How to Register
1. You may register on the web at [www.wsc.edu](http://www.wsc.edu) using WebCat, or by phone, mail, in person, on-site, or e-mail at extcampus@wsc.edu.
2. Checks should be made payable to:
   Wayne State College
   ATTN: Business Office/Fee Payment
   111 Main Street
   Wayne, NE 68787
3. Registration deadline: The first night of class; however, we encourage you to sign up at least one week prior to class to avoid class cancellation.

Tuition and Fees:
Classes are held in several convenient locations in the 46 counties in Nebraska at a very affordable tuition cost. A one-time admission fee of $20 is necessary for all students enrolling at Wayne State College for the first time. This payment should be accompanied by a completed Application for Admission form.

<table>
<thead>
<tr>
<th>Tuition Per Credit Hour (2004-2005)</th>
<th>Nebraska Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$95.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$120.25</td>
<td>$240.50</td>
</tr>
</tbody>
</table>

Additional fees per credit hour for off campus classes are $31.00/credit hour and for on campus classes the fees are $33.00/credit hour. Students who have been in the state of Nebraska for less than 180 days will pay non-resident tuition rates. Contact the Admissions Office for details.

Tuition Benefit for Non-Residents Employed in Nebraska
Iowa and South Dakota residents who are employed full-time in Nebraska and pay Nebraska income taxes may qualify for Nebraska resident tuition. An application and further information on this program are available at the Admissions Office at Wayne State College (1-800-228-9972). The application and supporting documentation must be submitted before the class begins. Students who have worked in the state of Nebraska for less than 180 days will pay non-resident tuition rates. Contact the Admissions Office for details.

Payment
Payment may be in the form of personal check (include social security number), money order or charge card (Visa, Master Card or Discover). No cash please. A billing statement will be sent within two weeks of the start of the term to all who are registered. For full semester classes, payment is due by the published dates. For classes beginning after the payment deadline, tuition & fees are due by the first night of class.

Student should fail to pay tuition on time by able subject to a $100 reinstatement fee should an administrative withdrawal be processed.

Drop Policy
If you decide to withdraw from a class, please inform the Continuing Education Office immediately. If the proper procedure is not followed, refunds and/or grades could be affected. For spring classes that run the full term, there is no adjustment for costs after the first week of class unless the student is withdrawing from school.

Transcripts
The Graduate Office will obtain transcripts of work done at WSC. Other transcripts should be sent to the Graduate Office, Wayne State College, 1111 Main St., Wayne, NE 68787.

Refund Schedule
Refunds are made according to the following schedule for complete withdrawal from college (not for each individual course).

<table>
<thead>
<tr>
<th>Portion of class(es)</th>
<th>Completed</th>
<th>Tuition</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>During 1st &amp; 2nd week of term</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>During 3rd &amp; 4th weeks</td>
<td>50%</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>During 5th through 8th weeks</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>After 8th week</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Special Services
Textbooks: Textbooks may be ordered directly from the Wayne State College Bookstore by calling (402) 375-2982 or e-mailing at manager@student-book.com. Have your course number, course name, and credit card (payment may be arranged by check, books would be mailed to you upon receipt of payment).

Registration: Register for courses within this publication on the web at [www.wsc.edu](http://www.wsc.edu), or by phone, mail, in person, on-site, or e-mail at extcampus@wsc.edu. If you have questions, please contact the Office of Continuing Education at 1-800-228-9972 ext. 7217 or (402) 375-7217 or send to Wayne State College, Attn: Continuing Education, 1111 Main St., Wayne, NE 68787. Pre-registration is strongly encouraged to prevent course cancellation.

Where to Call For Information
Admissions ............................................. 375-7234
Bookstore ........................................... 375-2982
Business Office .................................... 375-7224
Registrar ............................................. 375-7239
School of Business and Technology............ 375-7587
Office of Graduate Studies ....................... 375-7232
**COLUMBUS**

**BUS 656H1 Marketing Administration (3) (Call #10220)**  
Prerequisite: CBK business marketing. A study of concepts useful in understanding marketing systems and buyer behavior and developing skills in making marketing decisions. Topics include marketing strategy, decision models, market segmentation, promotional strategy and product management.  
Pat Lutt patlutt1@wsc.edu  
(Partially Online Course)  
Thursday evenings, 5:30-8:15 p.m.  
August 26-December 16, 2004 (verify with instructor)  
MBA Core

**NORFOLK**

**BUS 652H1 Management Accounting (3) (Call #10219)**  
Prerequisite: CBK accounting. An examination of management uses of accounting data with particular reference to decision-oriented cost classification, methods of cost estimation, data appropriate for decision models, standards and controls, and special problems.  
Dr. Tim Garvin tigarv1@wsc.edu  
(Partially Online Course)  
Monday evenings, 6:30-9:15 p.m.  
August 23-December 6, 2004 (verify with instructor)  
MBA Core

**SOUTH SIOUX CITY**

**BUS 608H1 Financial Administration (3) (Call #10218)**  
Prerequisite: CBK accounting, CBK business finance. A study of financial decision making in the firm; development of a decision-making framework for determining the most efficient allocation of resources within the firm; emphasis placed on the analysis of capital investment projects, long-term sources of funds and short-term financing problems.  
Dr. Jeryl Nelson jenelso1@wsc.edu  
(Partially Online Course)  
Thursday evenings, 6:30-9:15 p.m.  
August 26-December 16, 2004 (verify with instructor)  
MBA Core

**WAYNE**

**ECO 650H1 Managerial Economics (3) (Call #10224)**  
Prerequisites: CBK economics. Application of microeconomic theories in private and public managerial decision-making including an analysis of market structure and its effect on price and output determination. The course incorporates a global perspective and estimation of econometric models for business, government and non-profit organizations.  
Dr. Meena Dalal meadalal1@wsc.edu  
(Partially Online Course)  
Tuesday evenings, 6:30-9:15 p.m.; GH 208  
August 24-December 7, 2004 (verify with instructor)  
MBA Core
BUS 690W0 Seminar in Organizational Behavior (3) (Call #10221)
Prerequisites: CBK management. Examination and analysis of the organization as a social system and the impact of its various components on work attitudes and behavior; topics include the development of organizational structures, organizational effectiveness, decision making and policy formulation, leadership and change.
Dr. Cheryl Waddington  chwaddi1@wsc.edu
ONLINE
August 23-December 17, 2004 (verify with instructor)
MBA Core

BUS 692W0 Administrative Policy (3) (Call #10222)
Prerequisite: All CBK courses and/or foundation courses and satisfactory completion of 24 credit hours in the MBA program or approval of MBA Director. Analysis of policy formulation and implementation from a company-wide standpoint; emphasis on integration of knowledge and approaches across functional areas; both endogenous and exogenous factors that affect company policies; and the role of the firm in society.
Dr. Jeryl Nelson  jenelso1@wsc.edu
ONLINE
August 23-December 17, 2004 (verify with instructor)
MBA Core

BUS 696W0 Ethics in Leadership (3) (Call #10223)
We will explore the challenges of ethical leadership in today's corporate world. Who are the trend-setters in the field? How can you, as a manager, influence the ethical climate in your firm? What are the ongoing tasks that businesses face in maintaining an ethical corporate culture? We will also discuss (and interview managers to learn) why an ethical code is important in any organization. The class will focus around a text, on-line discussion, interviews, research and writing.
Dr. Laura Barelman  labarel1@wsc.edu
ONLINE
August 23-December 17, 2004 (verify with instructor)
MBA Elective