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## History

Starz University was established in the U.S.A. 2007 and incorporated in Monrovia July of 2009; with the objectives of addressing the IT needs of Liberia and being the best in IT Education, Networking, and Software development.

Starz also provides IT services for schools, businesses, and customers throughout Liberia.

The mission of Starz is to provide effective capacity building services, thus, enhancing business efficiencies, schools productivities, and community services in Liberia.

The University is a Certified International Microsoft IT Academy in Liberia, and a registered partner of Cisco and IBM.

Starz operates as a tertiary and a technical technology skills development institution. It also offers Certification examinations through the Pearson-VUE Testing Center.

The following levels of training programs are offered at the University:

1. Certifications: Students can apply for selective courses and earn a certification at successful completion
2. Diploma: Students have the opportunity to complete one of our career module study areas and earn a diploma
3. Degree: Students can now enroll into our semester based degree program and obtain undergraduate degree such in various disciplines including Information Technology, Telecommunication Engineering, Management Information System and Media Studies & Broadcast (COMMUNICATIONS)

## Personal Information

Full name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

## Resource

### Career Development Center for Students

- Student can book appointment at the career development center to help them improve their personal skills such as, Reading and Comprehension, Writing, Mathematics, Grammar, interview skills, and more academic related skills.

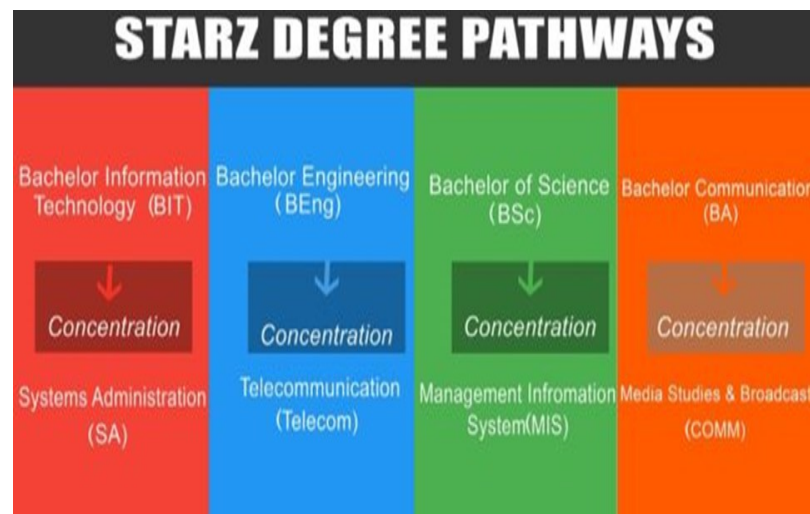
### YEAR THREE-- JUNIOR LEVEL

Course NO	Course Title	C/Hrs.
AMS 301	Advance Database Management	3
PPJ 302	Object -Orientated Programming with Python and Java	3
INFO 306	Web Design & Management	3
OSS 303	DB Programming: Oracle PL/ SQL Server	3
SSA 304	Structure System Analysis and Design	4
RSR 300	Research Methods	3
Total credits		19

Course NO	Course Title	C/Hrs.
INFO 342	Legal and Ethical Issues in Data Management	3
AMD 305	Data Architecture and Metadata Design	4
INFO 344	IT & Risk Management	3
DDS 356	Big Data and Data Science	4
INFO 355	E-Information Commerce	3
Total credits		17

Course NO	Course Title	C/Hrs.
CDV 464	Cloud-Base Data Distribution & Virtualization	3
INFO 465	Network & Database Security	4
MNGT 480	IT Project Management	3
DWS 647	Data Warehousing Design	4
INFO 483	Technical Report Writing	3
Total credits		17

Course NO	Course Title	C/Hrs.
SDA 468	SQL/ Oracle Database Administration (MCSA/Oracle OCA)	4
MISD 478	Management Information System	3
INFO 491	IT Capstone / Research Final Project	3
INFO 421	Internship	6
Total credits		16



This is the official Student Handbook for Starz University  
Degree Program

2023



## About Programs

The Degree Programs in Information Technology (BIT), Telecommunications Engineering (BEng) and Management Information Systems (MIS) offer an interdisciplinary curricula focusing on both information technology and Business Management/Administration with concentration in project management. In addition, the programs uniquely merges traditional Academic topics with evolving leading edge technology practices and tools.

The overarching goal of our programs is to prepare students with broad, integrated Information Technology knowledge including Communications, Computer Networking, Computer-based systems, Database Management, Software Development, Website Development, Digital Media and Electronic Publishing. Students learn how to evaluate current and emerging technologies; identify user needs; design user-friendly interfaces; apply, configure and manage technologies; and assess the impact of technologies on individuals, organizations, and society.

Students majoring any of the University's bachelor degree programs in the College of Science and Technology will complete study with concentrations in Network and Systems Administration, Telecommunications or Management Information Systems and communication. These concentrations provides student with the

## BACHELOR-INFORMATION TECHNOLOGY-EMPHASIS IN DATABASE ADMINISTRATION YEAR ONE-FRESHMAN LEVEL

Course Abr & Code.	Course Title	C/Hrs.
ENGL 101	Freshman English 1	3
MATH 107	Pre-Calculus	4
FREN 101	French Grammar 1	3
INFO 101	Computer Introduction	3
FO 100	Freshman Orientation (STEP)	1
PHYS 101	Applied Physics	3
Total Credits		17

Course NO.	Course Title	C/Hrs
ENGL 102	Freshman English 1	3
MATH 108	Math for Decision Making	4
FREN 102	French Grammar 1	3
ART 177	Introduction to Digital Media	3
GEOG 101	Global Issues in Technology	3
Total credits		16

## YEAR TWO-SOPHOMORE LEVEL

Course NO.	Course Title	C/Hrs.
ENGL 201	Sophomore English 1	3
MATH 203	Calculus for Business Students	4
INFO 278	Operating Systems	3
ART 205	Digital Media 2	3
INFO 201	Computer Concepts & Hardware	4
Total Credits		17

