Summer 2014 Graduate Course Schedule

GRADUATE – Summer 2014
June 30th 2014 – August 23rd 2014
Arizona

Web Registration Opens *May 12th, 2014*

Please register early as classes fill quickly.

Summer 2014 Academic Calendar

May 12	Summer Registration begins	July 7	Deadline to drop Summer courses without Withdrawal (W)"
June 29	Last day to register online before classes begin	August 11	Deadline to drop Summer courses with "Withdrawal (W)"
June 30	Summer term begins	August 23	Last day of the Summer term
July 7	Last day to add full-term classes	August 31	Summer grades due

Ottawa Locations

PHOENIX CAMPUS
9414 North 25th Avenue
Phoenix, AZ 85021
800-235-9586
602-371-0035 (fax)

COMMUNIVERSITY @ SURPRISE CAMPUS
15950 North Civic Center Plaza
Surprise, AZ 85374
480-384-9028

CHANDLER CAMPUS
1850 East Northrop Boulevard Suite 130
Chandler, AZ 85286
800.235.9586
480-821- 4983 (fax)

Note: Please use MyOttawa portal to determine available courses for the term. It is the official site for course offerings, times and days.

Spring 2014 Graduate Courses- Arizona Campuses

Prefix	Number	Course Title	Location	Day	Meeting Time	Special Dates/Fees
BUS	7000	Organizational Behavior Theory	OL	OL	OL	
BUS	7001	Contemp. Issues in Business Leadership	OL	OL	OL	
BUS	7010	Introduction to Quantitative Analysis	OL	OL	OL	
BUS	7100	Human Resource Planning & Admin.	OL	OL	OL	
BUS	7200*	Value Systems & Prof. Ethics	OL	OL	OL	
BUS	7200*	Value Systems & Prof. Ethics	SC	R	6:00 - 9:50pm	
BUS	7300	Global HC Delivery Systems	OL	OL	OL	
BUS	7309	Communicating Change in HC Orgs	OL	OL	OL	
BUS	7450	Strategic Marketing	OL	OL	OL	
BUS	7454	Distribution & Supply Chain Mgmt	OL	OL	OL	
BUS	7500	Managerial Economics	CH	T	6:00 - 9:50pm	
BUS	7600	Managerial Finance	OL	OL	OL	
BUS	7700	Management Info Systems	PX	M	6:00 - 9:50pm	
BUS	7800	Management Accounting	PX	T	6:00 - 9:50pm	
BUS	7800	Management Accounting	OL	OL	OL	
BUS	7805	Financial Modeling Methodologies	OL	OL	OL	
BUS	7900	Social, Cultural, Legal, and Pol Infl Bus.	OL	OL	OL	
BUS	8000	Advanced Leadership Theory	OL	OL	OL	
BUS	8500	Seminar Business Policies and Strategies	OL	OL	OL	conf fee $175

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Spring 2014 Graduate Courses- Arizona Campuses

EDC	7013	Behavioral Methods	PX	W	6:00 - 9:50pm	
ECC	7020	Child Gdnce & Classroom Mgmt	CH	W	6:00 - 9:50pm	
EDC	7133	Counseling & the Helping Profession	CH	M	6:00 - 9:50pm	
EDC	7142	Educ & Psychological Measurements	PX	R	6:00 - 9:50pm	
EDC	7152	Educational Stats Methods I	CH	M	6:00 - 9:50pm	
EDC	7153	Educational Law	OL	OL	OL	
EDC	7162	Educational Stats Methods II	PX	T	6:00 - 9:50pm	
EDC	7172	Special Education Law	CH	R	6:00 - 9:50pm	
EDC	7192	Cnsltn Strategies Schl Psychlg	PX	W	6:00 - 9:50pm	
EDC	7202	Social & Cltrl Basis of Assmnt	CH	W	6:00 - 9:50pm	
EDC	7203	Theories of Learning	PX	M	6:00 - 9:50pm	
EDC	7297	Curriculum Evaluations	OL	OL	OL	
EDC	7603	Conflict ResolutionEducational Envrnnt	OL	OL	OL	
EDC	7623	Foundations in Distance Learning	OL	OL	OL	
EDC	7663	Technology Integration in K-12	OL	OL	OL	
EDC	7733	The Principalship	OL	OL	OL	
EDC	7743	School Finance	PX	M	6:00 - 9:50pm	
EDC	7753	Assessment Techn for At-Risk Learners	OL	OL	OL	
EDC	7933	Group Counseling & Dynamics	CH	T	6:00 - 9:50pm	
EDC	8014	Prof & Ethcl Issues Schl Cnsling	CH	R	6:00 - 9:50pm	$45
EDC	8102	Internship in School Psychology I	PX	-	Off CAMPUS	
EDC	8122	Internship in School Psychology II	PX	-	Off CAMPUS	
EDC	8333	Meth/Strat Tching Stdnts Disabilities	PX	M	6:00 - 9:50pm	

