

Winter 2019 term - January 7 to March 17

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

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!

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Burbank	Cynthia Moreno	(909) 448-4531	cmoreno@laverne.edu
Orange County/Cerritos	Lorelco Mulzac	(714) 505-6939	lmulzac@laverne.edu
Santa Clarita/ Newhall	Chuck Masterson	(805) 981-6027	cmasterson@laverne.edu
Ventura/Oxnard	Chuck Masterson	(805) 981-6027	cmasterson@laverne.edu

Regional Campus Administration		Phone	E-Mail
Academic Advisor	Lorene Thomas	(909) 448-4998	lthomas@laverne.edu
Credential Analyst / Academic Advisor	Amie Acuna	(909) 448-4969	aacuna@laverne.edu

	Phone	Web Site
Library	(800) 866-4858	http://laverne.edu/library/
Office of Financial Aid	(800) 649-0160	http://sites.laverne.edu/financial-aid/
Office of the Registrar	(909) 448-4000	http://sites.laverne.edu/registrar/
Student Accounts	(888) 788-2455	http://sites.laverne.edu/finance/2010/10/06/student-accounts/
University of La Verne Bookstore	(800) 444-4858	http://laverne.edu/bookstore/

REGISTRATION & PAYMENT POLICY

Students assigned to a particular cohort and wanting to take classes with a different cohort must request permission from the Academic Advisor. **Students should register online between November 14 and December 31, 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 December 31, 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:	\$660.00 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 is required one week prior to the start of the term, **December 31, 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 required by December 31, 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.** Click on the link below <https://laverne.edu/accounts/payment-plans/> to take you to the student accounts page. Once you are on the page, click on green link under "Centers for Educators 2018/2019" for detail information on the payment plan.

Go to www.laverne.edu.

Click on **MyLaVerne** then either the portal login or click on the green **MYLAVERNE/BANNER** tab – lower right corner to enter 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 from 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 15, 2019**. During the Withdrawal Period (**January 16 to February 19**) 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.

<u>Drop / Withdraw by:</u>	<u>Tuition Refund</u>
January 15, 2019:	100%
January 22, 2019:	75%
January 29, 2019:	50%
*No withdrawals after 60% of the term.	

HOW TO ACCESS MyLaVerne

- ▶ Log onto the home page: <http://www.laverne.edu>.
- ▶ Click on **MyLaVerne** tab at top
- ▶ Click on green tab **MyLaVerne/Banner** at the bottom right corner to log directly into MyLaVerne or login using the portal
- ▶ 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, click on the “forgot PIN” button to reset your PIN.
- ▶ 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.bkstr.com/lavernestore>
- ▶ Select **Books**.
- ▶ Select **Textbooks and Course Materials**.
- ▶ Select Term: **Winter 2019**.
- ▶ 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.

**University of La Verne
Campus Store**
2165 D Street
La Verne, CA 91750

Phone: 909-593-8962
Toll Free: 800-444-4858
Toll Free: 877-660-3100
Fax: 909-392-4407

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 edition of the 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.bkstr.com/lavernestore> .

- ▶ Select **Books**
- ▶ Select **Textbooks and Course Materials**.
- ▶ Select **Find Your Textbooks and Course Materials**.
- ▶ Select Term: **Winter 2019**
- ▶ 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: *Select your CRN* .
- ▶ 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 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. **Make sure you check at least a week before the term starts.**

If this is your first course with La Verne, please contact your Academic Advisor prior to beginning the registration process.

1. FIND YOUR **winter 2019** COURSES:

You can find the courses offered to your cohort 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. "UNIVERSITY OF LAVERNE MASTER PROMISSORY 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 for *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 2019. 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 (**December 31, 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

November 14, 2018:	Online registration begins.
December 31, 2018:	Make your down payment by this date and the \$50 Deferred fee will be waived.
January 7, 2019	Classes begin
January 22, 2019	Last day to withdraw and receive 75% refund
January 29, 2019	Last day to withdraw and receive a 50% refund
January 29, 2018	Last day to withdraw via the web (no refund).
February 19, 2019	Last day to withdrawal from a course
March 11, 2019	Online course evaluations begin.
March 22, 2019:	Online course evaluations ends.

FUTURE TERM CALENDAR

Winter 2019	January 7 to March 17
Spring 2019	March 25 to June 2
Summer 2019	June 10 to August 18
Fall 2019	September 23-December 8
Winter 2020	January 6 to March 15
Spring 2020	March 23 to May 31
Summer 2020	June 7 to August 16

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 2019 ceremony upon successful completion of all degree and program requirements during the Summer or Fall 2018 terms, or when he/she has enrolled in all final courses during the Fall 2018 term.

