



Are you planning your schedule? (Updated 10-11-11)

Know your ten-digit **IU ID** number! If you are not sure how to access registration through **OneStart** ---connect to the Registrar's Office at <http://registrar.indiana.edu/> The Registrar's Office has the most up-to-date PDF files that explain the process.

Go to OneStart <https://onestart.iu.edu> to see when you are scheduled to register (this usually is up and running about a week before registration starts). Registration usually begins the last week in March for summer, the first week in April for fall and the third week of October for spring. Check with the Registrar's Office at <http://registrar.indiana.edu/> for dates. Review courses offered by our department. Do not enroll in any classes until you have met with your advisor AND obtained permission for all required courses. Once you register for a class you have a 48 hour window to make any changes before an additional access fee is charged.

What is being offered? Our department has *tentative* schedules for students to see what the CEP department is offering. Go to: <http://education.indiana.edu/cep/> ; Click on INFORMATION FOR CURRENT STUDENTS; and scroll down to TENTATIVE DEPARTMENT SCHEDULES. These course offerings are tentative and may change without notice. When you register be sure that you know the number of credit hours that your course/instructor requires (most courses are 3 ---but not always!). Students have a 48 hour window to make any changes to their schedule before an access fee is charged. Be sure that you have all your courses figured out and permissions for the courses before you sit down to register. Extra access fees cannot be waived.



Don't wait to register for courses until the last possible moment for three very important reasons:

1. If you wait to enroll in a course until the last possible moment - that course may have been canceled because of lack of enrollment. The department chair makes decisions about canceling a class ten days to two weeks PRIOR to the end of the registration period. If you need the class ENROLL!
2. We can't guarantee that you will be given authorization/permission (faculty are busy, secretaries are busy) in time for you to register before a late fee is added to your Bursar bill. Late fees **will not** be waived for this reason.
3. You may have an advising hold. One of your first degree milestones is the [Program of Studies](#), which is due by the end of your first year. In an effort to help jog the memory of those who have forgotten about this degree requirement, an advising hold will be placed on your registration if you do not complete it. For M.S. and Ed.S students, this hold will occur at the one year mark. In other words, you will not be allowed to sign

up for classes the second year without this paperwork completed. For Ph.D. students, passing the two year mark will result in a hold being placed on your registration. ***Advising holds may take up to a week to remove from your record. Thus, you will not be able to wait until the last minute to get this done. Remember, we want you to graduate in a timely manner, the program of studies is an important tool for supporting this.

Forms are located at:

<http://education.indiana.edu/cep/InformationforCurrentStudents/DepartmentalForms/tabid/13408/Default.aspx>

Permission/Authorization - To see if the department has given you permission in a particular course, check your account by connecting to OneStart. OneStart will show if you have been authorized. No authorizations are automatic – you must contact the instructor of the course.

If you need to register for a course that requires permission you need to contact the instructor who is teaching the course (not your faculty advisor) or the name given in the text note. You only need permission for classes that say, “**Department Consent Required.**” These courses include (but not limited to): G522, G523, G524, G532, G542, G550, G598, G600, G624, G647, G685, G763, G795, G799, Y521; Y650, Y750, P591, P592, P595, P596, P699, P795, P799. Include your home address when requesting permission for G795, G799, P795 and P799. If the instructor is not listed, talk to your advisor to see who is giving permission and then contact that faculty member. Be sure to give him/her your ten-digit IU ID number and tell him/her the semester you need permission for. Summer and fall registration overlaps so without knowing the proper semester the staff could give you permission for the wrong semester. The faculty member will then e-mail the above information to cep@indiana.edu (It may take a day or so especially during crunch time). Do not e-mail an individual secretary. If that secretary is out of the office your request will sit there until she returns. Use cep@indiana.edu.

The exception to the above rule is for **Block Enrollment** (BE) courses. The screen on OneStart indications that they require *department consent* but actually if you scroll down the page you will see something similar to this:

Y 502 : COREQUISITE - EDUC-Y 500, SAME CLUSTER
Y 502 : TO ENROLL IN THIS CLASS SEE EDUC-BE 502

Block Enrollment (BE) courses are two courses joined together during registration to make sure that you are signed up for both the required course and its required corresponding lab section. To register, enter “BE” and the course number (in the example above you would type BE 502). You will be enrolled in BOTH Y502 and Y500**. After the first week of the semester (after drop and add) the two courses will split into two regular sections so you will receive two grades. Classes that might be included in Block Enrollment are (but not limited to) G522 and G523; Y502 and Y500; Y603 and Y500**; Y604 and Y500**, Y612 and Y500, Y613 and Y500. For more information on Block Enrollment consult your “Enrollment and Student Academic Information” bulletin.

