

# University College

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## UNIVERSITY COLLEGE

Mary Lou DeRosa, MBA, *Interim Dean*

University College brings Sacred Heart University's resources and programs to adults, part-time students and to the community. It is also the college that develops and implements innovations in pedagogy, delivery and content.

University College administers Weekend University, Summer Intersessions, Winter Intersession, English as a Second Language, the Center for Spirituality and Ministry and the Center for Financial Education (CFE). The campus in Stamford is home to the CFE, part-time undergraduate studies, education courses and graduate-level business certificates.

A major objective for the college is to maintain and expand its position as the regional leader in providing learning opportunities to adult students. This is accomplished by stressing teaching, student service and access, responsiveness to emerging educational needs and Sacred Heart University's mission and values. University College develops, markets and delivers certificate and degree programs designed for adult learners. It is responsive to the education needs of business, social service and professional and governmental organizations.

### Admissions Process for Part-Time Study

All part-time day and evening undergraduate students, AHEAD, weekend university and summer school students are admitted through University College.

Students seeking admission to University College do not need prior college experience to begin their studies, and standardized tests are not required. If an individual is a first-time student, he/she must submit a high school diploma or its equivalent and meet with an academic advisor to discuss educational goals. If a student has attend-

ed another institution and completed 12 or more credits with a grade of C or better, the high school diploma is not required, but an official transcript must be received and evaluated before acceptance can be complete.

After receiving acceptance into a degree program, the student will review the individualized plan of study with an advisor, and use this worksheet when registering for future classes.

New students should follow these easy steps to become students at Sacred Heart University:

1. Complete an application and make an appointment to meet with a part-time admissions advisor. The application form is available online at [www.sacredheart.edu/applyuc.cfm](http://www.sacredheart.edu/applyuc.cfm). Whenever possible, transfer students should fax a copy of their college transcript(s) to University College at 203-365-7500 prior to their appointment. The advisor will perform a preliminary evaluation of any transfer credits, and during the initial meeting will answer any questions, discuss program requirements, and help students register for a class.
2. If transcripts have been reviewed, but an acceptance has not yet been issued, students may register as in-process students. Registration forms are available on our website.
3. Connecticut law requires that students born after December 31, 1956, provide proof of measles immunization, as described in the University College course schedule booklet or online.
4. Registration is ongoing.
5. Although not required, it is recommended that students meet with an advisor from their major periodically to ensure completion of the program in a timely manner.

Correspondence should be directed to:  
University College

Sacred Heart University  
5151 Park Avenue  
Fairfield, CT 06825-1000  
Phone: 203-371-7830  
Fax: 203-365-7500  
E-mail:coreye@sacredheart.edu

## **Specialized Services and Programs of University College**

### **Academic Services**

Academic Services are designed to assist adult students in establishing and achieving educational goals. Services include pre-admission and new student advisement, degree planning information, academic support and referral. Academic support assistance is available in the areas of academic and peer advisement, major options and declaration, early and mid-term assessment indicators, course selection and registration.

### **Academic Skills Assessment**

University College ensures that students in the program are well prepared to handle any and all situations connected with the college experience. Through the Jandrisevits Learning Center, placement testing is offered in Math; appropriate coursework is recommended; and assistance is provided in the areas of critical thinking, memory skills, problem solving, reading comprehension, test taking, time management and public speaking.

### **Assessment of Prior Learning**

Recognizing that higher education also occurs outside the classroom, the University awards academic credit to students for what they have learned through life and/or work experience in very exceptional circumstances. This experience can be the result of self-education, professional certification, in-service training programs, volunteer work or management work.

To apply for credit, the student must be enrolled at the University in the semester in which the portfo-

lio is submitted. Credit is awarded only for experience that parallels the University's courses and programs. This credit can be used in the core curriculum, in the major or as free electives, as long as the student completes at least 30 credit hours in the classroom, with one-half of the major taken in the classroom at Sacred Heart University. No more than 60 credits can be awarded for prior learning and CLEP, DANTES and EXCELSIOR combined. This credit is not awarded in areas where National Testing Programs are applicable.

The portfolio should include a brief work resume, a detailed description of the individual's experience tailored to particular courses offered by the University and supporting documentation. Supporting documentation may include certificates, awards, letters of recommendation, job descriptions and samples of work. As the portfolio is being composed, the student should be reflecting on the learning that has been derived from his/her experience.

The portfolio and application form are submitted to University College, along with the application fee. The portfolio is referred to the appropriate faculty for a determination of any credit award. Some academic departments review the portfolio as a committee, while other departments prefer to test the student in the particular subject matter.

