

Ottawa University – Undergraduate Spring 2008

January 7 – March 1, 2008

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KEY TO COURSE LISTINGS

Day: **M** = Monday **F** = Friday
 T = Tuesday **S** = Saturday
 W = Wednesday **U** = Sunday
 R = Thursday

Location: **MS** = Mesa Campus
 PX = Phoenix Campus
 TM = Tempe Campus
 GW = Gateway Elementary School

Click [here](#) to view map

Holidays:

- Monday, January 21 Martin Luther King Day

Enrollment Agreement forms and **Employee Reimbursement** forms are available online or at each instructional site.

REGISTRATION PROCEDURES

Registration begins **November 12, 2007**.

Enrollment forms available online November 5.

1. All registrants **must** complete (in full) the Spring 2008 Undergraduate [Enrollment Agreement form](#).

2. Clearly indicate the **complete** –

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

It is recommended that all students consult with their advisor or director prior to selecting courses. Bachelor of Arts students and TC students are limited to 16 credit hours per term. Credit hours over 16 per term must be approved by the Dean of Instruction.

3. ALL ENROLLMENT AGREEMENTS MUST BE SIGNED AND DATED WITH ATTACHED PAYMENT.

Agreements received in the Office of the Registrar - Phoenix without a signature and date will be returned to the respective student.

4. Enrollment Agreements will be considered as “Received” (and duly date-stamped) upon receipt at the Office of the Registrar – Phoenix campus. Student Enrollment Agreements will be registered in the order they are received within the Office of the Registrar – Phoenix campus.

5. Students must hand deliver, mail or FAX (602-749-3181) enrollment agreements to the Office of the Registrar – Phoenix.

NO ENROLLMENT AGREEMENTS WILL BE ACCEPTED VIA TELEPHONE COMMUNICATION OR WITHOUT PAYMENT.

Deadline to Add Classes:

- Full term classes must be added by January 18, 2008.
- Less than full-term classes must be added by the second class meeting

Weekend classes must be added by the first class meeting.

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PROSEMINAR (LAS)

\$65 materials fee.

PHOENIX (4)
LAS 30012-AA **WEDNESDAY** 6:30P-9:30P G. JONES

LAS 30012-AB **THURSDAY** 6:30P-9:30P K. ROMERO

TEMPE (4)
LAS 30012-AC **TUESDAY** 6:30P-9:30P J. MALIZIA

MESA (4)
LAS 30012-AD **SATURDAY** 9:00A-4:00P P. KRENKE
DATES: January 12, 26 February 9, 23

ONLINE (4)
LAS 30012-AO **ONLINE** K. BRYSON
START DATE: January 7, 2008

POLICE SCIENCE / LAW ENFORCEMENT (4)
LAS 30012-AP **ONLINE** F. ROMERO
START DATE: January 7, 2008

GRADUATION REVIEW (LAS)

\$100 graduation fee. Textbook Required. Refer to Online bookstore MBS for further details.

PHOENIX (4)
LAS 45012-AA **TUESDAY** 6:30P-9:30P J. STONE

TEMPE (4)
LAS 45012-AB **SATURDAY** 9:00A-4:00P J. MALIZIA
DATES: January 12 February 2, 16 March 1

MESA (4)
LAS 45012-AC **WEDNESDAY** 6:30P-9:30P J. VELASCO

ONLINE (4)
LAS 45012-OA **ONLINE** K. BRYSON
START DATE: January 7, 2008

POLICE SCIENCE / LAW ENFORCEMENT (4)
LAS 45012-AP **ONLINE** F.ROMERO
START DATE: January 7, 2008

ONLINE

MANAGERIAL ACCOUNTING (4)
ACC 30664-OA **ONLINE** A. HUBLEY

SEI METHODS II (3)
EDU 44033-OA **ONLINE** J. VANCUYK

SOCIAL WELFARE: ISSUES IN HUMAN SERV. (4)
HUS 30000-OA **ONLINE** E. SCHWARTZ

ONLINE (CONTINUED)

