FALL 2005

Schedule of Classes

Where Every Student Counts!

www.nhu.edu

The National Hispanic University is accredited by
the Accrediting Commission for Senior Colleges
and Universities of the Western Association of Schools and Colleges
(985 Atlantic Avenue, #100 - Alameda, CA 94501 - (510) 748-9001)
and by the Accrediting Council for Independent Colleges and Schools
(750 First Street, N.E. Suite 980 - Washington, DC 20002-4241 - (202) 336-6780)
to award Associate Degrees in
Business Administration and Liberal Studies,
Bachelor’s Degrees in Business Administration,
Computer Information Systems, and Liberal Studies,
Teaching Credentials, and
Certificates in Translation and Interpretation
Fall Schedule 2005

Aug 8
Begin Undergraduate Module 1
Aug 8
Begin Translation and Interpretation Fall Program
Aug 15
Begin Teacher Education Module 1
Sept 5
Labor Day—University Closed
Sept 23
End Teacher Education Module 1
Sept 26
Begin Teacher Education Module 2
Oct 14
End Undergraduate Module 1
Oct 17
Begin Undergraduate Module 2
Nov 4
End Teacher Education Module 2
Nov 7
Begin Teacher Education Module 3
Nov 11
Veteran's Day—University Closed
Nov 24
Thanksgiving—University Closed
Nov 25
Day after Thanksgiving—University Closed
Dec 6
End Translation and Interpretation Fall Program
Dec 16
End Teacher Education Module 3
Dec 23
End Undergraduate Module 2
Dec 26, 2005 – Jan 2, 2006
Academic Winter Break – University Closed
IMPORTANT PHONE NUMBERS AT NHU

STUDENT SERVICES

Student Services Department _______________________________ (408) 273-2772
Office of Admissions/Registrar ____________________________ (408) 273-2772/273-2770
Outreach/Recruitment ______________________________________ (408) 273-2751/273-2680

ACADEMIC DEPARTMENT ADVISORS

Academic Operations Department ____________________________ (408) 273-2691
Business Department ______________________________________ (408) 273-2717
Computer Science Department ______________________________ (408) 273-2717
Teacher Education Department ______________________________ (408) 273-2752
Liberal Studies Department _________________________________ (408) 273-2693
General Education Department ______________________________ (408) 273-2703
Translation and Interpretation Program ________________________ (408) 273-2765

OTHER IMPORTANT OFFICES

Financial Aid Office ________________________________________ (408) 273-2708
Business Office ___________________________________________ (408) 273-2688
Library ___________________________________________________ (408) 273-2730
Student Academic Assistance Center _________________________ (408) 273-2762
General Directory Information ______________________________ (408) 254-6900
Main University Fax _________________________________________ (408) 254-1369

Visit us at our web site ______________________________________ www.nhu.edu

To request an Admissions Application or Enrollment Information
Please call (408) 273–2751 or (408) 273-2680
THE NATIONAL HISPANIC UNIVERSITY…

KEEPS GETTING BETTER

Start any Module!

No Need to Wait for Next Semester!

More Class Choices!

• Choose from Day, or Evening Classes
• You can earn 3 - 6 units per Class
• 3 semesters a year. Year-round program

START EARNING YOUR BACHELOR’S DEGREE IN 2 DIFFERENT WAYS:

#1 BA or BS degree, or Certificate

Regular Admissions Process
$50 one-time application fee
*$100 semester registration fee
plus $ 155.00 per unit
Credits apply toward degree

#2. Open University

Easy one-page admission form
No application or registration fee
$186.00 per unit (undergraduate)
$273.00 per unit (post-Graduate)
*Students seeking a certificate/degree must formally apply to the University
Can apply up to 12 units (undergraduate) or 9 units (postgraduate) toward a degree or certificate later
Great for professional development!!