Course NO.	Course Title	C/Hrs.
ENGL 202	Sophomore English II	3
NET 207	Introduction to Networking	3
BEN 201	Ethics/Moral and Customer Relation	3
ENGR 286	Introduction to Database	3
ENT 256	Leadership	3
Total credits		15

**YEAR THREE-JUNIORLEVEL**

COURSE No.	Course Title	C/Hrs.
COMM 339	Film Making	3
COMM 350	Journalism	3
COMM 226	Video Production And Editing	3
COMM 353	Advance Audio Production	3
COMM 351	Radio Production Workshop	3
COMM 264	Voice And Speech Production	3
Total Credits		16

Course NO.	Course Title	C/Hrs
COMM 310	Announcement	3
COMM 349	Communication Research Menthod	3
COMM 320	Media Criticism	3
COMM 363	Public Specking	3
COMM 370	Acting II	3
COMM 331	Film Making II	3
Total Credits		18

**YEAR FOUR-SENIOR LEVEL**

COURSE No.	Course Title	C/Hrs.
COMM 425	Television Workshop	3
COMM 420	Broadcast Management	3
COMM 431	Screen Writing	3
COMM 436	Writing for Radio and Television	3
COMM 416	Documentary And Non Fiction	3
COMM 411	Radio News	3
Total Credits		18

COURSE No.	Course Title	C/Hrs.
COMM 452	Advance Broadcasting Journalism	3
COMM 424	TV News	3
INFO 491	Capstone/ Final Project	4
COMM 432	Film Making III	3
INFO 421	Internship	6
Total Credits		19

competencies necessary to customize and manage secure network and operating system configurations for optimum business applications and/or plan, design and maintain professional quality websites and internet applications for e-commerce and other business applications. Students equally learn to work in diverse work environments.

Concentrations may lead to International Certification such as, ComptiaA+, **Network+** and **MCSA/MCSE**, and they will provide practical experiences to qualified students. In addition, certification exam vouchers are provided as part of the program. The additional Academic disciplines, provides students with added value by giving them the additional business knowledge and skills they need to be successful in a competitive and challenging global economy.

**Career Pathways**

Graduates of this program are qualified IT/Telecom/Business professionals who are prepared for careers in a wide-range of Managerial, IT and Engineering related areas, as follows:

- Computer Networking
- Network and Systems Administration
- Website Development and Management
- Digital Media and Graphic Design
- Management Information Systems (MIS)
- Database Administration and Management
- Software Development
- Project Management
- Telecommunication Engineers
- Communication Technicians
- Broadcast Technicians

## Board Chairman Message | Mr. Latim Da-Thong



### Dear Friends:

I am proud to have been a part of the establishment of the first University of Information and Communication Technology in Liberia. During this time, Starz has seen impressive growth in all areas—student population, number of faculty/staff, and even the physical layout of the campus. We have created Schools and Academic Programs to help meet the needs of our community and satisfy the interests of our students. We have vastly increased opportunities for our students to be involved in campus life as well as the Greater Liberia Community.

However, as things have changed, some remain the same. We have stayed true to our heritage by continuing to place emphasis on education with integrity and take pride in the quality of education we provide here at Starz College of Science and Technology.

There is little doubt that a University education is the most important investment a person will ever make. But how do you put a value on such an experience? University is where our students transition from young adulthood to independent members of society. It is where they choose their lives' paths, and where they make the lifelong friends who will accompany them on that journey.

At Starz, we offer instruction for full- and part-time undergraduates and students who transfer from other institutions. Our curriculum is built upon a solid foundation in the area of Information Technology, Engineering and Business. No matter which direction or career path an individual chooses, Starz will prepare them for life after College. Our caring and competent faculty guides our students to discover their unique strengths and abilities, and encourage them to achieve Academic success.

Our commitment to our students does not end at graduation. To date, the College has nearly 1,000 graduates in professional related areas. Some have stayed close and have become valuable leaders in Liberia, whilst others have travelled far. To date, wherever our alumni go, they never really leave Starz. Many continue to stay involved with the College through boards, committees, and other volunteer opportunities.

As you embark upon an academic sojourn with us, I look forward to meet you and share *"your experience"* at Starz College of Science and Technology.

Best regards,  
Latim Dathong, MBA.  
Board Chairman of the College

## COMMUNICATIONS-MEDIA STUDIES & BROADCAST YEAR ONE-FRESHMAN LEVEL

COURSE No.	Course Title	C/Hrs.
ENGL 101	Freshman English 1	3
MATH 107	Pre-Calculus	4
FREN 101	French Grammar 1	3
INFO 101	Computer Introduction	3
FO 100	Freshman Orientation (STEP)	1
PHYS 101	Applied Physics	3
Total Credits		17

Course NO.	Course Title	C/Hrs
ENGL 102	Freshman English 1	3
MATH 108	Math for Decision Making	4
FREN 102	French Grammar 1	3
COMM 100	Introduction to Communication	3
COMM 120	Media and Society	3
PHYS 102	Applied Physics II	3
Total Credits		19

## YEAR TWO-SOPHOMORE

COURSE No.	Course Title	C/Hrs.
ENGL 201	Sophomore English I	3
GEO 101	Global Issue in Technology	3
COMM 220	Radio & Television Industries	3
COMM 210	Media Writing	3
INFO 201	Computer Concepts And Hardware	4
Total Credits		16

COURSE No.	Course Title	C/Hrs.
ENGL 202	Sophomore English II	3
COMM 234	Film As a Medium	3
COMM 222	Ethics And Media Law	3
COMM 202	Acting I	3
COMM 225	Audio And Radio Production	3
COMM 227	Television And Studio Production	3
Total Credits		18

