

GRADUATE CLASS SCHEDULE

FALL SEMESTER

JUNE 17, 2014 – FEBRUARY 17, 2015

Multnomah University

Master of Arts in Counseling Program

CALENDAR

Continuing Student Registration beginsMon, April 14
New Student Registration Tues, August 12
Last day to register or add classes Mon, June 16
Classes begin..... Tues, June 17
Thanksgiving vacation (no class) Thurs-Fri, Nov. 27-28
Christmas vacation (no class) Dec. 22 – Jan. 2

CONTACT INFORMATION

Registrar's Office:

Amy Stephens - 503.251.5371

Betty Crews - 503.251.5376

Student Accounts:

Cyndi Wantz - 503.251.5343

Jennifer Tyler - 503.251.5345

Financial Aid:

Mary McGlothlan - 503.251.5335

IT Help Desk:

503.251.6555

helpdesk@multnomah.edu

BEFORE YOU REGISTER

1. New students must make an initial payment to Student Accounts office before you will be cleared to register. Continuing students must be current on their account in order to register. Log on to Self-Service (Access the Multnomah web page; select Self-Service) to check the status of your account. If you have a stop from the Business Office, then go to the Student Accounts window to take care of your account.
2. If any of the following items are outstanding you will not be cleared to register:
 - Admissions related documents if provisionally admitted (see Registrar's office)
 - Immunization or insurance information (see Nurse)
3. Plan your schedule. A copy of the class schedule is attached and is also available in Self-Service under section search. Faculty advisors will assist new students in planning their schedule during orientation.

SCHEDULE FOR REGISTRATION

New students will register during orientation on August 12. Continuing students can register starting on April 14 and must complete on-line registration by June 16. Please contact the Registrar's office if you need assistance with registration.

HOW YOU REGISTER

New students will register at the MAC Orientation evening. Please bring the following information with you to register: Vehicle license number or bicycle serial number; emergency contact name, address, phone; your Portland address (apt. or otherwise) and phone; and your social security number.

Continuing students access Self-Service (Access the Multnomah web page; select Self-Service. Follow the directions on the attached page for web registration) and register for your classes. The system will check to make sure that all pre-requisites are met and that you do not have any schedule conflicts.

IMPORTANT ITEMS TO NOTE (related to on-line registration)

If you get an error message on one or more classes that you have selected to take, remove that class from your selections and save your other classes. If you believe that you should be able to take the class, contact the Registrar's office and we will review your situation and add the class if you qualify to take it.

AFTER YOU REGISTER

Add/Drop

Continuing Students: On-line registration and add/drop close on June 16.

New students: August 25 is the deadline to complete registration and add/drop.

After June 16 or Aug. 25- whichever applies- students may add courses at the Registrar's Office prior to the first class meeting of a course for a \$10 per course late add fee. Classes may be dropped, but you must contact the Registrar's office to take care of this and there is a \$5.00 per course fee for courses dropped after the start of the term. Classes may be dropped up until the fifth week of a course. (Veterans and students receiving financial aid note limitations on Progress Standards.)

Late Registration

Late registration begins on Tuesday, June 17. Late registration must be completed in person at the Registrar's office. Late registration must be completed by August 29, or before the second class meeting of your first class in the semester, whichever is earlier.

DIRECTORY INFORMATION INCLUDES NAME, ADDRESS, PHONE NUMBER, E-MAIL ADDRESS, DATES OF ATTENDANCE, DEGREE AND AWARDS, HONOR ROLL, MAJOR OR MINOR, FULL-TIME/PART-TIME ENROLLMENT STATUS, CLASS STANDING, SPOUSE NAME, PHOTOGRAPH, AND WEIGHT AND HEIGHT OF ATHLETIC TEAM MEMBERS. THIS INFORMATION MAY BE RELEASED TO LEGITIMATE INQUIRERS. SEE REGISTRAR IF QUESTIONS.

Web Registration Instructions for Self-Service

1. Log in to Self-Service.

New students - use the same user ID and password that you just created to access the Multnomah network.

Continuing students – contact IT (503.251.6555 or helpdesk@multnomah.edu) if you can't remember your password

New student's only complete step 2, continuing students skip to step 3.

2. Then select the *Addresses* section under the *My Profile* tab. Your campus box number (MSC#) has been assigned as your on campus address. Review your permanent address and verify that it is correct. If not, make changes and submit change. If you are not living at your permanent address, in the residence halls or in school owned apartments or houses, please create an off campus address and supply your current local address. If there are addresses displayed that are no longer valid, please delete them.
3. Now select *Register* tab and select *Traditional Courses* and move through four steps: Select period, Review schedule, Finalize and Complete (detailed below).
4. Select the period and then search for courses using 'Section Search'. Make sure period and session are correct (i.e. period of Fall 2014 and session of 02). If you insert the first letter of the course designator in the Course Code field (i.e. B for Bib101 or T for TH 507) the computer will return a list of courses to choose from. Do *not* use the keyword search field. Add the courses that you want to your shopping cart by clicking on the *add* button. Do this before going on to another selection.
5. After each course selection, go to *New Search* on left side of screen to get your next class.
6. After you have selected your courses and they are in your registration shopping cart, you need to register for them. Do this by clicking on *Back to Registration* and marking the checkbox for each course and then select *Next*. If all goes well you will be registered for your courses and you can print out the page showing your schedule.

