

Dear Colleagues:



Fall brings new, different, and exciting happenings to the School of Education. It is our pleasure to update you through our Continuing Education Bulletin three times a year. I hope this bulletin finds you gearing up for the fall 2008 school year.

We are joined by three new faculty members this fall. Meena Balgopal previously at Minnesota State University will join the teacher licensure faculty as the Science Teacher Educator. Louise Jennings comes to the School of Education from the University of South Carolina with interest in qualitative research and the Teacher Licensure area and will fulfill a research faculty line. Susan Lynham also joins the SOE research faculty from Texas A & M University with interests in qualitative research and in organizational culture and scenario planning.

The School of Education announces the retirement of Brian Cobb. Brian was an excellent grant writer and researcher. Brian will continue to work with the Research and Development Center and enjoy a more relaxed, flexible schedule. Cliff Harbour, Community College Leadership Program Chair, left CSU in the summer to take on a new CCL position at the University of Wyoming. Both Brian and Cliff's strong leadership will be missed.

We look forward to working with you as you pursue your educational goals. Please tell us about interests you have concerning undergraduate or graduate studies. We would be glad to identify the appropriate opportunities that exist or explore possible future offerings that may come on-line.

Sincerely,

Dr. Dawn Mallette  
Coordinator for Continuing Education

Dr. Tim Davies  
Director, School of Education

Attention:

Sheila Kramer, Administrative Assistant for the School of Education Continuing Education Office has relocated to Spruce Hall (housed in the Division of Continuing Education). Sheila still works for the School of Education, her office has just moved. You can still contact her at 1-866-491-7517 or skramer@learn.colostate.edu

School of Education Web site: <http://www.soe.cahs.colostate.edu>

School of Education Continuing Education Web site: <http://www.soe.cahs.colostate.edu/CE>

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NUMBERS YOU MAY NEED
SCHOOL OF EDUCATION Continuing Education Office for registration information (970) 491-7517 or toll free 1-866-491-7517
FINANCIAL AID For additional information on financial aid, contact Eileen Griego (970) 491-6321.
TEXTBOOK AND INSTRUCTIONAL MATERIALS University Bookstore Lory Student Center (970) 491-5461 FAX (970) 491-0973

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in Room 101, Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

# Distance Degree Faculty Highlights

## Linda Kuk, Ph.D.



Linda Kuk is an Associate Professor of Education and Program Chair of the Educational Leadership, College and University Distance Cohort Program. Prior to this new role she was the Chair of the Student Affairs in Higher Education masters program (SAHE). During her 33-year administrative career, she served as Vice President for Student Affairs for over 22 years at three institutions including Colorado State University. Her research interests include organizational behavior in higher education, leadership, professional preparation, curriculum, and gender and diversity in higher education.

## Kelli Heenan



Kelli Heenan is an Administrative Assistant in the School of Education. She coordinates and advises in the Fire and Emergency Services Administration program. She is new to the School of Education from the Department of Construction Management, where the FESA program originated. Kelli has been involved with the FESA program since 2005. In addition to coordinating the program, Kelli has helped organize events and community programs for various fire service organizations.

### School of Education Awards and Recognition

#### Johanna Baca, Financial Officer/Business Manager

College of Applied Human Sciences Superior Staff Service Award

Recognizes a staff member with five or more years of experience in the College who demonstrates outstanding achievement in performing his or her responsibilities.

#### Laurie Carlson, Counseling and Career Development faculty

Faculty of the Month

The Academic Advancement Center recognized Laurie for her help with program evaluation research.

#### Kellie Enns, Agriculture Education Instructor

Gamma Sigma Delta Outstanding Graduate Student Award

Recognizes strong dissertation research in Agriculture and Related Sciences.

#### Rich Feller, Counseling and Career Development Senior Faculty

Rich Feller Leadership Award – Colorado Career Development Association

The award honors Rich's outstanding dedication and service to the association and the career development profession in the local, national, and international arenas. The award will be presented each year in his honor.

#### Linda Lyons, Teacher Authorization Program (TAP) Program Coordinator

Completion of Ph.D. in Interdisciplinary Studies

Dissertation title: "The Integration of Music with Reading Concepts to Improve Academic Scores of Elementary Students."

#### Dawn Mallette, Director for Continuing Education – Teacher Licensure faculty

2008 American Association of Family & Consumer Sciences Teacher Educator of the Year

National recognition for leadership in FCS teacher education.

2008 Professional of the Year – Colorado Association of Family and Consumer Sciences

Recognizes FACS professionals for their leadership, service, and contributions to the Family and Consumer Sciences profession.

2008 Friend of Family, Career and Community Leaders of America

Recognizes individuals who provide significant support for and contributions to the FCCLA student organization.

#### Barbara Wallner, Teacher Education and Masters program director

Outstanding Community Education Advocate Award

Poudre School District recognized Barb for her extensive volunteer work within PSD as well as her leadership within steering committees and funding ballot issues.

## CONTINUING EDUCATION COURSES - FALL 2008

# Workshops and Conferences for Educators

### Annenberg Workshops/Courses in Science and Math EDUC 591 E or F – Graduate Credit

Annenberg provides professional development workshops/courses for teachers. The School of Education will be providing continuing education credit for the following workshops/courses this fall. Tuition for a 2-credit workshop is \$182; 3-credit courses \$273.

#### Science (EDUC 591E)

- Section 600, "Science in Focus: Energy" – for elementary teachers (2 credits)
- Section 601, "Science in Focus: Shedding Light on Science" – for K-5 science teachers (2 credits)
- Section 602, "Reactions in Chemistry" – for 9-12 science teachers (2 credits)
- Section 603, "The Science of Teaching Science" – for K-8 science teachers (2 credits)
- Section 604, "Science in Focus: Force and Motion" – for K-8 science teachers (2 credits)
- Section 605, "Private Universe Project in Science" – for K-12 science teachers (2 credits)
- Section 606, "Learning Science Through Inquiry" – for K-8 science teachers (2 credits)
- Section 607, "Essential Science For Teachers-Life Science" – for K-6 science teachers (3 credits)
- Section 608, "Essential Science for Teachers-Earth and Space Science" – for K-6 science teachers (3 credits)
- Section 609, "Essential Science for Teachers-Physical Science" – for K-6 science teachers (3 credits)
- Section 600, "Rediscovering Biology" – for 9-12 Biology Teachers (NS696V) (3 credits)
- Section 601, "The Habitat Planet: Environmental Science" – for 9-12 Environmental Science teachers (NS696V)

#### Math (EDUC 591F)

- Section 600, "Learning Math: Patterns, Function, and Algebra" – for K-8 math teachers (3 credits)
- Section 601, "Learning Math: Geometry" – for K-8 math teachers (3 credits)
- Section 602, "Private Universe Project in Mathematics" – for K-12 math teachers (2 credits)
- Section 603, "Mathematics: What's the Big Idea?" – for K-8 math teachers (2 credits)
- Section 604, "Learning Math: Data Analysis, Statistics & Probability" – for K-8 math teachers (3 credits)
- Section 605, "The Missing Link" – for 5-8 math teachers (2 credits)
- Section 606, "Learning Math: Numbers and Operation" – for K-8 math teachers (3 credits)
- Section 607, "Learning Math: Measurement" – for K-8 math teachers (3 credits)
- Section 608, "Teaching Math" – for Pre-K, 3-5, 6-8, and 9-12 math teachers – enrollment in 1 grade band only (2 credits)
- Section 609, "Insights Into Algebra 1: Teaching for Learning" – for high school math teachers (2 credits)
- Section 610, "Math Illuminated" – for high school math teachers (3 credits)

Check out the Annenberg website for more information and broadcast dates at  
[www.learner.org/channel](http://www.learner.org/channel).

To enroll in continuing education credit contact: Sheila Kramer toll free at 866-491-7517.

## CONTINUING EDUCATION COURSES - FALL 2008

# Workshops and Conferences for Educators

### Annenberg Workshops/Courses in Educational Theory & Issues and Humanities EDUC 591 G or H – Graduate Credit

Annenberg provides professional development workshops/courses for teachers. The School of Education will be providing continuing education credit for the following workshops/courses this fall. Tuition for a 2-credit workshop is \$182; 3-credit courses \$273.

#### Educational Theory and Issues (EDUC 591G)

- Section 600, "Looking at Learning...Again, Part 1" – for K-12 math and science teachers (2 credits)
- Section 603, "Looking at Learning...Again, Part 2" – for K-12 math and science teachers (2 credits)
- Section 605, "The Learning Classroom: Theory Into Practice" – for K-12 teachers (3 credits)
- Section 606, "Teaching Reading" – for K-2 teachers (2 credits)
- Section 607, "Teaching Reading" – for 3-5 teachers (2 credits)

#### Humanities (EDUC 591H)

- Section 600, "Primary Sources-Workshops in American History" – for high school history teachers (2 credits)
- Section 601, "In Search of the Novel" – for middle and high school English teachers (2 credits)
- Section 602, "Conversations in Literature" – for high school Language Arts teachers (2 credits)
- Section 603, "Making Meaning in Literature" – for 6-8 English teachers (2 credits)
- Section 604, "The Arts in Every Classroom" – for K-5 classroom and art specialist teachers (2 credits)
- Section 605, "Teaching Geography" – for 7-12 social studies teachers (2 credits)
- Section 606, "The Economics Classroom" – for 9-12 social studies and economics teachers (2 credits)
- Section 607, "Making Civics Real" – for high school teachers (2 credits)
- Section 608, "Social Studies in Action" – for K-5 teachers (2 credits)
- Section 609, "The Expanding Canon: Teaching Multicultural Literature in High School" – for high school teachers (2 credits)
- Section 610, "Engaging with Literature" – for K-5 teachers (2 credits)
- Section 611, "Artifacts and Fiction" – for high school American Literature teachers (2 credits)
- Section 612, "Write in the Middle" – for middle school teachers (2 credits)
- Section 613, "Developing Writers" – for high school teachers (2 credits)
- Section 614, "Connecting with the Arts" – for arts specialist teachers in grades 6-8 (2 credits)
- Section 615, "Teaching Foreign Languages" – for K-12 foreign language teachers (2 credits)
- Section 616, "Teaching Multicultural Literature" – for middle school teachers (2 credits)
- Section 617, "The Art of Teaching Art" – for 9-12 teachers (2 credits)
- Section 618, "Inside Writing Communities" – for 3-5 writing teachers (2 credits)

Check out the Annenberg website for more information and broadcast dates at [www.learner.org/channel](http://www.learner.org/channel).  
To enroll in continuing education credit contact: Sheila Kramer toll free at 866-491-7517.