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Spring 2014 Graduate Courses- Arizona Campuses

EDF	7043	Special Needs Students from Diverse Communities	PX	T	6:00 - 9:50pm	
EDF	7063	Early Childhood Assessment, Screening & Eval	CH	M	6:00 - 9:50pm	
EDF	7163	Educational Research	OL	OL	OL	
EDF	7203	Diverse Community of Learners	OL	OL	OL	
EDF	7403	School Cnsling in Changing Envrnmnt (Compressed)	PX/C	S	8am - 5pm	7/12, 7/26 $50
EDF	7703	Data-Driven Leadership Practices	PX	T	6:00 - 9:50pm	
EDF	7753	Human Relations for Leaders in Diverse Communities	OL	OL	OL	
EDF	8503	Masters Research Project	PX	W	6:00 - 9:50pm	conf fee $175
EDF	8503	Masters Research Project	OL	OL	OL	conf fee $175
HRC	7361	Managing HR Costs	OL	OL	OL	
HRC	7411	Human Resource Planning & Admin.	OL	OL	OL	
HRC	7461	Wage, Salary & Benefit Admin	PX	W	6:00 - 9:50pm	
HRC	7601	Training and Development	OL	OL	OL	
HRC	7611	Organizational Behavior Theory	OL	OL	OL	
HRC	7741	Employment Law	OL	OL	OL	
HRC	7841	Managing a Culturally Diverse Workforce	OL	OL	OL	
HRF	7001*	Value Systems & Professional Ethics	SC	R	6:00 - 9:50pm	
HRF	7001*	Value Systems & Professional Ethics	OL	OL	OL	
HRF	7161	Research: Assessment & Evaluation	OL	OL	OL	
PYC	7422	Scl & Cltrl Concerns in Counslg	PX	F	8am - 11:50am	
PYC	8142	Intro to Addictions and Related Disorders	OL	OL	OL	
PYC	7802	Psychological Testing	CH	M	6:00 - 9:50pm	
PYC	7922	Counseling Theories	SC	S	8am - 11:50am	$50
PYC	8082	Fdmntl Theory Trtmnt Trauma	PX	W	6:00 - 9:50pm	

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Spring 2014 Graduate Courses- Arizona Campuses

PYC	8092	Intrgrtn of Psych & Christianity	PX	R	6:00 - 9:50pm	
PYC	8112	Thry & Techq Marrg & Fmly Cnslng	PX	F	1pm - 4:50pm	
PYC	8142	Intro to Addctns & Disorders	CH	T	6:00 - 9:50pm	
PYC	8262	Adv Grp Thrpy: Systems Approach	PX	T	6:00 - 9:50pm	
PYC	8452	Wellness Counseling	PX	R	6:00 - 9:50pm	
PYC	8462	Emplyee Asstnce & Cnsling	PX	M	6:00 - 9:50pm	
PYF	7001	Grad Sem: Clinical Foundations	PX/CH	R	5:00 - 5:50pm	
PYF	7001	Graduate Seminar in Clinical Foundations	OL	OL	OL	
PYF	7160*	Meth & Mod of Research: Marr & Fam Ther	OL	OL	OL	
PYF	7162*	Methods & Models of Research	OL	OL	OL	
PYF	7132	Cnsling in Helping Professions	PX	W	6:00 - 9:50pm	
PYF	8012	Professional & Ethical Iss Cnslng	PX	R	6:00 - 9:50pm	

