

SPRING SCHEDULE 2021

Dear Students,

All of us at GCE hope that you and your family remain well. As we continue to navigate the uncertainty of the pandemic we are sensitive to the isolation and sense of loss it has created for all of us. We miss seeing you and look forward to a day soon when we can reconvene on campus.

For the safety of our community, we will continue conducting the majority of all GCE programs online at a distance through the spring. All of our faculty are well-prepared, having completed extensive training and practical expertise in online teaching methods and technologies. For any GCE undergraduate student enrolled in a day-course that may have on-campus meetings this spring, there will be additional information about the campus COVID testing strategy sent to you.

Teaching and learning fully online is not what any of us expected or desires to continue longer than necessary. I encourage you to remain strong and courageous during this time. Remember one of the greatest things that define us at Muhlenberg is the community you are part of and share in. Know that your faculty, advisors, and the GCE team are always here for you.

Sincerely,



AJ Lemheney, Ed.D.

Vice President and Executive Director

Muhlenberg College Division of Graduate and Continuing Education



Division of Graduate & Continuing Education

Division of Graduate & Continuing Education (GCE)

2400 Chew Street, Allentown PA 18104
 Main: 484-664-3300 | Fax: 484-664-3532
 continuingstudies@muhlenberg.edu
 graduatestudies@muhlenberg.edu

Due to Covid-19 distancing guidelines to keep our campus healthy and well, the GCE office hours have been adjusted to the following:

Monday – Thursday: 9:00 – 6:30 p.m.
 Friday: 9:00 – 5:00 p.m.
 Saturday: By appointment only.

We ask that you call ahead to schedule an appointment. Zoom meetings for advising and general office support questions are preferred. If you would like to make a zoom or in-person appointment with an advisor or member of the staff, please email the staff member or call the office at 484-664-3300.

Campus Contact Information

Academic Resource Center	484-664-3433
'Berg Bookstore	484-664-3492
Campus Safety	484-664-3110
Career Center	484-664-3170
Financial Aid	484-664-3175
Registrar	484-664-3190
Student Health Center	484-664-3199
Student Help Desk	484-664-3375
Trexler Memorial Library	484-664-3500
Writing Center	484-664-3276

Muhlenberg College does not discriminate against any person on the basis of age, ancestry, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sex (Title IX), sexual orientation, veteran status, or any other basis protected by applicable federal, state, or local laws in its educational programs, activities, or employment practices. For inquiries regarding the College policy on discrimination and harassment, including Title IX, please contact the Muhlenberg College Director of Equity & Title IX at 484-664-3562.

AJ Lemhenev, Ed.D.
Vice President and Executive Director

Jane E. Hudak, M.Ed.
Dean, School of Continuing Studies and Summer Study

Richard Glejzer, Ph.D.
Interim Dean, School of Graduate Studies

Michael B. Miller, Ed.D.
Associate Dean, Accelerated Programs and Advisor, Graduate Studies