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## Special Topics in Education Courses

### New Fall 2008

#### EDUC 580A1 Special Topics-Education: Teaching Diversity (1 graduate credit)

Knowledge, tools and dispositions to effectively facilitate a diverse classroom. Offered through distance learning. Go to the following website to enroll – <http://www.learn.colostate.edu/courses/EDUC/EDUC580A1.dot>. Watch for 11 additional Special Topics in Education Courses (1 and 2 graduate credit courses) to be offered Spring 2009. Topics will include: Child Abuse, ADD, Drug & Alcohol, Harassment in Schools, Gifted and Talented, Traumatized Child, Management, Assessment of Special Needs, STD's, Behavior is Language.

# CONTINUING EDUCATION COURSES - FALL 2008

## Career and Technical Educator Authorization Program (TAP)

### Course Offerings

The following courses and workshops comprise the TAP program. EDCT 471 is the introductory course for incoming teachers. EDCT 486 Practicum is offered to teachers who are working with local mentors. EDCT 472, 473, and 494 are open to TAP participants as well as experienced teachers seeking renewal credits. If taking for renewal credit, please consult with instructor. For Fall 2008, program fees will be set at \$375. This fee will be spread across EDCT 471, 472, and 473. This will be prorated for 2008.

For information about any of the TAP courses contact:  
Linda Lyons (970) 491-6867, linda.lyons@colostate.edu or visit the website –  
[www.colostate.edu/programs/VATLP/](http://www.colostate.edu/programs/VATLP/)

**EDCT 472 – Classroom Management**  
Introduction to student management techniques and program management.  
Pre-req: EDCT 471 & admission to TAP  
Section: X00  
Credits: 1 semester  
Days/Dates: Friday and Saturday  
October 10-11, 2008  
Times: 9:00 am - 4:30 pm each day  
Location: Fort Collins (multiple sites via 2-way interactive delivery)  
Tuition: \$243 + \$50 program fee = \$293  
Instructor: Linda Lyons  
Registration Deadline: September 26, 2008  
Course Packet Required: CSU Bookstore - 970-491-5641  
Textbook: "Secondary School Teaching"

**EDCT 473 - Communication Strategies**  
Introduction to improved communication techniques, conflict resolution, performing occupational advisement, and facilitating leadership activities.  
Prereq: EDCT 471 & admission to TAP  
Section: X00  
Credits: 1 semester  
Day/Date: Friday & Saturday  
November 7-8, 2008  
Times: 9:00 am - 4:30 pm (each day)  
Location: Fort Collins (multiple sites via 2 way interactive delivery)  
Tuition: \$243 + \$50 program fee = \$293  
Instructor: Linda Lyons  
Registration Deadline: October 17, 2008  
Course Packet Required: CSU Bookstore -970-491-5641

**EDCT 486 – Practicum**  
Prereq: Admission to teacher licensure  
Section: 700  
Credits: 1 semester  
Tuition: \$243  
Times: Hours arranged

**EDCT 494 – Independent Study**  
(Personal and Professional Growth)  
Section: 700  
Credits: 1 semester  
Tuition: \$243  
Times: Hours arranged

Students will be charged a \$15 technology fee applied at the time of billing.

## Application Form for TAP

Date: \_\_\_\_\_

(For course registration see page 11)

[ ] Yes, I have received my letter from the Vocational Credentialing Office instructing me to take \_\_\_\_\_ of credits. (number)

[ ] Yes, I have a contract to work at \_\_\_\_\_ (name of school) \_\_\_\_\_ (name of supervisor) and need (check one/both) [ ] Postsecondary credential [ ] Secondary Authorization

I will take EDCT 471 in the: (circle one) Fall Spring Summer 200\_\_\_\_(fill in year)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mail to: TAP - School of Education, 205 Education Building, Colorado State University  
Fort Collins, CO 80523-1588, or fax to (970) 491-1317, or email to [lmlyons@cahs.colostate.edu](mailto:lmlyons@cahs.colostate.edu)

# CONTINUING EDUCATION COURSES - FALL 2008

## Career and Technical Credentialing Courses

### Credentialing Courses

Listed below is the schedule of the credentialing courses offered fall 2008. During any given school year we offer two methods for the delivery of these courses:

#### Face-to-Face Delivery

EDCT 300 and EDCT 400 will be offered face-to-face during the fall. Face-to-face courses are offered on two weekends (two Friday nights and two Saturdays) in a classroom with an instructor. In order for the course to make a minimum of 10 students must enroll.

#### On-line Modules

EDCT 300, EDCT 400, EDCT 402 and EDCT 403 will be offered through on-line modules during the fall.

#### Face-to-Face Delivery

##### EDCT 300 – Principles of Career and Technical Education

Section: X00  
Credits: 2 semester  
Days/Dates: Sept. 26, 27, Oct. 24, 25  
Times: 6:00-9:00 pm – Fridays  
9:00 am-5:00 pm – Saturdays  
Location: Brighton  
Tuition \$486  
Instructor: Linda Lyons  
Registration Deadline: September 12, 2008

##### EDCT400 – Building Student Organizations/Partnerships

Credit not allowed for both EDCT 400 and 402

Section: X00  
Credits: 2 semester  
Days/Dates: November 7, 8, 21, 22  
Times: 6:00-9:00 p.m. – Fridays  
9:00am-5:00pm – Saturdays  
Location: Denver  
Tuition: \$486  
Instructor: Karen Ellis/Mary Stecklein  
Registration Deadline: October 17, 2008

#### On-Line Modules

EDCT 300 – Principles of Career and Technical Education (Section X01)

EDCT 400 – Building Student Organizations/Partnerships (Section X01)

EDCT 402 – Student Organizations in Career and Technical Education (Section X01)

EDCT 403 – Coordination Techniques of Cooperative Programs (Section X01)

Credits: 2 semester, each course  
Days/Dates/Time: Fall enrollment for online courses is accepted at the beginning of the months of August through October.  
Tuition: \$486  
Instructor: Linda Lyons

(Note: Required coursework for credentialing is determined by the Colorado Credentialing office, not CSU. Contact Brian Park, Credentialing Director, by phone at (720) 858-2774 or by email, [brian.park@cccs.edu](mailto:brian.park@cccs.edu))

### Career and Technical Administrative Credentialing Courses

##### EDCT 612 – Vocational Administrative Strategies

Section: X00  
Credits: 3 semester  
Day/Dates: By arrangement  
Tuition: \$960  
Instructor: Art Bogardas  
Registration: 1-866-491-7517

##### EDOD 687 – Internship

Section: X00  
Credits: 1-18 cr.  
Days/Dates: By arrangement  
Tuition: \$640  
Instructor: Art Bogardas  
Registration: 1-866-491-7517  
Students should register for 2 credits

### Special Needs/ACE Credentialing Courses

EDUC 571 – Offered alternative delivery during the spring and summer semesters.

### Applied Credentialing Courses

#### EDCT 590 Workshop (Achieving Educational Goals through Contextual Teaching and Learning)

This hands-on workshop demonstrates various ways to integrate the following components into existing curriculum: contextual teaching methods, project-based learning, workplace competencies, and Colorado standards. Using a thematic approach, participants will receive practical methods for implementing new ideas into their class using their current curriculum. This course will be offered if at least 10 enrollments are received. Fulfills part of the requirements for the Applied Credential. For additional information contact:

Linda Lyons (970) 491-6867, [lmlyons@cahs.colostate.edu](mailto:lmlyons@cahs.colostate.edu).

Credits: 1-18 cr. Students should register for 1 credit. Location: CSU, Fort Collins  
Days/Dates: Call for information (end of September) Tuition: \$320

# CONTINUING EDUCATION GRADUATE PROGRAMS - FALL 2008

## Community College Leadership

Doctorate of Philosophy Degree in Education and Human Resource Studies

Contact: Tim Davies, Ph.D. – Director

Davies@cahs.colostate.edu (970) 491-5199

The Community College Leadership Program (CCL Program) is designed to meet the needs of persons interested in leadership positions at community colleges and other higher education institutions. The CCL Program offers students the opportunity to improve their practice if they are currently serving in a leadership position. If students are seeking a leadership position, the CCL Program offers them the opportunity to develop the cognitive, emotional, and interpersonal skills required for success in such appointments.

Website: <http://www.soe.cahs.colostate.edu/Graduate/PhD/CCL/>

### Program Objectives

- To provide a comprehensive and progressive doctoral curriculum that develops their skills needed to successfully lead community colleges.
- To develop students' research skills and abilities to enable them to expand the knowledge base concerning community colleges, effective teaching, and student learning.
- To instill or reinforce a commitment to the critical engagement of diversity.
- To assist students in exploring ways to strengthen commitments to open access, the comprehensive mission, and instructional quality.

Multimodal: Face-to-Face, Two-Way Interactive Audio & Online

First Friday, August 22, 10:00 to 5:30 (Specific times for each class TBD)

### Cohort 2007

#### EDHE 673 – Student Development Theory

Section: Contact Coordinator  
Credits: 3 cr.  
Prereq: Enrollment in SAHE Program  
Instructor: Linda Kuk  
Day/Dates: Wednesdays, 7:30-9:00pm  
One Friday per month (days & times TBD)  
Location: CSU - 234 Education & Phone Bridge

#### EDUC 725/EDHE 725–Professalsm in Education & Leadership

Section: Contact Coordinator  
Credits: 3 cr.  
Prereq: Admitted into doctoral program  
Instructor: Sharon Anderson  
Days/Dates: Wednesdays, 5:30-7:00pm  
One Friday per month (days & times TBD)  
Location: CSU - 234 Education & Phone Bridge  
Credit not allowed for both EDUC 725 and EDHE 725.

