School of Education Contact List

SCHOOL OF EDUCATION MAIN OFFICE
1588 Campus Delivery
Fort Collins, CO 80523-1588
(970)491-6317
SOE Web site: http://soe.chhs.colostate.edu
SOE Continuing Education Web site:
http://soe.chhs.colostate.edu/students/ce/index.aspx

School of Education Director
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Associate Director for Continuing Education
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Numbers You May Need

CSU ONLINEPLUS OFFICE
For registration information: Phone: (970)491-5288
Toll Free: (877)491-4336
FAX: (970)491-7885
REGISTRATION: www.online.colostate.edu/courses/credit

STUDENT FINANCIAL SERVICES
For additional information on financial aid, contact
Eileen Griego at (970)491-6321.

TEXTBOOK AND INSTRUCTIONAL MATERIALS
University Bookstore
Lory Student Center
(970)491-5461; FAX: (970)491-0973
Web site: http://bookstore.colostate.edu

For address updates and changes, contact:
Kelli Clark
1588 Campus Delivery, Fort Collins, CO 80523-1588
(970)491-2093; kelli.clark@colostate.edu

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 so identify themselves.
Annenberg Graduate Credit Workshops

Annenberg provides professional development workshops/courses for teachers. The School of Education will provide continuing education credit for the following workshops/courses this semester. Tuition for a 2-credit course is $206; 3-credit courses are $309. Students enrolled in these courses will also be assessed a $20 University technology fee.

Register using the form on page 11 or through CSU OnlinePlus at: www.online.colostate.edu. Check out the Annenberg web site for more information and dates at: www.learner.org/channel/workshops/graduate_credit.html.

Science (EDUC 591C)

“Science in Focus: Energy” (Section 600) - for elementary teachers (2 credits)
“Science in Focus: Shedding Light on Science” (Section 601) - for K-5 science teachers (2 credits)
“Reactions in Chemistry” (Section 602) - for 9-12 science teachers (2 credits)
“The Science of Teaching Science” (Section 603) - for K-8 science teachers (2 credits)
“Science in Focus: Force and Motion” (Section 604) - for K-8 science teachers (2 credits)
“Private Universe Project in Science” (Section 605) - for K-12 science teachers (2 credits)
“Learning Science Through Inquiry” (Section 606) - for K-8 science teachers (2 credits)
“Essential Science for Teachers-Life Science” (Section 607) - for K-6 science teachers (3 credits)
“Essential Science for Teachers-Earth and Space Science” (Section 608) - for K-6 science teachers (3 credits)
“Essential Science for Teachers-Physical Science” (Section 609) - for K-6 science teachers (3 credits)
“Chemistry - Challenges and Solutions” (Section 610) - for 9-12 chemistry teachers (3 credits)
“Rediscovering Biology” (NSCI 696, Section 600) - for 9-12 biology teachers (3 credits)
“The Habitable Planet: A Systems Approach to Environmental Science” (NSCI 696, Section 601) - for 9-12 environmental science teachers (3 credits)
“Physics in the 21st Century” (NSCI 696, Section 602) - for 9-12 physics teachers (3 credits)

Math (EDUC 591D)

“Learning Math: Patterns, Function, and Algebra” (Section 600) - for K-8 math teachers (3 credits)
“Learning Math: Geometry” (Section 601) - for K-8 math teachers (3 credits)
“Private Universe Project in Mathematics” (Section 602) - for K-12 math teachers (2 credits)
“Mathematics: What’s the Big Idea?” (Section 603) - for K-8 math teachers (2 credits)
“Learning Math: Data Analysis, Statistics & Probability” (Section 604) - for K-8 math teachers (3 credits)
“The Missing Link” (Section 605) - for 5-8 math teachers (2 credits)
“Learning Math: Numbers and Operation” (Section 606) - for K-8 math teachers (3 credits)
“Learning Math: Measurement” (Section 607) - for K-8 math teachers (3 credits)
“Teaching Math” (Section 608) - for Pre-K, 3-5, 6-8 and 9-12 math teachers - enrollment in one grade band only (2 credits)
“Insights Into Algebra I: Teaching for Learning” (Section 609) - for high school math teachers (2 credits)
“Mathematics Illuminated” (Section 610) for high school math teachers (3 credits)
## Educational Theory and Issues (EDUC 591E)

- “Looking at Learning...Again, Part 1” (Section 600) - for K-12 math and science teachers (2 credits)
- “Looking at Learning...Again, Part 2” (Section 603) - for K-12 math and science teachers (2 credits)
- “The Learning Classroom: Theory Into Practice” (Section 605) - for K-12 teachers (3 credits)
- “Teaching Reading” (Section 606) - for K-2 teachers (2 credits)
- “Teaching Reading” (Section 607) - for 3-5 teachers (2 credits)
- “Neuroscience and the Classroom: Making Connections” (Section 610) - for pre-service and in-service teachers interested in brain-based learning and teaching (2 credits)

## Humanities (EDUC 591F)

- “Primary Sources-Workshops in American History” (Section 600) - for high school history teachers (2 credits)
- “In Search of the Novel” (Section 601) - for middle and high school English teachers (2 credits)
- “Conversations in Literature” (Section 602) - for high school language arts teachers (2 credits)
- “Making Meaning in Literature” (Section 603) - for 6-8 English teachers (2 credits)
- “The Arts in Every Classroom” (Section 604) - for K-5 classroom and art specialist teachers (2 credits)
- “Teaching Geography” (Section 605) - for 7-12 social studies teachers (2 credits)
- “The Economics Classroom” (Section 606) - for 9-12 social studies and economics teachers (2 credits)
- “Making Civics Real” (Section 607) - for high school teachers (2 credits)
- “Social Studies in Action” (Section 608) - for K-5 teachers (2 credits)
- “The Expanding Canon: Teaching Multicultural Literature in High School” (Section 609) - for high school teachers (2 credits)
- “Engaging with Literature” (Section 610) - for K-5 teachers (2 credits)
- “Artifacts and Fiction” (Section 611) - for high school American literature teachers (2 credits)
- “Write in the Middle” (Section 612) - for middle school teachers (2 credits)
- “Developing Writers” (Section 613) - for high school teachers (2 credits)
- “Connecting with the Arts” (Section 614) - for 6-8 arts specialist teachers (2 credits)
- “Teaching Foreign Languages” (Section 615) - for K-12 foreign language teachers (2 credits)
- “Teaching Multicultural Literature” (Section 616) - for middle school teachers (2 credits)
- “The Art of Teaching Art” (Section 617) - for 9-12 teachers (2 credits)
- “Inside Writing Communities” (Section 618) - for 3-5 writing teachers (2 credits)
- “America's History in the Making” (Section 619) - for middle and high school history teachers (3 credits)
Annenberg Learner and CSU OnlinePlus are excited to offer a new way for you to access high-quality professional development learning modules without the constraint of completing assignments and earning a grade. A select set of courses are now offered as 1-3 CEU non-credit courses.