PROSEMINAR (4)
LAS 30012-AO **ONLINE** K. BRYSON

PROSEMINAR POLICE SCIENCE (4)
LAS 30012-AP **ONLINE** F. ROMERO

GRADUATION REVIEW (4)
LAS 45012-OA **ONLINE** K. BRYSON

GRADUATION REVIEW POLICE SCIENCE (4)
LAS 45012-AP **ONLINE** F. ROMERO

BEHAVIOR IN ORGANIZATIONS (4)
OAD 30063-OA **ONLINE** R. PEARSON

MANAGEMENT (4)
OAD 30563-OA **ONLINE** K. ALKIRE

BUSINESS ETHICS (4)
OAD 31664 **ONLINE** J. SCHOENWETTER

WOMEN IN MANAGEMENT (4)
OAD 32064-OA **ONLINE** S. ESVELDT

FINANCIAL ADMINISTRATION (4)
OAD 40063-OA **ONLINE** S. SYRMOPOULOS

MANAGING CULTURAL DIVERSITY (4)
OAD 41864-OA **ONLINE** K. HOLSTON

THEORIES OF PERSONALITY (4)
PSY 30153-OA **ONLINE** S. TROMP

PSYCHOLOGY OF ABNORMAL BEHAV (4)
PSY 30353-OA **ONLINE** T. HERNANDEZ

PSYCHOLOGICAL EXP OF MUSIC (4)
PSY 45650-OA **ONLINE** K. BRYSON

SEMINAR IN PSYCHOLOGY (4)
PSY 49201-OA **ONLINE** S. MCCLARY

BLACKBOARD TRAINING SESSIONS

FREE Blackboard training sessions for new online students -
Phoenix campus, Saturday, January 5, 2008
at 8:30A-10:00A or 10:30A-12:00P.

TECHNICAL SUPPORT

For Login problems or if you believe you are not linked to the correct course or courses in Blackboard, call 1-877-717-6988 between 8 a.m. and 3 p.m. Central Standard Time

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ART (ART)

DRAWING & COMPOSITION I (4)

ART 22023-AA 9:00A-4:00P S PX K. BRYAN
DATES: January 19, February 2, 16, March 1 Materials fee: \$10

ART FOR EDUCATORS I (1)

ART 30121-AA 9:00A-4:00P S PX P. TOBIN
DATE: February 9 Materials fee: \$5

ART FOR THE ELEMENTARY TEACHER (4)

ART 31224-AA 6:30P-9:30P M PX M RAMSAY
Materials fee: \$20

ART AND CULTURAL DIVERSITY (1)

ART 31324-AA 9:00A-4:00P S TM M. RAMSAY
DATE: February 2 Materials fee: \$5

BIOLOGY (BIO)

GENETICS (4)

BIO 31243-AA 6:30P-9:30P T PX S. SNYDER

COMMUNICATION (COM)

INTERPERSONAL COMMUNICATION (4)

COM 30163-AA 6:30P-9:30P M PX T. LLOYD

ORGANIZATIONAL COMMUNICATION (4)

COM 30363-AA 6:30P-9:30P W TM G. BERG

INTRO TO ONLINE RESEARCH (1)

COM 38000-AA 9:00A-4:00P S PX K. BRYSON
DATE: February 23

SEMINAR IN COMMUNICATION (4)

Capstone for Communication majors. Blackboard training required.
COM 49100-AA 10:00A-12:00P S TM J. MEITZ
DATES: January 12 and March 1

ECONOMICS (ECO)

ECONOMICS FOR MANAGERS (4)

ECO 30564-AA 6:30P-9:30P W MS G. WERTHER

DANCE (DAN)

SECONDARY DANCE METHODS (4)

DAN 40000-AA 6:30P-9:30P W PX L. DEMARCO

EARLY CHILDHOOD EDUCATION (ECE)

FOUNDATIONS OF EARLY CHILDHOOD (4)

ECE 30000-AA 6:30P-9:30P M PX K. BARTON

EARLY CHILDHOOD LANGUAGE ARTS MTHDS (4)

ECE 30030-AA 6:30P-9:30P W PX K. MOHRING

EARLY CHILDHOOD MATH METHODS (4)

ECE 30050-AA 6:30P-9:30P T PX J. JOHNSON

EARLY CHILD METHODS SCIENCE (4)

ECE 30060-AA 6:30P-9:30P T TM J. VELASCO

EARLY CHILDHOOD ASSESSMENT (4)

ECE 30070-AA 6:30P-9:30P R TM W. TAYLOR

CLASSROOM MGMT FOR YOUNG CHILDREN (4)

ECE 30080-AA 6:30P-9:30P M MS C. BEAHAN

EDUCATION (EDU)

APPLICATION OF EDUCATION TECHNOLOGY (3)

EDU 31133-AA 6:30P-9:30P W PX K. ROMERO

Video Conference available at MESA Campus

DATES: January 9, 16 and February 13

\$109 fee paid to LiveText online first day of class:

DEBIT or CREDIT CARD ONLY.

