

**BARRY**  
UNIVERSITY

# Adult Student Resource Guide

2012 ADULT STUDENT RESOURCE GUIDE  
THE FRANK J. ROONEY SCHOOL OF ADULT AND CONTINUING EDUCATION

## WELCOME

Barry University's Frank J. Rooney School of Adult and Continuing Education (ACE) welcomes you to a rewarding and challenging experience as an adult learner. Whether you are a new or returning student to the college experience, our excellent University faculty and dedicated staff want to provide you with the best service and support to help you achieve your professional and personal goals.

The purpose of ACE is to provide adult students with undergraduate and graduate credit, non-credit, and certificate programs that recognize the educational needs of adult learners and promote lifelong learning. The School seeks to attract a diverse student body and to show a caring attitude toward each student regardless of individual backgrounds.

Barry University is committed to providing equal educational opportunities for all students. A variety of services are available to ensure that programs and facilities are as accessible as possible. Students with special needs are asked to confer with their advisor so that appropriate accommodations may be arranged.

Thank you for taking time to review the Adult Student Resource Guide. The information it contains will serve as a useful tool throughout the term.

**PLEASE NOTE:** Students are responsible for all information contained within this publication and the ACE Bulletin. Failure to read this semester schedule does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source is not an acceptable reason for seeking exemption from these policies and procedures.

## MISSION OF ACE STUDENT AFFAIRS

The Division of Student Affairs of ACE seeks to support adult student persistence, satisfaction, and success in attaining their educational goals, and provides professional, academic advisors who are dedicated to making a student's experience successful by informing, supporting, and empowering students through the Barry experience. It is through this partnership that students experience the full benefits that Barry University has to offer.

Advisors assist students by:

- helping prospective students in defining educational goals, selecting a program of study, and applying to the University
- working with students in selecting appropriate coursework each semester and in interpreting institutional requirements
- evaluating academic progress on a regular basis relative to the student's goals and Barry University requirements
- referring students to appropriate institutional resources and services beyond the scope of the advisor
- assisting students in preparing a portfolio for prior learning assessment

Academic advisors are available at all locations. ACE endeavors to achieve quality academic advisement for each student and incorporates student participation and responsibility. While Barry University provides academic advising, the responsibility for planning individual programs rests with the student. Students are expected to become familiar with the requirements of the University and ACE by familiarizing themselves with the provisions in the ACE Student Bulletin, the Adult Student Resource Guide, and the University's Student Handbook.

The ACE Division of Student Affairs Office also assists students and advisors through advocacy. If an issue is unresolved with the advisor, students can request an appointment with the site director or regional dean. Should students feel that no fair solution has been presented, then students may ask the site director or regional dean to bring the issue before the associate dean for Student Affairs. Advisors, site directors, and regional deans must follow the policies and guidelines established by the University.

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<b>Spring A 2012 (January 9 – March 5, 2012)</b>	
January 9	Spring Session A begins
January 12	Spring A Portfolio submission deadline for July 2012 degree completion
January 9-13	Late registration and add/drop period
January 13	Deadline to apply for March 2012 degree completion and May Commencement
January 16	Martin Luther King Day; offices closed/no classes
January 20	Deadline to apply for May 2012 degree completion and May Commencement
February 17	Last day to withdraw from Session A with a "W" grade
February 28	Last day to submit coursework to instructor to redeem "I" grades for Fall Session B 2011
March 5	Spring Session A ends/ Make-up day for Martin Luther King Holiday
March 5-7	Spring Break

<b>Fall A 2012 (August 13 – October 8, 2012)</b>	
August 10	Fall A Portfolio Submission deadline for March 2013 degree completion
August 13	Fall Session A begins
August 13-17	Late registration and add/drop period
August 17	Deadline to apply for October 2012 degree completion and December Commencement
September 3	Labor Day Holiday; offices closed/no classes
September 14	Deadline to apply for December 2012 degree completion and December Commencement
September 20	Last day to withdraw from Fall Session A with a "W" grade
September 27	Last day to submit coursework to instructor to redeem "I" grades for Summer 2012 Session
October 8	Fall Session A ends/ Make-up day for Labor Day Holiday
October 9-12	Fall Semester Break
October 12	Fall B Portfolio submission deadline for March 2013 degree completion

<b>Spring B 2012 (March 8 – May 4, 2012)</b>	
March 8	Spring Session B begins
March 9	Spring B Portfolio submission deadline for July 2012 degree completion
March 12-16	Late registration and add/drop period
April 5-8	Easter Holiday; offices closed/no classes
April 20	Last day to withdraw for Spring B with a "W" grade
April 25	Last day to submit coursework to instructor to redeem "I" grades for Spring Session A
May 2-4	Make-up days for Easter Holiday
May 4	Spring Session B ends
May 5	Commencement Ceremony

<b>Fall B 2012 (October 15 – December 12, 2012)</b>	
October 15	Fall B Session begins
October 15-19	Late registration and add/drop period
November 22-24	Thanksgiving Holiday; offices closed/no classes
November 22	Last day to withdraw from Fall Session B with a "W" grade
November 29	Last day to submit coursework to instructor to redeem "I" grades for Fall Session A 2012
December 10-12	Make-up days for Thanksgiving Holiday
December 12	Fall Session B ends
December 15	Commencement Ceremony
December 24-January 2	Christmas Holiday; offices closed/no classes

**FUTURE SEMESTER DATES**  
**2013 SPRING SEMESTER**  
 Session A: January – March 2013  
 Session B: March – May 2013

<b>Summer 2012 (May 29 – July 25, 2012)</b>	
May 29	Summer Session begins
May 29-June 4	Late registration and add/drop period
June 22	Deadline to apply for July 2012 degree completion
July 4	Independence Day Holiday; Offices Closed/ No Classes
July 8	Last day to withdraw for Summer Session with a "W" grade
July 15	Last day to submit coursework to instructor to redeem "I" grades for Spring Session B
July 25	Make-up date for Independence Day Holiday
July 25	Summer Session ends

Portfolio Submission Dates	Degree Completion Application Dates	Degree Completion Dates	Degree Commencement Ceremony
Jan. 12, 2012	June 2012	July 2012	Dec. 2012
Spring A	Aug. 2012	Oct. 2012	Dec. 2012
Deadline >90 credits	Sept. 2012	Dec. 2012	Dec. 2012
March 9, 2012	June 2012	July 2012	Dec. 2012
Spring B	Aug. 2012	Oct. 2012	Dec. 2012
	Sept. 2012	Dec. 2012	Dec. 2012
Aug. 10, 2012	Jan. 2013	March 2013	May 2013
Fall A	Jan. 2013	May 2013	
Oct. 12, 2012	Jan. 2013	March 2013	May 2013
	Jan. 2013	May 2013	

<b>Certified Legal Assistant (CLA) Examination Information Required of all Legal Study Students</b>		
CLA Exam Date	Application Deadline	Final Deadline (\$25 non-refundable late fee)
Jan. 1 - 31	Dec. 1	Dec. 10
May 1 - 31	April 1	April 10
Sept. 1 - 30	Aug. 1	Aug. 10

NALA online application to sit for the CLA: [www.nala.org/CLAApp.htm](http://www.nala.org/CLAApp.htm)

**Please note:** Your portfolio needs to be reviewed by your academic advisor at least three times prior to submission. No portfolios will be accepted for the first review during submission week (seven days before the submission dates listed above). As of spring B 2012, Portfolios are required to be submitted before students attain 90 credits. Thank you for your attention to these deadlines and policies.

## Calendar For Year 2012

**Spring A, 2012**  
Jan 9 - Mar 5  
Make up day for  
the MLK holiday  
is March 5

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Spring B, 2012**  
Mar 8 - May 4  
Make up days for  
Easter are Mar 2 - 4

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Summer, 2012**  
May 29 - Jul 25  
Make up day for  
the July 4th holiday  
is July 25

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Fall A, 2012**  
Aug 13 - Oct 8  
Make up day for  
Labor Day  
is October 8

AUGUST 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Fall B, 2012**  
Oct 15 - Dec 12  
Make up days for  
Thanksgiving are  
Dec 10 - 12

OCTOBER 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Holidays and Observances (No Class/Offices Closed)

Dec 23 - Jan 3, 2012	Christmas Holiday	July 4	Independence Day
Jan 16	Martin Luther King Day	Sep 3	Labor Day
April 5 - 8	Easter Holiday	Nov 22 - 24	Thanksgiving Holiday
May 28	Memorial Day	Dec 24 - Jan 2, 2013	Christmas Holiday

**MAILING ADDRESS**

**Barry University**  
**School of Adult and Continuing Education**  
**11300 NE Second Avenue**  
**Miami Shores, FL 33161-6695**  
**Main Campus Phone: 305-899-3000**

Contact individual sites to make an appointment with an advisor

**1 ALACHUA COUNTY***Gainesville Site*

Barry University at Santa Fe College  
 3000 NW 83rd Street  
 University Center, Building R, Room 244  
 Gainesville, FL 32606  
 Phone: 352-395-6373  
 Fax: 352-395-6540

**2 BREVARD COUNTY***Cape Canaveral Site*

Canaveral Port Authority  
 Maritime Center  
 445 Challenger Road, Suite 109  
 Cape Canaveral, FL 32920  
 Phone: 321-783-0162  
 Fax: 321-783-5973

*Melbourne Site*

Gateway Business Center  
 1333 Gateway Drive  
 Melbourne, FL 32901  
 Phone: 321-409-5553  
 Fax: 321-409-5754

**3 BROWARD COUNTY***Davie Site*

Rolling Hills Office Center  
 8001 SW 36th Street, Suite 1  
 Davie, FL 33328  
 Phone: 954-472-1160  
 Fax: 954-472-2686

*Pembroke Pines Site*

15900 Pines Boulevard, Suite 200  
 Pembroke Pines, FL 33027  
 Phone: 954-443-0561  
 Fax: 954-443-9975

*Fort Lauderdale Site*

1222 South Andrews Avenue, Suite 501  
 Fort Lauderdale, FL 33316  
 Office: 954-467-4683  
 Fax: 954-467-4215

**4 COLLIER COUNTY***Naples Site*

Phone: 239-7278-3041, ext. 18 and  
 239-691-6122  
 Fax: 239-732-3911

**5 HILLSBOROUGH COUNTY***Tampa Site*

Thompson Center Waters  
 5501 West Waters Avenue, Suite 401  
 Tampa, FL 33634  
 Phone: 813-806-8980  
 Fax: 813-806-8981

**6 LEE COUNTY***Fort Myers Site*

12381 South Cleveland Avenue, Suite 502  
 Fort Myers, FL 33907  
 Phone: 239-278-3041  
 Fax: 239-278-3346

**7 LEON COUNTY***Tallahassee Site*

Woodcrest Office Plaza  
 325 John Knox Road, Building A  
 Tallahassee, FL 32303  
 Phone: 850-385-2279  
 Fax: 850-385-7576

**8 MARION COUNTY***Ocala Site*

Barry University at the Bureau of Fire  
 Standards and Training at Florida State  
 Fire College  
 11655 NW Gainesville Road, Room 121  
 Ocala, FL 34482  
 Phone: 352-792-8448

**9 MIAMI-DADE COUNTY***Miami Shores, Main Campus*

11415 NE Second Avenue  
 Miami Shores, FL 33161-6629  
 Phone: 305-899-3300  
 Toll Free: 800-945-2279  
 Fax: 305-899-3346

*Cutler Bay Site*

Clock Tower Shopping Center  
 18958 South Dixie Highway  
 Cutler Bay, FL 33157  
 Phone: 305-969-5833  
 Fax: 305-969-5971

*Kendall Site*

8900 SW 107th Avenue, Suite 205  
 Miami, FL 33176  
 Phone: 305-275-2761  
 Fax: 305-275-8492

*Doral (West Dade) Site*

8390 NW 53rd Street, Suite 314  
 Doral, FL 33166  
 Telephone: 305-591-7240  
 Fax: 305-591-8799

**10 ORANGE COUNTY***Orlando (South), Sand Lake Site*

Florida Mall Business Centre  
 1650 Sand Lake Road, Suite 390  
 Orlando, FL 32809-9108  
 Phone: 407-438-4150  
 Fax: 407-438-9774

*Orlando (East), Alafaya Site*

2000 North Alafaya Trail, Suite 600  
 Orlando, FL 32826  
 Phone: 321-235-8450  
 Fax: 321-235-8460

**11 PALM BEACH COUNTY***Palm Beach Gardens Site*

Gardens Professional Center  
 9123 North Military Trail, Suite 206  
 Palm Beach Gardens, FL 33410  
 Phone: 561-622-9300  
 Fax: 561-622-0158