Register using the form on page 9 or through CSU OnlinePlus at: www.online.colostate.edu. Check out the Annenberg web site for more information and dates at: www.learner.org/channel/workshops/graduate_credit.html.

EDLL 4000 - Science in Focus: Energy
EDLL 4006 - Learning Science Through Inquiry
EDLL 4007 - Essential Science for Teachers: Life Science
EDLL 4008 - Essential Science for Teachers: Earth Science
EDLL 4009 - Essential Science for Teachers: Physical Science
EDLL 4101 - The Habitable Planet: A Systems Approach to Environmental Science
EDLL 4200 - Learning Math: Patterns, Functions and Algebra
EDLL 4201 - Learning Math: Geometry
EDLL 4206 - Learning Math: Number and Operations
EDLL 4209 - Insights into Algebra I: Teaching for Learning
EDLL 4210 - Mathematics Illuminated
EDLL 4305 - The Learning Classroom: Theory Into Practice
EDLL 4306 - Teaching Reading K-2 Workshop
EDLL 4310 - Neuroscience and the Classroom: Making Connections

EDUC 320 - Educational Psychology
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 the Colorado State University Bookstore.

Credits: 3 semester

EDUC 628 - Models of Teaching
Exploration of pedagogical topics and skill development related to instructional approaches.

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

Credits: 3 semester

EDUC 629 - Communication and Classrooms
Exploration of pedagogical topics and growth experiences related to classroom management and presentation skills.

Credits: 3 semester

EDUC 635 - Educators, Systems and Change
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.

Prerequisite: EDUC 485A or EDUC 485B

Credits: 3 semester

To register online:
http://learn.colostate.edu/creditcourses (select Education)
CREDENTIALING COURSES

Listed below is the schedule of credentialing courses offered this semester. EDCT 300 and EDCT 400 are offered through online modules each semester.

CAREER AND TECHNICAL ADMINISTRATIVE COURSES

EDCT 612 - Career & Technical Administrative Strategies
Section: 700
Credits: 3 semester
Instructor: Mimi Leonard; mleonard@lps.k12.co.us
Days/Times: Hours arranged
Tuition: $565/credit
Registration: www.online.colostate.edu/courses/credit (select Career and Technical Education)

EDUC 687A - Internship
Section: 700
Credits: Variable; register for 2 credits
Instructor: Mimi Leonard; mleonard@lps.k12.co.us
Days/Times: Online hours arranged
Tuition: $565/credit
Registration: www.online.colostate.edu/courses/credit (select Career and Technical Education)

SPECIAL NEEDS/ACE CREDENTIALING COURSE

EDCT 571 - Vocational Assessment for Special Needs
This course is intended for individuals pursuing the Special Needs ACE credential.
Section: 814
Credits: 3 semester
Instructor: Jane Heckman
jheckman@cherrycreekschools.org
Days/Times: Open-entry; online hours arranged
Tuition: $565/credit
Registration: www.online.colostate.edu/courses/credit (select Career & Technical Education)

For inquires regarding CTE endorsement requirements, please contact:
Christine Hill, Colorado Department of Education hill_c@cde.state.co.us

For general CTE endorsement course questions, please contact:
Dawn Mallette, Colorado State University dawn.mallette@colostate.edu; (970)491-5319
Adult Education and Training Specialization

Master of Education Degree in Education and Human Resource Studies

Contact: Karen Kaminski, Ph.D.
karen.kaminski@colostate.edu; (970)491-3713
http://soe.chhs.colostate.edu/students/masters/aet/

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.

Adult Education and Training On-Campus Courses

Register: https://ramweb.colostate.edu/

EDAE 624 - Adult Teaching and Learning I
Using theory and best practices to design and deliver instruction for adults.
Prerequisite: EDAE 520
Section:  R01
Credits:  3 semester
Instructor: Tobin Lopes
Day/Time: Tuesday; 6:15-7:45 p.m.
Location: 8 Education

EDAE 668 - Cognitive Theory and Learning Transfer
Investigation of learning processes and training strategies that lead to application of learning outside the classroom.
Section: 001/R01
Credits:  3 semester
Instructor: Leann Kaiser
Day/Time: Tuesday; 6:15-7:45 p.m.
Location: 11 Education

EDAE 698 - Research
Prerequisite: EDAE 520; EDAE 624; EDRM 600
Section: 001
Credits:  1-18; register for 3 credits
Instructor: Tobin Lopes
Day/Time: Tuesday; 8:00-9:30 p.m.
Location: 11 Education

EDRM 600 - Introduction to Research Methods
Methods of research, scientific methods, problem identification, research design, preparation and evaluation of research reports.
Section: 002
Credits:  3 semester
Instructor: TBA
Day/Time: Tuesday; 8:00-9:30 p.m.
Location: 13 Education
**Adult Education and Training Specialization**

