# Spring 2014 Undergraduate Course Schedule

Ottawa University

*Prepare for a Life of Significance*™

## UNDERGRADUATE – Spring 2014
## January 13th 2014 – March 8th 2014
## Arizona

**Web Registration Opens *October 28th, 2013***

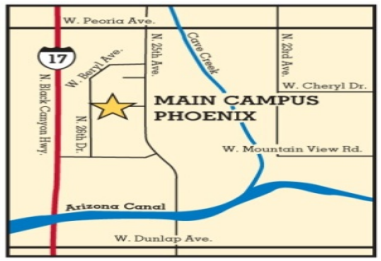
**Please register early as classes fill quickly.**

**Spring 2014 Academic Calendar**

| | |
|---|---|
| October 28 | Spring Registration begins |
| January 12 | Last day to register online before classes begin |
| January 13 | Spring term begins |
| January 20 | Last day to add full-term classes |
| January 20 | Deadline to drop Spring courses without Withdrawal (W)" |
| February 24 | Deadline to drop Spring courses with "Withdrawal (W)" |
| March 8 | Last day of the Spring term |
| March 16 | Spring grades due |

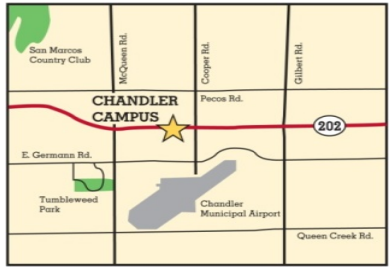
**Ottawa Locations**

**PHOENIX CAMPUS**
10020 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 Undergraduate Courses- Arizona Campuses

| Prefix | Number | Course Title | Location | Day | Meeting Time | Special Dates/Fees |
|---|---|---|---|---|---|---|
| ACC | 20364 | Accounting for Business Ops | OL | OL | OL | |
| ACC | 20464 | Financing & Invsting Activities | CH | M | 6:00-9:00pm | |
| ACC | 36264 | Federal Income Tax | OL | OL | OL | |
| ACC | 40164 | Advanced Accounting I | OL | OL | OL | |
| ACC | 44163 | Auditing | OL | OL | OL | |
| ART | 30121 | Art for Educators I 1 cr | PX | W | 6:00-9:00pm | 1/22, 1/29 $10 |
| BIO | 21443 | Introduction to Nutrition | OL | OL | OL | |
| COM | 11023 | Speech Preparation & Delivery | OL | OL | OL | |
| COM | 30163 | Interpersonal Communication | PX | T | 6:00-9:00pm | |
| COM | 30263 | Small Group Communication | OL | OL | OL | |
| COM | 30363 | Organizational Communication | OL | OL | OL | |
| COM | 40164 | Intrcultrl & Intrntnl Comm | CH | W | 6:00-9:00pm | |
| COM | 49100 | Applied Seminar in Communication (Capstone) | OL | OL | OL | |
| ECE | 30030 | EC Methods in Language Arts | PX | M | 6:00-9:00pm | |
| ECE | 30040 | EC Methods in Social Studies | PX | W | 6:00-9:00pm | |
| ECE | 30100 | Early Childhood Foundations | PX | T | 6:00-9:00pm | |
| ECE | 30200 | Child Development & Learning | PX | R | 6:00-9:00pm | |
| ECE | 30503 | EC Math & Science Methods | PX | R | 6:00-9:00pm | |
| ECO | 20163 | Macroeconomics | OL | OL | OL | |

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# Spring 2014 Undergraduate Courses- Arizona Campuses