**12 PASCO COUNTY***Barry University at Pasco Hernando Community College University Center*

10230 Ridge Road, Building S, Room 109  
 New Port Richey, FL 34654  
 Phone: 727-816-3126  
 Fax: 727-394-6059

**13 PINELLAS COUNTY***Barry University at St. Petersburg College University Partnership Center at St. Petersburg College*

9200 113th Street North  
 Seminole, FL 33772  
 Phone: 727-394-6057  
 Fax: 727-394-6059

**14 POLK COUNTY***Winter Haven Site*

139 Avenue C  
 Winter Haven, FL 33880  
 Phone: 863-294-5002  
 Fax: 863-294-5009

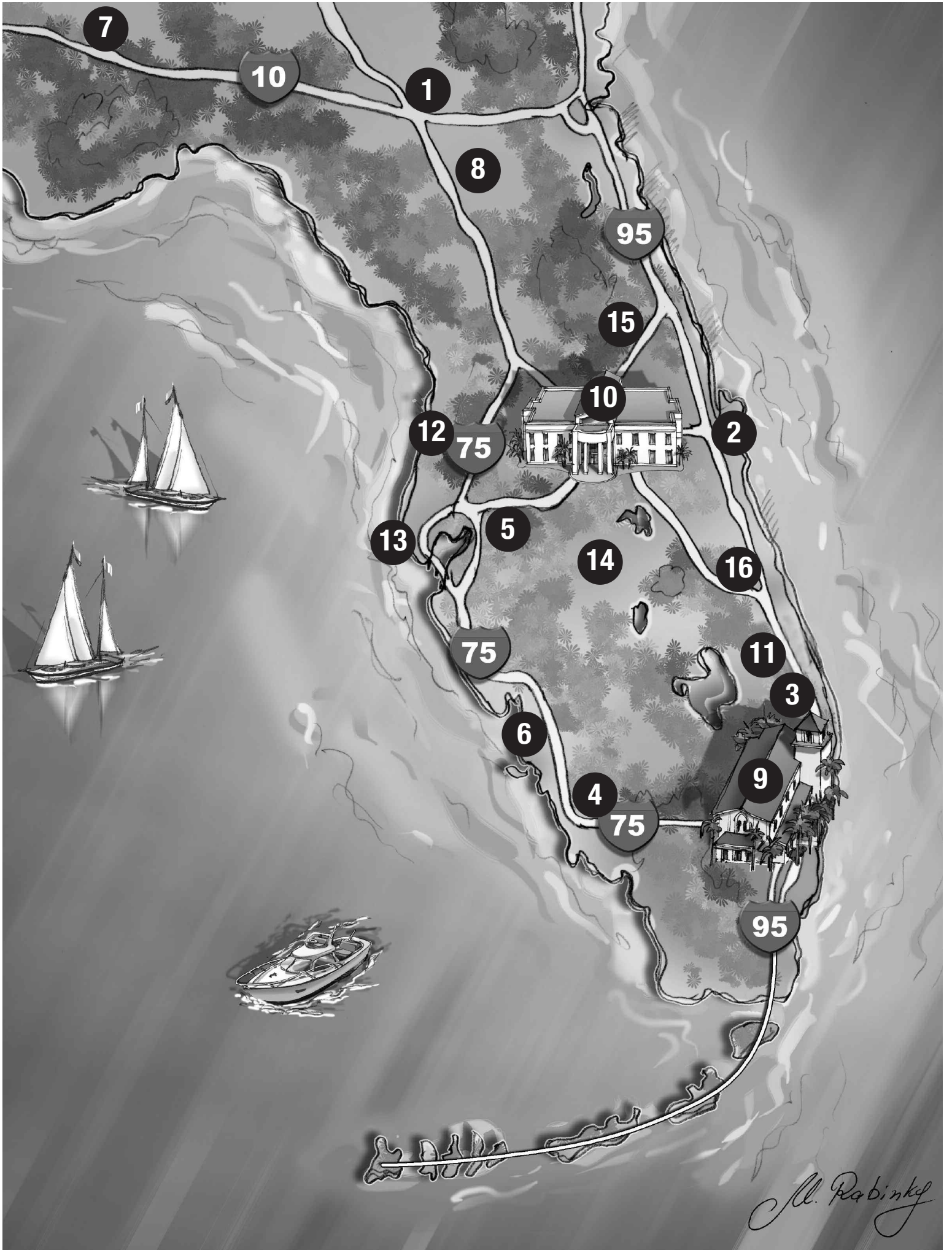
**15 SEMINOLE COUNTY***Barry University at Seminole State College of Florida*

100 Weldon Boulevard, Room V102D  
 Sanford, FL 32773  
 Phone: 407-708-4722, ext. 3609  
 Fax: 407-708-2198

**16 ST. LUCIE COUNTY***Treasure Coast Site*

337 SE Port St. Lucie Boulevard  
 Port St. Lucie, FL 34984  
 Phone: 772-871-8000  
 Fax: 772-871-8001

Advisors are occasionally out of the office. We recommend that you call ahead of time to ensure that an advisor will be available to see you.



## NEW STUDENT INFORMATION

### FUNDAMENTALS OF ADULT LEARNING COURSE

New students with 45 credits or less in transfer are required to complete ORI 202: Fundamentals of Adult Learning within the first year of enrollment. The course is an overview of the theoretical tenets of adult learning and the essential skills needed for academic and professional success. The course includes an exploration of the major theories of learning in adulthood, experiential learning, and a synopsis of academic rules and regulations to enable students to successfully navigate their undergraduate course of study. It also covers campus academic/personal resources, study skills, collaborative service learning, and the elements of prior learning assessment and career planning.

### COMPUTER PROFICIENCY ASSESSMENT

All (ACE) students are required to demonstrate computer proficiency through a successful completion (a grade of C or better) of CAT 102: Basic Computer Applications. This requirement may be also satisfied through equivalent computer coursework approved by the IT academic coordinator and accepted in transfer by Barry University. Students must fulfill this requirement during the first year of enrollment. Students may test out of CAT 102, IT 190, or IT 200 courses through "credit by examination." These challenge exams, requiring a payment of a non-refundable fee, may only be attempted once, and are not covered by Financial Aid. The Challenge Exam results are final and cannot be discussed or disputed, regardless of the circumstances.

### MANDATORY ENGLISH WRITING PLACEMENT AND MATHEMATICS SKILLS ASSESSMENT

All students seeking a degree through the School of Adult and Continuing Education must take the English Writing Placement before or during their first semester. Students prepared for the English curriculum will be placed in a course within the English writing sequence English 102 (College Writing for the Adult Learner), English 202 (Strategies for College Writing) and/or English 302 (Academic Writing and Research). Students must fulfill the English curriculum in sequence immediately following enrollment in their first English writing courses. For example, upon successful completion of ENG 202 in a given session, a student must complete ENG 302 immediately in the following session. A grade of C or better is required for successful completion of each course. If a grade below a C is earned, the course must be repeated. Students who do not successfully complete the course after two attempts will be suspended.

Students who do not have college-level mathematics transfer credits accepted by Barry University must take the Math Skills Assessment during the first semester at Barry (Session A and B). Your academic advisor will have the current information on the Math Skills Assessment.

Students may schedule to sit for the English Placement and/or Mathematics Assessment twice without penalty. Students who do not attend either of the two placement dates scheduled will be required to schedule an individual placement date with a fee of \$25.

### NEW STUDENT ORIENTATION

New Student Orientation is mandatory for all new students. It is designed to assist adult students in:

- identifying available resources
- facilitating connections with students, faculty, and staff
- learning about academic expectations and intellectual opportunities
- becoming knowledgeable about the Barry Mission
- navigating through setting up the Barry e-mail and remote access to the library
- introducing students to WebAdvisor and other online resources

New Student Orientation is scheduled at each local site prior to the beginning of the fall/spring semesters

## EXPERIENTIAL LEARNING PORTFOLIO

You may not have been in a classroom for a while, but you have never stopped learning. Your professional and community activities are valuable. The Portfolio program allows you to translate your real-life learning into college credit. You may earn up to 30 credits by demonstrating college-level learning in one or more of the following academic disciplines: behavioral sciences, communication, humanities, natural sciences, social sciences, and three special topics. The Portfolio enables adults to gain college credits toward degree completion by reflecting on, analyzing, evaluating, communicating, and equating their learning experiences to knowledge gained in traditional classroom settings. Learners' claims are supported by documentation from employers, performance evaluations, work products, etc., and are evaluated by faculty who determine credit awards. Students may access a Portfolio Orientation online before attending the Portfolio Seminar to gain initial information on portfolio development and format. Go to [www.barry.edu/ace](http://www.barry.edu/ace) and click on the portfolio link on the right-hand side of the page.

Portfolios can be submitted on paper or on CD-ROM, DVD, etc. There are a number of reasons why the development of a portfolio based on learning from work experiences, participation in professional organizations, and involvement in community activities is beneficial for adults in college. The most common are:

1. To augment writing and organizational skills.
2. To increase analysis, critical reflection, and evaluation of one's past and present abilities to use as a roadmap to formulate and reach future goals.
3. To understand the connection between experiential learning and academic knowledge.
4. To provide a cost and time-effective avenue for degree completion.
5. To produce a portfolio that demonstrates students' learning and competencies for current and/or future employers.

Students interested in developing an experiential learning Portfolio should speak with their academic advisor who will direct them to a portfolio seminar at their site location and guide them through the portfolio development process. Before submitting a Portfolio, students must meet the following criteria:

1. Student has been fully accepted and is active.
2. Student must have 90 credits or less at portfolio submission.
3. Student has completed ENG 329 or ENG 302 with a C or better or has successfully passed the English test-out exam.
4. Student is in good academic standing (cumulative GPA of 2.0 in all Barry University course work).
5. Student has attended the Portfolio Seminar.
6. Student can document five years of professional work experience and/or community activities.
7. Student's Goal Statement and Autobiographical Learning Essay has been reviewed by the Writing Lab or site tutor.

**Portfolio Seminars** Students should attend a Portfolio Seminar during the second or third semester of enrollment. Students choosing to submit a Portfolio, must do so prior to reaching 90 cumulative credits. A Portfolio Seminar schedule will be provided by each site.

## WRITING RESOURCES

### Writing Resources for Portfolio Development

For those students who develop an experiential learning portfolio there are a number of resources they can use at Barry University. For example, before submitting their portfolio students must complete English 302 which will provide them with a sound foundation in advanced writing. Additionally, during the portfolio development process students are required to submit their portfolio goal statement and autobiographical essay to the University Writing Center for proofreading. For those students in proximity to the Miami Shores campus a face-to-face appointment can be made at the Center. Otherwise students at the sites can meet with a site tutor to fulfill this requirement.

Any student may choose to submit their portfolio for review to the Online Writing Lab (OWL). Each session OWL sends academic advisors a list of portfolio review deadlines prior to portfolio submission deadlines. The process to obtain on-line help from OWL is outlined below. All of these services are available to ACE students without cost.

**Directions to submit OWL requests:**

1. Go to <http://access.barry.edu>
2. Click on Student Login
3. Enter your username and password
4. Under Remote Access Menu, click on Student Web
5. On Student Web, click on the Academic Resources Menu on the left sidebar
6. Click on Writing Center
7. On the Writing Center Web, click on the OWL icon on the right sidebar
8. Complete the Online Writing Lab Request Form and submit
9. Please note, **only requests from Barry e-mail addresses will be accepted**
10. You will receive a reply with instructions on how to submit your paper

Papers are returned in five business days. Each paper will be reviewed only two times. For each paper, students must submit a separate request form. In other words, a goal statement and an autobiographical essay are considered two papers. Therefore two requests must be submitted. The last day to submit papers to OWL for each session can be obtained from your academic advisor. For all information about policies, changes, and news, students may visit the Writing Center/OWL website at (<http://student.barry.edu/writingcenter>). Students at site locations are encouraged to use site English tutors.

## FINANCIAL INFORMATION

**UNDERGRADUATE STUDENTS** must register for courses for both terms (A and B) in order to be eligible for the maximum financial aid award. In order to be eligible for the maximum financial aid award, students must be full-time (enrolled in 12 credits) during the entire semester and have filed financial aid paperwork prior to the beginning of each semester. Failure to maintain full-time enrollment status (12 credits) during the full duration of the semester (A and B) may result in the loss of financial aid. In all cases, the student is responsible for full payment of tuition and fees incurred at the time of registration.

**GRADUATE STUDENTS** must register at least half time (a minimum of 4 credits) each semester to receive financial aid. In order to receive the maximum amount in federal student loans, students must be registered full-time (enrolled in 9 credits) during the entire semester and have filed financial aid paperwork. Failure to maintain full-time enrollment status (9 credits) during the full duration of the semester (A and B) may result in the loss of financial aid. In all cases, the student is responsible for full payment of tuition and fees incurred at the time of registration.

