

**THE GEORGE WASHINGTON UNIVERSITY
ALUMNI COURSE AUDIT PROGRAM SCHEDULE
FALL 2009 SEMESTER**

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PROGRAM/REGISTRATION INFORMATION

The Alumni Course Audit Program allows all GW alumni* as well as DC residents 60 years of age and older who reside in the neighborhoods surrounding GW's Foggy Bottom** and Mount Vernon*** campuses the opportunity to attend a wide selection of GW courses on a not-for-credit basis. Participation in the Alumni Course Audit Program is a wonderful way for individuals to enhance professional skills, increase knowledge, and pursue a commitment to life-long learning.

Please direct questions about the Course Audit Program to the Office of Alumni Relations at (202) 994-6435 or alumni@gwu.edu or visit Alumni House @ 1918 F Street, NW, Washington, DC.

WHO CAN PARTICIPATE

- All George Washington University alumni*.
- Residents 60 years of age and older who live within the Foggy Bottom ** and Mount Vernon *** campus neighborhoods (*please present ID verifying age and address when you register*).

*For the purpose of the Alumni Course Audit Program, as well as other benefits and services, alumni are defined as:

- Degree recipients of all schools and divisions of the university;
- Attendees who have earned 15 credit hours, who left the university in good standing, and whose class has graduated;
- Graduates of approved certificate programs of the university; and
- Graduates of Benjamin Franklin University and Mount Vernon College and Seminary.

** The Foggy Bottom campus neighborhood includes the entire area within zip codes 20006 and 20037.

*** The Mount Vernon campus neighborhood includes the area within zip codes 20007 and 20016 bordered on the north by Loughboro Road, on the south by Canal Road, on the west by Canal Road/Clara Barton Parkway, and on the east by 44th Street and New Mexico Avenue.

REGISTRATION

Registration Procedures

- 1.) Review the following program information and registration directions.
- 2.) Identify courses available for audit by reviewing the Departmental Course Listings on pages 5-7 (consult the online [Fall 2009 Schedule of Classes](#) to review detailed course information including meeting times, locations, and instructors).
- 3.) Complete the Course Audit registration form in its entirety.
- 4.) **Obtain departmental signature approval** as directed in the departmental course listings.
- 5.) Deliver your completed registration form and payment, **in person or by postal mail**, to:

Alumni Course Audit Program • Alumni House @ 1918 F Street, NW • Washington, DC 20052

Foggy Bottom and Mount Vernon campus neighboring seniors registering for the first time must register in person at Alumni House (for Foggy Bottom campus neighboring seniors) or the Webb Building (for Mount Vernon campus neighboring seniors). Please make sure to bring identification listing your age and address.

Please Note...

- **Please do not register to audit courses through the Registrar's Office, the University's Online Registration System or the Office of University Students; Alumni Course Audit registrations can only be accepted at Alumni House.**
- Telephone or fax registrations are not accepted.
- Courses attended through the Alumni Course Audit Program are on a not-for-credit basis.
- Audited courses appear on official academic transcripts and cannot be taken again for credit.
- **Individuals may not take classes through the Course Audit Program and take classes for credit during the same semester.**
- Individuals with disabilities who need accommodation should contact Alumni House. More information is available on the Disability Support Services web site at <http://gwired.gwu.edu/dss>.

Registration Deadlines:

Course Audit registration will be accepted at Alumni House @ 1918 F Street, NW from **Monday, August 24, 2009** through the end of classes. Alumni House is open from 8:30 a.m. to 5:00 p.m. Monday through Friday. **The office will be closed September 7 and November 26-27.**

Late Registration:

The regular registration period will end at 5:00 p.m. on **Wednesday, September 16, 2009**. A **\$50.00 late registration fee** will be added, without exception, for each registration received (if delivered in person) or postmarked (if mailed) after **Wednesday, September 16**.

Registration Verification Receipt

The Office of Alumni Relations will mail a registration verification letter to all auditors. Keep this document with you as verification of your Alumni Course Audit registration.