**Adult Education and Training Online Courses:**
Register: [http://online.colostate.edu.degrees/aet-online](http://online.colostate.edu.degrees/aet-online)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAE 590</td>
<td>Workshop: Teaching English as a Second Language to Adult Learners</td>
<td>Specially designed learning situations to provide opportunities for concentrated problem-solving experiences.</td>
<td>Orly Penny</td>
</tr>
<tr>
<td>EDAE 590</td>
<td>Workshop: Adult Basic Education</td>
<td>This course prepares individuals to teach adult basic education courses. Students will investigate the needs of this unique population and tools and techniques for assisting them in learning basic skills and prepare for the general education exam.</td>
<td>Onyx Penny</td>
</tr>
<tr>
<td>EDAE 624</td>
<td>Adult Teaching and Learning I</td>
<td>Using theory and best practices to design and deliver instruction for adults.</td>
<td>Leann Kaiser, Jacqueline McGinty, Cindy Stewart</td>
</tr>
<tr>
<td>EDAE 668</td>
<td>Cognitive Theory and Learning Transfer</td>
<td>This course investigates prior and current work in cognitive science. We investigate how we can use concepts such as schema theory and scaffolding to enrich the learning experience in increase transfer.</td>
<td>Jeff Foley</td>
</tr>
<tr>
<td>EDAE 698</td>
<td>Research</td>
<td>This is the final class in the AET program sequence. Students complete a culminating project that embodies the knowledge and skills gained throughout their studies and over their lifetime.</td>
<td>Karen Kaminski</td>
</tr>
<tr>
<td>EDRM 600</td>
<td>Introduction to Research Methods</td>
<td>Methods of research, scientific methods, problem identification, research design, preparation and evaluation of research reports.</td>
<td>Jeff Foley, Karen Kaminski, Leann Kaiser, Tobin Lopes, Jacqueline McGinty</td>
</tr>
<tr>
<td>EDUC 651</td>
<td>Multicultural and Special Populations</td>
<td>This course engages students in developing their own personal understandings of multiculturalism. We critically examine how institutions and societies provide different opportunities and experiences to different groups of people and our roles in supporting or altering these systems and structures.</td>
<td>Antonette Aragon</td>
</tr>
<tr>
<td>EDUC 792</td>
<td>Seminar: Advanced Instructional Design</td>
<td>This seminar uses explicit instruction in the use of a problem solving approach to help students analyze and resolve instructional design case studies.</td>
<td>Karen Kaminski</td>
</tr>
</tbody>
</table>
Continuing Education Masters Programs

Education Sciences Specialization

Master of Education in Education and Human Resource Studies

Master’s Degree and Administration/Principal Licensure; Option #2

Colorado State University offers the opportunity for students to obtain a principal's license and master's degree in 15 months. This program uses a cohort model and partners with local school districts to elicit the expertise of practicing administrators at their schools. Most courses are held within that school district, with the exception of two online courses. A 300-hour internship is required and can be completed while teaching full time. Students already holding a master’s degree can obtain a license in 12 months. Applicants must have a minimum of three years teaching experience and a valid teaching certificate in order to apply for the license. The application deadline for Summer 2015 will be May 15, 2015.

Contact: Wendy Fothergill, Ph.D.
(970)491-5292
wendy.fothergill@colostate.edu

Option #2 Coursework
EDRM 600 - Introduction to Research Methods
EDUC 610 - Principles of Supervision and Evaluation
EDUC 618 - School Law
EDUC 619 - Curriculum Development
EDUC 645 - Leadership and Ethics in Public Education
EDUC 646 - School Resource Management
EDUC 647 - School Culture, Climate, and Communications
EDUC 648A - Role of the Principal: Professional Learning Community
EDUC 648B - Role of the Principal: Managing and Leading Change
EDUC 651 - Multicultural and Special Populations
EDUC 687B - Principal - Internship

Master’s Degree and Teaching Licensure; Option #3

The Teacher Licensure and Master of Education program is a 12-month cohort program that focuses on the development and licensing of teachers who have already received their undergraduate degrees in specific content areas. Applicants must have a bachelor's degree from an accredited institution and must have completed all content area courses required by the Colorado Department of Education to be eligible to apply to the program. The goal of this program is to develop mature, highly qualified teachers whose practice is grounded in research and theory. The program utilizes a Professional Development School model, which means that teacher candidates are trained in local schools by university professors and master teachers. This fosters an understanding of strong pedagogical skills, as well as a deep understanding of effective theories of learning. Interested applicants must meet with an advisor prior to applying to the program. The application deadline for Summer 2015 will be April 25, 2015.

Contact: Juliana Searle
(970)491-5292
juliana.searle@colostate.edu

Option #3 Coursework
EDRM 602 - Action Research
EDUC 525C - Expert Teaching: Reading, Literacy, and Numeracy
EDUC 526 - Interdisciplinary Methods
EDUC 573 - Differentiating Instruction for Diverse Needs
EDUC 619 - Curriculum Development
EDUC 625 - Contexts of Schooling
EDUC 628 - Models of Teaching
EDUC 687D - Internship: Teacher Licensure I
EDUC 687E - Internship: Teacher Licensure II
EDUC 693B - Seminar: Instruction
EDUC 693C - Seminar: Teacher Licensure Capstone
The Organizational Learning, Performance, and Change (OLPC) master’s degree is a highly regarded program for working professionals that will enhance your ability to assess the dynamics of an organization and implement strategic change. This degree prepares you to meet the demands of today’s workplace with a unique combination of organizational development, change management, and performance management study. The program is skills based, built on competencies required to design and build high quality workplace learning and performance programs, as well as change interventions such as high performing work teams, process improvement and strategic change management. The program unfolds in a logical order, preparing students for a variety of real-world learning and performance issues. Courses build on each other resulting in increased knowledge accrual as students progress toward the degree. Courses require the application of content to actual performance issues students are facing and have access to, resulting in experience-based reflection in action. Faculty are leading scholars and/or practitioners in leadership development and executive performance, process improvement, and scenario planning, among others. In addition, faculty have applied expertise in a variety of areas related to workplace and organizational learning and performance, gained through a diversity of careers in and outside the university.

**Fall 2014 Course Offerings**

**EDOD 506 - Human Resource Development**
Section: 801
Instructor: Susan Lynham

**EDOD 673 - Plan and Implement Change Interventions**
Section: 801
Instructors: Russell Korte

**EDOD 674 - Evaluate Workplace Learning**
Section: 801
Instructor: Thomas Chermack

**EDOD 692A - Seminar: HRD Concepts-Workplace Lrng.**
Section: 801
Instructor: Howard Lewis
The Student Affairs in Higher Education (SAHE) online program is designed for students seeking careers in student affairs and higher education administration in a college setting; professionals who are currently working in a higher education setting; or professionals who aspire to work in a higher education setting. Build your skills and knowledge to design programs that help college students realize their learning and development potential through the SAHE program.

Students have two program options: 1) the SAHE Certificate of Completion and 2) the SAHE Master of Science degree. Both options offer online, asynchronous courses that allow students to study at the time that best fits their schedule. Detailed application instructions for both options are available on the web site or by contacting Kelli Clark in the School of Education at (970)491-2093 or sahe@colostate.edu.

