

**SPRING 2006
GRADUATE EDUCATION
SCHEDULE OF CLASSES**



**LAKELAND
COLLEGE**

**THE WILLIAM R.
KELLETT SCHOOL
OF ADULT
EDUCATION**



TM

LAKELAND

COLLEGE

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The William R. Kellett School of Adult Education
Graduate Education
P.O. Box 359
Sheboygan, WI 53082-0359

www.lakeland.edu

Mail your registration form to the center
at which you most often take courses.

Central Wisconsin Center
(Marshfield/Wisconsin Rapids locations)

Lakeland College
P.O. Box 359
Sheboygan, WI 53082-0359

Chippewa Valley Center

770 Scheidler Road
Chippewa Falls, WI 54729
(Chippewa Valley Technical College and
Chippewa Valley Job Center Building)

Fox Cities Center

The Kellett Center
2320 Industrial Drive
Neenah, WI 54956

Green Bay Center

2985 S. Ridge Road
Green Bay, WI 54304

Madison Center

3591 Anderson Street, Suite 101
Madison, WI 53704

Milwaukee Center

1135 South 70th Street
West Allis, WI 53214

Sheboygan Center
(including Kohler Company)

Lakeland College
P.O. Box 359
Sheboygan, WI 53082-0359

Lakeland College Online

P.O. Box 359
Sheboygan, WI 53082-0359
www.lakeland.edu/online

Lakeland College's Kellett School of
Adult Education offers working adults the
flexibility they need to start or continue their
undergraduate or graduate education.
For more information, call (866) 534-8652.

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System Requirements (For Online and BlendEd Courses)

Minimum System Requirements

Windows 98SE or later OR MAC OS 8.1 or later
500 mhz Processor or Higher OR MacOS 8.1 - 9.1
(OS X 10.1 in "classic mode")
(OS X 10.2 (Jaguar) compatibility is currently being tested)
128MB RAM or Higher
56kbps Modem or Broadband (Cable, DSL, etc)
Sound Card
Speakers
12X CD ROM Drive
Microsoft Office Suite 2000 or Higher (Word, Excel, PowerPoint)
Internet Explorer 5.5 or Higher on PC or Netscape 4.75 or Higher
Internet Explorer 5.0 for MAC

Recommended System Requirements

(or Minimum for Computer Science Majors)
Windows 2000 or later OR MAC OS 8.1 or later
1ghz Processor or Higher OR MacOS 8.1 - 9.1 (OS X 10.1 in "classic mode") (OS X 10.2 (Jaguar) compatibility is currently being tested)
256MB RAM or Higher
56kbps Modem or Broadband (Cable, DSL, etc)
Sound Card
Speakers
DVD Drive
Microsoft Office Suite XP or Higher (Word, Excel, PowerPoint)
Internet Explorer 5.5 or Higher on PC or Netscape 4.75 or Higher
Internet Explorer 5.0 for MAC
Some courses may require additional Hardware or Software requirements.

SPRING 2006 Calendar

M.B.A., M.Ed. and M.A.T. Program 14-Week Sessions

First day of classes	Saturday, January 7, 2006
Last day to change/add a course for spring	Friday, January 13, 2006
Last day to drop @ 95% refund (student must notify counselor)	Friday, January 13, 2006 (before 4:30 p.m.)
Last day to drop @ 75% refund (student must notify counselor)	Friday, January 20, 2006 (before 4:30 p.m.)
Last day to drop @ 50% refund (student must notify counselor)	Friday, January 27, 2006 (before 4:30 p.m.)
Spring Break	Sunday, March 12 - Sunday, March 19, 2006
Last day to withdraw from a course without receiving a grade of "F" on your permanent record	Friday, March 24, 2006
Last day of classes	Monday, December 12, 2005

M.A. in Counseling Program

First day of classes	Monday, January 23, 2006
Last day to change/add a course for spring	Monday, January 30, 2006
Last day to drop 7-week and 10-week courses @ 95% refund	Monday, January 30, 2006 (before 4:30 p.m.)
Last day to drop 10-week courses @ 75% refund	Monday, February 6, 2006 (before 4:30 p.m.)
Last day to drop 10-week courses @ 50% refund	Monday, February 13, 2006 (before 4:30 p.m.)
Last day to withdraw from a 7-week course without receiving a grade of "F" on your permanent record	Friday, February 17, 2006 (before 4:30 p.m.)
Last day to withdraw from a 10-week course without receiving a grade of "F" on your permanent record	Friday, March 10, 2006 (before 4:30 p.m.)
Last day of 7-week courses	Friday, March 10, 2006
Last day of 10-week courses	Friday, March 31, 2006

Note: No tuition refund is available for seven-week Master of Arts in Counseling courses if a student withdraws after January 30, 2006.

Tentative Spring Interim 2006 Calendar (MAC Program Only)

First day of classes	Monday, April 10, 2006	Last day of classes	Friday, May 26, 2006
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Tentative Summer 2006 Calendar

MBA, M.Ed., and M.A. in Theology Programs

First day of classes	Tuesday, May 30, 2006
No Classes	Tuesday, July 4, 2006
Last day of classes	Thursday, August 24, 2006

M.A. in Counseling Program

First day of classes	Monday, June 5, 2006
Last day of classes	Friday, August 18, 2006

General Information

Textbook Information

Textbooks can be ordered online or by telephone at (800) 438-8398 or (920) 565-1230. If you choose to order your textbooks online, the web address is www.lakeland.bkstr.com. You may also choose to purchase your textbooks during the scheduled sale at each Lifelong Learning site, where applicable, and for Sheboygan-area students at The Campus Shop on the Lakeland College campus. Online textbooks are available only through online services.

Textbook Sales

Madison Center
3591 Anderson St., Suite 101
Madison
Wednesday, December 21, 2005
11:00 a.m. to 7:00 p.m.

Green Bay Center
2985 S. Ridge Road
Green Bay
Thursday, December 29, 2005
10:00 a.m. to 6:00 p.m.

Milwaukee Center
1135 S. 70th St.
West Allis
Wednesday, January 4, 2006
11:00 a.m. to 7:00 p.m.

Fox Cities Center
2320 Industrial Drive
Neenah
Thursday, January 5, 2006
11:00 a.m. to 7:00 p.m.

Academic Policies

Successful completion of a Lakeland graduate degree program requires a minimum cumulative grade-point-average of 3.00 on a 4.00 point scale in all course work taken through Lakeland College. As a rule, course work must be completed in seven years. Exceptions must be for cause and specifically granted by the Graduate Studies office.

Full-time status is defined as enrollment in nine (9) or more graduate semester hours during fall, spring or summer terms. Half-time status is defined as enrollment in five (5) graduate semester hours during the fall, spring or summer terms. International students must enroll in a minimum of nine (9) graduate semester hours per term.

Graduate students are expected to maintain a cumulative 3.00 GPA. Students whose cumulative GPA falls below 3.00 will be placed on academic probation for the next enrollment period, or the next nine credits attempted, to allow them to raise their GPA to 3.00 and remove themselves from probation. Admission to graduate study will be terminated for those who fail to remove themselves from probation during the next enrollment period or the next nine credits attempted.

Financial Aid/Military Benefits

Financial aid and/or military benefits are available to qualifying students if they have already been accepted to Lakeland College. Please keep in mind that textbooks and class non-refundable registration fees must be paid by the student prior to receiving financial aid. Financial aid credit balances beyond the cost of tuition are refunded during the fifth week of class. For financial aid information, visit: www.lakeland.edu/finaid/kellett_school.asp

If a student receiving financial aid withdraws from all of his/her Lakeland College courses in a given term, he/she may be required to return some of the federal funds awarded. For further information on this policy, students should contact Sue Bialk (800-569-2166, extension 1258), Student Financial Counselor in the Financial Aid Office.

