UNIVERSITY COLLEGE

MARY LOU DEROSA, MBA
Vice Provost for Special Academic Programs

University College brings Sacred Heart University’s resources and programs to part-time students and to the community. Bachelor’s degrees in General Studies and Professional studies and Associates degrees in General Studies are offered through University College.

University College administers Weekend University, the AHEAD (accelerated format) Terms, Summer Intersessions, Winter Intersession, English as a Second Language, the Center for Financial Education (CFE), Horizons Program, Upward Bound, and the Minority Scholars Program. The campus in Stamford is home to the CFE, part-time undergraduate studies, and graduate studies in Business and Education.

A major objective for the college is to maintain and expand its position as the regional leader in providing learning opportunities to 21st century students. University College develops, markets and delivers certificate and degree programs. It is responsive to the education needs of business, social service, professional and governmental organizations. University College is an admissions office as well as the office for academic advising for undecided PTUG majors, General Studies majors, and Professional Studies majors.

Admissions Process for Part-Time Study

All part-time undergraduate day, evening, weekend, visiting, and summer/winter intersession students are admitted through University College. Part-time students seeking admission to Sacred Heart University do not need prior college experience to begin their studies and standardized tests are not required.

All applicants for admission through University College must submit a high school transcript or equivalent. Students who have an Associate’s degree must provide an official transcript with notation of degree. 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.

All admissions requirements must be fulfilled prior to being awarded financial assistance. A prospective student may be issued an “in-process status” and may register for classes. All students must be in compliance with state law before registering. For Information regarding immunization requirements, contact the University’s Health Services Office at 203-371-7838 or visit the Health services website: www.sacredheart.edu/healthservices

New students should follow these steps: For all non-native English speakers, an official English language proficiency examination is required. The following minimum scores are accepted:

• TOEFL PBT: 570
• TOEFL iBT: 80
• IELTS: 6.5
• MELAB: 80 (proctored on-site at SHU)
• PTE: 62
• iTEP: 5
• Cambridge Certificate in Advanced English (CAE): 5.5
• Cambridge Certificate in Proficiency in English (CPE): 5.5

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
www.sacredheart.edu/uc
First-Time Students

- Schedule an appointment to meet with an academic advisor.
- Complete an application form and submit with the non-refundable application fee. The application form is available online at www.apply.sacredheart.edu
- Submit an official high school transcript or GED
- You may register with an advisor's signature as an in-process student prior to our receipt of your application requirements.

Transfer Students

- Fax an unofficial copy of your college transcript(s) to University College at 203-365-7500. The advisor will do a preliminary evaluation of all transfer credits prior to your appointment if possible.
- Schedule an appointment with a University College advisor.
- Complete an application form and submit with a non-refundable application fee. The application form is available online at www.sacredheart.edu/ucadmissions
- You may register with an advisor's signature as an in-process student prior to receipt of your application requirements.
- An official transcript must be received and evaluated before acceptance can be complete.

Visiting Students

- Confirm with your college that they will accept Sacred Heart University credits.
- Visiting students are required to have completed all prerequisites.
- Contact University College regarding class availability.
- Complete the online Visiting Student Form.
- Bring your registration form to University College or fax it to 203-365-7500. There is a non-refundable registration fee per semester.

Registration is ongoing.

Specialized Services and Programs of University College

ACADEMIC SERVICES

Academic Services are designed to assist part-time 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 includes major options and declaration, early and mid-term assessment indicators, course selection and registration. As a Yellow Ribbon school, University College provides special support services and advisement for veterans: www.sacredheart.edu/veterans

The Jandrisevits Learning Center provides academic support to all SHU students with special focus on math, writing, study skills and some content areas. Through a variety of teaching modalities such as tutoring, the CLA (Classroom Learning Assistants) program and workshops, the JLC empowers students with concrete learning strategies to promote self-directed learning.

PRIOR LEARNING ASSESSMENT

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. Refer to the website for current policies. For additional information on the Prior Learning Assessment 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 EXCELSIOR exams. CLEP exams are administered at the Stamford campus. 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.

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.

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, résumé writing and employment search assistance are available on an appointment basis.

ENGLISH AS A SECOND LANGUAGE (ESL)
The English Language Institute at Sacred Heart University, offers an accredited full time Intensive English Language program to prepare students for their successful study an American academic institution.

Full-time ESL students enroll in eight-week sessions, taking a cluster of oral communication, written communication, pronunciation and service learning, totaling 22 hours per week.

Placement in the noncredit pre-academic intensive English Language Program, is determined by the English Placement Test and the student’s language profile. Students who successfully complete their ESL classes at the Sacred Heart English Language Institute are not required to take another proficiency test to enroll in other degree programs at Sacred Heart University. Admission to the English Language Institute does not guarantee admission to the University. The program runs five semesters per year.

For more information regarding the program, contact the Director at 203-365-7528. ESL classes are offered on the Fairfield.

Please see our website for further information: www.sacredheart.edu/esl

FINANCIAL ASSISTANCE SERVICES
The Office of Student Financial Assistance counsels part-time students regarding all of the options available to meet the cost of education. To be awarded financial aid, part-time students must be officially accepted and matriculated into a degree granting program. By combining grant money, government guaranteed loans, low fixed-interest loans, deferred payment plans, employer reimbursement opportunities, Veterans Administration 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. Depending on the course, students can choose 5 1/2- or 7 1/2-week terms, with class meetings either once or twice per week, intensive sessions of varying lengths, or a weekend schedule. University College offers a variety of options for term formats.