SAHE Certificates of Completion

The Student Affairs in Higher Education (SAHE) program offers three certificates of completion options.

Student Affairs in Higher Education: http://online.colostate.edu/certificates/student-affairs/

Student Affairs Business Management and Auxiliary Services: http://www.online.colostate.edu/certificates/student-affairs-business-management/

Campus Crisis Management: http://www.online.colostate.edu/certificates/campus-crisis-management/

All three certificates of completion can be completed in one year. Students have the option to alter or extend their program of study if necessary.

These certificates are companions to the online master’s degree in Student Affairs in Higher Education. Certificate courses may be applied toward the online or on-campus graduate degrees, though earning the certificate does not guarantee acceptance into the master’s program.

Application Process

Application and acceptance to the SAHE certificate program is required. Candidates for the certificate program should have completed a bachelor’s degree with an undergraduate grade point average of 3.00. Applications can be submitted any time and are reviewed on a first-come, first-served basis. Students must apply and be accepted prior to registering for courses.

Detailed application instructions are available on the web site or by contacting Kelli Clark in the School of Education at (970)491-2093 or sahe@colostate.edu.

SAHE Certificate Curriculum

For more information about each certificate’s curriculum, please refer to the websites above.

SAHE Master of Science Degree

http://www.online.colostate.edu/degrees/student-affairs/

The master of science degree can be completed in three years. Students may choose to extend their studies and allow more time for degree completion if necessary.

The online SAHE degree prepares students for a successful career in student affairs. Coursework, practicum experiences and application of professional competencies guide students’ ability to manage themselves, communicate effectively, and establish healthy and effective working relationships. Courses are taught by faculty who are both student affairs scholars and practitioners. Courses completed through the SAHE Certificate can be applied towards the masters degree.

Application Process

Application and acceptance to CSU and the SAHE program are required. Candidates must have completed a bachelors degree from a regionally accredited institution with a cumulative GPA of 3.00. Applications are accepted throughout the year for fall, spring, or summer admission. After an initial application screening, qualified candidates will be contacted for a 30-minute telephone interview.

SAHE Masters Curriculum

The SAHE certificate comprises of a variety of courses introducing students to all facets of the student affairs profession. Students are required to complete 45 graduate credits, including two practicum experiences. The practicums allow students to apply learned skills to a professional setting.

Throughout the program students will compile a portfolio that highlights the professional competencies gained. This portfolio is assessed as the final project of the SAHE degree. Students contribute to the portfolio throughout the program and conduct a final defense during the last semester.
**Higher Education Leadership Specialization**

**Doctorate of Philosophy Degree in Education and Human Resource Studies**

Contact: Linda Kuk, Ph.D.
linda.kuk@colostate.edu
(970)222-1337 or (970)491-7243
http://soe.chhs.colostate.edu/students/doctoral/hel/

The Higher Education Leadership specialization is a distance delivery, cohort based Ph.D. program focused on the development of leaders at colleges and universities. Its goal is to produce educational leaders and scholar practitioners that contribute to the knowledge and application of knowledge in a College and University setting. The program is a 60-hour, post masters program that includes 30 hours of leadership and administrative course content and 30 hours of research credits, plus comprehensive exams and a dissertation.

The delivery of the program is a blended format. Students are required to travel to Fort Collins for a 7-8 day extended week in July each year. Two additional days in January, prior to the beginning of the spring semester are also required. During the fall and spring semesters, six (6) credit hours of coursework are taken via video conference technology. The program is designed to be completed in five+ years, while the student remains employed full-time at an institution of higher education.

Admissions information is available online at: http://www.soe.chhs.colostate.edu/students/doctoral/hel/apply.aspx.

Applications are due to the School of Education Graduate Office by March 1 for admission to the new cohort.

**2014 Cohort**

**EDRM 702 - Foundations of Educational Research**
Section: 701
Credits: 3 semester
Instructor: Sue Lynham
Days/Times: Monday; 5:30-7:00 p.m. MST

**EDUC 710 - Higher Education Finance**
Section: 701
Credits: 3 semester
Instructor: Linda Kuk
Days/Times: Monday; 7:30-9:00 p.m. MST

**2013 Cohort**

**EDRM 705 - Quantitative Data Analysis**
Section: 701
Credits: 3 semester
Instructor: Jim Banning
Days/Times: Tuesday; 7:30-9:00 p.m. MST

**EDUC 675 - Analyzing Education Literature**
Section: 701
Credits: 3 semester
Instructor: Linda Kuk
Days/Times: Tuesday; 5:30-7:00 p.m. MST


**EDCL 799 - Dissertation**
Section: 700
Credits: 1-18 semester; consult with advisor
Days/Times: Hours Arranged

**EDRM 792A - Seminar: Research Methodology**
Section: 701
Credits: 1-18 semester; consult with advisor
Days/Times: Hours Arranged

All students working on their dissertation must register for at least one credit of EDCL 799 every semester until graduation.

**Higher Education Leadership Specialization, Community College Leadership Option**

**Doctorate of Philosophy Degree in Education and Human Resource Studies**

The Community College Leadership (CCL) program is designed to meet the needs of persons interested in leadership positions at community colleges.

**PROGRAM ADMISSION IS CURRENTLY SUSPENDED FOR THE CCL PROGRAM.**

**All Cohorts**

**EDCL 799 - Dissertation**
Section: 700
Credits: 1-18 semester; consult with advisor
Days/Times: Hours Arranged

All students working on their dissertation must register for at least one credit of EDCL 799 every semester until graduation.
Continuing Education Registration Form

Student
Please print or type.

Full Legal Name
LAST FIRST MIDDLE

CSUID/SSN

Country

Mailing Address
CITY STATE ZIP

Home Phone ( ) Other Phone ( )

Email

Birth Date MM DD YY

Gender: □ Female □ Male

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 DVDs and VCDs

Ethnicity (select one - optional)
□ Hispanic/Latino, Chicano, Cuban, Puerto Rican, Mexican American
□ Not Hispanic/Latino

Race (select one or more as appropriate - optional)
□ American Indian or Alaska Native
□ Asian, Japanese, Chinese, Vietnamese, Korena, or Filipino
□ Black or African American
□ Native Hawaiian or Other Pacific Islander
□ White, Anglo, Caucasian

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

Term (circle one): Fall / Spring / Summer

Year: 20____

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 of the Division of Continuing Education (applicable to courses offered through OnlinePlus). I agree to fulfill my financial obligation to and abide by all policies of Colorado State University.

