

GRADUATE CLASS SCHEDULE

SUMMER SEMESTER

MAY 2 – AUGUST 19, 2022

Multnomah University

Master of Arts in Counseling Program

CALENDAR

Continuing Student Registration begins..... Mon, Feb 14
Last day to complete summer registration on-line Fri, April 29
Classes begin Mon, May 2
Semester ends..... Fri, August 19

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

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 the 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 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 14** and must complete on-line registration by April 29.

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

April 29 at 5:00 p.m. is the deadline for on-line registration and add/drop

After April 29 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 2. Late registration must be completed in person at the Office of the Registrar. Late registration must be completed by May 6 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.

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 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. 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 for 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>						
COU620 Advanced Counseling Skills May 5-Jun 23	3	01	6:00-9:00 PM	THUR	TL112	Jones, R
COU650 Couples, Families and Other Systems 6/30, 7/7, 7/14, 7/21, 7/28	2	01	6:00-9:00 PM	THUR	TL112	Peck, J
COU515 Spiritual Formation & Integration 8/4, 8/11, 8/18	2	01	6:00-9:00 PM	THUR	TL112	Feil, B
COU515A Spiritual Formation & Integration 8/6	0	01	9:00-4:00 PM	SAT	TL112	Feil, B
<u>MAC Cohort 20</u>						
COU690 Integ Case Conceptualization & Comp Oral May 2-Aug 21	1	01	Arranged	TBA		LeFeber, M
COU660 Tests and Appraisal in Counseling May 5-Jun 23	3	01	6:00-9:00 PM	THUR	TL113	Maia, G
COU665 Trauma 6/30, 7/7, 7/14	1	01	6:00-9:00 PM	THUR	TL113	Render Turmaud, D
COU655 Addictions 7/21, 7/28, 8/4, 8/11, 8/18	2	01	6:00-9:00 PM	THUR	TL113	Render Turmaud, D
COU645 Clinical Internship II May 2-Aug 21	3	01	Arranged	TBA		Peck, J
COU645 Clinical Internship II LAB	0	01	4:00-5:30 PM	THUR	TL116	White, K
		02	4:00-5:30 PM	THUR	TL117	LeFeber, M
<u>Electives</u>						
COU695 Continuing Internship May 2-Aug 21	1	01	Arranged	TBA		Peck, J
COU695 Continuing Internship LAB	0	01	4:00-5:30 PM	THUR	TL116	White, K
COU590D Narrative Therapy 5/20, 5/21	1	01	4:00-5:30 PM	THUR	TL117	LeFeber, M
		02	6:00-9:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Talvitie, L
COU588H Trauma in the Humanitarian Context Jun 6-Jun 10	1	01	9:00-12:00 PM/1:00-4:00 PM	ALL/ALL	TL111/TL111	Fancher, K
COU592C Dialectical Behavioral Therapy 7/15, 7/16	1	01	6:00-9:00 PM/9:00-4:00 PM	FRI/SAT	TL113/TL113	Kropf, A