If you get an error message when you are registering your courses you will need to correct the problem and then re-register your courses by marking the checkbox again and selecting *Next*. The system checks for time conflicts, pre-requisites and co-requisites. If you believe you should be able to enroll in a course that the computer is not allowing, please register for all your other courses and then talk with one of the registrar's staff about the course that you could not register for.

7. After you have completed the course registration process you should select *Finish*. This will finalize your schedule and cause the system to create your billing statement based on your registration. You can view your billing statement after you finalize your schedule.
8. **Logout when you are done.**

Subject	Hrs	Sec	Time	Days	Rm	Professor
<u>Counseling</u>						
<u>MAC Cohort 11</u>						
COU500 Graduate Seminar 9/5, 9/6	1	01	6:00-10:00 PM/9:00-5:00 PM	FRI/SAT	TL111/TL111	Manock
COU510 Basic Counseling Skills & Helping Rel. Sep 16-Oct 28	3	01	6:00-10:00 PM	TUES	TL111	Manock
COU520 Legal & Ethical Issues in Counseling Nov 4-Dec 16	3	01	6:00-10:00 PM	TUES	TL111	Manock
COU530 Research & Evaluation Jan 6-Feb 17	3	01	6:00-10:00 PM	TUES	TL111	Chresfield
<u>MAC Cohort 10</u>						
COU540 Princ Counseling & Brief Therapy Sep 4-Oct 16	3	01	6:00-10:00 PM	THUR	B4	Stephens
COU545 Practicum Sep 4-Dec 11	1	01	5:00-5:55 PM	THUR	TL117	Cleaver
COU545 Practicum Sep 9-Dec 9	1	02	5:00-5:55 PM	TUES	TL115	Cleaver
COU555 Diagnosis & Psychopathology Oct 23-Dec 11	3	01	6:00-10:00 PM	THUR	B4	Stephens
COU560 Counseling Theory Dec 18-Feb 12	3	01	6:00-10:00 PM	THUR	B4	Manock
<u>MAC Cohort 9</u>						
COU570 Found. of Counseling & Human Diversity Aug 5-Sep 16	3	01	6:00-10:00 PM	TUES	TL112	Jones
COU605 Clinical Internship I Aug 5-Jan 6	3	01	Arranged	TBA		Chresfield
COU610 Psychopharmacology, Addictions & Brain Sep 23-Nov 4	3	01	6:00-10:00 PM	TUES	TL112	Chresfield
COU620 Advanced Counseling & Supervision Nov 11-Jan 6	3	01	6:00-10:00 PM	TUES	TL112	Velez
<u>MAC Cohort 8</u>						
COU630 Advanced Human Growth & Development Jul 31-Sep 11	3	01	6:00-10:00 PM	THUR	B2	Manock
COU645 Clinical Internship II Jul 31-Jan 8	3	01	Arranged	TBA		Chresfield
COU640 Group Dynamics and Counseling Sep 18-Oct 30	3	01	6:00-10:00 PM	THUR	B2	Cleaver
COU650 Sexuality, Marriage, Couple & Fam Systms Nov 6-Jan 8	3	02	6:00-10:00 PM	THUR	B2	Walters
<u>MAC Cohort 7</u>						
COU650 Sexuality, Marriage, Couple & Fam Systms Jun 17-Aug 5	3	01	6:00-10:00 PM	TUES	TL113	Walters
COU695 Continuing Internship Jun 17-Nov 18	1	01	Arranged	TBA		Chresfield
COU690 MAC Comprehensive Oral Exam Jul 15-Aug 15	0	01	Arranged	TBA		Walters
COU670 Spiritual Integration & Social Concern Aug 12-Sep 23	3	01	6:00-10:00 PM	TUES	TL113	Cleaver
COU680 Lifestyle and Career Development Sep 30-Nov 18	3	01	6:00-10:00 PM	TUES	TL113	
<u>Bible & Theology</u>						
BIB560 New Testament Survey Sep 8-Nov 17	3	01	6:00-10:00 PM	MON	B4	Zichterman
BIB550 Survey of the Old Testament 9/12, 9/13, 10/17, 10/18, 11/14, 11/15	3	01	6:00-10:00 PM/8:00-5:30 PM	FRI/SAT	B4/B4	Christiansen
<u>Electives</u>						
COU585D Advanced Diagnostics 7/18, 7/19	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	List
COU588A Emotion Focused Couples Therapy 9/12, 9/13	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Manock
COU588B Helping Victims of Sexual Abuse 9/26, 9/27	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Rodriguez
COU585F Grief, Trauma, Death & Dying 10/3, 10/4	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Velez
COU588C Clinical Report Writing 10/31, 11/1	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Rodriguez
COU585E Therapeutic Und for the Sexually Broken 11/7, 11/8	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Thompson