# 2018 SPRING ACADEMIC CALENDAR

**Spring A 2018 (January 8 – March 5, 2018)**

**January 8rd** ……..…Spring A Session begins
**January 8rd– 12th** ……..Late Registration and Schedule Adjustment period (Students who drop individual courses during this period will be charged 20% and receive a "W" grade )
**January 12th**……. Deadline to apply for March 2018 degree completion
**January 15th** ……..Martin Luther King Jr. Day; Office closed / No classes
**January 16th** …Spring A portfolio submissions for August 2018, October 2018, or December 2018 degree completions
**January 19th** ……..…Deadline to apply for May 2018 completion and May Commencement
**February 16th**……..Last day to withdraw from Spring Session A with a 'W" grade
**February 23th** ……..…Last day to submit coursework to instructor to redeem "I" grades for Fall B Session
**March 5th** ……Spring A Session ends

**Spring B 2018 (March 8 – May 5, 2018)**

**March 8th.** ……...Spring B Session begins
**March 8th – 14th**……..Late Registration and Schedule Adjustment period (Students who drop individual courses during this period will be charged 20% and receive a "W" grade )
**March 12th** ……Spring B portfolio submissions for August 2017, October 2018, or December 2018 degree completions
**March 29th – April 1st**.....Easter Holiday; Offices closed / No Classes
**April 20st** ……..Last day to withdraw from Spring B with a "W" grade
**April 27th** ……..Last day to submit coursework to redeem an "I" grade for Spring A Session
**May 5th** ……...Spring B Session ends
**May 5th** ……Commencement Ceremony

***Listed Below are the dates courses will be held this session**

| Day of the Week | Dates |
|---|---|
| Monday | 01/08, 01/22, 01/29, 02/05, 02/12, 02/19, 02/26, 03/05 |
| Tuesday | 01/09, 01/16, 01/23, 01/30, 02/06, 02/03, 02/20, 02/27 |
| Wednesday | 01/10, 01/17, 01/24, 01/31, 02/07, 02/14, 02/21, 02/28 |
| Thursday | 01/11, 01/18, 01/25, 02/01, 02/08, 02/15, 02/22, 03/01 |
| Friday | 01/12, 01/19, 01/26, 02/02, 02/09, 02/16, 02/23, 03/02 |
| Saturday | 01/13, 01/20, 01/27, 02/03, 02/10, 02/17, 02/24, 03/03 |
| Holiday | January 15, 2018 (Monday) |

***Listed Below are the dates courses will be held this session**

| Day of the Week | Dates |
|---|---|
| Monday | 03/12, 03/19, 03/26, 04/02, 04/09, 04/16, 04/23, 04/30 |
| Tuesday | 03/13, 03/20, 03/27, 04/03, 04/10, 04/17, 04/24, 05/01 |
| Wednesday | 03/14, 03/21, 03/28, 04/04, 04/11, 04/18, 04/25, 05/02 |
| Thursday | 03/08, 03/15, 03/22, 04/05, 04/12, 04/19, 04/26, 05/03 |
| Friday | 03/09, 03/16, 03/23, 04/06, 04/13, 04/20, 04/27, 05/04 |
| Saturday | 03/10, 03/17, 03/24, 04/07, 04/14, 04/21, 04/28, 05/05 |
| Holiday | March 29- April 1, 2018 (Thursday-Saturday) |

Future Semester Dates:

2018 Summer Semester
Session : May 21th 2018 to July 18th 2018

2018 Fall Sessions:
Session A: August 6th 2018 to October 1nd 2018
Session B: October 4th 2018 to December 1nd 2018

| Portfolio Submission Dates | Degree Completion Application Dates | Degree Completion Dates | Commencement Ceremony |
|---|---|---|---|
| January 16, 2018 | June 2018<br>August 2018<br>September 2018 | July 2018<br>October 2018<br>December 2018 | December 2018 |
| March 12, 2018 | June 2018<br>August 2018<br>September 2018 | July 2018<br>October 2018<br>December 2018 | December 2018 |

**Please note: Your portfolio needs to be reviewed by your academic advisor at least three times prior to submission. No portfolios will be accepted for the first review during submission week (seven days before the submission dates listed above). All students must submit their portfolios before attaining senior status (90 credits or less)! Thank you for your attention to these deadlines and policies.**

## ADMISSIONS REQUIREMENTS

The admission policies of the School of Professional and Career Education (PACE) are designed to meet the needs of adult students. Most undergraduate applicants who have a high school diploma from a regionally accredited school or equivalent (GED) can be provisionally admitted and register for up to 12 undergraduate courses while completing the application process. It is the student's responsibility to ensure that all admission credentials are received in a timely manner including official transcripts from regionally accredited institutions. For more information on admission requirements refer to the current PACE Student Bulletin.

### CRITERIA FOR FULL ACCEPTANCE

- Interview with an academic advisor;
- Submit a completed application form or apply online for admission at www.barry.edu/apply
- Request an official transcript from each college attended. If applicable, request an official transcript from CLEP and/or DANTES;
- If no college credit or fewer than 12 credits have been earned, request an official high school transcript from a regionally accredited high school or official GED transcript;
- Applicants holding an associate degree or its equivalent must present a minimum of 3 years full-time professional work and/or community service experience past high school;
- Applicants not holding an associate degree or its equivalent must present a minimum of 5 years of full-time professional work and/or community service experience past high school.

### CRITERIA FOR PROVISIONAL ACCEPTANCE

Provisional acceptance is extended to those whose transcripts reflect less than a 2.00 cumulative grade point average at the time of application. A student enrolling under this option is limited to twelve credits in which a minimum cumulative grade point average of 2.00 must be achieved at Barry University. Upon successful completion of 12 credits with a cumulative grade point average of at least 2.00 at Barry, full acceptance will be granted.

### CONTINUOUS ENROLLMENT/READMISSION

A student who does not enroll for more than two years will be classified as inactive and will be required to apply for readmission by submitting a new application and paying a new application fee. In such cases, the Student Bulletin and University Policies in effect at the time of readmission will apply

# FINANCIAL INFORMATION

### TUITION

| | |
|---|---|
| Per undergraduate credit hour | $454.00 |
| Per graduate credit hour | $699.00 |

### FEES

| | |
|---|---|
| Application Fee, payable once, non-refundable | $30.00 |
| Academic Program Fee for NSE Prefix courses (Non-refundable) | $375.00 |
| Distance Education Fee | $125.00 |
| CLEP Fee per credit | $100.00 |
| PACE Challenge Exam Fee IT 190/200/CAT 102 (Non-refundable) | $75.00 |
| Transcript, each | $10.00 |
| Corporate Deferred Payment Plan | $150.00 |
| Non-reversible Late Payment Fee | $250.00 |
| Returned Check Fee | $100.00 |
| Portfolio Tuition Fee | $1,950.00 |
| Portfolio Materials | $20.00 |
| Graduation Fee | $200.00 |

**UNDERGRADUATE STUDENTS** must register for courses for both terms (A & B) in order to be eligible for the maximum financial aid. In order to be eligible for the maximum financial aid award, students must be full-time - i.e., 12 credits - during the entire semester and have filed financial aid paperwork prior to the beginning of each semester. **Failure to maintain full-time enrollment status (12 credits) during the full duration of the semester (A and B) may result in the loss of financial aid. In all cases, the student is responsible for full payment of tuition and fees incurred at the time of registration.**

**GRADUATE STUDENTS** must register at least half time (a minimum of 4 credits) each semester to receive financial aid. In order to receive the maximum amount in federal student loans, students must be registered full-time - i.e., 9 credits - during the entire semester and have filed financial aid paperwork. **Failure to maintain full-time enrollment status (9 credits) during the full duration of the semester (A and B) may result in the loss of financial aid. In all cases, the student is responsible for full payment of tuition and fees incurred at the time of registration.**

**SEMESTER PAYMENT**

- Any balance due from a prior semester must be paid in full before a student may register.
- Payments can be made by check, money order, or credit card payable to BARRY UNIVERSITY. Credit cards that are accepted include American Express, Discover, MasterCard, and Visa.

