

# UNDERGRADUATE CATALOG AND REGISTRATION GUIDE

Questions? Contact Associate Director of Advising,  
Rhonda Bates, MSW at [rmbates@widener.edu](mailto:rmbates@widener.edu)

# Preparing for Registration

1. Before beginning the registration process, students should check for possible holds to be settled.
2. Students should check the Undergraduate Catalog to review the curriculum sequence for their respective majors/minors.
3. Students should plan their schedule in students planning with guidance from the respective curriculum sequence.
4. Student should meet all other pre-registration expectations.
5. Student should schedule a meeting with their academic advisor to finalize schedule and approval for registration.

# Getting Started

1. Go to Widener.edu
2. Click on “Academics”

News | Events | Athletics | Give | Information For ▾ | WU Links ▾ | VISIT | REQUEST INFO | APPLY

 Widener University

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**Academics**

Admissions & Aid

Student Experience

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# Accessing Undergraduate Catalogs

## 1. Click on “Catalogs”

- ▶ Explore All Programs
- ▶ Undergraduate Programs
- ▶ Graduate Studies
- ▶ Online Education
- ▶ Adult & Professional Studies
- ▶ Colleges & Schools
- ▶ Academic Calendar
- ▶ **Catalogs**

**Click here!**

# Accessing Undergraduate Catalog



Widener University

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About



## Academic Catalogs

Our academic catalogs offer both graduate and undergraduate students important information about programs, curricula, and courses.

[Academics](#) > [Academic Catalogs](#)



Academics

Explore All Programs

Undergraduate

### Current Catalogs

[Undergraduate Catalog](#)

Click Here!



Always check to assure you are viewing the current academic year

2020-2021 Undergraduate Catalog



## Catalog Search

Entire Catalog

Search Catalog

Whole Word/Phrase

Advanced Search

Catalog Home

**Areas of Study A-Z**

Areas of Study by Type

Academic Schools/Departments

Course Descriptions

About Widener University

Financial Aid

Veterans

# Undergraduate Catalog



Click here!



## Catalog Search

Entire Catalog

Search Catalog

Whole Word/Phrase

Advanced Search

Catalog Home

[Areas of Study A-Z](#)

Areas of Study by Type

Academic Schools/Departments

Course Descriptions

About Widener University

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## Areas of Study A-Z

Select your major from this list



*\*Extended Learning Program*

- [Accounting Minor \(for Non-SBA Majors only\)](#)
- [Accounting Minor \(for SBA Majors only\)](#)
- [Accounting, BSB](#)
- [Accounting, Certificate in Accounting for Criminal Justice Majors](#)
- [African and African American Studies Minor](#)
- [Allied Health \(Degree Completion\), BS](#)
- [Allied Health \(Entry Program\), BS](#)
- [Allied Health Minor](#)
- [Allied Health, AS](#)
- [Allied Health, Diagnostic Medical Sonography \(DMS\), BS](#)
- [Allied Health, Radiologic Technology, AS](#)
- [Anthropology Minor](#)
- [Anthropology, BA](#)



After selecting your major, you will be redirected to the major's overview page.

Below is an example of a major's overview page

Widener University

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Management, BSB

Return to: [Areas of Study A-Z](#)

- [Curriculum](#) **General overview of courses, specialization options and academic requirements for degree completion.**
- [Curriculum Sequence](#) **Sequence of courses by semester to guide students schedule planning.**
- [Management \(CO-OP\) Curriculum Sequence](#)

Students in the management concentration develop skills and learn innovative approaches in the management of people, processes, and projects. The ability to understand, deal with, and manage people, processes, and projects is critical in most jobs in today's competitive business environment. These are also competencies needed by supervisors and managers at every level of the organization. It is widely acknowledged that such skills are in great demand by employers and in short supply among the pool of job applicants. Students who graduate with these management skills will be well positioned to perform effectively in their jobs and advance their careers.

