Message from the Director:
Welcome to Hollins University. We are pleased that you are interested in becoming a teacher. Hollins offers a variety of interesting classes to meet your needs and continue your learning. We cater to the adult learner who wants to obtain a teaching license or get a master’s degree. Please share this newsletter with your colleagues. Virginia needs more good teachers. Please contact me if I can ever help you Langel@hollins.edu.

Dr. Lorraine Lange, Director, Master of Arts in Teaching Program

Registration Information
On-line registration for short term and spring term will open at 9:00 a.m. (EST) on Wednesday, December 5, 2018 and close at 4:30 p.m. (EST) on Wednesday, December 19, 2018.

Spring term registration reopens at 9:00 a.m. (EST) on Thursday, January 3, 2019 and closes at 4:30 p.m. (EST) on Friday, January 18, 2019.

To register online students will go to the Hollins Information System on the Web at https://prodssb.hollins.edu. Click on Enter Secure Area. Enter your Hollins User ID number and the PIN (initially student’s date of birth in six-digit form). If you are logging in for the first time, or after having your PIN reset, you will be required to change your PIN. If you have forgotten your PIN, enter your User ID, leave the PIN field blank, and click the “Forgot Pin?” button. You will see a page asking for the answer to your security questions, and with the correct answer, you will be logged in and prompted to reset your PIN.

Students registering for short term and spring term will need to pay a $100 non-refundable enrollment deposit. The deposit may be mailed to Hollins University, Graduate Office, Box 9603, 7916 Williamson Road, Roanoke, VA 24020. Or, the enrollment deposit may be paid online through Nelnet available through the Hollins Information System.

Tuition for short term and spring term will be charged to students’ accounts around February 15, 2019 with payment in full due by March 10, 2019. Payments not received by March 10, 2019 will accrue late fees.

Nelnet Enterprise is the online billing and payment system used by Hollins University.

Nelnet Enterprise will be a single sign-on through your current, secure HIS logon at My.Hollins.
- Go to https://my.hollins.edu
- Click on “My HIS (direct login)”
- User ID = A or @ system generated Hollins ID (9 characters/use Capital A)
- PIN = Birthday-mmddyy (or personal 6 digit PIN previously created)
- Select Nelnet Enterprise link on the Main Menu

Please log on to verify and update your student account information. Additionally, add any other personal email addresses in order to receive email notifications when your ebill is available to review.

In order for parents/guardians to access Nelnet Enterprise and view online your student account information and make payments you must create authorized parties for your account in order for them to access Nelnet Enterprise.
As a reminder, you will receive an email notification to your official student Hollins email account when your monthly ebill is available, as well as to any authorized party’s email addresses that you have set-up in the Nelnet Enterprise system. Remember to check your Hollins email as well as your Nelnet Enterprise account regularly.

If you have any questions please reach out to the Business Office at 540-362-6303 or by email to boffice@hollins.edu.

If you have any problems accessing your Hollins University HIS account, contact the IT Help Desk at 540-362-6538 or email helpdesk@hollins.edu.

Late Registration
For short term, registration received after 4:30 p.m. (EST) on Wednesday, December 19, 2018 is considered a late registration and must be done manually. For spring term, registration received after 4:30 p.m. (EST) on Friday, January 18, 2019 is considered a late registration and must be done manually. Students will be charged a $50 late fee to register after 4:30 p.m. (EST) on Wednesday, December 19, 2018 for short term. For spring term, students who register after 4:30 p.m. (EST) on Friday, January 18, 2019 will be charged a $50 late fee.

Class Schedules
Class schedules are not mailed to students. You should verify online that you are registered for the course(s) you desire. Again, you will go into the Hollins Information System (HIS), click on Student Services and finally, click on Student Detailed Schedule. Prior to the beginning of the term, you will want to view this area for the location of your course(s) as well as confirm your registration.

Classroom assignments can be viewed at http://pressreg.hollins.edu/schedule-of-classes/. Click on Short Term 2019 or Spring Term 2019. Or on My.Hollins.edu, click on Graduate Studies tab and select Class Schedule.