After the faculty committee has evaluated the portfolio, it is then reviewed by the department chairperson. A letter of award is prepared.

For additional information on the Assessment of Prior Learning program, contact University College at 203-371-7830.

### **College Credit by Examination— National Testing Programs**

#### **EXCELSIOR, CLEP and DANTES**

These are national programs awarding college credit by examination.

The University awards credit for CLEP, DANTES, and certain EXCELSOR exams, but does not administer these exams. College credit is awarded when a student successfully passes an exam with a score of at least 50. Credit is awarded only in areas where the student does not have prior credit applied toward a degree.

Students may not take exams in a graduating semester. Speech and composition waivers, and term paper/essay requirements for the EN 110 CLEP exam must be submitted within the first five weeks of the semester. Contact the Director of Freshman English at 203-371-7810 for further information about these policies.

Sacred Heart University offers the Nursing student the opportunity to take EXCELSIOR exams in Anatomy and Physiology I and II, and the National League for Nursing (NLN) challenge exam in Microbiology. For additional information concerning these exams, contact the Nursing Programs Office at 203-371-7715.

Adult learners have accumulated a wealth of experience throughout life. Sacred Heart University recognizes that knowledge and expertise are not exclusively delivered in a college classroom. University College can provide mechanisms for adult students to convert life's education to college credit. Through CLEP, DANTES and EXCELSIOR national testing, portfolio presentation, and American Council on Education and New York Regents'-sanctioned noncollegiate sponsored learning, students can earn as many as 60 credits.

### **Career Counseling Services**

Professional staff members work with students to assess abilities and interests in order to formulate a potential study plan. Emphasis is on planning for life. Services are offered to identify and establish career goals, address current career issues and research new options. In-depth career consultation, testing and résumé assistance are available

on an appointment basis.

### **English as a Second Language (ESL)**

The ESL program is designed for students whose native language is not English and who wish to study English either full or part-time. The program is designed to help students improve their oral and written communication skills in English, preparing them for successful study in an American academic institution.

The program offers six levels of English language courses, from beginning to advanced. Levels 1–4 are noncredit, preacademic, intensive courses. Full-time ESL students enroll in eight-week sessions, taking a cluster of oral communication, written communication, pronunciation, and service learning, totaling 20 hours per week.

Levels 5 and 6 are credit-bearing, semester-long courses that focus on college reading and writing. Students in these levels may take University classes while they complete their language training.

Placement in both the noncredit and credit ESL Programs is determined by the University College English Placement Test, an oral interview, and the student's language profile. For more information regarding the program, contact the Interim Director at 203-365-7528. For further support, tutoring is also available at the University Learning Center.

Placement in the ESL program depends on TOEFL, SAT scores, University placement tests, an oral interview and the student's language profile. For more information regarding the program call 203-365-7528.

### **Financial Assistance Services**

The Office of Student Financial Assistance counsels students regarding all of the options available to meet the cost of education. By combining grant money, government-subsidized loans, low-interest

loans, deferred payment plans, employer reimbursement opportunities, VA eligibility programs, a plan will be designed for the specific requirements of each student.

## **Curricular Formats in University College**

University College allows students to pursue undergraduate study in a variety of formats. Classes are offered at Sacred Heart University campuses in Fairfield and Stamford. Students can elect from the following choices:

### **Accelerated Classes**

Traditional collegiate study terms run anywhere from 15 to 18 weeks. University College can consolidate class time periods to speed up course completion. Depending on the course, students can choose 51/2- or 71/2-week terms, with class meetings either once or twice per week, intensive sessions of varying lengths or a weekend schedule. Many students are able to accumulate more than 30 credits in just one year.

### **AHEAD Classes (Adults in Higher Education working for Accelerated Degrees)**

AHEAD is an accelerated scheduling format with courses offered in Business Administration and Finance. The core curriculum is the same for all University majors, therefore AHEAD core courses are available to all part-time students. AHEAD provides working adults 23 years or older the unique opportunity to complete an Associate or Baccalaureate degree program of study in half the time of a traditional part-time program. It consists of five terms per year. Each term is seven and one-half weeks in duration. Classes meet two nights per week for 2 hours and 15 minutes per night, or one night per week for 4 hours and 15 minutes.

### **Online Learning**

Sacred Heart University's Online Learning is an Internet-based teaching/learning experience. The University uses Blackboard as its learning plat-

form. Blackboard is educational software which provides a user-friendly interface, with simple point-and-click access to course content, collaborative workspaces, and online resource centers. It is available 24 hours a day and allows for easy information flow between student and instructor. Courses require that students work independently and interdependently with their instructor and with fellow students. A commitment to do this is required of the students in order to sustain their participation. Participants must maintain their own access to the Internet, with e-mail capability and have Microsoft Word or compatible word processing software.

