

Fall 1997

Doctoral Programs Schedule of Classes Registration Policies and Procedures Booklist for Fall Term 1997

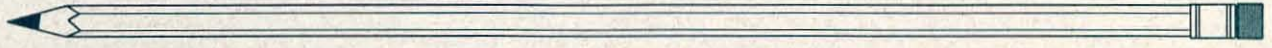
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Schedule of Classes

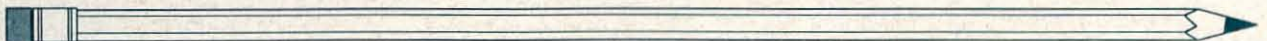
Registration Policies and Procedures

Booklist

Doctoral Programs Fall Term 1997 Sept. 1, 1997 thru Dec. 31, 1997



School of Business and Entrepreneurship



Nova Southeastern University - East Campus
Doctoral Programs
School of Business and Entrepreneurship
3100 SW 9th Avenue
Fort Lauderdale, FL 33315

CLASS SCHEDULE FOR
FALL TERM 1997

AND PROJECTED SCHEDULE FOR
WINTER TERM 1998 AND SUMMER TERM 1998

PROGRAM NEWS

1. **ALL REGISTRATIONS FOR THE FALL TERM ARE DUE NO LATER THAN JULY 15, 1997 (This includes week-long courses).**
2. **Course Material Order Forms:** Please note that procedures for ILM requests have changed. ILM Request Forms will no longer be used to order materials. You will automatically be sent your materials from your registration form. Please add the appropriate fee to your registration form. The fees are listed on page 11 under Special Seminar/ILM Fees.
3. **Class Size:** CSA 6081, 6082, and 6083 are limited to 25 students. (Only the first 25 registrations are accepted.) CSA 6060 is limited to 28 students. NSU will make every effort to split classes that exceed the limit by a significant number. If additional qualified professors are not available, late registrations cannot be guaranteed a seat.
4. **Class Hours:** All doctoral courses are scheduled from 8:00 a.m. to 5:00 p.m., unless otherwise modified by instructor. CSA 6060 begins on a Saturday at 2:30 p.m.
5. **Internet Address:** In order to reduce the likelihood of unauthorized access we discontinue accounts if they are not used at least once over a 90 day period. Accounts that are discontinued can be reactivated by contacting Nicole Zinn at 800-672-7223, Ext. 5059.
6. **Schedule Format Change:** Please note the new format to the schedule. Students can find required prerequisites for their courses in the School of Business and Entrepreneurship catalog. Instructor e-mail/internet addresses can be found on pages 7 and 8.

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POLICIES AND PROCEDURES

BOOK ORDER LIST

BOOK ORDER FORM

STAFF DIRECTORY

SCHOOL OF BUSINESS TOLL FREE NUMBER	800-672-7223	
NSU TOLL FREE NUMBER IN US	800-541-6682	
NSU TOLL FREE NUMBER IN CANADA	800-554-6682	
SCHOOL OF BUSINESS FAX #'s -		
Program Office	(954)262-3965	
Registration	(954)262-3964	
(The last 4 digits of the phone number indicate extension number)		
HOTLINE - Last minute class changes	(800)672-7223, Ext. 5170	
DIRECTOR OF DOCTORAL PROGRAMS		
Dr. Richard L. Kelsey	(954)262-5136	<i>kelsey@sbe.nova.edu</i>
DIRECTOR OF RESEARCH		
Dr. Ronald Needleman	(954)262-5142	<i>droron@sbe.nova.edu</i>
SCHEDULE, COMPREHENSIVE EXAMS, DISSERTATION TRACK, GRADES		
Program Manager - Diana Kowalchick	(954)262-5137	<i>diana@sbe.nova.edu</i>
Administrative Assistant - Chanel Gutierrez	(954)262-5140	<i>chanelg@sbe.nova.edu</i>
Program Secretary - Melisa Perez	(954)262-5141	<i>perez@sbe.nova.edu</i>
REGISTRATION/ADVISEMENT		
Suzanne Newman	(954)262-5024	<i>suzee@sbe.nova.edu</i>
Wendy Weissner	(954)262-5051	<i>wendy@sbe.nova.edu</i>
COURSE MATERIALS - Alice Nicholson	(954)262-5138	<i>alicen@sbe.nova.edu</i>
ADMISSIONS STATUS - Trudy Stone	(954)262-5139	<i>trudy@sbe.nova.edu</i>
E-MAIL/CSA 6072 - Nicole Zinn	(954)262-5059	<i>nicole@sbe.nova.edu</i>
BOOKS - Fax (954)262-4759	(800)509-2665	<i>novabook@nsu.nova.edu</i>
ACCOUNTS RECEIVABLE - Natalie Friedman	(954)262-5213	
FINANCIAL AID- Craig Elias	(800)522-3243, Ext. 4070	
TRANSCRIPTS - Registrars Office	(954)262-7225	
DISTANCE LIBRARY SERVICES	(800)541-6682, Ext. 4602	
For information regarding computer library searches		
Ms. Yvette Gilkes	(954)262-4624	

CLUSTER LOCATION AND REGIONAL PROGRAM MANAGERS DIRECTORY

CLUSTER	CLASS LOCATION	REGIONAL MGRS.
ARKANSAS	Webster University Little Rock Metropolitan Campus Concourse One First Commercial Building Little Rock, AR 72201	Dr. Rick Casey H : (501)885-3432 W: (501)979-1232 <i>rjcasey@dobson.ozarks.edu</i>
AUSTIN, TX	St. Edward's University 3001 South Congress Ave. Austin, TX 78704 (512) 448-8400	Dr. Jack Fuller W: (512)749-5041 <i>jacful@aol.com</i>
BIRMINGHAM, AL	Marriott Courtyard A 500 Shades Creek Parkway Birmingham, AL 35209 (205)879-0400	Dr. Paul Doran W: (205)856-7894 <i>ccdoran@sbe.nova.edu</i>
DANVILLE, VA	Averett College 420 West Main Street Danville, VA 24541	Dr. Al Bolton W: (804)791-5605 <i>boltona@sbe.nova.edu</i>
DAVENPORT, IA	St. Ambrose University Galvin Arts Center 518 West Locust Street Ambrose Hall Bldg. Rm. Hays 111 Davenport, IA 52803	Dr. Robert Banash H: (319)391-9592 <i>ccbانش@sbe.nova.edu</i>
DENVER, CO	Higher Education and Advanced Technology Center Building 859, Rm. 147 Aurora, CO 80010	Ms. Mellani Day H: (303)751-7106 <i>day@sbe.nova.edu</i>
FRANKFURT, GERMANY	FAG Training Center (Schulungszentrum) Frankfurt Airport, Terminal Two East Wing, Room T 209 Frankfurt, 60549 AM Main Germany	Dr. Thomas Queisser W: 49-6221-892451 <i>queisser@sbe.nova.edu</i>