Fall 2009 Academic Calendar

August 31	Classes Begin
September 7	Labor Day
November 26-27	Thanksgiving Holiday
December 7	Last Day of Classes
December 8	Make-up Classes

REGISTRATION FEES/PAYMENT METHOD/REFUND POLICY

Course Audit Fees (per course)

Alumni under the age of 60	\$125.00
Alumni 60 years of age or older	\$65.00
Foggy Bottom and Mount Vernon campus residents 60 or older	\$65.00
Laboratory Fees * (if applicable)	Vary by class

* Laboratory fees will be charged separately by the Student Account Office. An invoice will be mailed directly to auditors.

Methods of Payment

- Check, made payable to "The George Washington University"
- Visa or MasterCard

Refund/Withdrawal Policy

To withdraw from a course and initiate a refund, **submit a written request** to the Office of Alumni Relations, Attention: Alumni Course Audit Coordinator, 1918 F Street NW, Washington, DC 20052 or by e-mail to alumni@gwu.edu. See below for refund deadlines.

Refund Deadlines:

- A 100% refund of registration fees is available through **Wednesday, September 16, 2009**.
- A 50% refund of registration fees is available from **September 16 through September 30, 2009**.
- Refunds will not be made after **September 30, 2009**.

Laboratory fees are non-refundable.

UNIVERSITY SERVICES FOR COURSE AUDITORS

Technology Resources (Email Accounts / Blackboard@GW/ Computer Lab Access)

Student Technology Services

City Hall 114, 950 24th St NW, (202) 994-7041, sts@gwu.edu, <http://gwired.gwu.edu/sts/>

Hotline Hours of Operation: 9am - 7pm M-F

Walk-In Hours of Operation: 9am - 5pm M-F

*Once you are added to the course registration system, Student Technology Services will recognize you as a student for the semester you are registered to audit. Auditors will be added to the class registration system within **five business days** of returning a completed registration form to Alumni House.*

GWMail Email Accounts:

GW Alumni are now eligible to create an email address for life through the new GWMail system, hosted by Google. Colonial Mail, which auditors have accessed in the past has been replaced with a new email system, and is no longer active. The first part of your new GWMail address will be the same as the Alumni Online Community username/myGW Portal NetID: YourNetID@gwmail.gwu.edu.

Alumni may follow these **simple steps to create a GWMail account**:

- 1) Visit the alumni email services web page <http://www.alumni.gwu.edu/email/>
- 2) Click "Create Account" under Alumni GWMail
- 3) Login to the Alumni Online Community *
- 4) Fill in the Email for Life Registration form **
- 5) Success! Click the "Go To Email" link to access your account
- 6) After your account is created you may sign into your GWMail account at <http://www.alumni.gwu.edu/email/> or <http://mail.gwmail.gwu.edu>.

** Not a registered member of the Alumni Online Community? Visit <https://my.gwu.edu/mod/alumni/register.cfm> to register. Forgot your password? Visit <https://amc.gwu.edu/AlumniPasswordReset> to reset your password. Having difficulties logging in or registering? Contact us at 1-800-ALUMNI-7 or alumni@gwu.edu.*

*** The password required is the same password you use for the Alumni Online Community.*

Foggy Bottom and Mount Vernon seniors may create a GWMail email account to use during the term of their audit registration. Auditors can create their account only **after being added to the class registration system** through the Registrar's Office. Auditors will be added to the class registration system within **five business days** of returning a completed registration form to Alumni House.

Foggy Bottom and Mount Vernon seniors may follow these **simple steps to create a GWMail account**:

- 1) Create a NetId by completing the form at: <https://amc.gwu.edu/CreateAccount?verify=pin> To obtain your pin call Banner Security at 202-994-0567. (If you need assistance completing this form please contact the ISS help desk at 202-994-5530. If you already have a NetId skip to step 2).
- 2) Visit <http://gwired.gwu.edu/sts/support/GWMail/ActivateGWMail> and follow the following steps to create your GWMail address.
 - Log into GW Account Management Console, <http://amc.gwu.edu> (your username and password are the same as your NetId and password)

-Click the link to activate your GWMail account

-Accept the terms of use

3) After your account is created you may sign into your GWMail account at <http://mail.gwmail.gwu.edu>.

