



COLUMBIA COLLEGE— KANSAS CITY

April 2007

*A newsletter for students
and friends of the college*

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Dates to remember

April 23

Intersession, June session and MBA registration begins

April 27

Last day to withdraw from March session classes

May 1

Returning students must have 2007-2008 financial aid documents submitted, including verification and loan documents

May 5

Ivy Chain and Graduation ceremonies

May 12

March session ends

May 14

Intersession begins

May 28

Memorial Day holiday, office closed

June 2

Intersession ends; last day to register for online MBA courses

June 4

June session begins

June 9

Last day to add June session undergraduate courses

June 11

Last day to drop June session courses without academic or financial liability

www.ccis.edu/kansascity

Update from our campus director: Bob Jones

The positive progress continues for Columbia College—Kansas City. We have reached the second-highest spring enrollment total in the history of the campus. This is a credit to the entire Kansas City team, which includes our students and alumni. We started a unique tracking system for the main campus in July 2006 and have since documented that some of our best recruiters are our students and alumni. On average, more than 34 percent of our student referrals (prospects) are enrolling in classes. This is in comparison to approximately 16 percent for all other avenues of enrollment prospects. Well done to all! Please continue telling us when you make a referral and having the referrals tell us that you are their main source. Also, the MBA program continues to grow, and our students are performing exceptionally well.

Dr. Terry Smith has an exceptional article in this newsletter concerning the value and acceptability of the standardized Major Field Test (MFT) examinations. As in the past, we will be administering the examination for the main campus, and the results will be sent directly to you as soon as they arrive in Kansas City. The MFT is an useful evaluation tool, and you should be proud that many of you will place well above the national norm. These results are worth noting on your resumé as you advance your career,

Additionally, we have brought back an educational option for you that hasn't been offered since spring 2005. During the intersession between the spring and summer session, we will offer two classes: Communications 110—Introduction to Speech, and Management 338—International Business. The intersession runs from May 14 to May 31. The classes will meet eight evenings for five hours in each class period. If you need either of the classes, please contact the office to register. As always, the classes only will be offered if we have enough confirmed enrollments by May 4.

Beginning with this edition of the campus newsletter, we are including an insert that will have critical information concerning the upcoming session, as well as special events on campus so that you can hang it on your refrigerator or bulletin board. We hope that you will like the new format.



- Bob Jones
Director
Columbia College—
Kansas City

Register early! June session registration begins April 23.

Academic spotlight: Criminal Justice

Criminal Justice and Human Services Department chair:
Barry Langford, instructor of criminal justice administration

Degrees offered: Associate in Science, Bachelor of Arts, Bachelor of Science and Master of Science in Criminal Justice Administration; Bachelor of Science in Forensic Science (degree availability varies by campus)

Number of students: 1,625 undergraduate and 169 graduate (includes the Day, Evening, Nationwide and Online campuses and Graduate Studies Program)

Number of instructors: 112 (includes full-time and adjunct)

New developments in the department:

A Master of Science in Criminal Justice Administration degree will be available online next year. Also, the criminal justice program recently had its curriculum reviewed by an external team. Overall, they found the curriculum to be strong and offered only a few suggestions for improvement, which the department currently is considering how best to implement.

Strong faculty lead to a strong program:

The strength of the criminal justice program is due in large part to quality faculty. "Many of our criminal justice faculty are prominent in their fields," Langford said. "They are good teachers and practitioners, and that's important in criminal



justice." Criminal justice faculty across the nation hold key positions such as police chiefs, sheriffs and federal law enforcement officials.

Criminal justice employment outlook:

Langford is optimistic about the job market for Columbia

College criminal justice graduates. Although a majority of graduates find jobs in local law enforcement, students also are prepared for employment in state and federal law enforcement and corrections, or for advancement to law school. A few graduates obtain employment in other areas, such as credit card fraud units.

Langford said the steady job market for graduates is due in part to the demand for law enforcement officials with college degrees. He said this is a national trend that makes Columbia College's criminal justice administration programs especially attractive to working adults through accelerated evening and online classes held five sessions each year. This allows individuals currently working in the field to stay on the job while earning a degree and to be eligible for promotions once they graduate.

CLEP test reimbursement extended to veterans

There's good news for military veterans interested in earning college credit. The Department of Veterans Affairs recently extended military veterans full reimbursement for College-Level Examination Program, known as CLEP, testing fees. Previously, only active duty military and qualified government service personnel were eligible for reimbursement.

CLEP exams grant students college credit in subject areas in which they have prior knowledge. VA reimbursement will cover the \$60 CLEP exam fee, as well as any administrative fees charged by the testing center. A total of 34 CLEP exams are available. Because exams are administered via computer, students immediately receive their scores upon completion of all exams except English composition.