Signature __________________________ Date __________________________
Refer to the CSU class schedule for up to date on-campus course information:

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### Adult Education

Teacher Licensure: 111 Education; 491-5292  
Graduate Programs: 232 Education; 491-2093

#### EDAE 586 Practicum  
Contact department for registration.

- **001 10084** Hours Arr.

#### EDAE 624 Adult Teaching and Learning I  
Credits: 3/Traditional Grading  
Prerequisite: EDAE 520

- **R01 14662** 6:15-7:45p+ T 8 EDUC Lopes

#### EDAE 668 Cognitive Theory and Learning Transfer  
Credits: 3/Traditional Grading  
Prerequisite: EDAE 620; EDAE 624 or written consent of instructor. Must register for multiple components.

- **001 24076** 6:15-7:05p T 11 EDUC Kaiser  
**Recitation Section:**
- **R01 24077** 7:06-7:45p T 11 EDUC Kaiser

#### EDAE 687 Internship  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.

- **001 10086** Hours Arr.

#### EDAE 695 Independent Study  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.

- **001 10089** Hours Arr.

#### EDAE 698 Research  
Credits: 1-18/Instructor Option  
Prerequisite: EDAE 520; EDAE 624; EDRM 600  
Contact department for registration.

- **001 10090** 8:00-9:30p T 11 EDUC Lopes

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### Counseling and Career Development

Teacher Licensure: 111 Education; 491-5292  
Graduate Programs: 209 Education; 491-0545

#### EDCO 550 Professional School Counseling  
Credits: 3/Traditional Grading  
Prerequisite: Admission to Counseling and Career Development program or approval of instructor.

- **001 17331** 6:00-9:00p W 236 EDUC Carlson

#### EDCO 651 Group Guidance and Counseling  
Credits: 3/Traditional Grading  
Prerequisite: EDCO 650  
Education and Human Resource Studies and Counseling Endorsement majors only until 11/14, then open to all majors. Must register for multiple components.

- **001 13681** 4:00-5:40p T 13 EDUC Kramer  
**Recitation Section:**
- **R01 13682** 6:00-6:50p T 13 EDUC Kramer

#### EDCO 660 Career Development Counseling  
Credits: 3/Traditional Grading  
Prerequisite: EDCO 500  
Professional and graduate students only.

- **001 13683** 4:00-6:50p M 13 EDUC Peila-Shust

#### EDCO 686 Practicum - Guidance and Counseling  
Credits: 1-18/Instructor Option Grading

- **001 13688** 4:00-5:30p W 2 EDUC Peila-Shust  
- **002 20632** 4:00-5:30p W 17 EDUC Anderson  
- **003 14867** 4:00-5:30p W 11 EDUC Carlson

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### Career and Technical Education

Teacher Licensure: 111 Education; 491-5292  
Graduate Programs: 232 Education; 491-2093

#### EDCO 687 Internship - Guidance and Counseling  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.

- **001 13705** 4:00-5:30p+ W 236 EDUC Peila-Shust  
- **002 13721** 5:40-7:00p+ W 8 EDUC Peila-Shust

#### EDCO 692 Seminar - Brief Counseling  
Credits: 3/Traditional Grading  
Prerequisite: EDCO 650; EDCO 652; proof of professional counseling liability insurance. Must register for multiple components. Professional and graduate students only.

- **001 15308** 4:00-4:50p R 105B EDUC Anderson  
**Recitation Section:**
- **R01 15790** 5:00-6:50p R 105B EDUC Anderson

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
Teacher Licensure Agricultural Education majors only.

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### Adult Education

Teacher Licensure majors in the following areas only: Consumer Sciences, Instructor Technology, Marketing Education, and Technical Education.

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### Counseling and Career Development

Teacher Licensure in the following areas only: Agriculture, Business Education, Family and Consumer Sciences, Instructor Technology, Marketing Education, and Technical Education.

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### Career and Technical Education

Teacher Licensure: 111 Education; 491-5292  
Graduate Programs: 209 Education; 491-0545

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
Teacher Licensure Agricultural Education majors only.

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
Teacher Licensure Agricultural Education majors only.

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
Teacher Licensure Agricultural Education majors only.

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
Teacher Licensure Agricultural Education majors only.

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
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Graduate Programs:  232 Education; 491-2093  
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Graduate Programs:  232 Education; 491-2093  
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Graduate Programs:  232 Education; 491-2093  
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Graduate Programs:  232 Education; 491-2093  
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Teacher Licensure Agricultural Education majors only.

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### On-Campus Education Courses

Graduate Programs:  232 Education; 491-2093  
Teacher Licensure: 111 Education; 491-5292  
Teacher Licensure Agricultural Education majors only.
### On-Campus Education Courses

#### Higher Education

**Teacher Licensure:** 111 Education; 491-5292  
**Graduate Programs:** 232 Education; 491-2093

Credits: 1/Instructor Option Grading  
Prerequisite: Enrollment in SAHE program.  
Student Affairs in Higher Education majors only.  
001 23901 1:00-2:50p R 2 DURRL Felix/Rivera

**EDHE 590M Workshop: Spiritual Dimensions-Student Dev.**  
Credits: 1/Instructor Option Grading  
Prerequisite: Enrollment in the SAHE program.  
Student Affairs in Higher Education majors only.  
001 23902 1:00-5:00p F 2 DURRL Johnson

**EDHE 660 Financial Management in Student Affairs**  
Credits: 2/Traditional Grading  
Prerequisite: Written consent of instructor.  
Student Affairs in Higher Education majors only. Must register for multiple components.  
001 11002 3:30-5:15p W C DURRL Dineen

**EDHE 661 Inclusive University**  
Credits: 3/Traditional Grading  
Prerequisite: Enrollment in SAHE program.  
Student Affairs in Higher Education majors only.  
001 11003 9:00-12:00p R C DURRL Wright/Sisn

**EDHE 667 Higher Education Administration**  
Credits: 3/Traditional Grading  
Professional and graduate students only.  
001 15255 1:00-3:40p M C DURRL Hughes/Par

**EDHE 671 Higher Education Administration**  
Credits: 3/Traditional Grading  
Professional and graduate students only.  
001 11004 9:00-12:00p R C DURRL Wright/Sisn

**EDHE 676 Organizational Behavior in Student Affairs**  
Credits: 3/Traditional Grading  
Prerequisite: Enrollment in SAHE program.  
Student Affairs in Higher Education majors only.  
001 11005 3:00-4:50p T 235 AYLES

#### Organization Performance and Change

**EDDD 786 Practicum**  
Credits: 1-6/Instructor Option Grading  
Contact department for registration.  
Professional and graduate students only.  
001 14667 Hours Arr.