ELECTRONIC PORTFOLIO DEVELOPMENT (0)

Prerequisite: EDU 31133 Application of Educational Technology

EDU 49003 To be taken with student teaching. No registration fees.

Ed Studies students consult Dr. Romero at 602-749-5171 prior to registering.

INTRO TO CLASSROOM OBSERVATION (1)

EDU 31000-AA 4:30P-6:00P M TM C. BULLARD

DATES: January 7 and February 28

THE EXCEPTIONAL CHILD (1)

EDU 31132-AA 9:00a-4:00p S TM R. JONES

DATE: February 9

EDUCATIONAL PSYCHOLOGY (4)

EDU 31233-AA 9:00A-2:00P S PX K. CRAWLEY

DATES: January 12, 19, 26, February 2, 9, 16

Material Fee: \$5

ELEMENTARY READING METHODS (4)

EDU 32634-AA 6:30P-9:30P R MS C. BEAHAN

ELEMENTARY LANGUAGE ARTS METHODS (4)

EDU 32734-AA 6:30P-9:30P T GW K. BRAMBLE

ELEMENTARY SOCIAL STUDIES METHODS (4)

EDU 32834-AA 6:30P-9:30P T PX P. SOLENBERGER

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EDUCATION (EDU)

HISTORY & PHILOSOPHY OF EDUCATION (4)

EDU 33034-AA 9:00A-2:00P U PX K. CRAWLEY

DATES: January 13, 20, 27, February 3, 10, 17

Material Fee: \$5

ELEMENTARY SCIENCE METHODS (4)

EDU 33132-AA 6:30P-9:30P R PX D. CALLIES

Materials fee: \$15

ELEMENTARY MATH METHODS (4)

EDU 33134-AA 6:30P-9:30P W TM J. CONTI

EDUCATIONAL TESTS & MEASUREMENTS (4)

EDU 33434-AA 6:30P-9:30P T MS J. BLAIR

SELF-ESTEEM IN THE CLASSROOM (1)

EDU 34131-AA 9:00A-4:00P S MS J. BLAIR

DATE: January 26

AT-RISK STRATEGIES (1)

EDU 34331-AA 9:00A-4:00P S TM J. BLAIR

DATE: February 9

CLASSROOM MANAGEMENT (4)

EDU 41234-AA 6:30P-9:30P R GW K. BRAMBLE

SECONDARY METHODS (4)

EDU 42634-AA 6:30P-9:30P M TM C. BULLARD

SEI METHODS FOR ELL II (3)

EDU 44033-AA 6:30P-9:30P W PX K. HUTTER

DATES: January 9 – February 13

EDU 44033-OA ONLINE J. VANCUYK

SEI METHODS FOR ELL III (3)

EDU 45033-AA 9:00A-4:00P S TM J. VANCUYK

DATES: February 2, 9, 23

ENGLISH (ENG)

PROFESSIONAL WRITING (4)

ENG 30124-AA 6:30P-9:30P M PX J. DOWNER

WRITING APA-STYLE PAPERS (1)

ENG 30722-AA 9:00A-4:00P S PX J. STONE

DATE: February 9

MULTICULTURAL LITERATURE (4)

ENG 31723-AA 6:30P-9:30P W PX J. WERNER

THEORY OF POETRY (4)

ENG 40323-AA 6:30P-9:30P T TM D. MITCHELL

SHAKESPEARE SEMINAR (4)

ENG 41823-AA 6:30P-9:30P R TM L. HODGSON

HISTORY (HPS)

PLEASE NOTE: SPECIAL TUITION FOR AZ CONSTITUTION OR U.S. CONSTITUTION IS \$ 125 PLUS \$10 MATERIALS FEE.

