://www.valpo.bkstr.com). The option of shipping your textbooks is also available online. Please visit our text rental Web site at [www.rentatext.com](http://www.rentatext.com) for more information on text rental and to pre-register to rent.

Full refunds will be given the first two days of the session for which the books were purchased. The receipt is always required and new books must be unmarked and in new condition. After that time, books may be sold back to the Bookstore at the current buyback value.

### WORSHIP: IN YOUR LIGHT WE SEE LIGHT

As a University chapel, the worship and ministry of the Chapel of the Resurrection are for all who are a part of the university community. The ministry of Word and Sacrament is conducted in accordance with Holy Scriptures and the Lutheran Confessions. The pastors of the chapel are available to members of the University community for pastoral counseling. Appointments may be made by calling the chapel office at 219.464.5093. Sunday Services will be held in Gloria Christi Chapel at 8:30 a.m.

## HARRE UNION

The Harre Union is the community center for all members of the campus, where students and others come together to participate in activities, enjoy the facilities and services, relax in a quiet spot, or just have fun. The Harre Union provides meeting rooms, lounges, TVs, computer lab and lounge, centralized dining facilities, the Career Center, the student organization suite, the book store and student mail services. The Games and Recreation Center provides billiards, table tennis and foosball. Camping equipment and 18-speed mountain bikes can be rented from the Games and Recreation Center. The Welcome Desk located in the Atrium Lobby offers FAX service, magazine and newspaper loan-out and the sale of event tickets. Other services include ATM, lockers, on-line ride board and Adworks Print and copy center. The Union Administration Office coordinates reservations for meetings and events that take place in the Harre Union and in academic buildings. Numerous conferences, camps and workshops that take place during the summer are facilitated by this office as well. To find out more about the Harre Union services and facilities, please contact the Union Administration Office at 219-464-5007.

## RESIDENCE HALL HOUSING

On-campus housing is available for both male and female students as space permits. Students must be registered while residing in a university residence hall. The hall is staffed by a professional Residential Learning Coordinator and student Resident Assistants. Among other amenities, kitchen facilities are available for preparing light meals. Rooms are provided with the necessary furniture, but students must supply their own bedding, pillows, towels, and lamps. Students may check in at the hall anytime after 3:00 p.m. on the Monday prior to the beginning of classes for each term. The Summer housing agreement is a binding contract that obligates the student to live in University-operated residence halls for the full summer session(s). Students who are starting classes on other dates must check with the Office of Residential Life when submitting applications.

## DINING SERVICES

Dining Services will be serving conference group meals throughout the summer in Founders Table, which is located in the Harre Union. Students and staff may purchase these meals on a cash basis. Hours of operation and meal times will vary each week. A schedule of these hours will be posted on the Dining Services Web site or can be obtained by calling the Dining Services office at 219.464.5016. There is no summer mealplan required. Students can purchase Crusader Cash, which can be used at all dining locations and also for vending, copies and laundry machines.

Campus Cafe, located in the first level of the Harre Union across from the Bookstore and will be open Monday through Friday from 8:00 a.m.-2:00 p.m during both summer sessions.

## ATHLETICS-RECREATION CENTER

Many campus facilities and nearby areas are available for leisure summer activities, including tennis courts, outdoor basketball courts, and indoor swimming. It is also possible to take Physical Education classes to provide more structure to one's recreation. Recreational facilities will be open during the following hours:

### FITNESS CENTER:

Mon.-Thur. 10:00 a.m.-8:00 p.m. (May 21-July 31)

Fri. 10:00 a.m.-5:00 p.m.

Saturday and Sunday-Closed

### ATHLETICS-RECREATION CENTER:

Mon.-Fri. 8:00 a.m.-5:00 p.m. (May 21-June 1, closed May 28)

Mon.-Thur. 8:00 a.m.-8:00 p.m. (June 4-July 31, closed July 4)

Fri. 8:00 a.m.-5:00 p.m. (June 4-July 31st)

Saturday and Sunday-Closed

### SWIMMING POOL:

Pool hours to be determined around maintenance schedule for Summer 2012. Several areas of the Athletics-Recreation Center will be closed from May 1-June 8 for graduation and floor refinishing. All

recreational spaces will closed during the month of August for maintenance and deep cleaning. Facilities will resume normal recreational hours when fall classes begin.

## ABBREVIATIONS

### CAMPUS BUILDINGS:

APB	Arts-Psychology Bldg	ARC Athletics/Recreation Ctr
ARC CR	Classroom	ARC PL Pool
ARC TK	Track	ARC WR Weight Room
BRN	Brandt Hall	CHA Chapel
CLIR	Christopher Ctr	DMH Dickmeyer Hall
GCC	Kade German Cult Ctr	GEM Gellersen Engineering Mathematics Ctr
GH	Guild Hall	HEH Heritage Hall
HEI	Heidbrink Hall	HH Huegli Hall
KCH	Kallay-Christopher Hall	KRH Kroencke Hall
LEH	LeBien Hall	LIN Linwood House
MEH	Meier Hall	MIH Miller Hall
MUH	Mueller Hall Christ College	NSC Neils Science Center
SCH	Schnabel Hall	TBA To Be Announced
UCA	VU Center for the Arts	UNION Harre Union
URH	Urschel Hall	WH Wesemann Hall

### SCHEDULING ABBREVIATIONS:

TBA	To Be Arranged	R	Thursday
M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday	N	Sunday

The Valparaiso University campus map is available online at <http://www.valpo.edu/maps/>

## SPECIFIC REQUIREMENTS

### CO-OPERATIVE EDUCATION

Students register officially for Co-op for Summer Session II, although their Co-op experience will normally begin prior to that time. Students must register for both the AAA 900 course and the general elective credit or departmental credit. In order to register, a signature or electronic approval is required from the Director of the Career Center for the AAA 900 course and the respective Co-op coordinator's signature or electronic approval is required for the departmental course number and credit hour.

AAA	990	Co-op Arts & Sciences Education See course listings in departments Director's approval required
AAA	991	Bus. Ad. Co-op Education Director's approval required
	MGT 381	Co-op Education in Business Toni Bickerstaff's approval required
AAA	992	Engineering Co-op Program Director's approval required
	GE 483	Co-op Education III Dept. Coordinator's approval required
AAA	993	Nursing Co-op Ed. Program Director's approval required
	NUR 381 V	Co-op Education in Nursing Dean Brown's approval required

Independent Studies (#495, #595, #695) & Research Projects (#692)  
Students wishing to do independent studies or research projects must complete a proposal by May 13, so that they may have the entire summer to work on their project. Forms are available in the Registrar's Office and the Office of Graduate Studies and must have all the necessary signatures before the registration may be completed. Undergraduate Independent Study Forms are also available at [www.valpo.edu/registrar/forms.php](http://www.valpo.edu/registrar/forms.php)