Winter 2018 term - January 8 to March 18

- M.S. Educational Counseling
- Pupil Personnel Services: School Counseling Credential

GO GREEN
Print only the pages you need – schedule of classes are on pages 9 to 12

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Caring ~ Leadership ~ Diversity ~ Excellence
Please contact us if you have questions!

<table>
<thead>
<tr>
<th>Locations</th>
<th>Contact Person</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bakersfield</td>
<td>Marcus Duarte-Smith</td>
<td>(661) 861-6806</td>
<td><a href="mailto:mduarte-smith@laverne.edu">mduarte-smith@laverne.edu</a></td>
</tr>
<tr>
<td>High Desert</td>
<td>Don Parker</td>
<td>(760) 955-6477</td>
<td><a href="mailto:dparker@laverne.edu">dparker@laverne.edu</a></td>
</tr>
<tr>
<td>Burbank</td>
<td>Gabriella Marquez</td>
<td>(909) 448-4327</td>
<td><a href="mailto:gmarquez@laverne.edu">gmarquez@laverne.edu</a></td>
</tr>
<tr>
<td>Orange County</td>
<td>Lorelco Mulzac</td>
<td>(714) 505-6939</td>
<td><a href="mailto:lmulzac@laverne.edu">lmulzac@laverne.edu</a></td>
</tr>
<tr>
<td>Santa Clarita/ Newhall</td>
<td>Chuck Masterson</td>
<td>(805) 981-6027</td>
<td><a href="mailto:cmasterson@laverne.edu">cmasterson@laverne.edu</a></td>
</tr>
<tr>
<td>Ventura</td>
<td>Chuck Masterson</td>
<td>(805) 981-6027</td>
<td><a href="mailto:cmasterson@laverne.edu">cmasterson@laverne.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Campus Administration</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor</td>
<td>(909) 448-4998</td>
<td><a href="mailto:lthomas@laverne.edu">lthomas@laverne.edu</a></td>
</tr>
<tr>
<td>Credential Analyst / Academic Advisor</td>
<td>(909) 448-4969</td>
<td><a href="mailto:aacuna@laverne.edu">aacuna@laverne.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td><a href="http://laverne.edu/library/">http://laverne.edu/library/</a></td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td><a href="http://sites.laverne.edu/registrar/">http://sites.laverne.edu/registrar/</a></td>
</tr>
<tr>
<td>Student Accounts</td>
<td><a href="http://sites.laverne.edu/finance/2010/10/06/student-accounts/">http://sites.laverne.edu/finance/2010/10/06/student-accounts/</a></td>
</tr>
<tr>
<td>University of La Verne Bookstore</td>
<td>(800) 444-4858</td>
</tr>
</tbody>
</table>
REGISTRATION & PAYMENT POLICY

Students who are assigned to a cluster and want to take classes with a different cluster must request permission from the Academic Advisor. **Students must register online between November 29, 2017 and January 1, 2018. In order to have your name added to the blackboard site for your first class session for any online courses, you must register by January 1, 2018.**

Students must complete their financial arrangements no later than one week prior to the start of the term. Students who do not make financial arrangements **one week prior to the start of the term will be assessed a fee of $100.** Students who have not made financial arrangements by the third week of the term will be assessed an additional $200. Financial arrangements include payment in full or enrollment in a payment plan.

| Tuition:        | $640.00 per sem. unit | Appeal Fee:  | $ 50.00 |
| Registration Fee: | $30.00 per course     | Change of Program Fee:  | $ 50.00 per course |
| LaFetra Assessment Fee: | $9.00 per course     | Deferred Payment Fee:  | $ 50.00 per term  |
| Late Registration Fee: | $ 100.00 per term    | Graduation Fee:  | $160.00 |

Payment Options

1. **Payment in Full** - Payment must be received one week prior to the start of the term, **January 1, 2018.**
   **Payment Methods**
   a. Mail a check, cashier’s check, or money order made payable to the University of La Verne to the following address: University of La Verne, Student Accounts, 1950 3rd St, La Verne, CA 91750. Payment must be received by January 1, 2018. Please include your student ID number on all correspondence.
   b. Pay by Web Check or Credit Card online. In the secure area of MyLaVerne, click on the Term Balance link for the term in which you registered. Select My Student Account Center, Select Make a Payment. Choose your payment method and enter the requested information.