Last Updated:

KEY TO COURSE LISTINGS

Day:

M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
S = Saturday

Location:

PX = Phoenix Campus
CH = Chandler Campus
SC = Surprise Communiversity
OL = Online

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Spring 2014 Graduate Courses- Arizona Campuses

School of Education
Courses Needing Approval to Register

EDF 8503: MASTER'S RESEARCH PROJECT (Portfolio) *Materials fee: Graduation fee: $175*

REGISTRATION BY CALLING ACADEMIC ADVISOR

School Psychology

EDC 7222: Academic & Alternative Practicum

EDC 7232: Pers, Behav, Social & Emotional Practicum

EDC 8222: Adv Assmnt & Intrvnt: Acad & Alt.

EDC 8102: Internship I in School Psychology

EDC 8122: Internship II in School Psychology

REGISTRATION BY CALLING ACADEMIC ADVISOR

ED Administration

EDC 8453: Field Experience I in Ed Administration

EDC 8473: Field Experience II in Ed Administration

REGISTRATION BY CALLING ACADEMIC ADVISOR

School Guidance Counseling

EDC 8463 : School Guidance Counseling Practicum

REGISTRATION BY CALLING ACADEMIC ADVISOR

Professional Counseling
Non – Classroom Based Courses and Information

PYF 8512: Master's Comprehensive Exam: April 5, 2014 8:30am – 1:00pm

Phoenix: This exam may be taken any time after a student has completed the following core courses: Students enroll in PYF 8512 to Register. There is no need to schedule and advising appointment or be approved to take the COMPS. The MA Comp Exam is a degree requirement. This exam may be taken up to three (3) times to complete successfully.

Counseling in the Helping Professions
Counseling Theories
Social Cultural Concerns in Counseling
Group Counseling & Dynamics
Psychological Testing
Professional Ethical Issues in Counseling
Life Planning Career Development
Human Growth & Development
Methods Models of Research

National Counselor Examination

Ottawa University offers degree-seeking students the option of taking the National Counselor Examination (NCE). This exam is administered twice a year, usually April and October. For additional information including Registration Workshop and actual testing dates, time and locations, go to MAPC Blackboard and select "Exam" tab.

MAPC Blackboard Site

All MAPC and HR-SAC students are encouraged to review the MAPC Blackboard site. This forum has all information related to your program of study. Departmental announcements, upcoming events, education plans and Field Placement. To sign on go to:

1. www.ottawa.edu
2. Click on the Current Students tab
3. Select Blackboard from the second section of the left hand column
4. Enter Username and Password: mapc
5. Select XTRA-AZ-Grad Counseling from the center section under "My Courses"

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Spring 2014 Graduate Courses- Arizona Campuses

https://myottawa.ottawa.edu/ics
(Login and click "Students")

TUITION & FEES

Graduate:

PER CREDIT HOUR:

	On Campus	Online
Master of Business Administration	$555	$595
Master of Arts in Human Resources	$555	$595
Master of Arts in Education	$450	$465
Master of Arts in Counseling	$555	$595

ADDITIONAL FEES:

	On Campus	Online
Application Fee – Master's Program	$75	$75
Late Registration Fee	$20	$20
Class Audit	$50	$50
Student Teaching Fee	$175	$175
Conferral Fee	$175	$175

**Fees subject to Change*
**Field Placement is a different rate*

REGISTRATION PROCEDURES:

Clearly indicate the **complete** –

- Course prefix & number including section (i.e., AA, AB, AG etc.)
- Course title.
- Form of payment

It is recommended that all students consult with their advisor or director prior to selecting courses.

All enrollment agreements must be signed and dated with attached payment. Enrollment agreements are not accepted via telephone or without payment. Agreements received in the Office of the Registrar – Phoenix, without a signature and date, will be returned to the respective student. Students must hand deliver, mail, or FAX (602-749-3181) enrollment agreements to the Office of the Registrar – Phoenix.

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Spring 2014 Graduate Courses- Arizona Campuses

REFUND POLICY:

The institutional refund policy in effect when a student drops a single course or completely withdraws from all courses during a period of enrollment is based on a combination of the student's last date of attendance (LDA) in the given course and the length of that course.