Gregg Scully, M.A.
Associate Dean and Healthcare Management Program Coordinator

Joseph F. Kornfeind, M.S.
Associate Dean and Director, Veterans Affairs

Lisa Lewis
Director, Advising and Academic Success

Vincent Arezzi
Director, Marketing

Samantha Anglestein
Enrollment Outreach Manager and Corporate Liaison

Amy Benninger
Digital Marketing Specialist

Allison Cramer
Administrative Assistant

Linda Grube
Students Accounts Administrator

Mary McGovern
Director, Special Project and Graduate Student Coordinator

Thomas Szabo
Director, Teacher Certification

Kim Myerson
Financial Aid Administrator

Carol Hausman
Evening Receptionist

Lizabeth Sant'Angelo
Presidential Assistant

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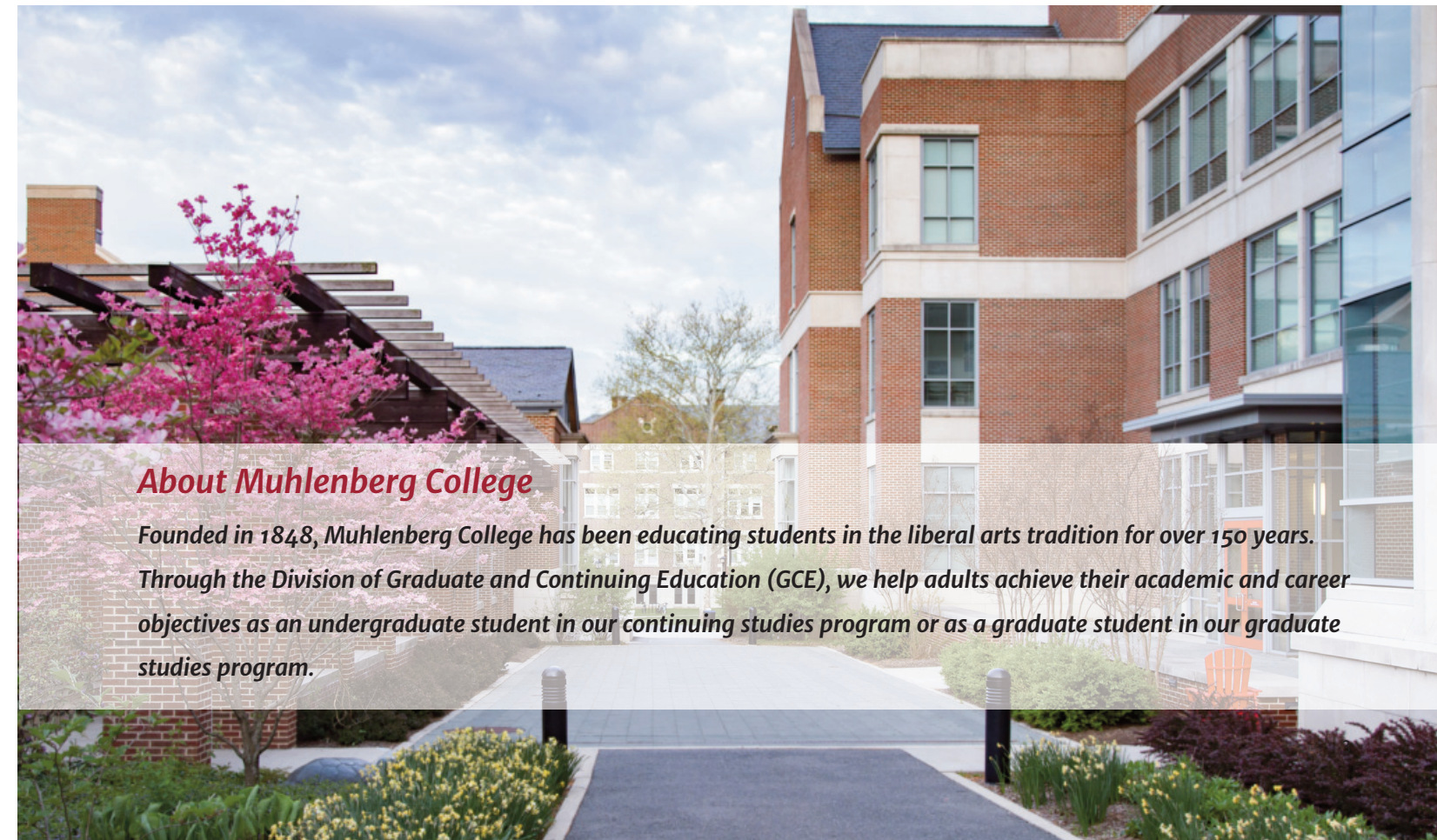
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School of Graduate Studies

- Academic Calendar
- Admission
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General Information

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- Adding a Course
- Dean's List
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- FERPA (Family Educational Rights & Privacy Act)
- Financial Aid
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- Withdrawing from a Course



About Muhlenberg College

Founded in 1848, Muhlenberg College has been educating students in the liberal arts tradition for over 150 years. Through the Division of Graduate and Continuing Education (GCE), we help adults achieve their academic and career objectives as an undergraduate student in our continuing studies program or as a graduate student in our graduate studies program.