**YEAR THREE—JUNIOR LEVELS**

COURSE No.	Course Title	C/Hrs.
MGMT 311	PRINCIPLE OF MANAGEMENT	3
BIS 309	ORGANIZATIONAL BEHAVIOR	3
MKTG 307	MARKETING PRINCIPLES	3
LAW 305	BUSINESS LAW II	3
INFO 307	COMMUNICATION SYSTEMS / LABS	4
ECON 313	BUSINESS AND ECON STATS	3
Total Credits		19

COURSE No.	Course Title	C/Hrs.
HRM 306	MANAGEMENT OF HUMAN RESOURCE	3
RSR 300	RESEARCH METHODS	3
ATM 314	ONLINE BANKING AND ELECTRONIC PAYMENTS	3
ENGR 286	INTRODUCTION TO DATABASE	3
INFO 343	ENTERPRISE RESEARCH PLANNING (ERP)	3
MGMT 361	ENTREPRENEURSHIP	3
Total Credits		18

**YEAR FOUR—SENIOR LEVELS**

COURSE No.	Course Title	C/Hrs.
INFO 355	E-COMMERCE I	3
FIN 403	TAXATION	3
ODB 405	INFORMATION SECURITY FOR E-BUINESS	3
BIS 466	BUSINESS STRATEGY	3
MKTG 400	ADVERTISING/SALES PROMOTION	3
ENGR 386	DATABASE II	3
MGMT 401	MARKETING MANAGEMENT	3
Total Credits		18/21

COURSE No.	Course Title	C/Hrs.
INFO 491	IT CAPSTONE/ RESEARCH FINAL PROJECT	4
MKGT 406	MARKETING STRATEGY	3
MIS 478	MANAGEMENT INFORMATION SYSTEMS	3
LAW 404	CYBER SECURITY	3
BIS 450	DEVELOPING BUSINESS PORTFOLIO	3
INFO 421	INTERNSHIP	3
Total Credits		19

**THE PROCEDURE IN REGISTRATION**

Students are required to register for courses before attending classes. The counseling and guidance services of the office of student affairs, (with the help of peer advisors), is responsible for guidance during orientation which prepares students for the subsequent registration process.

**Now a student may also complete the registration process online via student online platform by connecting through Starz official website. ([www.starzit.com](http://www.starzit.com)).**

**OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS, DIRECTOR FOR ENROLLMENT & MANAGEMENT REGISTRATION PROCESS**

There are two ways to apply for enrollment at Starz College of Science and Technology, namely.

1. Regular freshman process
2. Transfer process

**Regular freshman process**

**STEP I.** Apply for enrollment category as regular freshman student

**STEP II. & STEP III.** Register for Entrance and Placement Examinations and write the exams on the specified date designed by the College.

**STEP IV.** Based upon the results of the Entrance and Placement Examinations, you will be admitted into the College as Regular freshman, Remedial or College Preparatory student.

**STEP V.** Students will be required to provide copies of required document as specified below and collect admissions letter from the Admissions and Records Office and proceed to registration for the semester.

**Required documents**

High School Diploma  
Valid WAEC certificate/results  
High school transcript  
Letter of Recommendation  
Passport size picture

Medical Certificate (Current)

**Transfer Process**

**STEP I.** Apply for enrollment as transfer student through the Admissions, records office

**STEP II.** Provide the following documents for review

Provide original transcript from current university or university attended along with any other documents requested by Admissions Department



## **STARZ REGULATIONS GOVERNING STUDENTS**

### **Attendance and Absence**

It shall be the duty of each student of the college to attend regular classes at Starz College of Science and Technology and adhere to punctuality at all college assemblies, classes exercise. For credit toward a degree, at Starz College of Technology, attendance is required in addition to the proficiency attested by class work and examinations. Absence shall be counted from the meeting of the class in each semester.

### **Absence Without Penalty**

A student may be absent without penalty in a semester as follows:

1. From a course meeting one time weekly- two times;
2. From a course meeting two times weekly-three times;
3. From course meeting three times weekly –five times;

### **Absence with Penalty**

A student who exceeds that limit of permissible absence from a course shall be dropped from the course and may not receive score for credit. Final report will be considered as failure and requires student to repeat course before graduation.

The instructor shall inform the Dean of the College of all such drop outs immediately. All affected students shall provide the Dean of the College with good reasons for the absences, and if in the judgment of the Dean of the College, the reason stated were imperative, the Dean may within a reasonable time reinstate the student, subject to the approval of the Academic advisory Committee of the College.

### **Tardiness**

A student shall be regarded tardy if he arrives at a class more than 10 minutes after the scheduled class hour; tardiness shall count as half of an absence.

### **Denial of Admission to Class**

A student may be denied admission to a class if he arrives more than fifteen minutes after the scheduled hour for the class. The instructor may also deny admissions to a student, or request that said student leaves the class. Hence, having been previously admitted thereto, for any reason which in the discretion of the instructor, warrants such action. Denial of admissions to class shall be regarded as an absence.

**Examination:** Examination shall be a regular part of the teaching procedure at the college. They are administered at mid-semester, and at the

## **MANAGEMENT INFORMATION SYSTEMS MAJOR**

### **YEAR ONE—FRESHMAN LEVELS**

COURSE NO.	COURSE TITLE	C/HR
ENGL 101	FRESHMAN ENGLISH I	3
MATH 107	PRE-CALCULUS	4
FREN 101	FRENCH GRAMMAR I	3
INFO 101	COMPUTER INTRODUCTION	3
FAO 100	FRESHMAN ORIENTATION (STEP)	1
PHYS 101	APPLIED PHYSICS	3
ACC 101	INTRODUCTION TO ACCOUNTING I	3
TOTAL CREDITS		18/20

COURSE No.	COURSE TITLE	C/Hrs
ENGL 102	FRESHMAN ENGLISH II	3
MATH 108	MATH FOR DECISION-MAKING	4
FREN 102	French Grammar I	3
ACC 102	INTRODUCTION TO ACCOUNTING II	3
SOSC 101	Liberian/African History	3
PHYS 102	APPLIED PHYSICS II	3
Total Credits		19