**EDDD 799 Dissertation**  
Credits: 1-18/Instructor Option Grading  
Contact instructor for registration.  
Graduate Education and Human Resource Studies majors only.  
001 14672 Hours Arr.

#### Education Research Methods

**Teacher Licensure:** 111 Education; 491-5292  
**Graduate Programs:** 232 Education; 491-2093

**EDRM 600 Introduction to Research Methods**  
Credits: 3/Traditional Grading  
001 13675 4:00-6:50p M 8 EDUC de Miranda  
Education and Human Resource studies majors only until 1/14, then open to all majors.  
002 19368 8:00-9:30p+ R 13 EDUC  
Graduate and professional students only. Contact instructor for registration.

**EDRM 606 Principles: Quantitative Data Analysis**  
Credits: 3/Traditional Grading  
Prerequisite: EDRM 600; STAT 201.  
Professional and graduate students only.  
001 13677 4:00-6:50p T 2 EDUC Most

**EDRM 698 Research**  
Credits: 1-18/Instructor Option Grading

**EDRM 699 Thesis**  
Credits: 1-18/Instructor Option Grading

**EDRM 700 Quantitative Research Methods**  
Credits: 3/Traditional Grading  
Prerequisite: EDRM 606 or concurrent registration.  
Professional and graduate students only.  
001 14664 4:00-6:50p+ W 4 EDUC Robinson

**EDRM 701 Applied Linear Models-Educational Research**  
Credits: 3/Traditional Grading  
Prerequisite: EDRM 606.  
001 14893 12:00-2:50p R 4 EDUC Most

**EDRM 705 Qualitative Data Analysis**  
Credits: 3/Traditional Grading  
Prerequisite: EDRM 704.  
001 13728 12:00-2:50p R 4 EDUC Most

**EDRM 792A Seminar - Research Methodology**  
Credits: 1-6/Instructor Option Grading  
Contact instructor for registration.  
Graduate Education and Human Resource Studies majors only.  
001 18067 Hours Arr.

**EDRM 792B Seminar - Proposal Development**  
Credits: 1-6/Instructor Option Grading  
Contact instructor for registration.  
Graduate Education and Human Resource Studies majors only.  
001 14670 4:00-7:00p R 236 EDUC Makela

**EDRM 799 Dissertation**  
Credits: 1-18/Instructor Option Grading

**EDUC 275 Schooling in the United States (GT-SS3)**  
Credits: 3/Traditional Grading  
Prerequisite: Completion of 30 credits course work.  
Students should intend to enroll in Teacher Licensure program. Course requires field experience. Each student is responsible for own transportation to field experience site(s). No Freshmen allowed.  
001 13575 4:00-6:50p W 7 EDUC Aragon  
002 13676 11:00-12:15p TR 7 EDUC Guck  
003 16978 9:30-10:45a TR C363 CLARK Morrell  
004 18555 9:00-9:50a MWF 7 EDUC Guck

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*Colorado State University, School of Education Spring 2015 Course Bulletin*
EDUC 311 Educational Technology and Assessment
Credits: 2/Traditional Grading
Prerequisite: EDUC 275; EDUC 340; admission to teacher licensure.
Teacher Licensee students in the following majors only: Agriculture, Art, Business, Education, Biology, Chemistry, English, Family and Consumer Sciences, French, Geology, General Science, German, Instructional Technology, Mathematics, Marketing Education, Music Education, Physics, Spanish, Speech, Social Studies; and Technical Education.
Must register for multiple components.

<table>
<thead>
<tr>
<th>Section</th>
<th>Meeting Time</th>
<th>Course Code</th>
<th>Instructor</th>
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<td>10:00-10:50a</td>
<td>M</td>
<td>220 EDUC Searle</td>
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<tr>
<td>002</td>
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Lab Sections:

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<td>L04</td>
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EDUC 340 Literacy and the Learner
Credits: 3/Traditional Grading
Prerequisite: Completion of 30 credits of course work. Required background check through COE, CBP.
Course includes 30 hours of fieldwork in public school and/or community agencies arranged. Requires background check. Each student is responsible for own transportation to field experience site(s).
Must register for multiple components. No Freshmen allowed.

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<td>7 EDUC Seahorn/Decker</td>
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Recitation Sections:

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EDUC 350 Instruction I - Individualization/Management
Credits: 3/Traditional Grading
Prerequisite: EDUC 275; EDUC 340; concurrent registration in EDUC 368; admission to teacher licensure program.
Contact department for registration, Room 100 Education. Course requires PDS clinical experience at schools. Each student is responsible for own transportation to field experience site(s). Site placement may change due to public school needs.
Must register for multiple components.

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EDUC 386 Practicum - Instruction I
Credits: 1-3/Instructor Option Grading
Prerequisite: EDUC 275; EDUC 340; concurrent registration in EDUC 350; admission to teacher licensure program.
Contact department for registration. Course requires PDS clinical experience at schools. Each student is responsible for own transportation to field experience site(s). Must register for multiple components.

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EDUC 400 Diagnostic Teaching of Reading
Credits: 3/Traditional Grading
Prerequisite: EDUC 275; EDUC 340; admission to Teacher Licensure program.
Must register for multiple components.
Teacher Licensee-Early Childhood majors only.

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EDUC 425 Early Childhood Education I
Credits: 4/Traditional Grading
Prerequisite: EDUC 275; EDUC 340; admission to Teacher Licensure program.
Must register for multiple components.
Teacher Licensee-Early Childhood majors only.

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EDUC 450 Instruction II - Standards and Assessment
Credits: 4/Traditional Grading
Prerequisite: EDUC 275; EDUC 340; concurrent registration in EDUC 486J.
Contact department for registration, Room 111 Education. Course must be taken semester immediately prior to student teaching semester. Course requires PDS clinical experience. Each student is responsible for own transportation to field experience site(s). Site placement may change due to public school needs.
Must register for multiple components.