A candidate qualifies to participate in the Spring 2019 ceremony upon successful completion of all degree and program requirements during the Winter or Spring 2019 terms, or when he/she has enrolled in all final courses during the Spring 2019 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 you 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) 448-4130 and press 2 for technology help or help@laverne.edu

FINANCIAL AID

University of La Verne
Office of Financial Aid
1950 Third Street
La Verne, CA 91750
1-800-649-0160
<http://www.laverne.edu/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 2018-2019 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. **You should now also apply for the 2018-19 year**

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.

2017-2018catalog: <https://laverne.edu/wp-content/uploads/2018/02/La-Verne-Course-Catalog-2017-2018.pdf>

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.

University of La Verne
Registrar's Office
1950 Third Street
La Verne, CA 91750
(909) 593-3511, ext 4000
<http://www.laverne.edu/registrar/>

TECHNOLOGY



Blackboard is the name of our online course management system. A Blackboard account will be created for you within 24 hours of registration. For questions concerning Blackboard, you can e-mail bbhelp@laverne.edu

If you are a first time user, you need to reset your blackboard password.

To reset the Blackboard password:

1. Go to <https://bb.laverne.edu>
2. Click on Forgot Your Password?
3. Select whether to reset by Username or Email.
4. Enter given First and Last Name
5. And either username (it does not include @laverne.edu, e.g. jane.smith) or La Verne email
6. A link will be sent to your email address. Click link and follow the directions. Note: the link can only be used once

To login to Blackboard:

1. Go to <https://bb.laverne.edu>
2. Username is the first part of your La Verne email (without the @laverne.edu), e.g. jane.smith

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.

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](mailto:laverne.edu).
- 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.

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.

Schedule of Classes – Winter 2019 January 7 to March 17
M.S.: EDUCATIONAL COUNSELING, PPS – SCHOOL COUNSELING, and
SCHOOL AND FAMILY BASED COUNSELING CONCENTRATION

SFBC COURSES* **(* MUST HAVE APPROVAL TO REGISTER FOR THESE COURSES)**

COHORT K

CRN 1435 PPS 559 Substance Abuse Counseling LPCC/PPS Focus ONLINE
 3 Units Josephine Nowell 1/7 – 3/17

COHORT K

CRN 1434 PPS 558 Psychopharmacology for School & Family Based Counseling ONLINE
 3 units Chante Rogers 1/7 – 3/17

COHORT L

CRN 1433 PPS 544 Laws & Ethics in Counseling PPS/LPCC Focus ONLINE
 3 Units Ami Culver-Gonzalez 1/7 – 3/17

SFBC FIELDWORK (For new registrants)

CRN 1436 PPS 584 Clinical Practicum (College of the Canyons) Tuesdays 5:30 – 7:30 pm
 2 Units Ami Culver-Gonzalez **Pre-approval needed for registration** 1/8, 1/22; 2/5, 2/19; 3/5

Spanish Bilingual Bicultural Course* Pre-approval needed for registration

CRN 1437 PPS 532 The World of Immigrant Youth ONLINE
 3 units Adonay Montes 1/7 – 3/17

BURBANK BUR 11/C (846) ULV San Fernando Valley Campus, 4001 West Alameda, Suite 300, Burbank

CRN 1438 PPS 543 School Counseling Program and Legal Mandates ONLINE
 3 units Janet Trotter 1/7 – 3/17

CRN 1439 PPS 574 Facilitation, Consultation & Collaboration Skills Saturdays 9:00 am – 6:00 pm
 3 units Damian Lenon 1/12, 1/26; 2/9, 2/23; 3/16

BURBANK BUR 12/C (855) ULV San Fernando Valley Campus, 4001 West Alameda, Suite 300, Burbank

CRN 1440 PPS 504 Methods of Research ONLINE
 3 units Ellen Longo 1/10 – 3/14

CRN 1441 PPS 573 Counseling Diverse Populations Saturdays 9:00 am – 6:00 pm
 3 units Candy Navarro 1/12, 1/26; 2/9, 2/23; 3/16

BURBANK BUR 13/C (873) ULV San Fernando Valley Campus, 4001 West Alameda, Suite 300, Burbank

CRN 1442 * PPS 546 Introduction to School Counseling Tuesdays 5:00 pm - 9:30 pm
 3 units *Class meets at Holiday Inn – 150 E. Angeleno Ave., Burbank 1/8 – 3/12
 Candy Navarro