2. **Payment Plan:** You may sign up for the payment plan through MyLaVerne. There is a $50 deferment fee per term. **Click on this link below for the options available and when you must set up your payment plan.**
   [https://sites.laverne.edu/student-accounts/files/2017/08/163203centersforeducatorspaymentplancard.pdf](https://sites.laverne.edu/student-accounts/files/2017/08/163203centersforeducatorspaymentplancard.pdf)
   Go to [www.laverne.edu](http://www.laverne.edu). Click on MyLaVerne and enter the Secure Area. Click on Student Services & Financial Aid. Select Student Accounts, Select Term Balance. Select My Student Account Center. Click on the Payment Plan tab.

If you have questions concerning your tuition and fees, payment options or any additional Student Accounts services, please call 1-888-788-2455.

WITHDRAWAL POLICY

A student may drop a course through the first seven days of the term. A student may withdraw from courses beginning on the first day of the second week of the term through 60% of the term. A grade of “W” will be recorded on the transcript. A student who fails to officially withdraw from a registered course will receive a grade of “WF” or “WNC”, depending on the grade option of the course.

*Procedures:* The last day to drop a class online without a fee and to receive a 100% refund is **January 17, 2018.** During the Withdrawal Period (**January 18 to January 31, 2018**) a $50 Change of Program Fee will be assessed.

*Refund Policy:* Refunds of tuition and applicable fees are based on the date of the student’s official drop or withdrawal according to the Refund Schedule. Refunds are based on the total tuition charged. A Change of Program Fee of $50 will be charged to the student and subtracted from any calculated refund.

Students who receive federal financial aid are subject to a pro-rata return of federal funds through the 60% period of each ten-week term. The Title IV Compliance Officer will calculate the amount of refund to the financial aid programs.

<table>
<thead>
<tr>
<th>Drop / Withdraw by:</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 2018:</td>
<td>100%</td>
</tr>
<tr>
<td>January 24, 2018:</td>
<td>75%</td>
</tr>
<tr>
<td>January 31, 2018:</td>
<td>50%</td>
</tr>
</tbody>
</table>

*No refunds after January 31, 2018.*
*No withdrawals after 60% of the term.*
HOW TO ACCESS YOUR PERSONAL INFORMATION

USING “MyLaVerne”

► Log onto the home page: http://www.laverne.edu.
► Select MyLaVerne at the top of the page.
► Select Enter Secure Area.
► On the next page the User Log In will appear. Enter your Identification Number and PIN number. Your Identification Number is the number assigned to you by La Verne. This number appears on your student ID card.
► If this is the first time you have entered the system, your PIN number will be your birth date (MMDDYY) and then you will be prompted to change the PIN to something other than your birth date. The system will prompt you to create a security question. Please create a question that will help you remember your new PIN.
► If you have previously logged onto MyLaVerne, but you forgot the PIN that you created and need your PIN reset to your birth date, please call your academic advisor.
► The next page will offer a selection of items from which you will be able to access personal information including financial aid status, registrations, grades, and an unofficial transcript of your course work showing your semester and cumulative grade point averages.

Note: Always click on the "Exit" button on any page in order to end your web session and close your secure connection, especially if accessing the web from a public computer.

HOW TO ORDER YOUR TEXTBOOKS

There are two ways you can order textbooks online. You may follow the directions here, or you can follow the directions at the bottom of page 5 (Item #4: Textbooks.)

► Go to http://www.laverne.edu/bookstore/.
► Select Visit the Bookstore Online!
► Select “Books” for Textbooks and Course Materials.
► Select Term: winter 2018
► Select your Campus: ROC Education.
► Select Department: Prefix of the course
► Select Course: Select the appropriate course number.
► Select CRN: Select the CRN of your course and hit the submit button.

The required textbook(s) will appear, and you can proceed to order them online.

APA Guidelines: The LaFetra College of Education at the University of La Verne requires students to follow the APA guidelines when writing their research papers. Students should purchase the current APA Manual.

HOW TO UTILIZE THE BOOK VOUCHER FOR FINANCIAL STUDENTS

A student wishing to use their financial aid funds to purchase textbooks will need to contact Student Accounts and request to be added to the book voucher list for the bookstore. Once you’re added to the list, then follow the instructions below to order your textbooks.