**Curriculum**

**Major description**

Core Business Programs Curriculum (46 credits)

# Example of Curriculum Sequence

## Management Curriculum Sequence

Freshman

Sequence is divided by academic standing

Fall (15.5 Credits)

Suggested number of credits to register for

- ENGL 101 - Reading, Thinking and Writing **3 Credit(s)**
- MATH 117 - Elementary Functions **3 Credit(s)**
- MGT 100 - Understanding and Working in Organizations **3 Credit(s)**
- 2 Electives **6 Credit(s)**<sup>†</sup>
- Physical Education Elective **0.5 Credit(s)**

Spring (16.5 Credits)

- ANTH 105 - Cultural Anthropology **3 Credit(s)**
- EC 101 - Principles of Macroeconomics **3 Credit(s)**\*\*
- PRWR 215 - Effective Business Communication (W) **3 Credit(s)**
- MATH 119 - Elementary Statistics for Business Majors **3 Credit(s)**
- MIS 180 - Computing and Spreadsheets **1 Credit(s)**\*\*
- 1 Electives **3 Credit(s)**<sup>†</sup>
- Physical Education Elective **0.5 Credit(s)**

## Sophomore

Fall (15 Credits)

- ACCT 105 - Financial Accounting **3 Credit(s)**
- BLAW 250 - Legal and Ethical Environment of Business **3 Credit(s)**\*\*
- EC 202 - Principles of Microeconomics **3 Credit(s)**\*\*
- MGT 210 - Foundations of Management **3 Credit(s)**\*\*
- 1 Elective **3 Credit(s)**<sup>†</sup>

Spring (15 Credits)

- ACCT 205 - Managerial Accounting **3 Credit(s)**
- ENGL 102 - Literature and Critical Writing (W) **3 Credit(s)**
- MIS 290 - Management Information Systems **3 Credit(s)**\*\*
- QA 252 - Intermediate Statistics **3 Credit(s)**
- Elective **3 Credit(s)**<sup>†</sup>

## Junior

Fall (15 Credits)

- FIN 303 - Financial Management **3 Credit(s)**\*\*

The hyperlinks provide course descriptions and indicates if there are pre- or co-requisites for the course.



# After reviewing the course catalog, students should plan for the appropriate courses in Student Planning.

1. Log into [www.widener.edu](http://www.widener.edu) → myWidener
2. Type Student Planning into search bar
3. Click on the Student Planning banner

The screenshot shows the myWidener search interface. At the top left is the myWidener logo with the tagline "search. click. done.". A search bar contains the text "Student Planning" and a search button. Below the search bar, the user's name "Amy Yarlett" is visible. The search results are displayed under the heading "Search Results: Tasks". There are eight result cards, each with an icon, a title, and a subtitle. The first card, "Student Planning", is highlighted with a yellow arrow and the number "2". A yellow arrow and the number "1" point to the search bar. A "See More" button is located at the bottom center of the results grid.









myWidener  
search. click. done.

Categories Student Planning Search

Amy Yarlett

Search Results: Tasks

Clear Filters Back

 Student Planning Students (All Campuses)	 Advising Student Planning (All Campuses)	 Registrar's Office website (Chester)	 New Student Orientation Pride Experience I (Chester)
 Petition to Graduate Student Planning (All Campuses)	 My Financial Aid Award Letter (All Campuses)	 Financial Aid Status by Term (All Campuses)	 Financial Aid Status by Year (All Campuses)

See More

# Planning Classes

1. Click on “Plan your Degree & Register for Classes”

Home My Progress Plan & Schedule Course Catalog Test Summary Unofficial Transcript

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1** **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**2** **Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
MED in Higher Education Leadership	4.000 (3.000 required)	<div style="width: 25%;"></div>