OTHER GREAT BENEFITS YOU GET WHEN YOU ATTEND NHU

• The National Hispanic University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, #100 - Alameda, CA 94501 - (510) 748-9001) and by the Accrediting Council for Independent Colleges and Schools (750 First Street, N.E. Suite 980 - Washington, DC 20002-4241 - (202) 336-6780)

• NHU is nationally accredited by ACICS and approved by the state of California to grant degrees;

• NHU is approved by California’s CTC for teacher preparation;

• NHU’s Liberal Studies degree has CCTC’s “equivalency approval for CSET;”

• NHU has a “No-Pain” Admissions and Registration Process;

• Classes at NHU are small and highly interactive;

• NHU offers Financial Aid for those who qualify;

• NHU is within easy access from US 101 or I-680, plus free parking;

• NHU has one of the most affordable tuition and fees of any local private university;

• Evening classes at NHU allow you to continue daytime employment;

• You may be able to complete your BA/BS degree in four years and a teaching credential in less than one year.
AND ONCE YOU ARE ENROLLED AT NHU, YOU ARE ELIGIBLE FOR OTHER BENEFITS, SUCH AS:

- Picture ID card. Some merchants and theaters offer discounts to students
- Eligibility to apply for NHU’s “in-house” scholarship program.¹ Thousand $$$ awarded each semester to worthy and/or needy students
- Free use of NHU’s library and Internet-access computers
- Use of NHU’s computer labs for homework assignments
- Tutoring and use of the SAAC
- Our partnership agreement with San Jose State University allows students the following:
  - Use of SJSU’s career and job search center
  - Cross-registration into SJSU courses while enrolled at NHU
  - Transfer capability into other SJSU degree programs and post-graduate courses

QUICK INFO ABOUT THE NATIONAL HISPANIC UNIVERSITY

HOW OLD IS NHU? NHU was founded as a private university in 1981.

WHERE IS NHU? NHU is located in San Jose, CA at 14271 Story Road, just east of White Rd. Easily reached from routes 280 or 101.

IS NHU JUST FOR LATINOS? Absolutely not! Everyone is welcome and encouraged to apply. NHU students reflect the broad cultural diversity of the Bay Area. All courses are taught in English (except advanced Spanish courses and Spanish literature).

DO NHU COURSES TRANSFER TO OTHER INSTITUTIONS? Yes! The National Hispanic University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges {985 Atlantic Avenue, #100 - Alameda, CA 94501 - (510) 748-9001} and by the Accrediting Council for Independent Colleges and Schools {750 First Street, N.E. Suite 980 - Washington, DC 20002-4241 - (202) 336-6780}.

DOES NHU OFFER FINANCIAL ASSISTANCE? Yes! NHU’s Financial Aid Office develops funding packages for qualified students. A broad variety of financial aid options (such as our NHU scholarships) help you attain an education.

WHAT IS SPECIAL ABOUT NHU?

STRONG ACADEMIC SUPPORT SYSTEMS - The Student Academic Assistance Center (SAAC) offers new student orientations, advising, diagnostic testing, skill upgrade help, counseling.

HIGH EXPECTATIONS – Si se puede! We know you can succeed!

INDIVIDUAL TREATMENT - Small enough to be flexible when we can; we want to help you get there!

CLASS SIZE - Most classes under 20 students.

DIVERSE ROLE MODELS AND A MULTICULTURAL ATMOSPHERE - Most faculty, staff and administrators is Latino; the challenging curriculum offers a broad range of perspectives.

MODULAR CLASSES - Ideal for working students. Students can possibly begin any module.

¹ Subject to availability of funds.

8/8/2005
STUDENT REGISTRATION PROCESS

**Step 1:** Pick up Registration Form in the Office of Admissions/Registrar;

**Step 2:** Meet with your advisor to choose classes; sign the Registration Form and have your advisor sign Registration Form;

**Step 3:** If you are thinking about scholarships, financial aid (Pell, Cal Grant, FSEOG), or loans, or even if you are already receiving any of these, you must go to the Financial Aid Office to obtain an estimated **Student Tuition Invoice** completed by the Financial Aid Advisor. If you are not receiving any scholarship or Financial Aid assistance, skip Step 3 and go directly to Step 4.