### Cohort 2006

#### EDRM 704 – Qualitative Research

Section: 700  
Credits: 3 cr.  
Prereq: EDRM 600  
Instructor: Karen Kaminski  
Days/Dates: Mondays, 7:30-9:00pm  
One Friday per month (days & times TBD)  
Location: CSU - 234 Education & Phone Bridge

#### EDCL 792 – Seminar-Literature Review

Section: 700  
Credits: 1-6  
Instructor: TBD  
Days/Dates: Mondays, 5:30-7:00pm  
One Friday per month (days & times TBD)  
Location: CSU - 234 Education & Phone bridge

### Cohort 2005

#### EDRM 708 – Narrative Inquiry

Section: 700  
Credits: 3 cr.  
Prereq: EDRM 704  
Instructor: TBD  
Days/Dates: Mondays, 5:30-7:00pm  
One Friday per month (days & times TBD)  
Location: CSU - 229 Education & Phone Bridge

#### EDRM 792B – Seminar-Proposal Development

Section: 700  
Credits: 1-18 cr.  
Instructor: TBD  
Days/Dates: Mondays, 7:30-9:00pm  
One Friday per month (days & times TBD)  
Location: CSU - 229 Education & Phone Bridge

### Ph.D. Candidates – EDCL 799 – Dissertation

Section: 700  
Credits: 1-18 cr.

First Friday, August 29, 12:00-3:00, 234 Education; One Friday per month (Dates TBD)

Time: TBD

Location: CSU – 234 Education and Phone Bridge and Hours Arranged

Continuous Registration

Consult with your advisor before registering for Continuous Registration (CR) <http://ramweb.colostate.edu>

# CONTINUING EDUCATION GRADUATE PROGRAMS - FALL 2008

## Adult Education and Training

Master of Education Degree in Education and Human Resource Studies

Contact: Karen Kaminski, Ph.D. - Coordinator

Karen.kaminski@colostate.edu (970) 491-3713

The Adult Education and Training program is designed to prepare practitioners for planning and instructional responsibilities appropriate for adult learners in postsecondary, secondary, community, and corporate settings. The program provides learners with the skills needed to successfully administer and deliver a wide range of training and educational programs. Students enroll in courses focusing on program development and evaluation, adult learning theory, instructional methods, and electives designed to build upon their own areas of expertise. Recent graduates are currently employed as training coordinators, corporate and military trainers, high school teachers, community college instructors, and professional staff in community development agencies. Website: <http://www.soe.caahs.colostate.edu/Graduate/MEd/AET/>

### Multimodal: Face-to-Face & Online

#### First Year

#### EDAE 520 – Adult Education

Section: R01  
Credits: 3 cr.  
Instructor: Don Quick  
Days/Dates: Thursdays  
Times: 7:30-9:00 pm  
Location: CSU – 13 Education & Phone Bridge

#### EDAE 620 – Processes and Methods

Section: R01  
Credits: 3 cr.  
Instructor: TBA  
Days/Dates: Thursdays  
Times: 5:45-7:15 pm  
Location: CSU – 13 Education & Phone Bridge

#### Second Year

#### EDRM 600 – Introduction to Research Methods

Section: 003  
Credits: 3 semester  
Instructor: Don Quick  
Days/Dates: Thursdays, Aug. 25-Dec. 12  
3 Fridays per semester (TBA)  
Times: 6:00-7:00 pm  
Location: CSU – 229 Education & Phone Bridge

#### EDAE 692 – Seminar: Adult Education

Section: 001  
Credits: 1-18 cr.  
Instructor: Karen Kaminski  
Days/Dates: Thursdays, Aug. 25-Dec. 12  
3 Fridays per semester (TBA)  
Times: 7:15-8:15 pm  
Location: CSU – 229 Education & Phone Bridge  
Students should register for 3 credits.

### Distance Degree Program (Online)

#### First Year

#### EDAE 520 – Adult Education

Section: 814  
Credits: 3 cr.  
Instructor: Leann Kaiser  
Dates: Aug. 25-Dec. 12, 2008  
Tuition: \$1287

#### EDAE 620 – Processes and Methods

Section: 814  
Credits: 3 cr.  
Instructor: Kristi Frush  
Dates: Aug. 25-Dec. 12, 2008  
Tuition: \$1287

#### Second Year

#### EDAE 692 – Seminar: Adult Education

Section: 814  
Credits: 1-18 cr.  
Instructor: Leann Kaiser  
Dates: Aug. 25-Dec. 12, 2008  
Tuition: \$1287

#### EDAE 590 – Workshop: Learning Technologies

Section: 814  
Credits: 1-18 cr.  
Instructor: Sharon Taylor  
Dates: Aug. 25-Dec. 12, 2008  
Tuition: \$1287

For information about the Denver Center Cohort, please contact:

Jean Morgenweck

Colorado State University Continuing Education, 410 17th Street, Suite 1400, Denver, CO 80202

Phone: (303) 376-2618, Fax: (303) 376-2600

Email: [jmorgenweck@learn.colostate.edu](mailto:jmorgenweck@learn.colostate.edu), Website: [www.csu2learn.colostate.edu/denver](http://www.csu2learn.colostate.edu/denver)

## CONTINUING EDUCATION GRADUATE PROGRAMS - FALL 2008

### The Educational Leadership, College and University Cohort (CUL)

Doctor of Philosophy in Education and Human Resources

Contact: Linda Kuk, Ph.D. – Program Chair – (970) 491-7243 – lkuk@cahs.colostate.edu

Website: <http://soe.cahs.colostate.edu/Graduate/PhD/DEL/Default.aspx>

Multimodal: Face-to-Face, Two Way Interactive Audio and Online

The School of Education now offers a distance cohort within the Educational Leadership Ph.D. specialization. This program is called College and University Cohort.

This program is a distance delivery, cohort based Ph.D. focusing on the development of leaders at four year colleges and universities. It is a 60 hour program structured to include 30 hours of higher education administrative content and 30 hours of research credits.

The delivery is a blended format. Students will be required to travel to Fort Collins for a 9-10 day extended week in July 2009 (dates to be determined). Two additional days in January prior to the beginning of the spring semester are also required. The program is designed to be completed in four to five years, while the student remains employed full-time at an institution of higher education.

Fall 2008

Use registration form on Page 11.

#### EDUC 725/EDHE 725 Professionalism in Education and Leadership

Section: 701  
Prereq: Admitted into doctoral program  
Credits: 3 semester/Credit not allowed for both EDUC 725 and EDHE 725  
Day/Dates/Times: Wednesdays, 5:30 pm to 7:00 pm  
Fridays (8/22, 9/12, 10/10, 11/14, 12/12)  
Friday time: TBD  
Instructor: Sharon Anderson  
Location: CSU – 234 Education and phone bridge

#### EDHE 673 Student Development Theory

Section: X01  
Prereq: Enrollment in SAHE Program  
Credits: 3 semester  
Dates/Times: Wednesdays, 7:30 pm to 9:00 pm  
Fridays (8/22, 9/12, 10/10, 11/14, 12/12)  
Friday time: TBD  
Instructor: Linda Kuk  
Location: CSU – 234 Education and phone bridge

Applications for admission to the program are available online at <http://soe.cahs.colostate.edu/Graduate/Admissions/SOE-21/Default.aspx> and will be due to the Graduate Office in the School of Education by March 15, 2009. Applications for admission are available on the School of Education web page for summer 2009 admissions.

This program is a 60 hour, post masters program. It is structured to include 30 hours of higher education administrative content and 30 hours of research credits. Comprehensive exams, as well as a dissertation are also required.

# CONTINUING EDUCATION GRADUATE PROGRAMS - FALL 2008

## St. Vrain Principal Licensure Cohort

Contact: Rod Lucero, Ph.D. – Coordinator – [rlucero@cahs.colostate.edu](mailto:rlucero@cahs.colostate.edu)

Colorado State University, in partnership with the St. Vrain School District, is currently offering the opportunity to obtain a principal's license and/or master's degree on-site in Longmont. If you are interested in joining a new cohort to begin summer 2008 please contact Dr. Rod Lucero at [rlucero@cahs.colostate.edu](mailto:rlucero@cahs.colostate.edu). If you begin the program in summer 2008 you can complete the master's degree and the requirements for the principal's license by the following summer.

Students enrolled in the St. Vrain cohort should register for the following:

Use registration form on Page 11.

Fall 2008

### EDUC 610 – Principals of Supervision and Evaluation

Section: 700  
Credits: 3 semester  
Instructors: Mike Gradoz, Mike Jones & Tom Garcia  
Day/Dates: Thursdays, Aug. 25-Dec. 12  
Times: 5:00-8:00 pm  
Location: St. Vrain location TBA  
Tuition: \$960 + \$90 fee = \$1050

### EDUC 648A – Role of the Principal-Professional Learning Community

Section: 700  
Credits: 1 semester  
Instructor: Donna Cooner  
Days/Dates: Saturdays, Oct. 6 & Nov. 30  
Times: 9:00 am-1:00 pm  
Location: TBA  
Tuition: \$320 + \$30 fee = \$350  
Prereq: Admission to Administrator licensure; concurrent registration in EDUC 687B

## Masters Degree – Teacher Licensing

Do you have a degree and want to become a teacher?

Contact: Rod Lucero, Ph.D. – Coordinator – [rlucero@cahs.colostate.edu](mailto:rlucero@cahs.colostate.edu)

Would you like to become a licensed teacher for the state of Colorado while earning your master's degree at the same time? The School of Education at Colorado State University announces a new Master's of Education program that will also result in a teacher's license in many core areas. Start the program in the summer and graduate the following summer with your master's degree and a teaching license. You can also work part time during most of the program.