### TUITION & FEES

Refer to insert or request current information from your advisor.

### TUITION PAYMENT

The following term and conditions are financial requirements of your education related to your registration. All students have the option to pay in full following any registration process any remaining balance not covered by financial aid. The payment of tuition and fees is the obligation of the student. Please read the terms and conditions on your term registration form.

Once you formally register for classes, you assume the responsibility for understanding Barry University's official policies concerning schedules changes, satisfactory academic progress and the financial policies of the University as described in the Barry University Student Handbook.

## STUDENT FINANCIAL RESPONSIBILITY

Registration constitutes a financial agreement between you and the University. Tuition, fees and other charges you incur, including but not limited to housing, meal plans and bookstore charges ("Charges") shall be added to your student account. Any Charges that are not covered by financial aid shall be the responsibility of the student and shall be paid within the term in which the Charges incurred. Students assume responsibility for all costs incurred as a result of enrollment at Barry University. It is the student's responsibility to be aware of their account balance and financial aid information and maintain current valid postal address information at all times to ensure receipt of all University correspondence in a timely manner. Barry University recognizes the university e-mail system as the primary electronic communication between the student and the University. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. The University reserves the right to recover all costs related to the collection of delinquent accounts, including attorney's fees. The University reserves the right to cancel registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

### CONDITIONS FOR NON-REVERSIBLE FEE

A non-reversible \$250.00 fee shall be charged to your student account if a balance remains after the last payment due date of the term. Each student must be aware of all payment due dates for each term they are registered.

### CORPORATE REIMBURSEMENT DEFERRED PAYMENT PLAN POLICY

1. In order to defer payment of your tuition to the end of the semester (specifically, until six weeks after the last day of class), you must submit to the Cashier/Business Office at the time of registration, an official letter from your employer on company stationery. This document is required each semester and must state your eligibility for reimbursement. It must also include the conditions under which your company will pay your tuition and fees (percentage of your tuition charges they are willing to pay, the grade required for reimbursement, and the calendar period it covers).
2. Additionally, you must complete a deferred payment plan form with the Cashier/Business Office (CBO) to finalize the postponement of your tuition payment to the end of the semester. Be aware that whenever you do not pay your tuition and fees at the time of registration and choose instead to defer payment of your charges to a future date, there is a mandatory, non-refundable deferment fee of \$50.00 that will be assessed each term. Moreover, payment becomes due immediately upon course withdrawal or course failure.
3. Please call ACE CBO at 305-899-3351 or 305-899-3322 for further information regarding our corporate payment schedules.

### TUITION REIMBURSEMENT BY VETERANS ADMINISTRATION

Proper documentation from the Veterans Administration must be presented at the time of registration; for further information contact Ms. Cherrie Ali at 305-899-3865.

### TUITION ASSISTANCE FOR SERVICE PERSONNEL

Proper documents must be presented at time of registration.

### HEALTH INSURANCE

Health insurance coverage is available for students taking 6 or more credits. The insurance fee will be charged at the time of registration, if the student is not covered by a similar health insurance plan. It is the responsibility of the student to make sure insurance has been charged.

**DROPPED COURSES**

Students who wish to change their registration status before the semester begins or during the first week of class must complete a Registration Adjustment Form with their academic advisor's signature.

**TUITION REFUND POLICY**

Prior to the start of the semester .....	100%
Through the first week of classes .....	80%
After the first week of classes .....	No Refund

*Special course fees are not refundable. A student dismissed for academic or disciplinary reasons, at any time, shall not be entitled to any claim or credit.*

**DELINQUENT ACCOUNTS**

If a student's account should become delinquent, the account may be referred to a collection agency, attorney, or both. In such an event, the student shall be liable for the balance due plus any fees of the collection agency, any attorney fees, court costs and all other charges associated with the collection of the debt together with interest at the maximum allowed by law. **No student may receive a diploma or transcript of credits until all financial obligations to the University are settled.**

**WITHDRAWALS**

Students who wish to change their registration status after the first week of class must complete a Withdrawal Form or notify, in writing, their academic advisor. There is no refund after withdrawing from a course.

**REFUND REQUESTS AND CREDIT BALANCES**

ACE students whose financial aid awards exceed their tuition and fee charges, generating a credit balance in their accounts, will receive a check or direct deposit for the excess funds after the drop/add period or from 10 calendar days after funds have been posted to their accounts. Students may sign up for direct deposit through WebAdvisor at <http://webadvisor.barry.edu>.

If any of the credit balance is the result of federal or state financial aid grants (Federal Pell Grant, Florida Resident Access Grant or Florida Student Assistance Grant) please note:

- Any refund of these grants to the student cannot be processed until after all applicable add/drop periods have ended.
- Students who are enrolled in both sessions, Session A and Session B, may have access to their credit balances only after the end of the add/drop period of Session B.
- If after the add/drop period of Session B, the student is still registered as a full-time student (12 credits or more) and continues to meet all other eligibility requirements, a refund will be generated.

Students may use their refund for off-campus living expenses, indirect expenses, or any other education expenses for the term including Portfolio submission and licensure credits, upon signing the "Federal Student Aid Authorization" found on Web Advisor. Once the excess funds are awarded it is the student's responsibility to retain the funds needed to pay for additional tuition and fees. Students who have received student loans, have a credit balance, and do not need the excess funds for educational related expenses should consider repaying some of the credit balance to the lender to reduce their debt.

Refer to the ACE Bulletin's Financial Information section for details on student financial responsibility.

**FINANCIAL AID ADVISORS**

Contact the individuals assigned by geographical location listed below.

**ACE FINANCIAL AID – UNDERGRADUATE  
Miami-Dade, Monroe, Broward, Palm Beach, and  
Southwest Florida**

Main Campus, ACE Financial Aid Office  
Juan Mejia, Walk-in Counselor  
Eisha Henry, Financial Aid Counselor (Last Names A-K)  
Deb Davis, Assistant Director (Last Names L-Z)  
[ace-finaid@mail.barry.edu](mailto:ace-finaid@mail.barry.edu)  
305-899-3355 or 800-945-2279, ext. 3355

**Central and North Florida**

Alice Cole-Miller, Senior Financial Aid Counselor  
[acmiller@mail.barry.edu](mailto:acmiller@mail.barry.edu)  
321-783-0162, ext. 6031 or 877-472-2779  
Fax: 321-783-5973  
(St. Lucie, Brevard, Orange, Duval, Alachua, Monroe, Lake, Polk, Seminole, and Leon counties)

**Tampa and St. Petersburg**

Main Campus, ACE Financial Aid Office  
Juan Mejia, Walk-in Counselor  
Eisha Henry, Financial Aid Counselor (Last Names A-K)  
Deb Davis, Assistant Director (Last Names L-Z)  
[ace-finaid@mail.barry.edu](mailto:ace-finaid@mail.barry.edu)  
305-899-3355 or 800-945-2279, ext. 3355

**ACE FINANCIAL AID – GRADUATE**

Norma Robinson, Assistant Director of Graduate Financial Aid  
[nrobinson@mail.barry.edu](mailto:nrobinson@mail.barry.edu)  
305-899-3664 or 800-945-2279, ext. 3664  
[www.barry.edu/gradfa](http://www.barry.edu/gradfa)

**FINANCIAL AID FORMS**

FAFSA: [www.fafsa.gov](http://www.fafsa.gov)  
Loans: [www.barry.edu/studentloans](http://www.barry.edu/studentloans)  
Barry forms: [www.barry.edu/faforms](http://www.barry.edu/faforms)  
Entrance Loan Counseling: [www.studentloans.gov](http://www.studentloans.gov)

Students must complete the Entrance Loan Counseling if they have never received a student loan from Barry University.

**GENERAL INFORMATION****ACADEMIC ADVISORS**

ACE endeavors to achieve quality academic advisement and provides each student with an academic advisor who assists the student in attaining their educational goals and fulfilling Barry University requirements. Academic advisors aid students in defining educational goals, selecting a program of study, applying to the University, selecting appropriate coursework, interpreting institutional requirements, assisting with the portfolio process, referring students to appropriate institutional services and resources and provide continuous evaluating of student's progress. Academic Advisors are available at ALL locations. While Barry University provides academic advising, the responsibility for planning individual programs rests with the student. Students are expected to become familiar with the requirements of the University, ACE, and their major disciplines.

**ACADEMIC DISHONESTY**

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Information can be found in the ACE Bulletin and Barry University's Student Handbook. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

**ADD/DROP**

After registration, any changes in schedule (adding/dropping, or changing a section of a class) must be authorized by the student's academic advisor/director. The dates are published in the Academic Calendar in this handbook.

**ATTENDANCE POLICY**

Every class is important, but none more so than the very first class. There is a limited amount of time during the accelerated semester to appropriately cover the subject matter. Coursework begins in earnest at the very first class. Special hints about how to proceed, statements about the biases of the discipline, clues about prioritizing your efforts, insights into the syllabus, grading policies, strategies for earning the grade you want, and much more, are addressed in the first class. These are things that cannot be summarized, will not be reliably conveyed in someone else's notes, and may not be revealed at another time in the course.

**AUDIT**

Students wishing to audit a course must meet admission requirements and will be charged the regular per credit rate.

**BARRY E-MAIL SYSTEM**

Barry e-mail is the official method of communication at the University. Students are expected to check their Barry e-mail on a frequent and consistent basis in order to remain informed of University related communications. Students are responsible for the consequences of not reading these e-mails. E-mail can be accessed at <http://webmail.barry.edu>.

**CANCELLATION OF COURSE**

Listings appearing in the schedule are valid at the time of publication. Barry University reserves the right to add, delete, or change without notice any information pertaining to course offerings or locations published in the schedule. Barry University also reserves the right to cancel any class or section thereof, where enrollment is not sufficient. Full refunds are made when a class is canceled.

**CHANGE OF PROGRAM**

To change degree programs within the same school, a request must be made, in writing, to an academic advisor/director.

**CHANGE OF NAME/ADDRESS/PHONE**

It is the student's responsibility to promptly notify the Office of the Registrar and his/her academic advisor of a legal name change, an address change and/or a telephone number change. Photo ID is required for in-person requests. E-mailed requests should be sent from the student's Barry e-mail account to [registrar@mail.barry.edu](mailto:registrar@mail.barry.edu). Notification of a name change must be accompanied by a photocopy of appropriate legal documents. Acceptable legal documentation is a marriage license, divorce decree, or court order. No other documentation is acceptable.

**COURSE LIMIT**

The maximum course limit for ACE students is 12 credits per regular semester (6 in Session A and 6 in Session B) and 6 credits during the summer semester. Students who wish to attempt more credits in any given session require the recommendation of an academic advisor and the written approval of the Associate Dean for Academic Affairs.

**ENROLLMENT WITH OTHER INSTITUTIONS**

Once enrolled as a degree-seeking candidate, a student will not be permitted to take courses at other institutions to apply toward the student's degree unless approved in advance, in writing, by the associate dean for Student Affairs.

**GRADE APPEAL**

A grade appeal will be considered only when the student alleges that the course grade received reflects other than appropriate academic criteria; that is, achievement and proficiency in the subject matter as stated in the course syllabus. The faculty member responsible for the course is the only

person who may make a grade change. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A student in the School of Adult and Continuing Education who wishes to contest a grade should read the Procedure for Appeal of Grades in the ACE Student Bulletin.

**GRADE REPORTS**

Students may access their grades through WebAdvisor. No grades will be given over the phone.

**GRADUATION AND APPLICATION FOR DEGREE COMPLETION**

Deadlines for application for degree completion are found in the academic calendar of the semester schedule. It is the student's responsibility to complete this process. It is the student's responsibility to ensure that all degree requirements are met by the degree completion date. Once the student has contacted the advisor and received approval for degree completion, the student must complete the process by accessing WebAdvisor at <http://webadvisor.barry.edu> under "Academic Planning." There is a \$150 graduation application fee. Students who do not complete all degree requirements by the degree completion date will need to reapply for degree completion and pay another \$150 fee. Only students who have completed all requirements may participate in the Commencement Ceremony.

**GRADUATION CEREMONY**

Students who have completed their degree programs are eligible to participate in the commencement ceremony held twice a year in Miami (see page 1). The director or academic advisor will have information on cap and gown orders and local celebrations.

**GRADUATING WITH HONORS**

In order to qualify for graduation with distinction, a student must have taken a minimum of 56 credits at Barry University carrying letter grades of A, B, C, or D and must have maintained a grade point average of 3.5 or above. This does not include transfer credits from other schools, Portfolio credits, CLEP, test-out credits, or courses graded credit/no-credit. Only courses taken at Barry are computed in determining honors. The GPA will be rounded to the third decimal place.