ACADEMIC CALENDAR (SPRING)

Undergraduate Programs Calendar

<i>Fifteen Week</i>	Classes Begin	Monday, February 8
	Last Day to Add Without Approval	Friday, February 12
	Last Day to Drop	Wednesday, February 17
	Breathing Day (No 15-week Classes)	Tuesday, March 9
	Good Friday (No Classes)	Friday, April 2
	Last Day to Withdraw (W grade)	Monday, April 12
	Breathing Day (No 15-week Classes)	Wednesday, April 28
	Classes End	Friday, May 14
	Final Examinations	Monday, May 17 – Friday, May 21
	Final Grades Due	Tuesday, May 25 (11:59 p.m.)
<i>Spring One</i>	Classes Begin	Saturday, February 6
	Add/Drop Ends	Friday, February 12
	Last Day to Withdraw (W grade)	Friday, March 12
	Classes End	Saturday, March 27
	Final Examinations	Last day of classes
	Final Grades Due	Monday, March 29 (11:59 p.m.)
<i>Spring Two</i>	Classes Begin	Saturday, April 3
	Add/Drop Ends	Friday, April 9
	Last Day to Withdraw (W grade)	Friday, May 7
	Classes End	Saturday, May 22
	Final Examinations	Last day of classes
	Final Grades Due	Tuesday, May 25 (11:59 p.m.)

Graduate Programs Calendar

<i>Spring One</i>	Classes Begin	Monday, January 4
	Add/Drop Ends	Thursday, January 7
	Last Day to Withdraw (W grade)	Friday, February 5 (4 p.m.)
	Classes End	Friday, February 26
	Final Grades Due	Monday, March 1 (4 p.m.)
<i>Spring Two</i>	Classes Begin	Monday, March 1
	Add/Drop Ends	Thursday, March 4
	Last Day to Withdraw (W grade)	Friday, April 2 (4 p.m.)
	Classes End	Friday, April 23
	Final Grades Due	Monday, April 26 (4 p.m.)



The Muhlenberg College School of Continuing Studies provides quality education for adults, offering a supportive learning environment like no other in the area. We take the time to get to know our students, discuss their goals and help them find the best path to success. There is no one-size-fits-all at Muhlenberg. We offer over 25 majors in flexible formats including 15-week courses, 8-week Saturday-only courses and 5-week Accelerated Degree course modules.

Admission to Continuing Studies

Current Continuing Studies students may register for classes online but must meet with an advisor first to discuss the course plan for the semester. Once that has been completed, students may login to Capstone to register.

Students may also complete an enrollment request form and upload to the school's portal. Forms may also be faxed (484-664-3532) or mailed to the Gabriel House (2400 Chew Street, Allentown, PA 18104-5586). Please **DO NOT EMAIL** forms as this is not a secured method.

New Continuing Studies students must complete an application for admission. Applications are available for both the liberal arts and accelerated degree programs. Your advisor can answer any questions you may have about programs or

the application process.

If college credits have been earned at another institution, bring an unofficial copy of the transcript(s) when meeting with an advisor.

TUITION AND FEES

School of Continuing Studies

Tuition (GCE) per course:	\$1,725
Tuition (GCE) to audit course:	\$862.50
Tuition (day school) per course:	\$3,805
Tuition (day school) to audit:	\$1,902.50
Registration fee (One-time non-refundable fee):	\$25
Lab fee:	\$50
Technology fee: (per course)	\$25

Tuition and fees are payable upon course registration. Muhlenberg College accepts payment via cash, check, MasterCard, Visa or American Express. Contact the School for more information. You will not be able to register if you have an outstanding balance on your account. This includes tuition, parking, or library fines. Contact Linda Grube in the School office before registering.



The Muhlenberg College School of Graduate Studies offers a variety of post-baccalaureate certificates and master's degrees aimed at enhancing intellectual and career development through challenging coursework grounded in the liberal arts. Currently, you can earn a master's degree or graduate-level certificate in one of the following areas:

- Applied Analytics for Organizations
- Organizational Leadership

Admission to Graduate Studies

Admissions requirements include an undergraduate degree from an accredited institution or equivalent foreign degree, prior positive academic performance, career accomplishments, community engagement through volunteerism, and other leadership activities that demonstrate your potential as a graduate student.

We welcome the opportunity to talk with you about your goals and academic background. Contact us to schedule a 30-minute information call with a graduate advisor to discuss admissions and the application process.

Prospective graduate students may enroll in up to three graduate classes before matriculating. Students must complete an enrollment request form and upload it to the school's portal. Forms may also be faxed (484-664-3532) or mailed to the Gabriel House (2400 Chew Street, Allentown, PA 18104-5586). Please **DO NOT EMAIL** forms as this is not a secured method.