Classes are filled in the order in which registrations are received. Most classes are limited to 15 students. Early registration is suggested. Students will automatically be waitlisted for classes that are already filled, and are asked to select an alternate in that case. If a space becomes available in the filled course, the student will be contacted regarding his or her preference. If you do not wish to be put on the waiting list, withdraw your registration from the particular course.

Students may add and drop classes online only during open registration. Once online registration has ended, you must follow the procedures outlined in the Add/Drop section of this newsletter in order to drop a class.

Your account must be paid in full prior to registering for the upcoming term.

- Mail your $100 non-refundable enrollment deposit to Hollins University, Graduate Office, Box 9603, 7916 Williamson Road, Roanoke, VA 24020 or pay it online through Nelnet on the Hollins Information System.
- Once you have registered, changing the number of credit hours may significantly reduce or eliminate the amount of financial aid for which you are eligible.

Add/ Drop Dates for Short Term and Spring Term
The last day to drop a short term class without financial responsibility other than the non-refundable $100 enrollment deposit is Wednesday, December 19, 2018 prior to 4:30 p.m. (EST). The last day to add or drop a short term class is Wednesday, January 9, 2019 prior to 4:30 p.m. (EST).
The last day to drop a spring term class(s) without financial responsibility other than the non-refundable $100 enrollment deposit is Tuesday, February 5, 2019 prior to 4:30 p.m. (EST). The last day to add a spring term class(s) is Wednesday, February 13, 2019 prior to 4:30 p.m. (EST). The last to drop a spring term class(s) is Wednesday, March 6, 2019 prior to 4:30 p.m. (EST).

Completion of an add/drop form is required for students who wish to drop their classes. This form is available through the Graduate Studies Office and on My.Hollins, Graduate tab. Once the term has begun any student dropping a course will be responsible for paying tuition based on the following chart.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Tuition Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term 2019</td>
<td>Hollins</td>
</tr>
<tr>
<td>W/D by February 21</td>
<td>10%</td>
</tr>
<tr>
<td>W/D by February 28</td>
<td>50%</td>
</tr>
<tr>
<td>W/D by March 21</td>
<td>75%</td>
</tr>
<tr>
<td>W/D beginning March 22</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Tuition and Fees**

Tuition for the M.A.T and M.A.T.L. programs is $395.00 per credit hour or $1,580.00 per course.

**Note:** With proper documentation, licensed teachers currently employed by a school system may be eligible for a $100 discount per course. Proper documentation is a letter on school letterhead from the principal or other official documentation from the school system (i.e., voucher). Documentation must be updated annually.

The technology fee charged to all full-time students during the academic year is $325.00 ($162.50 per term). Part-time students during the academic year are charged $162.50 ($81.25 per term).

**Health Services**

Students registered full-time (9 credits or more) will be charged a Health Services fee of $175 per term. Students enrolled full-time may use services provided once all paper work is submitted to that office. Forms may be obtained in the Graduate Office or through Health Services (basement of Turner Hall).

**Financial Assistance**

Students desiring to apply for financial assistance should contact that office directly at (540) 362-6332 or by email at SFA@hollins.edu.

During the academic year, nine credits per term are considered full-time, with six credits being considered part-time for financial aid purposes. During the summer a minimum of six credit hours is considered full-time for financial aid purposes. Once a term begins, changing the number of credits registered may result in lowering or loss of financial aid funds.

Students must maintain satisfactory academic progress to remain eligible for assistance. Students who take incompletes in all course work and/or withdraw from all course work during a term may be impacted financially as well as academically.

Maintaining satisfactory academic progress means attending and successfully completing courses during the term in which they are registered. A GPA of 3.0 is required for graduation from any of the master’s programs offered at Hollins University.

Information on financial assistance specific to particular programs is included with the program description in the graduate catalog. The Office of Scholarships and Financial Assistance may provide additional information as well as the appropriate applications forms. They can be contacted at (540) 362-6332 or by email at SFA@hollins.edu.

**Campus Parking**

If you do not have a current parking sticker do not delay – obtain a parking sticker before your first class. Parking permits may be obtained from the Campus Security office located in
Botetourt Hall. They are open 24 hours per day, 7 days per week.

