

ADVISEMENT AND REGISTRATION CALENDAR

Students are encouraged to register as early as possible during the prescribed registration period for each semester. It is important to note that advisors' approval of courses is always contingent upon successful completion of any prerequisite courses in progress.

Failure to meet this requirement may require a program adjustment. Program adjustment(s) made prior to first day of classes will not incur a fee.

No classes will be held:

Memorial Day, Mon., May 25
Mon., June 29 through Sun., July 5

Summer I

Student Registration	Mon., March 23 through Sat., May 16
Classes Begin	Mon., May 18, 8 a.m.
Late Registration <i>(Late fee will be imposed)</i>	Begins Mon., May 18
Tuition Payment Due	Mon., May 18
Last Day to Register	Wed., May 20
Last Day to Withdraw <i>(without academic penalty)</i>	Fri., June 5
Classes End	Fri., June 26

Summer II

Student Registration	Mon., March 23 through Fri., June 26
Classes Begin	Mon., July 6, 8 a.m.
Late Registration <i>(Late fee will be imposed)</i>	Mon., July 6
Tuition Payment Due	Mon., July 6
Last Day to Register	Wed., July 8
Last Day to Withdraw <i>(without academic penalty)</i>	Fri., July 24
Classes End	Fri., Aug. 14

ADVISEMENT

Advising and Course Registration Approval

To ensure that courses are completed in logical sequence and that students are making satisfactory academic progress toward completion of their degree, schedule advisement is provided to each student by the Student Advisement Center (SAC) and its staff and faculty advisors. Each student is assigned an advisor and is required to consult with and obtain course registration approval from that advisor. Through SAC, advisors are also available outside of the registration periods to provide academic, as well as career guidance and mentoring.

The SAC maintains office hours throughout all semesters and will post special advising hours during registration periods.

Credit Loads/Course Approvals

The maximum credit load during a summer session is 10 credits. The maximum credit load allowed in the fall or spring semester for full-time students is 18 credits. The vice president of academic affairs' approval is required to register for more than the maximum credit load allowed. Students on academic probation or registered in developmental courses (e.g. WR01, WR02, RD01, RD02, BM01, BM02) are assigned a 12-credit reduced load maximum during the probation or developmental period, unless under certain circumstances.

An advisor's approval to register for a course does

not mean that a course may be substituted to fulfill a degree or program requirement. In cases where one course is to be substituted for another, official approval must be granted by the appropriate department chair and documented on the student's evaluation form located in the office of the registrar.

Transfer Credit Evaluations

The decision to grant transfer credit for courses taken at another college or university rests entirely with the department chair. While an evaluation of credits may be done on an unofficial transcript for advising purposes, transfer credits are awarded based on official transcript(s) from each college or university.

Students who desire transfer credits from colleges or universities previously attended, must file complete and official transcripts with the office of admissions no later than 30 days into the first semester of attendance. Failure to comply will result in forfeiture of any transfer credit that may have been preliminarily evaluated. Transfer credit cannot be awarded once you have registered in a course for which transfer credit is being sought.

Because of residency and degree requirements, enrolled students are seldom permitted to take courses at another college or university. However, students away on an internship, cooperative education or because of special circumstances, who desire to take a course at another university, may seek and obtain

approval from their respective department chair, if requirements permit. Any approval must be filed with the office of the registrar.

REGISTRATION INFORMATION

Registration Criteria

To register for classes you must meet all of the following:

1. New students must satisfy all immunization requirements.
2. You must not have any financial hold on your account (see office of student accounts). If you have extenuating issues regarding your outstanding tuition balance, please see the office of student accounts.
3. You must return all library books or pay any library dues.
4. If you are on academic warning, probation or an extended probation, you must get approval from a financial aid representative and the office of academic support services.

Registration Instructions

The following step-by-step process will assist you in moving quickly through the registration process.

- Step 1:** Pick up your registration packet, including the class schedule and registration form, in the SAC. A copy of your transcript will also be provided.
- Step 2:** Select your courses for the semester. Whenever possible, select alternative sections or courses in the event that your first choice is not available. Make sure that there are no day or time conflicts.
- Please Note:** While every effort is made to provide accurate information, the College reserves the right to make late changes in instructors, room assignments and/or class times.
- Step 3:** Meet with your assigned advisor to review your course selection, ensure that you are following the appropriate degree map for your program (including fulfillment of pre requisites and corequisites) and obtain the required approval and signature. Be sure to bring your transcript when you meet with your advisor.
- Step 4:** To complete the registration process, all students are required to have a "Permission to Register" stamp. Please see the offices of financial aid or student accounts. If you are a new student, see the office of admissions first. All students who have registration holds (incompletes, immunization records, unsatisfactory progress, etc.) must go to the pertinent offices to resolve holds before proceeding to the offices of financial aid and student accounts.
- Step 5:** If you are using any form of financial aid (federal, state, Vaughn College loans or private funds) to cover the cost of your education, you must visit the office of financial aid to verify that you meet the necessary

requirements. Aid is disbursed on a semester basis, so it is important that you visit that office each semester to ensure that your aid is ongoing after completing steps one through five.