For further information: Contact the Teacher Licensure Office in the School of Education at (970) 491-7167.

2008-09 Cohort – Fall (Phase II)

### EDUC 525D – Expert Teaching-Literacy & Numeracy

Section: 700  
Credits: 3 semester  
Instructor: Karen Wangsvick  
Day/Dates: Tuesdays & Thursdays  
Aug. 25-Dec. 12  
Times: 2:00-3:50 pm  
Location: Eddy 107  
Prereq: Bachelor's degree; admission to teacher licensure

### EDUC 687D – Internship - Teacher Licensure I

Section: 700  
Credits: Variable  
Instructor: Karen Wangsvick  
Day/Dates: Tuesdays & Thursdays  
Aug. 25-Dec. 12  
Times: 8:00-9:15 am  
Location: Clark C238

### EDUC 693B – Seminar: Instruction

Section: 700  
Credits: Variable  
Instructor: Karen Wangsvick  
Day/Dates: Tuesdays & Thursdays  
Aug. 25-Dec. 12  
Times: 10:00-10:50 am  
Location: Clark C238

Use registration form on Page 11.

## CONTINUING EDUCATION GRADUATE PROGRAMS - FALL 2008

### School/Community Safety Certificate Program (On-line)

School principals, teachers, resource officers, emergency managers, or police  
Contact: Ellyn Dickmann, Ph.D. (970) 491-4062 [Ellyn.dickmann@colostate.edu](mailto:Ellyn.dickmann@colostate.edu)

#### Improve Safety in Schools

The School/Community Safety Certificate program is an international program enrolling students from inside and outside the U.S. Individuals who are passionate about improving safety in their communities and schools by bringing about transformation on a social, environmental, emotional, physical, and spiritual level would greatly benefit from this graduate-level program. You will explore key areas such as: crime prevention, child protection, anti-bullying, anti-social behavior, drug and substance abuse prevention, and other areas including best practices.

Program Curriculum: This online certificate program comprises coursework from the School of Education and Department of Psychology.

The courses in this graduate certificate program can also be applied as electives to the distance Master of Education degree in Adult Education and Training or the on-campus Educational Leadership degree. Although courses may be used towards a master's degree, students are not required to hold an undergraduate degree or be enrolled in a master's program to register.

For more information about the certificate program, contact Ellyn Dickmann.

### Fire and Emergency Services Administration (online)

Bachelor of Science or Certificate of Completion  
Contact: Kelli Heenan – (970) 491-2093; [kheenan@cahs.colostate.edu](mailto:kheenan@cahs.colostate.edu)

Fire and emergency service departments have a long and proud history of serving their communities through fire protection, prevention, and education. The Fire and Emergency Services Administration (FESA) program is designed to provide fire and EMS personnel with the skills needed to lead their department into the future. This online program provides students with advanced administrative and managerial skills necessary to become a leader in their field. Students will explore key administrative areas such as emergency management, budgeting, human resources, and incident command.

The Bachelor of Science in fire and emergency services administration is modeled after a 2+2 degree completion program. Students are encouraged to complete an associate degree in fire science or a related field first, and then transfer to Colorado State University. Many departments are now requiring a degree for promotion and the Fire and Emergency Services Administration B.S. is just the way to get there.

The certificate of completion in Fire and Emergency Services Administration is ideal for students who want to refresh their knowledge and skills without earning a degree. To earn the certificate, students must complete five core content courses (15 credits total). The certificate of completion is a companion to the FESA Bachelor of Science, and completed courses may be transferred to the B.S. program.

For more information, please visit:  
[www.soe.cahs.colostate.edu/CE/FESA](http://www.soe.cahs.colostate.edu/CE/FESA)

# Continuing Education

Use to register for courses on pp. 2-10  
Not for on-campus courses pp. 13-17

## CREDIT REGISTRATION FORM

Division of Continuing Education (970) 491-5288  
 1040 Campus Delivery Toll-free: (877) 491-4336  
 Fort Collins, CO 80523-1040 FAX: (970) 491-7885  
 www.learn.colostate.edu



**Student** Please print or type.

Full Legal Name \_\_\_\_\_ CSUID / SSN \_\_\_\_\_  
LAST FIRST MIDDLE (Disclosure of SSN is voluntary)

Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
CITY STATE ZIP Country \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) Other Phone ( \_\_\_\_\_ )

Email \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Female  Male  
MM DD YY

Employer \_\_\_\_\_ Title \_\_\_\_\_

Are you a United States citizen?  Yes  No Country of Citizenship \_\_\_\_\_

Type of Visa or Alien Registration No. \_\_\_\_\_

Shipping address, if different from above, for videotapes, DVDs, and VCDs (must be in United States, Canada, or APO/FPO):

\_\_\_\_\_  
 \_\_\_\_\_

Ethnicity (check one - optional)

- African American or Black
- American Indian or Alaska Native
- Asian American
- Hispanic, Chicano, Mexican American, Latino
- Native Hawaiian or Other Pacific Islander
- White, Caucasian, Anglo, not of Hispanic Origin
- Other: \_\_\_\_\_
- I do not wish to provide this information

Class Level \_\_\_\_\_

Undergraduate:

- 11 = Freshman (0-29 credits)
- 21 = Sophomore (30-59 credits)
- 31 = Junior (60-89 credits)
- 41 = Senior (90+ credits)
- 44 = Post Bachelor
- 45 = 2nd Bachelor

Graduate:

- 51 = Not admitted to Graduate School
- 52 = Admitted to Graduate School in Master's Program
- 61 = Admitted to Graduate School in Ph.D. Program

To comply with Colorado state law, all males between the ages of 17 years 9 months and 26 years must answer the following question: Are you registered with the selective service?  Yes  No  Not Applicable

Have you ever been convicted of a crime, made a plea of guilty, accepted a deferred judgment, been adjudicated, or been required to register as a sex offender? (Misdemeanor traffic offenses are exempt.) If yes, attach an explanation.  Yes  No

### Courses

Course #	Title	Credits	Section #	Tuition + Fees

In signing this form, I certify that the information listed above is correct. I have read and understand the drop and refund policy and agree to fulfill my financial obligation to the University. I agree to abide by all policies of Colorado State University and the Division of Continuing Education.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISTANCE LEARNING COURSES**

**Correspondence Courses and Telecourses...**

**EDUC 320 Educational Psychology  
(Correspondence)**

This course combines basic principles of learning theory and human adolescent development with effective teaching strategies and classroom management skills. Topics covered include the psychological conditions of classroom learning and teaching, understanding needs of exceptional and diverse children in the classroom, and motivation. Two exams; optional essay replaces one exam. Course materials, including study guide, are available at Colorado State University's Bookstore.

Credits: 3 semester

**EDUC 628 Models of Teaching (Telecourse)**

Exploration of pedagogical topics and skill development related to instructional approaches.

Credits: 3 semester

Prereq: Must be enrolled in one of the following levels: professional or graduate

**EDUC 629 Communications and Classrooms  
(Telecourse)**

Exploration of pedagogical topics and growth experiences related to classroom management and presentation skills.

Credits: 3 semester

**EDUC 635 Educators, Systems and Change  
(Telecourse)**

Process of change in education, focusing on teacher's role as leader and facilitator. Assignments and final exam. Students have six months to complete the course. This course is part of the Postsecondary Teaching Licensure Program.

Credits: 3 semester

Prereq: EDUC 485A or EDUC 485B

For registration information on correspondence and telecourses – call the Division of Continuing Education at (970) 491-5288.

**Master of Education – Organizational Performance and Change – Denver Area**

The Organizational Performance and Change master's program is a cutting edge program designed to meet the unique needs of working professionals. The program focuses on technology, international issues, performance management, and organizational development – all issues that affect the rapidly changing business world today. Constant change and increased competition in the marketplace require individuals skilled in decision making, innovation and up-to-date understanding of global challenges and opportunities. This internationally recognized program has proven to prepare top-notch HR and management professionals to meet the requirements for success.

For more information, please contact: Pam Nicholson at  
 Colorado State University Continuing Education, 410 17th Street, Suite 1400, Denver, CO 80202  
 Phone: (303) 573-6318, Fax: (303) 436-1695  
 Email: denver\_questions@learn.colostate.edu, Website: www.csu2learn.colostate.edu/denver

# ON-CAMPUS EDUCATION COURSES

CSU Fall Semester Homepage: <http://ramweb.colostate.edu>  
 For a copy of the CSU Fall Semester Bulletin - call 1-800-854-6456 or locally at 491-7985

## Adult Education

Office: 209 Education; 491-6316

### EDAE 495 V Indepen Study-Adult Education

Credits: 1-18/Instructor Opt grading /Fee: \$2.00

001 60049 Hours Arr.

### EDAE 520 Adult Education

Credits: 3/Traditional grading  
 Class starts Friday, 8/17. Call dept. for time and location. Attendance required. Includes Fridays 10/6-12/1 on campus.

#### Recitation Sections:

R01 60050 715- 815p R 234 EDUC Quick

### EDAE 586 Practicum

Credits: 1-18/Instructor Opt Grading

001 60051 Hours Arr.

### EDAE 590 Workshop

Credits: 1-18/Instructor Opt Grading

001 65697 Hours Arr.

### EDAE 620 Processes and Methods

Credits: 3/Traditional grading  
 Class starts Friday, 8/17. Call dept. for time and location. Attendance required. Includes Fridays 10/6-12/1 on campus.

#### Recitation Sections:

R01 60052 600- 700p+ R 234 EDUC Nabb

### EDAE 687 Internship

Credits: 1-18/Instructor Opt grading

001 60053 Hours Arr.

### EDAE 692 Seminar-Adult Education

Credits: 1-18/Instructor Opt Grading

001 67046 715- 815p R 229 EDUC Nabb

### EDAE 695 Independent Study

Credits: 1-18/Instructor Opt grading

001 60054 Hours Arr.