Go to http://www.laverne.edu/bookstore/.
► Select Visit the Bookstore Online
► Select Find Your Textbooks and Course Materials.
► Select Term: winter 2018
► Select Campus: ROC Education.
► Select Your Department. Enter the appropriate course prefix information found in the schedule.
► Select Your Course. Enter appropriate information found in the schedule.
► Select CRN: Either the CRN or your cluster code will appear. Select your CRN or cluster code.
► The required textbook(s) appears. Click on the + sign to see rental/purchase choices. Then, order them online. If you rent, please create an account to access a return mailing label.
► When you arrive to the payment page, select Student Accounts – Financial Aid from the drop-down menu under Alternate Forms of Payment and enter your Student ID.

SCHEDULE CHANGES

Please check the schedule weekly on the Centers for Educators website for any updates/changes that might occur. It will have an updated date in the upper left hand corner.
WEB REGISTRATION INSTRUCTIONS

Please print the following instructions and follow them step-by-step. If this is your first course with La Verne, please contact your Academic Advisor prior to beginning the registration process.

1. FIND YOUR winter 2018 COURSES:
   You can find the courses offered to your cluster in this schedule. Write down the "CRN" number for each course. If you are unsure about which course(s) you need, contact your Academic Advisor.

2. “PAYMENT AGREEMENT and PROMISISSORY NOTE”:
   To begin the Web Registration process, you are required to have the Payment Agreement and Promissory Note on file with the University of La Verne. If you do not already have the Payment Agreement and Promissory Note on file, please log into MyLaVerne. Click on the “Student Services and Financial Aid” line. Click on Registration, then on Payment Agreement and then on Promissory Note. Read the Promissory Note completely, and then electronically accept the Promissory Note.

3. WEB REGISTRATION:
   • LOG ON TO MyLaVerne
     First time users should follow the instructions: MyLaVerne Information on the Office of the Registrar's web site, http://www.laverne.edu/registrar/mylaverne-info/
   • BEGIN REGISTRATION:
     After logging on to MyLaVerne, click on the Student Services and Financial Aid icon. From the Student Services menu, click on Registration. The system will take you to the Registration menu.
   • SELECT TERM:
     From the Registration menu, click on Select Term. Use the pull-down menu to select the term in which you wish to register. In this case it will be winter 2018. Click Submit.
   • ADD CLASSES BY CRN:
     From the Registration Menu, click on Register/Add/Drop Classes. Simply enter each CRN number in the white boxes under the "Add Classes" heading. When you have entered the CRNS for all the classes, click on the Submit Changes button.
   • DROPPING A COURSE
     From the "Add/Drop Classes" page, use the pull-down menu under the "Action" column to select DROP. After you have selected DROP, scroll down and click Submit Changes. When the page is re-displayed, your "Current Schedule" will no longer include the dropped course.
   • VIEW YOUR REGISTERED SCHEDULE:
     After clicking the "Submit Changes" button, the system will automatically return you to the "Register/Add/Drop Classes" page where you will see all of the classes in which you successfully registered in listed under "My Current Schedule." If you have successfully registered in all of the courses you requested, click on Term Balance.
   • TERM BALANCE AND PAYMENT OF COURSES:
     To view your account balance for the term in which you have registered, click on Term Balance. This screen displays the tuition and fees charged as a result of your registration. It also shows anticipated credits, if any.
     - If your anticipated financial aid or other credits are greater than your charges, it is not necessary to submit payment.
     - If your financial aid does not cover your charges, you must pay your outstanding charges by check or credit card.
     - If you are anticipating financial aid and it is not indicated on the “Term Balance” page, you should go to the Financial Aid site in MyLaVerne to verify your status. You must accept your financial aid online before it will appear on the “Term Balance” page.
     - If financial arrangements are not made one week prior to the starting of the term (January 1, 2018), students will be assessed a $100 Late Financial Arrangement Fee. Students who have not made financial arrangements after 30 days from one week prior to the term/semester will be assessed an additional $200. Additional fees may be charged.
   • EXITING MyLaVerne:
     To log out of the system, scroll up and click on the Exit button in the top right-hand corner of the page.