FT. LAUDERDALE and NATIONAL CLUSTER	NSU - East Campus 3100 Southwest 9th Avenue Fort Lauderdale, FL 33315 (Rooms posted in elevator)	(consult staff directory) (800)672-7223
NEW ENGLAND	Brattleboro Union High School Fairground Road/Room 131 Brattleboro, VT 05301 (802)257-0356	Dr. William Hahn H: (802)446-2323 <i>hahn@sbe.nova.edu</i>
N. INDIANA	Calumet College Schmidt Building, 2400 NY Ave. Whiting, IN 46394 (219)473-7770	Dr. Philip Kemp H: (630)653-1647 <i>pkemp@wppost.depaul.edu</i>
ORLANDO, FL	Raddison Plaza Hotel 60 South Ivanhoe Blvd. Orlando, FL 32804	Mr. Jay Dittmer H: (904)788-4766 W: (904)257-3432 <i>dittmer@sbe.nova.edu</i>
PHOENIX, AZ	University of Phoenix 15601 N. 28 Avenue Phoenix, AZ 85021 (602)863-2600	Dr. Gerry Bedore H and W: (602)439-3250 <i>gbedore@primenet.com</i>
POTOMAC	Averett College 1593 Spring Hill Road Vienna, VA 22182 (703)893-0663	Dr. David Morton H: (301)953-7724 <i>ccmorton@sbe.nova.edu</i>
SEATTLE, WA	City University 919 Southwest Grady Way Renton, WA 98055 (800)426-5596	Mr. Rick Coffey H: (206)788-2168 O: (206)266-4212 <i>rcoffey@gte.net</i>
SO. CALIFORNIA	The University of Phoenix 1515 West 190th Street Second Floor, Suite 200 Gardena, CA 90248	Dr. Earl Richardson H: (805)734-1085 <i>earlr@sbe.nova.edu</i>
SPARTANBURG, SC	Spartanburg Technical College I-85 and New Cut Road Spartanburg, SC 29305-4386 (864)591-3616	Dr. Philip McGee W: (864)877-2500 <i>PhilipID@aol.com</i>

DOCTORAL INSTRUCTOR INFORMATION

CAMPUS BASED FACULTY

<u>NAME</u>	<u>COURSE/SPECIALTY AREA</u>	<u>TELEPHONE</u>	<u>E-MAIL</u>
Daniel L. Austin	Health Policy	(954)262-5145	<i>austin@sbe.nova.edu</i>
Bob Baer	Administrative Theory, Comp. Gov't. and Eco. Systems, Comparative Admin. Systems	(954)262-5108	<i>baerr@sbe.nova.edu</i>
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Bill Johnson	Marketing	(954)262-5109	<i>billyboy@sbe.nova.edu</i>
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Pan Yatrakis	International Business, Finance	(954)262-5098	<i>yatrakis@sbe.nova.edu</i>

NATIONAL FACULTY

John Affisco	Operations Management	(516)463-5362	<i>acsjfa@vaxc.hofstra.edu</i>
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William Snow	Human Resource Mgmt., Administrative Theory, Organizational Behavior	(310)821-8580	<i>bsnow@mail.cspp.edu</i>
Luc Soenen	Finance, International Finance	(805)461-0306	<i>lsoenen@calpoly.edu</i>
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Dan Walsh	Information Technology Mgmt.	(908)699-6648 (908)728-1073	<i>danwalsh@sbe.nova.edu</i>

PROFESSIONAL STUDIES WORKSHOP

CSA 6080, Professional Studies Workshops are offered in conjunction with selected annual professional conferences. Nova Southeastern tuition does not include membership fees or fees for the professional conferences. Students are responsible for obtaining their own hotel accommodations/reservations when they attend the Professional Studies Workshop. The following is a tentative schedule of upcoming conferences:

ACADEMY OF INTERNATIONAL BUSINESS: (808)956-3665 Jim Wills October, 1998	Vienna, Austria	DIBA and DBA/IM
ACADEMY OF MANAGEMENT: (914)923-2607 August 9-12, 1998 August 8-11, 1999	San Diego, CA (Marriott) Chicago, IL (Hyatt Regency)	DBA and DPA
AMERICAN ACCOUNTING ASSOCIATION: (941)921-7747 ext. 303 August 16-19, 1998 August 15-18, 1999	Las Vegas, NV San Diego, CA	DBA/ACC
SOCIETY FOR HUMAN RESOURCE MANAGEMENT: (703)548-3440 June 14-17, 1998 June 27-30, 1999	Minneapolis, MN Atlanta, GA	DBA/HRM
AMERICAN MARKETING ASSOC. (312)648-0536-Carrie McBride August 15-18, 1998	Boston, MA (Marriott)	DBA/MKT
FINANCIAL MANAGEMENT ASSOCIATION: (813)974-2084 October 15-18, 1997 October 14-17, 1998 October 6-9, 1999	Honolulu, HI Chicago, IL Orlando, FL	DBA/FIN
AMERICAN COLLEGE OF HEALTH CARE EXEC. (312)424-2800 February 28 - March 5, 1998 March 6-11, 1999	Chicago, IL Chicago, IL	DBA/HS
ASSOCIATION FOR INFORMATION SYSTEMS: (410)837-5367 August 14-16, 1998	Baltimore, MD Milt Jenkins	DBA/ITM

COMPREHENSIVE EXAMINATION

The Comprehensive Examination is a two-part examination (CSA 6090 and CSA 6089). Please be sure to register during the regular registration period to insure site availability. The Comprehensive Exam fee is refundable. However, students will be assessed a withdrawal fee.

ELIGIBILITY REQUIREMENTS

To sit for Part I or Part II of the Comprehensive Examination you must have a grade point average of at least 3.0, be in good financial standing, have a full admission status, and have completed 20 credits of course work. To be eligible for CSA 6089 (Part 2), you must have passed CSA 6090 (Part 1) and the capstone course CSA 6140 Strategic Decision Making or CSA 6730 Seminar in Managerial Accounting.

MATRIX

	DPA	DBA	DIBA	DBA HRM	DBA IM	DBA ACC	DBA FIN	DBA MKT	DBA HS	DBA ITM
CSA 6090										
Part 1A:	Choose one question from the group below.									
	6010 LR*	6010 LR*	6410 LR*	LR*	6410 LR*	6710 LR*	LR*	6810 LR*	6610 LR*	6910 LR*
Part 1B:	Choose one question from the group below.									
	6020	6020	6450	6020	6020	6060	6020	6020	6020	6020
	6060	6060	6470	6030	6450	6720	6510	6120	6030	6120
						6760	6520			
	and Choose one question from the group below.									
	6030	6030	6030	6060	6060	6020	6030	6030	6660	6060
	6040	6040	6060	6315	6030	6030	6060	6060	6060	6920
				6325						
CSA 6089										
Part 2A:	6140	6140	6140	6140	6140	6730	6140	6140	6140	6140
Part 2B:	Choose two questions from the group below.									
	6050	6050	6050	6050	6050	6050	6050	6050	6050	6050
	6220	6110	6110	6330	6470	6740	6120	6830	6620	6110
	6230	6120	6420	6120	6120	6120	6130	6130	6120	6130
	6240	6130	6430	6130	6130	6130	6540	6890	6130	6930
							6530			

** Literature Review: You will be given a list of four theorists. You will choose only one on whom to write on. You should be knowledgeable of at least six of the following theorists:*

Herb Simon, Blake and Mouton, Elton Mayo, Frederick Herzberg, Chester Barnard, Lyman Porter, David McClelland, Henry Mintzberg, Henri Fayol, Hersey and Blanchard.

PROGRAM FEES

Tuition is \$550.00 per credit hour. This rate is valid through August 31, 2000 for students entering the Doctoral Program after August 31, 1997. For current students who have successfully completed at least one regular, two or four credit doctoral course, before September 1, 1997, tuition is \$495.00 per credit hour through August 31, 1999. In both cases tuition rates may be adjusted annually thereafter. A Registration Fee of \$25.00 is payable each time a student registers. Registrations submitted during the late registration period **MUST** be accompanied by a late registration fee of \$25.00 in addition to the regular registration fee. Registrations postmarked after the late registration period are subject to a \$50.00 late fee in addition to the \$25.00 regular registration fee.

SPECIAL SEMINAR/ILM FEES: Fees are assessed to provide for administrative costs associated with seminars, workshops, and selected courses. These fees are payable at the time of registration **in addition** to the tuition for the course. This seminar fee is **non-refundable** and is not associated with any additional fees which may be required by a professional association. ILM fees are **non-refundable** but materials may be exchanged for updated versions.