| | | | | | | |
|---|---|---|---|---|---|---|
| ECO | 40664 | Investment Finance | OL | OL | OL | |
| EDU | 20000 | Technology for Educators 2 cr | PX | R | 6:00-9:00pm | 1/16, 1/30, 2/13, 2/27 |
| EDU | 20033 | Integrating the Fine Arts (2cr) | OL | OL | OL | |
| EDU | 30030 | Elementary Mathematics Methods | OL | OL | OL | |
| EDU | 30030 | Elementary Math Methods | CH | W | 6:00-9:00pm | |
| EDU | 30731 | Teaching Profession I (2cr) | OL | OL | OL | |
| EDU | 31132 | The Exceptional Child | OL | OL | OL | |
| EDU | 31233 | Educational Psychology | OL | OL | OL | |
| EDU | 33000 | Elem Lang Arts & Soc. Study Mthds | SC | T | 6:00-9:00pm | |
| EDU | 33035 | Fndts of Schl in Divrsty Society | PX | W | 6:00-9:00pm | |
| EDU | 33132 | Elementary Science Methods | CH | T | 6:00-9:00pm | |
| EDU | 33136 | Elem Prmry Readng Mthds/Prcticm | PX | M | 6:00-9:00pm | |
| EDU | 33136 | Elementary Primary Reading Methods & Practicum | OL | OL | OL | |
| EDU | 33236 | Elementary Intermediate Reading Methods & Practicum (2cr) | OL | OL | OL | |
| EDU | 34500 | Secondary Methods & Reading in the Content Area (3cr) | OL | OL | OL | |
| EDU | 34600 | Specialized Methods & Practicum (3cr) | PX | R | 6:00-9:00pm | |
| EDU | 40632 | Managing the Educational Environment | OL | OL | OL | |
| EDU | 40932 | Rflctv Teaching & Action Research I | PX/CH/SC | M | 6:00-9:00pm | |
| EDU | 40932 | Reflective Teaching and Action Research I | OL | OL | OL | |
| EDU | 44033 | SEI II (3cr) | OL | OL | OL | |
| EDU | 49001 | Elementary Student Teaching I | OL | OL | OL | $150 |
| EDU | 49001 | Elementary Student Teaching I | PX/CH/SC | - | - | $150 |
| EDU | 49021 | Secondary Student Teaching I | OL | OL | OL | $150 |

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# Spring 2014 Undergraduate Courses- Arizona Campuses

| | | | | | | |
|---|---|---|---|---|---|---|
| EDU | 49021 | Secondary Student Teaching I | PX/CH/SC | - | - | $150 |
| ENG | 10223 | Contemporary Literature | OL | OL | OL | |
| ENG | 10323 | Intro to Literature & Film | OL | OL | OL | |
| ENG | 23723 | Intermediate Writing | OL | OL | OL | |
| ENG | 26023 | From Homer to Herrick | OL | OL | OL | |
| ENG | 31723 | Multicultural Literature | OL | OL | OL | |
| ENG | 41823 | Shakespeare Seminar | OL | OL | OL | |
| ENG | 45023 | Seminar in American Literature | OL | OL | OL | |
| ENG | 49201 | Integrative Seminar in Criticism (Capstone) | OL | OL | OL | |
| HPS | 13053 | The American Experience II | OL | OL | OL | |
| HPS | 25353 | World Civilization I | OL | OL | OL | |
| HPS | 30151 | Arizona Constitution | PX | S | 9am - 4pm | 2/8/14 |
| HPS | 30251 | US Constitution | PX | S | 9am - 4pm | 1/25/14 |
| HPS | 30953 | American Women's History | OL | OL | OL | |
| HPS | 33253 | International Relations | OL | OL | OL | |
| HPS | 49400 | Global Issues in Historical Perspective (Capstone) | OL | OL | OL | |
| HUS | 30000 | Social Welfare: Iss Hmn Serv | PX | T | 6:00-9:00pm | |
| HUS | 30253 | Social Policy and the Community | OL | OL | OL | |
| HUS | 36000* | Statistics for the Social Sciences | OL | OL | OL | |
| HUS | 36000* | Stats for the Social Sciences | SC | W | 6:00-9:00pm | |
| HUS | 40454 | Ethics in Human Services | SC | R | 6:00-9:00pm | |
| HUS | 40554 | Skills and Techniques in Human Services II | OL | OL | OL | |
| LAS | 20010 | Seminar I | OL | OL | OL | |
| LAS | 20020 | Seminar II | OL | OL | OL | |
| LAS | 30012 | Writing and Critical Thinking | OL | OL | OL | |

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# Spring 2014 Undergraduate Courses- Arizona Campuses

