SPRING 2016
OWLS
Class Schedule
Bachelor of Applied Arts & Sciences (BAAS)
Master of Interdisciplinary Studies (MSIS, MAIS)
Management of Technical Education (MEd)
Department of Occupational, Workforce, & Leadership Studies
http://www.owls.txstate.edu

Registration - October 8th - December 22nd
Late Registration - January 4th - January 14th ($25.00 late fee)

For specific access period information, additional late registration, schedule change information go to: http://www.registrar.txstate.edu/registration/access-periods.html

For a complete listing of Texas State classes go to:
https://ssb.txstate.edu/prod/bwckschd.p_disp_dyn_sched
Important Information and Announcements

E-mails – please include your Texas State ID (A0…..) on all e-mails.

DEGREE CANDIDATES
Students in their last semester must apply for graduation online. To do so, go to https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin. After logging in, click Student, then Student Records, then Apply to Graduate. Deadline to apply for May graduation is March 11, 2016. Students who apply after the application deadline cannot be guaranteed that their name will appear in the Graduation Program.

Commencement Schedule will be held May 14, 2016, Saturday, at 2:00pm

GRADUATE STUDENTS – MSIS, MAIS, & MED
In addition to applying for graduation as listed above students must also apply for the Comprehensive Examination. Go to www.owls.txstate.edu, click on Resources, then Student Resources, then Application for Comprehensive Examination. Deadline to apply is the same as the deadline to apply for graduation.

OCED 4360 and OCED 4361
These are the last classes taken in the semester you graduate
These are the last classes taken in the semester you graduate ------ OCED 4360/4361 should be the only courses you take.
If graduation would be delayed part-time students may be approved to take 1 class with the internship.
Full-time students may be approved to take 2 classes with the internship.

October 7th (Wednesday)  5:00pm  Campus (Pedernales Building)
October 12th (Monday)   12noon  Round Rock Campus, Avery Bldg., room 453
November 11th (Wednesday)  5:00pm  Round Rock Campus, Avery Bldg., room 453
November 12th (Thursday) 12noon  Campus (Pedernales Building)
December 1st (Tuesday)   6:00pm  Round Rock Campus, Avery Bldg., room 419
December 2nd (Wednesday) 9:00am  Campus (Pedernales Building)

OR ONLINE

http://www.owls.txstate.edu/undergraduate-degrees/online436061files.html

Prerequisites to register for OCED 4360/4361:
To register for OCED 4360/4361 students must have:
1) Completed CTE 3313E/OCED 4350, OCED 4111 if applicable and have a finalized degree plan signed by the Academic Advising Center and departmental Chair.
2) Must be in the final semester of the degree
3) Attended practicum orientation live or online.
4) Submitted the Application for Enrollment in Cooperative Occupational Education via email to owls@txstate.edu identifying the site, project, and supervisor and received approval for the project from the OWLS office.
5) 2.25 GPA in the Professional Development Module
6) 2.00 Texas State GPA
7) Transcripting of grades in the semester prior to OCED 4360/4361

Read Bobcatmail for reminders
CRITICAL UNDERGRADUATE INFORMATION

- Twenty-four of the last thirty hours must be taken with Texas State.
- An individual must have a minimum of twenty-four advanced hours with Texas State and an overall total of thirty-six advanced hours to graduate.
- A minimum of 120 hours is required for the degree.
- Up to 6 semester hours may be taken at the junior college after obtaining the initial 66 hours and/or are in the last 30 hours of degree completion. **This must be with the Departmental Chair's written permission.** Students must complete the Petition to Return to Another Institution and must be submitted 30 days prior to campus registration. The petition can be found at [www.owls.txstate.edu](http://www.owls.txstate.edu), click on resources, then student resources, then Petition to Return to Another Institution. Students must have completed OCED 4350 and have a finalized degree plan on file to submit the petition.
- Students should consider the correspondence option prior to requesting a return to the junior college.
- A maximum of thirty semester hours for Texas State credit may be completed through a combination of correspondence and extension courses. Ex: if a student enrolls in the Certified Public Manager Program and completes the 21 hour program, then the student would be eligible to take only 9 hours by Correspondence.

TEXAS STATE E-MAIL ACCOUNT

Students are REQUIRED to obtain a Texas State e-mail account. Those students who do not have a Texas State e-mail account will not receive emergency information, updates or announcements from the department. Students who are currently enrolled can obtain an account online at [https://ssb.txstate.edu/prod/twbkwbs.P_WWWLogin](https://ssb.txstate.edu/prod/twbkwbs.P_WWWLogin). Check your e-mail account often.