Blackboard@GW:

Blackboard@GW is an online course management system that enables course registrants to access syllabi, course-related materials, assignments, assessments, and communication features provided by course instructors. Auditors can log into Blackboard (<http://blackboard.gwu.edu>) with their NetID and password (see "GWMail Email Accounts" above). Auditors' NetIDs serve as their Blackboard usernames.

Please note: Blackboard@GW is an authenticated system; auditors can login only **after being added to the class registration system** through the Registrar's Office. Auditors will be added to the class registration system within **five business days** of returning a completed registration form to Alumni House. To learn more about Blackboard visit <http://helpdesk.gwu.edu/faqs/bb.html> or www.gwu.edu/~bbnews. For blackboard technical assistance, please call Student Technology Services at 202-994-7041 or the ISS helpdesk at 202-994-5530.

Computer Lab Access:

To obtain access to University Computer Labs, please visit <http://acadtech.gwu.edu/forms/g1> and complete the "G1 Account" registration form (please note: you'll be prompted to provide your NetID username and password - see "GWMail Email Accounts" above).

University Libraries

Gelman Library
2130 H Street, NW
202/994-6558

Eckles Library (Mount Vernon Campus)
2100 Foxhall Rd., NW
202/242-6620

Course auditors may access reserved course material in the Gelman or Eckles libraries by presenting an Alumni Course Audit Registration Verification Receipt to the Libraries' Reserved Collections desks. An Alumni GWorld Card is required to gain entrance - visit www.alumni.gwu.edu/benefits/idcards.html for more information. If you wish to borrow books the libraries will charge a \$50.00 annual fee. For more information on alumni resources at Gelman Library please visit <http://www.gelman.gwu.edu/resources/resources-for-alumni>.

University Parking Facilities/Parking Services Office

2211 H Street, 202/994-7275

Course auditors may park in University parking facilities at the student-parking rate Monday through Friday from 1:00 p.m. to midnight. There is a reduced student rate for Saturdays, Sundays and holidays. To take advantage of student parking rates, please present your Alumni Course Audit Verification Receipt to the Parking Services Office.

DEPARTMENTAL COURSE LISTINGS

All courses in the following departments are available to alumni auditors (**pending signature approval of the course instructor, program director, or department chair and space availability**). Before registering, speak with the professor or department chair to determine if space is available and to **obtain an approval signature**.

When the word “linked” appears to the right of a course listing (as seen on the [Fall 2009 Schedule of Classes](#)), this means there is a laboratory, discussion or recitation section associated with the course in question. **You must select one of the associated sections in order to register for the course.** Please note that auditors will receive a bill from the Student Accounts office whenever a laboratory fee is associated with a course listing.

Please consult the online [Fall 2009 University Schedule of Classes](#) for class times and locations, instructor names, lab times, and lab fees.

Accountancy	202/994-6825
Art Therapy	202/994-6285
Biological Sciences	202/994-6090
Civil & Environmental Engineering	202/994-4901
Computer Science	202/994-7181
Counseling/Human & Organizational Studies	202/994-0829
Decision Sciences	202/994-6145
Economics	202/994-6150
Electrical & Computer Engineering	202/994-6083
Engineering Management & Systems Engineering	202/994-7541
Environmental & Occupational Health	202/994-1734
Environmental & Resource Policy	202/994-7123
Geography	202/994-6185
Geological Sciences	202/994-6960
Honors Program	202/994-6816
Human Services	202/994-0829
International Business	202/994-6880
Management	202/994-7375
Marketing	202/994-8200
Mathematics	202/994-6235
Mechanical & Aerospace Engineering	202/994-6749
Naval Science	202/994-5880
Pharmacology & Physiology	202/994-3541
Physics	202/994-6275
Political Science	202/994-6290
Public Health & Health Services Management & Leadership	202/994-0822
Public Policy & Public Administration	202/994-6295
Religion	202/994-6325
Sociology	202/994-6345
Statistics	202/994-6356
Strategic Management & Public Policy	202/994-6677
Theatre and Dance	202/994-8072
Tourism & Hospitality Management	202/994-6281
Women’s Studies	202/994-6942

SELECTIVE DEPARTMENTAL COURSE LISTINGS

The following departments are offering selected courses to alumni auditors (**pending signature approval of the course instructor, program director, or department chair and space availability**). Before registering, speak with the professor or department chair to determine if space is available and to **obtain an approval signature**.