SEMINAR/WORKSHOP FEES

CSA 6060 Business and Public Policy Seminar	\$150.00
CSA 6080 Professional Studies Workshop	50.00
Comprehensive Examination Fee	50.00
Student Activities Fee (on-campus only)	10.00
CSA 6072 Online Communications and Internet Competency Fee	50.00

ILM FEES

CSA 6030 Information and Decision Sciences.....	35.00
CSA 6050 Operations Management	30.00
CSA 6081 Applied Research Development.....	20.00
CSA 6120 Marketing Management & Research	30.00
CSA 6130 Financial Decision-Making in Business.....	30.00
CSA 6140 Strategic Decision-Making	30.00
CSA 6220 Comparative Administrative Systems.....	30.00

FINANCIAL AID INFORMATION: Students must apply for and be awarded financial aid in order to receive loan monies. In addition, they **must** register for at least **three** graduate credit hours (or selected two-credit courses such as dissertation, 6080, 6081, 6082, or 6083) per term to receive these funds. Students not registered for at least three graduate credit hours (or acceptable two-credit course) when their loan checks are ready for disbursement will **not** be eligible to receive the funds. These monies will then be returned to the lender. Also, please be aware that when applying for financial aid, students must list their intended attendance pattern for that period. This attendance pattern **must** match the exact time that students will be enrolled and in class.

If your course selections for a term change for any reason **after** you have already indicated the attendance pattern on your financial aid paperwork, it will be necessary for you to contact Nova Southeastern's Office of Student Financial Aid. Your loan periods will then have to be adjusted. If these actions are not taken, it may result in your loan monies being returned to the lender, even though you are currently registered for at least three graduate credit hours.

All approved paperwork pertaining to Financial Aid (award letters, VA, etc.) should be attached to registrations when sent in.

STUDENTS USING OTHER METHODS OF PAYMENT: Students should be aware that full payment is expected at the time of registration unless arrangements are made for financial aid and/or third-party payment. Registrations having no payment or partial payment attached will be returned to the student.

Students using an approved direct bill method of payment **must** have **all** approved documentation attached to the registration form when registering for classes. Registrations will be returned if all necessary documentation is not attached.

ONLINE COMMUNICATIONS & INTERNET COMPETENCY

NEW STUDENTS MUST REGISTER FOR CSA 6072 IN THE FIRST TERM AFTER THEY ARE ACCEPTED INTO THE PROGRAM.

Requests for course syllabi and other questions relating to CSA 6072 must be forwarded directly to Ms. Nicole Zinn (nicole@sbe.nova.edu), 1-800-672-7223, Ext. 5059.

In this course, a student demonstrates PC literacy and is introduced to the NSU on-line environment.

Professor:	Dr. Richard Kelsey	kelsey@sbe.nova.edu
Instructor Assistants:	Trevor Pendleton	trevorp@sbe.nova.edu
	Brian Ouellette	brian@sbe.nova.edu
	Ron Phillips	ronp@sbe.nova.edu

The fee for CSA 6072 is \$50.00. Each student will have four months to complete the assignments. Students who do not complete the course by the end of the term will receive a "W". They will be required to re-register and pay for the course again. No incomplete grades will be given. CSA 6072 is a prerequisite for the Research Methodology courses (CSA 6082 and 6083). In addition, students must be ON-LINE and registered for CSA 6072 in order to register for CSA 6060 and 6110.

TERM	PRE	CS#	SECT	TITLE	CR
97F	CSA	6072	COF	Online Communications & Internet Competency	0

PUBLICATION REQUIREMENT

The Publication Requirement of the Doctoral Programs is designed to demonstrate the research, writing, and presentation abilities acquired and/or refined through doctoral studies. For students in the general DBA or DPA Programs, the publication should make a contribution in a business or public administration area of choice. For students in a specialty area, the publication should be a contribution in that specialty area. The School of Business and Entrepreneurship has identified the following accomplishments as acceptable evidence of satisfaction of the Doctoral Publication Requirement:

1. Article published in an academic journal or similar publication.
2. Article published in the proceedings of a national professional conference such as the Academy of Management or the American Society for Public Administration, where rigorous criteria must be met.
3. Report or monograph published by a professional organization, corporation, or public agency, where rigorous criteria for selection can be demonstrated.

Other printed matter, such as regional journal articles and trade publications, that demonstrate a contribution to the discipline may be submitted for consideration.

The student's relationship to the Nova Southeastern University Doctoral Programs in business, Doctoral Student, NSU should be noted in the documentation of the article, if at all possible. All publications, along with supporting documentation, will be reviewed by the Director of the Doctoral Programs, who will determine their acceptability.

Satisfaction of this requirement is mandatory for program completion and graduation.

DISSERTATION TRACK

The dissertation track includes a preliminary literature review, three, three-day seminars on research methodology and statistical tools, and the readings course. The dissertation track should be followed concurrently with the regular course track. The goal is to have your dissertation proposal completed by the time you complete your course work.

The three-day seminar, CSA 6081 - Applied Research Development, is offered several times a year. This seminar is led by the Director of Research and should be taken early in the program. CSA 6082 is a course in statistical techniques that may be appropriate for use in the dissertation process. CSA 6083 focuses on the methodology chapter of the dissertation. All are offered in a three-day weekend format.

APPLIED RESEARCH DEVELOPMENT CSA 6081 (2 CREDITS)

The role of research in the business decision-making process will be explored. The significance of theory in the research process will be defined. The varied appropriate methodologies that could be brought to bear in such endeavors will be explored. Students will be expected to understand the framing of research questions, the development of an appropriate methodology, and the selection of the appropriate techniques to carry out research.

It is to your benefit to take CSA 6081 as early in your program as possible. You should also register for the session you desire early in the registration process for the appropriate term, as the sessions are filled on first-come, first-served basis. You may indicate a first and second choice if you wish. Registrations will only be accepted up to 45 days prior to the first day of class. Enrollment is limited to 25 students per class.

RESEARCH TECHNIQUES and RESEARCH METHODS CSA 6082 and CSA 6083 (2 CREDITS EACH)

CSA 6082 and CSA 6083 are three day weekend courses designed to examine dissertation related methodology. These courses are two credit courses. Satisfactory completion of CSA 6072 and CSA 6081 are prerequisites for CSA 6082. CSA 6072, CSA 6081, and CSA 6082 are prerequisites for CSA 6083. CSA 6082 and CSA 6083 cannot be taken in the same semester. Enrollment is limited to 25 students per class.

PRELIMINARY LITERATURE REVIEW

REQUIREMENTS:

1. Completed Literature Review (5-10 pages).
2. Copies of five selected articles used in the literature review. These articles should be related, have overlapping lists of references, and report findings on academic research. NOTE: This is not to imply that your review is to be based solely on these articles.

CONCEPT PAPER

Prerequisites: CSA 6081 and an approved Preliminary Literature Review.

NOTE: The Concept Paper may be submitted simultaneously with Preliminary Literature Review.

REQUIREMENTS: As per Dissertation Guidelines which are provided by program office.

**READINGS COURSE
(4 Credits)**

Completion of CSA 6081, approval of Preliminary Literature Review, approval of Concept Paper and an approved Chairperson are prerequisites. (A formal letter must be submitted to Dr. Needleman requesting your chair and a response received before registering for readings.)

When your Concept Paper is approved you will receive written confirmation from the Research Office. This confirmation will be accompanied by an Instructor Approval Form for the Readings Course. Forward the Instructor Approval Form to the Chairperson for signature. The Chairperson should then return the form to you.

The completed "Instructor Approval Form" should accompany your registration. It should be sent, together with the appropriate tuition and fees, to the Doctoral Program Office. You will be registered for the course under the instructor's name to facilitate grade processing on your academic record.