### **YEAR TWO—SOPHOMORE LEVELS**

COURSE No.	Course Title	C/Hrs.
ENGL 201	SOPHOMORE ENGLISH I	3
MATH 203	CALCULUS FOR BUSINESS STUDENTS	4
INFO 201	COMPUTER CONCEPT AND HARDWARE	4
ECON 202	PRINCIPLE OF ECON	3
LAW 221	BUSINESS LAW I	3
MKTG 201	CONSUMER SERVICE	3
Total Credits		20

COURSE No.	Course Title	C/Hrs.
ENGL 202	SOPHOMORE ENGLISH II	3
ECON 204	PRINCIPLE OF ECON II	3
BEN 201	ETHICS/MORALS & CUSTOMER RELATIONS	3
FIN 202	INTRODUCTION TO FINANCE	3
MKTG 200	CUSTOMER SERVICE	3
SCM 300	INTRO TO SUPPLY CHAIN MANAGEMENT	3
Total Credits		18



**YEAR THREE—JUNIOR LEVELS**

COURSE No.	COURSE TITLE	C/Hrs
TENG 317	Computer Architecture	3
TENG 201	Digital Electronics	3
TENG 310	Satellite & Mobile Communication	3
INFO 307	Communication Systems/Labs	4
TENG 316	Radio and Television	3
RSR 300	Research Method	3
Total Credits		19

COURSE No.	COURSE TITLE	C/Hrs
MAT 304	Probability and Stat for Engineers	4
INFO 309	Java Programming	4
TENG 307	Wireless Communication	3
TENG 309	Intro Data Communication	3
TENG 325	Power Electronics	3
TENG 311	Control Engineering	3
Total Credits		20

**YEAR FOUR—SENIOR LEVELS**

COURSE No.	COURSE TITLE	C/Hrs.
TENG 426	Optoelectronics	3
MAT 401	Ad Diff Equation	4
TENG 436	Uwave Eng & Ant & Propagation	3
TENG 437	Computer Networks (MCITP)	3
TENG 438	Optical Communication Net	3
INFO 483	Technical Report Writing	3
TENG 427	Optical Communication Lab	1
Total Credits		20

COURSE No.	COURSE TITLE	C/Hrs
TENG 410	Engineering Project	4
TENG 411	Engineering Management	3
TENG 415	Switching Engineering in Comma	3
TENG 417	Industry Experience	1
MIS 478	Management Information System	3
TENG 439	Engineering Project Management	3
Total Credits		17

close of each semester as indicated in the College Academic Calendar, and at times during the semester, at the discretion of the instructor. Final examination shall be scheduled for two hours periods. Any deviations shall be cleared through the Vice President for Academic Affairs and/or the Dean, Coordinator or Director to whom the instructor is administratively responsible.

### **DEFINITION OF CREDIT HOURS AND GRADING SYSTEM**

#### **Definition of Credit Hours**

A semester hour, unit in which courses are measured.

#### **Grading System**

The University Grading System uses the letter grade with equivalent credit point for the evaluation of Academic performance. The numerical value of each letter grade with credit point is as follows:

#### **Grade Scale**

*Course grades are based on the following*

<i>BASIS FOR GRADING</i>	<i>ALLOCATED PERCENT</i>	<i>SCORE RANGE (PERCENT)</i>	<i>FINAL GRADE</i>
Attendance	10 %	90-100	A
Assignments/Quizzes/Tests	15%	80-89	B
Mid-Term	25%	70-79	C
Projects	15%	60-69	D
Final Exam	35%	0-59	F
<b>Total</b>	100%		

**NUMERICAL VALUE    LETTER GRADE**

90 = 100	A (Excellent)
80 = 89	B (Good)
70 = 79	C (Fair)
60 = 69	D (Poor)
Below 60	F (Failure)

A grade of “F” represents failure—no re-examination privilege. However, the student can repeat the course if he/she desires credit for that course. A grade of “I” represents incomplete, but the “I” can be changed when the student takes an examination or does a special work during or after the semester. An “I” grade may be changed within one Academic semester otherwise, the grade remains “I” if it is not changed in a semester than it is regarded as failure. Note that the period for immediate change of grade is one week immediately after deadline for collection of grade-sheet. Any change of grade not completed within this period shall be subject to delay until after the add and drop period of the current semester.

**HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)**

The following are values assigned to grades earned in various evaluation. Semester hours are assigned as follows: A one-credit-hour course equals

Three Credits			Four Credits		
No.	GRADE	POINTS	No.	GRADE	POINTS
1	A	12	1	A	16
2	B	9	2	B	12
3	C	6	3	C	8
4	D	3	4	D	4
5	F	0	5	F	0
6	DR	-0-	6	DR	-0-
7	AB	-0-	7	AB	-0-
8	I	-0-	8	NG	-0-
9	NG	-0-	9	I	-0-

one semester hour. A three-credit-hour course equals three semester hours. Similarly, a Four-credit-hour course equals four semester hours.

Now to calculate Starz University grade averages in order to know whether you have good academic standing or on academic probation, you need data from score earn by a student.