3 Weeks & Under Course:

If the student attends any portion of the course (LDA recorded)	=	NO Refund
If the student does NOT attend the course (no LDA recorded)	=	100% Refund

4 to 8 Weeks Course:

The refund will be calculated based on the LDA with the following WEEKLY schedule:

Through Drop Period (Monday of Week 2)	=	100% Refund
Week 2 of Course (Tue -Sun)	=	75% Refund
Week 3 of Course (Mon-Sun)	=	50% refund
Remainder of term (Mon-through end of course)	=	NO refund

***Refer to appropriate chart for further clarification(included as attachment)*

'No Show' Refund policy:

Students who have never attended any sessions of a pre-registered class or submit a withdrawal form constitutes a No-Show withdrawal and 100% tuition will be refunded.

Fees:

All fees, unless noted in official Ottawa publications, are NON-REFUNDABLE.

Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all courses. Title IV financial aid is refunded in the following order as prescribed by Law and Regulation.

1. Unsub Federal Stafford Loans
2. Sub Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Loans
5. Other Title IV Aid Programs
6. Other Federal, state, private or inst aid
7. The student

Any outstanding balances owed to Ottawa University will be deducted prior to issuance of any credit balance refund to the student.

WITHDRAWAL PROCEDURES:

All withdrawals must be received by the Office of the Registrar by date listed above. Students registered after this date will receive a grade for the course. Ottawa University will consider a student actively enrolled for course(s) until a signed Drop/Withdrawal form is received by the Office of the Registrar.

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- A student's withdrawal is based on the date the Drop/Withdrawal form is received by the Office of Registrar.
- Upon official withdrawal from class (es), a student will receive a copy of the Drop/Withdrawal form, duly signed and dated by the Office of the Registrar.
- **NO WITHDRAWALS WILL BE ACCEPTED VIA TELEPHONE.**
- Please note that the $20 Drop fee is assessed per course for each drop or withdrawal.

WITHDRAWAL DEADLINE:

- Courses can be dropped without a "Withdrawal (W)" grade by the date noted on Page 1**.**
- Courses can be dropped with a "Withdrawal (W)" grade by the date noted on Page 1**.**

FINANCIAL AID UNOFFICIAL WITHDRAWAL:

Financial Aid students who fail to continue participating in an academically related activity before 60% or more of the calendar days have expired in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F or NC. The Federal R2T4 calculations will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s). Because the student did not officially withdraw, the institutional charges will not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any course as quickly as possible once the decision to not complete has been made.

Financial Clearance

The Ottawa University Financial Clearance Policy is defined below:

All tuition and fees have been paid in full by 5 p.m. CST on the second Monday of the term or the statements below have been satisfactorily completed:

- *If a third party pays tuition and/or fees, verification of agreement with invoicing instructions must have been submitted to unit business office;*
- *If deferring tuition according to the University's defined deferred tuition plan, a deferred tuition form, $60 deferred payment fee, and employer reimbursement policy and approval must have been submitted to unit business office;*
- *If receiving federal financial aid, the FAFSA data, Institutional Application for Financial Aid, loan application and entrance counseling must have been received at the University by the 5 p.m. Monday deadline.*
- *Tuition Management System Plan has been received by College business office (Ottawa KS residential campus students only).*

A student will be dropped on the second Tuesday of the term if the student is not financially cleared by the 5 p.m. Monday deadline. There will be no reinstatements for students that have been dropped due to financial clearance.

ACADEMIC ADVISING:

Academic advising is an important and rewarding part of the educational process. The Center for Adult and Professional Services (CAPS) offers important information about degree requirements by building your education plan with your CAPS advisor. However, students must bear the ultimate responsibility for development of their academic programs and for meeting all graduation requirements. For example, the student may choose to take courses other than those required for their program, which could potentially delay their graduation. In the advisor-advisee relationship, the responsibilities of the student are:

- To meet with the CAPS advisor as frequently as necessary to assure a proper understanding of the university;
- To contact the advisor when confronted with academic issues;
- To keep the advisor aware of other problems which may affect academic performance;
- To meet all graduation requirements, following the academic plan established with the help of the student's CAPS advisor;
- To maintain personal records of academic progress and to resolve any discrepancies in a timely manner
- To accept final responsibility for all academic, financial aid, and student account decisions.