AZ CONSTITUTION (1)

HPS 30151-AA 9:00A-4:00P S PX D. LANCASTER

DATE: February 9

HPS 30151-AB 9:00A-4:00P S TM D. LANCASTER

DATE: February 16

U.S. CONSTITUTION (1)

HPS 30251-AA 9:00A-4:00P S PX G. TWARDOSZ

DATE: January 26

HPS 30251-AB 9:00A-4:00P S TM G. TWARDOSZ

DATE: February 2

AMERICAN GOVERNMENT (4)

HPS 13353-AA 6:30P-9:30P T PX G. TWARDOSZ

SEMINAR IN WORLD HISTORY II (4)

HPS 35154-AA 6:30P-9:30P W PX S. LURENZ

WORLD WAR II THROUGH FILM (4)

HPS 35500-AA 6:30P-9:30P W PX D. FOXX

COMPARATIVE POLITICAL SYSTEMS (4)

HPS 40454-AA 6:30P-9:30P W PX M. WATKINS

CONTEMPORARY AMERICA 1945- PRESENT (4)

HPS 45553-AA 6:30P-9:30P T TM D. LANCASTER

PUBLIC POLICY (4)

Capstone course for Public Administration majors.

HPS 49300-AA 10:00A-12:00P S TM K. HOLSTON

DATES: January 12 and March 1

HUMAN SERVICES (HUS)

SOCIAL WELFARE: ISSUES IN HUMAN SERV. (4)

HUS 30000-OA ONLINE E. SCHWARTZ

SOCIAL POLICY & THE COMMUNITY (4)

HUS 30253-AA 6:30P-9:30P W PX A. BRIETMYER

DEATH & DYING (4)

HUS 30953-AA 6:30P-9:30P T MS J. ADAMS

SKILLS/ TECHNIQUES IN HUMAN SERVICE (4)

HUS 40553-AA 6:30P-9:30P M MS A. HARTWIG

SEMINAR IN HUMAN SERVICES (4)

Capstone course for Human Service majors.

HUS 49000-AA 6:30P-9:30P W PX T. HERNANDEZ

DATES: January 9 and February 27

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MATH (MAT)

BUSINESS MATHEMATICS (4)

MAT 20143-AA 6:30P-9:30P W PX F. VANBIENE

CALCULUS II (4)

MAT 21144-AA 6:30P-9:30P M TM F. VANBIENE

MATH CONTENT K-4 (3)

MAT 21543-AA 9:00A-4:00P S PX L. HARRISON

DATES: January 12, 26, February 9

MATERIAL FEE: \$15

STATISTICS LAB (1)

MAT 40041-AA 9:00P-4:00P S PX R. KIRKHAM

DATE: February 2

INTEGRATIVE SEMINAR IN MATHEMATICS (4)

Capstone course for Mathematics majors.

MAT 49201-AA 6:30P-9:30P T PX H. HOFFMAN

MUSIC (MUS)

For information or to register, please contact your academic advisor.

INSTRUMENTAL CONDUCTING METHODS (4)

MUS 32123-AA 4:00P-7:00P M MCC R. HUNTER

CHORAL CONDUCTING METHODS (4)

MUS 32223-AA 4:00P-7:00P T MCC **STAFF**

INFORMATION TECH SYSTEMS (ITS)

METHODOLOGIES OF PROJECT MGMT (4)

Capstone course for ITS majors. Blackboard training required.

ITS 49100-AA 10:00A-12:00P S PX G. BINDER

DATES: January 12, March 1

ORGANIZATIONAL ADMINISTRATION (OAD)

BEHAVIOR IN ORGANIZATIONS (4)

OAD 30063-AA 6:30P-9:30P M PX T. LORENZONI

EMPLOYMENT LAW & POLICY (4)

OAD 30264-AA 6:30P-9:30P T TM B. CARKEEK

MANAGEMENT (4)

OAD 30563-AA 9:00A-12:00P F PX W. RILEY

BUSINESS LAW (4)

OAD 31063-AA 6:30P-9:30P M TM M. DUCKWORTH

MARKETING (4)

OAD 31863-AA 9:00A-4:00P S TM J. VACK

DATES: January 26 February 9, 23 March 1

HUMAN RESOURCE ADMINISTRATION (4)

OAD 32563-AA 6:30P-9:30P R MS **A. HUBLEY**

ORGANIZATIONAL ADMINISTRATION (OAD)

EMPLOYMENT & STAFFING (4)

OAD 32864-AA 6:30P-9:30P T PX **J. PRAWDZIK**

FINANCIAL ADMINISTRATION (4)

OAD 40063-OA ONLINE S. SYRMOPOULOS

PLANNING & BUDGETING (4)

OAD 40264-AA 6:30P-9:30P W TM M. LIEBNER

HEALTH CARE LAW & ETHICS (4)

OAD 40654-AA 6:30P-9:30P W PX M. ROSS

MANAGING CULTURAL DIVERSITY (4)

OAD 41864-AA 6:30P-9:30P R PX D. BEATA

The following business capstone courses meet on January 12 and March 1 only. Blackboard training required.