CRN 1443 PPS 571 Individual Counseling Skills Saturdays 9:00 am – 6:00 pm
 3 units Michelle Kooiman 1/12, 1/26; 2/9, 2/23; 3/16

CERRITOS / LONG BEACH CER 48C (845) Valley Christian High School (Bldg. C), 17700 Dumont Ave, Cerritos

CRN 1444 PPS 543 School Counseling Program and Legal Mandates Room 29 Tuesdays 5:00 pm - 9:30 pm
 3 units Carlos Reynoso 1/8 – 3/12

CRN 1447 PPS 574 Facilitation, Consultation & Collaboration Skills Room 30 Saturdays 9:00 am – 6:00 pm
 3 units Maureen Melgaard 1/12, 1/26; 2/9, 2/23; 3/16/

CERRITOS / LONG BEACH CER 49C (852) Valley Christian High School (Bldg. C), 17700 Dumont Ave, Cerritos

CRN 1531 3 units	PPS 567 School Safety & Crisis Prevention Laura Ibarra	Room 29	Thursdays 1/10 – 3/14	5:00 pm – 8:00 pm
CRN 1447 3 units	PPS 574 Facilitation, Consultation & Collaboration Skills Maureen Melgaard	Room 27	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am - 6:00 pm

CERRITOS / LONG BEACH CER 50C (xxx) Valley Christian High School (Bldg. C), 17700 Dumont Ave, Cerritos

CRN 1448 2 units	PPS 583A Supervised Fieldwork Level I Janet Jones	Room 31	Tuesdays 1/8, 1/22; 2/5, 2/19; 3/5	5:00 - 7:30 pm
CRN 1449 3 Units	EDUC 501 Educational Assessment Humberto Hernandez	Room 31	Wednesdays 1/9– 3/13	5:00 am – 9:30 pm
CRN 1450 3 Units	PPS 565 Career Development Kaishauna Johnson	Room 29	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am - 6:00 pm

CERRITOS / LONG BEACH CER 51C (869) Valley Christian High School (Bldg. C), 17700 Dumont Ave, Cerritos

CRN 1451 3 units	PPS 546 Introduction to School Counseling Maureen Melgaard	Room 30	Wednesdays 1/9 - 3/13	5:00 pm – 9:30 pm
CRN 1452 3 units	PPS 571 Individual Counseling Skills Julio Flores	Room 30	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am - 6:00 pm

CERRITOS / LONG BEACH CER 52C (878) Valley Christian High School (Bldg. C), 17700 Dumont Ave, Cerritos

CRN 1451 3 units	ASCD 550 Human Development Jennifer Markley	Room 29	Wednesdays 1/9 - 3/13	5:00 pm – 9:30 pm
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COLLEGE OF THE CANYONS COC 28C (843) University Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita

CRN 1453 3 units	PPS 574 Facilitation, Consultation & Collaboration Skills Homero Magana Magana	Room 315	Thursdays 1/10 – 3/14	5:00 - 9:30 pm
CRN 1454 2 Units	PPS 567 School Safety & Crisis Prevention John Chris Dutton	Room 209	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am - 4:00 pm

COLLEGE OF THE CANYONS COC 29/C (858) University Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita

CRN 1455 2 units	PPS 583A Supervised Fieldwork Level I Suzanne Van Amberg	Room 318	Thursdays 1/10, 1/24; 2/7, 2/21; 3/7	5:00 pm – 7:30 pm
CRN 1456 3 Units	EDUC 501 Educational Assessment Graham Gurney	Room 313	Wednesdays 1/9 – 3/13	5:00 pm – 9:30 pm
CRN 1457 3 Units	PPS 565 Career Development Casey Rowley	Room 211	Saturdays	9:00 am – 6:00 pm

COLLEGE OF THE CANYONS COC 30/C (868) University Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita

CRN 1458 3 units	PPS 571 Individual Counseling Skills Victor Solis	Room 307	Thursdays 1/10 – 3/14	5:00 pm – 9:30 pm
CRN 1459 3 units	PPS 546 Introduction to School Counseling Homero Magana Magana	Room 311	Saturdays First session Monday 1/14 room 314 & online session then 1/26; 2/9, 2/23; 3/16	9:00 am – 6:00 pm

IRVINE IRV 4/C (835) ULV Orange County Campus, 2855 Michelle Drive, Suite 200, Irvine

CRN 1460 3 units	PPS 543 School Counseling Program and Legal Mandates Janet Trotter		ONLINE 1/7 – 3/17	
CRN 1461 units	PPS 574 Facilitation, Consultation & Collaboration Skill Dana Armstrong		Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am – 6:00 pm