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GRADUATION/COMMENCEMENT

Commencement: **2015**
Graduation application packets are available through the Office of the Registrar at the Phoenix site. The primary responsibility to ensure all requirements for graduation have been met lies with the student including:

- Having all updated official transcripts from other institutions attended sent to the Office of the Registrar in Phoenix;
- Completing an "Intent to Graduate" form and submit to Office of the Registrar;
- Scheduling an appointment with your advisor to review and approve any revisions or corrections to your degree plan.

AEPA TEST DATES

Visit www.aepa.nesinc.com for test dates, registration deadlines, and study guides. You will register and pay for the tests through this website. Test results will be automatically sent to the Arizona Department of Education and to you.

LIBRARY DATABASES

Ottawa University provides its students with free access to a variety of library databases which may easily be accessed via the Ottawa webpage www.ottawa.edu.
Click on the "Current Students" Tab
Log into MyOttawa and no password needed

EBSCOhost

- EBSCOhost is an online reference system accessible via the Internet. It offers a variety of full-text research and popular databases from leading information providers. Access is limited to OU students and faculty only.

LexisNexis

- LexisNexis is a web-based database service that contains news, business, medical, and legal information. The majority of titles are available in full-text with a limited number available in abstract form.

BNA Human Resources Library

- BNA Human Resources Library is a web-based database service that contains a wealth of information related to personnel management, labor relations, wages and hours law, federal regulations, fair employment law, and international HR.

Oxford Reference (No password required)

- Oxford Reference is a web-based reference tool providing shelves of online reference books in multiple subjects.

PsychArticles

- PsychArticles is a web-based database service that contains citations and summaries of journal articles, book chapters, books, technical reports, and dissertations in the field of psychology and psychological aspects of related disciplines

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STUDENT TEACHING PROCESS

Ottawa University offers 12-week student teaching periods twice a year. Student teaching begins with the first and second term of each public school year. With most school districts, this occurs in August and January.

All courses, including the LAS 45012, Global Issues, (required for undergraduate students only), must be completed before student teaching.

- Education majors and teacher certification students who are scheduled to student teach will be assigned to a school. Each undergraduate student should contact his/her advisor immediately and initiate a degree plan audit to insure all academic requirements will be completed PRIOR to student teaching.
- Student teaching assignments are full-time and are scheduled during a regular school day (7 a.m. – 4 p.m.). Duration of student teaching is a minimum of 12 weeks (60 days, 480 hours), within a normal school day of approximately six to seven hours. Individual school districts sometimes require more than twelve weeks and the student must be willing to accommodate the district's requirement to student teach in that district.
- If you plan to student teach please call the teacher certification office at 602-749-5152 term prior to student teaching.
- Please stay in contact with your advisor and keep him or her informed of your academic progress and student teaching status.
- All coursework must be completed by the end of the term prior to your scheduled student teaching. If all coursework and/or CLEP or DANTES tests are not finished, student teaching may be postponed.
- A fingerprint card should be obtained and required from the Arizona Department of Public Safety. Students must receive fingerprint clearance prior to student teaching. Call the Field Placement Coordinator's office at 602-749-5152 for details.
- It is recommended that AEPA exams be taken and passed before student teaching.
- Post-Baccalaureate Teacher Certification student teachers must pass the subject knowledge portion of the AEPA exam before student teaching.

TEACHER CERTIFICATION PROCESS

Elementary and Secondary Education Certification candidates, upon completion of their programs of study and Student Teaching, will apply for Teacher Certification through Ottawa University rather than petitioning the State Department Division of Teacher Certification. **Note: Education Studies and Early Childhood students see below.**

For certification follow these steps:

1. Meet with your advisor for a final audit and obtain your Institutional Recommendation (IR) release form.

2. Make an appointment with the Office of Teacher Certification, 602-749-5152, to have an (IR) form completed.

3. Take the IR form (application included), fingerprint card, and a $30.00 check or money order payment to the Teacher Certification Department of the Arizona Department of Education.