To access military forms to initiate benefits, go to www.vba.va.gov/pubs/educationforms.htm. Download the form, print it, complete the required fields and mail it to: Attn: Carol Butzen, Veterans Coordinator, Lakeland College, P.O. Box 359, Sheboygan, WI 53082-0359.

For questions on eligibility, please contact your local Veterans Service Office located in your county court house.

Transfer Credit

Students who have already been accepted into a Lakeland College graduate program must receive prior permission from your academic advisor to transfer credits from another institution. A student may transfer a maximum of nine (9) graduate semester hours into a Lakeland College master's degree program provided the work is compatible with the degree requirements and has been completed with a grade of B or better at an accredited institution. Transfer grades will not be included in calculating the student's Lakeland grade-point-average. Lakeland does not accept or grant credit for life experience or other informal learning experiences.

Accreditation

Lakeland College is accredited by the North Central Association of Colleges and Schools.

Lakeland College BlendEd

Lakeland College offers students even more flexibility with BlendEd. BlendEd lets you choose, every week, whether to attend class in the traditional classroom setting or complete that week's course work online. BlendEd lets you plan on learning in the setting that works best for you, but gives you flexibility if something comes up and you need to change, a feature that is tailored towards working adults. For more information about BlendEd, contact your local Lakeland College Center by calling (866) 534-8652, or visit www.lakeland.edu/BlendEd.

Drop/Withdrawal Policy

Lakeland College will refund tuition according to the refund schedule listed in the calendar on page 1. In order to qualify for a refund or reversal of charges you must drop or withdraw from class officially by notifying the center where you registered for classes.

Notifying an instructor or failing to attend class does not constitute an official drop or withdrawal from a course. A course dropped prior to the second class meeting will not be recorded on your permanent record. Withdrawal from a course thereafter will result in a permanent grade of "W."

The refund schedule is based strictly on class meetings. The number of classes actually attended is not considered. Those students who have not paid their tuition in full at the beginning of the semester and then subsequently withdraw would, of course, have a balance due.

Students withdrawing from Lakeland College may be required to repay some of the federal grants and/or loans. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), TIP Grant, Federal Direct Student Loan or PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded. If any funds remain after the return of Title IV aid, they will be used to repay Lakeland College funds, state funds, other private sources and the student in proportion to the amount received from each non-federal source as long as there is no unpaid balance at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

Tuition Refund Schedule

The refund schedule outlined in the calendar on page 1, is based strictly on class meetings. The number of classes you actually attend is NOT considered in the calculation of refunds. If you have not prepaid your tuition in full at the beginning of the semester and then subsequently drop or withdraw, you may have a balance due. The college does not make exceptions to this policy.

Admission Requirements

Master of Business Administration Program

Applicants to this program must have a baccalaureate degree from an accredited institution. While an undergraduate degree in a business area is not required, applicants with a non-business undergraduate degree might need to take foundation courses before being formally admitted to the program. The foundation areas in which applicants should be able to show evidence of understanding before admission to the program are: economics, accounting, finance, basic statistics, and computer literacy. Foundation requirements may be met by taking undergraduate courses through Lakeland or other institutions, by undertaking a "pre-MBA" foundation course of study (also available through Lakeland), or by providing to the MBA program director evidence of sufficient work experience to warrant a waiver of foundation requirements.

Admission to the program requires:

1. An official transcript from an accredited institution indicating completion of a bachelor's degree with a minimum GPA of 2.75 on a 4.00 scale;
2. A written statement of no more than 250 words indicating how an MBA education would help the applicant meet professional goals, including leadership or managerial skills that the applicant would bring to this program;
3. Two letters of recommendation indicating the applicant's potential for success in the MBA program;
4. Application for Admission and \$50 application fee;
5. Current Resume.

Master of Education Program

The Master of Arts in Education program is designed for classroom teachers and other education professionals who are seeking opportunities for intellectual and professional growth.

Admission to the program requires:

1. An official transcript from an accredited institution indicating the completion of a baccalaureate degree with a GPA of 3.00 on a 4.00 scale (students with GPAs below 3.00 may be admitted on a probationary status);
2. A photocopy of a valid teacher license or approval of the Chair of the Education Division. Approval requires completion of foundation courses in educational psychology, human growth and, the exceptional person, and human relations;
3. Two letters of recommendation indicating the student's potential for success in graduate-level studies
4. Application for Admission and \$50 application fee.

Master of Arts In Counseling Program

The Masters of Arts in Counseling Program is designed to provide students with knowledge and skills needed to serve in Community organizations and agencies or in PK-12 or Higher education settings.

Admission to the program requires:

1. An official transcript from an accredited college or university indicating completion of a baccalaureate degree with a GPA of 3.00 on a 4.00 scale or better. (Students with GPAs below 3.00 may be admitted on probationary status.)
2. Completion of a minimum of 9 semester hours in courses related to human services or the behavioral sciences with a grade of at least "B-" or better in each course.
3. Two letters of recommendation indicating the student's potential for success in graduate level studies.
4. Application for Admission and \$50.00 application fee
5. Completed personal statement

Master of Arts In Theology Program

Lakeland's MA in Theology program is designed to provide a basis of continuing education towards a Master of Divinity. or a Ph.D., or a comprehensive training program leading to various forms of "associate ministry."

Admission to the program requires:

1. An official transcript from an accredited college or university indicating completion of a baccalaureate degree with a GPA of 3.00 or better;
2. Two letters of recommendation indicating the student's potential for success in the graduate theology program;
3. Application for Admission and \$50 application fee.

Master of Business Administration

14-Week Session

Saturday, January 7 - Saturday, April 22, 2006 All classes meet from 6:00 p.m. - 9:00 p.m. unless otherwise indicated

Central Wisconsin Center - Wisconsin Rapids

- BA 715.07 **Applied Microeconomics Theory**
Time: Wednesday Evenings
Instructor: Mr. Patrick Arendt
- BA 720.07 **Applied Managerial Accounting**
Time: Thursday Evenings
Instructor: Mr. Gary Barth

Chippewa Valley Center

- BA 770.04 **Legal and Regulatory Environment of Business (BlendEd)**
Time: Thursday Evenings
Instructor: Mr. James Sherman

Fox Cities Center

- BA 720.05 **Applied Managerial Accounting (BlendEd)**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: Mr. Michael Schoepel
- BA 715.05 **Applied Microeconomics Theory (BlendEd)**
Time: Monday Evenings
Instructor: Ms. Barbara Arango
- BA 745.05 **Cultural Understanding and International Business (BlendEd)**
Time: Wednesday Evenings
Instructor: Mr. Dennis Clauss
- BA 750.05 **Applied Marketing Management (BlendEd)**
Time: Thursday Evenings
Instructor: Ms. Jane Qastin

Green Bay Center

- BA 775.02 **Human Resource Management (BlendEd)**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: Mr. Andrew Eickman
- BA 700.02 **Business Research Methodologies (BlendEd)**
Time: Monday Evenings
Instructor: Dr. Ralph Rich
- BA 780.02 **Managerial Finance (BlendEd)**
Time: Monday Evenings
Instructor: Ms. Angela Moore
- BA 790.02 **Corporate Strategy & Decision Making (BlendEd)**
Time: Tuesday Evenings
Instructor: Ms. Angela Hansen
- BA 730.02 **Organizational Effectiveness (BlendEd)**
Time: Tuesday Evenings
Instructor: Mr. John Vesco
- BA 770.02 **Legal and Regulatory Environment of Business (BlendEd)**
Time: Wednesday Evenings
Instructor: TBA
- BA 720.02 **Applied Managerial Accounting (BlendEd)**
Time: Thursday Evenings
Instructor: Mr. Michael Schoepel