**TELECOMMUNICATIONS ENGINEERING MAJOR  
YEAR ONE—FRESHMAN LEVELS**

COURSE No.	COURSE TITLE	C/Hrs.
ENGL 101	Freshman English I	3
MATH 107	Pre-Calculus	4
FREN 101	French Grammar I	3
INFO 101	Computer Introduction	3
FO 100	Freshman Orientation	1
Phys 101	Applied Physics	3
Total Credits		17

COURSE No.	COURSE TITLE	C/Hrs
ENGL 102	Freshman English I	3
MATH 109	Calculus I	4
FREN 102	French Grammar I	3
TENG 102	Electronics I	3
BEN 201	Ethics/Morals & Customer relation	3
TENG 101	Instruments and Measurements	3
Total Credits		19

COURSE No.	COURSE TITLE	C/Hrs
ENGL 201	Sophomore English I	3
MATH 110	Calculus II	4
TENG 107	Computer Aided Design	3
TENG 103	Electronics II	3
TENG 200	Circuits	3
INFO 201	Computer Concept Hardware	4
Total Credits		20

COURSE No.	COURSE TITLE	C/Hrs
ENGL 202	Sophomore English II	3
NET 207	Introduction to Networking	3
MAT 202	Differential Equation and Reliability	4
ENGR 286	Introduction to Data Base	3
TENG 203	Field Theory	3
TENG 204	Introduction to Microprocessor	3
Total		19



**PROBATION, SUSPENSION AND DROP**

The Student who goes on probation means that the student is not in good academic standing with the institution. However, a probation occurs when the Grade Point Average falls below 2.00. Thus, a student who appears on probation for consecutive semesters gets suspended for a semester, and resumes lectures the following semester after serving suspension. The suspended student would have to apply for re-admission before enrolment.

**COURSE LOADS**

Students are allowed to register a certain number of credit hours based on the semester Grade Point Average of the previous semester. Below is the course load estimation based on the student's semester GPA:

***Semester GPA Estimation:***

Description	Semester GPA	Credit hours limit
1st time probation	Below 2.25	12 credit
Current student	3.00—3.75	18
Current student	3.75-4.00	18+
New student	N/A	Full Credits
Remedial student	N/A	12/13 Credits + Remedial
College Preparatory	N/A	Both remedial courses

**WITHDRAWAL**

A student is in good scholastic standing who officially withdraws from the college at least two weeks before the final examinations in a semester shall receive no credit for courses taken, nor be charged with failure during the semester. Official withdrawal application forms may be obtained from the academic management office (AMO) and shall be approved in writing by the Dean of the college, coordinator or director of the school in which the student is registered and other authorized college authorities. The applicant shall include a statement of the reason for withdrawal. A student in good standing who drops out of the college at the end of the semester without filling an application forms or withdrawal may re-enter the college at the beginning of a later semester. When the student remains out of school for a semester, he/she shall apply for re-admission in writing to the office of enrollment management two months before the semester he desires to enter.

**BACHELOR INFORMATION TECHNOLOGY-EMPHASIS IN  
SYSTEM ADMINISTRATION  
YEAR ONE: FRESHMAN LEVELS**

Course Abr & Code.	Course Title	C/Hrs.
ENGL 101	Freshman English 1	3
MATH 107	Pre-Calculus	4
FREN 101	French Grammar 1	3
INFO 101	Computer Introduction	3
FO 100	Freshman Orientation (STEP)	1
PHYS 101	Applied Physics	3
Total Credits		17

Course NO.	Course Title	C/Hrs
ENGL 102	Freshman English 1	3
MATH 108	Math for Decision Making	4
FREN 102	French Grammar 1	3
ART 277	Introduction to Digital Media	3
GEOG 101	Global Issues in Technology	3
Total credits		16

Course NO.	Course Title	C/Hrs.
ENGL 201	Sophomore English 1	3
MATH 203	Calculus for Business Students	4
INFO 278	Operating Systems	3
ART 205	Digital Media 2	3
INFO 201	Computer Concepts & Hardware	4
Total Credits		17

Course NO.	Course Title	C/Hrs.
ENGL 202	Sophomore English II	3
NET 207	Introduction to Networking	3
BEN 201	Ethics/Moral and Customer Relation	3
ENGR 286	Introduction to Database	3
ENT 256	Leadership	3
Total credits		15

**STARZ UNIVERSITY ODE****Verse –1**

I'm a star, from Starz  
 And we shine so bright  
 Education is what we are  
 Improving lives is what we aspire  
 For the change we desire  
 We innovate and we impact  
 Total commitment as we strive  
 To give the world that smile

**-Refrain**

Oh, Starz! (oh Starz)  
 We are proud (we are proud)  
 We say aloud that...  
 Education is our lives  
 Technology is our passion

**Verse –2**

I'm a gold and black  
 Service fill my Heart  
 There's nothing higher than the stars  
 Is our theme as we aim so high  
 For the change we desire, with excellence,  
 We learn integrity we earn  
 As we pursue our plans

**Refrain**

Oh, Starz! (oh Starz)  
 We are proud (we are proud)  
 We say aloud that...  
 Education is our lives  
 Technology is our passion  
 As we acquire to inspire.

**HONOR ROLL**

A student is honor roll when his/her semester credit load is 15 semester hours or above with a cumulative grade point average of 3.00 or above. An honor roll student must have received his/her semester reports. Any change of grade forms processed after this period or after the list is placed up, bars the student from being placed on the honor roll for that semester; even though he/she might have earned the required grade point average.

**GRADUATION-SPECIAL HONOR**

Special honors, upon graduation, shall be awarded as follows:

Those students who obtain a cumulative grade point average between 3.250 and 3.499 shall graduated as “**CUMLAUDE**”.

Those students who obtain cumulative grade point average between 3.500 and 3.749 shall graduated as “**MAGNA CUMLAUDE**”.

Those students who obtain a cumulative grade point average between 3.750 and 4.000 shall graduated as “**SUMMA CUMLAUDE**”.

**GRADUATION REQUIREMENT/REQUEST FOR DOCUMENTS**

Note: Every student is required to successfully complete all course work before graduation at any level. Graduation for Associate level is mandatory. Associate is obtain by completing all course works of the first four semesters. All other graduation requirements shall be published by the graduation committee. Take **NOTE** that any student that will obtain an international certificate before graduation, will be honor during the graduation ceremony.

The request for Transcript or updated ledger is derived by the student and requires official communication to be addressed to Director of Records & Admissions Office. Based upon approval of request, the document is prepared and completed within 10 working days.