**CORPORATE REIMBURSEMENT DEFERRED PAYMENT PLAN POLICY**

In order to defer the payment of your tuition to the end of the semester you must submit to Cashier/Business Office, within the first two weeks of the semester/session, an official letter from your employer on company letterhead. This document is required each semester and must state your eligibility for reimbursement and the conditions under which your company will pay your tuition and fees. The letter must include your company's policy regarding the percentage of your semester's costs they are willing to pay, the grade required for reimbursement, as well as the calendar period it covers. Additionally, you must complete a deferred payment plan form with the Cashier/ Business Office (CBO). Be aware that whenever payment of your tuition is not made in full at the time of registration, but deferred to a future date, there is a mandatory deferment fee of $150.00. Also, please be aware that this fee is non-refundable. Please call CBO at 305-899-3585 for further information regarding corporate payment plans

**TUITION REIMBURSEMENT BY VETERANS ADMINISTRATION**

It is the student's obligation to pay the University first and then seek reimbursement from the Veterans Administration. To avoid overpayments and/or interruption of benefits, it is absolutely necessary that the student notify the Financial Aid Office and the Registrar's Office of any changes in status.

**TUITION ASSISTANCE FOR SERVICE PERSONNEL**

The balance from the student must be paid at the time of registration.

**PELL GRANTS**

Any balance due after the awarding of the Pell Grant allowance must be paid by the student.

**HEALTH INSURANCE**

Undergraduate students taking 9 or more credit hours, all undergraduate nursing majors, all division of Medicine and Anesthesia, all other graduate students taking 4 or more credit hours, or taking a thesis and students attending a Barry University Distant Satellite Campus taking 9 or more credit hours are eligible to enroll in the Student Health Insurance Plans on a voluntary basis.

**DROPPED COURSES**

Students who wish to change their registration status before the semester begins or during the first week of class must complete a Registration Adjustment (Add/Drop) Form with their academic advisor's signature. Tuition refund policy is stated below.

| **TUITION REFUND POLICY** | |
|---|---|
| **Prior to the start of the session** | **100%** |
| **Through the first week of the session** | **80%** |
| **After the first week of classes** | **No Credit** |

**Special course fees are not refundable. A student dismissed for academic or disciplinary reasons, at any time, shall not be entitled to any claim or credit.**

**DELINQUENT ACCOUNTS**

If a student's account should become delinquent, the account may be referred to a collection agency or to an attorney, or both. In such an event, the student shall be liable for the balance due plus any fees of the collection agency, attorney fees, court costs and all other charges associated with the collection of the debt together with interest at the maximum allowed by law. **No student may receive a diploma or transcript of credits until all financial obligations to the University are settled.**

**WITHDRAWALS**
Students who wish to change their registration status after the first week of class must complete a Withdrawal Form or notify, in writing, their academic advisor/director. Students are also expected to contact the faculty member teaching the course from which they intend to withdraw. There is no refund after withdrawing from a course. An unauthorized withdrawal will result in a final grade of "F". Students must withdraw before the final four (4) weeks of class. The effective date of the withdrawal will be the date of formal notification to the School of Adult and Continuing Education.

**REFUND REQUESTS AND CREDIT BALANCES**
All students whose financial aid awards exceed their tuition and fee charges, generating a credit balance in their accounts, will receive a check or direct deposit for the excess funds after the drop/add period. Students may sign up for direct deposit through WebAdvisor at http://webadvisor.barry.edu.

If any of the credit balance is the result of federal or state financial aid grants (Federal Pell Grant, Florida Resident Access Grant or Florida
Student Assistance Grant) please note:

- Any refund of these grants to the student cannot be processed until after all applicable add/drop periods have ended.
- Students who are enrolled in both sessions, Session A and Session B, may have access to their credit balances only after the end of the add/drop period of Session B.
- If, after the add/drop period of Session B, the student is still registered as a full-time student (12 credits or more) and continues to meet all other eligibility requirements, a refund will be generated.

Students may use their refund for off-campus living expenses, indirect expenses, or any other education expenses for the term including Portfolio submission, CLEP credits, and licensure credits upon signing the Federal Student Aid Authorization, which can be found in WebAdvisor under "Financial Information". **Once the excess funds are awarded it is the student's responsibility to retain the funds needed to pay for additional tuition and fees.** Students who have received student loans, have a credit balance, and do not need the excess funds for educational related expenses should consider returning some of the credit balance to the lender to reduce their debt.

**GRADUATING STUDENTS**
Graduating students with outstanding financial obligations of $1,000 or greater will not receive a cap and gown and will not be permitted to participate in the commencement ceremony.

# GENERAL INFORMATION

**ACADEMIC ADVISORS**
The School of Adult Professional and Career Education provides each student with an academic advisor who assists the student in attaining educational goals and in fulfilling Barry University requirements. Academic advisors aid students in: defining educational goals, selecting a program of study, applying to the University, selecting appropriate coursework, interpreting institutional requirements, assisting with the portfolio process, referring students to appropriate institutional services and resources and provide continuous evaluating of student's progress. Academic Advisors are available in all locations. The School of Professional and Career Education endeavors to achieve quality academic advisement for each student. It also incorporates student participation and responsibility in this endeavor. **While Barry University provides academic advising, the responsibility for planning individual programs rests with the students. Students are expected to become familiar with the requirements of the University, the School of Professional and Career Education, and their major disciplines.**

**ACADEMIC DISHONESTY**
Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility. Students must take care not to provide opportunities for others to cheat. Students must inform the faculty member if cheating or plagiarism is taking place. Information can be found in the PACE Student Bulletin and Barry University's Student Handbook.

**BARRY E-MAIL SYSTEM**
Barry e-mail is an official method of communication at the University. The University may send communication to students via Barry e-mail. Students are responsible for the consequences of not reading, in a timely fashion, University related communications sent to their official Barry University Student e-mail account. Students are expected to check their Barry University official e-mail on a frequent and consistent basis in order to remain informed of University related communications. E-Mail can be accessed by visiting http://webmail.barry.edu.

**CLASS LOADS**
Students may register for two classes per session (6 credits) for a total of four classes (12 credits) in the fall/spring semesters. Students requesting an overload of a third class per term must have a cumulative GPA of 3.0 or better and successfully completed: ENG 302
Academic Writing and Research; college level Math, and the computer proficiency. Students are required to submit a written request to their academic advisor to submit to the Associate Dean of Academic and Student Affairs who will render a decision on the request.

**CLASS ATTENDANCE POLICY**
Students are expected to attend classes. The usual length of a course is 32 hours. At the beginning of a session, all faculty will define specific requirements for attendance in their classes as these requirements relate to the course grade. Every class meeting is important, but none more so than the first. There is a limited amount of time during the accelerated session to appropriately cover the subject matter. Faculty begin in earnest at the very first meeting. Special hints about how to proceed, statements about the biases of the discipline, clues about prioritizing your efforts, insights into the syllabus, grading policies, strategies for earning the grade you want, and much more, are addressed in the first meeting. These are things that cannot be summarized, will not be reliably conveyed in someone else's notes, and may not be revealed at another time in the course.