4. TEXTBOOKS:
   When registering for courses, you will receive a registration confirmation. At the bottom of the confirmation will be a link – “Click here to purchase books online” – that takes you to the list of books assigned for your registered course(s) and allows you to purchase them with a credit card. If you do not purchase your books at that time, you may purchase them at a later date through the “Student Services and Financial Aid” page by visiting your MyLaVerne account. The link for the bookstore will be the last item listed. If paying by check, call the University Bookstore at 1-800-444-4858. Be sure to have your CRN and the location of the course when you talk with them.
IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29, 2018</td>
<td>Online registration begins.</td>
</tr>
<tr>
<td>January 1, 2018</td>
<td>Make your financial arrangements in MyLaVerne.</td>
</tr>
<tr>
<td>January 17, 2018</td>
<td>Last day to register without an appeal</td>
</tr>
<tr>
<td>January 17, 2018</td>
<td>Last day to drop via the web.</td>
</tr>
<tr>
<td>January 31, 2018</td>
<td>Last day to withdraw via the web (no refund).</td>
</tr>
<tr>
<td>March 4, 2017</td>
<td>Online course evaluations begin.</td>
</tr>
<tr>
<td>March 23, 2018</td>
<td>Online course evaluations end.</td>
</tr>
</tbody>
</table>

TERM CALENDAR

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2018</td>
<td>January 8 to March 18</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>March 26 to June 3</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>June 11 to August 19</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>September 24-December 9 (break- November 18-24)</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>January 7 to March 17</td>
</tr>
</tbody>
</table>

ATTENDANCE and CLASSROOM FACILITIES

Regular and prompt attendance at all classes is required. The instructor may assign extra work, require special exams, require you to attend class sessions at another location, and/or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

Please remember we are guests at the sites where we conduct classes. Classrooms should be left clean and in good order at the end of the day or evening.

COMMENCEMENT

A candidate qualifies to participate in the Winter 2018 ceremony upon successful completion of all degree and program requirements during the Summer or Fall 2017 terms, or when he/she has enrolled in all final courses during the Fall 2017 term.

A candidate qualifies to participate in the Spring 2018 ceremony upon successful completion of all degree and program requirements during the Winter or Spring 2018 terms, or when he/she has enrolled in all final courses during the Spring 2018 term.

Graduate students must file an Application for Graduation and an Application for Advanced Standing. For Commencement information go to: http://www.laverne.edu/commencement/

E-MAIL ACCOUNTS

All official University communication will be sent to all students through their @laverne.edu Gmail address. Other email addresses will not be used for any course work or official communication. If you have never accessed your @laverne.edu Gmail account, please log into the Secure Area of MyLaVerne.

► The first screen will display a link to the Gmail Account Information page, where you can get your Gmail account name and default password.
► Once your have your Gmail account name and password, go to www.laverne.edu.
► Under “Current Students” select E-mail.
► Log in to the @laverne.edu Gmail system by entering your User name and Password.
► As a security measure, change your default password.
► If you require assistance, you may contact the OIT Help Desk at (909) 593-3511, extension 4130.

FINANCIAL AID

You must submit an application for financial aid for each academic year of enrollment. If you haven’t submitted a FAFSA application for the 2017-2018 school year, please do so now. It is best to apply at least six weeks prior to the beginning of the term. The website for the on-line application is: http://www.fafsa.ed.gov. The school code for University of La Verne is 001216.

Students with questions about the status of their financial aid are encouraged to visit the Financial Aid site in the secure area of MyLaVerne. You must be admitted to a qualifying program before your financial aid application will be processed at the University of La Verne.
INCOMPLETE GRADES

Policy about INC grades from the 2017-2018 catalog (p. 52): Incompletes are authorized only when (a) it is impossible for the student to complete the course because of illness or other justifiable cause and (b) has successfully completed all work up to the last day to withdraw. The student must initiate a request for an incomplete, and, if able, complete a formal petition available on MyLaVerne. The Request for Incomplete can be found on the Student Record Menu. By completing the contract, the student agrees to complete the work specified in the contract. The completed contract must be filed prior to the last day of the term. The faculty member will review the contract at the time of grading and can reject or amend it. It is the student’s responsibility to check his or her MyLaVerne account to view the status of the incomplete contract.

Students who receive an INC in Fall Term must complete their courses by the end of Winter Term. Students who receive an INC in Fall Semester, January Interterm, or Winter Term must complete their courses by the end of Spring Term. Students who receive an INC in Spring Semester, Spring Term, or any Summer Term must complete their courses by the end of Fall Term. The instructor has the option of requiring an earlier deadline by specifying it in the Incomplete Contract. INC grades not completed by the appropriate deadline will become NCR or F grades depending on the grading option for the course.