Madison Center

- BA 730.06 **Organizational Effectiveness (BlendEd)**
Time: Saturday Mornings (8:30 a.m.-11:30 p.m.)
Instructor: Ms. Marybeth Kuester
- BA 715.06 **Applied Microeconomic Theory**
Time: Tuesday Evenings
Instructor: Mr. Ronald Bonlender
- BA 770.06 **Legal and Regulatory Environment of Business**
Time: Wednesday Evenings
Instructor: Ms. Eunice Gibson
- BA 760.06 **Production and Operations Management (BlendEd)**
Time: Thursday Evenings
Instructor: Mr. Hector Laguna

Milwaukee Center

- BA 785B.03 **Special Topics and Issues: Current Issues in Human Resource Management**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: TBA
- BA 700.03 **Business Research Methodology**
Time: Monday Evenings
Instructor: TBA
- BA 770.03 **Legal and Regulatory Environment of Business (BlendEd)**
Time: Wednesday Evenings
Instructor: Judge David Bastianelli

Online

- BA 767.90 **Advanced Industrial Accountancy I C.M.A. Prep Course (3 semester hours)**
Date: January 14 - April 28, 2006
Instructor: Ms. Melodi Bunting
- BA 768.90 **Advanced Industrial Accountancy II C.M.A. Prep Course (3 semester hours)**
Date: January 14 - April 28, 2006
Instructor: Ms. Melodi Bunting
- BA 777.90 **Advanced Public Accountancy I C.P.A. Prep Course (3 semester hours)**
Date: January 14 - June 2, 2006
Instructor: Ms. Melodi Bunting
- BA 778.90 **Advanced Public Accountancy II C.P.A. Prep Course (6 semester hours)**
Date: January 14 - June 2, 2006
Instructor: Ms. Melodi Bunting
- BA 700.90 **Business Research Methodology**
Instructor: Mr. Hector Laguna
- BA 730.90 **Organizational Effectiveness**
Instructor: Mr. Abdul Qastin
- BA 735.90 **International Trade and Finance**
Instructor: Mr. Ronald Bonlender
- BA 740.90 **Management Information Systems**
Instructor: Dr. Mark Stone
- BA 750.90 **Applied Marketing Management**
Instructor: Mr. Barry Khodavandi
- BA 775.90 **Human Resources Management**
Instructor: Mr. Robin Ogea
- BA 790.90 **Corporate Strategy and Decision Making**
Instructor: Ms. Erin Kohl

Sheboygan Center - Main Campus - Laun 228

- BA 720.01 **Applied Managerial Accounting**
Time: Tuesday Evenings
Instructor: Mr. Joseph Botana
- BA 760.01 **Production and Operations Management**
Time: Thursday Evenings
Instructor: Mr. David Stein
- BA 780.01 **Managerial Finance**
Time: Wednesday Evenings
Instructor: Mr. James Mani
- BA 765.01 **Financial Decision Making**
Time: Monday Evenings
Instructor: TBA

BlendEd - *Online Student NOTE: All BlendEd offerings can be taken wholly online. Look for BlendEd designations listed under individual Kellett School Center course offerings.*

Master of Arts in Counseling

2 Credit Classes - 7 Weeks / 3 Credit Classes - 10 Weeks

Monday, January 23 - Friday, March 10, 2006/Monday, January 23 - Friday, March 31, 2006

All classes meet from 6:00 p.m. – 9:00 p.m. unless otherwise indicated

Chippewa Valley Center

CN 701.04 **Introduction to Counseling and Human Development (BlendEd)**
Time: Monday Evenings
Instructor: Ms. Jean Jirovec

Fox Cities Center

CN 704.05 **Assessment in Counseling (UW-Health)**
Time: Monday Evenings
Instructor: Dr. Mark Marnocha

CN 721.05 **Counseling for Chemical Addiction (Bordini Center) (2 semester hours)**
Time: Monday Evenings
Instructor: Ms. Tina Baeten

CN 701.05 **Introduction to Counseling and Human Development**
Time: Tuesday Evenings
Instructor: Dr. Craig Bestler

CN 705.05 **Counseling in Groups (Bordini Center)**
Time: Wednesday Evenings
Instructor: Dr. Craig Bestler

CN 711.05 **Counseling in Schools (Bordini Center)**
Time: Wednesday Evenings
Instructor: Mr. Terrance Werner

CN 703.05 **Career Development (Bordini Center)**
Time: Thursday Evenings
Instructor: Ms. Cynthia Nelson

CN 702.05 **Counseling Process and Helping Relationships**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: Ms. Sharon Goerlitz

CN 750.05/
CN 751.05 **Counseling Practicum/Advanced Practicum (5 semester hours)**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: Ms. Jean Beschta

Green Bay Center

CN 704.02 **Assessment in Counseling**
Time: Monday Evenings
Instructor: Ms. Susan Cohen

CN 703.02 **Career Development**
Time: Wednesday Evenings
Instructor: Ms. Amber Michaels

CN 711.02 **Counseling in Schools**
Time: Thursday Evenings
Instructor: Ms. Julie Hodges

CN 701.02 **Introduction to Counseling and Human Development**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: Mr. Wes Johnson

Madison Center

CN 701.06 **Introduction to Counseling and Human Development**
Time: Monday Evenings
Instructor: Dr. Dennis Kozich

CN 705.06 **Counseling in Groups**
Time: Thursday Evenings
Instructor: Ms. Gloria Krysiak

Milwaukee Center

CN 702.03 **Counseling Process and Helping Relationships**
Time: Monday Evenings
Instructor: Dr. Karyn Gust-Brey

CN 701.03 **Introduction to Counseling and Human Development**
Time: Tuesday Evenings
Instructor: Dr. Michael Hagan

CN 720.03 **Community Counseling (2 semester hours)**
Time: Thursday Evenings
Instructor: TBA

CN 730.03 **Student Services in Higher Education**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: TBA

Online

CN 703.90 **Career Development**
Instructor: Ms. Cathy Moore

CN 706.90 **Social and Cultural Issues (2 semester hours)**
Instructor: Ms. Patricia Jorgensen

CN 712.90 **Consultation and Outreach for Counselors (2 semester hours)**
Instructor: Ms. Nancy Woodward

CN 713.05 **Field Work in School Counseling**

CN 722.05 **Field Work in Community Counseling**

CN732.05 **Field Work in High Education**
Instructor: Ms. Nancy Woodward

CN 760J.90 **Contemporary Topics: Counseling and the Humanities (2 semester hours)**
Instructor: Ms. Jeanette Gallus

Sheboygan Center

CN 702.01 **Counseling Process and Helping Relationships**
Time: Tuesday Evenings
Instructor: TBA
Location: Old Main 14

CN 760C.01 **Contemporary Topics: Counseling Theory**
Time: Thursday Evenings
Instructor: TBA
Location: Laun 110

Master of Education

Spring 2006 Schedule

Saturday, January 7 - Saturday, April 22, 2006

Green Bay Center

ED 702.02 **Organization and Operation of American Education (BlendEd)**
Time: Wednesday Evenings (6:00 p.m.-9:00 p.m.)
Instructor: TBA

Milwaukee Center

ED 703.03 **Learning and Cognition**
Time: Saturday Mornings (9:00 a.m.-12:00 p.m.)
Instructor: Dr. Barbara Sands

ED 718.03 **Character Education and Values in the Classroom**
Time: Thursday Evenings (5:00 p.m.-8:00 p.m.)
Instructor: TBA

Online

ED 701.90 **Contemporary Philosophies of Education**
Instructor: Mr. Thomas Edson

Sheboygan Center - Main Campus

SL 722.01 **Second Language Acquisition & Applied Linguistics (3 semester hours)**
Time: Monday Evenings (4:30 p.m.-6:30 p.m.)
Instructor: Dr. Marta Loyola
Room: Old Main 11