### CE 2016 Spring Schedule

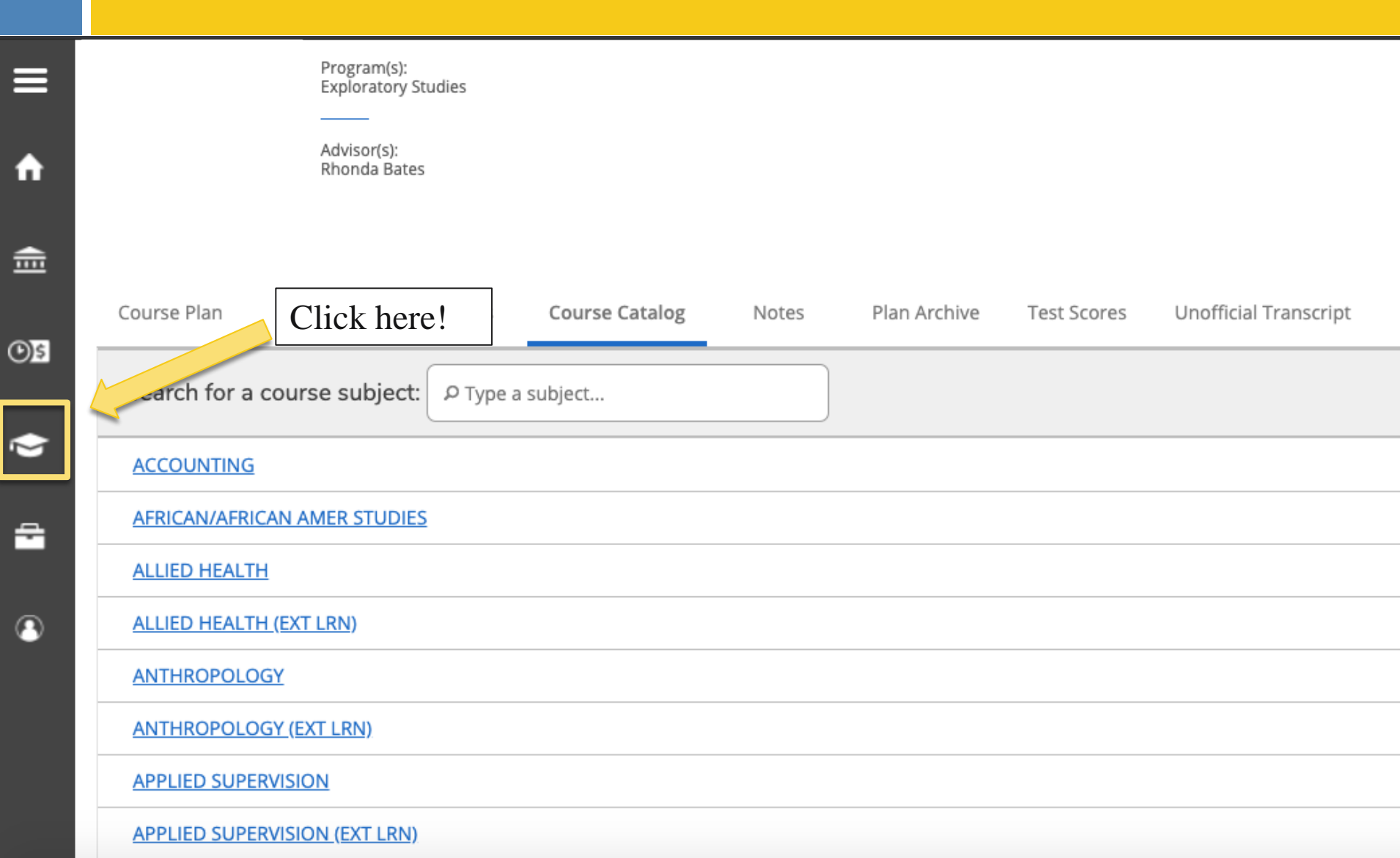
Sun	Mon	Tue	Wed	Thu	Fri	Sat

# Searching for Classes

1. Type the course name and number in the search

The screenshot displays a student portal interface. At the top right, a search bar contains the text "ENGL 102" and is highlighted with a yellow box. Below the search bar, a yellow arrow points to a search bar within the course plan section, which also contains "ENGL 102". The course plan section is titled "Summer 2018 II" and shows a search bar with "ENGL 102" and a magnifying glass icon. Below the search bar, there is a "Review Complete" button. The interface also includes a navigation menu with options like "Course Plan", "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", and "Grades". On the right side, there are statistics for "Enrolled: 0 Credits" and "Waitlisted: 0 Credits", along with a "Remove Planned Courses" button. The bottom right corner shows a calendar view with columns for "Fri" and "Sat".

# Advance search for courses



The screenshot shows a web interface for course search. At the top, it displays 'Program(s): Exploratory Studies' and 'Advisor(s): Rhonda Bates'. Below this is a navigation bar with tabs: 'Course Plan', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', and 'Unofficial Transcript'. The 'Course Catalog' tab is selected. A search bar is present with the text 'Search for a course subject:' and a placeholder 'Type a subject...'. A yellow arrow points to the search bar, and a box with the text 'Click here!' is positioned above it. On the left side, there is a vertical sidebar with icons for home, university, search, and user profile. The search icon is highlighted with a yellow box.

Program(s):  
Exploratory Studies

Advisor(s):  
Rhonda Bates

Course Plan **Click here!** Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

Search for a course subject:

- [ACCOUNTING](#)