Nationally, there are 1,300 CLEP testing centers. Currently, 12 of Columbia College's 32 Nationwide Campuses are official CLEP testing centers.

To find out how CLEP credit will transfer to Columbia College, contact the campus office. For a complete list of available CLEP exams, a list of testing locations and additional details, visit www.collegeboard.com/clep.

Online registration available to students with tuition assistance

Students receiving tuition assistance from the military, vocational rehabilitation or a direct-bill corporate employer now have an easier way to register for classes. They can register online through eRegistration.

Students with fully funded financial aid and those using personal pay for tuition have been able to use eRegistration for about a year. We're happy to extend this convenience to those receiving tuition assistance, making online registration available to all Columbia College students.

To use eRegistration, log in to eServices. Under Registration you may use Express Registration if you know the section in which you wish to enroll or Search and Register for Sections if you want to choose from a list of available courses. Once you've selected your courses, eRegistration requires you to set up a payment plan. A tuition assistance payment plan will be available for you to select if you have coordinated tuition assistance with your campus office. If you receive tuition assistance, but do not see that option, please contact your campus office.

The tuition assistance payment plan will show the entire balance due and its due date. Generally in the second or third week of classes, the payment plan balance will reflect the amount of tuition assistance that has been applied. For example, if you receive 75 percent corporate tuition assistance, the remaining 25 percent of the tuition is due by the end of the session. You will receive an e-mail once the tuition assistance is applied to your account, and you can log in to eServices to determine the remaining balance.

U.S. Army students can use the Columbia College eRegistration system, but they still will need to register through the GoArmyEd portal for tuition assistance authorization.

If you have any questions, please contact the campus office at (816) 795-1515.



Prerequisites: What's the point?

Why can't I take classes in the order I choose? I'm ready to register for a psychology course and just found out MATH 150 is a prerequisite. Why is CJAD 101 required before almost all of the other criminal justice courses?

Students often make statements similar to those above, but prerequisites are in place to help you succeed. A prerequisite is a course you're required to complete before enrolling in another course. They're designed to teach basic skills or overall knowledge of a subject before moving on to more advanced concepts. For example, in the criminal justice program CJAD 101 is required before several of the upper-level criminal justice courses.

Completing prerequisites not only gives you the knowledge and skills needed to do well in a course, it also benefits other students in the class and the instructor by allowing the instructor to teach the course at the appropriate level without reviewing information you should have learned in a prerequisite course.

Ultimately, it is your responsibility to review the Degree Completion Bulletin and enroll in courses in the proper sequence. If you have questions about prerequisites, contact your academic advisor. For a copy of the Degree Completion Bulletin, contact the campus office or view it online at www.ccis.edu/ahcatalog.

Placement tests help students excel in English and math courses

For those in the construction industry, laying a solid foundation is critical for stability. The same is true in academics, and that's why Columbia College takes steps to give each student the proper foundation in English and math before they move on to more advanced courses.

Students demonstrate English proficiency by taking the English Placement Examination. The results of this exam place students in ENGL 107 Developmental English or ENGL 111 English Composition I. In math, students can use an ACT score or a Math Placement Examination score to place into MATH 104 Beginning Algebra, MATH 106 Intermediate Algebra or MATH 150 College Algebra.

Students placed in beginning English or math courses should not be discouraged. The placement exams are designed to help students begin in courses appropriate for their skill levels. This helps students master concepts important for success in more advanced courses.

For more information about math or English placement, contact the campus office.



June session schedules

June session registration begins April 23. To access the June session on-campus schedule, visit www.ccis.edu/kansascity and click Course Schedules. For a complete list of online classes, go to www.ccis.edu/online/schedule.

Drop and withdraw: Know the facts

Should I drop? Should I withdraw? Can I do it online or over the phone? Do I have to visit the campus office? Students often have questions about dropping or withdrawing from a course. Read on for the basic guidelines and procedures involved.

Drop. Students are allowed to drop classes through the first business day of the second week of a session. To drop a class, students must submit an Add/Drop/Withdraw form to the campus office or drop the class through eServices by the deadline. **Students cannot drop a class via the telephone.** A drop completed by the deadline will result in no financial liability or punitive grade, which means the class will not appear on a student's transcript.

Withdraw. Once the drop period ends, students may withdraw from a class until close of business Friday of the sixth week of each session. To withdraw, students must complete an Add/Drop/Withdraw form by this deadline and turn it in or fax it to the campus. A student who withdraws from a course still is responsible for the full cost of the course; financial liability is not reduced. A grade of W will appear on the transcript for any course from which a student withdraws.

Students taking online classes who receive advising through a local Nationwide Campus need to go through the local campus to drop or withdraw from classes rather than using the procedures in place for Online Campus students.