**Step 4:** Go to Business Office with completed Registration Form and Student Tuition Invoice. **All forms must have student signature, advisor’s signature and proper information filled out in order to be accepted by the Business Office.** Installment Payment Plans are optional (please see Business Office Representative for details).

ADDING/ DROPPING CLASSES

**Step 1:** Pick up Add/Drop Form in the Office of Admissions/Registrar;

**Step 2:** Meet with your advisor to add/drop classes; sign the Add/Drop Form and have your advisor sign Add/Drop Form;

**Step 3:** If you are receiving any type of scholarship or Financial Aid, you **must take the Add/ Drop Form to the Financial Aid Office** to obtain a revised Student Tuition Invoice. Take all completed forms to the Business Office. If you are not receiving any scholarship or Financial Aid assistance, skip Step 3 and go directly to Step 4.

**Step 4:** Go to Business Office with complete Add/Drop Form with student signature, advisor’s signature and make sure all proper information is filled out in order to be accepted by the Business Office. If you are on an Installment payment plan, you need to tell Business Office Representative to revise your payment plan based on the change of units.

ADDITIONAL INFORMATION FOR ADDING/DROPPING COURSES

- Through the first full week of instruction any student may add any open course. **Add/Drop Forms must be signed by an advisor and by the student.**
- Students will receive credit for a course, **ONLY if they have officially registered for it. It is the student’s responsibility to add/drop any class by completing the required forms.** Students who simply stop attending a class or tell the instructor they are dropping the course without filing the required form, will have an unauthorized withdrawal (U) for the class, as indicated in the catalog. The **“U” grade is calculated as an “F” in determining GPA.**
- **Courses dropped before the census date** — Courses dropped before 5:30pm on Census Date will not appear on the student’s permanent record.
- **Courses dropped after the census date** — Once the Census Date has passed, dropping courses can be done only for compelling reasons and requires the approval of the appropriate Department Chair for each course dropped. Courses dropped after the Census Date are recorded as “W” (Withdrawal) on the student’s permanent academic record. A “W” does not affect the student’s grade point average.
- **Final date for dropping courses** — Last day to drop with a “W” will be on/or before the completion of 36 (thirty-six) hours of class. Classes dropped after the 36 (thirty–six) hours of meeting will result in the instruction assigning a grade based on he or she worked completed to date.

COURSE CANCELLATION AND CHANGES

NHU reserves the right to make changes in its schedules or policies without prior notice. Please carefully check the schedule board located at Admissions/Registrar and Academic Department for any changes. If a room has been changed, that information will be posted outside the originally listed classroom. If a class is cancelled staff will make every effort to place students in another appropriate class.

WITHDRAWING FROM THE UNIVERSITY

Students planning to withdraw from the University are required to make an appointment with the Department Coordinator prior to initialing the withdrawal procedures. A student who wishes to withdraw from the University must secure a Withdrawal Form from the Registrar and **MUST obtain the signatures specified on the Withdrawal Form. Only when the completed form has been returned to the Registrar does the withdrawal become official.**
TUITION AND FEE SCHEDULE

The following is a schedule of tuition and fees for the academic year 2005-2006. These figures are subject to change.

Tuition and Mandatory Fees

Undergraduate Tuition $ 155.00/unit
Credential Tuition $ 242.00/unit
Open University Tuition $ 186.00/unit (Undergraduate courses)
Open University Tuition $ 273.00/unit (Credential courses)
Application fee (non-refundable) $ 50.00
Registration fee (per semester) $ 100.00

And other fees determined by the Institution.

Other School Fees

(If applicable)
$ 20.00 Late registration fee (this applies to all students who register after the first class meeting)
$ 10.00 Student ID replacement fee
$ 15.00 Laboratory fee, for courses with laboratory component per course
$ 50.00 Graduation fee per degree
$ 50.00 Transcript analysis fee
$ 8.00 Rush transcript
$ 4.00 Regular transcript
$ 2.00 Each additional regular transcript per order
$ 25.00 Returned check fee per check
$ 25.00 Installment payment plan fee (per semester)

Note: Health Insurance Plan (Mandatory for International Students) Please consult the Office of Admissions & Registrar.