The cost for parking during the academic year for commuter students is $50.00. The cost for parking during the academic year for residential students is $75.00. Have your license plate number with you when you register your car.

If all of your classes are online and you do not come to campus to visit the library or other campus offices you do not need a parking sticker.

**My.Hollins**

My.Hollins is the official form of communication for everyone to use at Hollins. It provides a single access to Hollins Web Services and gives everyone personalized informational links, applications, and communications tailored to their individual role(s) within the Hollins community.

Hollins email is accessible through My.Hollins. Students are expected to regularly review email sent to their Hollins account. This is the means through which offices on campus will communicate with you. This is where you will find out when your account has been assessed.

Please make sure you are checking it or have it forwarded to your personal email account.

There is much information available through My.Hollins. Graduate students will find most of the forms commonly needed, schedule of courses, the newsletter, the Graduate Catalog, the Graduate Student Handbook, and more through the Graduate Studies tab. You will want to check in frequently to stay up-to-date on campus events and announcements. Should you have difficulty logging in, please contact the computer help desk at 7777 on campus or 540-362-6538 from off campus. New students will be mailed their user name and password.

**Textbooks – Available Online**

Students may order their textbooks online. Doing so saves you time and provides a convenient purchasing option as you simply select your class schedule from the available courses and the corresponding textbooks will be available for view.

Along with access to new and used textbooks, you can rent your textbooks! If the faculty has not yet selected textbooks, you will receive that message. As it gets closer to the beginning of the term, you may want to check with the faculty member and find out if he/she will be requiring any books; some faculty do not require book purchases any longer and instead encourage students to check out what is needed from the Library. When you are ready to order, visit Hollins Virtual bookstore at [http://www.ecampus.com/hollins](http://www.ecampus.com/hollins). If you have difficulty, a phone number and email address are available for you to contact the vendor directly.

**Library Services for Off-Campus Students**

Students taking Hollins classes at a distance have easy access to information about library service on the Off-Campus Students webpage. Find information on research assistance, access to library materials and other useful tips at [http://presslib.hollins.edu/](http://presslib.hollins.edu/).

**Incomplete Course Work**

Hollins’ policy on incomplete course work states that students with incompletes outstanding from the spring and summer terms must have them replaced with letter grades prior to October 10. Students with incompletes outstanding from the fall term must have them replaced with letter grades prior to March 10.

After the date that applies to the appropriate term, incomplete work without approval for an extension will convert to the grade of “F”. Any request for an extension must be submitted on the appropriate form and be approved by the directing faculty member and the manager of graduate services.
Forms are available in the Graduate Center, or on My.Hollins, Graduate Studies tab.

**Honor Code**

Have you completed an Honor Code form? If not, you need to do so. Once signed, the Honor Code is in effect throughout your course of study at Hollins University. Forms are available on My.Hollins, Graduate Studies tab. New students will be given the form to complete at orientation.

**Are you planning to graduate in May?**

If so, here’s what you need to know! You must submit an Intent to Graduate form to Cathy Koon by March 1 to be considered a candidate for May graduation. (This form is available on the Graduate Studies tab on My.Hollins).

**Graduation Fee:** A $110 graduation fee helps to offset processing costs, including preparation of the diploma. This nonrefundable fee is assessed in the final term for all students being tracked for degree completion. **It is added to students’ accounts upon submission of the Intent to Graduate form.** This fee does not cover the cost of academic regalia. That must be purchased separately.

During the 2019 spring term, specific information will be sent to you regarding academic regalia and participation in the commencement ceremony. October 1 graduates are invited to participate in the ceremony. **Continue checking your Hollins email through the 2019 spring term.** Commencement will be held on Sunday, May 26, 2019 at 10:00 a.m.

**Change of Address or Telephone Number**

Let the Graduate office know if you have a change of address or telephone number. Email jschroeder@hollins.edu with any changes.