LIBRARY SERVICES

Registered students can access library support through the following methods:

► Access the Library Website at http://www.laverne.edu/library/. Then select Wilson Library. The online catalog (for books) and databases (for electronic full-text journal articles) are accessible here. This site will also connect you to a virtual 24/7 chat reference service.

► To reach various library services points, including the reference desk and the document delivery department (to request that materials be mailed to you), call 1-800-866-4858 or visit http://www.laverne.edu/library/ to obtain the e-mail addresses for these departments.

OFFICIAL TRANSCRIPTS

You can print a transcript request from the University of La Verne website.

► Go to http://www.laverne.edu
► Under Current Students, select Registrar.
► On the left hand side of the page, under Services, select Transcripts.

TECHNOLOGY

Blackboard is the name of our online course management system. A Blackboard account will be created for you within 24 hours of registration. Blackboard is a user friendly course communication system. When you are on the http://laverne.edu/webpage, you will find a Blackboard link under Current Students (first column under Academics). When you get to the Blackboard login page, you can watch video instructions about how to login. Your username and password will be the same as your LaVerne Gmail account. For help or questions concerning Blackboard, please contact the Blackboard Administrator at (909) 448-4089, or e-mail at bbhelp@laverne.edu.

TaskStream: The University of La Verne La Fetra College of Education uses TaskStream software for the submission and evaluation of key assessments. You will receive more information about TaskStream from your professor in the corresponding key assessment courses.

The LaFetra College of Education has both written instructions and video demonstrations for using TaskStream on their Technology webpage. http://sites.laverne.edu/ceol-tech/task-stream/
ON-LINE

Students enrolling in an online course are expected to have daily access to a computer that meets the technology requirements listed below. Students are expected to have the necessary technology skills to successfully complete an online course.

Technology Requirements:
- PC compatible computer with CD-Rom drive, speakers and internal microphone; or USB headset/microphone; and camera.
- Internet broadband connection (DSL, cable, satellite, etc.)
- Internet service provider with unrestricted access to the Web (note: firewalls and e-mail SPAM filters may inhibit access).
- Windows XP or later. Mac OS 10.4 or higher.
- Internet Explorer 6 or higher; or Firefox 3.2 or higher (Mac).
- Current version of Adobe Flash Player (free download from www.adobe.com)
- Current version of Adobe Flash Reader (free download from www.adobe.com)
- Microsoft Word, Excel, and PowerPoint XP or later; Mac version 2004 or later.

Technology Skills:
- Basic computer skills and internet skills.
- Know how to use your @laverne.edu G-mail account.
- Know how to use Blackboard.
- Know how to use the online library resources through Wilson Library.
- Know how to use TaskStream.

Online courses are conducted through Blackboard. Be sure to purchase your textbook(s) two weeks prior to the first day of class to ensure you are prepared to start promptly. Online courses start the first day of the term. Be sure to log on to the Blackboard course no later than the first day of the term.

Blackboard Login.
► Enter the Blackboard course site by going to http://laverne.edu/.
► Select Current Students.
► Under the Academics title, you will find the link to Blackboard. Or go to https://bb.laverne.edu/webapps/login/.
► If you scroll down from the login screen, you will find helpful announcements.
► Your Blackboard username is the same as your La Verne e-mail name (leaving off the @laverne.edu part.)
► Your Blackboard password is the same as your La Verne e-mail password.
► For Blackboard help, you can e-mail bbhelp@laverne.edu.

Educational Discount to Microsoft Software

The University of La Verne is a member of the Association of Independent California Colleges and Universities (AICCU) through which we participate in an annual Microsoft Campus (licensing) Agreement (MCA) for the Windows operating system and Office products. A side benefit of this licensing agreement is it enables La Verne students to obtain these Microsoft products at a substantial discount (up to 85%).

Students can obtain discounted software by going to http://www.JourneyEd.com/AICCU/ and clicking on the "Students" link. You will need to select the "University of La Verne" from the pull-down list and enter your La Verne e-mail account name for identification.
All Saturdays classes will require blackboard assignment during the first week of the term (January 8th week) since the first Saturday session will not be until January 20th in order to avoid the Martin Luther King 3 day holiday weekend.