DBA	CSA 6150	Readings in Business Administration
	CSA 6151	Advanced Readings in Mgt./Org. Behavior
DBA/HRM	CSA 6370	Readings in HRM
DBA/IM, DIBA	CSA 6480	Readings in International Business
DBA/ACC	CSA 6750	Readings in Accounting
DBA/FIN	CSA 6550	Readings in Finance
DBA/HS	CSA 6650	Readings in Health Services
DBA/MKT	CSA 6850	Readings in Marketing
DBA/ITM	CSA 6950	Readings in Information Technology Management
DPA	CSA 6250	Readings in Public Administration

REGISTRATION

A student working on his/her dissertation must maintain active status by being registered each term. Students register for the dissertation in two-credit increments (CSA 6091, 6092, 6093, and 6094) one semester at a time. If a student should exceed the four term time frame for the dissertation, he/she must continue to register for CSA 6097 (Dissertation Continuation) until the final dissertation draft is accepted.

TERM DATES

Fall 1997

Term Begins:	September 1, 1997
Term Ends:	December 31, 1997
Registration:	
New students:	Through July 15, 1997
Continuing Students:	June 16 - July 7, 1997
Late:	July 8 - 15, 1997

Winter 1998

Term Begins:	January 1, 1998
Term Ends:	April 30, 1998
Registration:	
New students:	Through November 14, 1997
Continuing Students:	October 15-November 7, 1997
Late:	November 8 - 14, 1997

Summer 1998

Term Begins:	May 1, 1998
Term Ends:	August 31, 1998
Registration:	
New students:	Through March 13, 1998
Continuing Students:	February 16 - March 6, 1998
Late:	March 7 - 13, 1998

*All registrations for the Fall 1997 term are due no later than **July 15, 1997.***

FALL TERM 1997

Sequence I Dates and Courses September 6-7 October 4-5 November 1-2

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	97F	CSA	6030	FFL	Information and Decision Sciences	4	Dr. Jay Aronson
Austin	97F	CSA	6120	ATX	Marketing Management and Research	4	Dr. Richard Plank
Danville	97F	CSA	6050	DVA	Operations Management	4	Dr. Herb Johnson
Davenport*	97F	CSA	6120	DIA	Marketing Management and Research	4	Dr. Thomas Powers
Frankfurt, Germany	97F	CSA	6130	FGR	Financial Decision-Making in Business	4	Dr. Neal Rappaport
New England	97F	CSA	6120	BVT	Marketing Management and Research	4	Dr. Larry Chiagouris
Orlando	97F	CSA	6130	OFL	Financial Decision-Making in Business	4	Dr. Moshe Levin
Potomac	97F	CSA	6030	VVA	Information and Decision Science	4	Dr. Elizabeth Rivers
Seattle	97F	CSA	6130	SWA	Financial Decision-Making in Business	4	Dr. Luc Soenen
S. California	97F	CSA	6130	LCA	Financial Decision-Making in Business	4	Dr. Alex Anckonie

*First weekend class meeting will be September 13-14, 1997.

Sequence II Dates and Courses September 20-21 October 25-26 November 22-23

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	97F	CSA	6130	FFL	Financial Decision-Making in Business	4	Dr. Alan Gart
Arkansas	97F	CSA	6050	LAR	Operations Management	4	Dr. Kader Mazouz
Birmingham	97F	CSA	6050	BAL	Operations Management	4	Dr. Moshe Levin
Denver	97F	CSA	6120	DCO	Marketing Management and Research	4	Dr. Richard Plank
N. Indiana	97F	CSA	6130	WIN	Financial Decision -Making in Business	4	Dr. Ray Jackson
Phoenix	97F	CSA	6020	PAZ	Organizational Behavior and Personnel Management	4	Dr. William Snow
Potomac	97F	CSA	6130	VVA	Financial Decision-Making in Business	4	Dr. Andrew Sherbo
Spartanburg	97F	CSA	6120	SSC	Marketing Management and Research	4	Dr. Thomas Powers

FALL TERM 1997

SEMINARS AND WORKSHOPS

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
97F	CSA	6060	WA1	Business and Public Policy Seminar November 29 - December 3, 1997 Location: Washington Marriott Hotel 1221 22nd Street, NW Washington, DC 20037 Reservations: (202)872-1500 ext 50 Mention that you are a Nova Southeastern student for special rate.	4	Dr. Robert Baer

This course starts on Saturday at 2:30 p.m. Enrollment is limited to 28 students. This course utilizes electronic communication. You must check your e-mail from the first day of the term.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
97F	CSA	6080	MX1	DIBA/DBA-IM Professional Studies Workshop in conjunction with Academy of International Business Dates: October 9-12, 1997 Location: Monterrey, Mexico	2	Dr. Herb Johnson
97F	CSA	6080	HI1	DBA/FIN Professional Studies Workshop in conjunction with the Financial Management Assoc. Dates: October 15-18, 1997 Location: Honolulu, HI	2	Dr. Alan Gart

FALL TERM 1997 RESEARCH COURSES

<u>LOCATION</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Phoenix	97F	CSA	6081	PAZ	Applied Research Dev.*	2	Dr. Ron Needleman
					Dates: Sept. 12-14		
Ft. Lauderdale	97F	CSA	6081	FFL	Applied Research Dev.*	2	Dr. Ron Needleman
					Dates: Dec. 4-6		
Ft. Lauderdale	97F	CSA	6082	FF1	Research Techniques	2	Dr. Joseph Balloon
					Dates: Sept. 26-28		
Ft. Lauderdale	97F	CSA	6082	FF2	Research Techniques	2	Dr. Moshe Levin
					Dates: Dec. 4-6		
Potomac	97F	CSA	6083	VVA	Research Methods	2	Dr. Kader Mazouz
					Dates: Sept. 12-14		
Ft. Lauderdale	97F	CSA	6083	FFL	Research Methods	2	Dr. Greg McLaughlin
					Dates: Dec. 4-6		

STUDENTS MAY NOT REGISTER FOR MORE THAN ONE OF CSA 6081, CSA 6082, or CSA 6083 IN THE SAME TERM.

**Pre-assignment must be submitted at first day of class or student will be required to re-enroll for another session.*

Class hours for all locations is 8:00 a.m. - 5:00 p.m. Sessions will be filled on a first-come, first-served basis; therefore, students should register at the beginning of the registration period. You may indicate a first and second choice on the registration if you wish. Registrations will only be accepted from the 1st day of registration up to 45 days prior to the first day of class. Enrollment is limited to 25 students.

NATIONAL CLUSTER

Students must register by JULY 15, 1997 for all week-long courses.

The National Cluster meets in a one-week format with courses being held in Ft. Lauderdale during the week of **December 7-12, 1997**. The courses for the one-week workshop will be held at the School of Business and Entrepreneurship Nova Southeastern University East Campus.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
97F	CSA	6020	NCL	Organizational Behavior	4	Dr. Barbara Dastoor
97F	CSA	6140	NCL	Strategic Decision-Making*	4	Dr. Edward Pierce
97F	CSA	6220	NCL	Comparative Administrative Systems	4	Dr. Robert Baer
97F	CSA	6710	NCL	Seminar in Financial Accounting	4	Dr. Walter Moore

***ALL STUDENTS NOW REGISTER FOR CSA 6140 REGARDLESS OF SPECIALTY.**

This instructor uses electronic communication. Please check your e-mail from the first day of the term. This should be the last course in a student's program. Students must have passed Part I of the Comprehensive Examination.

