

# **GRADUATE CLASS SCHEDULE**

## **SUMMER SEMESTER**

**MAY 3 – AUGUST 20, 2021**

# **Multnomah University**

## **Master of Arts in Counseling Program**

### **CALENDAR**

Continuing Student Registration begins..... Mon, Feb 15  
Last day to complete summer registration on-line ..... Fri, April 30  
Classes begin ..... Mon, May 3  
Semester ends..... Fri, August 20

### **CONTACT INFORMATION**

**Registrar's Office:**

**Amy Stephens - 503.251.5371**

**Betty Crews - 503.251.5376**

**Student Accounts:**

**503.251.5345**

**Financial Aid:**

**503.251.5335**

**IT Help Desk:**

**503.251.6555**

**[helpdesk@multnomah.edu](mailto:helpdesk@multnomah.edu)**

## BEFORE YOU REGISTER

- **New students** must pay their *enrollment deposit* 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 then select Self-Service) to check the status of your account.
- **Clearing stops:** If you have a stop on your account you will not be able to register.  
If you have a stop from the *Business Office*, then go to the Student Accounts window to take care of your account.  
If you have a stop pertaining to *admissions related documents*, if provisionally admitted, see the Office of the Registrar.  
If you have a stop pertaining to *immunization information*, see the Office of the Registrar.

## WHEN DO YOU REGISTER?

- **Continuing students** can register starting on **February 15** and must complete on-line registration by April 30.

## HOW DO YOU REGISTER?

- **Plan your schedule** for next semester. A copy of the *class schedule is attached* and is also available in Self-Service under section search.
- **Access Self-Service:** Access the Multnomah web page then 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)

Please contact the Office of the Registrar if you need assistance with 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 Office of the Registrar and we will review your situation and add the class if you qualify to take it.

## **AFTER YOU REGISTER**

Please verify your class schedule by checking it in Self-Service prior to the first day of class. If you observe any errors, immediately report them to the Office of the Registrar.

### **Add/Drop**

April 30 at 5:00 p.m. is the deadline for on-line registration and add/drop

After April 30 students may add courses at the Office of the Registrar *prior to the first class meeting* of a course for a \$10 per course late add fee. Classes may be dropped prior to the start of the course or withdrawn, by contacting the Office of the Registrar. Note that there is a \$5.00 per course fee for course drops or withdrawals after the start of the term. Students may withdraw from classes before 75% of the course has been completed. This would be week five in an 8-week course and week three in a 5-week course. (Veterans and students receiving financial aid note limitations on Progress Standards.)

### **Late Registration**

Late registration begins on Monday, May 3. Late registration must be completed in person at the Office of the Registrar. Late registration must be completed by May 7 at 4:00 p.m.

*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 YOU HAVE QUESTIONS.*

*Photographs and/or videos taken by the Multnomah University Marketing Department may be used for purposes of education, publicity, and student recruitment for the university. Please refer to the student handbook for details on authorization/consent at [multnomah.edu/resources/student-resources/student-handbooks](http://multnomah.edu/resources/student-resources/student-handbooks).*

## 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 students** complete **step 2**. **Continuing students** skip to **step 3**.

2. Then select the *Addresses* section under the *My Profile* tab. A campus box number (MSC#) has been assigned if you are living on campus. 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, please create a secondary address and supply your current local address. If there are addresses displayed that are no longer valid, please delete them.
3. Now select the *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 Summer 2021 and session of 02). If you insert the first letter of the course designator in the Course Code field (i.e. C for COU classes) 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 for 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
<b><u>Counseling</u></b>						
<b><u>MAC Cohort 20</u></b>						
COU515 Spiritual Formation & Integration 5/6, 5/13, 5/20	2	01	6:00-10:00 PM	THUR	TL113	
COU515A Spiritual Formation & Integration 5/8	0	01	9:00-4:00 PM	SAT	TL113	
COU620 Advanced Counseling Skills May 27-Jul 15	3	01	6:00-10:00 PM	THUR	TL113	Jones, R
COU650 Couples, Families and Other Systems 7/22, 7/29, 8/5, 8/12, 8/19	2	01	6:00-10:00 PM	THUR	TL113	Peck, J
<b><u>MAC Cohort 19</u></b>						
COU690 Integ Case Conceptualization & Comp Oral May 3-Aug 20	1	01	Arranged	TBA		LeFeber, M
COU660 Tests and Appraisal in Counseling May 4-Jun 22	3	01	6:00-10:00 PM	TUES	TL113	
COU665 Trauma 6/29, 7/6, 7/13	1	01	6:00-10:00 PM	TUES	TL113	Collins, T
COU655 Addictions 7/20, 7/27, 8/3, 8/10, 8/17	2	01	6:00-10:00 PM	TUES	TL113	Pasimio, M
COU645 Clinical Internship II May 3-Aug 20	3	01	Arranged	TBA		Warner, T
COU645 Clinical Internship II LAB	0	01 02 03	4:00-5:30 PM 4:00-5:30 PM 5:30-7:00 PM	TUES TUES THUR	TL116 TL117 Online	White, K LeFeber, M Warner, T
<b><u>Electives</u></b>						
COU587M Collective Trauma May 3-Jun 27	1	01	5:30-7:00 PM	MON	Online	Render Turmaud, D
COU591A Private Practice 7/9, 7/10	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Combs, M