**DISTANCE LEARNING OPTIONS**
Barry University is committed to the principles and best practices of adult education. Therefore, we provide opportunities for students to engage in coursework on a variety of schedules and delivery methods. Distance learning can be a great alternative to students for whom it is difficult to attend classes on campus. Distance learning is also a great opportunity for those people who enjoy working independently. However, online classes are not "easier" than traditional classes. Online courses are reading- and writing-and technology-intensive. They require excellent organization and time management skills. Students should work with their advisors to determine if the special requirements of online learning suit their learning style and schedule.

**LATE REGISTRATION AND SCHEDULE ADJUSTMENT PERIOD (ADD/DROP)**
After registration, any changes in schedule (adding/dropping, or changing a section of a class) must be authorized by the student's academic advisor/director. A Registration Adjustment Form must be filled out and signed by the student and their advisor. The Late Registration and Schedule Adjustment Period dates are published in the "Academic Calendar".

**WITHDRAWALS**
Withdrawal from a single course: Students who withdraw from a single course in a term but are still registered in an additional course(s) must complete the Course Withdrawal Form.

Students who withdraw from all courses in a single term must complete the Student Withdrawal Form. Use this form when:

- Withdrawing from all coursework for summer term, one session or both sessions of a semester even if registered for the following session or semester
- Suspended
- Not likely to return to Barry University
- Uncertain about plans to enroll in the future
- Withdrawing from the University, who is not registered for future terms.

These forms can be attained from the academic advisors. Students should closely review the forms and follow instructions outlined. It is the student's responsibility to adhere to withdrawal deadlines and procedures and also notify their instructor(s) of their withdrawal.

There is no refund after withdrawing from a course. An unauthorized withdrawal will result in a final grade of "F". Students must withdraw before the deadline published in the Semester Schedule. The effective date of the withdrawal will be the date of formal notification to the advisor in the School of Professional and Career Education.

**CANCELLED CLASSES**
Occasionally low enrollment necessitates cancellation of scheduled course offerings. Students will be notified promptly of course cancellations. Barry University assumes no responsibility to students for canceled classes.

**REPEAT COURSE**
No Barry University course may be attempted more than three times. ENG 102, ENG 202, and ENG 302 may only be attempted twice. Withdrawals are counted as attempts. With prior written authorization from an academic advisor, a student may repeat a course to improve the cumulative grade point average. **If a student has an F, repeats the course, and receives an A, only the A counts in the cumulative grade point average.** Quality points and credits attempted for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average **will reflect only the grade earned on the second attempt. Courses transferred from other institutions are not considered for a repeat.**

**AUDIT**
Students wishing to audit a course must meet admission requirements. Regular tuition charges apply to audited coursework.

**GRADE REPORTS**
Students may view final grades online via their WebAdvisor account at the end of each term. Any error in grading, the omission of a course, etc. should be reported to the Office of the Registrar within two weeks following the end of the term. For employment, corporate reimbursement or other needs, a comprehensive registration statement may be requested from the Cashier/Business Office. This statement includes billing information and final grades once they have been posted.

**INCOMPLETE GRADES**
On occasion, because of an emergency, a student cannot complete the course during the regular session. An incomplete grade may be given only to a student who has been attending classes on a regular basis and submitting assignments and tests promptly. The request to complete required coursework must be made by the student and agreed to by the faculty member. The Request/Contract for Incomplete Grade form must be submitted. An incomplete grade must be made up within the session following its receipt. See the printed schedule for posted dates. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. An incomplete grade must be redeemed by the date published in the academic calendar or the student will be automatically awarded a final grade of "F". The "I" grade and the redeemed letter grade both remain a part of the official transcript. . Incomplete grades assigned in the semester of graduation may result in postponement of graduation. Upon completion of the course, the student must reapply for the next graduation.

**TRANSFER CREDITS**
Refer to the PACE Bulletin for Transfer Credit Policies.

**RESIDENCY REQUIREMENTS**
The last thirty (30) credits and the majority of the major coursework must be completed at Barry University.

**REQUEST TO REGISTER AT ANOTHER INSTITUTION**
A Barry student is expected to fulfill all coursework at Barry University; therefore, permission to take courses elsewhere is granted only in exceptional cases for very extenuating circumstances, which preclude the opportunity to enroll in these courses at Barry in subsequent terms. Barry University students who wish to take courses at another institution for the purpose of transferring the credits back to Barry must obtain prior written approval from the Assistant Dean of Student Affairs in the School of Professional and Career Education. Students who have attained junior status (60 credit hours) may not transfer credits from a community college or junior college. Once a student is enrolled at Barry University's School of Professional and Career Education, no more than 6 credit hours may be transferred toward a Barry degree. Only credits are transferred, not grades or grade point averages. A grade of C or better is required in order for the coursework to be approved for transfer. It is the student's responsibility to assure the official transcript is sent to the Office of Admissions at Barry University following completion of the course(s).

**CHANGE OF NAME/ADDRESS/PHONE**
It is the student's responsibility to promptly notify the Office of the Registrar and his/her academic advisor of a legal name change, an address change, and/or a telephone number change. Photo ID is required for in-person requests. E-mailed requests should be sent from the student's Barry e-mail account to registrar@mail.barry.edu. Notification of a name change must be accompanied by a photocopy of appropriate legal documents. Acceptable legal documentation are a marriage license, divorce decree, or court order. No other documentation is acceptable. It is recommended that a student notify his/her instructors of the changes.

**CHANGE OF ACADEMIC PROGRAM (MAJOR/MINOR/SPECIALIZATION)**
When a student changes a major, minor, or specialization, he/she is bound by the requirements published in the course catalog for the academic year in which the changes are made. The University will automatically update the catalog year when processing the Undergraduate Change of Major/Minor/Specialization Form or the Graduate Change of School or Program Form

**UNDERGRADUATE GOOD STANDING/PROBATION/SUSPENSION**
1. A student is in good academic standing if the cumulative grade point average (GPA) is 2.0 or above.
2. A student is on Academic Probation if the cumulative grade point average falls below 2.0. A student on academic probation may not register for more than three (3) credits per session and is ineligible to register for a tutorial or independent study.
3. A student on probation who is unable to earn a cumulative grade point average of 2.0 after having subsequently attempted twelve (12) non-portfolio credit hours will be suspended from the School of Professional and Career Education. The Veterans Administration will be notified of the suspension of any such students receiving Veterans Educational Assistance and the student's VA benefits will be terminated.
4. The Associate Dean of Student Affairs may grant exception to the Standards of Academic Progress in circumstances where the Assistant Dean determines that causes for unsatisfactory progress have been removed. In such a case, the Assistant Dean will establish a time frame to bring the student into compliance and notify the student in writing. During this period, students will not be eligible for Veterans Educational Benefits, but may be eligible for other forms of financial assistance. Failure to meet the objectives for satisfactory progress within this time frame will result in suspension.
5. Students suspended for failure to achieve satisfactory progress may petition for readmission to the Assistant Dean of Student Affairs of the School of Career and Professional Education after a period of no less than two years. Students accepted for readmission will be subject to the requirements of the Student Bulletin in effect at the time of such readmission.

**GRADUATE GOOD STANDING/PROBATION/DISMISSAL**
1. A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above.
2. Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. While on probation, a student is limited to registering for

one course per session or two per semester. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed.