STRATEGIES & POLICIES (4)

Capstone for Business Administration majors

OAD 49100-AA 10:00A-12:00P S TM S. LIND

SEMINAR IN APPLIED HUMAN RESOURCES (4)

Capstone for Human Resource majors

OAD 49200-AA 10:00A-12:00P S TM K. HOLSTON

SEMINAR IN APPLIED MANAGEMENT (4)

Capstone for Management majors

OAD 49300-AA 10:00A-12:00P S TM S. LIND

PUBLIC POLICY (4)

Capstone for Public Administration majors

HPS 49300-AA 10:00A-12:00P S TM K. HOLSTON

DATES: January 12 and March 1

SEMINAR IN HEALTH CARE MANAGEMENT (4)

Capstone for Health Care Management majors

OAD 49500-AA 10:00A-12:00P S TM S. LIND

POLICE SCIENCE PLS

INDIVID RIGHTS: PRACTICE & SYSTEMS (4)

PLS 30100-AP ONLINE T. HANSON

POLICING IN TODAY'S COMMUNITIES (4)

PLS 40200-AP ONLINE J. HYNES

LEADERSHIP IN LAW ENFORCEMENT (4)

PLS 40300-AP ONLINE R. COVEY

SELECTED CONTEMP TOPICS IN POLICING (4)

PLS 49000-AP ONLINE D. BROWN

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PSYCHOLOGY (PSY)

THEORIES OF PERSONALITY (4)
PSY 30153-OA ONLINE S. TROMP

ADOLESCENT PSYCHOLOGY (4)
PSY 30254-AA 6:30P-9:30P T PX J. BEHM

PSYCHOLOGY OF ABNORMAL BEHAVIOR (4)
PSY 30353-AA 9:00A-12:00P F PX T. DEVEAU

DEATH & DYING (4)
PSY 30954-AA 6:30P-9:30P T MS J. ADAMS

STRESS MANAGEMENT (4)
PSY 31954-AA 6:30P-9:30P R PX V. WERBA

RESEARCH, DESIGN, & ANALYSIS (4)
PSY 32253-AA 6:30P-9:30P W TM B. RHOTON

DEVELOPMENTAL PSYCHOLOGY (4)
PSY 32353-AA 6:30P-9:30P M PX W. HIXON

THEORY OF VIOLENT BEHAVIOR (1)
PSY 35554-AA 9:00A-4:00P S MS B. RHOTON
DATE: February 2

HISTORY & SYSTEMS OF PSYCHOLOGY (4)
PSY 40854-AA 6:30P-9:30P R MS P. HUDSON

PSYCHOLOGICAL EXPERIENCE OF MUSIC (4)
PSY 45650-OA 6:30P-9:30P ONLINE K. BRYSON

PSYCHOLOGY IN FILM (4)
PSY 45651-AA 6:30P-9:30P M TM K. BRYSON

SEMINAR IN PSYCHOLOGY (4)
Capstone course for Psychology majors. Blackboard training required.
PSY 49201-AA 6:30P-9:30P M PX F. ROMERO
DATES: January 7 and February 25

RELIGION (REL)

PHILOSOPHY OF RELIGION (4)
REL 30122-AA 6:30P-9:30P M PX R. FRIESEN

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UNDERGRADUATE TUITION & FEES

\$55	Application Fee
\$20	Drop/Add Fee per class
\$20	Late Registration Fee
\$50	No-show fee for one credit classes
\$360	Per Credit Hour for Regularly Scheduled Classes
\$365	Per Credit Hour for Online Classes
\$325	Per Credit Hour for Regularly Scheduled Police Science classes
\$415	Per Credit Hour for Directed Studies
\$375	Per Credit Hour for Police Science Directed Studies
\$100	Graduation Fee (charged with Graduation Review)
\$50	Per Credit Hour for Credit by Assessment
\$125	Student Teaching Fee

REFUND POLICY- 8 week term

The institutional refund policy for withdrawals from scheduled courses is based on date of student notification to the university, regardless of the number of class meetings attended.