- [AFRICAN/AFRICAN AMER STUDIES](#)
- [ALLIED HEALTH](#)
- [ALLIED HEALTH \(EXT LRN\)](#)
- [ANTHROPOLOGY](#)
- [ANTHROPOLOGY \(EXT LRN\)](#)
- [APPLIED SUPERVISION](#)
- [APPLIED SUPERVISION \(EXT LRN\)](#)

# Advance search for courses

1. From the menu bar on the left-fand side, click on the graduation cap
2. Click on "Course Catalog"

The screenshot displays a student portal interface. On the left is a dark navigation menu with a graduation cap icon highlighted by a yellow box and labeled '1.'. Below it, the 'Academics' section is expanded, and the 'Course Catalog' option is highlighted by a yellow box and labeled '2.'. The main content area shows the 'Course Catalog' tab selected, with a search bar for course subjects and a list of subjects including ACCOUNTING, AFRICAN/AFRICAN AMER STUDIES, ALLIED HEALTH, ALLIED HEALTH (EXT LRN), ANTHROPOLOGY, ANTHROPOLOGY (EXT LRN), and APPLIED SUPERVISION. At the top right, program and advisor information is visible.

Program(s):  
Exploratory Studies

Advisor(s):  
Rhonda Bates

Course Plan    Timeline    Progress    **Course Catalog**    Notes    Plan Archive

Search for a course subject:

- [ACCOUNTING](#)
- [AFRICAN/AFRICAN AMER STUDIES](#)
- [ALLIED HEALTH](#)
- [ALLIED HEALTH \(EXT LRN\)](#)
- [ANTHROPOLOGY](#)
- [ANTHROPOLOGY \(EXT LRN\)](#)
- [APPLIED SUPERVISION](#)

Home

Academics

Course Catalog

Unofficial Transcript

Test Summary

Daily Work

# Advance search for courses

Search for Courses and Course Sections

Subject Search **Advanced Search** ← 1.

Catalog Advanced Search

Term **Select Term** ↓ ← 2. Meeting Start Date Meeting End Date  
M/d/yyyy M/d/yyyy

Courses And Sections

Subject ↓	Course number	Section
Subject ↓	Course number	Section
Subject ↓	Course number	Section

+ Add More...

1. Click on “Advance Search”
2. Select the term
3. Enter courses if you know the specific course subject and course number! You do not have to enter the course section.

