

GRADUATE CLASS SCHEDULE

FALL SEMESTER

August 30 – December 17, 2021

Multnomah University

Master of Arts in Counseling Program

CALENDAR

Continuing Student Registration begins.....Wed, March 31
New Student Registration..... Mon, May 17
Last day to register or add classesFri, August 27
Classes begin Mon, August 30
Thanksgiving vacation (no class)..... Thurs-Fri, Nov. 25-26
Semester ends.....Fri, December 17

CONTACT INFORMATION

Office of the Registrar:

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

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 to register. Log on to Self-Service (Access MyMU then MyApps; 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 contact Student Accounts to take care of your account.
If you have a stop pertaining admissions *related documents*, if provisionally admitted, see the Office of the Registrar.
If you have a stop pertaining *immunization* information, see the Office of the Registrar.

WHEN DO YOU REGISTER?

- **New students** will be able to register starting **May 17**, after they are admitted and have paid their enrollment deposit.
- **Continuing students** can register starting on **March 31** and must complete on-line registration by August 27 at 5:00 p.m.

HOW DO YOU REGISTER?

- **Plan your schedule** for next semester. Refer to this *class schedule* or Self-Service under section search.
- **Access Self-Service:** Access MyMU then MyApps; 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

August 27 is the deadline to complete on-line registration and add/drop.

After Aug. 27 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, by contacting the Office of the Registrar. Note that 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 Monday, August 30. Late registration must be completed in person at the Office of the Registrar. Late registration must be completed by September 3, 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.

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.

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

2. Select your profile icon in the upper right corner of the screen and then select the *Addresses* section. A campus box number 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 in the residence halls, student apartments or at your permanent address, 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. Select *Registration* and then *Courses*.
4. Use Search to find your courses. You can enter your course id or course title in the Search bar (i.e. COU500) or select Advanced Search and utilize the filters. Add the course that you want to your cart by clicking on the *add* button. Repeat this step for each course.
5. After you have selected your courses and they are in your cart, you need to register for them. Do this by clicking on *Register*. If all goes well, you will be registered for your courses and you can print out the page showing your schedule.

If you get a "Registration failed" message when you are registering your courses, you will need to correct the problem and then re-register your courses by clicking on *Register*. 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.

6. **Logout when you are done.**

Subject	Hrs	Sec	Time	Days	Rm	Professor
<u>Counseling</u>						
<u>MAC Cohort 21</u>						
COU525 Basic Counseling Skills Sep 2-Oct 21	3	01	6:00-10:00 PM	THUR	TL112	Peck, J
COU500 Professional Orientation 9/10, 9/11	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL112/TL112	White, K
COU575 Research I 10/22, 10/23	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL112/TL112	
COU520 Legal & Ethical Issues in Counseling Oct 28-Dec 16	3	01	6:00-10:00 PM	THUR	TL112	Jones, R
<u>MAC Cohort 20</u>						
COU640 Group Dynamics and Counseling Sep 2-Oct 21	3	01	6:00-10:00 PM	THUR	TL113	Talvitie, L
COU643 Social & Cultural Diversity Oct 28-Dec 16	3	01	6:00-10:00 PM	THUR	TL113	Peck, J
COU545 Practicum Aug 30-Dec 17	2	01	4:00-5:30 PM	THUR	TL116	Peck, J
		02	4:00-5:30 PM	THUR	TL117	
<u>MAC Cohort 19</u>						
COU695 Continuing Internship Aug 30-Dec 17	1	01	Arranged	TBA		Peck, J
COU695 Continuing Internship LAB	0	01	4:00-5:30 PM	TUES	TL116	LeFeber, M
COU695 Continuing Internship LAB	0	02	4:00-5:30 PM	TUES	TL117	White, K
COU657 Research II 8/31, 9/7, 9/14, 9/21, 9/28	2	01	6:00-10:00 PM	TUES	TL113	
COU680 Lifestyle and Career Development Oct 5-Nov 23	3	01	6:00-10:00 PM	TUES	TL113	
COU675 Advocacy and Consultation 11/30, 12/7, 12/14	1	01	6:00-10:00 PM	TUES	TL113	LeFeber, M
<u>Electives</u>						
COU585K Intro to Dance/Movement Therapy 11/5, 11/6	1	01	6:00-10:00 PM/9:00-4:00 PM	FRI/SAT	TL112/TL112	LeFeber, M