### EDAE 698 Research

Credits: 1-18/Instructor Opt grading  
 Prereq: EDAE520; EDAE 624; EDRM 600

001 60055 Hours Arr. Quick, Kaminski

### EDAE 699 Thesis

Credits: 1-18/Instructor Opt grading  
 Prereq: EDAE520; EDAE 624; EDRM 600

001 60056 Hours Arr.

## Counseling

Office: 209 Education; 491-6316

### EDCO 500 Career and Employment Concepts

Credits: 3/Traditional grading  
 Prereq: Bachelor's degree

#### Recitation Section:

001 66589 400- 700p M 2 EDUC

### EDCO 552 School Counseling Program Delivery/Eval.

Credits: 3/Traditional grading  
 Prereq: EDCO 550

#### Recitation Section

001 66590 600- 8:50p W 236 EDUC

### EDCO 625 Foundations of Counseling

Credits: 3/Traditional grading  
 Prereq: Bachelor's degree

001 64018 400- 540p TR 236 EDUC

#### Recitation Section:

R01 64019 600- 650p TR 236 EDUC

### EDCO 650 Individual Guidance and Counseling

Credits: 3/Traditional grading  
 Prereq: EDCO 625

001 64034 400- 540p TR 236 EDUC

#### Recitation Section:

R01 64035 600- 650p TR 236 EDUC

### EDCO 652 Ethics in Counseling/Career Development

Credits: 3/Traditional grading  
 Prereq: Admission to CCD Program

001 64037 700- 830p TR 11 EDUC

### EDCO 686 Practicum-Guidance and Counseling

Credits: 1-18/Traditional grading

001 64711 400- 540p W 17 EDUC

### EDCO 687 Internship-Guidance and Counseling

Credits: 1-18/Instructor Opt grading

001 64713 400- 530p M 236 EDUC

002 64714 400- 530p W 105B EDUC

## Community College

Office: 209 Education; 491-6316

### EDCL 675 The Community College

Credits: 3/Traditional grading  
 Prereq: Concurrent registration in EDCL 702.

001 61365 530- 700p T 234 EDUC

### EDCL 687 Internship

Credits: 1-18/Instruction Opt grading

001 61367 Hours Arranged

### EDCL 702 Community College Curriculum

Credits: 3/Traditional grading  
 Prereq: Concurrent registration in EDCL 675.

001 61369 730- 900p T 234 EDUC

#### Recitation Section:

R01 61372 Hours Arranged

### EDCL 792 Seminar

Credits: 1-6/Instruction Opt grading

001 61378 530- 700p M 234 EDUC Harbour

### EDCL 799 Dissertation

Credits: 1-18/Instructor Opt grading

001 61379 Hours Arranged

# Education

Office: 209 Education; 491-6316

## EDUC 275 Schooling in the United States

Credits: 3/Traditional grading  
 Prereq: Completion of 30 credits of course work.  
 Rstrct: Freshman not allowed.  
 Students should intend to enroll in Teacher Licensure Program. Course includes fieldwork. Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001	63696	400- 650p	M	7	EDUC	
002	63700	900-1015a	MW	C238	CLARK	
003	63703	1000-1115a	MW	7	EDUC	
004	63704	100- 215p	TR	7	EDUC	Woodward
005	63706	400- 650p	W	7	EDUC	

## EDUC 331 Educational Technology and Assessment

Credits: 2/Traditional grading /Fee: \$4.00  
 Prereq: (EDUC275) and (EDUC 340) Admission to Teacher Licensure.  
 Rstrct: Freshmen not allowed.  
 Must register for lecture and laboratory.

001	63708	900-950a	M	220	EDUC	Folkestad
Section 001 must register for Section L01.						
002	63716	100- 150p	W	220	EDUC	Folkestad
Section 002 must also register for Section L02.						
003	63721	400- 450p	T	220	EDUC	Folkestad
Section 003 must register for Section L03.						
004	63726	800- 850a	F	220	EDUC	
Section 004 must register for Section L04. Early Childhood Education students only in Section 004.						

### Lab Sections:

L01	63711	1000- 1140a	M	220	EDUC	Folkestad
L02	63717	200- 340p	W	220	EDUC	Folkestad
L03	63723	500- 640p	T	220	EDUC	Folkestad
L04	63728	900-1040a	F	220	EDUC	
Early Childhood Education students only in Section L04.						

## EDUC 340 Literacy and the Learner

Credits: 3/Traditional grading /Fee: \$6.00  
 Prereq: Completion of 30 credits of course work. Required background check through CDE, CBI, FBI.  
 Rstrct: Freshmen not allowed.

Must register for lecture, laboratory and recitation. Course includes 30 hours of fieldwork in public schools and/or community agencies arranged; consent of Teacher Licensure Office. Requires background check. Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001	63737	900- 950a	T	7	EDUC	Seahorn
Section 001 must also register for R01, R02 or R03.						
002	66774	900- 950a	T	7	EDUC	Seahorn
Section 002 must also register for R04, R05 or R06.						
003	63739	1000-1050p	T	7	EDUC	Jameson
Section 003 must also register for L03 and R07.						
004	65437	1000-1050a	T	7	EDUC	
Section 004 must also register for ??						
010	63741	100- 150p	R	2	EDUC	

### Lab Sections:

L01	63789	100- 240p	T	See	Dept.	
Section L01 must also register for 001 and R01, R02 or R03.						
L02	63838	900-1040a	R	See	Dept.	
Section L02 must also register for 001 and R04, R05 or R06.						
L10	64834	Hours Arr.				
Section L03 must also register for 002 and R07. Early Childhood Ed students only.						

### Recitation Sections:

R01	63804	300- 350p	T	2	EDUC	
R02	63843	300- 350p	T	236	EDUC	
R03	63844	300- 350p	T	B4	ENGRG	
R04	63845	300- 350p	R	2	EDUC	
R05	63847	330- 420p	R	115	EDDY	
R06	63848	330- 420p	R	C217	CLARK	
R10	65382	200- 250p	R	2	EDUC	
Early Childhood Ed students only.						

## EDUC 350 Instruction I-Individual-Mgmt

Credits: 3/Traditional grading /Fee: \$6.00  
 Prereq: (EDUC275) and (EDUC340)  
 Admission to Teachers Licensure Program.  
 Co-req: (EDUC386)

Rstrct: Teacher Licensure majors only.

Site placement may change due to public school needs. Must register for lecture and laboratory. Course requires PDS clinical experiences at schools. Each student is responsible for own transportation to field experience site(s).

001	63790	830- 920a+	TR	8	EDUC	
Section 001 must also register for L01 and ED 386 V.001.						
002	63791	830- 920a+	TR	13	EDUC	
Section 002 must also register for L02 and ED 386 V.002.						
003	63792	300- 350p+	TR	8	EDUC	
Section 003 must also register for L03 and ED 386 V.003.						

### Lab Sections:

L01	63793	730- 820a	TR	8	EDUC	
L02	63794	730- 820a	TR	13	EDUC	
L03	63795	200- 250p	TR	8	EDUC	

## EDUC 386 Practicum-Instruction I

Credits: 1-3/Pass-Fail grading /Fee: \$2.00  
 Prereq: (EDUC 275; EDUC340)  
 Admission to Teacher Licensure Program.  
 Co-req: (EDUC350)

Rstrct: Teacher Licensure Majors only.  
 Concurrent registration in ED 350.

Course requires PDS clinical experiences at schools. Each student is responsible for own transportation to field experience site(s).

001	63875	1000-1050a	TR	8	EDUC	
Section 001 must also register for ED 350.001 and L01.						
002	63877	1000-1050a	TR	13	EDUC	
Section 002 must also register for ED 350.002 and L02.						
003	63878	100- 150p	TR	8	EDUC	
Section 003 must also register for ED 350.003 and L03.						

## EDUC 426 Early Childhood Education II

Credits: 4/Traditional grading /Fee: \$8.00  
 Prereq: (EDUC425)

Rstrct: Early Childhood Education Teacher Licensure majors only.

Must register for lecture and laboratory. Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001	63880	800- 850a	MW	13	EDUC	Jameson
On Site Placement.						

### Lab Sections:

L01	63882	900-1150a	MW	See Dept	Jameson	
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## EDUC 450 Instruction II – Standards and Assessment

Credits: 4/Traditional grading /Fee: \$8.00  
 Prereq: (EDUC331; EDUC350; EDUC386)

Course must be taken semester immediately prior to student teaching semester.

Co-req: (ED486J)

Rstrct: Teacher Licensure majors only.

Site placement may change due to public school needs. Must register for lecture and laboratory. Course must be taken semester immediately prior to student teaching semester. Course requires PDS clinical experiences at schools. Each student is responsible for own transportation to field experience site(s).

001	63890	800- 940a+	TR	11	EDUC	Aragon
002	63892	800- 940a+	TR	112	NATRS	
003	63894	800- 940a+	TR	2	EDUC	
004	63896	800- 940a+	TR	4	EDUC	
005	63897	800- 940a+	TR	236	EDUC	

### Lab Sections:

L01	63898	1000-1050a+	TR	11	EDUC	Aragon
Section L01 must also register for 001 and ED 486JV.001.						
L02	63899	1000-1050a+	TR	112	NATRS	
Section L02 must also register for 002 and ED 486JV.002.						
L03	63900	1000-1050a+	TR	2	EDUC	
Section L03 must also register for 003 and ED 486JV.003.						
L04	63908	1000-1050a+	TR	4	EDUC	
Section L04 must also register for 004 and ED 486JV.004.						
L05	63909	1000-1050a+	TR	236	EDUC	
Section L05 must also register for 005 and ED 486JV.005.						

## EDUC 460 Methods & Materials-Tchg Science

Credits: 4/Traditional grading /Fee: \$8.00  
 Prereq: Admission to Teacher Licensure Program.

Rstrct: Only Teacher Licensure majors.

Must register for laboratory and recitation.

001	63917	500- 750p	W	B302	NESB	
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### Lab Sections:

L01	63918	Hours Arr.				
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**EDUC 462 Meth/Assess in Tchng Language**

Credits: 4/Student Opt grading /Fee: \$8.00  
 Prereq: Admission to Teacher Licensure Program; oral and written competency in the language endorsement area.  
 Rstrct: Teacher Licensure majors only.