# Advance search for courses

1. Scroll down to select the location, academic level, and course type.
2. Select the drop down for the course type. The course type advance search option is great for searching for Humanities and Social Science electives!

## Days Of Week

- Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

## Location

Main Campus ▾

## Academic Level

Undergraduate ▾

## Time Of Day

Select Time Of Day ▾

## Course Type

Select Course Type ▾

Clear

Search

- ✓ Select Course Type
- Abroad
- Apprentice
- Basic Skills
- Client Skills
- Clinical Placement
- Coop Work Experience
- Developmental
- Distance
- Externship
- HB JD GPA course
- Honors
- Honors Colloquium
- Humanities
- Immigrant Education
- In-Service
- Laboratory
- Law Review
- Leadership in Context
- Literature
- Main Campus Acc Clinicals
- Main Campus Clinicals
- Moot Court
- Music
- Not Basic Skills
- Not Coop Work Experience
- Nurs Harrisburg Clinicals
- Nursing Accelerated
- Nursing Honors
- Placement

- Tuesday  Wednesday  
 Saturday

# Use filters

1. Use filters for “Availability” and “Term” to make your search easier

The screenshot displays a university course catalog interface. At the top right, there is a search bar containing the text "ENGL 101". Below the search bar, a navigation menu includes options like "Course Plan", "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", and "Grades". A "Review Complete" button is visible in the top right corner.

On the left side, there is a "Filter Results" section with two yellow boxes highlighting the "AVAILABILITY" and "TERMS" filter categories. The "AVAILABILITY" filter is currently expanded, showing a list of subjects with checkboxes: POLITICAL SCIENCE (13), EDUCATION (10), CHEMISTRY (9), MATHEMATICS (9), and "Show All Subjects". Below this, the "LOCATIONS" filter is expanded, showing checkboxes for Main Campus (217), Delaware Campus (16), On-Line (12), and Other (12). The "TERMS" filter is also expanded, showing checkboxes for Fall 2018 (63), 18/SP (61), Summer 2018 I (11), SM18 FULL UG GR PT NU DP SW (1), and "DAYS OF WEEK" (Monday (56), Tuesday (49), Wednesday (57)).

The main content area shows "Filters Applied: None". Below this, two course listings are visible. The first is "ENGL-101 READING, THINKING AND WRITING (3 Credits)", which includes a description: "Success in college calls for curiosity, engagement, and a willingness to be challenged, as well as having a strong foundation in reading, writing, and thinking. First-year students at Widener begin their college career with ENGL 101, a course designed to prepare undergraduates for serious academic inquiry, full participation in the intellectual life and mission of the university, and sustained self-directed learning throughout the curriculum. Students have the opportunity to select a section of ENGL 101 focused on a particular theme or topic. Through a variety of challenging reading and writing assignments engaging with the topic of choice (including a common reading), students become more careful and discerning readers. They will express insights and craft sustained arguments supported by carefully chosen evidence from primary and secondary material, and they will strengthen their ability to ask questions, evaluate, and synthesize complex information and draw conclusions. 3 semester hours". It also lists "Requisites: None" and "Locations: Main Campus, Other", with a button to "View Available Sections for ENGL-101". The second course listing is "ENGL-101E COMPOSITION & CRIT THT (3 Credits)", which has "No description available", "Requisites: None", and "Locations: Main Campus, Other, On-Line", with a button to "View Available Sections for ENGL-101E".