When the word "linked" appears to the right of a course listing (as seen on the [Fall 2009 Schedule of Classes](#)), discussion or recitation section associated with the course in question. **You must select one of the associated sections in order to register for the course**. Please note that auditors will receive a bill from the Student Accounts office whenever a laboratory fee is associated with a course listing.

Please consult the online [Fall 2009 University Schedule of Classes](#) for class times and locations, instructor names, lab times, and lab fees.

Please note: The information following individual course listings refer, in this order, to: course number, section number, CRN (Course Reference Number), and course title.

American Studies

202/994-6070

AMST 130 80 86180 Sexuality in US Cultural History

AMST 165 80 86191 Introduction to Folklore

AMST 192 80 86867 The American Cinema

For course descriptions please visit <http://www.gwu.edu/~amst/program/courses.htm>.

Anthropology

202/994-6075

All courses in the department are available for audit **except** 117, 121, 188, 201-204, 217, 233, 236, 247, and 284.

Chemistry

202/994-6121

All courses in the department are available for audit **except** laboratory sections.

Classical & Semitic Languages and Literatures

202/994-6125

All courses in the department are available for audit **except** first and second year Arabic, Hebrew, Greek, and Latin language courses. Signature approval of the program coordinator or department chair is required to audit classes.

East Asian Languages and Literatures

202/994-7106

CHIN 111 10 83262 Chinese Literature in Translation

JAPN 111 10 80317 Japanese Literature in Translation

KOR 111 10 82068 Korean Literature in Translation

Education Leadership

202/994-5876

Selected courses in the department are available for audit. Please contact the department before registering.

English

202/994-6180

Selected courses in the department are available for audit. Please contact the department before registering to request approval. English 120 (Critical Methods) is **not** available for audit.

Exercise Science

202/994-6280

Exercise Science courses numbered 101, 105, 107, 120, 125, 133, 134, 135, 136, and 140 are available for audit. Classes held in the Smith Center and the Lerner Health and Wellness Center are **NOT** available for audit.

Finance

202/994-5996

All courses in the department are available for audit **except** master's level courses numbered 270 and above, and doctoral courses numbered 300 and above.

Fine Arts & Art History**202/994-6085**

All FA courses numbered below 100, as well as FA courses numbered 131, 150, 159, 169 and 189 are available for audit. All Art History courses numbered below 200 are available for audit.

German (see “Romance, German and Slavic Languages”)**History****202/994-6230**

All courses in the department are available for audit **except** 191, 192, 197, 199, courses with “W” in the course number, and graduate courses (courses numbered 200 and higher).

Information Systems & Technology Management**202/994-4364**

All courses in the department are available for audit **except** 239, doctoral dissertation courses, independent study courses, 300 series courses, and 400 series courses. The course instructor has discretion to decline auditors.

International Affairs**202/994-3002**

International Affairs courses numbered 179-190, 210-290, and 308-380 are available for audit.

Museum Studies**202/994-7030**

Due to limited space, all open courses in the department are available for audit **except** those taught on a tuition-sharing basis with the Smithsonian. Please contact the department before registering.

Music**202/994-6245**

Selected courses in the department are available for audit. Please contact the department before registering.

Organizational Sciences & Communication**202/994-1878**

ORSC 209 G 82279 Management Systems
PSYC 245 G 82489 Sem: Organizational Behavior
Comment: These courses are taught at the Arlington Campus.

Paralegal Studies**202/994-2844**

Selected courses in the department are available for audit. Please contact the program director at 202-994-2844 before registering to request approval.

Philosophy**202/994-6265**

All courses in the department are available for audit **except** 131, 198, 199, 202, 250, 299, and 300.

Political Management**202/994-6000**

Selected courses in the department are available for audit. Please contact Kim Baldwin to determine course availability before registering (baldwink@gwu.edu or 202-994-9309).

Psychology**202/994-6320**

All courses in the department are available for audit **except** graduate seminars and honors seminars.

Romance, German, and Slavic Languages and Literatures**202/994-6330**

All courses in the department are available for audit **except** language courses.