- Step 6:** Submit your registration to the office of the registrar *using any one of the following methods:*
- Visit the office of the registrar and wait while your approved registration is processed.
 - Drop off your approved registration forms to the office of the registrar within the appropriate period.
 - Mail your approved registration forms to the office of the registrar within the appropriate time period.
 - E-mail your approved registration forms to the office of the registrar at beatriz.cruz@vaughn.edu.
 - Fax your approved registration forms to the office of the registrar (718.429.5291) within the appropriate time period.

If you choose to drop off, mail, e-mail or fax your registration, please leave a phone number where you can be contacted. Your registration cannot be processed if there are lateness, hold(s), conflicts or improper approvals. You will be notified and the registration forms will be returned. Students will receive a semester bill, which is due on the dates specified below in the advisement and registration calendar.

International Students

International students (on M-1/F-1 visas) must make sure they are registered for a full-time course load (12 or more credits) in the fall and spring semesters. Failure to do so will result in the cancellation of registration within 24 hours. After registering, international students must proceed immediately to the office of student accounts to make the required 100-percent payment toward their semester bill.

A Special Note About Courses with Lecture and Lab Components:

If you are registering for a course with lecture and lab components for the first time, or if you withdrew from the course in an earlier semester, or if you never successfully passed the course, you **must** register for both lecture and lab.

You may repeat only a lecture or only a lab section if you took the course previously and earned a "D" or "F" grade in either the lecture or lab. You may not register for a higher level course if you have not successfully completed both the lecture and lab components of a prerequisite course.

Should you choose to withdraw from a course that has both a lecture and lab, you may withdraw from the lab and remain in the lecture only, with the department chair's approval. However, you may not withdraw from the lecture and remain in the lab.

ATTENDANCE

Regular attendance is an essential ingredient for satisfactory academic performance. A student must attend all registered courses at least once during the

first three weeks of class. Failing to meet this minimum requirement may affect your registration in the course(s). Students are also advised that additional attendance requirements may be mandated depending on the faculty member and/or the department from which a particular course is taken.

Non-attendance of classes after registration in no way constitutes an official withdrawal from a course(s). To be officially withdrawn from a course(s), you must file an Add/Drop Form 152, with the office of the registrar, for each course from which you are withdrawing. You will be held responsible for all charges associated with any course for which you register until the date an official withdrawal notice is received by the office of the registrar.

Program Adjustments and Withdrawal

If you have pre-registered and an adjustment is necessary as a result of failure to successfully complete a prerequisite course(s), you may add, drop or change a course section anytime after the pre-registration period and before the first day of classes, without penalty. Other adjustments must be made during the program adjustment period, usually on or after the first day of classes, and will be assessed the appropriate fee (\$10 per Add/Drop). Use the Add/Drop form to make all program adjustments. Because program adjustments may affect your financial aid eligibility, it is important that you refer to the refund schedule in the current catalog, to understand your tuition liability.

Students withdrawing entirely from the College must complete and file the "Student Clearance" form with the office of the registrar.

FINANCIAL INFORMATION

Tuition and Fees (2008-2009)

All fees are subject to change.

Tuition:

Academic students admitted after 8/05 (Full-time: 12 to 18 credits per semester)	\$7,750
Academic students admitted after 8/05 (Part-time: one to 11 credits per semester)	\$525
Academic students admitted prior to 8/05 (Full-time: 12 to 18 credits per semester)	\$6,500
Academic students admitted prior to 8/05 (Part-time: one to 11 credits per semester)	\$465
Audit (per course)	\$465
Application fee	\$40
By-pass examination fee* (per exam)	\$75
Graduation fee	\$80
Immunization	\$10
Laboratory fee (per lab)	\$50
Late payment fee (per incident)	\$50
Late registration fee (per incident)	\$50
Maintenance of matriculation (per semester)	\$50
Prior learning (per credit)	\$75
Program adjustment** (per transaction)	\$10
Re-entry fee	\$40
Residence Hall room † (per day)	double \$35 single \$40
Semester fee	\$200
Simulator fee (per hour)	\$70
Tuition deposit	\$100
Tuition deposit/International student	\$400
Transcript fee	\$5