ED 703.01 **Learning and Cognition (3 semester hours)**
Time: Tuesday Evenings (4:30 p.m.-7:30 p.m.)
Instructor: TBA
Room: Old Main 11

SL 724.01 **Teaching Methods in ESL (3 semester hours)**
Time: Wednesday Evenings (4:30 p.m.-7:30 p.m.)
Instructor: Dr. Marta Loyola
Room: Old Main 11

ED 730.01 **Technology and the School of the Future (3 semester hours)**
Time: Thursday Evenings (4:30 p.m.-7:30 p.m.)
Instructor: Ms. Judith Kapellen
Room: Old Main 11

ED 751.01 **Supervision of Student Teachers (1 semester hour)**
Time: Friday, March 31, 2006,
4:30 p.m.-10:00 p.m./
Saturday, April 1, 2006,
8:00 a.m. - 5:30 p.m.
Instructors: Dr. Eileen Hilke
and Dr. Mehraban Khodavandi
Room: Old Main 11

Master of Arts in Theology

Spring 2006 Schedule

Saturday, January 7 - Saturday, April 22, 2006

TH 560 **Seminar in Christian Worship**
Time: Tuesday Evenings 5:30 p.m.-8:30 p.m.
Beginning January 10, 2006
Instructor: Dr. Richard Christensen
Location: TBA

TH 651 **Adventures in Scripture**
Time: Thursday Evenings 5:30 p.m.-9:00 p.m.
Beginning January 12, 2006
Instructor: Dr. Karl Kuhn
Location: TBA

Tentative Schedule (M.B.A.)

Tentative Summer 2006 M.B.A. Schedule

Central Wisconsin Center - Wisconsin Rapids

BA 765 **Financial Decision Making**
BA 780 **Managerial Finance**

Madison Center

BA 720 **Applied Managerial Accounting**
BA 790 **Corporate Strategy and Decision Making**
TBA **A Special Topics and Issues elective course**

Central Wisconsin Center - Marshfield

BA 730 **Organizational Effectiveness**

Milwaukee Center

BA 730 **Organizational Effectiveness**
BA 740 **Management Information Systems**
BA 785 **Special Topics and Issues: Negotiations
and Labor Relations**

Chippewa Valley Center

BA 780 **Managerial Finance**
TBA **A Master of Business Administration
course**

Online

Summer 2006 Online course offerings will be determined after careful consideration of student needs, and coordination with the Kellett School Centers.

Fox Cities Center

BA 730 **Organizational Effectiveness**
BA 780 **Managerial Finance**
TBA **A Special Topics and Issues elective course**

Sheboygan Center

BA 730 **Organizational Effectiveness**
BA 750 **Applied Marketing Management**
TBA **A Special Topics and Issues elective course**

Green Bay Center

BA 715 **Applied Microeconomic Theory**
BA 755 **Buyer Behavior**
BA 760 **Production and Operations Management**
BA 785 **Managing Quality and Productivity in
Organizations**

Note: Above course listing is tentative, additional courses will be added as determined by student need.

Tentative Schedules (M.A.C. Interim, M.A.C., and M.Ed.)

Tentative Spring 2006 Interim M.A. in Counseling Schedule

Fox Cities Center		Madison Center	
CN 706	Social and Cultural Issues	CN 706	Social and Cultural Issues
CN 708	Research and Evaluation		
CN 709	Seminar	Milwaukee Center	
CN 712	Consultation and Outreach for Counselors	CN 708	Research and Evaluation
TBA	A Contemporary Topics course	TBA	A Contemporary Topics course
		CN 731	Counseling College Students
Green Bay Center		Sheboygan Center	
CN 708	Research and Evaluation	CN 712	Consultation and Outreach for Counselors
CN 760	Contemporary Topics: Conflict Resolution		

Tentative Summer 2006 M.A. in Counseling Schedule

Central Wisconsin Center - Wisconsin Rapids		Green Bay Center	
CN 703	Career Development	CN 701	Introduction to Counseling and Human Development
Chippewa Valley Center		CN 702	Counseling Process and Helping Relationships
CN 702	Counseling Process and Helping Relationships	CN 705	Counseling in Groups
		CN 730	Student Services in Higher Education
Fox Cities Center		Madison Center	
CN 701	Introduction to Counseling and Human Development	CN 702	Counseling Process and Helping Relationships
CN 702	Counseling Process and Helping Relationships	CN 711	Counseling in Schools
CN 703	Career Development	Sheboygan Center	
CN 704	Assessment in Counseling	CN 704	Assessment in Counseling
CN 705	Counseling in Groups	TBA	A Contemporary Topics Counseling course
CN 706	Social and Cultural Issues		
CN 713/722/732	Fieldwork in Counseling		
Milwaukee Center			
CN 704	Career Development		
CN 708	Research and Evaluation		
CN 711	Counseling in Schools		
TBA	A Contemporary Topics course		

Tentative Summer 2006 M.Ed Schedule

Green Bay Center		Sheboygan Center	
ED 717	Political and Legal Aspects of Education	Session I:	
Milwaukee Center		ED 720	Assessment in the School and Classroom
ED 712	Multicultural Education	TBA	A Master of Education elective course
ED 720	Assessment in the School and Classroom	Session II:	
TBA	A Master of Education elective course	ED 714	Curriculum and Classroom Dynamics
		ED 800	Educational Research and Evaluation

Note: Above course listing is tentative, additional courses will be added as determined by student need.

Mailing Addresses/Center Locations

Mailing Addresses

Bordini Center
Use Fox Cities Center mailing address

**Central Wisconsin Center
(Marshfield/Wisconsin Rapids)**
500 32nd Street North
Wisconsin Rapids, WI 54494

Chippewa Valley Center
770 Scheidler Road
Chippewa Falls, WI 54729

Fox Cities Center
2320 Industrial Drive
Neenah, WI 54956

Green Bay Center
2985 S. Ridge Road
Green Bay, WI 54304

Madison Center
3591 Anderson Street, Suite 101
Madison, WI 53704

Milwaukee Center
1135 S. 70th Street
West Allis, WI 53214

**Sheboygan Center - Main Campus
Lakeland College Graduate Studies**
P.O. Box 359
Sheboygan, WI 53082-0359

**UW Health
Fox Valley Family Practice Clinic**
Use Fox Cities Center mailing address

Center Locations

Bordini Center
5 Systems Drive
Appleton, WI

Central Wisconsin Center (Marshfield)
Mid-State Technical College
2600 West Fifth Street
Marshfield, WI

Central Wisconsin Center (Wisconsin Rapids)
Mid-State Technical College
500 32nd Street North
Wisconsin Rapids, WI

Chippewa Valley Center
770 Scheidler Road
Chippewa Falls, WI 54729
*(Chippewa Valley Technical College and
Chippewa Valley Job Center Building)*

Fox Cities Center
2320 Industrial Drive
Neenah, WI

Green Bay Center
2985 S. Ridge Road
Green Bay, WI

Madison Center
3591 Anderson Street, Suite 101
Madison, WI

Milwaukee Center
1135 S. 70th Street
West Allis, WI

**Sheboygan Center - Main Campus
Lakeland College Graduate Studies**
County Hwy M
Howards Grove, WI

**UW Health
Fox Valley Family Practice Clinic**
229 S. Morrison
Appleton, WI
*Is conveniently located in downtown Appleton with ample,
free parking available, please enter the parking lot from Allen Street.*

Mail your registration form to the center at which you most often take courses.

Online Registration

Online Registration

Register at our website (www.lakeland.edu). First night homework assignments will be mailed with your invoice and confirmation. Please follow one of the Payment Options listed below.