0% - 25% of class meetings = 100% refund
26% - 37% of class meetings = 75% refund
38% - 50% of class meetings = 50% refund
After 50% of class meetings = NO REFUND
Failure to attend ONE credit class =
Full refund less a no-show fee of \$50.

PROSEMINAR REFUND

On or before 50% of class meetings = 100% refund
After 50% of class meetings = NO REFUND

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal PELL Loans
5. Other Title IV Aid Programs
6. Other Federal, state, private or institutional aid
7. The student

WITHDRAWAL PROCEDURES

All withdrawals must be received by the Phoenix Office of the Registrar by **March 14, 2008**. Students registered after this date will receive a grade for the class.

Ottawa University (Arizona) will consider a student actively enrolled for class(es) until a signed Drop/Withdrawal/Add form is received by the Office of the Registrar - Phoenix campus.

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

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 class as quickly as possible once the decision to not complete has

WITHDRAWAL DEADLINES

\$20 fee is assessed for each dropped class.

Spring Deadline to Drop Classes:

- Classes can be dropped, without a "Withdrawal (W)" grade, through **January 18, 2008** (5:00 p.m.).
- Classes can be dropped with a "Withdrawal (W)" grade up to (but no later than) **March 14, 2008**.
- **No withdrawals (drops) will be accepted after March 14, 2008.**

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DIRECTED STUDY PROCEDURE

A Directed Study is an option that may be requested by undergraduate students with advisor approval. Directed Study classes must be approved by the faculty advisor and submitted to the Office of the Registrar at the Phoenix site. Directed Study Enrollment Agreement forms are available through the faculty advisor.

Deadlines for Directed Study requests:

Spring December 7, 2007

GRADUATION AND COMMENCEMENT

Spring Commencement March 28, 2008

Graduation Application packets are available through the Office of the Registrar at the Phoenix site or in the Graduation Review class. . The primary responsibility to ensure all requirements for graduation have been met lies with the student including:

- ✓ take any CLEP or DANTES tests as soon as possible (it may take up to six weeks for scores to be posted);
- ✓ have all updated official transcripts from other institutions attended sent to the Office of the Registrar in Phoenix;
- ✓ complete an “Intent to Graduate” form and submit to Office of the Registrar;
- ✓ schedule an appointment with your advisor to review and approve any revisions or corrections to your Degree Plan

CLEP & DANTES TESTS

CLEP and DANTES tests must be taken no later than one semester prior to student teaching to ensure that scores will be received by Ottawa University by the scheduled student teaching date. In the event that tests are not passed, students will need to reserve enough time to take a substitute test or course to obtain these credits. Incomplete tests may delay student teaching. For more information call 602-749-5175

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.

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 Graduation Review - LAS 45012 (required for undergraduate students only), must be completed before a student may begin student teaching.**

1. Education majors and teacher certification students who are scheduled to **student teach** in the August 2008 term 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.
2. 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.**
3. If you plan to student teach in August 2008 in the west valley please call the teacher certification office at 602-749-5157 or in the east valley please call the Tempe campus at 602-749-5202 Student teaching interview appointments will be held January and February 2008.
4. Please stay in contact with your advisor and keep them informed of your academic progress and student teaching status.
5. 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.
6. **A fingerprint card should be obtained from the Arizona Department of Public Safety at least six months prior to student teaching.** Students must receive fingerprint clearance prior to student teaching. **Call the Teacher Certification office at 602-749-5157 for details.**
7. **It is recommended that AEPA exams be taken and passed before student teaching.**
8. Post-Bac (TC) student teachers **must pass the subject knowledge portion of the AEPA exam** before student teaching.

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TEACHER CERTIFICATION PROCESS

Elementary and Secondary Education Certification candidates, upon completion of their programs of study and student teaching, will make application 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 to have a final audit done **and obtain your IR release form.**
2. Make an appointment with the Office of Teacher Certification, **602-749-5157**, to have an Institutional Recommendation (IR) form completed.
3. **Take the IR form (application included), your fingerprint card, and a \$30.00 payment by check or money order to the Teacher Certification Department of the Arizona Department of Education.**

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 **602-749-5157**.

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.