The charges related to tuition and fees described in this section apply to the current academic year only. TUITION AND FEES ARE SUBJECT TO CHANGE.

Method of Payment

Payment plans will be broken into three installments per semester. (A Business Office representative must approve Exceptions). Balances must be paid in full by the end of the current semester.

Students on financial aid and/or scholarships will be given an extension of payment until the loan or grant is received by NHU. After all financial aid and/or scholarships are credited to the student’s account, any remaining balance is due before the end of the current semester. Students completing the registration process after the first class meeting will be assessed a non-refundable late registration fee.

Unpaid Balance

Students who have an unpaid balance with the University may not register for subsequent semester; receive grades or transcripts of academic credit, nor their diplomas.

All checks and money orders should be made payable to The National Hispanic University and include appropriate identification, such as name, social security #, or driver’s license number. Students whose checks are returned due to insufficient funds by the bank will be subject to cancellation of their registration in addition to the returned check fee per check.

Refund Policy

Students who withdraw or drop courses before the end of the semester may be eligible to receive refunds for some fees. In order to withdraw or drop courses, students must complete either a “Withdrawal Petition Form” or a “Drop Form”. Both forms can be obtained from the Office of Admissions & Registrar.

The effective date to determine a refund will be based on the actual submittal date of the withdrawal petition form or drop form to the Business Office.

Refunds shall be made within 30 days of official withdrawal, or 30 days of the date of determination of withdrawal.

If the student drops without officially withdrawing, the student’s withdrawal date will be determined within the 30 days of the end of the period of enrollment for which the student has been charged, the end of the academic year, or the end of the educational program, whichever is the earlier.

Students who withdraw or drop a class before the census date, which is before 5:30 pm on the day of the 4th class meeting, are eligible for a full refund with the exception of all applicable non-refundable fees. (Note: Students in the Saturday program need to withdraw or drop by the census date, the second-class meeting.)
Students who withdraw or drop a class after the census date may be eligible for a pro-rata refund. (Note: Students in the Saturday program may be eligible for a pro-rata refund if they withdraw or drop after the census date.)

The pro-rata refund is a tuition refund to students attending the institution, who drop a class after the census date but before the 60% point in time of the enrollment period. The refund is equal to the portion of the enrollment period for which the student has not been charged, which is based on the submittal date to the Business Office of the withdrawal or drop form. All students receiving a pro-rata refund will be given a refund computation form, filled out by a Business Office representative, to calculate their refund.

Students attending the University who withdraw or drop a class on or after the 60% point in time of the enrollment period will not receive any refund.

**Calculation of Student’s Refund**

1 unit course = 15 hours  
2 unit course = 30 hours  
3 unit course = 45 hours  
4 unit course = 60 hours

Undergraduate course = $155.00/unit  
Credential course = $242.00/unit  
Open University - Undergraduate course = $186.00/unit  
Open University - Credential course = $273.00/unit

**Step 1:** Subtract the number of hours the student is accountable for (the date the drop form is submitted to the Business Office) from the total number of hours for the course.

*Example:* Student dropped a 3 unit undergraduate course during the 5th class meeting (this is a 2 hr class meeting MW) ***45 hrs – 10 hrs = 35 hrs left

**Step 2:** Divide the total hours left by the total # hours of the class. If total class time accountable is 60% or higher, the student will not qualify for a refund.

*Example:* 35 hrs/45 hrs = 78% class time remaining  
(100% - 78% = 22% total class time student is accountable for)

**Step 3:** Calculate refund to student by multiplying total cost of the class by the percentage of step 2.

*Example:* $465 (tuition cost for a 3 unit undergraduate course) x 78% = $362.7 refund

This refund procedure will be uniformly applied to all students.