Payment Options

Lakeland College offers a number of convenient payment options. Choose the plan which suits you best and indicate your choice on the Registration Form. **Please note that all deferred payment plans require students to submit a signed credit agreement (page 15),**

I. Payment in Full Option

You may choose to pay in full for the entire semester prior to the start of classes. Your account will incur no finance charges if full payment is received by this time. For your convenience Lakeland accepts VISA, MasterCard, and Discover cards in addition to cash and checks. You may pay in full when you send in your registration or pay the full balance at the time of the on-site registration or textbook sale.

II. Deferred Payment Options

A 5% non-refundable per course deposit will be subtracted from the per course tuition balance. Interest will accrue monthly until balance is paid in full.

A. Monthly Installments

Students are responsible for submitting three equal monthly payments which will be due the 10th of each month after the start of the semester. Interest as provided in the Credit Agreement shall be added to the amounts due.

B. Reimbursement by Employer

If you anticipate employer reimbursement and will need to submit grades to your employer **before** reimbursement, you **must** complete the Employer Reimbursement Confirmation Form (page 13) and submit it with your registration. You may then either make monthly payments or defer your tuition until grades are submitted. Interest will accrue monthly until balance is paid in full. Note that the employer reimbursement agreement is between you and your employer only. Lakeland will not hold an employer responsible for payment of any student's account. If for any reason the balance is not paid within 45 days after the last class meeting, the account will be considered in default.

if you have not already done so in a previous term. The Credit Agreement need only be completed once and will remain in effect as long as you continue as a student in good standing and your employer reimbursement policy has not changed.

C. Financial Aid

If you are expecting financial aid to cover your **entire** balance less the 5% non-refundable per course payment on tuition, all related forms and applications must be received by the Financial Aid Office prior to the beginning of the term. Failure to do so will result in default and the account will be due in full unless new deferred payment arrangements have been made with Ms. Sue Bialk, Student Financial Counselor. Any amounts which are not expected to be covered by financial aid must be paid in accordance with the terms of the Credit Agreement. If a student receiving financial aid withdraws from all of his/her Lakeland College courses in a given term, he/she may be required to return some of the federal funds awarded. For further information on this policy, students should feel free to inquire at their nearest Kellett School Center or with Ms. Sue Bialk (800-569-2166, extension 1258) in the College's Financial Aid Office. Interest will accrue monthly until balance is paid in full.

D. Military Benefits

If you are eligible to receive federal monthly stipends, tuition assistance, and/or state reimbursement, you may either pay in full or make monthly payments. If you receive Chapter 31 benefits, all tuition and textbook charges will be billed to the Veterans Administration by the Lakeland College Veterans Coordinator.

Graduate Program Registration Form

Name _____		E-Mail Address (required): _____	
Social Security No. _____		[] Male [] Female	
Address _____		New address? [] Yes [] No	
City _____		State _____	Zip _____
Home Phone # _____	Work Phone # _____	Ext. _____	Birthdate _____
Place of Employment _____			
Have you previously taken graduate level courses at Lakeland? [] Yes [] No If no, new student must complete the following:			
Undergraduate degree _____		Institution _____ Year Completed _____	

Please register me for the following course(s):

(Please fill out course selection(s) including course number and section: e.g., BA700.01)

DEPT. NO.	SEC.	COURSE TITLE	DAY OF WEEK	CENTER/ONLINE
/ / / /	/ / / /			
/ / / /	/ / / /			
/ / / /	/ / / /			
/ / / /	/ / / /			

Registration Policies: If you are a new student, an official transcript must be sent directly to the Graduate Studies Office from your undergraduate institution before the first day of class. (Lakeland College transcripts need not be requested.)

A 5% non-refundable per course deposit is required to secure your registration. The balance is due before the first day of class.

You may make payments at the center where you are taking classes.

- | | |
|---|---|
| <p>Master of Business Administration
Cost: \$330 per credit</p> <p>Master of Education
Cost: \$290 per credit</p> | <p>Master of Arts in Counseling
Cost: \$300 per credit</p> <p>Master of Arts in Theology
Cost: \$290 per credit</p> |
|---|---|

NOTE: At this time, individual online courses are available in the M.Ed., MAT, and MAC programs - full degrees are not available via the online format. The full MBA is available via the online format.

Payment Options:

(Check all options that apply.)

I. [] Payment in Full

II. Deferred Payment Options

The following options require a 5% non-refundable per course deposit and a signed Credit Agreement, unless otherwise on file:

- A. [] Monthly Installments**
Students are responsible for submitting three equal payments with interest due.
- B. [] Reimbursement by Employer**
A completed Company Reimbursement Form (page 13) must accompany your registration form. One payment with interest due within 45 days after term end.

C. [] Financial Aid

[] Grants [] Federal Loans
You need to be admitted to the college and complete all applicable forms.

D. [] Military Benefits (Check all boxes below that apply.)

You need to indicate the benefits you intend to receive each semester to ensure accurate processing of military paperwork.
 State of Wisconsin Chapter 30 Chapter 1606
 2171 1227 Chapter 31 Chapter 35 Other

Amount Enclosed or Charged to Credit Card \$ _____

Method of Payment: Check/Cash/Money Order
 MasterCard VISA Discover

Credit Card No. _____

Exp. Date _____ / _____

Ethnic Background: The following information is needed for various government reports and is **not** used for admission.

Check One: Hispanic White Non-Hispanic Black Non-Hispanic Asian or Pacific Islander American Indian or Alaskan Native

Your response to the following question is mandatory. Your registration will not be processed without it.

Are you a U.S. citizen or Permanent Resident (Greencard holder)? Yes No Non-Resident Alien Other _____

Lakeland does not discriminate on the basis of sex, race, age, religion, national origin, veteran status, disability, handicap, marital/parental status or sexual orientation.

I have read all the rules and regulations printed in this course schedule book and fully accept my responsibility regarding admission, tuition, and, in particular, withdrawal. All balances are assessed a 1½% interest rate per month. Any defaulted accounts will be assessed fees.

X SIGNATURE _____

Date _____

<p>Office Use Only</p> <p>App _____ Amt _____</p> <p>By _____ Due _____</p>	<p>Method of Payment</p> <p>[] Charge [] C.A. [] Cash [] Check [] PDS _____</p> <p>Rec'd by _____ Date _____</p>
---	---

Comment Reply Form

Yes! I would like the following friends/co-workers/acquaintances to learn about Lakeland College's Graduate Studies Program. Please send information to:

Name _____

Name _____

Address _____

Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Phone # _____

Phone # _____

We would appreciate you taking a few minutes to fill out the following questionnaire. Your response helps us as we plan upcoming semesters and look for ways to improve the Graduate Studies program.

A. I am currently enrolled in: MBA _____ M.Ed. _____ MAT _____ MAC _____.

B. Regarding the Summer 2006 courses (beginning Tuesday, May 30, 2006):

1. I plan to enroll in the following number of courses: none one two three

2. I will probably enroll in the following course(s) listed in the tentative Summer 2006 schedule:

3. I need to enroll in the following course(s) in Summer 2006 but do not see it/them listed in the Summer 2006 tentative schedule:

4. I prefer courses on: Monday-Thursday evening during the day.

C. I plan to graduate at the end of Spring 2006 Summer 2006 Fall 2006 a future semester.

D. I would like to arrange an appointment with an academic counselor. Yes No

All students using the Reimbursement by Employer payment option must complete this form at the beginning of every semester. Future registration is put on hold until this form is received.

Reimbursement By Employer Confirmation

Student Section

Name Signature

Student ID # Semester requesting extension of payment

Name of Employer

Employer Address City

State Zip Employer Phone Number

Employer Section

I certify that the above-referenced individual is employed as indicated and is entitled to tuition reimbursement as described in the attached company policy of tuition reimbursement.

Authorized Signature Date

Title

Please attach a description of your company policy on tuition reimbursement.

Lakeland College Section

Reg. Hold Date:

Semester: By:

Mail or Fax Form to your Adult Education Counselor.