**GRADUATION REQUIREMENTS – UNDERGRADUATE**

Students must complete a minimum of 120 credits with an average of 2.0 (C). Of the total, a minimum of 48 credits must be in courses numbered above 299. Grades of C must be earned in coursework for the major, prerequisites, the specialization, and the English writing courses (ENG 102, 202, and 302).

**GRADUATION REQUIREMENTS – GRADUATE**

Candidates for a master's degree must:

- Satisfactorily complete the program of study
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two Cs). No more than three courses may be repeated and a course may only be repeated once
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program

**INCOMPLETES**

Only in an emergency situation may a student request an incomplete I grade. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. An incomplete grade must be redeemed by the date published in the academic calendar or the student will be automatically awarded a final grade of F. Both the I grade and the redeemed letter grade remain a part of the official transcript.

**PROBATION/SUSPENSION – UNDERGRADUATE**

1. A student is in good academic standing if the cumulative grade point average (GPA) is 2.0 or above.
2. A student is on probation if the cumulative grade point average falls below 2.0. A student on academic probation may not register for more

than 6 credits (3 credits per session) and is ineligible to register for a tutorial/independent study course.

3. A student on probation who is unable to earn a cumulative grade point average of 2.0 after having attempted 12 credits at Barry University will be suspended permanently from the School of Adult and Continuing Education.

### **PROBATION/SUSPENSION – GRADUATE**

A graduate student is in good academic standing if his/her cumulative grade point average (GPA) is 3.0 or above. Students with a semester or cumulative GPA below 3.0 will be placed on academic probation. A graduate student on academic probation may not register for more than 3 credits per session. Also, students who earn more than two grades of C or a grade below a C during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.0 or above with no more than two grades of C. If this condition is not met, the student will remain on probation. Any student failing to maintain a cumulative GPA of 3.0 for two consecutive semesters will be dismissed.

If a student received a third C or below, then s/he must repeat a course in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.0 for two consecutive semester will not be eligible for VA benefits.

A student who has been dismissed for academic reasons may not petition to the dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of C or below was earned. A course may only be repeated once, and a student may only repeat three courses. If the student fails to achieve a grade of B or better in that course, the student is considered to have failed to complete the condition for reinstatement or removal of probationary status and will be permanently dismissed from the program.

### **REPEAT COURSE**

With prior written authorization, a student may repeat a course to improve the cumulative grade point average. If a student has an F and repeats the course and receives an A, only the A counts. Quality points and credit attempted and earned on the second attempt are counted in place of those earned on the first attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt. Policy limits the number of times a course can be repeated.

### **RESIDENCY REQUIREMENTS**

The last 30 credits and the majority of the major coursework must be completed at Barry University.

### **SEMESTER PAPERS**

It is the student's responsibility to ensure that instructors receive all coursework directly.

### **TRANSFER CREDITS**

Refer to the ACE Bulletin for transfer credit policies.

### **WITHDRAWALS**

Students who wish to change their registration status after the first week of class must complete a withdrawal form or notify, in writing, their academic advisor. The date is published in the Academic Calendar in this handbook. The effective date of the withdrawal will be the date of formal notification to ACE. An unauthorized withdrawal will result in a final grade of F. Students must withdraw before the seventh Tuesday of the session. The date is published in the Academic Calendar in this handbook.

### **BARRY UNIVERSITY E-MAIL SYSTEM**

The Division of Information Technology provides e-mail accounts for all registered students. Students can access e-mail accounts online at <http://webmail.barry.edu>. Students can look up their username at this site by entering their student number and last name. A student's initial password will be their date of birth in the format MMDDYYYY. For example, the password for someone born on April 8, 1979, would be 04081979. If a student forgets their password, they can reset it by visiting [www.barry.edu/password](http://www.barry.edu/password).

Student e-mail addresses have the following format: `username@mymail.barry.edu`

### **WEB SERVICES AND REMOTE ACCESS SERVICES**

Intranet sites, such as Library, Student Web and WebAdvisor, can be accessed off campus by visiting <http://access.barry.edu>. The Student Web site is a channel of communication used to provide pertinent information of communication to students. The site highlights news and events highlights, sport related activities, student activities, and extensive directory of resource and utilities. When using Remote Access to connect to BarryNet, a username and password is required. This is the same username and password used to check e-mail and log onto campus PC's.

### **REMOTE ACCESS TO LIBRARY RESOURCES**

Barry University students can access the BarryNet Library Resources from home by connecting to the Internet and logging in through remote access at <http://access.barry.edu>.

At the Remote Access Menu, select Library Web to access the Barry Library..

### **REMOTE ACCESS TO WEBADVISOR AND END OF TERM GRADES**

All currently registered Barry University students are automatically registered to use WebAdvisor and are assigned a Barry University e-mail account. In order to use WebAdvisor you must know what your seven-digit student ID and how to use your Barry University e-mail account. Your WebAdvisor username is the same as your Barry e-mail/network username, except the WebAdvisor username must be entered in lower case. If you do not know your Barry University e-mail address and/or password, go to [www.barry.edu/password](http://www.barry.edu/password). If you still need help with your e-mail account, you may contact the Division of Information Technology at 305-899-3604 or [helpdesk@mail.barry.edu](mailto:helpdesk@mail.barry.edu).

## GAIN ACCESS TO YOUR STUDENT INFORMATION AND WEB REGISTRATION USING WEBADVISOR

WebAdvisor provides direct access to Barry's administrative information system. Students can access personal information at their own convenience through this secure online interface, and can now register online for classes.

### What information is available through WebAdvisor?

- Grades by semester
- Schedules
- Transcripts and transcript request status
- Account summary (full and by semester)
- Financial aid status (by year and by semester)
- Test score summary
- Transcript status view
- Enrollment verification status view
- GPA by semester
- Program evaluation
- Apply for graduation

*In order to use WebAdvisor for the items listed above, you must be an active student and registered for classes.*

If you know your username and password, go to <http://webadvisor.barry.edu> and click Log In at the top or bottom right corner of the page. Log in using your Barry University username and password.

If this is your first time logging in, you must first activate your Barry e-mail account. (Refer to "Barry University E-mail System" above to look up your username and password before continuing.)

You may access the Barry University network at <http://access.barry.edu>. All available Barry sites will be listed on the left side of your screen including WebAdvisor. Click "WebAdvisor" and click Log In at the top right or bottom left corner of the page. Log in again using your Barry University username and password.

## PURCHASE TEXTBOOKS ONLINE THROUGH WEBADVISOR

WebAdvisor now provides the ability to purchase your books during Web registration or while viewing your class schedule. Simply log in to WebAdvisor and from the students main menu select either Register for Sections (link is available from registration results page) or My Class Schedule. Simply click on the Barry Bookstore logo at the bottom of the page to populate your shopping cart with the books for your classes. You will have the option to have your books shipped to you or pick them up at the bookstore. On occasion, the Barry University bookstore promotes FREE ground shipping to ACE Students on textbook orders up to the first day of class. Contact your advisor for more information and to obtain the current promotional code.



## WEB REGISTRATION DATES AND PROCEDURES

### Web Registration for Spring 2012

Begins Wednesday, November 2, 2011 (8:30 am)

### Web Registration for Summer and Fall 2012

Begins Wednesday, March 15, 2012 (8:30 am)

In order to register online students must:

1. Have an account balance that is in good standing.
2. Have a signed registration agreement form from their Academic Advisor.\*
3. Have cleared restrictions such as those imposed by the Office of Admissions, International Student Center, etc.

The first step to Web registration is to access WebAdvisor. (For instructions, see the section "Gain Access to Your Student Information and Web Registration Using WebAdvisor" on the previous page.)

## ONLINE REGISTRATION PROCEDURES

To take part in online registration account balances must be in good standing. In addition, students:

- Must accept the "Terms and Conditions of Online Registration" which precedes the online registration screen on WebAdvisor.
- Must observe the payment arrangements deadline date in order to be considered fully registered.

- Must review their status with their advisor before attempting online registration in order to resolve any issues that may prevent using the online registration system. Students may not be eligible for online registration for a number of reasons i.e. restrictions based on admissions status, residency status, etc.
- Must have written approval from their Academic Advisor for all online course registrations

Further information is available at <http://www.barry.edu/webadvisor/>

### Steps to Register

- Access WebAdvisor via <http://webadvisor.barry.edu> or <http://webmail.barry.edu>.
- If you haven't activated your Barry e-mail account, review "Gain Access to Your Student Information" on the previous page.
- Click "Login to Access," enter your username, password and click "Submit"
- The WebAdvisor "Welcome to WebAdvisor" page will appear, click "Login"
- Log in to WebAdvisor using your username and WebAdvisor password
- Click "WebAdvisor for students"
- Click "Register for classes"

The "Terms and Conditions of Online Registration" screen will display. Read this carefully and click **I ACCEPT** only if you agree to be bound by the terms and conditions of online registration. Click **I DO NOT ACCEPT** to decline participation in online registration and the terms and conditions that apply.

The easiest method for Course registration is to enter the course synonym number which can be found next to each course in the ACE Schedule.

Under Column heading "Synonym" enter the course synonym number. This will automatically populate all other fields.

### OR

- Under Column heading "Subject" select the subject from drop down window
- Under Column heading "Course #" enter the course number
- Under Column heading "Section #" enter the section number
- Under Column heading "Semester" select the semester you are registering for
- Under Column heading "Take For" select C-Credit
- Then Click "Submit"

Your schedule will appear for the classes you have selected. You will also receive an acknowledgement via e-mail verifying your registration. Please retain this for your records.

Please note that Schedule Adjustments (adding and/or deleting courses) are not yet an option via online registration.

\*Note: Students can register ONLY for those courses for which they have received written approval from their advisor. If a student registers for coursework not authorized by the advisor, he/she is responsible for the incorrect course selection. Students may only register for a maximum of 6 credits per session, a total of 12 credits per semester in fall or spring and a maximum of 6 credits in summer. Add/drop coursework must be handled in person.

Walk-in registration for Spring 2012 begins from 8:30 am until 6:00 pm on Thursday, November 2, 2011. Summer and fall 2012 will begin on Friday, March 15, 2012, for those students not registering online.

## DISTANCE LEARNING

### Accessing the Moodle Course Page

ACE students who are enrolled in web-assisted and fully online distance learning courses use a course management system called "Moodle". Access to the Moodle Course Page is found at: <http://barry.learninghouse.com/>.

To access your courses, log in using your Barry University Username and Password. This will be the first portion of your email address before the '@' symbol and your password will be the same password you use to access your Barry email account. If you are having problems logging in, contact Barry's IT **Help Desk at 305-899-3604**. Once you have logged in, a listing of your active online courses will appear as hyperlinks.

### Technical Assistance

Students in fully online courses can access around-the-clock technical support through the online Help Center, which consists of student-specific resources with answers to common questions and interactive tutorials. Knowledgeable support representatives provide live assistance via phone, chat and email to address technical questions.

- If you experience technical difficulties, call toll-free: (800) 985-9781. This is available 24/7.
- Live Chat is available from 8:30 a.m. to midnight Eastern Time on weekdays and 10 a.m. to midnight Eastern Time on weekends and holidays.
- For e-mail support, please send your name, school, and contact information to [help@tlhsupport.com](mailto:help@tlhsupport.com). Please include a detailed description of the technical issue you are experiencing.

*Students in web-assisted courses are encouraged to contact their instructor to resolve technical issues.*

Students are encouraged to view the "Getting Started" section within the Moodle Course Page. These are a series of four short video tutorials which provide some helpful resources on being a successful online student along with learning some of the navigation techniques associated with Moodle. These tutorials can also be found at: <http://barry.learninghouse.com/file.php/1/a-gettingstarted.html>

### Computer, Hardware, and Software Requirements

There are no specific hardware requirements to take an online course at ACE. However your computer must have one of the following operating systems installed.

- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Mac OS 10.2 (minimum)

**In general your computer should have one of the following internet browsers:**

- Internet Explorer 6.0 (minimum)
- Firefox (Mozilla) 1.5 (minimum)
- Google Chrome 8.0 (minimum)
- Note: For Macintosh users, please use Firefox, as many Moodle features are incompatible with Safari.

We strongly recommend using a high-speed (broadband) connection to access Moodle. (While dial-up access may work, users may experience problems if their network connection drops or becomes unavailable during assessments or other types of learning experiences).

Although not all courses use the same software, we recommend that you have the following applications:

- Microsoft Office Suite software (Available through Barry University)
- Adobe Acrobat Reader for reading PDF files (<http://get.adobe.com/reader>) Free
- Adobe Flash Player for viewing flash videos (<http://get.adobe.com/flashplayer/>) Free
- Apple QuickTime for viewing QuickTime videos (<http://www.apple.com/quicktime/download/>) Free
- Windows Media Player for viewing videos (<http://windows.microsoft.com/enS/windows/downloads/windows-media-player>) Free

## VETERANS INFORMATION

The School of Adult & Continuing Education (ACE) welcomes you. Our Certifying Officials at Barry University are here to serve those who bravely serve our country. ACE's professional advisors will work with you one-on-one to achieve your educational goals from admissions to graduation. ACE's professional advisors understand the needs of the military and are available to assist you with Tuition Assistance (TA) programs, the Yellow Ribbon Program, GI Bill and other veteran benefits.