| | | | | | | |
|---|---|---|---|---|---|---|
| LAS | 30012 | Writing & Critical Thinking in Liberal Arts | CH | M | 6:00-9:00pm | |
| LAS | 30012 | Writing & Critical Thinking in Liberal Arts | PX | R | 6:00-9:00pm | |
| LAS | 30012 | Writing & Critical Thinking in Liberal Arts | SC | M | 6:00-9:00pm | |
| LAS | 45012 | Global Issues (Grad. Review) | OL | OL | OL | Conf Fee $175<br>Test Fee $15 |
| LAS | 45012 | Global Issues in Liberal Arts | CH | R | 6:00-9:00pm | Conf Fee $175<br>Test Fee $15 |
| LAS | 45012 | Global Issues in Liberal Arts | PX | M | 6:00-9:00pm | Conf Fee $175<br>Test Fee $15 |
| LAS | 45012 | Global Issues in Liberal Arts | SC | W | 6:00-9:00pm | Conf Fee $175<br>Test Fee $15 |
| MAT | 10643 | College Algebra | OL | OL | OL | |
| MAT | 11143 | Pre-Calculus | OL | OL | OL | |
| MAT | 20043 | Discrete Mathematics | OL | OL | OL | |
| MAT | 20143 | Business Mathematics | PX | R | 6:00-9:00pm | |
| MAT | 20143 | Business Mathematics | OL | OL | OL | |
| MAT | 21044 | Calculus I | OL | OL | OL | |
| MAT | 21144 | Calculus II | OL | OL | OL | |
| MAT | 21543 | Math Content Grades K-4 | PX | T | 6:00-9:00pm | |
| MAT | 30144 | Financial Mathematics | OL | OL | OL | |
| MAT | 32044 | Mathematical Statistics II | OL | OL | OL | |
| MAT | 43443 | Numerical Methods | OL | OL | OL | |
| MAT | 49201 | Integrative Seminar in Mathematics (Capstone) | OL | OL | OL | |
| MIS | 30163 | Database management | OL | OL | OL | |
| MIS | 41464 | Project Management | OL | OL | OL | |
| NRSG | 30000 | Professional Nursing Theory, Roles, Practice | OL | OL | OL | |
| NRSG | 32000 | Clinical Informatics & Technology | OL | OL | OL | |

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| | | | | | | |
|---|---|---|---|---|---|---|
| NRSG | 32006 | Human Pathophysiology | OL | OL | OL | |
| OAD | 30063 | Behavior in Organizations | OL | OL | OL | |
| OAD | 30563 | Management | OL | OL | OL | |
| OAD | 30563 | Management | PX | M | 6:00-9:00pm | |
| OAD | 30763 | Business Statistics | OL | OL | OL | |
| OAD | 30763 | Business Statistics | SC | R | 6:00-9:00pm | |
| OAD | 31063 | Business Law | SC | T | 6:00-9:00pm | |
| OAD | 31664 | Business Ethics | OL | OL | OL | |
| OAD | 31863 | Marketing | OL | OL | OL | |
| OAD | 32563 | Human Resources Administration | OL | OL | OL | |
| OAD | 32563 | HR Administration | CH | T | 6:00-9:00pm | |
| OAD | 32864 | Employment & Staffing | PX | W | 6:00-9:00pm | |
| OAD | 36020 | Planning & Budgeting in HC | OL | OL | OL | |
| OAD | 36064 | Manag. Integration of HC | OL | OL | OL | |
| OAD | 38663 | Human Resources in Health Care Organizations | OL | OL | OL | |
| OAD | 40063 | Financial Administration | OL | OL | OL | |
| OAD | 40264 | Planning and Budgeting | OL | OL | OL | |
| OAD | 40654 | Health Care Law and Ethics | OL | OL | OL | |
| OAD | 41064 | International Business | OL | OL | OL | |
| OAD | 41264 | Marketing Research | OL | OL | OL | |
| OAD | 41464 | Project Management | OL | OL | OL | |
| OAD | 41564 | Compensation & Benefits | CH | R | 6:00-9:00pm | |
| OAD | 41664 | Performance Appraisals | OL | OL | OL | |
| OAD | 46000 | Health Care Policy & Regulation | OL | OL | OL | |
| OAD | 48563 | Management of HC Org | OL | OL | OL | |