Credit Agreement

If you choose one of the deferred payment options, please fill out this form completely. Detach and submit with Registration Form.
Students who have already submitted a credit agreement need not fill out another.

Notice

This credit agreement will remain in force unless revoked by Lakeland College.

I understand that all charges on my account must be paid in full before financial aid funds received by Lakeland College on my behalf are disbursed directly to me. I further understand that failure to pay any installment completely and by the due date may result in my enrollment being cancelled without notice.

In consideration of the extension of credit to me by Lakeland College (hereinafter called the College), at the College's option from time to time, for merchandise and/or services under this credit agreement I agree:

To pay the amount of fees assessed on merchandise items or services purchased or miscellaneous charges incurred and charged to my account and FINANCE CHARGES at the ANNUAL PERCENTAGE RATE OF 18% (1.5% monthly periodic rate) assessed on the BALANCE SUBJECT TO FINANCE CHARGE. The BALANCE SUBJECT TO FINANCE CHARGE is computed by subtracting from the previous balance outstanding at the beginning of the billing cycle all payments or credits received 30 days from the billing date and adding any charges made during the billing period. All monthly statements are payable upon receipt (not to exceed 30 days from the billing date) and I agree to pay at least the monthly minimum installment due in accordance with the minimum payment schedule which follows:

1. Monthly Installment

- a. 5% deposit per course due with the Registration Form
- b. 1/3 of the total charges (less deposit) plus interest each month for three months.

2. Reimbursement by Employer

100% of the total balance plus interest as described above no later than 45 days after the semester ends, per your payment option indicated on the Registration Form.

A Reimbursement Confirmation form (page 13) must be completed each semester.

3. Financial aid

Financial aid is disbursed following the last day to withdraw from class. Interest will accrue on any balance after 30 days if aid is incomplete or does not cover all expenses.

4. Military

Any balances not paid directly to the College by the military are subject to interest accrual.

I further understand and agree as follows:

1. That I may pay more than the monthly payment at any time and that if I pay the full amount of the new balance on my statement within 30 days of the BILLING DATE, I can avoid any FINANCE CHARGE on my next statement with respect to the new balance, and
2. That the College reserves the right to deny credit for future semesters, and
3. That the College may make changes in the future in the terms of my account by mailing to me written notice of any such changes prior to their effective dates as prescribed by law and that any such amendments shall apply to outstanding balances on my account as well as to future transactions, and
4. That if I fail to make any scheduled payment when due, the entire amount of the unpaid principal and interest due under this Agreement will become immediately due and payable without notice to me.

I have read and agree to be bound by the Terms of the Lakeland College Credit Agreement which are printed on the reverse side of this page. I have read and understand the Disclosure Statement printed on the reverse side of this page.

I hereby apply for the credit agreement and will pay per the terms of my chosen payment option. This agreement is executed in compliance with the Wisconsin Consumer Protection Act.

Print Name _____

Date _____

X Signature _____

Social Security No. _____

Employer _____

Employer's Address _____

Type of Agreement: (Primary source of payment) Monthly Installments Reimbursement by Employer Financial Aid Military Benefits

ANY HOLDER OF THE CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL THE CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID THE DEBTOR HEREUNDER.

Wisconsin Marital Property Act Credit Application Form

The Wisconsin Marital Property Act became effective January 1, 1986. This law will affect persons receiving credit after that date. In order to comply with the provisions of the law, it is necessary for you to provide the information requested below. We will be unable to process your credit until the information is filed.

Marital Status: Married Unmarried Legally Separated (Date of decree _____)

If Married:

Spouse's Name _____

Spouse's Address _____

I certify that I have read and understand the Wisconsin Marital Property Act Disclosure Statement on the back of this page, and that the above information is true and correct.

X Signature of Student _____

SEPARATE STATEMENT OF NATURE OF CREDIT OBLIGATION: The credit obligation for which I am applying will be incurred in the interest of my marriage or family.

X Signature (Married students only) _____

Terms of Credit Agreement

The payment of all tuition and fees becomes an obligation upon registration at Lakeland College (hereafter referred to as "the College"). The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment of the student's obligations. In order to comply with those federal statutes and regulations, the College requests that the student carefully review the following disclosures, terms and conditions before signing this agreement.

This payment agreement will cover the student's financial obligations to the College for so long as the student continues to incur obligations to the College and/or has an outstanding balance on his/her account. If the student signs more than one payment agreement and disclosure statement, the agreement and statement which was last executed shall control the payment of the student's financial obligations to the College. This agreement and disclosure statement supersedes all tuition agreements previously signed by the student, but does not relieve the student of any financial obligations incurred with the College in prior semesters. The College reserves the right to modify the terms and conditions of this payment agreement, prior to registration for any semester, by sending a written notice to the student at his/her last known billing address. The student is responsible for providing the Business Office with his/her billing address and phone number. The student shall inform the Business Office of any changes to his/her billing address or phone number.

A student with a balance on his/her account on the billing date of any month will receive a monthly statement with the amount owing designated as the new balance. Payments, credits, or changes received or made after the billing date will be reflected on the student's next monthly statement.

The College will use a monthly periodic rate of 1.5%, which corresponds to an **annual percentage rate of 18%**, to compute the **finance charge**. The College figures the **finance charge** on the student's account by applying the periodic rate to the adjusted balance of the student's account. The adjusted balance is equal to the previous balance shown on the monthly statement less any payments and credits received by the due date shown on the statement. The student may pay the new balance in full at any time.

If the new balance shown on the monthly statement is paid by the due date listed on the statement, the student will incur no **finance charge**. If full payment is not made by that date, a **finance charge** is imposed on the balance of the account.

The student shall pay any prior obligations due on his/her account prior to the completion of registration, except as specifically provided for in this agreement. An account that has a delinquent balance at the time the student schedules classes for the following semester prohibits the student from completing the registration process until the account is paid in full. Any changes in the student's financial obligations to the College, caused by a change in schedule or in aid for the semester, will be itemized in the monthly billing statement. The College reserves the right to terminate the student's privilege of paying on his/her account under any deferment plan. In the event of such a termination, the entire balance shall be immediately due and payable. The student's failure to pay the entire balance shall result in the account being handled as a delinquent account as explained below.

Delinquent accounts occur when the payment terms have not been met. If a payment is not received within 10 days of the due date, the student will be given an additional 10 days to either 1) bring the account current or 2) contact the Student Financial Counselor's office to make new satisfactory arrangements. If a new plan is not agreed upon or the delinquent payment is not received by that time, the entire balance shall be immediately due and payable.

The College has the right to take steps to collect the balance, including, but not limited to the following: prohibiting the student from scheduling classes for the following semester; withholding course credits, academic transcripts, and diploma until the balance is paid; turning over the student's account to a collection agency; and taking legal action to collect the balance due. The student authorizes the College to release financial information about his/her account to those concerned with collecting the balance owed. If the College incurs any expenses in collecting the student's account, the student shall pay all the College's cost of collection. This includes, but is not limited to a collection agency fee and/or reasonable attorney's fees.

Disclosure Statement

Federal regulations concerning the Truth-in-Lending Act require the following technical disclosure of terms of payment and credit.

The payment of a Student's obligation to the College will be governed by the Student Credit Application, Payment Agreement, and Disclosure Statement printed above, which each Student will be required to sign prior to registration. Additional copies of the Agreement are available from the Business Office at Lakeland College.

A monthly statement will be sent to the billing name and address furnished by the student if there is a balance on his or her account. If the amount called **balance** on the statement is paid in full by the **due date** shown on the statement no **finance charge** will be assessed. Payments, credits, or charges received or made after the Bill Date will appear on your next semester.