# Add Course to Plan

1. Select white “Add Course to Plan”
2. Select Term
3. Click Green “Add Course to Plan”

The screenshot displays a university course catalog interface. At the top right, there is a search bar containing 'ENGL 101'. Below the search bar, a 'Review Complete' button is visible. The main content area shows a 'Course Details' modal window for 'ENGL-101: READING, THINKING AND WRITING'. The modal includes a description of the course, its credits (3), locations offered (Main Campus, Other), and prerequisites (None). A dropdown menu for 'Term' is open, showing options for Fall 2018, Spring 2019, Fall 2019, and Spring 2020. The 'Fall 2018' option is highlighted. In the background, a 'Filter Results' sidebar is visible, showing filters for AVAILABILITY, SUBJECTS, LOCATIONS, and TERMS. A yellow arrow points from the 'Add Course to Plan' button in the modal to the 'Add Course to Plan' button in the background. Another yellow box highlights the 'Add Course to Plan' button in the background.

Student ID:  
Program(s): Exploratory Studies  
Advisor(s): Marisol Rosado-Perez, Lorraine Igo  
@widener.edu

Course Plan | Timeline | Progress | Course Catalog | Notes

Back To Course Catalog

Filter Results

AVAILABILITY

SUBJECTS

ENGLISH (144)  
POLITICAL SCIENCE (13)  
EDUCATION (10)  
CHEMISTRY (9)  
MATHEMATICS (9)  
Show All Subjects

LOCATIONS

Main Campus (217)  
Delaware Campus (16)  
On-Line (12)  
Other (12)  
Exton Campus (6)

TERMS

Fall 2018 (63)  
18/SP (61)  
Summer 2018 I (11)  
Summer 2018 II (3)  
SM18 FULL UG GR PT NU DP SW (1)

DAYS OF WEEK

Monday (56)  
Tuesday (49)  
Wednesday (57)

Course Details

ENGL-101: READING, THINKING AND WRITING

Success in college calls for curiosity, engagement, and a willingness to be challenged, as well as having a strong foundation in reading, writing, and thinking. First-year students at Widener begin their college career with ENGL 101, a course designed to prepare undergraduates for serious academic inquiry, full participation in the intellectual life and mission of the university, and sustained self-directed learning throughout the curriculum. Students have the opportunity to select a section of ENGL 101 focused on a particular theme or topic. Through a variety of challenging reading and writing assignments engaging with the topic of choice (including a common reading), students become more careful and discerning readers. They will express insights and craft sustained arguments supported by carefully chosen evidence from primary and secondary material, and they will strengthen their ability to ask questions, evaluate, and synthesize complex information and draw conclusions. 3 semester hours

Credits 3

Locations Offered Main Campus, Other

Requisites None

Term

Fall 2018

Select a Term...  
SM18 FULL GR SBA HX ED ENG  
Summer 2018 I  
SM18 FULL UG GR PT NU DP SW  
Summer 2018 II  
Fall 2018  
Spring 2019  
Fall 2019  
Spring 2020

Add Course to Plan

Add Course to Plan

# Select sections

1. When done adding all courses to plan, select sections using “View other Sections”
2. Select the section that fits best in your schedule

The screenshot displays a course selection interface. On the left, a sidebar shows details for 'WRITING' courses, including 'ENGL-101-A: READING, THINKING AND WRITING' and 'ENGL-101-A1: READING, THINKING AND WRITING'. A yellow box highlights the 'View other sections' button, and a red box highlights the page navigation controls showing '1 of 6'. A yellow arrow points from the red box to the text '\*Note there are more pages to search for sections'. The main area shows a weekly schedule grid from 7am to 8pm, with columns for Sun, Mon, Tue, Wed, Thu, and Fri. Various course sections are listed in the grid, some with green checkmarks and others with red exclamation marks.