Barry University Veterans Administration (VA) Certifying Officials			
Barry Location	VA Certifying Official	Phone	Email
Barry University – Main Campus,	Cherrie Ali, Assistant Registrar	305-899-3865	cali@mail.barry.edu
Miami Dade & Counties	Cynthia Chruszczyk, Registrar	305-899-3125	cchruszczyk@mail.barry.edu
(All programs)	Rick Isrel, Associate Registrar	305-899-4045	risrel@mail.barry.edu
Other Florida Sites	Lynn Grant, Regional Director	321-783-0162	lgrant@mail.barry.edu

Please refer to page 6 for local site address and phone number.

## STUDENT SERVICES RESOURCES AT A GLANCE

### ACE Website

[www.barry.edu/ace](http://www.barry.edu/ace)

### Alumni Activities

Call 305-899-3175 for local chapters and calendar of events or visit

[www.barry.edu/alumni](http://www.barry.edu/alumni)

### Bookstore

Barry University's Bookstore  
11300 NE Second Avenue  
Miami Shores, FL 33161  
Located in R. Kirk Landon  
Student Union  
305-899-3970 or

[www.barry.edu/bkstr.com](http://www.barry.edu/bkstr.com)

### Book Lists by Site

Book List: [www.barry.edu/ace](http://www.barry.edu/ace)

### Business Office

Information about account balances, payment plans or to obtain funds for book purchases, call the ACE Business Office at 305-899-3322

### Career Counseling

#### Workforce Innovation

Career Planning and Placement Center  
R. Kirk Landon Student Union, Suite 105  
305-899-4010 or 800-756-6000, ext. 4010 or  
[www.barry.edu/careerservices](http://www.barry.edu/careerservices)

State of Florida Agency for Workforce Innovation:

[www.floridajobs.org/workforce](http://www.floridajobs.org/workforce)

### Computer Labs

Computer Lab – Garner 247 for hours call 305-899-3893  
Computer labs available at most sites

### Disability Services

The purpose of the Office of Disability Services is to provide information, advocacy, and academic accommodations to those students with documented physical, psychological, visual, speech, hearing, and learning disabilities. Contact Office of Disability Services, 305-899-3488 or visit the website at [www.barry.edu/DisabilityServices](http://www.barry.edu/DisabilityServices)

### E-mail

<http://webmail.barry.edu>

### Funds for Bookstore

To obtain funds for book purchases, call the ACE Business Office at 305- 899-3322

### Financial Aid Forms

Electronic FAFSA: <http://www.fafsa.gov>  
Apply for Federal Direct Student Loans: [www.dlenote.ed.gov](http://www.dlenote.ed.gov) and [www.dl.ed.gov](http://www.dl.ed.gov)  
Barry forms: [www.barry.edu/faforms](http://www.barry.edu/faforms)

### Grades

Students may check their end of term grades by logging in to WebAdvisor at: <http://webadvisor.barry.edu>

### Graduation Application

Students may apply for graduation by logging into WebAdvisor at <http://webadvisor.barry.edu>. (\$150 fee applies)

### Graduation Ceremony/Commencement

Information about pre-activities, announcements, ceremonies, directions, accommodations, exit interview etc., can be found at: [www.barry.edu/commencement](http://www.barry.edu/commencement) (Check with your advisor for local site celebrations)

### Health Insurance

[www.barry.edu/healthservices](http://www.barry.edu/healthservices)

### International Students

International and Multicultural Programs R. Kirk Landon Student Union, Suite 304 • 305-899-3082 or 800-756-6000, ext. 3082 or visit [www.barry.edu/imp](http://www.barry.edu/imp)

### Learning Center

Online Writing Lab at: [OWL@mail.barry.edu](mailto:OWL@mail.barry.edu)

Remote Access to Student Web at <http://access.barry.edu>. Click A-Z links, select "O" for Online Writing lab. "L" for "Learning Center."

### Library Access/Research

Barry University  
Toll Free: 800-756-6000, ext. 4062  
Remote Access to Library Web at: <http://access.barry.edu>

### Math/English Tutoring

Math and English tutoring available at local sites most terms. Also refer to the "Learning Center" above.

### Personal Counseling

Center for Counseling and Psychological Services R. Kirk Landon Student Union, Suite 105 • 305-899-3950 or 800-756-6000, ext. 3950 for referrals in your community or in Miami  
[www.barry.edu/counselingservices](http://www.barry.edu/counselingservices)

### Schedule of Courses

ACE Schedule of courses and course syllabi can be viewed at [www.barry.edu/ace](http://www.barry.edu/ace) or via WebAdvisor at <https://webadvisor.barry.edu>.

### Student Handbook

[www.barry.edu/studenthandbook](http://www.barry.edu/studenthandbook)

### Student Web

Remote access to student web at <http://access.barry.edu>.

## LOCAL LIBRARIES

### MAIN CAMPUS

Barry University  
Kenneth Venet, Interim Library Director  
kvenet@mail.barry.edu  
Toll Free: 1-800-756-6000 ext. 4062  
Remote Access to Library Web at:  
<http://access.barry.edu>  
[www.barry.edu/librarianservices](http://www.barry.edu/librarianservices)

### ASK A LIBRARIAN

Florida's Virtual Reference Service News and Information  
[www.info.askalibrarian.org](http://www.info.askalibrarian.org)  
Students can 'chat' with a librarian or email

### SEFLIN

Southeast Florida Library Information Network  
[www.seflin.org](http://www.seflin.org)

### CONTACT LOCAL LIBRARIES FOR ADDITIONAL INFORMATION

#### ALACHUA COUNTY

Alachua County Library District  
[www.acl.lib.fl.us](http://www.acl.lib.fl.us)  
352-334-3900

Santa Fe Community College Library  
[www.sfcollege.edu/library](http://www.sfcollege.edu/library)  
352-395-5406

#### BREVARD COUNTY

Brevard Community College Library  
[www.brevard.cc.fl.us/library](http://www.brevard.cc.fl.us/library)  
321-632-1111

Brevard County Libraries

[www.brev.org](http://www.brev.org)  
Cape Canaveral: 321-868-1101  
Melbourne: 321-952-4514

#### BROWARD COUNTY

Broward College Library  
[www.broward.edu/success/lrc](http://www.broward.edu/success/lrc)  
Central Campus (Davie): 954-201-6648  
South Regional (Pembroke Pines):  
954-201-8825  
North Campus (Coconut Creek):  
954-201-2600

Broward County Library  
[www.broward.org/library](http://www.broward.org/library)  
954-831-4000

Broward County Law Library  
No website; open to the public  
954-831-6226

#### COLLIER COUNTY

Collier County Public Library  
[www.colliergov.net](http://www.colliergov.net)  
239-593-3511

Edison State College  
[www.edison.edu/library](http://www.edison.edu/library)  
239-732-3774

#### HILLSBOROUGH COUNTY

Tampa-Hillsborough County Public Library Cooperative  
[www.thpl.org](http://www.thpl.org)  
813-273-3652, ext. 4

#### LEE COUNTY

Fort Myers Beach Public Library  
[www.fmb.lib.fl.us](http://www.fmb.lib.fl.us)  
239-765-8162

Lee County Library System

<http://library.lee-county.com>  
239-479-4636

#### LEON COUNTY

Leon County Public Library  
[www.leoncountyfl.gov/library](http://www.leoncountyfl.gov/library)  
850-606-2665

Tallahassee Community College Library  
[www.tcc.fl.edu/about\\_tcc/academic\\_affairs/division\\_of\\_library\\_services](http://www.tcc.fl.edu/about_tcc/academic_affairs/division_of_library_services)  
850-201-8376

State Library and Archives of Florida

<http://dlis.dos.state.fl.us/>  
850-245-6600

#### MARION COUNTY

Marion County Public Library System  
<http://library.marioncountyfl.org>  
352-671-8551

#### MIAMI-DADE COUNTY

Miami Dade County Public Library  
[www.mdpls.org](http://www.mdpls.org)  
305-375-2665

#### ORANGE COUNTY

Orange County Library System  
[www.ocls.info](http://www.ocls.info)  
Alafaya: 407-835-7323  
Southeast Branch: 407-835-7323

#### PALM BEACH COUNTY

Boca Raton Public Library  
[www.bocalibrary.org](http://www.bocalibrary.org)  
561-393-7852

Boynton Beach City Library  
[www.boyntonlibrary.org](http://www.boyntonlibrary.org)  
561-742-6390

Palm Beach County Law Library  
[www.pbcgov.com/cadminlawlibrary](http://www.pbcgov.com/cadminlawlibrary)  
Open to the public  
[lawlib@pbcgov.com](mailto:lawlib@pbcgov.com)

Palm Beach County Library System  
[www.pbclibrary.org](http://www.pbclibrary.org)  
561-233-2600

#### PASCO / HERNANDO COUNTY

New Port Richey Public Library  
[www.nprlibrary.org](http://www.nprlibrary.org)  
727-853-1279

Pasco County Libraries  
<http://pascolibraries.org>  
727-861-3040

Hernando County Public Library  
[www.hcpl.lib.fl.us](http://www.hcpl.lib.fl.us)  
352-754-4043

Pasco Hernando Community College Library  
<http://phcc.edu/library>  
727-816-3407

#### PINELLAS COUNTY

St. Petersburg College  
[www.spcollege.edu/central/libonline](http://www.spcollege.edu/central/libonline)  
727-341-7177

Pinellas County Library Cooperative  
[www.pplc.us](http://www.pplc.us)  
727-441-8408

Pinellas County Law Library  
[www.jud6.org/LegalCommunityLawLibraries.html](http://www.jud6.org/LegalCommunityLawLibraries.html)  
727-464-3411

St. Petersburg Public Library System  
<http://splibraries.org/>  
727-893-7724

#### POLK COUNTY

Lakeland Public Library  
[www.lakelandgov.net/library/about.html](http://www.lakelandgov.net/library/about.html)  
863-834-6000

Polk County Library Cooperative  
[www.mypclc.org](http://www.mypclc.org)  
863-291-5880

Winter Haven Public Library  
<http://whpl.mywinterhaven.com>  
863-291-5880

#### SEMINOLE COUNTY

Seminole County Public Library  
[www.seminolecountyfl.gov/library](http://www.seminolecountyfl.gov/library)  
407-665-1640

Seminole State College of Florida  
[www.seminolestate.edu/library](http://www.seminolestate.edu/library)  
407-708-2305

#### ST. LUCIE COUNTY

Martin County Library System  
[www.library.martin.fl.us](http://www.library.martin.fl.us)  
772-288-5702

St. Lucie County Library System  
[www.stlucieco.gov/library](http://www.stlucieco.gov/library)  
772-462-1615

### VISIT THE RESEARCH GUIDE PAGE!

Students who need research assistance, subject guides, and useful resources can visit the library research guide page. Students can browse by group (ACE) or by subject (i.e., ACE ADM, ACE PSY, ACE PUB). The library guides are in the process of being developed and not all courses may be listed. To browse current listings, click on "Research Guides" under "Getting Help" on the main library page.

## OFF-CAMPUS COMPUTING FACILITIES

The following locations are equipped with a classroom lab for teaching Information Technology classes. During the day, these labs are available for student use during the site's operating hours. Please check with each site for any special evening or weekend hours.

<b>SOUTH MIAMI-DADE COUNTY</b>		<b>BREVARD COUNTY</b>	
Kendall	305-275-2761	Cape Canaveral	321-783-0162
Cutler Ridge	305-969-5833	Melbourne	321-409-5553
Doral Center	305-591-7240		
<b>BROWARD COUNTY</b>		<b>ORLANDO AREA</b>	
Pembroke Pines	954-443-0561	Florida Mall Business Center (Sand Lake)	407-438-4150
Fort Lauderdale	954-493-4683	East Orlando Center (Alafaya)	321-235-8450
Davie	954-472-1160		
<b>PALM BEACH COUNTY</b>		<b>FORT MYERS</b>	
	561-622-9300		239-278-3041
<b>TREASURE COAST</b>		<b>TAMPA</b>	
	772-871-8000		813-806-8981
		<b>TALLAHASSEE</b>	
			850-385-2279

## MIAMI SHORES CAMPUS INFORMATION

### CAMPUS SECURITY

The Public Safety Department office numbers are 305-899-3333 or \*3 from any pay phone on Barry University property. The Public Safety Dispatch Office is open 24 hours a day, seven days a week.