IRVINE IRV 5/C (853)	ULV Orange County Campus, 2855 Michelle Drive, Suite 200, Irvine
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CRN 1462 3 units	PPS 574 Facilitation, Consultation & Collaboration Skills Rebecca Marchant	Thursday 1/10 – 3/14	5:00 pm– 9:30 pm
CRN 1463 2 units	PPS 567 School Safety & Crisis Prevention Stephanie Fletcher	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am – 4:00 pm

IRVINE IRV 6/C (860)	ULV Orange County Campus, 2855 Michelle Drive, Suite 200, Irvine
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CRN 1464 3 units	PPS 571 Individual Counseling Skills Michelle Kooiman	Tuesdays 1/8 – 3/12	5:00 pm– 9:30 pm
CRN 1465 3 units	PPS 546 Introduction to School Counseling Maria Bravo	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am – 6:00 pm

IRVINE IRV 7/C (xxx)	ULV Orange County Campus, 2855 Michelle Drive, Suite 200, Irvine
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CRN 1547 3 units	ASCD 550 Human Development Jennifer Markley	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am – 6:00 pm
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VENTURA VEN 18C (842)	Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard
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CRN 1466 3 units	PPS 543 School Counseling Program and Legal Mandates Tamie Martinez	Tuesdays 1/8 – 3/12	5:00 pm – 9:30 pm
CRN 1467 3 units	PPS 574 Facilitation, Consultation & Collaboration Skills Ray Campos	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am - 6:00 pm

VENTURA VEN 19C (842)	Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard
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CRN 1468 3 units	PPS 504 Methods of Research Graham Gurney	Tuesdays 1/8 – 3/12	5:00 pm - 9:30 pm
CRN 1469 3 units	PPS 573 Counseling Diverse Populations Victor Solis	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am – 6:00 pm

VENTURA VEN 20C (861)	Ventura County Campus, 500 Esplanade Drive, Suite 1000, Oxnard
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CRN 1470 3 units	PPS 571 Individual Counseling Skills Tammie Martinez	Wednesdays 1/9 – 3/13	5:00 pm – 9:30 pm
CRN 1471 3 units	PPS 546 Introduction to School Counseling Carlos Reynoso	Saturdays 1/12, 1/26; 2/9, 2/23; 3/16	9:00 am – 6:00 pm

BAKERSFIELD BK 32/C (844)	ULV Kern County Campus, 10800 Stockdale Highway, Suite 201 Bakersfield
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CRN 1472 3 Units	EDUC 501 Educational Assessment Ellen Longo	ONLINE 1/7 – 3/17	
CRN 1473 Units	PPS 565 Career Development John Chris Dutton	Wednesdays 1/9 – 3/13	5:00 pm – 9:30 pm
CRN 1474 2 Units	PPS 583A Supervised Fieldwork Level I Everett Lovelace	Thursdays 1/10, 1/24; 2/7, 2/21; 3/7	5:00 – 7:30 pm

M.S. SCHOOL PSYCHOLOGY, PPS – SCHOOL PSYCHOLOGY

BAKERSFIELD BK 1/SPSY (872)	ULV Kern County Campus, 10800 Stockdale Highway, Suite 201 Bakersfield
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CRN 1492 1 unit	SPSY 586B Practicum II in School Psychology Vahe Amirian	Tuesdays 1/8, 1/22; 2/12; 3/12	5:00 pm- 7:00 pm
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CRN 1493	SPSY 535 Child Psychopathology	Wednesdays	5:00 pm- 9:30 pm
3 units	Steven Shapiro	1/9 - 3-13	
CRN 1498	SPSY 577 Individual Assessment	Saturdays	9:00 am – 6:00 pm
3 units	Jackie Allen	1/12, 1/26; 2/9, 2/23; 3/16	

BAKERSFIELD BK 2/SPSY (888) ULV Kern County Campus, 10800 Stockdale Highway, Suite 201 Bakersfield

CRN 1564	SPSY 586A Practicum I in School Psychology	Tuesdays	5:00 - 7:00 pm
1 unit	Jesse Puga	1/15; 1/29; 2/19; 3/5	
CRN 1565	SPSY 571 Individual Counseling in Schools	Thursday	5:00 - 9:30 pm
3 units	Nancy Dunn	1/10 - 3/14	
CRN 1566	SPSY 547 Introduction to School Psychology	Saturdays	9:00 am - 6:00 pm
3 Units	Rebecca Payne	1/12, 1/26; 2/9, 2/23; 3/16	

FIELDWORK INFORMATION – Educational Counseling students only

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/>