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EDUC 460 Methods and Materials in Teaching Science
Credits: 4/Traditional Grading
Prerequisite: Admission to teacher licensure.
Teacher Licensee students in the following majors only: Biology, Chemistry, General Science, Geology and Physics.
Must register for multiple components.

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EDUC 463 Methods in Teaching Language Arts
Credits: 4/Traditional Grading
Prerequisite: Admission to teacher licensure.
Teacher Licensee students in the following majors only: English and Speech.

<table>
<thead>
<tr>
<th>Section</th>
<th>Meeting Time</th>
<th>Course Code</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>10:00-11:40a</td>
<td>MW</td>
<td>236 EDUC Coke</td>
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</tbody>
</table>
EDUC 464  Methods and Materials in Teaching Mathematics  
Credits: 4/Traditional Grading  
Prerequisite: Eighteen credits of mathematics; admission to Teacher Licensure program.  
Teacher Licensure-Mathematics majors only.  
001  13657  8:00-9:40a  MW  B302 NESB  Kennedy

EDUC 465  Methods and Materials in Social Studies  
Credits: 4/Traditional Grading  
Prerequisite: Admission to teacher licensure program.  
Contact instructor for registration.  
Teacher Licensure-Social Studies majors only.  
001  13658  4:00-5:50p  TR  B302 CHEM  Knierim

EDUC 475  Elementary School Music Methods II  
Credits: 2/Traditional Grading  
Prerequisite: EDUC 474.  
Must register for multiple components.  
Teacher Licensure-Music Education majors only.  
001  13659  10:00-10:50a  MW  136  UCA  Jacobi

Lab Section:  
L01  13660  9:00-11:30a  F  218  UCA  Jacobi

EDUC 485A  Student Teaching - Elementary  
Credits: 6-14/Instructor Option Grading  
Course requires PDS clinical experience in schools. Each student is responsible for own transportation to field experience site(s).  
Teacher Licensure students in the following majors only: Art, Instructional Technology, and Music Education.  
001  13661  Hours Arr.  Drager

EDUC 485B  Student Teaching - Secondary  
Credits: 6-14/Instructor Option Grading  
Prerequisite: EDUC 450; appropriate special methods courses.  
Course requires PDS clinical experience in schools. Each student is responsible for own transportation to field experience site(s).  
Teacher Licensure students in the following majors only: Art, Biology, Chemistry, English, French, Geology, General Science, German, Instructional Technology, Math, Music Education, Physics, Spanish, Speech, Social Studies and Technical Education.  
001  13662  Hours Arr.  Drager

EDUC 485C  Student Teaching - Early Childhood  
Credits: 6-14/Instructor Option Grading  
Prerequisite: EDUC 426.  
Teacher Licensure-Early Childhood majors only.  
001  13663  Hours Arr.  Drager

EDUC 486E  Practicum - Instruction II  
Credits: 1-18/Instructor Option Grading  
Prerequisite: Admission to teacher licensure program.  
Contact department for registration.  
Must register for multiple components.  
001  18326  11:00-11:50a  TR  236  EDUC  Frederiksen  
002  18327  11:00-11:50a  TR  11  EDUC  Engelhardt  
003  18385  11:00-11:50a  TR  8  EDUC  
004  18386  11:00-11:50a  TR  2  EDUC

EDUC 493A  Seminar - Professional Relations  
Credits: 1-3/Instructor Option Grading  
Prerequisite: EDUC 428 or EDUC 450; appropriate special methods course(s); EDUC 485A or concurrent registration, or EDUC 485B or concurrent registration, or EDUC 485C or concurrent registration, or EDCT 485 or concurrent registration.  
Teacher Licensure students in the following majors only: Art, Biology, Chemistry, Early Childhood, English, French, General Science, Geology, German, Instructional Technology, Mathematics, Music Education, Physics, Social Studies, Spanish, Speech, and Technology Education.  
001  13667  Hours Arr.  Drager

EDUC 494  Independent Field Studies  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13668  Hours Arr.

EDUC 495  Independent Study  
Credits: 1-18/Instructor Option Grading  
Contact department for information.  
001  13669  Hours Arr.

EDUC 520  Human Relations in Education  
Credits: 3/Traditional Grading  
Prerequisite: Bachelor's degree or EDCT 300.  
Student Affairs in Higher Education majors only.  
001  13670  9:00-12:00p  T  C  DURRL Hudgens

EDUC 610  Principles of Supervision and Evaluation  
Credits: 3/Traditional Grading  
Must register for multiple components.  
001  14657  5:00-6:50p  M  11  EDUC  Koehn

Recitation Section:  
R01  14658  7:00-7:50p  MW  11  EDUC  Koehn

EDUC 648B  Role of the Principal-Managing/Leading Change  
Credits: 2/Traditional Grading  
Prerequisite: Concurrent registration in EDUC 687B; admission to Administrator Licensure program.  
Must register for multiple components.  
001  23146  Hours Arr.  Caro/Fother

Recitation Section:  
R01  23147  Hours Arr.  Caro

EDUC 651  Multicultural and Special Populations  
Credits: 3/Traditional Grading  
Must register for multiple components.  
001  19479  4:00-5:50p  T  236  EDUC  Aragon

Recitation Section:  
R01  19480  6:00-6:50p  T  236  EDUC  Aragon

EDUC 684  Supervised College Teaching  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13684  Hours Arr.

EDUC 686A  Practicum - Administration  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13685  Hours Arr.

EDUC 687A  Internship - Administration  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13691  Hours Arr.

EDUC 687B  Internship - Principal  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13693  Hours Arr.

EDUC 695  Independent Study  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13702  Hours Arr.

EDUC 696  Group Study  
Credits: 1-18/Instructor Option Grading  
001  21275  1:00-3:00p  W  8  EDUC  Felix/Donov

Global Perspectives on Student Services

EDUC 715  Critical Issues for Special Populations  
Credits: 3/Traditional Grading  
Graduate Education and Human Resource Studies majors only.  
001  13733  4:00-6:50p  T  1  EDUC  Jennings

EDUC 786  Practicum  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13734  Hours Arr.

EDUC 787  Internship  
Credits: 1-18/Instructor Option Grading  
001  13735  Hours Arr.