TUITION AND FEES

School of Graduate Studies

Tuition per course: (Includes textbooks and certain fees)	\$3,200
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Refund Policies and Procedures

For add/drop or credit/audit changes:

- Review the academic calendar for add/drop deadlines.
- No schedule changes will be made after the add/drop period.
- To change from credit to audit, you must complete the appropriate form during the add/drop period.

To Drop or Withdraw from a Course:

- First, discuss your concerns with your advisor.
- If you decide to move forward – contact the school in writing with a signed letter of withdrawal.
- Phone calls are not an acceptable form of notification. Not showing up for class will not get you removed from the class roster.
- You will continue to be held financially responsible for the course(s) for which you enrolled and will be graded for the course(s)
- If you cannot attend the first class meeting(s), you are required to contact your instructor(s).

Financial Aid

Federal Pell Grants, Federal Direct Loans and Pennsylvania State Grants are available for those who qualify. Please contact Kim Myerson in the Financial Aid Office at 484-664-3164 for more information.

Students with Disabilities

Students with diagnosed disabilities or special needs requiring class accommodations must first contact the Academic Resource Center (484-664-3433), Counseling Services (484-664-3178), or Student Health Services (484-664-3199). This should be done as soon as possible as accommodations are made on a case by case basis and must be requested by the student each semester.

Tuition Refund Policy

A student who withdraws from a course may qualify for a refund according to the following schedule:

REFUND POLICY for Fifteen-week Courses (Days, Nights, & Weekends)

ACTION	TIME	REFUND %
DROP	Prior to the start of first class	100
DROP	After first class, but before start of second, <i>with no course added</i>	80
WITHDRAW	After second week but before start of third	60
WITHDRAW	After third week but before start of fourth	40
WITHDRAW	After fourth week but before start of fifth	20
WITHDRAW	After fifth week	0

REFUND POLICY for Eight-week Courses (Nights & Weekends)

ACTION	TIME	REFUND %
DROP	Prior to the start of first class	100
DROP	After first class, but before start of second, <i>with no course added</i>	80
WITHDRAW	After second class but before start of third	60
WITHDRAW	After third class but before start of fourth	40
WITHDRAW	After fourth class but before start of fifth	20
WITHDRAW	After fifth class	0

SCHOOL OF CONTINUING STUDIES

Fifteen Week Courses February 8 to May 21

Course Key	Course Title	Graduation Requirements			Instructor	Meeting Times	Modality
ACT 490-90	CUE: Auditing & Assurance Services				Mazziotta, E.	T 7:00-9:50	In-person if 50% or more back; Online Synchronous if not
ARS 103-80	Drawing I	AR			Heft, C.	T 6:00-8:30	Online: Synchronous/Asynchronous
ARS 120-80	Painting I	AR			Kramlich, D.	W 7:00-9:30	Online: Synchronous/Asynchronous
ARS 220-80	Painting II				Kramlich, D.	W 7:00-9:30	Online: Synchronous/Asynchronous
ARS 234-90	Figure Studio				Tuttle, K.	W 7:00-9:50	Online: Synchronous
BIO 184-60	Life on Earth & Air Quality *Paired with PHY 183-60	IL	CL	SC	Bradt, P.	Arranged	Online: Synchronous/Asynchronous. First class meeting will be Saturday, February 6 from 10:00-noon. Subsequent meeting times will be scheduled between faculty members/students
BUS 132-90	Business Law II				Holzinger, J.	M 7:00-9:50	Online: Synchronous
BUS 239-80	Marketing				Molinari, J.	Arranged	Online: Asynchronous with some Synchronous meetings scheduled between faculty member and students.
BUS 385-90	Special Topic: Project Management Theory & Practice *Prerequisites: BUS 236; jr or sr standing				Ranieri, J.	T 7:00-9:50	Online: Synchronous
BUS 387-90	Special Topic: Disruptive Companies & Marketing Innovations *Prerequisites: BUS 233, 239				David, K.	R 6:00-8:50	Online: Synchronous
CHN 102-90	Elementary Chinese II	L2			Collings, N.	MR 7:00-8:50	Monday in-person; Thursday online Synchronous
CLS 320-80	Classical Mythology	HU			Eastman, J.	M 6:00-8:00	Online: Synchronous/Asynchronous
COM 361-90	Audio Production				Sierzega, G. Krempasky, P.	M 5:00-7:50	Online: Synchronous 5:00-6:00 Asynchronous 6:00-8:00
ECN 102-80	Principles of Microeconomics	SL			Britt, K.	Arranged	Online: Asynchronous with some Synchronous meetings scheduled between faculty member and students.
EDU 104-90	Educational Psychology: Child Learning	SL			Rosenberg, P.	T 7:00-9:50	Online: Asynchronous