Early Childhood graduates **will not receive the Institutional Recommendation (IR).** Upon completion of student teaching the student will meet with their faculty advisor for a final audit. After their degree is posted, they will order an official transcript and take it in a sealed envelope to the Arizona Department of Education to apply for certification.

TEXTBOOKS

Textbooks are now available through MBS Direct the nations largest distributor of new and used college textbooks. Access the MBS Bookstore via www.ottawa.edu Online Services link. Minimal shipping charges will be assessed. Orders processed within 24 hours. Allow 1 week for delivery.

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.

On the left-hand menu highlight “Library”

Select “Online Databases”

Select “Databases for Adult Campuses Arizona”

And you’re in! The following databases are then available for use:

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 to the databases is for Ottawa University students and faculty only.

Login = ottawau

Password = ask at the front desk

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.

Login = ottawau#

Password = ask at the front desk

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.

Login = dlevine7

Password = ask at the front desk

Oxford Reference

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

No password required.

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.

Login = ottawau

Password = ask at the front desk

Ottawa University – Undergraduate Spring 2008

January 7 – March 1, 2008

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.

1. Go to the Ottawa University homepage – www.ottawa.edu
 - a. Select “Student/ Login” which appears in the upper right section of the screen. This will take you to the Ottawa University Web Mail main screen.
 - b. 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.
 - c. After creating your account, **wait 5 minutes before logging** onto your new OU account.

To login and use your account:

1. Select “Login and use your student e-mail account” from the Ottawa University Student Web Mail main screen.

ONLINE TECHNICAL SUPPORT

For Login problems or if you believe you are not linked to the correct course or courses in Blackboard, **call 1-877-688-2928 (1-877- OTTAWA U) between 8 a.m. and 5 p.m. Central Time, Monday through Friday.**

For all other technical problems (e.g., problems opening files, saving documents, web browser troubles, etc.) please contact Mr. Andrew Rosenberg, Web Instruction Manager, at 602-803-1004 (mobile) or 602-749-3165 (office).

INFORMATION TECHNOLOGY STUDENTS

When taking Ottawa University ITS courses at TechSkills, it is important to start your course during the first week of the term. You must contact TechSkills on the first day of the term to make arrangements to work with your course mentor. Please call Jeff Leonard, Senior TechSkills Mentor, at 480-785-7900 ext. 207.

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 the Director of Administration at 10020 N. 25th Avenue, Phoenix, AZ 85021; 602-749-5111.

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

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FERPA DIRECTORY INFORMATION

Information listed in the categories below is Directory Information, defined by the University, that 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(es), telephone number(s), e-mail address(es)

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) 749-5131 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.

CAMPUS LOCATIONS

PHOENIX CAMPUS

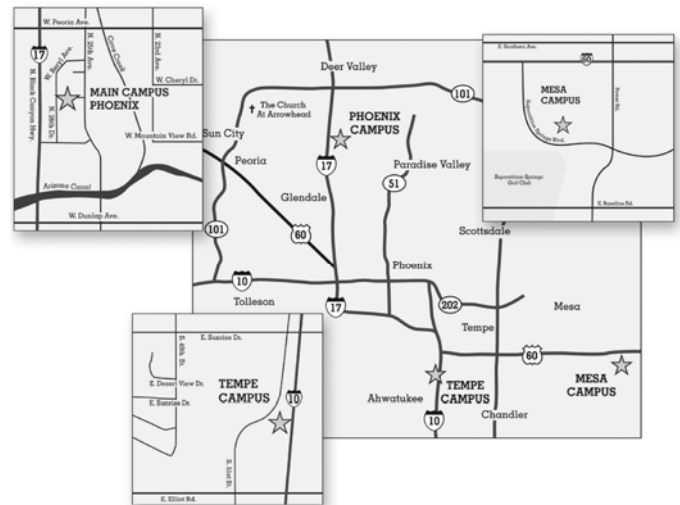
Ottawa University
10020 North 25th Avenue
Phoenix, AZ 85021
800-235-9586
602-371-1188
602-371-0035 (fax)

MESA CAMPUS

Ottawa University
6402 East Superstition Springs Boulevard
Suite 103
Mesa, AZ 85206
602-749-5230
602-807-2040 (fax)

TEMPE CAMPUS

Ottawa University
10429 South 51st Street
Phoenix, AZ 85044
602-749-5200
602-438-4571 (fax)



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