**FALL TERM
COMPREHENSIVE EXAMINATION
December 14, 1997**

<u>TERM</u>	<u>PRE</u>	<u>CSA#</u>	<u>SEC</u>	<u>LOCATION</u>	<u>TITLE</u>
97F	CSA	6090	ATX	Austin	Comp Exam Part 1
97F	CSA	6089	ATX	Austin	Comp Exam Part 2
97F	CSA	6090	WIN	N. Indiana	Comp Exam Part 1
97F	CSA	6089	WIN	N. Indiana	Comp Exam Part 2
97F	CSA	6090	OFL	Orlando	Comp Exam Part 1
97F	CSA	6089	OFL	Orlando	Comp Exam Part 2
97F	CSA	6090	PAZ	Phoenix	Comp Exam Part 1
97F	CSA	6089	PAZ	Phoenix	Comp Exam Part 2
97F	CSA	6090	DVA	Danville	Comp Exam Part 1
97F	CSA	6089	DVA	Danville	Comp Exam Part 2
97F	CSA	6090	FFL	Ft. Lauderdale	Comp Exam Part 1
97F	CSA	6089	FFL	Ft. Lauderdale	Comp Exam Part 2

WINTER TERM 1998

Sequence I Dates and Courses January 10-11 February 7-8 March 7-8

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	98W	CSA	6020	FFL	Organizational Behavior and Personnel Management	4	Dr. Barry Barnes
Austin	98W	CSA	6130	ATX	Financial Decision-Making in Business	4	Dr. Alan Gart
Danville	98W	CSA	6030	DVA	Information and Decision Sciences	4	Dr. Dan Walsh
Davenport	98W	CSA	6130	DIA	Financial Decision-Making in Business	4	Dr. Clay Chun
Frankfurt	98W	CSA	6050	FGR	Operations Management	4	Dr. Kader Mazouz
New England	98W	CSA	6130	BVT	Financial Decision-Making in Business	4	Dr. Pan Yatrakis
Orlando	98W	CSA	6050	OFL	Operations Management	4	Dr. Moshe Levin
Potomac	98W	CSA	6020	VVA	Organizational Behavior and Personnel Management	4	Dr. Barbara Dastoor
Seattle	98W	CSA	6050	SWA	Operations Management	4	TBA
So. California	98W	CSA	6050	LCA	Operations Management	4	TBA

Sequence II Dates and Courses Dates: January 24-25 February 21-22 March 21-22

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	98W	CSA	6050	FFL	Operations Management	4	TBA
Arkansas	98W	CSA	6030	LAR	Information and Decision Science	4	Dr. Elizabeth Rivers
Birmingham	98W	CSA	6030	BAL	Information and Decision Science	4	Dr. Jay Aronson
Denver	98W	CSA	6130	DCO	Financial Decision-Making in Business	4	Dr. Alan Gart
N. Indiana	98W	CSA	6050	WIN	Operations Management	4	Dr. John Affisco
Phoenix	98W	CSA	6120	PAZ	Marketing Management and Research	4	Dr. Thomas Powers
Potomac	98W	CSA	6050	VVA	Operations Management	4	Dr. Moshe Levin
Spartanburg	98W	CSA	6130	SSC	Financial Decision-Making in Business	4	Dr. Pan Yatrakis

WINTER TERM 1998 SEMINARS AND WORKSHOPS

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
98W	CSA	6060	WA1	Business and Public Policy Seminar Dates: March 28 - April 1, 1998 Location: Washington Marriott Hotel 1221 22nd Street, NW Washington, DC 20037 Reservations: (202)872-1500 Ext 50 State that you are a Nova Southeastern student for special rate.	4	Dr. Robert Baer

This course starts on a Saturday at 2:30 p.m. Please note that enrollment is limited to 28 students. This course utilizes electronic communication. You must check your e-mail from the first day of the term.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
98W	CSA	6080	IL1	DBA-HS Professional Studies Workshop in conjunction with the American College of Health Care Executives Dates: February 28 - March 5, 1998 Location: Chicago, IL	2	Dr. Dan Austin

NATIONAL CLUSTER

Students must register BY NOVEMBER 14, 1997 for all week-long courses.

The National Cluster meets in a one-week format with courses being held in Ft. Lauderdale during the week of **April 19-24, 1998**. Courses are held at the School of Business and Entrepreneurship Nova Southeastern University - East Campus.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
98W	CSA	6120	NCL	Marketing Management and Research	4	Dr. Richard Plank
98W	CSA	6140	NCL	Strategic Decision-Making*	4	Dr. Ed Pierce
98W	CSA	6240	NCL	Administrative Law and Ethics	4	Dr. Al Mavrinnac
98W	CSA	6330	NCL	Performance and Reward Systems	4	Dr. Ronald Fetzter
98W	CSA	6420	NCL	International Marketing	4	Dr. Art Weinstein
98W	CSA	6510	NCL	International Finance	4	Dr. Luc Soenen
98W	CSA	6730	NCL	Seminar in Managerial Accounting	4	Dr. Howard Lawrence
98W	CSA	6890	NCL	Marketing Topics	4	Dr. Larry Chiagouris

***All STUDENTS NOW REGISTER FOR CSA 6140 REGARDLESS OF SPECIALTY**

This instructor uses electronic communication. Please check your e-mail from the first day of the term. This should be the last course in a student's program. Students must have passed Part 1 of the Comprehensive Examination.

WINTER TERM 1998 RESEARCH COURSES

<u>LOCATION</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	98W	CSA	6081	FFL	Applied Research Dev.* Dates: Jan. 16-18	2	Dr. Ron Needleman
Potomac	98W	CSA	6081	VVA	Applied Research Dev.* Dates: April 3-5	2	Dr. Ron Needleman
Phoenix	98W	CSA	6082	PAZ	Research Techniques Dates: Jan. 16-18	2	Dr. Joe Balloun
Ft. Lauderdale	98W	CSA	6082	FFL	Research Techniques Dates: April 15-17	2	Dr. Joe Balloun
Frankfurt	98W	CSA	6082	FGR	Research Techniques Dates: Feb. 13-15	2	Dr. Kader Mazouz
Ft. Lauderdale	98W	CSA	6083	FF1	Research Methods Dates: Jan. 16-18	2	Dr. Greg McLaughlin
Ft. Lauderdale	98W	CSA	6083	FF2	Research Methods Dates: April 15-17	2	Dr. Bill Rives

STUDENTS MAY NOT REGISTER FOR MORE THAN ONE OF CSA 6081, 6082, or 6083 IN THE SAME TERM.

**Pre-assignment must be submitted at first day of class or student will be required to re-enroll for another session.*

Class hours for all locations is 8:00 a.m. - 5:00 p.m.

Sessions will be filled on a first-come, first-served basis; therefore, students should register at the beginning of the registration period. You may indicate a first and second choice on the registration if you wish. Registrations will only be accepted 45 days prior to the first day of class. Enrollment is limited to 25 students.

**WINTER TERM
COMPREHENSIVE EXAMINATION
APRIL 26, 1998**

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>LOCATION</u>	<u>TITLE</u>
98W	CSA	6090	BAL	Birmingham	Comp Exam Part 1
98W	CSA	6089	BAL	Birmingham	Comp Exam Part 2
98W	CSA	6090	BVT	New England	Comp Exam Part 1
98W	CSA	6089	BVT	New England	Comp Exam Part 2
98W	CSA	6090	VVA	Potomac	Comp Exam Part 1
98W	CSA	6089	VVA	Potomac	Comp Exam Part 2
98W	CSA	6090	DIA	Davenport	Comp Exam Part 1
98W	CSA	6089	DIA	Davenport	Comp Exam Part 2
98W	CSA	6090	FFL	Ft. Lauderdale	Comp Exam Part 1
98W	CSA	6089	FFL	Ft. Lauderdale	Comp Exam Part 2

SUMMER TERM 1998

Sequence I Dates and Courses DATES: 5/2-3 6/6-7 7/11-12

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	981	CSA	6010	FFL	Administrative Theory and Practice	4	TBA
Austin	981	CSA	6040	ATX	Economic Analysis	4	TBA
Danville	981	CSA	6110	DVA	International Business and Finance	4	TBA
Davenport	981	CSA	6010	DIA	Administrative Theory and Practice	4	TBA
Frankfurt	981	CSA	6120	FGR	Marketing Management and Research	4	TBA
New England	981	CSA	6040	BVT	Economic Analysis	4	TBA
Orlando	981	CSA	6010	OFL	Administrative Theory and Practice	4	TBA
Seattle	981	CSA	6040	SWA	Economic Analysis	4	TBA
So. California	981	CSA	6110	LCA	International Business and Finance	4	TBA

Sequence II Dates and Courses DATES: 5/16-17 6/20-21 7/18-19

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Arkansas	981	CSA	6010	LAR	Administrative Theory and Practice	4	TBA
Birmingham	981	CSA	6110	BAL	International Business and Finance	4	TBA
Denver	981	CSA	6110	DCO	International Business and Finance	4	TBA
N. Indiana	981	CSA	6040	WIN	Economic Analysis	4	TBA
Phoenix	981	CSA	6110	PAZ	International Business and Finance	4	TBA
Potomac	981	CSA	6010	VVA	Administrative Theory and Practice	4	TBA
Spartanburg	981	CSA	6040	SSC	Economic Analysis	4	TBA

Please Note: Summer cluster courses are subject to cancellation if student enrollment is insufficient by March 13, 1998. Enrolled students so affected will be notified by March 31, 1998 and may elect to transfer their registration to the 1998 Summer Institute held in Fort Lauderdale, August 2 - 7, 1998. Accordingly, students **SHOULD NOT** make travel arrangements for Summer cluster courses before April 1, 1998.