Otherwise a **finance charge** is computed by applying the monthly periodic rate 1.5% (**annual percentage rate 18%**) to the amount of the **previous balance** shown on the current monthly statement after deducting the payments shown on the statement. Any subsequent charges shown on the statement will not be assessed a **finance charge** until the following billing period. Any credits in the current month's items shall be considered

as a payment for the purpose of calculating the **finance charge**. Any credit appearing as the **balance** may be refunded to you upon request unless the credit is required by the College.

In case of **errors** or **inquiries** about your bill, send your inquiry in writing to the Business Office, Lakeland College, P.O. Box 359, Sheboygan, WI 53082-0359 and include your name, account number, and a description of why you believe the statement is in error.

You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute until such time as the College has either corrected the error or explained why the College believes that the bill was correct. During the same time, the College may or may not take action to collect disputed amounts or report disputed amounts as delinquent.

You may also call the Business Office (920-565-1220 or 1-800-569-2166) for any explanation, but if you are not satisfied, your notice in writing must reach the College within 60 days after the monthly statement was sent in order to preserve your rights under the Federal Truth-in Lending Act.

This is a summary of your rights: a full statement of your rights and the College's responsibilities under the Federal Fair Credit Billing Act will be sent to you upon request.

Wisconsin Marital Property Act

The Wisconsin Marital Property Act became effective January 1, 1986. This law affects persons receiving credit after that date. In order to comply with the provisions of the law, it is necessary for you to provide the information requested on the Wisconsin Marital Property Act Credit Application Form. We will be unable to process your credit until the information is filed.

Marital Status (married, unmarried, legally separated).

If married, spouse's name and address.

Notice to Married Students: No provision of a marital property

agreement, a unilateral statement under s.766.59 Wisconsin Statutes or a court decree under s.766.70 Wisconsin Statutes adversely affects the interests of the Lender unless the Lender, prior to the time credit is granted, is furnished a copy of the agreement statement, or decree or has actual knowledge of the adverse provision when the obligation to the lender is incurred.

If you wish to have a marital property agreement, unilateral agreement, or court decree considered in connection with your credit application, you may enclose a copy of it with your registration.

Course Descriptions

BA 700 Business Research Methodology-This course provides an overview of the MBA program, its research and methodology. It is a practical treatment of the process of business decision-making using quantitative methods, tools and techniques. Topics covered include hypothesis testing, confidence intervals, sampling, probability analysis, proportions, regression analysis, and interval estimation. Prerequisite: basis statistics. 3 semester hours

BA 715 Applied Microeconomic Theory-This course incorporates the tools and logic of microeconomic analysis together with quantitative and statistical methods. The principal focus is on understanding and predicting economic behavior of consumers, firms, and industries through product line and industry modeling and model estimation. The use of current statistical software and computer technology is promoted throughout the course. May include a segment on microeconomics that focuses on policy issues. Prerequisites: basic economics and basic statistics. 3 semester hours

BA 720 Applied Managerial Accounting-This course is designed to provide a broad awareness of the interrelated concepts of systems, information, decision making, controls and accounting. The course covers the related reports and documents generated by the information system and provides an understanding of computerized and non-computerized information and control system tasks. Students will develop the ability to analyze, plan, design, implement and manage accounting information and control systems. Prerequisite: financial accounting principles. 3 semester hours

BA 730 Organizational Effectiveness-This course provides an overview of the emerging field of organizational effectiveness. It examines the necessity for an organizational effectiveness strategy and the appropriate and competent use of such a strategy in the context of a business firm. This course will not only enable participants to define organizational effectiveness, but also to develop a model most appropriate to an organization's unique characteristics and situational realities, incorporate organizational effectiveness concepts into the management practices and culture of the organization, and use organizational effectiveness as a learning strategy. Prerequisite: management concepts. 3 semester hours

BA 735 International Trade and Finance-This course deals with the environmental and functional differences between the U.S. and international business, including international financial planning and cash management, foreign exchange, and the financial context of business decision making. 3 semester hours

BA 740 Management Information Systems-This course focuses on the management of information as an integral part of the decision making process. The objectives include developing ways of thinking and acquiring skills and knowledge needed by managers for evaluating information for decision making purposes, specifying information requirements, using information in developing plans and programs and evaluating the effect of information management decisions. Prerequisite: basic computer skills. 3 semester hours

BA 745 Cultural Understanding and International Business-This course provides a forum for better understanding the different cultural values inherent in international markets - showing how understanding impacts successful entry and business functioning in those markets. This course is an elective in the MBA program. 3 semester hours

BA 750 Applied Marketing Management-This course provides an overview of the integration of pricing, distribution, promotion and product differentiation policies used in planning and decision making. The integration of marketing with other business functions is emphasized, along with its socio-economic implications. The emergence of e-commerce as a marketing strategy is also considered. Prerequisites: management and marketing concepts. 3 semester hours

BA 760 Production and Operations Management-At an advanced level this course deals with the basic concepts, the interrelationships of math models, and design and process capability. It is further concerned with flow processes as related to material flows, location of facilities, and product-line design. The design and management of capacity, standards in work design, production and quality, including total quality management, production and inventory control, and management planning models are also covered. Prerequisite: basic statistics. 3 semester hours

BA 765 Financial Decision Making-This course is concerned with the allocation of resources in the business firm. It includes consideration of the nature of funds drawn from financial markets and the commitment of those funds to productive investments. A major objective is to enhance the understanding of financial management concepts and the ability to apply those concepts. Topics include analysis of financial performance, operations planning, capital budgeting, capital structure, financial institutions, and instruments. Prerequisite: finance principles. 3 semester hours

BA 767/BA 768 Certified Management Accountant Preparatory Course-This course includes graduate accounting concepts and principles, case studies, and C.M.A. review materials prepared by Gleim Publications, Inc. for the C.M.A. Exam Parts 1-4. BA 767 focuses on C.M.A. Exam Parts 1 and 2, and BA 768 focuses on C.M.A. Exam Parts 3 and 4. The C.M.A. is an international certification granted by the Institute of Management Accountants (IMA) upon successful completion of all four parts of the exam.

BA 770 Legal and Regulatory Environment of Business-This is a study of the impact of a firm's social, legal, regulatory, political, ethical and international environments upon its objectives. The specific course objectives are: to provide a general understanding of the major relationships between business firms and their stakeholders, to develop key concepts and principles that can be used by managers as they cope with the various stakeholders, and to provide some practice in using analytical tools by applying them to selected current problems and issues confronting business. 3 semester hours

BA 775 Human Resource Management-This course examines human resource management as currently practiced and future roles for human resource management. Specific attention will be placed on the practical use of human resource management concepts to line leadership roles. 3 semester hours

BA 777/BA 778 Certified Public Accountant Preparatory Course-The contents of this course include graduate accounting concepts and principles, case studies, periodic exams, and Becker-Convser C.P.A. preparatory review materials. This course is nine semester hours of graduate credit and will count toward the 150 credit requirement to sit for the C.P.A. examination. BA 777 counts for three semester hours of credit and includes preparatory materials for C.P.A. Exams on Regulation and Business Environment. BA 778 counts for six semester hours of credit and includes preparatory materials for C.P.A. Exams in Auditing and Financial Reporting.

BA 780 Managerial Finance-Application of financial theory and advanced techniques to the managerial decisions of the business firm. Topics covered may include risk, valuation, capital structure, mergers and acquisitions, investment decisions and international finance. Prerequisite: basic finance. 3 semester hours

BA 785 Special Topics and Issues: Current Issues in Human Resource Management-This course will cover current issues in topics in human resource management, specifically, changes in the last ten years. Topics include: the erosion of the 'at-will employment', new affirmative defenses in sexual harassment situations, hostile work environment doctrine for sexual harassment and race and age discrimination, employment law relative to privacy and drug and alcohol testing, OSHA ergonomic rules, diversity in the workplace, and labor relations processes and ethical practices. 3 semester hours.