### **Guided Independent Learning**

University College provides qualified students the option to engage in advanced or specialized independent study in a given academic area. Faculty members guide students through all phases.

### **Traditional Semester Study**

Adults who prefer standard course presentation and time intervals can elect to tailor their programs in the traditional format, both during the day and in the evening. Many students "mix and match" course delivery formats, depending on subject, content and degree of difficulty.

### **Weekend University**

The Weekend University offers University core curriculum courses that facilitate the pursuit of a degree. There are two sessions offered in an alternating weekend schedule, allowing students to take two courses per semester.

### **Taste of College—Lifelong Learner**

Adults 62 years of age or older interested in lifelong learning may take college courses on a seat-available basis. Adults may take college courses at a reduced tuition per course. Selected course offerings vary each semester. Interested adults should contact 203-371-7830 for more information.

## The Center for Financial Education

The Center for Financial Education was established on the Stamford Campus of Sacred Heart University to offer greater Fairfield County opportunities for continuing education in the financial services area. The center assists the university in carrying out the mission of being “able to respond to an ever-changing world” and “combining education for life with preparation for professional excellence.”

Admission to the Financial Planning Certificate program is open to individuals with a baccalaureate degree in any discipline. Transfers from other board-approved programs are also welcome.

Offerings include:

- The Financial Planning Certificate Program
- Project Management (online)
- Series 7 Prep
- Registered Paraplanners Program

## Baccalaureate Degree in General Studies

The General Studies program was developed specifically for adult students interested in custom-designing their own multidisciplinary curriculum. It allows students to investigate areas of study that best serve their life and/or work situation. Students select courses from either one or two broad areas of study. With the help of a faculty advisor, a cohesive plan of study, which culminates in a project to synthesize the learning experience, is designed. Classes may be taken in any number of formats.

### Program Structure

Students select 36 major credits from either one or two broad areas of study plus a capstone project (3 credits). The broad areas of study are:

- Arts and Humanities
- Natural Science, Numerical and Symbolic

Reasoning

- Professional Studies
- Social Science

A capstone project course is required at the end of the program to synthesize learning. In developing the General Studies major, students, with the help of a faculty advisor, formulate a comprehensive plan of study. This ensures the pursuit of a meaningful program rather than a collection of unrelated electives.

## Course Scheduling

Students may select courses from the University's regular day and evening offerings in the Fall, Winter Intersession, Spring and Summer terms. Students can also take courses in an accelerated format, as well as on weekends. The program is available at the main campus in Fairfield, with selected courses offered at the Stamford campus.

## Qualifications for Admission

Admission to the General Studies program is open to individuals with a high school diploma or its equivalent. Students who already have transfer credits are also welcome. Credit through CLEP, DANTES and EXCELSIOR exams and through the Assessment of Prior Learning Program is also available.

## Associate's Degree

University College offers associate's degree programs in two general categories: Associate of Arts (AA) in General Studies and the career-based Associate of Science (AS). All programs are designed for upward mobility to earn the bachelor's degree. Each program has its foundation within the liberal arts.

All candidates must complete 60 credits, with a minimum of 30 credits taken at Sacred Heart University. A minimum GPA of 2.0 is required.

## Credit Certificate Programs

Sacred Heart University offers credit certificate

programs as a short-term goal and as a way to enhance students' knowledge and skills in a particular area, by providing specialized in-depth instruction. Credits earned can be later applied to an associate or baccalaureate degree program.

Programs available in Business are: Administrative/Information Management, Financial Management, International Business, and Marketing. Programs in Arts and Sciences include the Certificate in Catholic Studies, Catholic Theological Studies, and Computer Science and Information Technology.

### **Certificate Program in Administrative/Information Management**

The certificate program in Administrative/Information Management prepares professionals to work in and manage an office productively. Individuals with business sense, organizational skills, management know-how, computer ability and communications expertise are in great demand. This course of study prepares individuals to work in positions as administrative support personnel, potential office managers, trainers and information personnel.

#### **Required Courses**

BU 201 Organization Management

BU/CA 221 Business Communications

CS 106 Introduction to Information Technology

CS elective in consultation with department chair

BU elective in consultation with department chair

\*Work experience may be substituted for one of the five courses listed at the discretion of the appropriate faculty chairperson.