3. If a student receives a third "C" or below, then s/he must repeat a course, in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits.
4. A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned.
5. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

**REQUIREMENTS FOR THE BACCALAUREATE PROGRAMS**

The following are the requirements for bachelor's degree completion:

- Satisfactory completion of a minimum of 120 credits with an average of 2.00 (C).
- Of the total, a minimum of 48 credits must be in courses numbered above 299.
- The last 30 credits and the majority of the coursework in the major must be completed at Barry University.
- Grades of at least "C" must be earned in coursework for the major, prerequisites, and the specialization.
- All students who are seeking a degree through the School must complete ENG 302, Academic Writing and Research, during the first or second semester of enrollment. In order to satisfactorily complete ENG 302, a grade of C or above must be earned. If a grade below C is earned, the course must be repeated within the next two semesters, and the student must achieve a grade of C or above. Students will not be allowed to continue their academic program until ENG 302 has been successfully completed. Students who do not successfully complete the course after two attempts will be suspended. Students may be exempt from the requirement by demonstrating proficiency on an English examination administered by the School. All new students who wish to test out of ENG 302 must sit for the test-out exam in their first semester (session A or B) of enrollment. However, the written communication requirements must be fulfilled.
- The computer proficiency requirement must be met.

**GRADUATION APPLICATION FOR DEGREE COMPLETION**

It is the student's responsibility to ensure that graduation requirements are met prior to applying for graduation. At least nine weeks prior to the anticipated degree completion students must apply for graduation. Graduation application deadlines appear in the academic calendar. Graduation may be postponed for anyone submitting a graduation application after the deadline and a $150 non-refundable graduation application fee will apply. The Application for Graduation is available thru WebAdvisor at https://webadvisor.barry.edu under Academic Planning. Your academic advisor will need to approve your application for graduation, once approved you can apply via WebAdvisor.

A student who receives an incomplete grade "I" during the semester of graduation will not qualify for graduation and must re-apply for the next graduation date. Students who remain in the Bachelor of Science in Legal Studies degree or Bachelor of Liberal Studies degree with a specialization in Legal Studies, and students seeking a Bachelor of Science in Administration degree with a Legal Studies specialization must complete all five sections of the Certified Legal Assistant (CLA) examination prior to graduation. Diplomas are available about eight weeks after the degree completion date.

**GRADUATING WITH HONORS**

In order to qualify for graduation with distinction, a student must have taken a minimum of 56 credit hours at Barry carrying letter grades of A, B, C, or D, and must have maintained a grade point average of 3.50 or above. Portfolio credits cannot be applied to the 56 credit hours required to graduate with honors. If a student returns for a second degree, he/she must complete all requirements for graduating with honors, not to include credits used for previous degree. Only courses taken at Barry are computed in determining honors. The GPA will be rounded using the third decimal place. For distinction, CUM LAUDE, a grade point average of 3.50 is required; for MAGNA CUM LAUDE,
3.70; and for SUMMA CUM LAUDE, 3.90.

**FORFEITURE OF GRADUATION**

Completion of a Graduation Application does not guarantee graduation unless all requirements are fulfilled. A student who receives an incomplete grade (I) during the semester of anticipated degree completion will not qualify for graduation. A student then will be required to re‐apply for the next appropriate degree completion date. A $150 non-refundable graduation application fee will apply each time a student applies for graduation.

**COMMENCEMENT CEREMONY**

Commencement ceremonies are held during the months of May and December. To be eligible for participation, the student must have completed all degree requirements by the graduation ceremony. This includes completing the Graduation Application before the published deadline. Students with outstanding financial obligations to the university in excess of $1,000 will not be provided with a cap and gown and will not be allowed to participate in the commencement ceremonies. For additional information on Commencement activities, please visit the website at http://www.barry.edu/commencement/

# OFF-CAMPUS COMPUTING FACILITIES

The following locations are equipped with a classroom lab for teaching Information Technology classes. During the day, these labs are available for student use during the site's operating hours. Please check with each site for any special evening or weekend hours.

SOUTH MIAMI-DADE COUNTY:
Kendall……..(305) 275-2761
Cutler Ridge……(305) 969-5833

BROWARD COUNTY:
Pembroke Pines……(954) 443-0561

PALM BEACH COUNTY…… (561) 622-9300

BREVARD COUNTY:
Cape Canaveral……(321) 783-0162
Melbourne……..(321) 409-5553

ORANGE COUNTY:
Florida Mall Business Center (Sand Lake)….(407) 438-4150

CENTRAL FLORIDA AREAS:
Fort Myers……(239) 278-3041
Tallahassee……(850) 385-2279
Jacksonville……..(904) 394-0875

In addition, every PACE teaching site is equipped with one or more workstations to allow students access to library and networking services. These workstations are also available on weekends and evenings while classes are being taught.

## PUBLIC NOTICE

The following notice is a summary of the rights of students under the Family Educational Rights and Privacy Act (FERPA) also known as the "Buckley Amendment". Additional information regarding FERPA is available in the University student handbook.

**RIGHTS:**

**1. Review and Inspection of Records**
Students have the right to review and inspect their educational records as defined in Section VII of the Policy within a reasonable time of a request to the custodian of those records. All requests to inspect records will be fulfilled within 45 days. The University has an obligation to respond to reasonable requests from students for explanation of their education records. If the student is unable to inspect personally his or her education record, the University is obligated to provide a copy of the record requested upon payment of a copying fee.

**2. Right to Request an Amendment of Records**
A student has the right to request that the University amend education records which the student believes are inaccurate, misleading, or
in violation of the privacy or other rights of the student. The University will decide whether or not to amend such records and so inform the student.

**3. Right to a Hearing to Challenge the Contents of Records**
A student has the right to a hearing to challenge the contents of education records the student believes are inaccurate, misleading or in violation of the privacy or other rights of the student. The hearing is conducted by the Vice President for Academic Affairs. If the student prevails at the hearing, the student has the right to request an amendment to the record. Should the student not prevail, the student may enter an explanation in the records setting forth any reason(s) for disagreeing with the hearing decision.

**4. Right to Refuse Designation of Directory Information**
At its discretion, Barry University may provide directory information in accordance with the provisions of the Act to include: name, address and telephone number, date and place of birth, photograph or likeness, electronic e-mail address, major field of study, grade level (undergraduate/graduate), enrollment status (full-time or part-time), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams.

Students may withhold directory information by notifying the Registrar in writing no later than the 15th day of the academic semester (or the 5th day of a summer session). Requests for non-disclosure will remain in effect until the student informs the Registrar in writing to remove the block to designation and disclosure. The student may send correspondence to:

Barry University
Office of the Registrar
11300 NE 2nd Avenue
Miami Shores, FL 33161-6695

**5. Right to File a Complaint**
Complaints regarding violations of the rights accorded students under this policy should be directed to the Vice President for Student Services. Complaints failing resolution internally may be filed directly with the Department of Education, 330 Independence Avenue, Washington, D.C. 20201.

Students who intend to submit a portfolio are expected to attend a Portfolio Seminar the first or second semester of their enrollment. It is advisable that portfolios be submitted within one year of Portfolio Seminar attendance. Portfolios must be submitted at least two semesters prior to intended degree completion date. Textbooks for classes listed for Dade County may be purchased at Follett Barry Bookstore. Students in other areas should contact their local office. **When you receive this schedule, call your local office for an advising appointment**

# MIAMI SHORES CAMPUS INFORMATION

**PUBLIC SAFETY/CAMPUS SECURITY:**
The Public Safety Department campus security dispatch office (24 hours a day, 7 days a week) number is (305) 899-3333. The Public
Safety Office (Non-Emergency) number is (305) 899-3335.