Early Childhood, Elementary, and Secondary Education majors do not need to wait for an official transcript from Ottawa University before submitting the IR form to the Arizona

Department of Education. The IR form will allow The State Department of Education (1535 West Jefferson St., Phoenix) to certify you the same day. Should you have questions, please do not hesitate to contact your advisor or the Education Department at 602-749-5152.

Education Studies graduates *who will petition the Arizona Department of Education for waiver of the student teaching practicum* do not receive the Institutional Recommendation (IR). These students take to the Department of Education an official OU transcript with their degree posted and documentation from the school district of record confirming two years of teaching experience.

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RELEASE OF STUDENT INFORMATION

Ottawa University subscribes to a policy regarding the release of student information that is consistent with the *Family Educational Rights and Privacy Act of 1974, as Amended.* The underlying premise of this policy is that student records are confidential and should not be released to unauthorized persons.
The University policy also gives students the right to review their academic records. Requests for review should be directed to the Office of the Registrar – Phoenix Campus.
It is understood a policy on availability of information must balance the need for security and confidentiality of the information against the defined institutional need for data. The University policy assumes if a gray area exists regarding whether student information may be released, the University should lean toward the need for security and confidentiality.
Federal guidelines of the *Family Educational Rights and Privacy Act of 1974, as Amended* (FERPA) require each institution to define "public" items of information that may be released to third parties, or the general public, without the prior permission of the student. This information is known as Directory Information. Students may request that some or all of the Directory Information not be released.
In addition to the ability to restrict the release of Directory Information and to review their files, students have the right to file a complaint with the United States Department of Education concerning alleged failures of the University to comply with the requirements of the *Family Rights and Policy Act of 1972, as amended*. Please see the Ottawa University Student Handbook for details.

FERPA DIRECTORY INFORMATION

Information listed in the categories below is Directory Information, defined by the University, which may be released without prior authorization of the student to anyone, or to the general public, at the discretion of Ottawa University.

Category I: Name
Category II: Address, telephone number, e-mail address
Category III: Dates of attendance, other institutions attended, field(s) of study, awards, honors, degrees conferred (including dates of conferral)
A student may request information contained within any or all of the individual categories not be released without his or her written permission. However all information within each category must be either withheld, or able to be released.
Please contact the Office of the Registrar – Phoenix at (602) 749-5136 to complete an authorization form to restrict any of the above categories. The restrictions must be renewed by July 1 of each year.

TITLE II INFORMATION

Title II information is available for public review at the Phoenix campus and on the Ottawa University web site at www.ottawa.edu.

EQUAL OPPORTUNITY

Ottawa University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment of students on the basis of race, age, sex, color, religion, disability, national origin, or any other characteristic protected by law.

*Schedule subject to change, to check most current schedule please visit Ottawa online portal in My Ottawa

STUDENTS WITH DISABILITIES

Ottawa University provides reasonable and appropriate accommodations for students with disabilities. Students must declare their disabilities and request related classroom accommodations by promptly submitting a completed Accommodations Request Form, as well as necessary documentation, to their campus Disabilities Services Coordinator. In Arizona, please contact Karen Bryson, Assistant Dean of Instruction at karen.bryson@ottawa.edu.

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STUDENT EMAIL ACCOUNT

To set up and access your student e-mail account: You will need your Ottawa University Student ID number and your 5-digit zip code. If you do not know your Student ID number, please contact the Enrollment Management Department at 602-749-5175.

Go to the Ottawa University homepage – www.ottawa.edu
Select the "Current Students"
Select "Student Email" on the left
Select "Create your student e-mail account" and follow the steps. You will be assigned an initial password, which you can change at any time.
After creating your account, **wait 5 minutes before logging** onto your new OU account.

To login and use your account:

Select "Login and use your student e-mail account" from the Ottawa University MyOttawa portal.

ONLINE TECHNICAL SUPPORT

For login problems or if you believe you are not linked to the correct course or courses in Blackboard, problems opening files, saving documents, web browser troubles, etc. call 1-877-717-6988 or email at ouhelp@ottawa.edu available 24/7.

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