SUMMER TERM 1998 SUMMER INSTITUTE

Career Option Specialty Students. Students in the career options take "common-body-of-knowledge" courses (6000 and 6100 course numbers) at their cluster locations, but assemble at Fort Lauderdale for their career option specialty courses. Specialty courses are offered during the summer term in the Summer Institute and may be offered as "National Cluster" courses during the Fall and Winter terms. Students must register by March 13, 1998 for all week-long courses.

DATES: AUGUST 2 - 7, 1998

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
982	CSA	6325	NCL	Employee Relations and Services	4	TBA
982	CSA	6410	NCL	International Management	4	TBA
982	CSA	6540	NCL	Investments and Taxation	4	TBA
982	CSA	6610	NCL	Administrative Theory in Health Services	4	TBA
982	CSA	6710	NCL	Seminar in Financial Accounting	4	TBA
982	CSA	6810	NCL	Marketing Theory	4	TBA
982	CSA	6920	NCL	Telecommunications and Data Networks	4	TBA
982	CSA	6010	NCL	Administration Theory and Practice	4	TBA
982	CSA	6040	NCL	Economic Analysis	4	TBA
982	CSA	6110	NCL	International Business and Finance	4	TBA

SUMMER TERM 1998 SEMINARS AND WORKSHOPS

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
982	CSA	6060	WA1	Business and Public Policy July 25 - 29, 1998 Washington Marriott Hotel 1221 22nd Street, NW Washington, DC 2003 Reservations: (202)872-1500 ext 50 (State that you are a Nova Southeastern student for special rate.)	4	Dr. Robert Baer

This course starts on a Saturday at 2:30 p.m. Please note that enrollment is limited to 28 students. This course utilizes electronic communication. You must check your e-mail from the first day of the term.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
982	CSA	6080	CA1	DPA Professional Studies Workshop in conjunction with the Academy of Management Dates: August 9-12, 1998 Location: San Diego, CA	2	Dr. Edward Pierce
982	CSA	6080	CA2	DBA Professional Studies Workshop in conjunction with the Academy of Mgt. Dates: August 9-12, 1998 Location: San Diego, CA	2	Dr. Jane Gibson
982	CSA	6080	NV1	DBA-ACC Professional Studies Workshop in conjunction with the American Accounting Association Dates: August 16-19, 1998 Location: Las Vegas, NV	2	Dr. Howard Lawrence
982	CSA	6080	MN1	DBA-HRM Professional Studies Workshop in conjunction with the Society for Human Resource Management Dates: June 14-17, 1998 Location: Minneapolis, MN	2	Dr. Ronald Fetzer
982	CSA	6080	MA1	DBA-MKT Professional Studies Workshop in conjunction with the American Marketing Association (Marketing Educators Conference) Dates: August 15-18, 1998 Location: Boston, MA	2	Dr. Bill Johnson
982	CSA	6080	MD1	DBA-IS/ITM Professional Studies Workshop in Conjunction with the Association of Information Systems Dates: August 14-16, 1998 Location: Baltimore, MD	2	Dr. Jay Aronson

SUMMER TERM 1998 RESEARCH COURSES

<u>LOCATION</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	981	CSA	6081	FF1	Applied Research Development*	2	Dr. Ron Needleman
					Dates: June 12-14		
Ft. Lauderdale	982	CSA	6081	FF2	Applied Research Development*	2	Dr. Ron Needleman
					Dates: July 29-31		
Potomac	981	CSA	6082	VVA	Research Techniques	2	TBA
					Dates: May 8-10		
Ft. Lauderdale	982	CSA	6082	FFL	Research Techniques	2	TBA
					Dates: July 29-31		
Phoenix	981	CSA	6083	PAZ	Research Methods	2	TBA
					Dates: May 8-10		
Ft. Lauderdale	982	CSA	6083	FFL	Research Methods	2	TBA
					Dates: July 29-31		

STUDENTS MAY NOT REGISTER FOR MORE THAN ONE OF CSA 6081, CSA 6082, or CSA 6083 IN THE SAME TERM.

**Pre-assignment must be submitted at first day of class or student will be required to re-enroll for another session..*

Class hours for all locations is 8:00 a.m. - 5:00 p.m.

Sessions will be filled on a first-come, first-served basis; therefore, students should register at the beginning of the registration period. You may indicate a first and second choice on the registration if you wish. Registrations will only be accepted 45 days prior to the first day of class. Enrollment is limited to 25 students per class.

SUMMER TERM 1998 NATIONAL CLUSTER

Students must register **BY March 13, 1998** for all week-long courses.

The National Cluster meets in a one-week format with courses being held in Ft. Lauderdale during the week of **August 23 - 28, 1998**. Courses are held at the School of Business and Entrepreneurship Nova Southeastern University East Campus.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
982	CSA	6140	NCL	Strategic Decision-Making*	4	Dr. Edward Pierce
982	CSA	6240	NCL	Administrative Law and Ethics	4	TBA
982	CSA	6450	NCL	Comparative Government and Economic Systems	4	TBA
982	CSA	6740	NCL	Seminar in International Accounting	4	TBA

**All STUDENTS NOW REGISTER FOR CSA 6140 REGARDLESS OF SPECIALTY*

This instructor uses electronic communication. Please check your e-mail from the first day of the term. This should be the last course in a student's program. Students must have passed Part 1 of the Comprehensive Examination.

COMPREHENSIVE EXAM August 30, 1998

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>LOCATION</u>	<u>TITLE</u>
982	CSA	6090	LAR	Arkansas	Comp Exam Part 1
982	CSA	6089	LAR	Arkansas	Comp Exam Part 2
982	CSA	6090	PAZ	Phoenix	Comp Exam Part 1
982	CSA	6089	PAZ	Phoenix	Comp Exam Part 2
982	CSA	6090	SWA	Seattle	Comp Exam Part 1
982	CSA	6089	SWA	Seattle	Comp Exam Part 2
982	CSA	6090	LCA	S. California	Comp Exam Part 1
982	CSA	6089	LCA	S. California	Comp Exam Part 2
982	CSA	6090	SSC	Spartanburg	Comp Exam Part 1
982	CSA	6089	SSC	Spartanburg	Comp Exam Part 2
982	CSA	6090	FFL	Ft. Lauderdale	Comp Exam Part 1
982	CSA	6089	FFL	Ft. Lauderdale	Comp Exam Part 2



**Registration Policies
and Procedures**

**Doctoral Programs
Fall Term 1997**



Revised:4/22/97

NOVA SOUTHEASTERN UNIVERSITY
Doctoral Programs
School of Business and Entrepreneurship

POLICIES AND PROCEDURES FOR COURSE REGISTRATION

FALL TERM 1997

IMPORTANT NOTICE: If you plan to participate in any School Program activity during the period 9/1/97-12/31/97, it is imperative that you read these policies and follow the appropriate procedures immediately.