**ID CARDS:**
Photo identification cards are issued to each student at the time of their initial registration at the university. It is expected that the ID card will be retained throughout the students' university experience. Students are expected to carry their ID at all times while on campus. The card is the property of Barry University and is intended solely for its use. When requested by a university official, students are required to produce their identification. It is not transferable and must be returned upon request. Misuse of the ID card will result in disciplinary action.

Currently, the library, the computer lab, and athletic facilities are using our computerized magnetic stripe system. Therefore, those services can only be accessed with a valid ID Card. Sodexho food services, the Follett Bookstore, the Weber Game Room and Le Café also accept the Barry ID Card as a mode of payment. However, money or a meal plan must be added to your ID card prior to making any purchases with your card. Bookstore and Laundry money can be added to ID card account through Student Account Services (Adrian Hall Room 112). Student ID cards must be validated for each semester. To validate ID's students must present a current printout of classes or other acceptable proof of registration for the current term.

**PARKING:**
All students and employees who bring a vehicle onto the campus at any time must obtain a Barry University Parking Decal for that vehicle. To do so, the following information must be presented to the Public Safety Department, located in Landon Student Union, Suite 100, during the time of issue or renewal: 1. Valid state vehicle registration. 2. Valid Barry University ID card (BUC Card) or another form of picture ID ONLY if the ID office is not issuing ID cards at the time of vehicle registration. 3. Current class schedule (printout) from students. Students must be registered for the current term before they can obtain a "Parking Decal". There is no charge for the Barry University Parking Decal. All faculty/staff and registered students may obtain a decal for FREE. Barry University Parking Decals are not transferable and must be used by the person and on the vehicle in which they are registered.

**PUBLIC SAFETY DEPARTMENT OFFICE HOURS OF OPERATION:**
Monday – Friday……9:00AM – 5:00PM
Telephone……..(305) 899-3335

**MONSIGNOR WILLIAM BARRY MEMORIAL LIBRARY HOURS:**
Sunday……10:00 A.M. – 12:00 A.M.
Monday – Thursday……7:30 A.M. – 12:00 A.M.
Friday……7:30 A.M. – 10:00 P.M.
Saturday……9:00 A.M. – 10:00 P.M.

Library hours are also posted on the library web page and in the entrance of the Library. Hours may also be obtained by calling (305) 899-3760 or (305) 899-3776 for a recorded message. Library hours are subject to change during holidays and summer semesters. A revised schedule will be posted in the library and in the library web page. The Monsignor William Barry Memorial Library is opened to the community, Barry University faculty, students, staff, and alumni. Access to the electronic databases is limited to the faculty, students, and staff

**MAIN CAMPUS COMPUTER LAB HOURS (Garner 247):**
The Division of Information Technology has two Computer Labs available to students. The Main Computer Lab, located in Garner 247, offers 80 workstations as well as scanners and laser printers. The Library 205 Computer Lab offers 23 PCs and a laser printer. The Library 205 Computer Lab has the same hours of operation as the Library.
The hours of operation for Garner 247 lab are:

Sunday……..10:00 A.M. – 10:00 P.M.
Monday – Thursday……..7:30 A.M. – 12:00 A.M.
Friday……..8:00 A.M. – 10:00 P.M.
Saturday……..8:00 A.M. – 10:00 P.M.

Extended lab hours are also scheduled during peak, end-of-semester periods to allow students to complete their final projects. Current computer lab hours can be obtained at (305) 899-3893.

**LEARNING CENTER:**
If you want individualized help in the areas of English Composition or Mathematics, contact the Learning Center for an appointment at (305) 899-3485 or your local site director or advisor.

**BARRY BOOKSTORE HOURS (R. Kirk Landon Center)**

| | |
|---|---|
| Monday – Thursday | 8:00 A.M. – 7:00 P.M. |
| Friday | 8:00 A.M. – 5:00 P.M. |
| Saturday | 10:00 A.M. – 2:00 P.M. |

**EXTENDED HOURS AT THE START OF EACH SEMESTER**

**BOOKSTORE PAYMENTS:**
AMERICAN EXPRESS, DISCOVER, MASTERCARD and VISA accepted. Personal instate checks printed with contact information accepted with: valid driver's license, current Barry University ID card, and two telephone numbers.

In order to purchase books using excess financial aid funds, loans or scholarship monies, please send an email to mpena@mail.barry.edu with your ID #, and the requested amount to be placed in your Flex Bucs account. Once this is done (allow one day for processing) you can order textbooks through eFollett using the Flex Bucs funds. Simply choose the BucCard payment selection to have your order paid from your Flex Bucs.
**Telephone: (305) 899-3970**

**DINING:**

**LANDON STUDENT UNION - ROUSSELL DINING HALL HOURS**

**Regular Hours Monday – Friday**

| | |
|---|---|
| Breakfast: | 7:30 A.M. – 10:30 A.M. |
| Hot Lunch: | 11:00 A.M. – 2:00 P.M. |
| Lite Lunch: | 2:00 P.M. – 5:00 P.M. |
| Dinner: | 5:00 P.M. – 8:00 P.M |

**Saturday - Sunday**

| | |
|---|---|
| Brunch | 10:00 A.M – 2:00 P.M. |
| Dinner | 5:00 P.M. – 8:00 P.M. |

**LANDON STUDENT UNION – BUCKY'S COVE**

| | |
|---|---|
| **Monday – Thursday** | .5:00 P.M. – 11:00 P.M. |
| **Friday** | 5:00 P.M. – 12:30 A.M |
| **Saturday** | 3:00 P.M. – 12:30 A.M |
| **Sunday** | Closed |

**THOMPSON HALL BUC STOP**

**Regular Hours Monday – Friday**

| | |
|---|---|
| Café | 7:30 A.M. – 11:30 P.M. |
| Chick-N-Grill | 7:30 A.M. – 8:00 P.M. |
| Subway Deli | 10:30 A.M. - 12:00 A.M. |
| Outtakes | 7:30 A.M. – 10:00 P.M. |

**Saturday**

| | |
|---|---|
| Subway Deli | 11:00 A.M. – 3:00P.M. |
| Outtakes | 11:00 A.M – 3:00 P.M. |

**Sunday**

| | |
|---|---|
| Subway Deli | 3:00 P.M. – 10:00P.M. |
| Outtakes | 3:00 P.M. – 10:00P.M |

**DOMINCAN HALL – Chop'd and Wrap'd / Juiceblendz**

| | |
|---|---|
| **Monday – Thursday** | 9:00 A.M – 10:00 P.M. |
| **Friday** | 8:00 A.M. – 4:00 P.M. |
| **Saturday – Sunday** | Closed |

**DOMINCAN HALL – Outakes**

| | |
|---|---|
| **Monday – Thursday** | 11:00 A.M – 10:00 P.M. |
| **Friday** | 11:00 A.M. – 8:00 P.M. |
| **Saturday – Sunday** | 2:00 P.M. 9:00 P.M. |

**GARNER HALL – Le Café International**

| | |
|---|---|
| **Monday – Thursday** | 7:30 A.M – 8:30 P.M. |
| **Friday** | 7:30 A.M.– 6:00 P.M. |
| **Saturday – Sunday** | Closed |

**WIEGAND HALL – Le Café International**

| | |
|---|---|
| **Monday – Thursday** | 7:30 A.M – 4:30 P.M. |
| **Friday** | 7:30 A.M.– 2:00 P.M. |
| **Saturday – Sunday** | Closed |

**Please Note**: Please check the campus websites for up to date information including schedules for summer hours at www.barry.edu/dining.