RETURNING TO A JUNIOR COLLEGE

If a student desires to return to a junior college and has over 66 junior college hours and/or is in the last 30 hours of completion of the BAAS degree, written permission must be requested 30 days before the semester begins. Petition forms may be obtained on our web site at [www.owls.txstate.edu](http://www.owls.txstate.edu), click on Resources, then Student Resources, then Petition to Return to Another Institution. Students must have a signed official degree audit on file in order to process request.

SUBSTITUTION OF COURSES

Students must enroll ONLY in classes specifically listed on their degree plans. To request a substitution, students must contact one of the OWLS advisors. Requests for substitutions must be received at least two weeks before registration. **Courses that are taken that are not specifically listed on the degree plan once it has been approved will automatically be placed in the electives. DO NOT take any courses not listed on the degree plan without prior approval from the Chair. ADVICEORS CANNOT APPROVE COURSE SUBSTITUTIONS.** Please note: requests for substitutions does not constitute approval! Students should allow at least two weeks for a response. Valid reasons for substitutions are: 1) course is no longer in the department inventory; 2) student is prohibited from enrolling in the course due to change in department rules which makes the student ineligible and; 3) student is in the last semester of the degree and no other option exists, including correspondence courses.

IMPORTANT DATES

Please refer to the Academic Calendar at [http://www.registrar.txstate.edu/persistent-links/academic-calendar.html](http://www.registrar.txstate.edu/persistent-links/academic-calendar.html) for payment deadlines and other important information/deadlines.

SCHOLARSHIPS

BAAS, MSIS, MAIS and MEd students may compete for scholarships through the department. Applications can be obtained at [http://www.owls.txstate.edu](http://www.owls.txstate.edu), click Resources, then Scholarships. Awards will be made each year.

TEXTBOOKS

Textbooks can be purchased online at [http://www.bookstore.txstate.edu/t-textbooks.aspx](http://www.bookstore.txstate.edu/t-textbooks.aspx).

SCHEDULE OF CLASSES

The official schedule of classes and registration instructions can be found at [https://ssb.txstate.edu/prod/twbkwbs.P_GenMenu?name=homepage](https://ssb.txstate.edu/prod/twbkwbs.P_GenMenu?name=homepage). If any course information varies from this schedule and the official schedule of classes, **please refer to this schedule for correct dates, times, etc.**
CORRESPONDENCE COURSES

Undergraduate students may take up to 18 semester hours by correspondence. However, if the student is also taking courses by Extension then the maximum allowable hours for correspondence will be reduced so the student does not go over the rule “maximum of 30 semester hours for Texas State credit may be completed through a combination of correspondence and extension courses”. Students have up to 9 months to complete the courses, and tests may be administered at remote locations. Listing of courses offered can be found at http://www.ideal.txstate.edu/correspondence

THE NATIONAL CERTIFIED PUBLIC MANAGER (CPM) PROGRAM FOR TEXAS

See the undergraduate or graduate catalogs and the academic degree advisor for more details about applying CPM courses to a TEXAS STATE academic degree program. Please contact the Director of the Texas State Public Service Academy, Dr. Howard R. Balanoff at hb02@txstate.edu to verify academic course equivalents, room assignments and the specific dates and times for courses offered in the program or on the internet at www.txstate.edu/cpm/. These course selections may be approved for inclusion in both the BAAS and MSIS programs (7 courses for undergraduate credit and 4 courses for graduate credit).

The following is a list of contacts for questions and/or problems. Contact should be addressed prior to registration:

Undergraduate assistance in San Marcos
Mr. Sean Stevens (ss31@txstate.edu) 512-245-1490

Undergraduate assistance at the Round Rock Campus
Ms. Barbara Wilson (bw07@txstate.edu) 512-716-4541

Master’s program assistance at the Round Rock Campus and Texas State
Dr. Matthew Eichler (me21@txstate.edu) 512-245-2115
## Spring 2016

Location Designations: CAM=Texas State; RRC=Round Rock Campus; ARR=Online class-no meetings

### UNDERGRADUATE COURSES

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<tr>
<th>CRN #</th>
<th>Location</th>
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<th>Course Prefix/No.</th>
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#### January 19 – March 7, 2016

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#### March 8 – May 11, 2016

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<td><em>NOTE: this course has a prerequisite of CA 1341 but can be waived for BAAS students</em></td>
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<td><em>Taught via internet – must e-mail <a href="mailto:pg02@txstate.edu">pg02@txstate.edu</a> for approval to register</em></td>
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**GRADUATE COURSES**

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**March 8, 2016 – May 11, 2016**

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**January 19 – May 11, 2016**

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<td><em>PHIL 5323, Environmental Ethics, will be offered through the Office of Distance and Extended Learning by Elizabeth Kanon. Students must go to <a href="http://www.extension.txstate.edu">www.extension.txstate.edu</a> and complete an Extension Course Application.</em></td>
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