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| | | | | | | |
|---|---|---|---|---|---|---|
| OAD | 49100 | Strategies & Policies | OL | OL | OL | |
| OAD | 49200 | Seminar in Applied Human Resources | OL | OL | OL | |
| OAD | 49300 | Seminar in Applied Management | OL | OL | OL | |
| OAD | 49500 | Seminar in Applied Health Care Management | OL | OL | OL | |
| PHL | 11023 | Basic Issues in Philosophy | OL | OL | OL | |
| PHY | 30241 | Desert Ecosystems 1cr | PX | R | 6:00-9:00pm | 1/16, 1/23 |
| PLS | 30000 | Exam of Criminal Justice System | OL | OL | OL | |
| PLS | 30100 | Individual Rights, Police Practice | OL | OL | OL | |
| PLS | 40000 | Race, Crime & Social Policy | OL | OL | OL | |
| PLS | 40100 | Public Safety Supervision | OL | OL | OL | |
| PLS | 49000 | Selected Contemporary Topics | OL | OL | OL | |
| PSY | 30153 | Theories of Personality | SC | M | 6:00-9:00pm | |
| PSY | 30353 | Psych of Abnormal Behavior | PX | R | 6:00-9:00pm | |
| PSY | 30353 | Psychology of Abnormal Behavior | OL | OL | OL | |
| PSY | 30654 | Marriage & Family | OL | OL | OL | |
| PSY | 31354 | Physiological Psychology | CH | M | 6:00-9:00pm | |
| PSY | 31954 | Stress Management | SC | W | 6:00-9:00pm | |
| PSY | 32153 | Social Psych | OL | OL | OL | |
| PSY | 32253 | Research Design and Analysis | OL | OL | OL | |
| PSY | 32353 | Developmental Psychology | OL | OL | OL | |
| PSY | 36000* | Statistics for Social Sciences | SC | W | 6:00-9:00pm | |
| PSY | 36000* | Statistics for the Social Sciences | OL | OL | OL | |
| PSY | 40854 | History & Systms of Psych | PX | M | 6:00-9:00pm | |
| PSY | 42654 | Health Psych | OL | OL | OL | |

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| | | | | | | |
|---|---|---|---|---|---|---|
| PSY | 49201 | Seminar in Psychology | PX | W | 6:00-9:00pm | |
| PSY | 49201 | Seminar in Psychology* | OL | OL | OL | |
| REL | 11223 | Introduction to the New Testament | OL | OL | OL | |
| REL | 36523 | Christianity in Pluralistic Society | OL | OL | OL | |
| SOC | 10153 | Social Thought | OL | OL | OL | |
| SOC | 30653 | Ethnic Relations and Multiculturalism | OL | OL | OL | |

*Last Updated:*

**Day**

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

**Location**

**CH: Chandler**
**PX: Phoenix**
**SC: Surprise**
**OL: Online**

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# Spring 2014 Undergraduate Courses- Arizona Campuses

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

## TUITION & FEES

**Undergraduate:**

PER CREDIT HOUR:

| | On Campus | Online |
|---|---|---|
| Transfer Advantage | $275 | $275 |
| Bachelor's Level Courses | $465 | $465 |
| Directed Study | $500 | $500 |
| Military (active duty) | $250 | $250 |
| Teacher Certification (Post-Bach) | $420 | $465 |

ADDITIONAL FEES:

| | On Campus | Online |
|---|---|---|
| Application Fee – Bachelors Program | $50 | $50 |
| Late Registration Fee | $20 | $20 |
| Class Audit | $50 | $50 |
| Student Teaching Fee | $150 | $150 |
| Conferral Fee | $175 | $175 |
| Course Proficiency Exam Fee (Global Issues) | $15 | $15 |
| Teacher Certification Fee | $75 | $75 |

*Fees subject to Change

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. Bachelor of Arts students are limited to 16 credit hours per term. Credit hours over 16 per term must be approved by the Dean of Instruction.

**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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DIRECTED STUDY PROCEDURE

A Directed Study is an option that may be requested by undergraduate students with advisor and Dean approval. Directed Study courses 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.

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

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.

- A student's withdrawal is based on the date the Drop/Withdrawal form is received by the Office of Registrar.

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- **NO WITHDRAWALS WILL BE ACCEPTED VIA TELEPHONE.**

WITHDRAWAL DEADLINE:

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

## GRADUATION/COMMENCEMENT

**Spring 2, 2014**

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:

- Taking any CLEP or DANTES tests as soon as possible (it may take up to six weeks for scores to be posted);
- Having all updated official transcripts from other institutions attended sent to the Office of the Registrar in Phoenix;
- Completing an "Application for Graduation" 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.

## 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 (required for undergraduate students only) must be completed before student teaching.**

- Education majors and teacher certification students who are scheduled to student teach in the 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.
- 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.
- 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 is 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.

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

## 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 the online portal on 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 the Dean of Instruction at 10020 N. 25th Avenue, Phoenix, AZ 85021.

## 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.

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

1. Go to the Ottawa University homepage – www.ottawa.edu
   a. Click on the "Current Students" tab
   b. Select "Student Email" on the left
   c. 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.
   d. 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 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 call 1-877-717-6988 or email at ouhelp@ottawa.edu available 24/7.

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