**!!!!! – IMPORTANT - !!!!!**

**STUDENTS ARE RESPONSIBLE FOR ALL INFORMATION CONTAINED WITHIN THE ADULT STUDENT RESOURCE GUIDE AND THE ACE BULLETIN. FAILURE TO READ THIS SEMESTER SCHEDULE DOES NOT EXCUSE STUDENTS FROM THE POLICIESAND PROCEDURES DESCRIBED HEREIN. PERSONAL FACTORS, ILLNESS, OR CONTRADICTORY ADVICE FROM ANY SOURCE IS NOT AN ACCEPTABLE REASON FOR SEEKING EXEMPTION FROM THESE POLICIES AND PROCEDURES.**

## Barry University E-Mail System

The Division of Information Technology provides e-mail accounts for all registered students. Students can access e-mail accounts via the web at **http://webmail.barry.edu**. Students can look up their username at this site by entering their student number and last name.

You can Create/Reset or Change your password by visiting http://www.barry.edu/password. Three options are available that allow you to reset your password.

***Change your password***
Use this option to change your password if you know your current password and it has not expired. For example, someone who wants to change his password before the 90 day expiration date could use this option.
***Forgot my password or Reset an expired password?***
This option should also be used to change your password if you do not know it or the password have expired. You will need to provide your username, your username is before the @ symbol in your e-mail address, student or employee id, date of birth and social security number.

*Note: New students should use this option to "create" a password.*

Student e-mail addresses have the following format: <username>@mymail.barry.edu.

## Remote Access to Library Resources

Barry University students can access the BarryNet Library Resources from home by connecting to the Internet via an Internet Service Provider and going to http://access.barry.edu.

When using Remote Access to connect to BarryNet, a username and password is required. This is the same username and password used to check e-mail and log onto campus PC's. At the Remote Access Menu, select Library Web to access the Barry Library.

## Gain Access to Your Student Information and WEB REGISTRATION Using WebAdvisor

WebAdvisor provides direct access to Barry's administrative information system. Students can access personal information at their own convenience through this secure web interface, **and can now register online for classes.**

What information is available through WebAdvisor?

- Grades by Semester
- Schedules
- Transcripts & Transcript Request status
- Account Summary (Full and By Semester)
- Financial Aid Status (By Year and By Semester)
- Test score Summary
- Transcript Status view
- Enrollment Verification Status view
- GPA by Semester
- Program Evaluation
- Apply for Graduation

**In order to use WebAdvisor for the items listed above, you must be an active student and registered for classes.**
If you know your username and password, go to http://webadvisor.barry.edu and click **Log In** at the top or bottom right corner of the page.
Log in using your Barry University username and password.

If this is your first time logging in, you must first activate your Barry e-mail account. Refer to previous page "Barry University E-mail System" to look up user name and password before continuing.

You may access the Barry University network at http://access.barry.edu. All available Barry sites will be listed on the left side of your screen including WebAdvisor. Click **"WebAdvisor"** and click **Log In** at the top right or bottom left corner of the page. Log in again using your Barry University username and password.

## Purchase textbooks online through Web Advisor

WebAdvisor now provides the ability to purchase your books during Web registration or while viewing your class schedule. Simply login to WebAdvisor and from the students main menu select either Register for Sections (link is available from registration results page) or My Class Schedule. Simply click on the Barry Bookstore logo at the bottom of the page to populate your shopping cart with the books for your classes. You will have the option to have your books shipped to you or pick them up at the bookstore. On Occasion, the Barry University promotes *FREE Ground Shipping to PACE Students on textbook orders up to the first day of class. Contact your advisor for more information and to obtain current promotional code.*

## Web Registration Dates and Procedures

In order to register online students must:

A. Have an account balance that is in good standing
B. Have a signed registration agreement form from their Academic Advisor *
C. Have cleared restrictions such as those imposed by the Office of Admissions, International Student Center, etc.

The first step to Web registration is to access WebAdvisor. For instructions, see the section **GAIN ACCESS TO YOUR STUDENT INFORMATION USING WebAdvisor** on the previous page.

### ON-LINE REGISTRATION PROCEDURES

To take part in online registration your account balance must be in good standing. In addition, you must accept the "Terms and Conditions of Online Registration" which precedes the online registration screen on WebAdvisor. You must observe the payment arrangements deadline date in order to be considered fully registered. You may not be eligible for online registration for a number of reasons i.e. restrictions based on admissions status, residency status, etc. Please review your status with your advisor before attempting online registration in order to resolve any issues that may prevent you from using online registration. You must have written approval from your Academic Advisor for all courses for which you register online. Further information is available at http://www.barry.edu/webadvisor

Steps to Register:

- Access WebAdvisor via http://webadvisor.barry.edu or http://webmail.barry.edu.
- If you have not activated your Barry email account review previous page (7) "Gain Access to Your Student Information".
- Click "**Login to Access**", enter your username, password and Click "**Submit**"
- The WebAdvisor "Welcome to WebAdvisor" page will appear, Click "**Login"**
- Login to WebAdvisor using your username and WebAdvisor Password
- Click "WebAdvisor for students"
- Click "Register for classes"

The "**Terms and Conditions of On-Line Registration**" screen will display. Read this carefully and click "**I ACCEPT**" button only if you agree to be bound by the terms and conditions of online registration. Click "**I DO NOT ACCEPT**" to decline participation in online registration and the Terms and conditions that apply.

The easiest method for Course registration is to enter the course synonym number, which can be found next to each course in the PACE Schedule.

Under Column heading "Synonym", enter the course synonym number. This will automatically populate all other fields

**OR**

- Under Column heading "Subject" select the subject from drop down window
- Under Column heading "Course #" enter the course number
- Under Column heading "Section #" enter the section number
- Under Column heading "Semester" select the semester you are registering for
- Under Column heading "Take For" select C-Credit

**Then Click "Submit"**

Your schedule will appear for the classes you have selected. You will also receive an acknowledgement via e-mail verifying your registration. Please retain this for your records.

Please note that Schedule Adjustments (Adding and/or Deleting Courses) are not yet an option via On-Line registration.

*Note: Students can register ONLY for those courses for which they have received written approval from their advisor. If a student registers for coursework not authorized by the advisor, he/she is responsible for the incorrect course selection. Students may only register for a maximum of 6 credits per session, a total of 12 credits per semester in Fall or Spring and a maximum of 6 credits in Summer. Add/drop coursework must be handled in person.

Please check with your advisor for the Walk-in registration dates for Spring, Summer and Fall for those students not registering online.

# Miami-Dade Region

## Registration Begins:

**Course Schedule : http://www.barry.edu/pacescheduling**

## Online Courses

Requires internet access, basic computer application skills, proficiencies, and successful completion of Moodle tutorial.