### ID CARDS

Use of campus facilities is limited to students holding valid Barry University ID cards, which may be obtained during the time of registration or during the period of schedule adjustment. Sodexo food services and the Follett bookstore also accept the Barry ID card as a mode of payment. However, money or a meal plan must be added to your ID card prior to making any purchases with your card. Money can be added to the ID card account through ACE Student Account Services located in the ACE Building, by calling 305-899-3351, or sending your ID number to mpena@mail.barry.edu from your Barry email address.

### PARKING

All students and employees who bring a vehicle onto the campus at any time must obtain a Barry University parking decal for that vehicle. Parking decals are free of charge. To do so, the following information must be presented to the Public Safety Department, located in Landon Student Union, Room 100, during the time of issue or renewal: 1. Vehicle registration. 2. Valid Barry University ID card.

### PUBLIC SAFETY DEPARTMENT HOURS OF OPERATION

Monday – Friday 9:00 am – 5:00 pm  
Student Center 305-899-3335

### MONSIGNOR WILLIAM BARRY MEMORIAL LIBRARY HOURS

Sunday ..... 10:00 am – midnight  
Monday – Thursday..... 7:30 am – midnight  
Friday..... 7:30 am – 10:00 pm  
Saturday..... 9:00 am – 10:00 pm

Library hours are subject to change during holidays and summer semesters. Call 305-899-3760 or 305-899-3776 for a recorded message or see the posted hours at the entrance of the library. Hours are also posted on the library web page accessible to faculty and students (refer to "Remote Access to Library Resources" in this guide). The Monsignor William Barry Memorial Library is opened to the community, Barry University faculty, students, staff, and alumni. Access to the electronic databases is limited to the faculty, students, and staff.

### MAIN CAMPUS COMPUTER LAB HOURS (Garner 247)

The Division of Information Technology offers five computer labs to the Barry community (students, faculty and staff) with a diverse set of

applications. Overall, there are more than 180 Windows-based workstations available for student use. They provide access to various computer applications packages, electronic mail, and Internet access along with printing capabilities. These lab facilities are located throughout the main campus, thus providing easy access to the technology.

The main computer lab is located in the Garner Building, Room 247, which is usually open every weekday from 7:30 am to 12:00 am. Extended lab hours are also scheduled during peak end-of-semester periods to allow students to complete their final projects. Current computer lab hours can be obtained by calling 305-899-3893.

A computer lab is also located in the Monsignor William Barry Memorial Library, Room 205. It has the same hours of operation as the library. Other labs are located in residence halls and through the Division of Nursing for nursing students.

### LEARNING CENTER

If you want individualized help in the areas of English composition or mathematics, contact the Learning Center for an appointment at 305-899-3485 or your local site director or advisor.

### BARRY BOOKSTORE HOURS (R. Kirk Landon Center)

Monday – Thursday ..... 8:00 am – 7:00 pm  
Friday..... 8:00 am – 5:00 pm  
Saturday..... 10:00 am – 2:00 pm

#### Extended hours at the start of each semester

Call the Barry Bookstore for summer and holiday hours at 305-899-3970.

In order to purchase books using excess financial aid funds, loans, or scholarship monies, please send an e-mail to mpena@mail.barry.edu with your ID number, and the requested amount to be placed in your Flex Bucs account. Once this is done (allow one day for processing), you can order textbooks through eFollett using the Flex Bucs funds. Simply choose the BucCard payment selection to have your order paid from your Flex Bucs. To purchase your textbooks online, visit the official Barry Bookstore at [www.barry.bkstr.com/](http://www.barry.bkstr.com/) or refer to the "Purchase Textbooks Online Through WebAdvisor" section in this guide.

### BOOKSTORE CHECK CASHING POLICY

Valid driver's license, current Barry University ID card and two telephone numbers. Personal checks only. No third-party checks. American Express, MasterCard, and Visa are accepted. Phone: 305-899-3970

**ROUSSELL DINING HALL – Landon Student Union**

**Monday to Friday**

Breakfast .....	7:30 am – 10:30 am
Lunch.....	11:00 am-2:00 pm
Light Meal .....	2:00 pm-5:00 pm
Dinner .....	5:00 pm-8:00 pm

**Monday and Wednesday**

Late Night Dinner.....	10:30 pm – 11:30 pm
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**Saturday and Sunday**

Brunch.....	11:00 am – 2:30 pm
Dinner.....	5:00 pm – 7:00 pm

**WOW CAFÉ AND WINGERY**

Monday-Thursday .....	11:00 am-11:30 pm
Friday .....	11:00 am-1:00 am
Saturday .....	3:00 pm-1:00 am
Sunday .....	3:00 pm-10:00 pm

**LE CAFÉ INTERNATIONAL – Wiegand Lobby**

Monday-Friday.....	7:30 am-5:00 pm
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**LE CAFÉ INTERNATIONAL – Garner Building**

Monday-Friday.....	7:30 am-7:30 pm
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**BUC STOP CAFÉ – Thompson Hall**

**Monday-Friday**

Buc Deli.....	11:00 am-6:00 pm
Einstein Bros. Bagels .....	7:30 am-6:00 pm
Grill .....	7:30 am-11:30 pm
Café.....	7:30 am-11:30 pm

**Saturday**

Buc Deli .....	Closed
Einstein Bros. Bagels .....	8:30 am-2:00 pm
Grill .....	8:30 am-2:00 pm
Café .....	8:30 am-2:00 pm

**Sunday**

Buc Deli .....	Closed
Einstein Bros. Bagels.....	Closed
Grill.....	Closed
Café .....	7:00 pm-11:00 pm

*Please note: For up-to-date information on Dining Services, including schedules for summer houses, please visit [www.barry.edu/dining](http://www.barry.edu/dining).*

## STUDENT SUCCESS STRATEGIES

### CLASSROOM STRATEGIES

- Be sure to attend the first session.** The first session sets the tone for the class and usually outlines the course content and requirements.
- Sit in the first row as close to the instructor as possible.** Sitting close to the instructor helps you to focus and to avoid distractions.
- Read the entire syllabus as soon as you receive it.** By making yourself aware of course content and requirements, you can more readily plan your semester and effectively manage time for optimum results.
- Find out how, where, and when you can reach the instructor if necessary.** There may be times when an emergency arises or you need additional help and/or information.
- Take down the phone numbers of several students in the class.** If you miss a class, it is a good idea to contact another student for notes, materials, and assignments. In this way, you can come prepared for the next class session.
- Ask questions when you don't understand concepts, terms, or directions.** Many students avoid asking questions for fear of "appearing stupid." In reality, if you don't understand something, there is a good chance that several other students are equally perplexed. Remember, you are in class to learn and you have a right to know!
- Listen attentively.** Listen for the thesis or central focus of the lecture. Listen for main ideas/concepts and supporting examples. Listen for the summary.
- Take notes to help you stay on track.** Take down everything that is on the board. Take down main ideas and supporting examples. Use phrases and key words instead of long sentences.
- When appropriate, actively participate in class.** In many classes, participation is encouraged and welcomed. The willingness to share ideas and information demonstrates your knowledge and enthusiasm.
- Meet all deadlines.** Procrastination is a problem that most students have to conquer. Try to manage your time so that you can deliver all assignments, projects, and presentations on the required dates. Remember, failure to meet deadlines not only creates a poor impression, but could affect your final grade.
- With permission of the instructor, ask a fellow classmate to tape a session you cannot attend.** Borrowing another student's notes on a class that you have missed is often helpful, but having the lecture on tape is far more accurate.
- If a problem arises, speak with your instructor.** There are many problems that may occur during a semester: illness, personal crises, interpersonal conflicts within the class or with the instructor. If a difficult situation arises, speak to your instructor as soon as possible. Most instructors are understanding and many issues can be resolved simply by direct communication.

## TIME MANAGEMENT

Adult students returning to college are often faced with many obligations, such as work-related, family, personal, school, etc., that make demands on the limited time that is available to meet those obligations. Many returning adult students are able to balance successfully these diverse and competing demands on their time; however, a large number can also feel overwhelmed and, as a consequence, their academic performance can suffer. In other words, their grades are not what they desire, nor are they what they are ultimately capable of achieving.

Successful students learn, out of necessity, to manage their time. This is not difficult, but does require a student to assess carefully and prioritize the factors that are competing for the limited time that an adult student can devote to discrete activities. There are a large number of books that have been published that address time management and a few of these are listed at the end of this section to provide you with detailed guidance.

The purpose of this section is to highlight common techniques that are used by successful students to manage their time. These techniques will ultimately help students develop a comprehensive time management plan.

**SET GOALS:** If students don't have established goals, it's equivalent to being on a ship at sea without a rudder. Goals can be large in scale (macro) and they can be very limited in scope (micro). An example of a macro goal would be to graduate 18 months after returning to college, while a micro goal may involve when to complete a reading assignment for a particular class. As simplistic as it may sound, it is essential to establish both macro and micro goals and to monitor one's progress toward achieving those goals.

**ORGANIZE:** Planning and organizing are different concepts. Planning can be as simple as listing activities and events on a timeline. Organizing, on the other hand, is the sequencing of individual planning steps into a prioritized game plan. It is easy to find any number of forms in books on time management that permit one to plan activities, just as it is equally easy to find daily or weekly planners. What is important is that one organize the individual events into a prioritized plan. (The books listed at the end of this discussion contain examples of various forms that students can utilize in drafting a plan.) Initially, it is imperative that students monitor their time to identify what they are doing and how long it is taking. Frankly, many students do not realize how much time they waste until they keep a log of daily and weekly activities to establish an activities timeline. A major goal is to make efficient use of one's time. This translates into the time worn saying that it is necessary to make short-term sacrifices in exchange for long-term gains.

**COMMUNICATE:** Students must share their ideas and needs with others at home and at work. Education takes place in a social environment. If others don't know what you want and need, the consequences could be frustration and failure. Spouses, significant others and children must know that a student needs specific time to study without interruption in order to be successful in college. An employer needs to know that a student may have to leave 15 minutes early on school nights, etc.

**DON'T PROCRASTINATE:** It's as simple as that! Face reality – whatever one does, regardless of how efficient they may be, one will never be caught up! By not procrastinating, you will avoid stress, guilt, and decreased motivation. Remember, short-term sacrifices for long-term gains.

**SUCCESSFUL STUDY HABITS:** The books listed at the end of this section contain numerous successful study habits. Some of the better ones include the following:

- Study in the same physical site whenever you are studying. Choose appropriate sites. For example, don't study in bed.
- Study in small time segments of 15-20 minutes. Longer periods of time are generally ineffective and counterproductive.
- Use 3" x 5" index cards as study aids, especially when studying complex topics or long reading assignments.
- Divide major projects into smaller, manageable units. This maintains cohesiveness and allows one to keep the goal in sight.
- Learn to say no. This is difficult for many students to do, especially since education takes place in a social environment; however, prioritization and short-term sacrifices for long-term gains requires an effective time manager to say no on occasion.

**REWARD SUCCESS:** Reward successful time management and goal accomplishment. This can be as simple as going to a movie after completing a major class project or having a dish of ice cream after finishing a complex reading assignment.

## LEARNING CENTER

As a Barry University student at the School of Adult and Continuing Education (ACE), adult learners have access to free services offered through the Learning Center (LC) on the Miami Shores campus. The LC is located in Garner Hall, room 114, and can be reached at 305-899-3485.

## STUDY SKILLS SEMINARS

Seminars on time management and other topics of interest to returning adult students are offered on a regular basis, at no charge, through ACE and the LC. Check with the LC and your academic advisor for topics and dates.

## HELPFUL BOOKS ON TIME MANAGEMENT

Ellis, David. *Becoming a Master Student*, eighth rev. edition. Houghton Mifflin, 1998. ISBN: 0-395-93528-8

Smith, Laurence N., and Timothy L. Walter. *The Adult Learner's Guide to College Success* (rev. edition). Wadsworth Publishing Co., 1995. ISBN: 0-534-23209-1 (acid free paper)

Fry, Ronald. *Manage Your Time* (Ron Fry's How to Study Program), second edition. Ronald W. Fry Career Publications, 1994. ISBN: 1564140784

## TEST TAKING

**Preparing ahead of time:** Most adult students don't like taking tests, so if you feel that way, you're in good company. And, let's face it, we are not as young as we used to be, so cramming the night before isn't likely to lead to success. Here are some tips for getting ready.

- Study regularly and always study as if you were getting ready for a test.
- During the term, talk with classmates about test questions which you and they think might appear on the test.

- Review your notes and the reading to look for likely test items. If the professor has emphasized terms, ideas, concepts, dates, events, people, and so on, or has emphasized parts of the reading, these are likely to appear on a test.
- Prior to assigned tests, ask questions about what to expect. Get as much information as you can about the test and the material it will cover.