- * only students who have never registered for the course they wish to by-pass are eligible. Approval by the department chair is required, and the petition must be filed in advance
- ** program adjustment includes add/drop and change of curriculum
- † Participation in a meal plan is mandatory for all students living in the residence hall. See the student affairs link at www.vaughn.edu for details

Billing/Payment Options

Payment of your semester bill can be made by cash, personal check, money order, bank check, Visa, Discover or MasterCard. In addition, you can use any or all of the following methods to meet your financial obligations to the College:

- Federal or state financial aid (including loans)
- College grants and scholarships
- Vaughn's monthly payment plan
- Employer reimbursement/educational benefits
- Sponsor or private organization

Refunds due to overpayment (including disbursement of aid) will be processed and mailed within 14 days from the date that the funds are received by the College. Refunds are mailed to your most current address.

Returned Check

If a check is returned for insufficient funds, a \$25 fee is charged to the student. Students with one returned check will not be permitted to make future payments by personal check.

Financial Aid

Financial aid can be used toward payment of your bill, provided that the aid has been officially awarded by the office of financial aid and accepted by you. Loans will not be credited to your account until the loan application has been completed, processed and approved. It is your responsibility to ensure that all financial aid is credited to your account. Aid that cannot be fully processed, due to missing or incomplete documents, will be removed from your financial aid package. The amount of that award will then be added to your balance due, which you will be required to pay or make arrangements to cover immediately.

All students must maintain satisfactory academic progress in order to continue receiving financial aid. The criteria used to determine satisfactory academic progress includes the minimum number of credits earned and the minimum cumulative grade point average achieved.

SPECIAL NOTE TO GRADUATING STUDENTS

Students who are graduating in December 2009 must file a graduation declaration form available in the office of the registrar by **July 1, 2009**.

Students who are graduating in May 2010 must complete a graduation declaration form available in the office of the registrar by **October 1, 2009**. Potential graduates who fail to complete this form will not graduate in May.

For information on admissions requirements and procedures, please contact the office of admissions at 1.866.6VAUGHN (1.866.682.8446) or e-mail us at admitme@vaughn.edu

SUMMER I 2009

Course #	Course Title	Credits	Section Day	Time	Instructor	Room#
ARTS AND SCIENCES DEPARTMENT						
ENG110	English I	3	1	M,T,W,TH	TBA	
1	1 – 2:50 p.m.					
ENG120	English II	3	1	M,T,W,TH	DiToronto	105
1	10 – 11:50 a.m.					
ENG210	World Literature	3	31	Online	Toferson	
ENG290	Public Speaking	3	1	M,T,W,TH	DiToronto	105
1	12 – 1:50 p.m.					
HIS141	Global Civilization	3	1	M,T,W,TH	TBA	
1	11a.m. – 12:50 p.m.					
MAT115	Pre-calculus	4	1	M,T,W,TH	Dash	101
1	8:30 – 10:50 a.m.					
MAT120	Calculus I	4	1	M,T,W,TH	Dash	102
1	12 – 2:30 p.m.					
MAT356	Probability and Statistics	3	1	M,T,W,TH	LaVergne	201
1	10 – 11:50 a.m.					
PHY120	College Physics I	3	1	M,T,W,TH	Paul	202
1	10 – 11:50 a.m.					
PHY120L	College Physics I – LAB	1	1	T,TH	TBA	W144
1	12:30 – 4:20 p.m.					
PHY220	College Physics II	3	1	M,W	Delaney	204
1	9 – 11:50 a.m.					
	9 – 10:50 a.m.			T		204
PHY220L	College Physics II – LAB	1	1	M,W	Delaney	W144
1	12:30 – 4:20 p.m.					

AVIATION DEPARTMENT

AAM490	Maintenance Resource Management	3	11	M,W	Tepedino	103
11	6– 10:50 p.m.					
FLT241	Aviation Safety	3	31	Online	Proscia	
31	Online					
FLT384	Management of Aviation Environmental Issues	3	1	T,TH	Proscia	102
1	10 – 1:50 a.m.					
FLT441	Flight Dispatch I	3	1		Proscia	
1	See chair					
FLT442	Flight Dispatch II	3	1		Proscia	
1	See chair					
FLT443	Flight Dispatch III	3	1		Proscia	
1	See chair					
FLT444	Flight Dispatch IV	3	1		Proscia	
1	See chair					
INT401	Internship	3	1		Proscia	
1	See chair					
DP407	Degree Project	3	1		Proscia	
1	See chair					