Notes:

FALL Term tuition - \$550/credit (See page 11 of preceding section for additional details)
Registrations must be accompanied by payment.

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I. COURSE REGISTRATION REQUIRED:

ANY student in the Doctoral Program who intends to take a course in the program during the FALL term--1997 must register for that course. The term "course" includes all activities in which class attendance is a requirement as well as:

- A. Submitting for review by a member of the faculty any portion of the requirements for CSA 6072, 6081, 6082, 6083, 6091, 6092, 6093, 6094, 6095, and/or Readings Courses.
- B. Sitting for the Comprehensive Written Examination (CSA 6089 or CSA 6090).

II. REGISTRATION FORMS TO USE:

Enclosed with these policies are the forms required to register for course work. Please note that all registration forms must be returned intact.

- A. REGISTERING FOR A NEW COURSE: If you wish to register for a new course, including one that you have not registered for before, use the enclosed Student Transaction Form.
- B. CHANGING A PREVIOUSLY FILED REGISTRATION: If you wish to drop or add a course to your previously filed registration for the FALL term, and the deadline has not yet passed (see below), you must complete another student transaction form. You may drop or add courses for the FALL term until August 31, 1997. A fee of \$25.00 must accompany any change of registration made. For more information on dropping or withdrawing from a course please refer to Section VI.

NOTE: All withdrawals must be in writing to be effective.

- C. SUBMISSION OF REGISTRATION FORMS: All completed forms regarding registration for the FALL term should be submitted by the student DIRECTLY (not through a Regional Program Manager) to:

Doctoral Registration
Nova Southeastern University
School of Business - East Campus
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315
(800)672-7223, Ext. 5051 (Wendy)

ATTENTION:

For these clusters:

Suzanne Newman (suzee@sbe.nova.edu)	Wendy Weissner (wendy@sbe.nova.edu)
Birmingham, AL; Ft. Lauderdale, FL & National; Orlando, FL; Spartanburg, S.C.	Danville, VA; Davenport, IA; Denver, CO; New England, VT; No. Indiana; Phoenix, AZ; Potomac, VA; Seattle, WA; So. California, CA; Little Rock, AR; Austin, TX; Frankfurt, Germany & International

III. REGISTRATION DEADLINES FOR CONTINUING STUDENTS:

The following deadlines apply to ALL students who matriculated into the School of Business Doctoral Programs or began taking courses, before AUGUST, 1997.

- A. REGULAR REGISTRATION: The period of Regular Registration for FALL term courses is June 16 - July 7, 1997. The registration fee during this period is \$25.00. Any registration postmarked or, if not mailed, delivered after July 7, 1997 will be considered a Late Registration and subject to the requirements as stated in section III.B below.
- B. LATE REGISTRATION: The period of Late Registration for FALL term courses is July 8 - 15, 1997. Registrations submitted during this period must be accompanied by a Late Registration Fee of \$25.00. This fee is in addition to the \$25.00 regular registration fee. It will be assessed as part of the registration process. A Late Registration occurs when, during the period of July 8 - 15, 1997, a student either registers for a new course, or changes a previously filed registration.

IV. REGISTRATION DEADLINES FOR NEW STUDENTS:

A "new" student is one who matriculates into the School of Business Doctoral Program by attending classes beginning with the FALL 1997 term.

- A. REGULAR REGISTRATION FOR NEW STUDENTS: New students should register during the regular period June 16 - July 7, 1997. Students admitted after June 15, 1997 may register through July 15, 1997 without paying a late fee.
- B. END OF REGISTRATION FOR NEW STUDENTS: Registrations for new students will be accepted after July 15, 1997 for December courses and CSA 6072 up until 45 days before the class is scheduled to meet. Fees will be determined based on date of student admission. No late fees will be charged if the student registers in a timely basis after admission.

V. DISTRIBUTION OF COURSE MATERIALS:

NO TELEPHONE ORDERS FOR COURSE MATERIALS WILL BE ACCEPTED.

Students will receive course materials once their registration form is processed. ILM request forms will no longer be used to order materials.

Course materials (i.e. Syllabi, Individual Learning Materials (ILM) and other supplements are distributed from the Doctoral Program Office.

Please note there are no refunds on ILM materials! If you are closed-out of a course, your account will be credited. However, if you withdraw from a course with an ILM, you will not be able to return those materials; so please double-check your form before you mail it.

If you have any questions or comments regarding course materials, contact:

Mrs. Alice Nicholson, Doctoral Programs
Nova Southeastern University
School of Business - East Campus
3100 SW 9th Avenue
Fort Lauderdale, FL 33315
(800)672-7223, Ext. 5138
alicen@sbe.nova.edu

VI. DROPPING OR WITHDRAWING FROM A COURSE:

Students are entitled to a refund of all payments (not including registration/application fee, not to exceed \$100) if the registration agreement is canceled by the student within 10 days of signing the registration agreement or when payment is required.

In addition, students will receive a full refund of tuition payments and registration fees paid if they do not meet minimum admission requirements, or for a canceled course, seminar, workshop or a cluster that does not begin.

After the first day of instruction, students who inform the office of student services of their intention to withdraw will be entitled to a tuition refund based on the following schedule: during the first 70 percent of a course, seminar, workshop, or summer institute, a withdrawing student will receive a refund for the percentage of time not attended.

Refunds will be made within 30 days after the effective date of withdrawal. No refund will be issued when more than 70 percent of a course is attended.

Example: student attended two classes (16 clock hours) of a six-class (48 clock hours) course, for which the charge was \$2,200.

Based on numbers of classes:

$6 - 2 = 4$ classes not attended

$4 \div 6 = 67$ percent of the term not completed

67 percent x \$2,200 = \$1467 refunded

This policy is designed to meet or exceed refund requirements of various states, e.g., California, South Carolina, Washington, Indiana, Arizona, and Florida.

VII. FAILURE TO COMPLETE REQUIREMENTS FOR A COURSE:

If a student does not complete the requirements for a course, before the end of the term for which the student is registered and from which the student has not withdrawn before the withdrawal deadline, a grade of "I" is recorded on the student's academic record for that course. The student is given one term beyond the initial registration term to complete the outstanding requirements. If these requirements are not met by this date, the "I" will be changed to an "IW" and tuition paid will be forfeited. The student is then responsible for registering and paying for the course again.

VIII. CLASS ATTENDANCE REQUIREMENT:

With the exception of the CSA 6072 and the Readings courses, a necessary condition for receiving academic credit for any course is attendance at the classes held in conjunction with the course. Exceptions to this class attendance requirement must be approved by the course instructor and the program director.

IX. GRADES

In accordance with FERPA (Family Education Rights Privacy Act), grades will NOT be given over the phone. Most instructors will provide a statement of course completion and grade if given a self-addressed stamped envelope. If you should require a grade memo for reimbursement purposes, please send a memo/e-mail message to Diana Kowalchick (diana@sbe.nova.edu) at the Doctoral Program Office. You should also indicate a number and/or address where the grade should be sent. Official grade reports are transmitted by the Registrar's Office upon receipt of grades from the Program Office.

X. TUITION:

A student must be in good financial standing with the University at the time of registration for courses. If the student is not in good financial standing, the student's registration will not be accepted and will be returned to the student.

A. **PAYMENT DUE DATE:** The appropriate tuition **MUST** be paid in full at the time of registration unless arrangements are made for financial aid and/or third-party payment (see paragraph B, below). The amount of tuition due is determined by multiplying the number of credit hours of course work for which the student is registering for the term by the per-credit-hour tuition rate. Students paying tuition at the time of registration must remit payment with their registration materials. Such payment and registration are **NOT** submitted to the Accounts Receivable Section, but rather to Wendy Weissner.