**New Student Spring Orientation**

The spring term new student orientation will be held on Thursday, January 31, 2019 at 5:30 pm in the Center for Learning Excellence classroom which is located on the first floor of the Wyndham Robertson Library. New students will be given the opportunity to obtain their parking permit and their student ID badge.

**Inclement Weather**

When classes are cancelled due to inclement weather, you can find the latest information by calling the Graduate Center’s phone line or the off-campus information line 540-362-6400. Or you may check on one of the following media outlets for information: My.Hollins, WDBJ-TV7, WSLS-TV10, WSET-TV13, Sunny FM-93, WROV, WYYD, WJJS, WZBL-The Bull, WFIR AM-96, WXLK-K92, WSLS Star Country, WVBE Vibe 10, WSLQ-Q99, or WVTF FM-89 Public Radio.

In the event of a campus emergency or school closing due to inclement weather, an alert message will be sent out to any text-capable device such as a mobile phone, PDA, Blackberry, or an email-address a user has registered with the system. Multiple addresses can be entered.

To register, please go to: https://emergency.press.hollins.edu/. After you register for cell phone notifications, you MUST enter the 4 digit verification code. This code will be sent via text message to your cell phone. In order to receive email notifications, you must click the link provided in the email you receive for verification. You will not receive e2Campus notifications until these steps are complete. You should also note that text messaging charges (depending on your carrier and calling plan) may apply.

**Short Term 2019**

**Academic Calendar**

Classes Begin Monday, January 7

- Last day to Drop/Add Wednesday, January 9
- Martin L. King, Jr. Day (classes in session) Mon, Jan 21
- Last Day of Short Term Classes Friday, February 1
Master of Arts in Liberal Studies
Course Offerings for Short Term 2019

*Classes are subject to change at the discretion of University Administration.*

Classes begin Monday, January 7
Classes end Friday, February 1

**ART 550: Special Topic: Intro to Picture Book Illustration (4)**
CRN: 16794    Sanderson

Picture books are of utmost importance to the social and emotional development of the young child, and the illustrators who create the pictures for them have a challenging and exciting job. In this course, award-winning author/illustrator Ruth Sanderson will outline the fundamentals of illustrating picture books for children and discuss the elements of successful published books. Students will be introduced to a few basic skills in drawing and composition, then everyone will work on creating characters in a scene from a classic fable, exploring a variety of media and mixed media for a number of simple full-color illustrations. No previous art training is required.

**Tuesday & Thursday** 6:00-9:00 p.m.
**Saturday** 1:00-5:00 p.m.

**GEOG 504: Geography of the Global Environment (4)**
CRN: 16796    Bohland

This course introduces the student to the complex issues related to the environment within contemporary society and global political discourse. Discussion topics include conceptions of nature, science-nature interactions, evaluation of environmental “risks” within globalization, environmental racism, negotiation of environmental agreements, and the future of green politics at the transnational level. Student papers and projects will be centered on environmental issues present within their local communities or southwestern Virginia.

**Online**
Once registered, email the professor at jbohland@hollins.edu in order to receive the syllabus.

**POLS 518: Controversial Issues in American Politics (4)**
CRN: 16797    Ra

This course addresses selected controversial issues in American Politics today. While we are concerned with the substantive contents of the issues, our emphasis here is on the political backdrop of these issues. Hence we deal with the partisan and other alignment of interests on a given issue and the institutional and structural elements of the U.S. government which provide the arena for the politics to be played. Finally we analyze the impact of decisions, likely decisions, and non-decisions on the political, economic, social, and moral aspect of the American public. The class format is that of a debate on each issue.

**Online**
Once registered, email the professor at jra@hollins.edu in order to receive the syllabus.

**SOC 550: Special Topic: The War on Drugs: Intersections of Race, Class and Gender (4)**
CRN: 16798    Matzner

Our country’s criminalization of drugs has had varied consequences for different groups of people. In this course, we will explore the history of the drug war, focusing on the following questions: What is the role of race and class in formulating and carrying out drug policy? How have men and women been differently affected by the war on drugs? How is drug supply and demand situated in an international context? And finally, what does the recent popularization of narcotrafficking, exemplified by the Netflix series *Narcos* and films such as *Sicario* and *American Made*, teach us about gender roles?