Course #	Course Title	Credits	Section Day	Time	Instructor	Room#
ENGINEERING AND TECHNOLOGY DEPARTMENT						
AVT351	Long-Range Navigation Systems	2	1	M	Krishnamurthy	202
1	3 – 3:50 p.m.					
				T,W,TH		202
AVT351L	Long-Range Navigation Systems – LAB	1	1	M	Krishnamurthy	W154
1	5 – 5:50 p.m.					
				T,W,TH		W154
CDE117	Engineering Graphics with CAD	2	1	M,T	Mouaouya	W151
1	11 a.m. – 12:50 p.m.					
				W		205
CDE117L	Engin. Graphics with CAD – LAB	1	1	M,T	Mouaouya	W151
1	1 – 2:50 p.m.					
				W		W151
CDE385	Introduction to CATIA	2	1	T,W	Jesus	108
1	11 a.m. – 12:50 p.m.					
				TH		108
CDE385L	Introduction to CATIA – LAB	1	1	T,W	Jesus	108
1	1 – 2:50 p.m.					
				TH		108
EET125	Digital Electronics	2	1	M	TBA	W156
1	9 – 10:50 a.m.					
				T,W,TH		W156
EET125L	Digital Electronics – LAB	1	1	M,T	TBA	W156
1	11 – 11:50 a.m.					
				W,TH		W156
EET326	Microprocessors	2	11	M,T	Ranasinghe	W156
11	6 – 7:50 p.m.					
				W		W156
EET326L	Microprocessors – LAB	1	11	M,T	Ranasinghe	W156
11	8 – 9:50 p.m.					
				W		W156
EGR115	Engineering Mechanics I	3	1	M,W	Mouaouya	W145
1	8 – 10:50 a.m.					
				T		W145
EGR215	Engineering Mechanics II	3	1	M,T,W,TH	Kizner	W154
1	9 – 10:50 a.m.					
EGR220	Strength of Materials	3	1	M	Rahemi	204
1	1 – 3:50 p.m.					
				W,TH		204
EGR260	Aerodynamics	3	1	M,TH	Sedlak	205
1	11 a.m. – 1:50 p.m.					
				T		205
	11 a.m. – 12:50 p.m.					
EGR340	Computational Methods in Engineering	2	1	M,W,TH	Rahemi	205
1	9 – 10:50 a.m.					
				T		205
	9 – 9:50 a.m.					
EGR340L	Computational Methods in Engineering – LAB	1	1	T	Rahemi	W151
1	10 – 10:50 a.m.					
				W,TH		W151
	11 – 11:50 a.m.					

Course #	Course Title	Credits		
Section	Day	Time	Instructor	Room#
MANAGEMENT DEPARTMENT				
AER101	Introduction to Aeronautics		3	
1	M,T,W,TH	12 – 1:50 p.m.	Lubner	201
ALM362	Airline Management		3	
31		Online	Volpe	
APM241	Airport Planning and Admin.		3	
31		Online	Scala	
APM485	Airport Operations and Mgmt.		3	
1	M,T,W,TH	2 – 3:50 p.m.	Lubner	105
ATM320	Aviation Law		3	
1	M,T,W,TH	10 – 11:50 a.m.	Davis	201
ATM345	International Trade and Finance		3	
1	M,T,W,TH	2 – 3:50 p.m.	Seth	201
ATM452	Aviation Transport. Regulations		3	
31		Online	Paul	
ECO255	Principles of Economics		3	
1	M,T,W,TH	12 – 1:50 p.m.	Seth	101
MGT110	Introduction to Management		3	
1	M,T,W,TH	8 – 9:50 a.m.	Braccio	105
MGT120	Principles of Accounting		3	
1	M,T,W,TH	10 – 11:50 a.m.	Braccio	203
MGT210	Organizational Behavior		3	
1	M,W	6 – 9:50 p.m.	Lamhaouar	101
MGT230	Financial Management		3	
31		Online	Pigassiou	
MGT360	Business Communications		3	
11	T,TH	6 – 9:50 p.m.	Jones	101
MGT365	Public Relations		3	
31		Online	Brooks	
MGT470	Industry and Labor Relations		3	
1	M,T,W,TH	12 – 1:50 p.m.	Jones	203

Course #	Course Title	Credits		
Section	Day	Time	Instructor	Room#
ORIENTATION SEMINARS				
CD101	Career Development Seminar		0	
1	T	8 – 9:50 a.m.	McPartland	201
11	M	5 – 6:50 p.m.	Ortiz	105
FYE101	Freshman Year Experience		1	
1	W	12 – 1:50 p.m.	Pichardo	205
11	TH	5 – 6:50 p.m.	Chutkhan	105

**SPECIAL SUMMER I
ONLINE MANAGEMENT COURSES**

Vaughn College is offering the following courses online in the Summer I semester:

ALM362-31 Airline Management
 APM241-31 Airport Planning and Administration
 ATM452-31 Aviation Transportation Regulations
 MGT230-31 Financial Management
 MGT365-31 Public Relations

To register, you are required to have a current Vaughn e-mail address.