**THE OFFICE OF STUDENT AFFAIRS / STUDENT ACTIVITES**

Student activities at the College are limited to the I.T club currently. Some activities in which the students participate include sports and athletic, I.T club activities.

The leadership comprises of a Chairperson, Vice-Chairperson, general secretary and members of various committees.

**ORIENTATION/BOND OF GOOD BEHAVIOR**

Orientation shall be held before commencement of classes for all in-coming freshmen and transferred students. It shall be on the campus of the University. All freshmen and transferred students sign a **BOND OFGOOD BEHAVIOR** during admission period.

**STUDENT IDENTIFICATION CARD**

Each student, at the time of registration, is issued an identification card at a reasonable cost. This card must be carried by the student at all times to be used for identification purpose in obtaining scholarship checks (where applicable) grade sheet, admission to games involving the College, Library, practical lab, etc. This card is not transferable, if lost, must be replaced with a service charge. The card shall be surrendered at the office of academic affairs when a student withdraws or is dropped from the college.

**REQUIRED / SPECIAL FEES**

**NB: Please refer to finance office for detail on registration fee**

Cost per Credit hour	US \$20.00
<i>T-Shirt (Optional)</i>	US \$ 10.00
<i>ID Card</i>	US \$ 5.00
<i>Medical fee (On –Campus Clinic)</i>	
<i>ICT Resources Fee</i>	
<i>Breakage Fee</i>	
<i>Student study hand guide (All assigned courses)</i>	
<i>Student Handbook</i>	
<i>Registration fee</i>	
<i>Student Activities fee</i>	
<i>Campus WIFI Service</i>	
<i>Student charge for the replacement of lost ID Card</i>	
<i>Total Registration Fees</i>	US \$ 82.00
<b><i>All fees are subject to change based upon area of study</i></b>	

**STARZ UNIVERSITY HAVE RULES TO GOVERN THE BEHAVIOR OF STUDENTS ATTENDING**

The college of Technology, as part of its primary function to teaching, research and public service, is an institution geared towards the preparation of young people in developing their potentials at the Starz College of Technology, so that they become wholesome functioning and contributing member of the society and the nation. In the Starz College of Science and Technology fulfillment of these functions, the college places a premium on the total development of the individual intellectually, socially, emotionally and morally. It is against this background that the college has deemed it necessary to reinforce the existing Rules and Regulations of the college. The revised rules at the College of Technology are as follows:

**Change of Grade in a Course**

A change of grade is an appeal that is limited to reconsideration of a final grade in a course. The criteria for reconsideration are limited to one of the following: There was a mathematical error in the calculation of the final grade; The grade was determined in a manner that different from the grade calculation formula in the course syllabus;

The grade was determined in a manner sufficiently egregious to warrant review by others(rare)

If a student believes his/her grade has been assigned in error, he/she must proceed as follows:

Contact the course instructor to attempt to resolve this matter informally. If the matter is not resolved, then you may contact the Office of the Dean of Academics to petition for grade review;

If the matter is resolved and the grade needs to be changed, the instructor will make a request through the Office of the Assistant Dean for Academics for the grade to be changed; and

The Office of the Assistant Dean for Academics will verify the request for grade change with necessary supporting evidence. If supporting evidence proves satisfactorily for the grade to be changed, the Office of the Assistant Dean for Academics will submit the approved change of grade for the course to be changed by the Office of Admissions and Records.

**Note:** Petition for change of grade must be within the subsequent/next semester of the semester the original grade was awarded; that is, any petition made after one (1) semester of the semester the original grade was awarded will not be accepted or approved.

**Sitting for Makeup in a Course**

Students who fail to sit for mid-term examination and final examination may be required to re-sit as makeup. The criteria for reconsideration are limited to one of the following:

Lack of clearance for not satisfying financial requirement;

Immediate family bereavement with approval of absence by the Office of the Dean;

Conflict in schedule where courses to be taken are scheduled on the same day and time; and

Illness with approval of awareness by the Office of the Dean

Student must proceed to request for makeup in a course as follow:

Obtain financial clearance from the Office of Finance;

Obtain a Student Makeup Request form from the Office of the Assistant Dean for Academics; and

You will be notified through the bulletin boards and/or instructors on the schedule for makeups

Note: Processing and completion for all makeups are as follow:

Mid-term examination: within three (3) weeks after a mid-term examination period.

person to hear the complaint. The Associate Vice President/Dean or any person designate by the President shall investigate the complaint within ten (10) days and submit a decision in writing to the President for the benefit of all the parties concerned. Where no appeal is taken by either party within five (5) days the President shall proceed to implement the decision rendered.

Where appeal is taken by the Associate Vice President/Dean, the matter shall lie with the college advisory board.

Step 3:

Any party who is not satisfied with the decision shall have the right to take an appeal to the college advisory board, whose decision shall be in writing and shall be final. Parties to the controversy shall be accorded the privilege to appear before the board to prosecute or defend their respective position. The board's decision shall be communicated to the parties within two (2) weeks after hearing the evidence. Failure to take appeal either at step 1 or 2, or step 3 on the expiration of one month shall render the Matter closed and re-litigation shall be permitted/ allowed,

**CAUTION:** Students are warned to **EXHAUST** the grievance mechanism **BEFORE SEEKING REMEDIAL RELIEF ELSEWHERE**

#### **STUDENT PAYMENT KEPT BY THE SCHOOL**

If a student made a payment for a semester, and because of some reason they can't enrolled that semester. That student should send an official communication to the school stating the reason. The financial office will have that money kept in the student's wallet for two semester. That communication is valid for two semester. If the student did not enrolled during these period, the students will have to do a new payment.