Time	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am			ENGL-101-B		ENGL-101-B	
9am		ENGL-101-A		PE-130-A	ENGL-101-A	ENGL-101-A
10am		ENGL-101-A1	ENGL-101-M	ENGL-101-A1	ENGL-101-M	ENGL-101-A1
11am		ENG-101-O		HM-101-A		HM-101-A
12pm			ENGL-101-AA		ENGL-101-AA	
1pm		ENGL-101-BB	BIOL-115-A	ENGL-101-BB	BIOL-115-A	ENGL-101-BB
2pm		ITAL-101-C	MGT-100-E	ITAL-101-C	MGT-100-E	ITAL-101-C
3pm		ENGL-101-B1		ENGL-101-B1		ENGL-101-B1
4pm						
5pm						
6pm						
7pm						
8pm						

\*Note there are more pages to search for sections

# Select the right section

- To add that class, click on the section that:
  - Does not conflict with other classes (red outline)
  - Is available (choose yellow, avoid red!)

The screenshot displays a course selection interface. On the left, a sidebar for the 'WRITING' course provides details for two sections:

- Section 1:** ENGL-101-A: READING, THINKING AND WRITING. Seats Available: 0. Instructor: Reutter, R. Time: MWF 9:00 AM - 9:50 AM. Dates: 8/27/2018 - 12/14/2018. Location: Main Campus Kapelski Learning Center 224E (LECTURE). This section is marked as full with a red icon.
- Section 2:** ENGL-101-A1: READING, THINKING AND WRITING. Seats Available: 0. Instructor: Murphy, C. Time: MWF 10:00 AM - 10:50 AM. Dates: 8/27/2018 - 12/14/2018. Location: Main Campus Kapelski Learning Center 339. This section is also marked as full with a red icon.

The main area shows a weekly schedule grid from 7am to 8pm. The grid columns represent days of the week (Sun-Fri) and rows represent time slots. Class sections are represented by colored boxes with outlines:

- Red outline (Conflict):** ENGL-101-B (Tue 8am, Thu 8am), ENGL-101-A (Mon 9am, Wed 9am, Fri 9am), ENGL-101-A1 (Mon 10am, Wed 10am, Fri 10am), ENGL-101-AA (Tue 12pm, Thu 12pm), ENGL-101-BB (Mon 1pm, Wed 1pm, Fri 1pm), ENGL-101-B1 (Mon 2pm, Wed 2pm, Fri 2pm).
- Green outline (Available):** PE-130-A (Tue 9am), ENGL-101-M (Tue 10am, Thu 10am), PHS-101-D (Mon 11am), HM-101-A (Tue 11am, Thu 11am), HM-101-A (Fri 11am), BIOL-115-A (Tue 1pm), BIOL-115-A (Thu 1pm), BIOL-115-A (Fri 1pm), MGT-100-E (Tue 2pm, Thu 2pm, Fri 2pm), ITAL-101-C (Mon 2pm, Wed 2pm, Fri 2pm), ITAL-101-C (Fri 2pm).

# Register!

1. When all done, click the green register button

The screenshot displays a web-based course registration system. At the top, a navigation bar includes links for Home, My Progress, Plan & Schedule, Course Catalog, Test Summary, and Unofficial Transcript. Below this is a blue header with the text "Plan your Degree and Schedule your courses" and a search bar. The main interface features a "Schedule" tab, navigation arrows, and a "Register Now" button highlighted with a yellow box. A yellow arrow points to a search bar. Below the navigation is a summary bar showing "Planned: 3 Credits", "Enrolled: 6 Credits", and "Waitlisted: 0 Credits". The central part of the screen is a calendar grid with days of the week (Sun-Sat) and times (11am-6pm). Course sections are represented by colored blocks: a yellow block for ED-548-A (PUPIL PERSONNEL SERV) is planned for 4pm on Thursday, and green blocks for ED-625-A and ED-627-A are registered for 6pm on Monday and Tuesday. A sidebar on the left provides details for the planned and registered sections, including credits, grading, instructor, and a "Register" button for the planned section.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm					ED-548-A		
5pm							
6pm		ED-625-A	ED-627-A				

**Questions? Concerns? Need more support?**

**Contact**

**Rhonda Bates, MSW**

**Associate Director of Advising**

**610-499-1267**

**[rmbates@widener.edu](mailto:rmbates@widener.edu)**