**Online**
Once registered, email the professor at amatzner@hollins.edu in order to receive the syllabus.
Spring Term 2019

Academic Calendar
Classes Begin Wednesday, February 6
Last Day to Add a Class Wednesday, February 13
Presidents’ Day (classes in session) Mon, February 18
Hollins Day Convocation Thursday, February 21
Last Day to Declare P/F/AU Wednesday, March 6
Last Day to Drop w/out W Grade Wed, March 6
Spring Recess (no classes) Mon-Fri, March 25-29
Honors Convocation Tuesday, May 7
Last Day of Classes Tuesday, May 14
Reading Day Wednesday, May 15
Spring Term Examinations Thurs-Mon, May 16-20
Commencement Sunday, May 26

Master of Arts in Teaching
Master of Arts in Teaching and Learning

Course Offerings for Spring Term 2019

Classes are subject to change at the discretion of University Administration.

Classes begin Wednesday, February 6
Classes end Tuesday, May 14

EDUC 537: Teaching Diverse Learners (4)
CRN: 22355 Poff
This course describes a multitude of research-based teaching strategies which are effective in educating diverse student learners. Diverse learners could be the special needs, English as Second Language students, and students from communities of lower socioeconomic status.
Online
Once registered, email the professor at joni.poff@gmail.com in order to receive the syllabus.

EDUC 548: Classroom Technology Integration (4)
CRN: 22357 Wagner
This course focuses on the needs of practicing and pre-service classroom teachers to assist them as they effectively integrate technology across the curriculum. It also covers the Technology Standards for instructional personnel. Concepts, as well as hands-on instruction, will be provided. A portfolio will be required upon completion of the course.

Hybrid
Thursday 6:00-9:00pm

EDUC 573: Curriculum and Instruction: Science Methods (4)
CRN: 22358 Cox
The emphasis on this course is on developing appropriate instructional skills and strategies for teaching elementary and middle school science. Teaching methods will include direct instruction, team teaching, cooperative learning, inquiry-based/hands on lessons, and other educational delivery strategies. Students will be provided with the opportunity to practice these skills and strategies through hands-on participation and micro-teaching experiences with peers. This course offers a study of concepts, strategies, and techniques for teaching science in a child-centered, inquiry-based, participatory environment. Emphasis is on integrating science across the curriculum in order to effectively teach the Virginia Standards of Learning. Students will understand the context, knowledge, skills, and processes of science applied to classroom instruction.
Tuesday 6:00-9:00pm

EDUC 578: Language Acquisition and Reading II (4)
CRN: 22360 Baynum
Participants will learn to use assessment tools, diagnostic procedures, and conceptual/cognitive approaches to differentiate literacy instruction. Students will learn to identify characteristics of reading, writing, spelling, and vocabulary at each developmental level. This course is designed to support the Virginia Standards of Learning. Practicum experiences will provide participants with opportunities to implement conceptually based lessons that promote literacy growth.
Hybrid
Wednesday 6:00-9:00pm

EDUC 580: Reading in the Content Areas (4)
CRN: 22362 Baynum
Participants will investigate the nature and meaning of comprehension, strategic teaching,
and learning. This class emphasizes the modeling and practice of a range of strategies within the context of effective instruction to support the Virginia Standards of Learning. Practicum experiences with middle and high school students will provide hands-on opportunities to implement conceptually based strategies that promote reading comprehension.

Hybrid
Wednesday 6:00-9:00pm

EDUC 599: Education Internship in Classroom Management and Organization (4)
CRN: 22223  Cox
An internship in education is for the purpose of acquainting the prospective teacher with classroom life and is required prior to student teaching. The student intern will work as a teacher’s instructional assistant each day of the Short Term. The internship is designed to provide practical experience in a school setting and the opportunity for education department faculty to determine student suitability for student teaching. A minimum of 125 clock hours is required. Course work is completed during the January short term, but registered for the spring term.