BA 790 Corporate Strategy and Decision Making-This is a capstone course designed to allow the student to integrate knowledge obtained from previous courses with personal experience. A student-centered approach provides opportunity for practice and experimentation in the strategy formulation. Emphasis is on the conversion of the vision of executive intuition into definite plans that can be operationally implemented. Strategy support systems will be used to assist the student in making the transition from a change-resistant operations approach to the change-oriented and future-oriented approach. Prerequisite: a minimum of twenty-four semester hours of MBA credit. 3 semester hours

CN 701 Introduction to Counseling and Human Development-This course is the introduction to the master's in counseling program, providing an overview of many topics that will be covered in depth throughout the program. Students will gain knowledge on individual and group behavior, personality, human growth and development, counseling theories, and a variety of professional issues. 3 semester hours

CN 702 Counseling Process and Helping Relationships-This course focuses on the processes of counseling relationships and learning the skills necessary for the counselor. The student will learn hands-on applications of basic counseling skills, opportunities for development of personal styles related to counseling, application of basic theories and consultation strategies. Prerequisite or concurrent enrollment: CN 701. 3 semester hours

CN 703 Career Development-This course provides an understanding of career and lifestyle development and career counseling techniques and strategies. The content includes the history and future of work, theories, assessments, informational resources, employability skills, program planning, computer applications and career management. 3 semester hours

Course Descriptions (Continued)

CN 704 Assessment in Counseling-This course is designed to present strategies and information for selecting, administering and interpreting qualitative and quantitative assessment instruments in the counseling process. Topics include basic concepts of psychometrics and assessment, use and interpretation of standardized and non-standardized measures of appraisal, and issues related to special populations. 3 semester hours

CN 705 Counseling in Groups-This course focuses on effective counseling techniques for working with groups. Topics include group development and dynamics, leadership styles, and group counseling processes, methods and skills. Prerequisite or concurrent enrollment: CN 701. 3 semester hours

CN 706 Social and Cultural Issues-This course provides a broad understanding of the characteristics and needs of culturally diverse client groups seeking counseling. Topics include changing cultural, economic, and social conditions and the issues and trends in our society. 2 semester hours

CN 708 Research and Evaluation-This course covers basic methods for planning, conducting and interpreting research and evaluating counseling programs. 2 semester hours

CN 711 Counseling in Schools-This course provides a comprehensive overview of counseling in the K-12 settings. Topics include the role and function of the counselor, coordination with programs outside of the school, referrals, development and implementation of comprehensive developmental guidance programs, individual and group counseling, leadership techniques, classroom management skills, special populations and issues and consultation methods involving parent, educators and the community. 3 semester hours

CN 712 Consultation and Outreach for Counselors-This course helps counselors learn outreach methods and to develop a repertoire of consultation and outreach resources. Topics include consultation theory, referral procedures with community organizations such as social services, police and corrections, employment services, mental health providers and others, and effective methods for consultation with parents and the school community. 2 semester hours

CN 713 Field Work in School Counseling

CN 722 Field Work in Community Counseling

CN 732 Field Work in Higher Education-Supervised practical experience in either K-12, community or higher education setting. Experience may include counseling, program development, administration, and delivery of services. NOTE: This course is primarily done in the field, however it will be facilitated using the online platform to coincide with student field experience. 3 semester hours

CN 720 Community Counseling-This course offers students an overview of counseling in community, agency or mental health settings. Studies include the roles of counselors, professional issues, organizational structures, characteristics of clients, programs, delivery services, and counseling, consultation and intervention strategies. Prerequisite: CN 701 or experience. 2 semester hours

CN 721 Counseling for Chemical Addiction-Provides information and strategies specific to working with clients and students on issues related to drug and alcohol addiction. Includes topics related to area resources, intervention strategies, family issues, pharmacology, and recovery. 2 semester hours

CN 730 Student Services in Higher Education-Overview of student services in technical colleges, colleges and universities. Content includes current issues and trends in higher education, history of student services, methods to develop and evaluate programs, legal and ethical issues, and diversity issues. 3 semester hours

CN 750 Counseling Practicum

CN 751 Advanced Counseling Practicum-This classroom experience will accompany students' practicum or advanced practicum experiences. Students will receive support for their practicum work, feedback from peers on challenging situations, and additional information pertinent to practicum activities. 5 semester hours

CN 760C Contemporary Topics: Counseling Theory-This course is designed to acquaint students with basic counseling theories. Students will gain an overview of the major theoretical approaches utilized in counseling and psychotherapy. Strategies and techniques from each theory will be presented to show how those methodologies can be used to assist clients. The theories outlined in this class can also be used to increase self understanding. 3 semester hours

CN 760J Contemporary Topics: Counseling and the Humanities-This course examines disciplines and resources in the Humanities that may add to the counseling process. Specific topic areas will include expressive therapies and evidence for journaling; the power of first person accounts; visual arts and perception skills; poetry and affective processes; drama and personality dynamics; music and song as therapeutic components. This course is intended to facilitate interests in expressive therapy modalities, wider scholarship in the humanities and personal development of mindfulness and patient-centered care skills. 2 semester hours

ED 701 Contemporary Philosophies of Education-This study of contemporary and traditional theories of education and their application to the American school raises the question of why we do what we are doing, introduces students to the conceptual analysis of current practice, and encourages critical analysis of current practice and individual style.

ED 702 Organization and Operation of American Education-The course is designed to provide teachers with the theoretical foundations and basic skills of elective professional leadership while examining the formal structure of American education.

ED 703 Learning and Cognition-This course is an advanced study of human growth and development exploring contemporary issues in learning and brain research. 3 semester hours

ED 718 Character Education and Values in the Classroom-This course focuses on the development of students as individuals in society. Recent state and federal positions will be explored as will the impact of special interest groups and religious agendas.

ED 720 Assessment in the School and Classroom-This course will familiarize students with state requirements for assessment, portfolio development, rubrics and construction of viable assessment devices for the classroom. 3 semester hours

ED 730 Technology and the School of the Future-With the emergence of technology, classroom teachers will be incorporating computers and other pieces of technology into lessons and activities. This course is designed to assist teachers in lesson development and research activities for inclusion of technology in the classroom. Pre-requisites: EDU 535 and EDU 536 or satisfactory score on the technology proficiency assessment.

ED 751 Supervision of Student Teachers-This is a two day graduate workshop designed for practicing teachers who wish to meet the State of Wisconsin requirements for supervision of student teachers.

ESL 722 Second Language Acquisition and Applied Linguistics-This course is a study of linguistics to prepare students for teaching English as a Second Language. Topics include theories of first and second language acquisition, contrastive analysis, error analysis, discourse analysis, and ESL/bilingual education.

ESL 724 Teaching Methods in ESL-This is one of the courses required for preparation for ESL certification. The first half of this course includes study and demonstration of general methods for teaching English as a Second Language. The second half includes study and demonstration of methods for teaching academic content to ESL students. Both sections focus on instructed language acquisition (early childhood through adolescence) and include assessment methods, curriculum development, and materials evaluation. Prerequisites: EN 380 English Language, ESL 721 English Grammar, ESL 722 Second Language Acquisition and Applied Linguistics, and foreign language study.

TH 560 Seminar in Christian Worship-Study of the origins, theology, and practice of Christian worship. Classical and contemporary liturgies, the sacraments, rites and special services of the church as teaching and celebration. Preaching the gospel as proclamation, teaching, and hearing. Special emphasis on liturgical form and language as symbols of Christian truth. Analysis of sermons. 3 semester hours

TH 651 Adventures in Scripture-This course will investigate the book of Psalms, the Gospel of Luke, and John's Apocalypse (Revelation). Its aim is to help students more keenly appreciate the literary artistry and theological depth of these biblical texts. **This course will satisfy one tutorial requirement.** 3 semester hours

The Faculty

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