Slavic (see “Romance, German and Slavic Languages and Literatures”)**Speech & Hearing Science****202/994-7362**

All courses in the department are available for audit **except** 119, 201 and 202.
The course instructor has discretion to decline auditors.



George Washington Alumni Association

Dear GW Professor:

On behalf of the George Washington Alumni Association and the Office of Alumni Relations, I am pleased to introduce you to the Alumni Course Audit Program. Those allowed to participate in the program include all GW alumni, as well as residents of the Foggy Bottom and Mount Vernon campus neighborhoods over the age of sixty.

Prior to each semester, we seek approval from your respective departmental chairs to confirm the courses that will be made available for the upcoming semester. I have highlighted a few things below in order to better inform you of the program and the registration process individuals must complete before they are able to audit your course.

- All participants in the Alumni Course Audit Program are verified through the Office of Alumni Relations as having met the criteria for participation outlined above.
- Alumni Course Audit registration applications can only be accepted at Alumni House. *Please do not refer alumni or neighborhood residents to the Registrar's Office, the University's Online Registration System, or the Office of University Students.*
- Individuals who wish to audit your course must first obtain your signature or the department chair's signature prior to having their registration form processed along with their payment. *From time to time, we realize certain limitations such as space availability might prevent individuals from auditing a course. Notwithstanding, we hope you will welcome course auditors in your class, and view this program as an opportunity to strengthen the University's relationships and its commitment to life-long learning.*

If you have any questions regarding the Alumni Course Audit Program, please contact the Office of Alumni Relations at 202.994.6435 or at alumni@gwu.edu.

Thank you for your willingness to participate in this valued program.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Corbett".

Kevin Corbett
Director of Alumni Benefits and Outreach

ALUMNI COURSE AUDIT REGISTRATION FORM

Fall 2009 Semester

PLEASE PRINT

Name _____

GWID (optional) _____

Date of Birth (Month/Day/Year) _____

GW Degree & Year _____

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ E-mail Address _____

Are you currently enrolled in a GW degree program? Yes No

Foggy Bottom and Mount Vernon campus neighboring seniors registering for the first time must register in person at Alumni House (for Foggy Bottom) or the Webb Building (for Mount Vernon). Please make sure to bring identification listing your age and address to be authenticated. Authenticator's signature is required here. _____

REGISTRATION FEES

- Alumni: \$125.00 per course, for a total of \$ _____
 - Alumni Senior (age 60 or over): \$65.00 per course, for a total of \$ _____
 - Foggy Bottom/Mount Vernon Senior (age 60 or over): \$65.00 per course, for a total of \$ _____
 - Late Registration Fee: \$50.00 (received or postmarked after 9/16/09) \$ _____
- GRAND TOTAL \$ _____

METHOD OF PAYMENT

Payment for the Course Audit Program can be made via check, MasterCard, or Visa. Please make all checks payable to "The George Washington University."

- Check MasterCard / VISA (circle one)
- Card Number _____ Exp. Date _____
- Name on Card: _____ Signature: _____

Billing Address if different from above: _____

COURSE SELECTION

Please make sure to select a laboratory, discussion, or recitation section if one is offered. See pages 5-6 for more details.

Complete the following information (Professor/Departmental Approval signature is required).

1.) Dept. Name _____ Course Title _____

Course Number _____ Section _____ CRN _____

Signature Approval (Required) _____

2.) Dept. Name _____ Course Title _____

Course Number _____ Section _____ CRN _____

Signature Approval (Required) _____

3.) Dept. Name _____ Course Title _____

Course Number _____ Section _____ CRN _____

Signature Approval (Required) _____

Please deliver this completed form and payment to: Alumni Course Audit Program, Alumni House, 1918 F Street NW, Washington, DC 20052.

ALUMNI COURSE AUDIT PROGRAM SURVEY

How did you learn of the Fall 2009 Alumni Course Audit Program?

- Word of Mouth Colonial Cable e-newsletter Email Mail
- Other _____

How would you prefer to receive future updates and reminders regarding the Alumni Course Audit Program?

- Colonial Cable e-newsletter Email Mail
- Other _____