EDUC 670/672/673: Student Teaching (12)
CRN: 22364/22366/22368  Baynum, Cox, Wagner
This capstone experience takes place in area schools. Student teaching is open to students with all prerequisites completed. The student should allow a minimum of 35 hours per week, exclusive of preparation time. A seminar is included that will address classroom management, diverse student populations, teacher expectations, current and legal issues in education, and other topics of interest.

GEOG 550: Special Topic: Geography of Global Conflict (4)
CRN: 22684  Bohland
This course examines past and present conflicts using a “thick description” approach that historicizes and locates each conflict within micro and macro level geopolitics. Case studies will include the former Yugoslavia, Syria, DR Congo, Ukraine, Angola, SE Asia, and Israel/Palestine.

GWS 539: Feminist Issues In Mental Health (4)
CRN: 22685  Matzner
What is pathological? What is normal? Utilizing a feminist, interdisciplinary perspective, this class examines how power and bias have been used in the field of mental health to oppress various populations. In particular, it explores
the impact of racism, sexism, ageism, classism, and homophobia on theories and treatments of mental illness.

Online
Once registered, email the professor at amatzner@hollins.edu in order to receive the syllabus.

HUM 500C: Heritage Core: The Detective in Film and Literature (4)
CRN: 22686 Stevens
With their focus on the acquisition of knowledge, their reliance on protagonists who do our “legwork”, and their investigation of matters of gender, detective stories offer much more than just a lively distraction. They offer answers to big questions: how do we know what we know? Where are the ethical lines between detective and criminal? What are the limitations of the body and/or our knowledge of its essence? We will explore dark worlds often hand-in-hand with investigators with whom we are not entirely comfortable in order to seek questions not only to the mysteries at hand, but also to human nature itself.

Tuesday 6:00-9:00 p.m.

HUM 518: French Food Culture (4)
CRN: 22687 Sampon-Nicolas
It is often said that food is a lens through which we can view the culture and values of any society, and for the French, food and culture are inseparable. Their passion for food is reflected in literary works and in luminous paintings which record an appetite for life, food, and conviviality. Why has the French gastronomic meal been recognized as UNESCO intangible cultural heritage? What do French institutions, policies, and cultural productions reveal about the core values and beliefs of the French? Where did they originate? How have they evolved? What political and economic factors affect both urban and rural French food systems? How do they differ from the institutions, policies, and cultural productions of the United States and other countries? The goal of this course is to develop a cultural perspective on the French connection to food and on the socio-economic conditions that made cuisine French. By examining current food practices in France, we learn that it has become the first country in the world to pass a law banning supermarkets and the food industry from throwing away food, forcing them to donate it to charities and food banks. As we study the evolution of the culinary in France, we delve into the absorbing history of how food products have traveled around the globe, and how migration and globalization have impacted all foodways and all cultures.

Online
Once registered, email the professor at asampon-nicolas@hollins.edu in order to receive the syllabus.

HUM 550: Special Topics: Studying Museums: Past, Present, Theory and Practice (4)
CRN: 22688 Culligan
This course will focus on fundamental methods and experiences for people with an interest in working in or pursuing careers in museums or related professions. This course provides an overview of the purpose, function, and history of museums (with a focus on art museums), and their role in society, and introduces best practices and contemporary issues in the field. The course will combine both theory and practical hands-on experience utilizing the collection, storage facilities, and galleries of the Eleanor D. Wilson Museum at Hollins University.

Thursday 6:00-9:00 p.m.

POL 514: Media and Politics (4)
CRN: 22690 Ra
This course considers the central question of how the media defines and portrays the world of politics for the public and the way in which the public in return seeks out, understands, processes, and utilizes information obtained from the media. In addition, the question of the role of government in media control and management will be discussed.

Online
Once registered, email the professor at jra@hollins.edu in order to receive the syllabus.
In observance of Thanksgiving, Hollins offices will close at 4:30 p.m. (EST) on Wednesday, November 21, 2018. Offices will reopen at 8:30 a.m. (EST) on Monday, November 26, 2018.

Hollins offices will close for the Holidays at 4:30 p.m. (EST) on Thursday, December 20, 2018 and reopen at 8:30 a.m. on Wednesday, January 2, 2019.