<table>
<thead>
<tr>
<th>SFBC COURSES*</th>
<th>(* MUST HAVE APPROVAL TO REGISTER FOR THESE COURSES)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COHORT H</strong></td>
<td></td>
</tr>
<tr>
<td>CRN 1404</td>
<td>PPS 559 Substance Abuse Counseling LPCC/PPS Focus</td>
</tr>
<tr>
<td>3 Units</td>
<td>Ami Culver-Gonzalez</td>
</tr>
<tr>
<td></td>
<td>ONLINE</td>
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<tr>
<td></td>
<td>1/8 - 3/18</td>
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| **COHORT H**  |                                                      |
| CRN 1405      | PPS 558 Psychopharmacology for School & Family Based Counseling |
| 3 units       | Chante Rogers                                       |
|               | ONLINE                                              |
|               | 1/8 - 3/18                                          |

| **COHORT I**  |                                                      |
| CRN 1406      | PPS 551 Diagnosis & Treatment of Psychopathology     |
| 3 Units       | Humberto Hernandez                                  |
|               | ONLINE                                              |
|               | 1/8 - 3/18                                          |

**SFBC FIELDWORK (For new registrants)**

| CRN 1407      | PPS 584 Clinical Practicum (College of the Canyons- Room 212) |
| 2 Units       | Ami Culver-Gonzalez                                      |
|               | Pre-approval needed for registration                     |
|               | Tuesdays 5:00 - 7:30 pm                                  |
|               | 1/9, 1/23; 2/6, 2/20; 3/6                                |

| CRN 1408      | PPS 584 Clinical Practicum (Cerritos location for class) |
| 2 Units       | Laura Wiggins                                          |
|               | Pre-approval Needed for registration                    |
|               | Tuesdays 5:00 - 7:30 pm                                  |
|               | 1/16, 1/30; 2/13, 2/27; 3/13                            |

<table>
<thead>
<tr>
<th>BURBANK BUR 9/C (804)</th>
<th>ULV San Fernando Valley Campus, 4001 West Alameda, Suite 300, Burbank</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN 1409</td>
<td>PPS 576 Organizational Mgmt. &amp; School/Community Collaboration</td>
</tr>
<tr>
<td>2 Units</td>
<td>Peter Fries</td>
</tr>
<tr>
<td></td>
<td>Wednesdays 5:00 - 8:00 pm</td>
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<td></td>
<td>1/10 - 3/14</td>
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| CRN 1410              | PPS 597 Graduate Seminar in School Counseling                        |
| 2 Units               | Janet Trotter                                                         |
|                       | Saturdays 9:00 am - 4:00 pm                                           |
|                       | 1/20, 1/27, 2/10, 2/24; 3/10                                          |
|                       | plus individual meetings                                              |

<table>
<thead>
<tr>
<th>BURBANK BUR 10/C (818)</th>
<th>ULV San Fernando Valley Campus, 4001 West Alameda, Suite 300, Burbank</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN 1411</td>
<td>PPS 504 Methods of Research *</td>
</tr>
<tr>
<td>3 units</td>
<td>* Class meets at Holiday Inn – 150 E Angeleno Ave, Burbank-paid parking</td>
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<td></td>
<td>Laura Ibarra</td>
</tr>
<tr>
<td></td>
<td>Tuesdays 5:00 pm - 9:30 pm</td>
</tr>
<tr>
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<td>1/9 - 3/13</td>
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</table>

| CRN 1412              | PPS 573 Counseling Diverse Populations                               |
| 3 Units               | Rita Marinoble                                                        |
|                       | Saturdays 9:00 am - 6:00 pm                                           |
|                       | 1/20, 1/27, 2/10, 2/24; 3/10                                          |

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<th>BURBANK BUR 11/C (846)</th>
<th>ULV San Fernando Valley Campus, 4001 West Alameda, Suite 300, Burbank</th>
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<tr>
<td>CRN 1413</td>
<td>PPS 572 Group Counseling Skills*</td>
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<td>3 units</td>
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<td>Michelle Kooiman</td>
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<td></td>
<td>Tuesdays 5:00 pm - 9:30 pm</td>
</tr>
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<td>1/10 - 3/14</td>
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| CRN 1414              | PPS 549 School Counseling Theories                                   |
| 3 units               | Carlos Reynoso                                                        |
|                       | Saturdays 9:00 am - 6:00 pm                                           |
|                       | 1/20, 1/27, 2/10, 2/24; 3/10                                          |