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SCHOOL OF CONTINUING STUDIES Fifteen Week Courses Continued

Course Key	Course Title	Graduation Requirements			Instructor	Meeting Times	Modality
		DE	CL	IL			
EDU 212-90	Theory & Practice of Teaching English Language Learners *Paired with GEO 102-90	DE	CL	IL	Emerick, M.	M 7:00-9:50	Online: Asynchronous
EDU 289-90	Special Topic: Representations of Disability in America	SL			Richwine, S.	T 7:00-9:50	In-person
EDU 330-90	Social Studies Education for Adolescent Learners				Heavener, R.	W 7:00-9:50	Hybrid
EDU 334-90	Mathematics Education for Young Learners				Monahan, M.	MW 6:00-7:30	In-person if students are back M 7-9:50; Online: Synchronous if not
EDU 346-90	Science Education for Adolescent Learners				Mahmood, N.	W 7:00-9:50	
EDU 362-90	Languages Education				Beltzner, K.	W 7:00-9:50	
EDU 363-90	English Education for Adolescent Learners				Weaver, A.	W 7:00-9:50	
EDU 410-90	Seminar in Assessment & Evaluation				Richwine, S.	Arranged	In-person
EDU 420-90	Seminar in Professional Studies & Community Education				Szabo, T.	Arranged	In-person
EDU 950-90	Student Teaching I				Rohrbach, K.	Arranged	In-person
EDU 951-90	Student Teaching II				Rohrbach, K.	Arranged	In-person
ENG 115-80	American Writers	HU			Galante, P.	M 6:00-8:00	Online: Synchronous/Asynchronous, Synchronous meetings M 6:00-8:00
ENG 180-80	Literature of The Civil War *Paired with ENG 180-80	IL	CL	HU	French, C.	T 7:00-9:50	Online: Synchronous T 7:00-9:50
ENG 303-90	Advanced Creative Nonfiction Workshop	AR			Miller, L.	M 7:00-9:50	Online: Synchronous
ENG 307-90	Advanced Playwriting Workshop	AR			Dean, G.	T 7:00-9:50	Online: Synchronous
ENG 392-80	Decadence: The Literature of the 1890s	W			French, C.	W 7:00-9:50	Online: Synchronous
ENG 486-90	Special Topic: Reading for Writers *Prerequisite: one 300-level creative writing class				Lonsinger, D.	W 7:00-9:50	Online: Synchronous

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Muhlenberg Spring Schedule 2021

