

5475 Tech Center Dr., Suite 110
Colorado Springs, CO 80919

Summer 2008 Schedule

Course Syllabi are available at www.webster.edu/coloradosprings

4 Easy Ways to Register! ★ on-line ★ in-person ★ by fax ★ by phone

Webster University – Colorado Springs

Locations to better serve YOU!

COLORADO SPRINGS METRO CENTER

5475 Tech Center Dr., Suite 110
Colorado Springs, CO 80919

Phone (719) 590-7340

Fax (719) 590-7343

Mon – Thu 8:30 a.m. - 9:30 p.m.

Friday 8:30 a.m. - 2:00 p.m.

Candida Bennett – Interim Director/Financial Aid candidam@webster.edu

Laura Miller - Academic Advisor/Systems Admin coloradosprings@webster.edu

Michelle Erlacher - Department Associate merlacher05@webster.edu

Stacy Ramirez - Department Assistant stacyramirez77@webster.edu

USAF ACADEMY

5136 P. Drive, Community Center, Education Office
2nd and 4th Monday, 2 - 4 p.m. by appointment, call 590-7340

PETERSON AFB OFFICE

301 West Stewart Avenue
Education Office Bldg. 1141, Ste. 113E
Peterson Air Force Base, CO 80914

Phone (719) 574-7562

Fax (719) 574-2333

Mon – Thu 8:30 a.m. - 4:30 p.m.

Friday 8:30 a.m. - 2:00 p.m.

Leslie Edmonds - Representative/Advisor/VA edmondla@webster.edu

FORT CARSON

4900 Ellis Street, Bldg 1117, Rm. 320
Wednesdays, 1 - 4 p.m. by appointment, call 574-7562

Call TODAY for Academic Advising! 590-7340 or 574-7562



Forward your Webster Email

Webster University now offers email forwarding capabilities. Students and Faculty may forward their Webster email to any valid email address. Receiving mail from your Webster account will now be faster and more convenient. However, there are some things to keep in mind:

- Know that a copy of your Webster emails will not be kept on the Webster server.
- When setting this up, Webster does not verify that you have entered a valid forwarding address.
- When you reply to a message that has been forwarded from your Webster account, the reply will come from the forwarded address – not your Webster address.
- Webster offers the *Barracuda Spam* firewall which scans all messages sent to a Webster email address. If a message is determined to be spam, it will not be forwarded. You may go to <http://www.webster.edu/helpdesk/spam/faq.html> to modify your *Barracuda Spam* settings.

To set a forwarding address for your email:

1. Go to <http://connections.webster.edu>
2. Click on *My Connections Account Settings*
3. Login with your connections username and password
4. Click on *Set or Change Email Forwarding*
5. Enter the address you want to forward your mail to
6. Click *Set Forwarding*

If you encounter any difficulties, please contact the Help Desk at 1-866-435-7270, support@webster.edu or <http://www.webster.edu/helpdesk>

2007-2008 GRADUATION CEREMONY



The 2007 – 2008 Annual Graduation Ceremony for Webster University – Colorado

Springs will be held on **Friday, May 16, 2007 at 7p.m. at the Antlers Hilton Colorado Springs.**

Summer 2007 - Summer 2008 graduates are welcome to participate and invite their family and friends to attend. Please **RSVP by April 1st** to the Metro Center office at 590-7340 or coloradosprings@webster.edu

Pay your Tuition Online!



Webster University now offers the option to **pay online!** The online payment tool posts your credit card payments quickly and securely with just a few clicks!

Please Note: you will need your Registration/Services Online username and password.

Just follow these easy steps:

- Step 1:** Visit: www.webster.edu/academics/registration.shtml
- Step 2:** Login using your username and password
- Step 3:** Click on *Statement/Pay Online*
- Step 4:** Click on *Make Payment Online*
- Step 5:** Enter your credit card information

Webster University accepts Visa, MasterCard, and Discover.

If you prefer, you can still pay your tuition by calling the Business Office at 1-800-981-9803.

Use Connections & Get Connected

Every student and faculty member has been issued a Webster email address! It's an efficient and easy way for students, faculty and staff to stay connected! Visit <http://connections.webster.edu>

Connections is a great way to check your Webster email account, personalize your calendar, create groups, and link to the library and e-services center where you can register online.

Check your Webster e-mail account regularly! Important emails will be sent from your instructors and University staff including: course materials, class cancellations, weather closure reports, course schedules and newsletters, degree program updates, invitations to Webster University events and much, much more!

It's as easy as 1...2...3...! Follow these quick and easy steps to access your Webster e-mail account:

- Step 1:** Log on to <http://connections.webster.edu>
Initial set-up –
 - a: Click on "How do I get a username and password"
 - b: Click on "create your e-mail account"
 - c: Follow the instructions to activate your e-mail
- Step 2:** At the login prompt, enter your username & password
- Step 3:** Click on the "e-mail" icon to access your e-mail

Once you have set up your email account, click on **My Courses** located on the left to view your course schedule, access your course home pages, email your professors, communicate with class mates, and access many more course-related materials.

Please note: the username and password for your "Connections Account" is different from the username and password for your "Registration/Services Online" profile.

Contact the University Help Desk at 1-866-435-7270 if you need assistance.

Classes meet from 5:30-9:30 p.m. at the Metro Center unless otherwise noted.

*PETERSON: Peterson AFB classes are limited to those with base access (no passes will be issued) and are subject to MOU priority requirements.
Schedule is subject to change – enrolled students will be notified of changes.