### **Certificate in Catholic Studies**

The goal of this certificate is to provide students an interdisciplinary exposure to the ideas that constitute the Catholic Intellectual Traditions. To complete the certificate, a student must take four courses identified by The Center for Christian

Thought, Ethics, and Culture (CCTEC) as part of the Catholic Studies Program. The courses must come from at least two different departments/disciplines, one of which must be Religious Studies. The fourth and final course is considered a capstone course that allows the student to bring together the various aspects of the Catholic Intellectual Tradition into one focus for analysis. The Certificate in Catholic Studies is part of the traditional academic program that will allow students to explore the Catholic Intellectual Tradition as it is manifested in every academic field.

### **Certificate in Catholic Theological Studies**

The Certificate in Catholic Theological Studies is awarded to students who take Religious Studies 101, plus three more courses from a special list of Religious Studies and Philosophy courses, and who write a capstone paper in their fourth course. The goal is for students to make an in-depth exploration of some of the issues studied in Roman Catholic fundamental, systematic, and moral theology. One of the courses selected fulfills the University-wide requirement to take one course in either Religious Studies or Philosophy beyond the introductory courses. Contact 203-365-7657 for additional information.

### **Certificate Programs in Computer Science and Information Technology**

The Computer Science and Information Technology certificate programs provide a foundation for scientific use of computers and information technology applications. Students earn a certificate by completing six courses from either the regular computer science option or the information technology option, provided that the prerequisites are met.

#### **Computer Science**

CS 111 Introduction to Structured Programming

CS 112 Data Structures  
 CS 241 Advanced Programming Concepts Using “C”  
 CS 312 Software Engineering  
 CS 341 Analysis of Algorithms  
 or  
 CS 233 Visual Basic  
 Computer Science elective (must be approved by chair)

### **Information Technology**

CS 101 Web Design and Visual Tools  
 CS 102 Multimedia for Non-Majors  
 or  
 CS 111 Introduction to Structured Programming  
 CS 112 Data Structures  
 CS 233 Visual Basic  
 Computer Science elective (must be approved by chair)

### **Certificate Program in Financial Management**

Individuals wishing to pursue careers in finance or change career paths and move into financial positions benefit greatly from this uniquely designed certificate program. The course of study is also of value to those who hold jobs in finance but need more in-depth knowledge.

The curriculum is designed to develop knowledge and skills for professional positions in financial, corporate, governmental and nonprofit institutions. The certificate is earned by taking a series of five courses in Financial Management and related topics and earning a C or better in each course. Students who successfully complete two basic Accounting courses, such as AC 101 and AC 105, or their equivalent, are eligible. Each course can be taken for credit. Courses apply to certain associate degree programs, and can be applied toward a Bachelor of Science degree in Finance.

#### **Required Courses**

FN 215 Financial Management  
 FN 251 Corporate Finance

FN 314 Financial Analysis  
 FN 315 Investments  
 FN 316 International Financial Management

### **Certificate Program in International Business**

This certificate program is designed to provide individuals with intensive training in the fundamentals of international business. Interested individuals who work in the international realm of business or who wish to prepare for positions in international business, as well as experienced individuals wishing to make career changes, may find this certificate extremely beneficial. Credits earned in this program can be applied to an associate or baccalaureate degree. The curriculum consists of five, three-credit courses, two of which are required, and three electives in the International Business area.

#### **Required Courses**

BU 201 Organization Management  
 IB 278 Principles of International Business

#### **Electives**

BU 257 Business Ethics  
 EC 303 Global Macroeconomics  
 EC 322 International Economics  
 EC 344 Comparative Economic Systems  
 FN 316 International Financial Management  
 EC/FN 386 Japan: The Economic and Financial System  
 IB 203 Intercultural Management  
 IB 233 International Business Law  
 IB 264 International Marketing

### **Certificate Program in Marketing**

This certificate program provides an opportunity to secure in-depth marketing knowledge and to apply these credits to a degree program in Business Administration.

The curriculum consists of five, three-credit courses, two of which are required, and three electives. Students who do not have at least three

years of responsible business experience must take BU 201 (Organization Management) and BU 202 (Organizational Behavior) as prerequisites for the Marketing certificate program.

**Required Courses**

MK 261 Principles of Marketing

MK 262 Principles of Advertising

**Electives**

IB 264 International Marketing

MK 263 Principles of Retailing and Merchandising

MK 286 Consumer Motivation

MK 296 Marketing/Consumer Law

MK 299 Special Topics in Marketing

MK 361 Marketing Management

MK 362 Marketing Research

SM 265 Sport Marketing