If you prepare well for tests, you have much less to worry about or fear. The tips above are widely known and accepted by teachers of adults and by successful adult students.

**Taking the test:** No matter if the test is multiple choice, true/false, or fill in the blank, the tips below will help you.

- Read all directions very carefully. This is important. Every teacher has stories about students who don't read directions and fail simple tests.
- Look over the test from beginning to end. This is called surveying the test. See how many parts it has, and where its various focuses might be. A thorough survey of the test often helps students discover patterns and even get answers to other parts of the test. In addition, when you survey the test, you'll discover which parts of it are worth the most points and how much time to spend on each section.
- Go with what you know. On objective tests, answer the ones you know first. If you're not sure of an answer, skip it and come back later. (If the answer sheet is one of those machine-scored ones on which you fill in the bubble, be careful to leave an empty space each time you skip an answer.) On a multiple choice test, eliminate answers you know are not true. Despite advice to the contrary, if you have time left over, and if you are confident that you have answered an item incorrectly, go ahead and change it. It's common for our brains to discover correct answers after spending more time on a test. So if you're sure, change an answer.

## TEN TIPS FOR SUCCESS IN MATHEMATICS

1. **Have a positive attitude.** A positive attitude will make all the difference in the world. Your belief that you can succeed is just as important as your commitment to this course.
2. **Attend every class.** With eight-week semesters, there is less time in class to cover a great deal of material. If you miss a class, you miss a lot.
3. **Come prepared and arrive on time.** Bring paper, pencils, erasers, your textbook, and the correct calculator (as recommended in the syllabus).
4. **Exchange phone numbers with at least one other person in class.** This contact person can be of help in case you are late for class, miss the assignment, or want to discuss math homework that you find difficult.
5. **Listen carefully and take notes.** Be sure to copy any rules, steps, formulas, and examples that are written on the board. At home, carefully rewrite the notes you have taken – this is a key step in learning. Keep your notebook highly organized and use dividers to separate the chapter sections.
6. **Ask questions in class.** If you do not understand a topic, concept, or procedure, ACE mathematics instructors welcome and encourage your questions; they know you cannot do the homework assignments if you do not understand the steps. Don't be afraid to ask questions! Because you are not the only person in class with questions, other students will be grateful that you spoke up.
7. **Do the homework.** Work all assigned homework problems. Mathematics is a hands-on subject; for every hour you spend in class, you should set aside three hours to complete the homework and study for quizzes and tests. The more time you spend solving mathematic problems, the easier the process becomes. Schedule plenty of time to complete your assignments before the next class period – don't wait until the night before class to start on the

homework. Carefully and neatly copy the problems you are assigned. Be sure to use a pencil – not a pen – and completely erase all mistakes.

8. **Get help immediately if you cannot do the homework.** Free math tutoring is available for all students in ACE. The Math Lab is a good place to do your homework because tutors are available to answer questions as they arise. Math instructional videos and computer software are widely available, and there are numerous helpful websites such as [www.math.com](http://www.math.com). (See below for additional tutoring information.)
9. **Form a study group.** Choose students who are disciplined and motivated, and meet with your group at least weekly and prior to scheduled exams.
10. **Turn in all assignments on time and do not let yourself fall behind.** Because math builds on itself, you have to understand the previous lesson in order to learn the next concept.

## MATH TUTORING IS AVAILABLE

- For students near the Barry main campus, the Mathematics Lab is located in the Garner Building, Room 107. One-on-one free tutoring with professional educators is available six days a week. Call 305-899-3364 for more information.
- For off-campus students, one-on-one weekly tutoring with a math professor is scheduled at each location, free of charge. The day and time will be announced during the first class.
- **Real-Time Online Assistance** using Live Meeting is available for all students. All that is needed is a computer and Internet connection to meet with a tutor and receive interactive instruction online. For information about Online Tutoring, call 305-899-4578 or email Learning Center Assistant Director James Poulos at [jpoulos@mail.barry.edu](mailto:jpoulos@mail.barry.edu).

## PASSING COLLEGE ESSAY TESTS IN CONTENT COURSES

Only if you are a very confident bluff artist and also a VERY good writer can you hope to pass an essay test without knowing the material which your professor has assigned, so the first thing you must do to pass an essay test is read, study, and know the assigned material.

- For most people it is more efficient and effective to read the material several times quickly rather than once very closely. Therefore, if you have to know the material in three chapters, you will probably be better off to read each chapter quickly three or four times than to read each chapter slowly and only once. (With practice, this even takes less time.)

When your professor passes out the essay test questions, follow these steps:

- Essay exams are usually read and graded quickly. Your reader (the teacher) wants to see that you thought about your answer before writing, include the appropriate material or information, and checked it over after you were finished. Your writing must be smoothly organized and convincingly developed.
- Take the time carefully to read and understand all directions on the test. On some tests you are to answer every question; on some, you are to pick from among choices.
- If the professor says to spend only so many minutes on some portion and more or less on the rest, do as you are told. In any event, plan your time carefully. If you have one hour, and three questions to answer, decide how to split up your time, but be sure to leave time for proofreading.
- If you have choices, be sure to answer the questions on which you can do your best. Don't be a hero and try to show how broad your knowledge is. If choices work in your favor, choose those. On the other hand, if you don't have any idea how to answer a question,

don't waste your effort and the teacher's time by trying to bluff your way through it.

- Make sure that you understand the questions: What exactly does your teacher want you to do? Sometimes you are asked to discuss, sometimes to compare, sometimes to contrast, sometimes to analyze, etc. Understand before going in what verbs like these mean, and think about what you are asked to do on the test.
- Make sure that you know exactly how many parts the questions has, because this will dictate how many parts your answer has. Remember: If you make it easy for the teacher to read, your grade will likely be higher.

**Here is a sample question from a course in medieval European history. Discuss the roles of the manor, the castle, and the church in 14th century village life.**

Follow the guidelines on the previous page and decide a strategy to answer this question. When you have decided what to do, read the following.

What are you asked to do? [discuss] Discuss what? [the roles] The roles of what? [the manor, the castle, and the church] How many parts does the question have? [three + an introduction]

In answering the questions, begin by turning it around so that it forms a statement that indicates to the examiner that you understand the questions and that you are going to answer it.

"In the 14th century, the manor, the castle, and the church each played specific and important roles in daily village life.

"The role played by the manor house...

"The castle served to..."

"The church was the..."

[After the introduction, each topic is followed by a well-developed paragraph discussing the special and important role of the manor, castle, and church respectively.]

### Sample question – American history

**Show how at least two separate issues contributed to the beginning of the Civil War.**

[Don't even think about talking about more than two issues, even though there are many.] What are you to do? [Show] [Show means give examples.] Show what? [contributions] Of what? [two causes] Of what? [of the Civil War] How many parts does the question have? [two + an introduction]

"Although many forces contributed to the Civil War, two important ones were: the economic disparity between the industrial North and the agrarian South; and the social debate over slavery as a moral issue.

"First, Southerners saw the growing disparity between the economies of North and South as..."

"Second, slavery became a moral issue that split towns, families, and churches, therefore leading to..."

Before turning in your essay test answers, be sure to proofread and make corrections – neatly and clearly – in spelling, grammar, etc. By making corrections, you show your examiner that you are careful and conscientious – this is good for you.

### Summary:

- Know the material to be covered.
- Be sure to read, understand, and follow all directions on the test and for each question.
- If you have a choice, pick what you know best.
- Plan your time carefully.

- Begin each answer by turning the questions into a statement.
- Break your essay's body into the appropriate number of parts.
- Proofread your answers carefully and neatly make corrections.

## WRITING CENTER

The Writing Center at Barry University is a free resource available to help students, faculty, and alumni improve their writing skills. The Writing Center staff, which consists of professional tutors, provides students with recommendations and suggestions on organization, structure, content, grammar, and documentation.

Students living near the Barry main campus, can make a one-on-one appointment by calling 305-899-4902. Students may also submit papers online through the Online Writing Lab (OWL). To access the site from home, visit:

1. Go to <http://access.barry.edu>.
2. Click on Student Login.
3. Enter your username and a password.
4. Under Remote Access Menu, click on Student Web.
5. On Student Web, click on the Academic Resources Menu on the left sidebar.
6. Click on the Writing Center.
7. On the Writing Center Web, click on the OWL icon on the right sidebar.
8. Complete and submit the Online Writing Lab Request Form.
9. Within 48 hours, you will receive a reply with instructions on how to submit your paper.

Note: The Writing Center will review a particular paper or an assignment a total of two times.

### The Writing Center's Mission

The mission of Barry University's Writing Center is to help students become independent writers. As Joan Hawthorne suggested, "Our rationale is to work with rather than for the writer." (qtd. in Moe 15).

Our services are designed to create an environment that values the connection between writing and knowledge. We view writing as a social process, so students are expected to engage and collaborate with a tutor during a tutoring session. Although the focus or emphasis of the Writing Center's tutorials is on revision, Writing Center tutors also provide help with brainstorming and drafting.

Our services are available for all undergraduate and graduate students, faculty and staff. One of the most important services we offer is one-to-one or face-to-face tutoring, for we think this is the best way to support student writers at all levels. Our tutoring sessions are not intended to produce impeccable papers; instead we hope to teach students to become more capable writers so that they can use knowledge to bear in future papers.

### Tutoring is Available at the Sites

For off-campus students, one-on-one weekly tutoring with a writing instructor is scheduled at each location, free of charge. The day and time are normally posted at the beginning of the term. Please contact your advisor for additional information on making an appointment with a site tutor. Site tutors are available to those who need assistance in the revising process. Tutors do not proofread papers, but show students how they can revise and edit papers.

## GUIDELINES FOR ACADEMIC WRITING AND RESEARCH

The curriculum at Barry University's School of Adult and Continuing Education provides adult learners with research tools and analytical strategies with which to connect their experience to a broader body of knowledge and truth. Adult learners acquire these tools and hone these strategies through analytical writing. That is why it is important that students complete ENG 302: Academic Writing and Research as

early as possible in their studies at Barry. These tools and strategies will be required in every course.

These guidelines for academic writing will serve as a preview for those students not yet enrolled in ENG 302 and a review for those who have completed the course. Students are expected to follow these general guidelines in all writing across the curriculum. Students will also receive a rubric from the instructor for each writing assignment outlining the characteristics expected of writing in the subject area covered by each course in every academic discipline.

### Analysis

An excellent essay develops an original idea – that is, an idea all your own. The best way to come up with an original idea is to analyze your topic carefully and identify patterns. A great tool for identifying patterns is what David Rosenwasser and Jill Stephen, authors of the ENG 302 textbook *Writing Analytically*, call The Method.

1. Look at the evidence you are analyzing and ask yourself, What repeats? This could be words or phrases in a poem; symptoms in the presentation of a disease; a breakdown in communication in a business process.
2. Once you have listed repetitions, organize those repetitions into categories or “strands” by asking, What goes with what?
3. Now that you have grouped things that are alike, look for what opposing categories you can find. Most Western thought is organized into what are called binary oppositions: good vs. evil; man vs. woman; rich vs. poor; hot vs. cold. This is a handy way to see the world, but often too clumsy for deep thought. See what binaries you can find related to your topic by asking, What is opposed to what?
4. Now that a pattern is starting to emerge, ask yourself, What doesn't fit? These are called anomalies. Often the anomaly is the most interesting part of any pattern. Let's say you find that business communications routinely break down over two kinds of issues: assumptions about what other people know and disagreements about values. Then let us say you find examples that don't fit that pattern, where administrators over-communicate because they always assume that their colleagues don't know any critical information. That might be a great place to start an analysis of effective business communications. Which leads us to Step 5.
5. So what? What can you make of these patterns? Here is where you ask yourself what this pattern means or how it works. That will lead to your original idea – and that will be the thesis of your essay.

### Research

In academic writing, you are part of a broader community of scholars, all seeking solutions for similar problems. You conduct research not only to find quotes to put into your paper to prove your claims, but more importantly so that you can take your place in a conversation among scholars.

#### How to find sources

To find material relevant to your topic, be sure to take advantage of the services offered by the Barry University library. You are welcome to visit a research librarian at the library if you are near main campus. However, you can receive all of the same assistance from the librarians no matter where you are by entering the library through <http://access.barry.edu>. Click on Library Web. There you can dive into the Catalogue & Electronic Database and find electronic journal articles and e-books on your own. Or if you would like some guidance, click on the Research Guides in the Getting Help section. There you will find ACE-specific research guides for nearly every discipline. Find the research guide for your course or professor, and you will be guided to online encyclopedias, databases, and e-books just right for you. Also under Getting Help, there is a general library research tutorial. When you require even more

personalized assistance, click on Ask A Librarian and communicate with the research librarian on duty or make an appointment with our ACE research librarian, Maria Gonzalez. She will be happy to help you.