SCHOOL OF CONTINUING STUDIES Fifteen Week Courses Continued

Course Key	Course Title	Graduation Requirements			Instructor	Meeting Times	Modality
FIN 237-80	Corporation Finance				Slane, R.	W 7:15-8:15	Online Synchronous/Asynchronous, Synchronous meetings W 7:15-8:15
FIN 241-80	Current Topics in Financial Markets: Investment Strategies				Slane, R.	T 6:00-7:00	Online Synchronous/Asynchronous, Synchronous meetings T 6:00-7:00
FIN 365-90	Mergers & Acquisitions				Leighton, C.	W 7:00-9:50	In-person
FLM 225-90	The Western Film	HU			Birgel, F.	T 6:00-10:00	Online: Synchronous
FYS 162-80	FYS: Rootlessness In America	FY			French, C.	M 7:00-9:50	Online: Synchronous
GEO 102-90	World Geography *Paired with EDU 212-90	SL	DE	IL	Freeman, E.	R 7:00-9:50	Hybrid: one day in person; one remote or Online: Asynchronous
HST 235-80	American Civil War & Reconstruction *Paired with ENG 180-80	IL	CL	HU	Engl, R.	R 7:00-8:30	Online: Synchronous/Asynchronous, Synchronous meetings R 7:00-8:00
HST 291-80	Colonial Latin America & the Caribbean	HU	DE		Stahlhut, A.	Arranged	Online: Asynchronous
MTH 119-80	Statistical Analysis	RG			Shufelt, G.	T 6:00-9:50	Hybrid: lab/lecture Synchronous classmeetings each week and Asynchronous classwork.
MTH 121-80	Calculus I				Goodling, J.	T 6-8:50	Online: Synchronous
PHY 183-60	Astronomy: Environment Beyond Earth *Paired with BIO 184-60	IL	CL	SC	Parker, J.	Arranged	Online: Synchronous/Asynchronous. First class meeting will be Saturday, February 6 from 10:00-noon. Subsequent meeting times will be scheduled between faculty members/students.
PSC 207-90	Constitutional Law II	SL			Dardani, R.	TR 3:30-4:45	Online: Synchronous
PSC 242-90	Introduction to Conflict & Peace Studies	SL		DE	Mello, B.	MW 5:00-6:15	Online: Synchronous
PSC 316-90	Inequality & U.S. Public Policy *Requires Instructor Permission	DE			Deegan, M.	TR 5:00-7:00	Online: Synchronous
PSC 490-91	CUE: Senior Capstone Seminar				Mathews, L.	F 11:00-12:15	Hybrid Course (Synchronous online or in-person session and Asynchronous online)
PSY 215-80	Biological Psychology	SC			Rudski, J.	W 7:00-8:30	Online: Synchronous/Asynchronous, Synchronous meeting W 7:00-8:30
SPN 102-80	Elementary Spanish II	FL			Lebron, G.	MW 6:00-7:00	Online: Hybrid Asynchronous/ Synchronous sessions MW 6:00-7:00

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SCHOOL OF CONTINUING STUDIES

Spring One February 6 to March 27

Course Key	Course Title	Graduation Requirements			Instructor	Meeting Times	Modality
ARS 115-61	Introduction To Digital Photography	AR			Bergstresser, G.	S 9:00-12:00	Online: Synchronous/Asynchronous
ARS 215-61	Intermediate Digital Photography				Bergstresser, G.	S 12:00-1:30	Online: Synchronous/Asynchronous
ARS 307-61	Advanced Photography: Digital				Bergstresser, G.	S 1:30-3:00	Online: Synchronous/Asynchronous
BUS 360-61	Organizational Behavior				Enders, A.	R 6:00-9:00	Online: Synchronous/Asynchronous
HST 227-61	Twentieth Century America to 1945	HU			Stahlhut, A.	Arranged	Online: Asynchronous
SOC 101-61	Introduction to Sociology	DE	SL		Lucabeche, V.	Arranged	Online: Asynchronous
THR 150-61	Introduction to the Art of Acting	AR			Mutimer, W.	S 9:00-10:30	Online: Synchronous/Asynchronous

Spring Two April 3 to May 22

PHL 105-62	Conduct & Character	HU			Burak, K.	S 9:00-11:00	Online: Synchronous/Asynchronous
SOC 235-62	Inequality & Power				Lucabeche, V.	S 9:00-11:00	Online: Synchronous/Asynchronous
SPC 250-62	Basic Speech				Mutimer, W.	Arranged	Online: Asynchronous

In response to the covid virus and the health and safety of our learning community, our graduate courses this spring will be a majority of online instruction.

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SCHOOL OF GRADUATE STUDIES

Spring One January 4 to February 26

Course Key	Course Title	Instructor	Meeting Times	Modality
MOL 510-01	Human Resource Leadership Strategy	Doll, C.	T 6:00 – 10:00	Online: Synchronous
MAA 506-01	Predictive Analytics	Slane, R.	R 6:00 – 10:00	Online: Synchronous
MAA 640-01	Leadership and Communications	Meredith, J.	R 6:00 – 10:00	Online: Synchronous

Spring Two March 1 to April 23

MOL 636-02	Ethical Leadership and Governance	Meredith, J.	T 6:00 – 10:00	Online: Synchronous
MAA 508-02	Data Warehouse and Mining	Schafer, J.	R 6:00 – 10:00	Online: Synchronous
MAA 614-02	Artificial Intelligence and Machine Learning Concepts Machine Learning Concepts	Silveyra, J.	R 6:00 – 10:00	Online: Synchronous

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