001 63919 400- 510p MWF B302 CHEM

**EDUC 463 Methods-Teaching Language Arts**

Credits: 4/Traditional grading /Fee: \$8.00  
 Prereq: Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.

001 63920 1000-1140a MW 236 EDUC Coke

**EDUC 465 Mthds & Materials-Social Studies**

Credits: 4/Traditional grading /Fee: \$8.00  
 Prereq: Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.  
 Placement in ED465 contingent on student teaching during the following semester.

001 63921 900-1040a MW C360 Clark Lindsay Long, K

**EDUC 466 Methods and Assessment Art Ed**

Credits: 4/Traditional grading /Fee: \$32.00  
 Prereq: (EDUC275)  
 Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.

001 63922 800- 940a MW F113 ART Fahey

**EDUC 474 Elementary Music Methods I**

Credits: 2/Traditional grading  
 Prereq: Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.

001 65679 1000-1050a M G212 UCA McCaskill

**Lab Sections:**

L01 65680 1000-1050a WF G212 UCA McCaskill

**EDUC 476 Choral Mthds-Secondary Schools**

Credits: 2/Traditional grading /Fee: \$51.00  
 Prereq: (MU217) -ENFORCED  
 Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.  
 Must register for lecture and laboratory.

001 63923 1200-1250p M G212 UCA McCaskill

**Lab Sections:**

L01 63924 1200-1250p+ WF G212 UCA McCaskill

**EDUC 477 Instrumntl Mthds-Secondary Sch**

Credits: 2/Traditional grading /Fee: \$51.00  
 Prereq: (MU217)  
 Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.  
 Must register for lecture and laboratory.

001 63928 800- 850a M G122 UCA

**Lab Sections:**

L01 63929 800- 950a W G122 UCA

**EDUC 485A Student Teaching-Elementary**

Credits: 6-14/Instructor Opt grading /Fee: \$2.00  
 Prereq: (EDUC450) and appropriate special methods courses.  
 Rstrct: Teacher Licensure majors only.  
 Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001 63930 Hours Arr.

**EDUC 485B Student Teaching-Secondary**

Credits: 6-14/Instructor Opt grading /Fee: \$82.00  
 Prereq: (EDUC450) and appropriate special methods courses.  
 Rstrct: Teacher Licensure majors only.  
 Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001 63932 Hours Arr.

**EDUC 485C Student Teaching-Early Childhood**

Credits: 6-14/Instructor Opt grading /Fee: \$82.00  
 Prereq: (EDUC426)  
 Rstrct: Teacher Licensure majors only.  
 Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001 65685 Hours Arr.

**EDUC 486J Practicum-Instruction II**

Credits: 1-18/Instructor Opt grading /Fee: \$2.00  
 Prereq: Admission to Teacher Licensure Program.  
 Rstrct: Teacher Licensure majors only.  
 Course requires PDS clinical experience at schools. Each student is responsible for own transportation to field experience site(s).

001 63935 1100-1150a+ TR 11 EDUC Aragon  
 Section 001 must also register for ED450.001 and L01.

002 63937 1100-1150a+ TR 112 NATRS  
 Section 002 must also register for ED450.002 and L02.

003 63939 1100-1150a+ TR 2 EDUC  
 Section 003 must also register for ED450.003 and L03.

004 63944 1100-1150a+ TR 4 EDUC  
 Section 004 must also register for ED450.004 and L04.

005 63948 1100-1150a+ TR 236 EDUC  
 Section 005 must also register for ED450.005 and L05.

**EDUC 493A Seminar-Professional Relations**

Credits: 1-3/Pass-Fail grading /Fee: \$2.00  
 Prereq: (EDUC426 or EDUC450) and EDUC 485A or concurrent registration or EDUC485B or concurrent registration or EDCT486C or concurrent registration or EDCT 485 or concurrent registration; applied special methods courses and appropriate special methods courses.  
 Rstrct: Teacher Licensure majors only.

001 63954 Hours Arr.

**EDUC 494 Independent Field Studies**

Credits: 1-18/Instructor Opt grading /Fee: \$2.00

001 63957 Hours Arr.

**EDUC 495 Independent Study**

Credits: 1-18/Instructor Opt grading /Fee: \$2.00

001 63959 Hours Arr.

**EDUC 525D Expert Teaching-Literacy & Numeracy**

Credits: 3/Traditional Grading  
 Prereq: Bachelor's degree; admission to teacher licensure.

001 66826 200- 350p TR 107 EDDY

**EDUC 551 Multicult&Special Populations**

Credits: 3/Traditional grading  
 Prereq: Bachelor degree.  
 Rstrct: Education and Human Resource Studies majors only until 4/28, then open to all majors.

001 63966 400- 650p T 2 EDUC

**EDUC 618 School Law**

Credits: 3/Traditional grading

R01 64727 600- 850p M 13 EDUC Lucero

**EDUC 628 Models of Teaching**

Credits: 3/Traditional grading  
 Prereq: Must be enrolled in one of the following levels: professional or graduate.

001 64021 400- 650p W 8 EDUC

**EDUC 648A Professional Learning Community**

Credits: 1/Traditional grading  
 Co-req: (ED687B); Admission to administrator licensure.

001 64033 Hours Arr.

**EDUC 684 Supervised College Teaching**

Credits: 1-18/Instructor Opt grading

001 64039 Hours Arr.

**EDUC 686A Practicum-Administration**

Credits: 1-18/Instructor Opt grading

001 64040 Hours Arr.

**EDUC 687B Internship-Principal**

Credits: 1-18/Instructor Opt grading

001 64712 Hours Arr. Dickmann

**EDUC 687D Internship-Teacher Licensure I**

Credits: 1-18/Instructor Opt grading

001 66825 800- 915a TR C238 CLARK

**EDUC 693B Seminar-Instruction**

Credits: 1-18/Instructor Opt grading

001 65397 Hours Arr.  
 Project Promise.

002 66597 1000-1050a TR C250 CLARK

**EDUC 695 Independent Study**

Credits: 1-18/Instructor Opt grading

001 64041 Hours Arr.

**EDUC 696 Group Study**  
 Credits: 1-18/Instructor Opt grading  
 001 64042 100- 240p W 2 EDUC  
 Ethical and Practical Issues In Student Affairs.

**EDUC 709 Leadership Development**  
 Credits: 3/Traditional grading  
 001 65385 700- 950p+ T 236 EDUC Dickmann

**EDUC 713 Tchg, Learning & Profess Growth**  
 Credits: 3/Traditional grading  
 Prereq: Admission to Ph.D. program.  
 001 65386 400- 630p R 105B EDUC

**EDUC 725/EDHE 725 Professionalism in Education & Leadership**  
 Credits: 3/Traditional grading. Credit not allowed for both EDUC 725 & EDHE 725.  
 Prereq: Admitted into doctoral program.  
 001 66069 530- 700p W 234 EDUC Anderson

**EDUC 786 Practicum**  
 Credits: 1-18/Pass-Fail grading  
 001 65384 300- 550p M

**EDUC 787 Internship**  
 Credits: 1-18/Instructor Opt grading  
 001 66110 Hours Arranged

**EDUC 795 Independent Study**  
 Credits: 1-18/Instructor Opt grading  
 001 655876 Hours Arranged

## Higher Education

Office: 209 Education; 491-6316

**EDHE 670 College Student Personnl Admin**  
 Credits: 3/Traditional grading  
 Prereq: Enrollment in SAHE program.  
 Rstrct: Student Affairs-Higher Education majors only.

**Recitation Sections:**  
 001 67072 330- 620p W B3 ENGRG

**EDHE 671 Higher Education Administratn**  
 Credits: 3/Traditional grading  
 Prereq: Enrollment in SAHE program.  
 001 61345 300- 550p T 104 EDDY

**EDHE 672 Ethical & Practical Issues-Student Affairs**  
 Credits: 2/Traditional grading  
 Prereq: Enrollment in SAHE program.  
 001 61347 100- 250p T 236 EDDY

**EDHE 673 Student Development Theory**  
 Credits: 3/Student Opt grading  
 Prereq: Enrollment in SAHE program.

**Recitation Sections:**  
 R01 61349 730- 900p+ W 234 EDUC  
 Section R01 starts Friday, 8/18. Call dept. for time and location. Attendance required.  
 Includes one Friday per month on campus.  
 R02 61353 900- 1150a R 115 DURRL

**EDHE 677 Law in Student Affairs**  
 Credits: 3/Traditional grading  
 Prereq: Enrollment in SAHE program.  
 001 61360 900- 1150a F 236 EDUC

**EDHE 694 Independent Field Studies**  
 Credits: 1-18/Instructor Opt grading  
 001 61361 Hours Arr.

**EDHE 695 Independent Study**  
 Credits: 1-18/Instructor Opt grading  
 001 61362 Hours Arr.  
 002 61363 500- 550p T 108 NATRS

**EDHE 725/EDUC 725 Professionalism in Ed & Leadership**  
 Credits: 3/Traditional grading. Credit not allowed for both EDHE 725 & EDUC 725.  
 Prereq: Admitted into doctoral program.  
 001 65733 530- 700p+ W 234 EDUC Anderson

## Organizational Performance

Office: 209 Education; 491-6316

**EDOD 668 Learning Transfer**  
 Credits: 3/Traditional grading  
 Prereq: Admission to OPC specialization.  
 001 66591 400- 650p W 13 EDUC Waite

**EDOD 672 Change Facilitation**  
 Credits: 1-18/Instructor Opt grading  
 Prereq: Admission to OPC specialization.  
 001 66592 400- 650p R 8 EDUC Venneberg

**EDOD 765 Strategic Planning of Education for Work**  
 Credits: 3/Traditional grading  
 Prereq: Admission to OPC specialization.  
 001 66593 400- 650p M 8 EDUC Chermack