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<td>Lisa Robinson</td>
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<td>1/20, 1/27, 2/10, 2/24; 3/10</td>
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<tr>
<td>CERRITOS / LONG BEACH</td>
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<td>CRN 1502</td>
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<td>2 units</td>
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| CERRITOS / LONG BEACH    | CRN 1418 | PPS 574 Facilitation, Consultation & Collaboration Skills   | Room 27   | 5:00 pm - 9:30 pm|
|                          | 3 Units  | Damian Lenon                                                 | Tuesday   | 1/9 - 3/13       |
| CERRITOS / LONG BEACH    | CRN 1419 | *PPS 567 School Safety & Crisis Prevention                  | Room 28   | 9:00 am - 4:00 pm|
|                          | 2 units  | Ilin Magran                                                  | Sat.      | 1/20, 1/27, 2/10, 2/24, 3/10 |

| CERRITOS / LONG BEACH    | CRN 1420 | PPS 573 Counseling Diverse Populations                     | Room 30   | 5:00 pm - 9:30 pm|
|                          | 3 Units  | Carlos Reynoso                                               | Thursdays | 1/11 - 3/14      |
| CERRITOS / LONG BEACH    | CRN 1421 | *PPS 504 Methods of Research *                               | Room 29   | 9:00 am - 6:00 pm|
|                          | 3 Units  | Laura Ibarra                                                 | Sat.      | 1/20, 1/27, 2/10, 2/24, 3/10 |

| CERRITOS / LONG BEACH    | CRN 1422 | PPS 572 Group Counseling Skills                             | Room 29   | 5:00 pm - 9:30 pm|
|                          | 3 Units  | Meggan Hickman                                               | Tuesday   | 1/9 - 3/13       |
| CERRITOS / LONG BEACH    | CRN 1423 | *PPS 549 School Counseling Theo                             | Room 30   | 9:00 am - 6:00 pm|
|                          | 3 Units  | Jennifer Markley                                             | Saturday  | 1/20, 1/27, 2/10, 2/24, 3/10 |

| CERRITOS / LONG BEACH    | CRN 1424 | PPS 546 Introduction to School Counseling                   | Room 31   | 5:00 pm - 9:30 pm|
|                          | 3 Units  | Maureen Melgaard                                             | Thursdays | 1/11 - 3/14      |
| CERRITOS / LONG BEACH    | CRN 1425 | PPS 571 Individual Counseling Skill                         | Room 31   | 9:00 am - 6:00 pm|
|                          | 3 Units  | Dolores Barrios                                              | Saturdays | 1/20, 1/27, 2/10, 2/24, 3/10 |

| COLLEGE OF THE CANYONS   | CRN 1426 | PPS 574 Facilitation, Consultation & Collaboration Skills   | Room 314  | 5:00 - 9:30 pm   |
|                          | 3 Units  | Homero Magana                                               | Wednesdays| 1/10 - 3/14      |
| COLLEGE OF THE CANYONS   | CRN 1427 | PPS 567 School Safety & Crisis Prevention                   | Room 206  | 9:00 am - 4:00 pm|
|                          | 2 Units  | Raymond Hart                                                | Saturdays | 1/20, 1/27, 2/10, 2/24, 3/10 |

| COLLEGE OF THE CANYONS   | CRN 1428 | PPS 573 Counseling Diverse Populations                     | Room 209  | 5:00 pm - 9:30 pm|
|                          | 3 Units  | Victor Solis                                                | Thursdays | 1/11 - 3/14      |
| COLLEGE OF THE CANYONS   | CRN 1429 | PPS 504 Methods of Research *                               |          | online format    |
|                          | 3 Units  | Ellen Longo                                                  |          | 1/8 - 3/18       |