**AHEAD CLASSES**

(Adults in Higher Education Working for Accelerated Degrees)

AHEAD is an accelerated scheduling format. The core curriculum is the same for all University majors; AHEAD courses are available to all part-time students. AHEAD terms provide the unique opportunity to complete an Associate or Baccalaureate degree program of study in an accelerated format. It consists of four 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 offers on-line and blended courses through Blackboard. Blackboard is the standard university Web-based courseware that enables faculty to deliver courses totally or partially online and to supplement a course with on-line material. Students must activate their Sacred Heart University network account and be registered for the course to have access to Blackboard course material and on-line applications.

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.

**TRADITIONAL SEMESTER STUDY**

Part-time students who prefer standard course presentation and time intervals can elect to tailor their programs in the traditional format, both during the day, evening, and online. Many students take courses in a variety of formats, depending on subject, content and degree of difficulty.

**WEEKEND UNIVERSITY**

The Weekend University offers University curriculum courses that facilitate the pursuit of a degree. There are two consecutive sessions available during each semester.

**WINTER INTERSESSION AND SUMMER SESSIONS**

Students may take only one course during the Late Spring session and two courses during each of the summer sessions (Summer 1 session and Summer 2 session). Students are ordinarily limited to one course during each Winter Session.

**PRE-COLLEGE SUMMER PROGRAM**

Qualified rising high school juniors and seniors may take one freshman level course from our Pre-College course offerings and earn 3 credits toward their college degree. Course offerings may vary each summer. Contact 203-371-7942 for more information.

**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:

- Financial Planning Certificate Program (CFP)
- Series 7 Prep Course
- Paralegal Certificate Program
- Advanced Paralegal Certificate Program
- Legal Secretary Certificate Program
- Legal Investigation Certificate Program

**Professional Studies**
The Professional Studies Degree serves as a career advancement step for professionals looking to obtain a Bachelor’s degree. Building on the University’s core curriculum and the required Professional Studies major core, students will have the opportunity to pursue individual interests through a constellation of electives and a choice of three designated tracks. This degree serves to support student’s interest in assuming leadership roles within their organizations.

- Leadership Track
- Geriatric Health and Wellness Track
- Eco-Awareness and Sustainability Track

The degree is designed for current University undergraduate students who are seeking an interdisciplinary education, transfer students who wish to pursue degree completion, professionals holding an Associate’s degree and seeking career advancement and community college graduates who are interested in furthering their careers by expanding their knowledge in the interdisciplinary areas of communication, technology and management.

**PROGRAM STRUCTURE**
In addition to core requirements, students are required to fulfill 9 credits in each of three disciplines, Computer Science, Communications and Business for a total of 27 credits. A minimum of 15 credits is required in one of the tracks.

**General Studies**
The General Studies program was developed specifically for 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. There are a minimum of 120 credits required for the Bachelor Degree with no more than 27 credits in total from the John F. Welch College of Business.

**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 thus ensuring the pursuit of a meaningful program.

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 of Arts and Associate of Science Degree Programs
Associate Degrees are offered for students whose needs are best met by this degree or for students who may seek to further their education at a later time with a baccalaureate degree. The Associate degree programs fall in two general categories: Associate of Arts (AA) in General Studies degree, with specialties in 19 different fields, and career-based Associate of Science (AS) degrees in one field. In addition to the specialty courses, each program has its foundation within a liberal arts base.

ASSOCIATE OF ARTS DEGREE - GENERAL STUDIES PROGRAM
All Associate of Arts degrees are offered by University College. The candidate for the AA degree in General Studies must complete 60 credits, which include the AA Core Curriculum as well as an emphasis of not less than 15 credit hours and elective courses chosen in consultation with the student’s advisor. A minimum of 30 of these credits must be taken at Sacred Heart University, and a minimum cumulative GPA of 2.0 is required.

CORE CURRICULUM
The Core Curriculum for the AA degree provides the student with the opportunity to experience other disciplines, obtain a background for further study, and gain the knowledge to become a knowledgeable and educated human being.

Foundational Core
FY XX 125   First Year Seminar
FLO 125   The Art of Thinking
College Math

Effective 7/1/08, MA 006 will no longer count toward any degree, MA 101 or above unless otherwise specified; Many Business College programs require MA 133 (Statistics)

*A grade of C or better is required.

Common Core: The Human Journey
Sacred Heart University’s academic signature centerpiece, The Human Journey, is a coherent, integrated, and multidisciplinary study of the liberal arts and sciences and the Catholic Intellectual Tradition. See description of the Common Core: The Human Journey courses listed previously in this chapter.

Elective Core
To accomplish the elective core, students will complete the following: Humanities (3 credits), Social and Behavioral Sciences (3 credits), Natural Sciences (3 credits), Religious Studies/Philosophy (3 credits).

Emphasis
Credits range from 15-32, depending on the emphasis. Note: The required courses for each emphasis are listed under each college and department section. A grade of C or better is required in all emphasis courses. Area discipline courses cannot be used in above core areas. Areas of emphasis with required courses are:

Associate of Arts Degree
Biology
Chemistry
Communication and Media Studies
English
French
Graphic Design and Visual Arts
History
Italian
Mathematics
Music
Philosophy
Political Science
Psychology
Religious Studies
Sociology
Spanish

*Associate of Science Degree*

Computer Science
Information Technology

**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 IN ARTS AND SCIENCES INCLUDE:**

- Catholic Studies
- Computer Science and Information Technology
- Computer Gaming, Design, and Development
- Interdisciplinary Certificate Program in Interactive Design

**PROGRAMS IN THE JOHN F. WELCH COLLEGE OF BUSINESS INCLUDE:**

- Accounting

**PROGRAMS IN THE COLLEGE OF HEALTH PROFESSIONS INCLUDE:**

- Geriatric Health and Wellness