EDUC 792  Seminar  
Credits: 1-18/Instructor Option Grading  
001  13736  4:00-6:50p  R  2  EDUC  Robinson

Instructional Strategies

EDUC 795  Independent Study  
Credits: 1-18/Instructor Option Grading  
Contact department for registration.  
001  13737  Hours Arr.
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), located in Centennial Hall. Office hours are Monday through Wednesday and Friday, 7:45 a.m. - 4:45 p.m.; Thursday, 9:00 a.m. - 4:45 p.m.

GRADUATE STUDENTS
For graduate students not registering for credit bearing courses, you must register for **Continuous Registration (CR CONRG)** 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.

eID (ELECTRONIC IDENTITY)
Your eIdentity (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 it with others. If you believe it has been compromised, you may change your ePassword at: www.eid.colostate.edu.

E-MAIL ADDRESS REQUIREMENT
In order to communicate quickly and effectively with students, the University requires that each enrolled student provide an e-mail address in addition to a postal mailing address. Students may use the e-mail service of their choice or the free e-mail service the University provides. A registration HOLD is placed on students who fail to provide an e-mail address.

You may provide your e-mail address (or create a campus e-mail) at http://eid.colostate.edu. Additional information about e-services and e-mail is also available at this web site. If you have questions or need assistance, please contact the Help Desk at help@colostate.edu or call (970)491-7276.

REGISTRATION
By the act of registration (i.e., requests for and 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 during the authorized schedule change 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 online 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 (CASA): Undeclared Agricultural Interest, Undeclared ArtHM/Comm/Dsgn Interest, Undeclared Business Interest, Undeclared Engr/Phys/Math Interest, Undeclared Envrr/Nat Res Interest, Undeclared Health/Life Sci Interest, Undeclared Hmn/Soc Sci Interest, and GUEST. Engineering Open Option students should contact the Engineering College Dean’s Office.

HOLDS
Academic and administrative offices can place HOLDS on your registration which prevents 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 cancelled. 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 PROCEDURES
Before accessing the registration system:
- Access the online 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 early, as use of the registration system increases as the first day of class approaches.

REGISTRATION CONFIRMATION
No written confirmation of your registration selections will be mailed to you. However, you may log on to RAMweb (http://ramweb.colostate.edu) at any time to view or print your selection of courses.

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

CANCELLING YOUR REGISTRATION
You may cancel your registration at any time through the day before classes begin by using the registration system to drop all courses for which you are registered. All tuition, fees and charges will be cancelled. All financial aid awarded prior to the beginning of classes will be cancelled if you fail to enroll. You are the only one, through use of your eID to access the system, who can cause this cancellation. On, or after, the first day of classes, see WITHDRAWAL FROM UNIVERSITY.

PAYMENT OF STUDENT ACCOUNTS
In support of the University’s Go Green and cost-saving initiatives, the University has moved to electronic billing and one payment due date for each semester beginning Fall 2010. Tuition, fees, residence hall charges, health insurance and other institutional charges will be billed in August and due on September 10th for the Fall semester and billed in January and due on February 10th for the Spring semester.

The due dates for each semester are published in the online Class Schedule, in the General Catalog, and in financial aid publications. Due dates for the academic year are:

<table>
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<tr>
<th>Semester</th>
<th>Charges Billed</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>August</td>
<td>September 10</td>
</tr>
<tr>
<td>Spring</td>
<td>January</td>
<td>February 10</td>
</tr>
<tr>
<td>Summer</td>
<td>May</td>
<td>June 10</td>
</tr>
</tbody>
</table>

University charges are due by the date specified on your bill. 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 SmartPay 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% late payment charge on 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” on RAMWeb provides more information on billing statements, accepted payment methods, credit balance refunds and education tax credits. 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 RAMweb 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, in person at Centennial Hall, or call (970)491-6321.
COLLEGE OPPORTUNITY FUND STIPEND
The College Opportunity Fund Stipend (COF) provides state tax dollars to colleges and universities for undergraduate students paying in-state tuition. The fund was created by an Act of the Colorado State legislature in 2004 to heighten awareness that state tax dollars are used to offset the costs of undergraduate education.

The COF application must be submitted online once; however, each term the student must authorize to obtain the stipend on their behalf and apply it to their tuition bill. Eligible students who fail to approve this authorization are required to pay the full amount of in-state tuition without the State stipend support.

The College Opportunity Fund application is required and is available on the College Access Network at www.cof.college-access.net.

UNIVERSITY TECHNOLOGY FEE
The mandatory University Technology Fee is assessed to all students each term and is intended to support aspects of information technology that impact all students across college boundaries. For more information about the University Technology Fee visit: http://www.colostate.edu/services.acns/utfab/Bylaws.doc.

SCHEDULE CHANGE PERIOD
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. Non-attendance does not constitute dropping or withdrawing from a course.

Please refer to the Registrar’s Office web site for add/drop deadlines for each semester. http://www.registrar.colostate.edu/faculty-important-dates

FEE ADJUSTMENTS FOR SCHEDULE CHANGES
An adjustment of tuition and fees is allowed during the schedule change period. After this deadline, there is no adjustment in tuition and fees should you drop a course. Courses taught in less than 16 weeks and Special A/B courses have proportionately shorter add/drop periods. See SCHEDULE CHANGE PERIOD for specific dates.

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

GRADES
Colorado State University does not mail printed grade reports to students. You may access RAMweb 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 RAMweb. The University also requires that each enrolled student provide an e-mail address. Students may use either the e-mail service of their choice or the free e-mail service the University provides. If you have any questions, please contact the Records and Registration Office in Centennial Hall or call (970)491-7148.

PHOTO ID CARDS
Students can obtain University ID cards at the RamCard Office in Room 331, Lory Student Center. You must bring a government-issued picture ID (i.e., driver’s license, military ID, passport). Your photo will be taken and an ID will be issued immediately. Please call (970)491-2344 with questions.

HEALTH INSURANCE
Beginning Fall 2008, all new, full-pay 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 web site for more information.

The accident/sickness plan supplements 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 5:00 p.m. 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 the Hartshorn Health Services web site.

The deadline for health insurance enrollment, changes or cancellation is 5:00 p.m. 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 Hartshorn Health Service, Immunizations, (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).

For detailed information about these rights, please contact the Registrar’s Office in person at Centennial Hall, by phone at (970)491-7148, or online at http://registrar.colostate.edu.