#### How to use sources

You can't expect your sources to just sit on the page and make your reader understand what they mean. You have to make your sources “speak.” Introduce your source with a brief phrase stating who this person is (e.g., “Nobel Prize-winning physicist,” “environmental advocate,” or “19th century British poet”). Then give an analytical summary: 1) quote your source's exact words or summarize your source's argument in your own words and then 2) tell your readers what this source means in the context of your argument. Put your sources in conversation with each other and then join the conversation by presenting your own position on the issue.

#### How to cite your sources

You need to give proper credit to the scholars you draw from. There are different formats to follow for each discipline (e.g., MLA for humanities and APA for social sciences). The Barry Library website has great resources on how to properly cite sources such as books, journal articles, and websites. Click on How to Cite Research Materials under Getting Help. Remember to cite your sources in the body of your paper and to list them at the end in a works cited section. When in doubt about what format to use, always ask your instructor.

### Structure

Now you're ready to present your idea to your readers. Your essay should open with an introduction. Begin with a “hook” that will catch your readers' attention; then offer some social and intellectual context on your topic; and finally, present a version of your thesis that your readers can understand with just this introductory information. **A strong thesis offers both a clear sense of the essay's topic and a commentary or “lens” through which the reader will look at it.** In the body of your paper, you will present a series of claims. Make sure that each paragraph conveys only one point. You will make logical transitions from one point to the next, introducing and analyzing sources, presenting evidence for your claims, and developing your thesis as you go. Finally, you'll arrive at your conclusion. Here you will present a more sophisticated version of your thesis; point out the further implications of the thesis or what the thesis leaves out; then leave the reader with a “kicker,” a strong statement related to your thesis. Often, the kicker will refer back to the hook, bringing your readers full circle.

### Style and Syntax

No matter how great an idea you come up with, if you write with poor grammar or plodding style, you'll have a hard time communicating your idea – let alone making it convincing. Luckily, we all tend to repeat the same mistakes, so if you can pinpoint your weakness, you can work to correct it. Look up your bad habits in the sections on common style and syntax errors in the ENG 202 textbook (Diana Hacker, *A Writer's Reference*) and the ENG 302 textbook (Rosenwasser and Stephen, *Writing Analytically*). It also is highly recommended, and in some courses required, that you submit your writing to the Barry University Writing Center (click on the *Learning Center* tab on the Library Web page, then continue to the *Writing Center*, and from their to *OWL* – the Online Writing Center). Writing center instructors will review your paper and offer suggestions in all areas of writing (analysis, research, structure, style, and syntax). They are not proofreaders, but professional writing instructors who will help you improve the paper you ask them to review, as well as your writing skills in the future.

## PLAGIARISM DETECTION AND PREVENTION

Students enrolled in online courses are subject to the same University policies and procedures applicable to students attending courses on campus. Academic standards regarding cheating, plagiarism, and appropriate online behavior shall be clearly communicated to students in online instruction courses and programs.

Student papers submitted to fulfill any of the course requirements may be examined for textual similarity by Turnitin for the detection of plagiarism. All papers submitted to Turnitin are retained in its global database for an unknown and undisclosed period of time and may be used to compare against other documents, solely for the purpose of detecting plagiarism of such papers. Any suspected plagiarism will be investigated in accordance with the University's guidelines and policies on academic dishonesty.

Turnitin is a Web-based plagiarism detection and prevention software, integrated with Moodle, and is used by instructors to check papers for evidence of plagiarism. Once a paper is submitted to Turnitin, it is checked against a database that includes Internet content, millions of published works, and every paper ever submitted to Turnitin.

**Note:** Students can visit the Student Learning Center at <http://student.barry.edu/learning-center/> for tutorials on plagiarism and MLA and APA writing styles. From remote access, log in at <http://access.barry.edu>, click on *Student Web*, then *Academic Resources*, and *Writing Center*. For issues regarding Turnitin, please contact your instructor.

## PUBLIC NOTICE

The following notice is a summary of the rights of students under the Family Educational Rights and Privacy Act (FERPA) also known as the "Buckley Amendment." Additional information regarding FERPA is available in the University Student Handbook.

### RIGHTS

#### 1. Review and Inspection of Records

Students have the right to review and inspect their educational records as defined in Section VII of the Policy within a reasonable time of a request to the custodian of those records. All requests to inspect records will be fulfilled within 45 days. The University has an obligation to respond to reasonable requests from students for explanation of their education records. If the student is unable to inspect personally his or her education record, the University is obligated to provide a copy of the record requested upon payment of a copying fee.

#### 2. Right to Request an Amendment of Records

A student has the right to request that the University amend education records which the student believes are inaccurate, misleading, or in violation of the privacy or other rights of the student. The University will decide whether or not to amend such records and so inform the student.

#### 3. Right to a Hearing to Challenge the Contents of Records

A student has the right to a hearing to challenge the contents of education records the student believes are inaccurate, misleading, or in violation of the privacy or other rights of the student. The hearing is conducted by the Vice President for Academic Affairs. If the student prevails at the hearing, the student has the right to request an amendment to the record. Should the student not prevail, the student may enter an explanation in the records setting forth any reason(s) for disagreeing ... with the hearing decision.

#### 4. Right to Refuse Designation of Directory Information

At its discretion, Barry University may provide directory information in accordance with the provisions of the Act to include: name, address and telephone number, date and place of birth, photograph or likeness, electronic e-mail address, major field of study, grade level (undergraduate/graduate), enrollment status (full time or part time), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially

recognized activities and sports, weight and height of members of athletic teams.

Students may withhold directory information by notifying the Registrar in writing no later than the 15th day of the academic semester (or the fifth day of a summer session). Requests for non-disclosure will remain in effect until the student informs the Registrar in writing to remove the block to designation and disclosure. The student may send correspondence to:

Barry University  
Office of the Registrar  
11300 NE Second Avenue  
Miami Shores, FL 33161-6695

#### 5. Right to File a Complaint

Complaints regarding violations of the rights accorded students under this policy should be directed to the Vice President for Student Services. Complaints failing resolution internally may be filed directly with the Department of Education, 330 Independence Avenue, Washington, D.C. 20201

# ACE Scholarship

## ACE SCHOLARSHIP APPLICATION

The annual ACE Scholarship provides monies for ACE undergraduate students who demonstrate financial need and who are academically successful. In order to be considered for this competitive scholarship, applicants must

- 1) have completed a minimum of 12 graded credits at Barry,
- 2) have a minimum cumulative 3.5 GPA in ACE coursework,
- 3) file a completed 2012-2013 Free Application for Federal Student Aid (FAFSA) by May 15, 2012,
- 4) submit this application and accompanying written statement.

Submission deadline: **June 15, 2012.**

Please attach a one-page (minimum) typed statement giving your reasons for applying, elaboration on the reasons for financial need, information on your educational background prior to coming to Barry University, your current salary and combined household income. *(This statement is required in order to be considered for the scholarship)*

Selection is determined by committee decision based upon the completed application, grade point average and need. Although the actual amount awarded is not large, it is intended to assist with or supplement tuition and other costs. All applicants must have filed the new Federal Financial Aid Form (2012-13 FAFSA) and be students in an ACE degree program. The scholarship committee generally meets in July to review applications.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Social Security # \_\_\_\_\_ or Student # \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Employer \_\_\_\_\_

Are you eligible for corporate reimbursement? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how much? \_\_\_\_\_

Have you filed a financial form (FAFSA)? Yes \_\_\_\_\_ No \_\_\_\_\_

Date Filed \_\_\_\_\_

Are you currently receiving a tuition discount? Yes \_\_\_\_\_ No \_\_\_\_\_

Anticipated/Projected degree completion date \_\_\_\_\_

Number of credits completed at Barry \_\_\_\_\_ Advisor \_\_\_\_\_

Current GPA \_\_\_\_\_ Degree program at Barry \_\_\_\_\_

Return to:

Barry University

School of Adult and Continuing Education

Attention: ACE Scholarship Committee

11300 NE Second Avenue

Miami Shores, FL 33161

## CONTINUING EDUCATION CERTIFICATES AND NON-CREDIT PROGRAMS

The School of Adult and Continuing Education offers a variety of continuing education (non-credit) programs and services designed to respond to the diverse educational interests and lifelong learning needs of individuals of all ages. These programs and services offer opportunities for acquiring and updating knowledge and skills for purposes of professional advancement and personal enrichment. They expand the School's ability to establish community-based partnerships, pilot innovations, and position itself on the leading edge of current issues.

Please consult the Barry website for information about the programs and schedule at [www.barry.edu/ce](http://www.barry.edu/ce):

- We conduct customized in-house training/consultation for business, government, and nonprofit organizations
- We offer public seminars, workshops, certificate programs, and personal enrichment classes.
- There are programs for persons who wish to obtain knowledge and learn new skills or meet licensure requirements in order to maintain current status in a particular occupation.
- There are travel and learn adventures for adults aged 55+ in cooperation with Road Scholar, Inc.
- There are training programs for elder services and special needs providers through a grant from the Alliance for Human Services on behalf of the Department of Human Services of Miami-Dade County.
- We offer a social and cultural enrichment series designed to fit every interest. The series is open to the general public and does not require membership fees. The social and cultural enrichment series include a 50+ program designed to inspire, entertain and educate mature adults over 50 years of age who are living their lives to the fullest through social, aesthetic, and intellectual pursuits.

Whether one's interest is in obtaining CE credits required to maintain current status in a particular occupation, learning new skills needed for a present position, retraining for a new position, or filling leisure time in meaningful ways, the School of Adult and Continuing Education has programs that are responsive to the needs of our community. Continuing education programs place heavy emphasis on quality, practicality, accessibility, affordability, timeliness, relevance and service. All offerings contribute to the self-fulfillment and intellectual stimulation that are the rewards of lifelong learning pursuits.

# ROAD SCHOLAR

*Adventures in Lifelong Learning*

## TRAVEL AND LEARN WITH BARRY UNIVERSITY AND ROAD SCHOLAR

For adults age 55 and older, Road Scholar is the new program name for Elderhostel Inc. Road Scholar is a not-for-profit organization dedicated to providing exceptional learning opportunities at a remarkable value. It is the world's leading travel and education organization for adults, bringing the participants face to face with the world's most fascinating cultures, peoples, and environments.

- Beautiful Sanibel Island and the Southwest Florida Gulf Coast
- Key West: A Kaleidoscope in Old Town
- 2-Week Program – Fascination of South Florida: South Beach, Key Largo, and Key West
- Miami Beach from Sandbar to Sophistication: History and Multicultural Riches of Miami and the Beaches
- Lure and Lore of the Everglades
- Fort Myers: History, Culture, Beauty, and Nature

For more information, contact Susan Leff at 305-899-3301 or [sleff@mail.barry.edu](mailto:sleff@mail.barry.edu). You may also contact Road Scholar directly at 877-426-2166 or visit [www.roadscholar.org](http://www.roadscholar.org).

# BARRY UNIVERSITY CAMPUS - Miami Shores, Florida



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|--|--------------------------|--|---|
| <b>1</b> Cor Jesu Chapel   | <b>10</b> Wiegand Center | <b>20</b> Mortram Doss Hall            | <b>30</b> Center for Community Health and Minority Medicine |
| <b>2</b> Thompson Hall   | <b>11</b> Wiegand Annex  | <b>21</b> Flood Hall                   | <b>31</b> Silvester Tower                                   |
| <b>3</b> Monsignor William Barry Memorial Library                          | <b>12</b> Kelley House   | <b>22</b> Powers Building              | <b>32</b> Alumni House                                      |
| <b>4</b> Broad Center for the Performing Arts                              | <b>13</b> Farrell Hall   | <b>23</b> Andrews Building             | <b>33</b> 11600 Building                                    |
| <b>5</b> Pelican Theatre   | <b>14</b> LaVoie Hall    | <b>24</b> Lehman Hall                  | <b>34</b> Holly House Apartments                            |
| <b>6</b> Fine Arts Quadrangle  | <b>15</b> Weber Hall     | <b>25</b> Garner Building              | <b>35</b> Hopper Building                                   |
| <b>7</b> O'Laughlin Hall   | <b>16</b> Browne Hall    | <b>26</b> R. Kirk Landon Student Union | <b>36</b> Villa   |
| <b>8</b> College of Health Sciences (Natural and Health Sciences Building) | <b>17</b> Sage Hall      | <b>27</b> Health and Sports Center     | <b>37</b> School of Adult and Continuing Education (ACE)    |
| <b>9</b> Adrian Hall   | <b>18</b> Dunsbaugh Hall | <b>28</b> John and Neta Kolasa Hall    |   |
|  | <b>19</b> Dalton Hall    | <b>29</b> Benincasa Hall               |   |

# NOTES

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# NOTES

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