<p>| COLLEGE OF THE CANYONS   | CRN 1430 | PPS 546 Introduction to School Counseling                   | Room 312  | 5:00 pm - 9:30 pm|
|                          | 3 Units  | Suzanne Van Amberg                                          | Thursdays | 1/11 - 3/14      |
| COLLEGE OF THE CANYONS   | CRN 1431 | PPS 571 Individual Counseling Skills                        | Room 211  | 9:00 am - 6:00 pm|
|                          | 3 Units  | Nancy Dunn                                                  | Saturdays | 1/20, 1/27, 2/10, 2/24, 3/10 |</p>
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<tr>
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<th>Instructor Name</th>
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<tr>
<td>IRVON 3/C</td>
<td>PPS 574 Facilitation, Consultation &amp; Collaboration Skills</td>
<td>ULV Orange County Campus, 2855 Michelle Drive, Suite 200, Irvine</td>
<td>Rita Marinoble</td>
<td>Wednesdays</td>
<td>5:00 pm - 9:30 pm</td>
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<td>IRVON 4/C</td>
<td>PPS 549 School Counseling Theories</td>
<td>ULV Orange County Campus, 2855 Michelle Drive, Suite 200, Irvine</td>
<td>Jennifer Markley</td>
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<td>5:00 - 9:30 pm</td>
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<tr>
<td>VENO 16C</td>
<td>PPS 576 Organizational Mgmt. &amp; School/Community Collaboration</td>
<td>Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard</td>
<td>Graham Gurney</td>
<td>Wednesdays</td>
<td>5:00 – 8:00 pm</td>
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<td>VENO 17C</td>
<td>PPS 571 Individual Counseling Skills</td>
<td>Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard</td>
<td>Victor Solis</td>
<td>Saturdays</td>
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<td>VENO 18C</td>
<td>PPS 572 Group Counseling Skills</td>
<td>Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard</td>
<td>Constance Rodgers-Lantrip</td>
<td>Tuesdays</td>
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<tr>
<td>VENO 19C</td>
<td>ASCD 550 Human Development</td>
<td>Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard</td>
<td>Tamie Martinez</td>
<td>Tuesdays</td>
<td>5:00 - 9:30 pm</td>
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<tr>
<td>BAK 30/C</td>
<td>PPS 597 Graduate Seminar in School Counseling</td>
<td>ULV Kern County Campus, 10800 Stockdale Highway, Suite 201 Bakersfield</td>
<td>Nancy Dunn</td>
<td>Tuesdays</td>
<td>5:00 pm – 8:00 pm</td>
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<td>PPS 576 Organizational Mgmt. &amp; School/Community Collaboration</td>
<td>Saturdays</td>
<td>Debra Thompson</td>
<td>9:00 am - 4:30 pm</td>
<td>2</td>
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</tr>
</tbody>
</table>

Central California

11
FIELDWORK INFORMATION

If you are still working on your fieldwork hours from a previous term or need to enroll in a new fieldwork course, please click on this link http://laverne.edu/locations/files/2010/12/fieldwork-schedule.pdf to find your class dates and times.

**PPS 583A,B & C was changed to a 2-unit class for students entering the program under the fall 2013 catalog.**

The following information applies to all fieldwork courses:

At the end of the term in which you register for a fieldwork course, your instructor will give you a grade of IP (In Progress) if you have not finished your fieldwork hours. The IP gives you one year to complete your field experience hours. You do not need to register for fieldwork classes more than once for each fieldwork course (583A, B and C); however, if you find that you need more than one year to complete the required hours, please contact your academic advisor for a continuous enrollment (CE).

When you have completed the required hours for the course you are enrolled in, you have two weeks to turn in supporting documentation as outlined in the field supervision handbook.

**NOTE:** You may not collect more than 50 hours toward your next placement before being officially registered in subsequent fieldwork courses.

**NOTE:** Attendance at the bi-monthly class sessions is required in order earn credit for fieldwork courses.

**PPS 583B/C Students:** In order to be registered in PPS 583B or C, you must have a grade of CRD (credit) in PPS 583A and the university must have official record of your passing score on CBEST(CBEST required for students pursuing the PPS credential). You must contact Amie Acuna (Credential Analyst/Academic Advisor) at 909-448-4969 or send an email to aacuna@laverne.edu for the CRN for you to register online in 583B or C during the first week of the term. Amie will have to register you if your registration is happening during the 2nd to 6th week of the term.

Students who wish to register for PPS 583B or C during the withdrawal period (2nd to 6th week of a term) need to make sure they pay their fieldwork tuition and fees online as soon as they are notified that they are registered in the course. Or call student accounts, immediately, to arrange for a payment plan. Not making financial arrangements or paying for the PPS 583B or C course after registration is confirmed will make you responsible for a late financial arrangement fee of $100.

Fieldwork handbooks and related documents (logs, verification letters, etc.) are located online at: http://sites.laverne.edu/school-counseling/program-philosophy/resources/