SUMMER II 2009

Course #	Course Title	Credits		
Section	Day	Time	Instructor	Room#

ARTS AND SCIENCES DEPARTMENT

CSC215	Numerical Computations Using MATLAB	3
2	TBA	TBA Addabbo
ENG220	American Literature	3
30	Online	TBA
ENG240	Technical Writing	3
10	M,W	6 – 9:50 p.m. Richards 101
MAT220	Calculus II	4
2	M,T,W,TH	12 – 2:30 p.m. Dash 201
MAT445	Differential Equations	3
2	M,T,W,TH	10– 11:50 a.m. Dash 201
PHY220	College Physics II	3
10	T,W	6 – 9:50 p.m. Kammerer 102
PHY220L	College Physics II – LAB	1
10	M,TH	5 – 8:50 p.m. Kammerer W144
PHY335	College Physics III	3
2	M,T,W	9 a.m. – 12:30 p.m. Kammerer 202

ENGINEERING AND TECHNOLOGY DEPARTMENT

EGR350	Mechanical Vibrations	3
2	M,W	9 – 11:50 a.m. TBA W154
	T	9 – 10:50 a.m. W154
EGR370	Finite Element Analysis	3
2	M,T,W	1 – 2:50 p.m. TBA 204
EGR370L	Finite Element Analysis – LAB	3
2	M,T,W	3 – 3:50 p.m. TBA 108

MANAGEMENT DEPARTMENT

AER101	Introduction to Aeronautics	3
30	Online	Jones
ALM135	Airline Operations	3
30	Online	Volpe
ALM240	Airline Economics and Finance	3
10	T,TH	6 – 9:50 p.m. Joshi 201
APM485	Airport Ops. and Management	3
30	Online	Scala
ATM320	Aviation Law	3
30	Online	Krishna
ATM450	Air Transportation and Cargo Management	3
2	M,T,W,TH	4 – 5:50 p.m. Lamhaouar 101

Course #	Course Title	Credits		
Section	Day	Time	Instructor	Room#

ATM452	Aviation Transport. Regulations	
30	Online	Paul
MGT110	Introduction to Management	3
30	Online	Braccio
MGT120	Principles of Accounting	
30	Online	Braccio
MGT210	Organizational Behavior	3
30	Online	Irkho
MGT220	Corporate Accounting	3
30	Online	Pigassiou
MGT240	Managerial Economics	3
30	Online	Seth
MGT371	Marketing Management	3
30	Online	Brooks

DIVISION OF SPECIAL SKILLS

RD02	Developmental Reading II	3
2	M,T,W,TH	11:00 - 12:50 p.m. Pichardo 103
WR02	Developmental Writing II	3
2	M,T,W,TH	11:00 - 12:50 p.m. Bulone 101
BM01	Developmental Math I	3
2	M,T,W,TH	9:00 - 10:50 a.m. Wang 101
BM02	Developmental Math II	3
2	M,T,W,TH	9:00 - 10:50 a.m. Haiber 103

ORIENTATION SEMINARS

CD 101	Career Development Seminar	0
2	TH	9 – 10:50 a.m. Papandrea 202
FYE101	Freshman Year Experience	1
2*	M,T,W,TH	2 – 2:50 p.m. Pichardo 101
4	TH	8 – 9:50 a.m. Bulone 103

*Section 2 is for new students only

SPECIAL SUMMER II

ONLINE MANAGEMENT COURSES

Vaughn College is offering the following courses online in the Summer II semester:

AER101-30 Introduction to Aeronautics
 ALM 135-30 Airline Operations
 APM485-30 Airport Operations and Management
 ATM320-30 Aviation Law
 ATM452-30 Aviation Transport. Regulations
 MGT110-30 Introduction to Management
 MGT120-30 Principles of Accounting
 MGT220-30 Corporate Accounting
 MGT240-30 Managerial Economics
 MGT371-30 Marketing Management

To register, you are required to have a current Vaughn e-mail address on file with the College.