B. **PAYMENT POLICIES:**

1. **Financial Aid:** A student may register for a course or courses using financial aid as long as he/she has already applied and been approved by Nova Southeastern's financial aid office to receive aid for the term or terms in question. Note that only four credit-hour courses, or selected two credit-hour courses (CSA 6080, 6081, 6082, 6083, 6091, 6092, 6093, 6094, 6095, and 6097) qualify for financial aid.
2. Also, the student may pre-arrange with the University and an acceptable third party, such as the student's employer or embassy, that the third party will pay the student's tuition upon receipt of a bill from the University for the amount due.

C. **METHOD OF PAYMENT:** Tuition should be paid by check or money order, attached to the Registration Form. Cash should not be sent through the mail under any circumstances. **ALL CHECKS SHOULD BE PAYABLE TO NOVA SOUTHEASTERN UNIVERSITY.** Tuition payments may also be charged to a VISA, MasterCard, American Express, or Discover account if the account holder authorizes the charge in the appropriate area on the registration form.

XI. ENROLLMENT STATUS:

- A. **ACTIVE STATUS:** In order to be considered as an "active" student during the FALL term, you must REGISTER FOR AND COMPLETE at least one course during the term.
- B. **INACTIVE STATUS:** If you request to become inactive OR if you do not register for and complete at least one course for three successive terms, your status will be "inactive."
- C. **FULL TIME STATUS:** I-20 students requiring certification of status as full time students must carry 20 credits per year.
- D. **STUDENT STATUS LETTERS:** International students requesting I-20's, foreign exchange letters, or any other letters relating to their government/embassy, should submit their request in writing to the attention of Ms. Debbie Puzzo - International Student Advisor, Office of Student Services, Nova Southeastern University.
- E. **REPORTS CONCERNING ENROLLMENT STATUS:** A student's enrollment status and academic load, as determined under the provisions above, is reported by the University regularly to any agency or institution granting the student financial support, visa privileges or other benefits on the basis of the student's status in the Doctoral Program. If you are receiving benefits contingent upon your status as a student, it is your individual responsibility, not the University's, to be certain that you maintain your enrollment status and academic load so as not to jeopardize your benefits.
- F. **REINSTATEMENT TO ACTIVE STATUS:** A student who is "inactive," as defined in section XI.B above, and who is subsequently reinstated to "active" status, is subject to all the current admissions criteria of the Doctoral Program in which they are completing a degree that is in effect AT THE TIME OF the student's reinstatement. In addition, course work that is more than six years old may no longer be applicable toward the current curriculum and will be reviewed by the Director of the Doctoral Programs. Any remaining course work is also subject to review for applicability. A student seeking reinstatement must file a written request with the Director of the Doctoral Programs, accompanied by payment of a Reinstatement Request Fee of \$100. This fee must be paid and courses registered for before the student is restored to active status.

The conditions outlined in the student's readmission letter are valid for one year from the date of the letter.



Booklist

**Doctoral Programs
Fall Term 1997**



1997 FALL BOOKLIST

****CSA 6020** ORGANIZATIONAL BEHAVIOR AND PERSONNEL MANAGEMENT**

Block, P. (1996). Stewardship. San Francisco: Berret-Koehler. (Paperback)

Hersey, P. & Blanchard, K.H. (1996). Management of Organization Behavior (7th edition). Englewood Cliffs: Prentice Hall (ISBN: 013-244-1128) .

Katzenback, J.R. & Smith, D.K. (1992). The Wisdom of Teams. Boston: Harvard Business School Press.

Senge, P. (1994). The Fifth Discipline. New York: Doubleday. (Paperback)

****CSA 6030** INFORMATION AND DECISION SCIENCES**

Alter, S. (1996). Information Systems: A management perspective (2nd edition) Reading, MA: Addison-Wesley.

Turban, E. (1994). Decision Support and Expert Systems: Management support systems (4th edition). New Jersey: Prentice Hall.

Hammer, M. & Champy, J. (1994). Reengineering the Corporation. New York: Harper Business. (Paperback ISBN: 0-88-730687-X)

Turban, McLean & Wetherbe. (1996). Information Technology for Management: Improving Quality and Productivity. John Wiley & Sons. (ISBN: 0-471-58059-7)

****CSA 6050** OPERATIONS MANAGEMENT**

Krajewski, L.J. & Ritzman, L.P. (1996). Operations Management (4th edition). New York: Addison-Wesley (ISBN: 0-201-82293-8).

Ross, J.E. (1995). Total Quality Management. Delray Beach, FL: St. Lucie Press (ISBN: 1-884015-08-5).

***CSA 6060** BUSINESS AND PUBLIC POLICY SEMINAR**

Birnbaum, J.H., & Murray, A.S. (1994). The Lobbyists: How influence peddlars get their way. New York: Random House. (ISBN: 812-923-14-6)

Held, W.G. (1988). Decisionmaking in the Federal Government: The Wallace Sayre Model. Washington, D.C.: The Brookings Institution.

Janis, I.L. (1989). Crucial Decisions: Leadership in policymaking and crisis management. New York: The Free Press.

****CSA 6080** PROFESSIONAL STUDIES WORKSHOP**

DIBA/DBA-IM - No textbooks

DBA/FIN - No textbooks

****CSA 6081** APPLIED RESEARCH DEVELOPMENT**

Babbie, E. (1995). The Practice of Social Research (7th edition). Belmont, CA: Wadsworth Publishing Company (ISBN:0-534-1874-47).

****CSA 6082** RESEARCH TECHNIQUES I AND II**

Hanke, J.E. & Reitsch, A.G. (1993). Understanding Business Statistics (2nd edition). Homewood, IL: Richard D. Irwin, Inc. (ISBN: 0-256-112-193).

Norusis, M. (1995). SPSS 6.1 guide to data analysis. New Jersey: Prentice Hall. (ISBN: 013-4370-546)

SPSS Software Package
Professional or Advanced version (Dr. Mazouz prefers the Advanced version).

****CSA 6083** RESEARCH TECHNIQUES III**

Hair, J.F. and et al. (1995). Multivariate Data Analysis (4th edition). New York: Prentice Hall (ISBN: 0-023-49020-9).

Norusis, M. (1995). SPSS 6.1 guide to data analysis. New Jersey: Prentice Hall. (ISBN: 013-4370-546)

SPSS Software Package
Professional or Advanced version (Dr. Mazouz prefers the Advanced version).

****CSA 6120** MARKETING MANAGEMENT AND RESEARCH**

Katzer, Cook, & Crouch. (1998). Evaluating Information: A guide for the users of social science research (4th edition). New York: McGraw-Hill (ISBN: 0-07-033-588-5).

Sheth, J.N., Garner, D.M., & Garret, D.E. (1988). Marketing Theory: Evolution and Evaluation. New York: Wiley (ISBN: 0-471-63527-8).

****CSA 6130** FINANCIAL DECISION-MAKING IN BUSINESS**

Van Horne, J.C. (1994). Financial Management and Policy (10th edition). Englewood Cliffs: Prentice Hall (ISBN: 0-13-300-1954).

****CSA 6140** STRATEGIC DECISION-MAKING IN BUSINESS**

Pearce & Robinson (1997). Formulation, Implementation, & Control of Competitive Strategy (6th edition). Irwin (paperback).(ISBN: 0-256-21660-6)

****CSA 6220** COMPARATIVE ADMINISTRATIVE SYSTEMS**

Curtis, M. (1997) Introduction to Comparative Government (4th edition) New York: Addison-Wesley. (ISBN: 0673-997-57-X)

****CSA 6710** SEMINAR IN FINANCIAL ACCOUNTING**

Wolk, Francis & Tearney (1997). Accounting theory, (4th edition) Southwestern. (ISBN# 053 8836-44-X)

Abdel-Khalik, A. & Ajinkya, B. (1979). Empirical research in accounting. American Accounting Association.

****CSA 6890** MARKETING TOPICS**

Aaker, D.A. (1991). Managing brand equity. New York: The Free Press.



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