#### **INTERNSHIP**

The Administration of Starz University doesn't seek Internship for student. The Administration help in guiding the process for student's that are seeking internship from an entity

#### **DISHONESTY**

Any student, who steals, defrauds or attempts on the college campus shall be adjudged guilty, once the charge is established. Stealing or the act of fraud shall include not only the unlawful taking of funds, goods, etc. but also the taking of examination or performing course assignments by one student for the other. Any student caught cheating in class or proved disseminating false information or engage in other acts of dishonesty shall be regarded as being dishonest.

#### **PENALTY**

The penalty for dishonesty shall be **RESTITUTION** of funds or property where applicable and **WARNING, SUSPENSION to EXPLUSION**, as the gravity of case might warrant. Some cases will be prosecuted by the state.

#### **SMOKING IN PUBLIC**

Student shall not smoke any kind of narcotic or nicotine content herbs etc. while in any of the Buildings on the college, in Vehicles of or being used by the college.

#### **PENALTY**

The penalty for violation shall range from **WARNING, SUSPENSION to EXPULSION**, as the gravity of the case might warrant.

#### **DRUNKEN BEHAVIOR/CONSUMPTION OF ALCOHOLIC BEVERAGES**

Drunken behavior by student on campus is hereby prohibited. Student who exhibit drunken behavior, disturb others and disrupt the smooth operation of the college activities while under the influence of alcoholic beverages shall be considered drunk.

#### **PENALTY**

The penalty for violation shall range **WARNING, SUSPENSION to EXPLUSION**, as the gravity of the case might warrant. Consumption of alcoholic beverages within any of the Administrative or academic building on campus is strictly prohibited.



**PENALTY**

The penalty for violation shall range from WARNING, SUSPENSION to EXPLUSION, as the gravity of the case warrant.

**POSSESSION OF FIREARMS AND OTHER WEAPONS**

The possession of firearms and other weapons by student is forbidden anywhere on campus and other college facilities.

**PENALTY**

The penalty for violation shall range from WARNING, SUSPENSION EXPLUSION, as the gravity of the case might warrant.

**CREATING UNREST ON CAMPUS; ACT OF HOOLIGANISM, VANALISM AND VIOLENCE**

Student shall not create unrest on campus and acts that have the potential to create unrest; they shall not engage in acts of hooliganism, or violence.

**PENALTY**

The penalty for violating range from WARNING, SUSPENSION to EXPULSION, as the gravity of the case might warrant.

**ON CAMPUS STRIKES, BOYCOTT AND DEMOSTRATION**

Engaging in on-campus strike, or violent non peaceful demonstration, which activities disrupt and prevent the smooth operation of the college, are hereby prohibited.

**PENALTY**

The penalty for violating range from WARNING, SUSPENSION to EXPULSION, as the gravity of the case might warrant.

**DESTRUCTION OF COLLEGE PROPERTIES OR OTHER PROPERTIES FOUND ON STARZ GROUNDS**

There shall be no intentional destruction of college properties and any other properties found on college grounds or any properties being used by the college.

**PENALTY**

The penalty for violating ranges from WARNING, SUSPENSION to EXPULSION, as the gravity of the case might warrant.

**PENALTY****STARZ COLLEGE OF SCIENCE AND TECHNOLOGY, BATTERING POLICY**

No student shall for any cause whatever, in Starz , assault or batters any teachers, staff, fellow student and other College personnel or visitors to the college campus. Insubordination shall not be tolerated.

dent will appoint a committee to investigate the complaint by way of the findings and the

decision of the Dean of the College. The President shall render his/ her decision in writing within ten (10) days after receipt of the complaint

**Step 3:** Any party who is not satisfied with the decision of the President shall have the right to take appeal to the Academic advisory board whose decision shall in writing and shall be final. Parties to the controversy shall be accorded the privilege before the board to prosecute or deny their respective positions.

The board's decision shall be communicated to the parties within (2) weeks after hearing the evidence. Failure to take an appeal at step 1, 2 or 3 on the expiration of one month shall render the matter closed and no re-litigation shall be allowed.

**FOR NON-ACADEMIC MATTERS**

Should difference rise between a student and the college, between a student and a Faculty or college employee, between a student and another student as to Non-Academic Matters, there shall be no demonstration (Violation ), on campus, no vandalism or commotion, assault and battery. However, an earnest effort shall be made to resolve such difference without delay in the following manner:

**Step 1:**

Any student who has a grievance or complaint should discuss the alleged complaint with his/her assigned Advisor. Except when the advisor is the person against whom the complaint is made.

If the complaint is against his/her own Advisor, the Dean of the school where the student is enrolled shall within three (3) days designate a temporary Advisor to hear the complaint. The Advisor shall resolve the matter within five (5) days, and submit his/her decision in writing to the parties concerned.

**Step 2:**

If the complaint is not resolved at step 1, the aggrieved party shall submit a written grievance within one week addressed to the Associate Vice President/Dean for redress, provided it is not a grievance against the Associate Vice President/Dean.

If the complaint is against the Associate Vice President/Dean, the President shall within three (3) days designate any competent

Short-shorts  
 Undergarments showing  
 Bathing suits  
 Pajamas/loungewear  
 Slippers/flip flops  
 Tight, loose, sagging, baggy or revealing clothing

### **PENALTY**

Student who violates the dress code will have the option of correcting the violation. Student who violates the dress code repeatedly will forfeit eligibility to remain student of the College. Student who has a question about the appropriateness of an item should discuss the specific issue with the Ethics Committee of the College before wearing the item.

### **GRIEVANCE PROCEDURES FOR ACADEMIC MATTERS**

When a dispute arises between a student and the College, between a student and a faculty member or between a student and another student as grievances or grievance relating to Academic matters; there shall be no demonstration, (Violation ) on campus, no organized boycott of classes by students, no disturbance of peace and tranquility on campus, vandalism or commotion, no assault and battery. However, an earnest attempt shall be made to resolve such difference without delay in the following manner:

#### **Step 1:**

Any student who has a grievance or complaint of an academic nature shall discuss the Alleged complaint made, in an attempt to resolve it. If the complaint is against the instructor and is not solved with the instructor, the grievance shall be lodged with the Dean. The Dean shall resolve the matter within five days and submit his/her decision in writing to the parties concerned. If the academic matter originates from the Academic Management Office, the beginning steps for investigation shall be the Dean of the College. Where the Dean of the Student's College is involved, the beginning step lies with the Vice President for Academic Affairs and or President. Should the complaint be against the vice President for Academic Affairs, the beginning step shall lie with the President of the college..