## Research Methods

Office: 209 Education; 491-6316

**EDRM 600 Introduction to Research Methods**  
 Credits: 3/Traditional grading  
 001 64001 400- 650p M 132 WAGAR Geroy  
 002 64015 700- 950p T 229 EDUC Gloeckner  
 003 66708 600- 700p R 229 EDUC Quick

**EDRM 606 Measurement Concepts**  
 Credits: 3/Traditional grading  
 Prereq: EDRM600; STAT201  
 001 64017 400- 650p T 8 EDUC Most

**EDRM 666 Program Evaluation**  
 Credits: 3/Traditional grading  
 Prereq: EDRM660  
 002 64729 400- 650p W 2 EDUC DeMiranda

**EDRM 698 Research**  
 Credits: 1-18/Instructor Opt grading  
 001 64733 Hours Arranged  
 002 65387 100- 300p W 8 EDUC  
 003 65390 330- 500p R 115 NATRS  
 004 67158 Hours Arranged

**EDRM 699 Thesis**  
 Credits: 1-18/Instructor Opt grading  
 001 64734 Hours Arranged

**EDRM 700 Quantitative Research Methods**  
 Credits: 3/Traditional grading  
 Prereq: EDRM606 or concurrent registration.  
 001 64735 400- 650p R 2 EDUC Gloeckner

**EDRM 702 Foundations of Educational Research**  
 Credits: 3/Traditional grading  
 001 65391 400- 650p M 236 EDUC

**EDRM 703 Applied Longitudinal Data Analysis**  
 Credits: 3/Traditional grading  
 Prereq: EDRM701  
 001 65392 400- 650p R 1 EDUC Most

**EDRM 704 Qualitative Research**  
 Credits: 3/Traditional grading  
 Prereq: EDRM600  
 001 65053 Hours Arranged  
 002 65054 730- 900p M 234 EDUC Kaminski  
 003 65388 Hours Arranged Banning

**EDRM 707 Quantitative Data Collection Methods/Analysis**  
 Credits: 3/Traditional grading  
 Prereq: EDRM700  
 001 66683 700-1000p R 8 EDUC Makela

### EDRM 708 Narrative Inquiry

Credits: 3/Traditional grading  
Prereq: EDRM704

001 65055 400- 700p M 105B EDUC  
002 65516 530- 700p W 229 EDUC

### EDRM 792B Seminar-Proposal Development

Credits: 1-18/Instructor Opt grading

001 64740 400- 650p W 1 EDUC Gloeckner  
002 64741 730- 900p M 229 EDUC Makela

### EDRM 799 Dissertation

Credits: 1-18/Instructor Opt grading

001 65657 Hours Arranged

## Career & Technical Education

Office: 209 Education; 491-6316

### EDCT 387 Internship

Credits: 1-18/Instructor Opt grading /Fee: \$2.00

001 64704 Hours Arr.

### EDCT 425 Methods/Materials-Ag Education

Credits: 4/Traditional grading /Fee: \$8.00  
Prereq: EDUC350 or concurrent registration or EDUC450 or concurrent registration.

Co-req: (EDCT492)  
Rstrct: Teacher Licensure majors only.

001 64705 400- 740p M 1 EDUC Enns

### EDCT 431 Methods/Materials-Business Ed

Credits: 4/Traditional grading /Fee: \$8.00  
Prereq: EDUC350 or concurrent registration or EDUC450 or concurrent registration.

Co-req: EDCT492  
Rstrct: Teacher Licensure majors only.

001 64706 300- 540p R 210 EDUC  
This section meets 8/21 to 11/5.

### EDCT 441 Mthds/Materls-Voc Marketing Ed

Credits: 1/Traditional grading /Fee: \$2.00  
Prereq: EDCT431; EDUC 350 or concurrent registration or EDUC 450 or concurrent.

Rstrct: Teacher Licensure majors only.

001 64708 300- 540p R 210 EDUC  
This section meets 11/6 to 12/10.

### EDCT 451 Methods-Family & Cons Sci Ed

Credits: 4/Traditional grading /Fee: \$8.00  
Co-req: EDUC350 or concurrent registration or EDUC450 or concurrent registration.

Rstrct: Teacher Licensure majors only.  
Must register for lecture and laboratory.

001 65270 100- 215p MW 105B EDUC Mallette

#### Lab Sections:

L01 65271 230- 320p MW 105B EDUC Mallette

### EDCT 465 Methods/Materials-Technology Ed.

Credits: 3/Traditional grading  
Prereq: EDUC 350 or concurrent registration or EDUC 450 or concurrent registration.

001 67109 900-1150p W 210 EDUC DeMiranda

This section meets 11/6 to 12/10.

### EDCT 485 Student Teaching

Credits: 1-18/Instructor Opt grading /Fee: \$82.00  
(EDUC450) and appropriate special (content) methods courses.

Rstrct: Only Teacher Licensure majors.  
Course requires field experiences. Each student is responsible for own transportation to field experience site(s).

001 64718 Hours Arr. Enns

### EDCT 486 Practicum

Credits: 1-6/Instructor Opt grading /Fee: \$2.00  
Prereq: Admission to Teachers Licensure Program.

001 64719 Hours Arr.

### EDCT 492V Seminar-Professional Relations

Credits: 1-18/Instructor Opt grading /Fee: \$2.00  
Prereq: EDUC450 and appropriate special (content) methods course; concurrent registration in EDCT485.

Rstrct: Teacher Licensure majors only.

001 64720 Hours Arranged

002 64721 Hours Arranged

Student teachers in career and tech education areas.

### EDCT 494 Independent Study

Credits: 1-18/Instructor Opt grading /Fee: \$2.00

001 64722 Hours Arranged

# Registration Information for On-Campus Courses

## Office of Records and Registration

Questions regarding any of the following information, except as otherwise noted, should be directed to the Office of Records and Registration (970-491-4860 or [RecordsOffice@colostate.edu](mailto:RecordsOffice@colostate.edu)), located in the Administration Annex. Office hours are Monday through Wednesday and Friday, 7:45 a.m. until 4:45 p.m.; Thursday, 9:00 a.m. until 4:45 p.m.

### Graduate Students

For graduate students not registering for credit-bearing courses, you must register for Continuing Registration (CRCONRG) if you wish to remain active in the CSU system. If not registering for either, please contact the Graduate School.

Note that a student registered for Continuous Registration is not eligible to receive financial aid and is also not eligible for a loan deferment.

### Registration Procedures

By the act of registration (i.e., requests for an assignment to one or more classes), you are financially liable to the University for assessed tuition, fees and charges. Unless you officially withdraw from the University (see WITHDRAWAL) during the authorized withdrawal periods, you are obligated to pay the full amount of the assessment and are subject to grades regardless of whether you attend class.

The University will mail a billing statement to a designated billing address or current address if no billing address is on file. If full payment of University charges is not made when due, you are subject to a late payment charge. Direct billing questions to Student Financial Services, in the Administration Annex, (970) 491-6321.

Registration, including schedule changes (adds and drops), is accomplished on-line by selecting the Registration link in RAMweb. In order to fully benefit from the system, it is essential that you follow the required procedures and conform to the established deadlines. Preparation prior to registration minimizes mistakes and time on the system, thereby reducing the demand during peak registration periods.

### PREPARATION FOR REGISTRATION

Contact your adviser for assistance in selecting your courses. If you do not know who your adviser is, contact the department of your major for assistance. Students with the following majors should contact the Center for Advising and Student Achievement: Undeclared Agricultural Interest, Undeclared Art/HM/Comm/Dsgn Interest, Undeclared Business Interest, Undeclared Engr/Phys/Math Interest, Undeclared Envr/Nat Res Interest, Undeclared Health/Life Sci Interest, Undeclared Hmn/Soc Sci Interest, GUEST, and Engineering Open Option. Engineering Open Option students should contact the Engineering College Dean's Office.

### REGISTRATION READY TASKS

Registration Ready is a group of questions and tasks that you need to complete before your registration appointment time. The link will appear on your RAMweb homepage above the registration link. Once these items are completed, your Registration Ready hold will be removed and you will be able to register at your appointed time.

### eID

Your identity (eID) is to be used for the duration of your enrollment at Colorado State. Your eID (eName and ePassword) is required for access to the registration/grades system and RAMweb. It provides security to your registration records, so do not share with others. If you believe it has been compromised, you may change your ePassword at [www.colostate.edu](http://www.colostate.edu) and click on Students/RAMweb. Then click on Login Help/Forgotten ePassword and follow the directions.

### ADVISING CODE

Some students are required to seek advising before they register. An advising code must be entered at their first use of the registration system each term. This code changes each term and is available from an advisor/department. This code is in addition to the eID (eName and ePassword) required for registration.

### HOLDS

Academic and administrative offices can place HOLDS on your registration which prevent registering or changing your registration schedule. HOLDS are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial HOLD, which will prevent adds, drops, and withdrawals for a registered student. Each HOLD and the office phone number (including office locations) are listed by the registration system. You must clear each HOLD with the office involved. Clear your HOLDS before you attempt to register.

If a HOLD is placed on your registration after you have registered, your registration will not be automatically canceled. However, you will not have registration access to adjust your schedule or to register for subsequent terms until the HOLDS are cleared. HOLDS do not extend other deadlines. HOLDS must be cleared prior to deadlines or adds and drops will not be authorized. HOLDS also prevent dropping or withdrawing from a class.

### REGISTRATION SYSTEM OPERATING HOURS

The registration system through RAMweb operates 24 hours per day, seven days a week.

### REGISTRATION PROCEDURE

Before accessing the registration system:

- Access the Online Fall 2008 University Class Schedule;
- Query your options for courses and sections;
- Identify the course reference numbers of the courses for which you will be registering;
- Have alternative courses and sections identified.

If you lack this necessary information while you are registering, you can exit the system and re-enter when you are ready.

Some departments place class restrictions, major restrictions or prerequisites on courses or sections of courses. These restrictions are listed with each course. Some restrictions may be temporary until students of designated class or major have had an opportunity to register for the course or section involved. Exceptions to these restrictions may be made only by the academic department offering the course.