Students may obtain a copy of the Add/Drop/Withdraw form at the campus office or online at www.ccis.edu/AddDropWithdraw.

For more information, see the Degree Completion Bulletin or contact the campus office at (816) 795-1515.

Degree audit and academic advisor appointments help eliminate class confusion

Have you ever sat in class and listened to a student in your major talk about classes he or she is required to take for graduation? If the courses mentioned differ from the courses you thought were required, don't panic. Requirements for specific degrees can change from year to year. A student admitted a year or two after or before you may be required to complete different courses for the same degree.

To know your specific degree requirements, make regular appointments with your academic advisor and keep track of your degree audit. Meeting with your advisor each time you register, or a minimum of once a year, helps you stay on track and enroll in the classes you need to graduate. It's also important to

meet with your advisor any time you transfer credits from other colleges or universities.

The degree audit is your pathway to degree completion. Since it lists each course you're required to take, it's good to have it on hand when you register for classes, and keeping track of it helps you monitor your progress. If you need another copy of your audit or would like a version that reflects the courses you've recently completed, contact your academic advisor or obtain a copy through eServices.

To schedule an appointment with your academic advisor, contact the campus office at (816) 795-1515.

Assessment activities: Building blocks of strong academic programs

Last year I reported the college was making great strides in outcomes assessment. Hundreds of students at the Day, Nationwide and Online campuses are taking the Major Field Test and Academic Profile and engaging in other activities primarily in culminating experience courses.

The goal of assessment is to improve academic programs and the quality and value of your education. I am pleased to report that home campus full-time faculty have reviewed assessment results and in response have implemented many changes in our academic programs. Here are but a few:

- **Business Administration:** More emphasis is being placed on analytical exercises in the curriculum, specifically upper-level courses. These exercises will teach students to go beyond memorizing facts to analyzing business conditions and applying that knowledge to current and future business situations.
- **Computer Information Systems:** The department is creating an exam to replace the Major Field Test, which currently tests knowledge of computer science, rather than all that is encompassed with computer information systems. The new exam will target each core area in the major and help the department identify areas of strength and areas that can be improved, ultimately providing students a stronger academic program.
- **Social Sciences:** The sociology curriculum will be restructured for the 2007-2008 academic year, and changes include the addition of a criminology minor and courses in deviance and qualitative research methods. Also, the current social theory course will be split into two separate courses, one in classical social theory and one in contemporary social theory.
- Changes also were made to strengthen the art, English and science programs offered at the Evening and Day campuses in Columbia, Mo. These changes include the addition of a professional-practice course to the art curriculum, a sophomore seminar course designed to build critical skills for success for English majors and a science seminar course that will allow students and others to present and discuss research and other science topics.

The most important change related to assessment has been the creation of course objectives and measurable learning outcomes for each of the more than 600 courses taught at Columbia College. Full-time home campus faculty spent hundreds of hours writing the objectives to answer three critical questions for each course:

1. What is this body of knowledge?
2. What do students need to know about it?
3. How do we know students know?

These new objectives and measurable learning outcomes help us deliver consistent academic quality at campuses across the country and make it clear to students what concepts will be covered in each course.

We will continue to refine our assessment processes, and the result will be even stronger Columbia College degrees.



Sincerely,
- **Terry B. Smith**
Executive Vice President and Dean for
Academic Affairs

Proctored exams available for online students

If you are taking an online class with Columbia College and you need a proctor for your mid-term or final exam, there are a few steps that you need to take to make sure that your instructor and the Kansas City campus know your plans.

First, you need to e-mail your instructor your proctor's name and e-mail address. Most Columbia College—Kansas City students list Dori Cantrell, the administrative assistant, as their proctor.

Next you will need to call the campus office to schedule the date and time you would like to take your exam. Cantrell holds a proctoring session on the Saturday of mid-term, week 4, and on the Saturday of finals, week 8. The Saturday time is 8 a.m. to 11 a.m. This means that if you plan on taking the full two hours for your test, you need to be at the campus by 9 a.m. so that you have completed your test by 11 a.m. If you come late, you are cutting your time short, so please be on time. If you want to come during the week, arrive as early as 9 a.m., but the latest arrival time is 3 p.m., which would still allow you two hours to take your test before classes start in the evening.

As our campus grows, these procedures are going to be more important. Please remember to call the office to schedule your test to ensure that a computer is available for you to use.

If you have any questions about these procedures, please call (816) 795-1515.



Welcoming our new testing center monitor

Lois Benge-Fortin joined our staff in February as our testing center monitor. She received a business degree from Ball State University in Muncie, Ind., and comes to us after a 25-year career in the travel industry, where she was most recently an account executive at American Airlines.