**Spring Semester Session A: January 8 – March 5, 2018**
**Spring Semester Session B : March 8 – May 5, 2018**

### Cutler Bay (CR)
**The Clock Tower Shopping Center**
**18958 South Dixie Highway**
**Miami, FL 33157**

### Assurant Group (AG)
**1122 Quail Roost Drive**
**Miami, FL 33157**

### Dade Parks and Recreations (DC)
**Continental Park "The Dice House"**
**1000 SW 82nd Avenue**
**Miami, FL 33156**

### Homestead Hospital (HH)
**975 Baptist Way**
**Homestead, FL 33033**

**Director, Cutler Bay/Site Manager:**
**Richard Cordones**
**rcordones@barry.edu**

**Academic Advisor / Recruiter**
**Christina Lugo**
**clugo@barry.edu**

Call to make an appointment with an Academic Advisor

**Cutler Bay Office Hours**
**Weekdays : 10:00AM – 6:30PM**
**Telephone: (305) 969-5833**

**New Student Orientation (held at Kendall site):**
Mandatory for all new Students- Reservations Required)
**Call for dates and times.**

### Kendall (PK)
**Capital Plaza**
**8900 SW 107th Avenue**
**Suite 205**
**Miami, FL 33176**

### Miami Children's Hospital (MH)
**3100 SW 62nd Avenue**
**Miami, FL 33157**

### South Miami Hospital (SM)
**6200 SW 73rd Street**
**South Miami, FL 33143**

### Larkin Community Hospital (LH)
**Annex Bldg.**
**6129 SW 70th Street**
**3rd Floor**
**South Miami, FL 33143**

**Site Manager/Academic Advisor:**
**Rebecca DeCardenas, MBA**
**Rdecardenas@barry.edu**

**Academic Advisor / Recruiter:**
**TBA**

Call to make an appointment with an Academic Advisor

**Kendall Office Hours**
**Weekdays: 10:00AM - 7:00PM**
**Telephone: (305) 275-2761**

**New Student Orientation (held at Kendall site):**
(Mandatory for all new Students- Reservations Required)
**Call for dates and times.**

# Miami-Dade Region

## Registration Begins:

**Course Schedule : http://www.barry.edu/pacescheduling**

## Online Courses

Requires internet access, basic computer application skills, proficiencies, and successful completion of Moodle tutorial.

**Spring Semester Session A: January 8 – March 5, 2018**
**Spring Semester Session B : March 8 – May 5, 2018**

| | |
|---|---|
| **Miami Shores – Main Campus (BA)**<br>**11300 NE Second Avenue**<br>**Miami Shores, FL 33161** | **Site Manager/Academic Advisor:**<br>**Dr. Carols Huberman**<br>**chuberman@barry.edu**<br><br>**Academic Advisors:**<br>**Rose Americain-Senat**, **ramericain@barry.edu**<br>**Regina Neely, rneely@barry.edu**<br><br>**Recruiter:**<br>**Linda Arney, Recruiter: larney@barry.edu**<br><br>**Miami Shores Office Hours:**<br>**Weekdays: 8:30 AM - 6:30 PM**<br>**Telephone: (305) 899-3300 or 1-800-945-BARY (2279)**<br><br>**New Student Orientation (held in Miami Shores):**<br>(Mandatory for all new Students- Reservations Required)<br>**Call for dates and times.** |

# Broward/Palm Beach/Treasure Coast Region

## Registration Begins:

**Course Schedule : http://www.barry.edu/pacescheduling**

## Online Courses

Requires internet access, basic computer application skills, proficiencies, and successful completion of Moodle tutorial.

**Spring semester Session A: January 8 – March 5, 2018**
**Spring Semester Session B : March 8 – May 5, 2018**

| | |
|---|---|
| **Pembroke Pines (PR)**<br>**Fountain Square**<br>**15900 Pines Boulevard**<br>**Suite 200**<br>**Pembroke Pines, FL 33027**<br><br>**VITAS Healthcorp (VT)**<br>**5420 NW 33rd Avenue**<br>**Suite 200**<br>**Fort Lauderdale, FL 33027**<br><br>**Cleveland Clinic**<br>**3100 Weston Road**<br>**Weston, FL 33331**<br><br>**College of Health Sciences (HW)**<br>**421 North 21st Avenue**<br>**Hollywood, FL 33020** | **Director, Broward / Academic Advisor:**<br>**Michael Lemme, mlemme@barry.edu**<br><br>**Academic Advisor / Recruiter:**<br>**Carla Davidson, MS, CDavidson@barry.edu**<br><br>**Recruiter:**<br>**Chantal Achille, cachille@barry.edu**<br><br>**Pembroke Pines Office Hours:**<br>**M-TH: 9:00AM - 6:30PM**<br>**F: 9:00AM - 5:00PM**<br>**Telephone: (954) 443-0561 / Fax: (954) 443-9975**<br><br>**New Student Orientation (held in Pembroke Pines):**<br>(Mandatory for New Students - Reservations Required)<br>**Call for Dates and Times.** |

| | |
|---|---|
| **Davie (DA)**<br>**4900 South University Drive**<br>**Suite 210**<br>**Davie, FL 33326** | **Site Manager / Academic Advisor:**<br>**Michael Lemme, mlemme@barry.edu**<br><br>**Davie Office Hours:**<br>**Weekdays: 10:00AM - 7:00PM**<br>**Telephone: (954) 472-1160 / Fax: (954) 472-2686**<br><br>**New Student Orientation (held in Pembroke Pines):**<br>(Mandatory for New Students - Reservations Required)<br>**Call for Dates and Times** |

# Broward/Palm Beach/Treasure Coast Region

## Registration Begins:

**Course Schedule : http://www.barry.edu/pacescheduling**

## Online Courses

Requires internet access, basic computer application skills, proficiencies, and successful completion of Moodle tutorial.

**Spring semester Session A: January 8 – March 5, 2018**
**Spring Semester Session B : March 8 – May 5, 2018**

| | |
|---|---|
| **Palm Beach Gardens (MT)**<br>**Gardens Professional Center**<br>**9123 North Military Trail**<br>**Suite 206**<br>**Palm Beach Gardens, FL 33410** | **Site Manager / Academic Advisor**<br>**Millicent Kelly, MS**<br>**mkelly@barry.edu**<br><br>**Academic Advisor / Recruiter**<br>**TBA**<br><br>**Palm Beach Gardens Office Hours**<br>**M-TH: 10:00AM. – 6:30PM**<br>**Fri. 9:00AM - 3:00PM**<br>**Telephone: (561) 622-9300**<br><br>**New Student Orientation:**<br>(Mandatory for New Students - Reservations Required)<br>**By Appointment – Please Call (561) 622-9300** |
| **Palm Beach County, Sheriff's Office (SD)**<br>**3228 Gun Club Road**<br>**West Palm Beach, FL 33406** | |
| **City of Stuart Police Department (MC)**<br>**830 SE Monterey Road**<br>**Stuart, FL 34994** | |

# Central Florida Region

## Registration Begins:

**Course Schedule : http://www.barry.edu/pacescheduling**

## Online Courses

Requires internet access, basic computer application skills, proficiencies, and successful completion of Moodle tutorial.

**Spring semester Session A: January 8 – March 5, 2018**
**Spring Semester Session B : March 8 – May 5, 2018**

### Melbourne (ML)

**Wickham Oaks Business Plaza**
**410 North Wickham Road**
**Suite 103**
**Melbourne, FL 32935**

### Melbourne Police Department (MO)

**701 S. Babcock Street**
**Melbourne, FL 32920**

**Site Manager/Academic Advisor:**
**Liz Francisco, MS, MBA**
**Efrancisco@barry.edu**

**Academic Advisor: Brooke Cruz jcruz@barry.edu**

**Melbourne Office Hours:**
**M-Th: 9:00AM – 6:00PM**
**Friday: 9:00AM – 3:00PM**

**Telephone: (321) 409-5553 or 1-800-947-BARY(2279)**

**New Student Orientation (held in Melbourne):**
(Mandatory for New Students - Reservations Required)
**Call for Dates and Times**

### Cape Canaveral (BV)

**Port Canaveral Maritime Center**
**445 Challenger Road**
**Suite 109**
**Cape Canaveral, FL 32920**

**Site Manager/Academic Advisor:**
**Kimberly Watzek, MA**
**Kwatzek@barry.edu**

**Cape Canaveral Office Hours**
**Weekdays: 9:00AM - 5:30PM**
**Telephone: (321) 783-0162 or 1-800-947-BARY(2279)**

**New Student Orientations:**
(Mandatory for New Students - Reservations Required)
**Call for Dates and Times**

### South Orlando (OR)

**Florida Mall Business Centre**
**1650 Sand Lake Road, Suite 390**
**Orlando, FL 32809**

**Director Orange County / Academic Advisor Central**
**Norman Ford MBA. MPA nford@barry.edu**

**Orlando Office Hours:**
**Weekdays: 9:30AM - 6:00PM**

**Telephone: (407) 438-4150 / Fax: (407) 438-9774**

**New Student Orientation:**
(Mandatory for New Students - Reservations required)
**Call for Dates and Times**

# Southwest/North Florida Region

## Registration Begins:

**Course Schedule : http://www.barry.edu/pacescheduling**

## Online Courses

Requires internet access, basic computer application skills, proficiencies, and successful completion of Moodle tutorial.