#### **Step 2:**

Either party to the controversy shall be at liberty to take an appeal from the University. The Dean of the University to the President . The Presi-

### **HOSTILE AND DISRESPECTFUL BEHAVIOR TOWARDS COLLEGE AUTHORITIES**

Hostile and disrespectful behavior towards college Authorities, Government Officials, Visitors to the College, College Personnel is prohibited.

### **PENALTY**

The penalty for violation shall range **WARNING, SUSPENSION to EXPLUSION**, as the gravity of the case might warrant.

### **USE OF PROVOCATIVE, ABUSIVE, OBSCENE LANGUAGE**

The use of provocative, abusive or obscene language on campus whether against Government Officials, College Employees, other students or otherwise is prohibited

### **PENALTY**

The penalty for violation shall range from **WARNING, SUSPENSION to EXPLUSION**, as the gravity of the case might warrant.

### **I.D CARD TO BE CARRIED AT ALL TIMES WHEN ON CAMPUS, ETC.**

During time of crisis and during other times, many person/including criminals who are not Starz students have been found on the college campus. It is therefore necessary that the college students be identified at all times. Each college student is hereby required to carry at all times when on campus his/her current identification card. Where there is a problem the college Official or Security Official who is present may require the student to present his/her I.D Card. The refusal of a student to comply will construe as an act of insubordination. Instructor may ask student to present their I.D. Cards at any time.

### **PENALTY**

The penalty for violation shall range **WARNING, SUSPENSION TO EXPLUSION**, as the gravity of the case might warrant.

### **UNAUTHORIZED SOLICITATION OF FUNDS AND ACCOUNTABILITY FOR STUDENTS FUNDS.**

Students and student groups or organizations are hereby barred from soliciting funds or other aid from off-campus donors except upon written clearance from the Dean of the college. No individual student or group of students or **STUDENT ORGANIZATIONS IS PERMITTED TO ENGAGE IN FUND RAISING** activities except upon **written permission** of the Dean of College. The officers of student Organization to whom student or college funds are specially entrusted shall be held accountable for such funds. The Dean is empowered to require accountability of funds from student organization.

#### **PENALTY**

In case of unapproved soliciting and fund raising, the penalty shall range from **WARNING** to **SUSPENSION** as the gravity of the case might warrant.

In case where a student (s) or student organization (s) is unable to account for generated thereof shall be suspended from school until their indebtedness is settled.

In case of Misappropriation/Misapplication of student funds the official/personnel shall be penalized from **RESTITUTION** and **WARNING to SUSPENSION**, as the gravity of the case might warrant.

In case of a prospective graduate, he/she shall be barred from graduating, and A **HOLD** placed on all document until restitution is made.

#### **CLEARANCE FOR USE OF THE COLLEGE FACILITIES**

No student organization shall arrange programs at the college except upon written clearance to use the college facilities from the appropriate college authorities.

Letter (s) of request for the use of the college facility must be submitted to the Office of the Associate Vice President or Dean one to two weeks in advance and a written clearance obtained as stated above. Thereafter, a use of facility form must be completed and approved prior to the program.

#### **CLEARANCE FOR SPEAKERS ON THE COLLEGE CAMPUSES**

No student organization shall invite any guest speaker to STARZ COLLEGE OF SCIENCE AND TECHNOLOGY campus except upon written clearance from the President or Dean of Student Affairs, in compliance with college procedures. Such clearance must be obtained not less than one week before the program to which the speaker is invited.

In view of the above, the following procedures are to be followed:

Letter to Government Officials, Speakers, Invitees, etc. must be approved by the Associate Vice President/Dean of Students at

least two weeks in advance. Failure shall result in the cancellation of said activities and the officials involved penalized.

Letter to the President of the Republic of Liberia and Visitor of the college, the Vice President of the Republic of Liberia, the Speaker of the House of Representatives, the Chief Justice of the Supreme Court, The President Pro-Tempore of the Liberian Senate, The President of the Board of Trustees of the college of Starz, and Ambassadors accredited to the Republic of Liberia must be approved by the President of the college /Associate vice President-Dean of Students of the college of Starz.

#### **PENALTY**

The penalty for violation shall range **WARNING, SUSPENSION to EXPLUSION**, as the gravity of the case might warrant.

#### **LITTERING THE COLLEGE CAMPUS**

No student is allowed to litter the Campus or drop trash anywhere on the college campus. Any student found littering the STARZ COLLEGE OF SCIENCE AND TECHNOLOGY Campus shall be penalized.

#### **PENALTY**

The penalty for violation shall range **WARNING, SUSPENSION to EXPLUSION**, as the gravity of the case might warrant.

#### **GRIEVANCE PROCEDURES**

Where a student has a grievance against an employee of the college or another student, that student must adhere to the grievance procedures available to him/her and not take any action to disrupt the smooth operation of the College.

#### **PENALTY**

The penalty for violation shall range **WARNING, SUSPENSION to EXPLUSION**, as the gravity of the case might warrant.

#### **STUDENT DRESS CODE POLICY**

Appropriate student dress and grooming are important factors in the safe-quality learning and training environment of Starz College of Science and Technology where all members of the community are comfortable and not offended by inappropriate dress. Students are required to wear garments, shoes, jewelry, and accessories that are appropriate and modest in length and coverage and reflect a positive image of the College.

The following items of clothing are considered inappropriate/unacceptable for any students:

Strapless, halter tops, tube tops, tank tops or spaghetti straps  
Bare midriffs