She also currently is the administrator and bookkeeper for a group home that she and her family opened last July.

Registering just got easier in KC

At Columbia College—Kansas City, we are always seeking out better ways to serve our students. An integral component to earning a degree is registering early for classes. This not only ensures that you will get the courses necessary to complete your specific degree program, but it also increases the chances that the course will not be canceled due to low enrollment.

We have been mailing students lists of their necessary courses and the course availability, but now we will be sending important information to student CougarMail accounts instead. The e-mails will include the documents as attachments, such as Registration Forms and Deferred Payment Contracts with Campus Schedules, and will also contain links to the online schedule. Even students who do not take classes online can access eServices and their CougarMail accounts because they are assigned to every Columbia College student.

To make sure that you don't miss these important e-mails, please link the CougarMail account to an e-mail account that you check most frequently.

Students may still register for classes through eServices when registration opens. However, if you prefer to fill out the traditional forms, the e-mail attachments will serve as reminders to register. At Columbia College—Kansas City, we are trying to take the work out of paperwork. The process will be easier by remembering to do the following:

- Check your CougarMail often
- Register early



Chris Finn
Community Relations
Coordinator

If you have questions, call (816) 795-1515 and ask for Chris Finn or Dori Cantrell.

Why classes get canceled

In order for a class to be held, a minimum number of students must be enrolled. If fewer than seven students have signed up to take a course two weeks before the class starts, we must cancel the class.

The administration feels that if the students have not signed up by that time, they probably will not sign up at all. It is for that reason that we encourage you to sign up early for classes.

You are permitted to fill out the forms as soon as you know what class you want and turn the form in to Dori Cantrell, advisor and administrative assistant. She will file your registration for that session, and when registration opens, she will register you according to the new registration procedures. Don't let your class be canceled. Encourage your fellow students to get their registration forms in early, too.

If you have questions or concerns, please call either Chris Finn or Dori Cantrell at (816) 795-1515.

Intersession May 14–June 2, 2007

<i>Monday, Tuesday & Thursday (first two weeks); Tuesday & Thursday (third week)</i>			
5:30-10:40 p.m.	MGMT 338	International Business	Orwa
5:30-10:40 p.m.	COMM 110	Introduction to Speech	Reule

Summer Session June 4–July 28, 2007

<i>Monday & Wednesday</i>			
5:30-8 p.m.	SOCI II	General Sociology	French
8:10-10:40 p.m.	MGMT 393	Business Information Systems	Nichols
<i>Tuesday & Thursday</i>			
5:30-8 p.m.	MGMT 265	Business Law I	Hamilton
5:30-8 p.m.	MATH 250	Statistics I	Mosley
8:10-10:40 p.m.	MGMT 254	Business Communications	Brown
8:10-10:40 p.m.	ECON 293	Macroeconomics	Hamilton

Important Session Dates

April 23	Registration begins for Intersession & Summer session
May 14	Intersession begins
May 16	Last day to DROP without academic/financial liability
May 25	Last day to withdraw without academic liability
June 2	Intersession ends
June 4	Summer session begins
June 8	Last day to ADD classes
June 11	Last day to DROP without academic/financial liability
July 9	Registration begins for Early Fall session (August)
July 13	Last day to withdraw without academic liability
July 28	Summer session ends

Financial aid corner

Don't wait, complete the 2007-2008 FAFSA now

The Columbia College priority deadline for completing the Free Application for Federal Student Aid (FAFSA) was March 1. If you haven't yet completed your FAFSA and you hope to have federal financial aid next year, it is important to do so as soon as possible. Students who complete the FAFSA early are considered for more funding sources. Returning students must have all 2007-2008 financial aid documents submitted, including verification and loan documents, by May 1.

For more information, contact the Financial Aid office at financialaid@ccis.edu or (800) 325-2986, ext. 7390 or visit www.ccis.edu/financialaid.

Loan Data Sheet discontinued

Beginning with the 2007-2008 academic year, the Financial Aid office no longer will use Loan Data Sheets to process Stafford Loans. Instead, students will be able to accept or decline loans or reduce loan amounts through eAward letters.

"Our goal is to help students receive financial aid faster," said Sharon Abernathy, Columbia College Financial Aid director. "By eliminating the Loan Data Sheet and allowing



students to make changes to electronic award (eAward) letters, it reduces the amount of time it takes our staff to process financial aid data, decreasing the amount of time it takes to award aid to students."

eAward letters are distributed to students via CougarMail. Students who accept available loans through eAward also must have the Master Promissory Note and entrance loan counseling on file before the Financial Aid office will certify the loan and apply it to a payment plan.

For more information, contact our new Financial Aid Representative, Christina Overstreet, at (847) 336-6333 or visit www.ccis.edu/financialaid.

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