When you are denied enrollment in a course, the reason is given. Reasons could include: class is filled, ineligible because of class or major restriction, time conflict with another course, lacking prerequisites, etc.

You may also re-enter the system to add another course, drop a course for which you registered earlier, or change credits in a variable credit course for which you are registered. You are urged to do this prior to mid-August when the

### LATE REGISTRATION (Add First Class)

A late registration charge of \$50 is assessed for adding the first course or after the first day of classes or for late adds after the registration period.

### CANCELING YOUR REGISTRATION

You may cancel your registration at any time through August 24, 2008, the day before classes begin, by using the registration system to drop all courses for which you are registered. All tuition, fees and charges for Fall Semester 2008 will be canceled. All financial aid awarded prior to the beginning of classes will be canceled if you fail to enroll. You are the only one, through the use of your eID to access the system, who can cause this cancellation. On, or after, August 25, see SCHEDULE CHANGES.

## PAYMENT OF STUDENT ACCOUNTS

Any student who completes registration agrees to pay the University as follows:

Charges	Due Date
Approx. 1/3 tuition, fees, technology charges and housing	August 11, 2008
Approx. 1/3 tuition, fees, technology charges and housing *	September 10, 2008
Approx. 1/3 tuition, fees, technology charges and housing plus new charges**	October 10, 2008

\* 1/2 if not assessed on first statement

\*\* all due if not assessed on first two statements

University charges are due by the date specified on your bill. Due dates are the 10th of each month unless the 10th falls on a weekend or a holiday. Mailed payments must reach the University Cashier's Office, 6015 Campus Delivery, by 4:00 p.m. on the due date. Payments by check are processed when received – postmarks do not apply and future dates are not honored. Online payments through the Web Cashier or CASHNet Smart Pay must be made by 2:00 p.m. on the due date for the payment to be considered timely. Penalties for late payment include holds on University services and a 1.5 percent late payment charge of the past due balance will be assessed to student accounts for the purpose of encouraging prompt payment.

- Failure to pay amounts due may result in referral of outstanding balances to a collection agency. These agencies may take legal action to collect past due balances. Further, the University reserves the right to include a penalty fee and financial hold for returned checks.

"Billing Information" under the RAM web tab at [www.rampoint.colostate.edu](http://www.rampoint.colostate.edu) provides more information on billing statement information, accepted payment methods, credit balance refunds, and education tax credit information. Student Account Billing Statements are mailed to your billing address. If a billing address has not yet been created, statements will be mailed to your current mailing address on file with the University. To update your billing or mailing address, log on to [www.rampoint.colostate.edu](http://www.rampoint.colostate.edu), click on RAM web tab and select "Address View/Update."

Please direct questions about your student account to Student Financial Services, (<http://sfs.colostate.edu>) Colorado State University, 1065 Campus Delivery, Fort Collins, CO 80523-1065, stop in at 103 Administration Annex or call (970) 491-6321.

### SCHEDULE CHANGES

Schedule changes are made on the registration system during authorized periods.

Courses can be added, sections changed within a course and credits changed in a variable credit course based on the add periods listed below. Courses which restrict add/drop adjustments are noted under the course listing.

Academic departments may drop from classes students who fail to attend either of the first two class meetings or the first meeting of a class which meets once a week. You are responsible to see that the course is dropped or you will be subject to grades and tuition and fees for the course.

Short term Courses (less than 16 weeks):

- These courses have the in-session weeks printed under the section.
- Courses taught in less than 16 weeks have proportionately shorter add/drop periods. See the chart below for schedule periods.

Full term Courses (16 weeks):

\*Regular Add/Drop Courses:

- Add period ends Wednesday, September 10
- Course drop period ends Wednesday, September 10
- Course withdrawal period ends Monday, October 20

\*Special Add/Drop Courses:

Special A:

- Add period ends Monday, September 1
- Course drop period ends Wednesday, September 10
- Course withdrawal drop period ends Monday, October 20

Special B:

- Add period ends Monday, September 1
- Course drop period ends Thursday, August 28
- Course withdrawal period ends Monday, October 20 (only allowed with instructor/department memo)

\*Restricted periods

### FEE ADJUSTMENTS FOR SCHEDULE CHANGES

An adjustment of tuition and fees is allowed during the schedule change period, August 25–September 10. After this deadline, there is no adjustment in tuition and fees should you drop a course. Courses taught in less than sixteen weeks have proportionately shorter add/drop periods.

### WITHDRAWAL FROM UNIVERSITY

If the term has not commenced, see CANCELLATION. If you attempt to drop all of your courses after August 25, the registration system will prevent the dropping of your last course and direct you to the Center for Advising and Student Achievement to withdraw from the University. In this situation, as the term has commenced, you will be responsible to pay all or part of assessed tuition and fees depending on the date of your withdrawal through the Center for Advising and Student Achievement, 202 Aylesworth NE, (970) 491-7095.

### GRADES

Colorado State University does not mail printed grade reports to students. You may access RAM web to obtain this information. Grades are usually available by the fourth working day after finals week.

### ADDRESS CHANGES

It is important to maintain a current mailing address with the University. Registration information, bills, and other important information are sent to this address (an optional billing address is available to send bills to another address). To change your mailing or billing address, access RAM web. The University also requires that each enrolled student provide an email address. Students may use either the email service of their choice or the free email service the University provides through Holly/Lamar/Simla and some colleges. If you have any questions, please contact the Records and Registration Office in Room 100, Administration Annex or call (970) 491-7148.

### PHOTO ID CARDS

Students can obtain University ID cards between 7:30 a.m. and 5:00 p.m., Monday through Friday at the University ID/Vending Office in the Lory Student Center. You must bring in a government-issued picture ID, i.e., driver's license, military, passport. Your photo will be taken and an ID will be issued immediately. There is a \$18.00 fee on new full-time Colorado State students, and \$23 (subject to change) will be charged to current students needing a replacement. Please call (970) 491-2344 if you have any questions.

### HEALTH INSURANCE

Beginning Fall 2008 semester all new, full-fee paying resident-instruction graduate students will be required to enroll in the CSU Student Insurance Plan or to opt out by demonstrating comparable health insurance coverage. Please visit the Graduate School website.

The accident/sickness plans supplement Hartshorn Health services which are prepaid by semester student fees. Enrollment for this plan is required fall semester and spring/summer semesters in order to have continuous coverage for a full academic year. This plan is designed to include the most needed benefits at an affordable cost. Enhancements to this plan have been added and the plan now offers an association with nationwide and local preferred provider network.

All students are encouraged to purchase this insurance unless you have other adequate coverage. After you enroll, you may change your option at the Student Insurance Office, upper level, Hartshorn Health Service through 5:00pm on the university published add/drop date for fall and spring. AFTER THIS DATE, YOUR SELECTION IS FINAL. YOU WILL BE BILLED ACCORDINGLY. Please call (970) 491-2457 for information specific to summer enrollment only. Part-time students (students registered for less than six credits) may buy health insurance and WILL BE BILLED THE SEMESTER HEALTH FEE. You must be registered for classes to be eligible for this health insurance plan.

Students may arrange coverage for their spouse and/or children BY ENROLLING at the Student Insurance Office, upper level, Hartshorn Health Service prior to the university published add/drop date. Students must be insured for dependents to be eligible.

International students and their dependents are required to have a health insurance plan that is equivalent to the university plan. Please visit the International Student section of Hartshorn Health Services website.

The deadline for health insurance enrollment or cancellation is 5:00pm on the university published add/drop date for fall or spring at the Student Insurance Office, upper level, Hartshorn Health Service.

#### IMMUNIZATION POLICY

Colorado State University, in compliance with Colorado State law and Health Department regulations, requires persons born January 1, 1957 or later to show proof of immunity against measles (two doses), mumps (two doses) and rubella (two doses) by submitting an Immunization Certificate to the Hartshorn Health Service prior to arrival at school. Additional information concerning immunizations should be directed to Colorado State University, Hartshorn Health Service, Immunizations, Fort Collins, Colorado, 80523. Telephone: (970) 491-6548. Fax: (970) 491-0268.

#### STUDENTS' EDUCATIONAL RECORDS

Students have certain rights concerning their "education records" under the Family Education Rights and Privacy Act, as amended, 20 U.S. 1232g et. seq. (FERPA).

These include:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar's Office Enrollment Services, or in the case of graduate studies, to the Graduate School, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All enrolled and former students may have access to their educational records maintained within the University. Those individuals and agencies having access to a student's records include "school officials," defined below, with legitimate educational interests; parents claiming a student as a dependent on their federal income tax; scholarship and other financial aid organizations supporting the student; organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or to improve instruction; organizations carrying out accrediting functions of programs offered by the University; appropriate person(s) in an emergency; and any party designated by judicial order or subpoena, provided that, except for subpoena as an order issued for law enforcement purposes, the University first notifies the student of the order or subpoena. Any other individual or organization must have a student's written consent to view or have access to the educational record.

A student may receive one copy of each item of information contained in the educational record at a cost of \$.25 per page.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except that FERPA authorizes disclosure without consent.

An exception exists for public release of "directory information" unless the student has placed a written request that such information be withheld in the Registrar's Office by the end of the second week of classes. Colorado State defines "directory information" as a student's name, current mailing and e-mail address, telephone listing, major field of study, class, dates of attendance, anticipated date/term of graduation and expected award(s), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographic or video images and honors and degrees awarded.

Another exception allows disclosure of information about the student to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel in an educational role and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or clearinghouse agency); a person serving on the governing board of the University; or a student serving on an official committee, or in a volunteer capacity, such as a peer mentor or member of a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Such officials have legitimate educational interests when they need to review a student's educational records to fulfill their responsibilities to the University. As an example of a company with whom Colorado State University has contracted, the University works with the National Student Clearinghouse which provides a Current Enrollment Verification Certificate and/or degree verification to students and vendors indicating whether the students are enrolled for part-time or full-time status at CSU.

Furthermore, the University discloses students' educational records without consent, upon request, to officials of other schools in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.