Class Begins		Monday June 2	Tuesday June 3	Wednesday June 4	Thursday June 5
MBA		BUSN 6070/36 Management Accounting Becca Leland	MNGT 5590/36 Organizational Behavior Mike Van Doren	BUSN 5760/36 Applied Business Statistics Brian Dahl	
Human Resources Development		HRDV 5560/36 Group Development and Change Mike Dillon HRDV 6000/36 Integrated Studies in HRDV Lee Trovas <i>-capstone course, core courses must be complete to register-</i>	MNGT 5590/36 Organizational Behavior Mike Van Doren		
Human Resources Management		HRMG 6000/36 Integrated Studies in HRMG Lee Trovas <i>-capstone course, core courses must be complete to register-</i>	HRMG 5800/36 Staffing Joe Zeman MNGT 5590/36 Organizational Behavior Mike Van Doren	HRMG 5000/36 Managing Human Resources Jerry Baur *PETERSON @ 5:30pm	
Information Technology Management <small>(formerly Computer Resources and Information Management)</small>		ITM 6000/36 Final Project in ITM Lee Trovas <i>-capstone course, core courses must be complete to register-</i>	MNGT 5590/36 Organizational Behavior Mike Van Doren		ITM 5300/36 Procurement and Project Management Sue Snyder *PETERSON @ 5:30pm
Management and Leadership		MNGT 6000/36 Integrated Studies in MNGT Lee Trovas <i>-capstone course, core courses must be complete to register-</i>	MNGT 5590/36 Organizational Behavior Mike Van Doren	HRMG 5000/36 Managing Human Resources Jerry Baur *PETERSON @ 5:30pm	
Procurement and Acquisitions Management		PROC 5000/36 Procurement and Acquisitions Management Sue Snyder *PETERSON @ 5:30pm PROC 6000/36 Integrated Studies in PROC Lee Trovas <i>-capstone course, core courses must be complete to register-</i>		PROC 5860/36 Government Contracting Russ Huffman	
Space Systems Operations Management	<i>Engineering & Technical Management -ENTM-</i>	SPSM 5910/36 (E) Space Systems Integration Bill Hoffman	SPSM 5750/36 Space Systems Engineering Richard Russel *PETERSON @ 5:30pm	SPSM 5730/36 Space Operations Research Jerry Dowdy	SPSM 5800/36 (E) GPS – Space Radio Navigation Systems Mike Filler *PETERSON @ 5:30pm
	<i>Acquisitions & Program Management -ACPM-</i>	SPSM 5910/36 (E) Space Systems Integration Bill Hoffman	SPSM 5750/36 Space Systems Engineering Richard Russel *PETERSON @ 5:30pm	SPSM 5730/36 Space Operations Research Jerry Dowdy	SPSM 5800/36 (E) GPS – Space Radio Navigation Systems Mike Filler *PETERSON @ 5:30pm

ACADEMIC CALENDAR	
Annual Graduation Ceremony Summer 2007 – Summer 2008 graduates are welcome to participate. RSVP 590-7340	Friday, May 16 @ 7pm Antlers Hilton Colorado Springs
Summer 2008 Term Dates Summer Registration Begins March 12	June 2 – August 1
Memorial Day	Monday, May 26 Offices Closed, Classes Cancelled
Independence Day Holiday	Friday, July 4, offices closed
Fall 1 2008 Term Dates Fall Registration Begins April 7	August 18 – October 17
Labor Day	Monday, September 1 Offices Closed, Classes Cancelled
Fall 2 2008 Term Dates Fall Registration Begins April 7	October 20 – December 19

OFFICIAL TRANSCRIPT - Transcript request forms are available in the office or online at, www.webster.edu/coloradosprings. You must request your transcript yourself in writing, they are not sent automatically. *There is no charge for this service.*

Are you Graduating soon?

If you are enrolling in your final classes to complete your degree with Webster University, you need to fill out a "Petition to Graduate" and a "Program Evaluation" prior to the beginning of your last term.

You must "Petition to Graduate" to get your diploma!

Diplomas are mailed 8-10 weeks after final grades have been submitted and degrees have been conferred. Your account balance must also be paid in full before your diploma will be sent.

Please Note: A \$50 graduation fee will be posted to your student account after you have completed 27 credit hours of your program. This fee is separate from fees that are incurred when participating in the graduation ceremony.

BUSINESS OFFICE IN ST. LOUIS

For billing questions or concerns, call 1-800-981-9803

VA EDUCATION BENEFITS

Questions?
Call 1-888-442-4551 or visit:
www.gbill.va.gov

Summer 2008

Tuition Refund Schedule

Last day to drop with 100% refund

Friday, June 13

Withdrawal Week 3 = 50%
Withdrawal Week 4 = 25%
Withdrawal Week 5+ = 0%

TUITION RATES

Metro Center Courses: Please ask office staff for details

Active Duty Military: \$300/credit hour (\$900)

Peterson AFB - for those who qualify: \$300/credit (\$900)

Peterson AFB - civilian: \$375/credit hour (\$1125)

Online Courses: Please ask office staff for details

Online Courses-Active Duty: \$427/credit hour (\$1281)

See the graduate catalog for Tuition Rate details.

BUSINESS OFFICE IN ST. LOUIS –

For billing questions or concerns, call 1-800-981-9803

VA EDUCATION BENEFITS – Questions?

Call 1-888-442-4551 or visit: [http://www.gbill.va.gov/](http://www.gbill.va.gov)

HELP DESK SERVICES IN ST. LOUIS –

For help with your online Connections account, email or passwords, call 1-866-435-7270, 1-314-968-5995 or email support@webster.edu

6000 Orientation

Summer: Monday, May 19

5:30 p.m.-7:00 p.m.

Please RSVP to 590-7340

New Student Orientation

Summer: Wednesday, May 28

5:30 p.m.-7:00 p.m.

Please RSVP to 590-7340