**Spring semester Session A: January 8 – March 5, 2018**
**Spring Semester Session B : March 8 – May 5, 2018**

| | |
|---|---|
| **Fort Myers (FT)**<br>**Barry University**<br>**12381 S. Cleveland Avenue**<br>**Suite 502**<br>**Fort Myers, FL 33907** | **Site Manager/Academic Advisor:**<br>**Kathleen Cureton**<br>**kcureton@barry.edu**<br><br>**Academic Advisor:**<br>**TBA**<br><br>**Fort Myers Office Hours:**<br>**M – TH: 9:00AM - 6:00PM**<br>**F: 8:00AM - 3:00PM**<br><br>**Telephone: (239) 278-3041 or Fax: (239) 278-3346**<br><br>**New Student Orientation:**<br>(Mandatory for New Students - Reservations required)<br>**Call for Dates and Times** |
| **Collier County Sheriff's Office (CC)**<br>**Aviation Bureau/Marine Bureau 250 Patriot Way**<br>**Naples, FL 34104** | |
| **Naples Hospital (NH)**<br>**350 7 Street North**<br>**Naples, FL 34102** | |

| | |
|---|---|
| **Jacksonville (JA)**<br>**5310 Lenox Avenue, Suite 10**<br>**Jacksonville, FL 32205** | **Site Manager/Academic Advisor:**<br>**Rodney Watson, MBA,**<br>**RoWatson@barry.edu**<br><br>**Jacksonville Office Hours**<br>**Weekdays: 9:30AM - 6:30PM**<br><br>**Telephone: (904) 394-0875**<br><br>**New Student Orientation:**<br>(Mandatory for New Students - Reservations required)<br>**Call for Dates and Times** |
| **Green Cove Springs (GS)**<br>**901 North Orange Avenue,**<br>**3rd Floor Training Room**<br>**Green Cove Springs, FL 33880** | |
| **St. John's Fire Administration (SJ)**<br>**3657 Gaines Road**<br>**St. Augustine, FL 32084** | |

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| **Tallahassee (TL)**<br>**444 Appleyard Drive**<br>**Tallahassee, FL 32304** | **Site Manager/Academic Advisor:**<br>**Dr. Carol Graham**<br>**cgraham@barry.edu**<br><br>**Tallahassee Office Hours**<br>**Monday-Thursday: 10:00AM - 6:30PM**<br>**Friday 10:00AM – 4:00PM**<br><br>**Telephone:**<br>**(850) 385-BARY (2279) / (888) 375-BARY (2279)**<br><br>**New Student Orientation:**<br>(Mandatory for New Students - Reservations required)<br>**Call for Dates and Times** |

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| **Portfolio Seminars** | Information on PACE's Portfolio Program whereby students may gain college credits toward degree completion for their learning from professional and community activities can be found by clicking the following link: www.barry.edu/pace and clicking on Experiential Learning in Home Page.<br><br>Students should contact their advisors for further information on how to develop and submit an online portfolio. |

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| **English Writing Placement** | **English Writing Placement is Mandatory for All New Students**<br>All students seeking a degree through the School of Professional and Career Education must take the English Writing Placement. Depending on the placement results, students must take English 102 (College Writing for Adult Learner), English 202 (Strategies for College Writing) and/or English 302 (Academic Writing & Research), beginning in either the first or second semester of enrollment. Students must successfully complete the course(s) with a grade of at least C. Each course may only be attempted twice |
| **Math Skills Assessment** | **The Math Skills Assessment is Mandatory for All New Students Not Transferring in a College-level Math Course** |

| Location | English Writing Placement Dates | | Math Skills Assessment Dates | |
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| **Miami – Dade Region**<br><br>**** Students who sign up to take the Mathematics Skills Assessment the same day and time as the English Writing Placement, will take the English Writing Placement at 6:00 P.M. and the Mathematics Skills Assessment at 7:00 P.M.*** | **Cutler Bay**<br>By Appointment – Please Call (305) 969-5833 | **Kendall**<br>By Appointment – Please Call (305) 275-2761 | **Cutler Bay**<br>By Appointment – Please Call (305) 969-5833 | **Kendall**<br>By Appointment – Please Call (305) 275-2761 |
| | **Miami Shores* (305) 899-3300**<br>Wednesday, January 3, 2018 6:00 PM<br>Thursday, January 11, 2018 6:00 PM<br>Thursday, February 1, 2018 6:00 PM<br>Wednesday, February 14, 2018 6:00 PM<br>Thursday, March 15, 2018 6:00 PM<br>Wednesday, March 28, 2018 6:00 PM<br>Wednesday, April 18, 2018 6:00 PM<br>Thursday, April 26, 2018 6:00 PM | | **Miami Shores* (305) 899-3300**<br>Wednesday, January , 2018 6:00 PM<br>Thursday, January 11, 2018 6:00 PM<br>Thursday, February 1, 2018 6:00 PM<br>Wednesday, February 14, 2018 6:00 PM<br>Thursday, March 15, 2018 6:00 PM<br>Wednesday, March 28, 2018 6:00 PM<br>Wednesday, April 18, 2018 6:00 PM<br>Thursday, April 26, 2018 6:00 PM | |

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| **Broward/Palm Beach/ Treasure Coast Region** | **Davie**<br>By Appointment – Please Call<br>(954) 472-1160 | **Pembroke Pines**<br>By Appointment – Please Call<br>(954) 443-0561 | **Davie**<br>By Appointment – Please Call<br>(954) 472-1160 | **Pembroke Pines**<br>By Appointment – Please Call<br>(954) 443-0561 |
| | **Palm Beach Gardens**<br>By Appointment – Please Call (561) 622-9300 | | **Palm Beach Gardens**<br>By Appointment – Please Call (561) 622-9300 | |
| **Central Florida Region** | **Cape Canaveral**<br>By Appointment – Please Call<br>(321) 783-0162 | **Melbourne**<br>By Appointment – Please Call<br>(321) 409-5553 | **Cape Canaveral**<br>By Appointment – Please Call<br>(321) 783-0162 | **Melbourne**<br>By Appointment – Please Call<br>(321) 409-5553 |
| | **South Orlando (Florida Mall)**<br>By Appointment – Please Call<br>(407) 438-4150 | **Jacksonville**<br>By Appointment – Please Call (904) 394-0875 | **South Orlando (Florida Mall)** By Appointment – Please Call (407) 438-4150 | **Jacksonville**<br>By Appointment – Please Call (904) 394-0875 |
| **Southwest/North Florida Region** | **Fort Myers**<br>By Appointment – Please Call<br>(239) 278-3041 | **Tallahassee**<br>By Appointment – Please Call<br>(850) 385-2279 | **Fort Myers**<br>By Appointment – Please Call<br>(239) 278-3041 | **Tallahassee**<br>By Appointment – Please Call (850) 385-2279 |