****Please Note:** There are several Y500 sections. Each Y500 section is specific for each Y502, Y603 and Y604. The Y500 that corresponds with Y502 is different than the Y500 corresponding with Y603. Using Block Enrollment insures that you are in the correct Y500.

For Y603 and Y604 there is an option for students to register in Y603/Y500 or Y604/Y500 for 4 credits total and another section of Y603/Y500 or Y604/Y500 for 3 credits total. **Most** students should enroll in the 4 credit sections (no authorization required). To enroll in the Y603/Y500 or Y604/Y500 for 3 credits (meaning that you have had prior labs that cover the same material as the Y500 for Y603 or Y604 --this is very rare, labs for Y502 are NOT interchangeable with labs for Y603 or Y604) you **MUST** have permission from the instructor. Please contact that instructor directly.

Independent Study courses –as an example let’s choose G590. G590 is for students who wish to do independent study in counseling with a counseling faculty member. Contact a faculty member in the appropriate area. Students should have a plan in mind for a library research project or an empirical research project. If a faculty member agrees to supervise this project, that faculty member should authorize registration. If you want to register for G590 (counseling), Y590 (inquiry), P590, or P690 (educ. psych./school psych/learning science) the procedure is the same – contact a faculty member in the appropriate area. Be sure to give him/her your ten-digit IU ID number and tell him/her which semester you need permission. Summer and fall registration overlaps so without knowing the proper semester the staff could give you permission for the wrong semester. The faculty member will then e-mail the above information to cep@indiana.edu (It may take a day or so especially during crunch time). Do not e-mail an individual secretary. If that secretary is out of the office your request will sit there until she returns. Use cep@indiana.edu.

P795/G795, you need to have a topic and potential dissertation director. If a faculty member [potential director] is willing to work closely with you in developing your proposal, he or she will authorize you for P795/G795 by e-mailing cep@indiana.edu. Be sure to contact your potential director a couple of weeks prior to registration so that you can meet and begin planning for the development of your proposal. Be sure to give him/her your ten-digit IU ID number, your current home address and the semester you need permission for. Summer and fall registration overlaps so without knowing the proper semester the staff could give you permission for the wrong semester. (It may take a day or so especially during crunch time). Do not e-mail an individual secretary. If that secretary is out of the office your request will sit there until she returns. Use cep@indiana.edu.

Web or Distance Education Courses - Courses taught on the **web** or through **distance education** (examples: some Y502, Y520, P507, P540, P574 sections – be sure to read the text note for instructions) the text note will say:

ABOVE SECTION IS OFFERED ON THE WORLD WIDE WEB. FOR MORE INFORMATION VISIT HTTP://EDUCATION.INDIANA.EDU/~P540/WEBCOURSE/ . FOR AUTHORIZATION E-MAIL DEREGSTR@INDIANA.EDU .
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Contact deregstr@indiana.edu for permission. The department does not authorize distance education courses.

Dissertation courses G799 and P799 – When you register for a 799 course you need to follow the instructions for a 795 course (see above). Get permission from your dissertation director/chair. Give them your current address and telephone number, ten-digit IU ID number and the course you want authorization/permission in (P or G) and your dissertation director/chair. We will assign a section number to you based on your address (there are two sections – one for local students and one for out of state students. This may take a day or so. Be sure to e-mail cep@indiana.edu and not an individual staff member (she/he may be on vacation for a week or two).

G901 – **contact:** <http://www.indiana.edu/~educate/G901app.html> After you have passed quals AND taken at least 12 hours of 799 you may enroll in G901 (reduced rate for up to 6 semesters-fall and spring only). The department cannot authorize you for G901. Only Graduate Studies can authorize you. (It will take a few days for them to respond so request permission as soon as possible.) Remember - Completing this form only gives you permission. After you receive an e-mail verifying that you have permission you still must go into OneStart and register.

For Doctoral Students – after passing your oral qualifying examination, you must enroll in at least one credit hour each semester (Excluding summer) to maintain active student status.

WAITLIST - If you cannot register for a course you want because it is currently full, put yourself on the WAITLIST. Be as open on your request as possible. Requesting any section of the course will increase the likelihood of your waitlist request being satisfied. Restrictions will decrease your chances of getting into the class. Once on the waitlist if there is an opening in the course the first person on the waitlist gets into the class; the second person on the waitlist gets in if two spots become available, and so on.

If you don't ask to get into the class (by putting yourself on the Waitlist) you have no chance of getting in. The department/faculty has no idea if the max enrollment in a class needs to be increased or if an additional section needs to be opened unless we can see it in OneStart.

If enrollment after the first 48 hours have passed from the time you first tried to register for any class will be charged an access fee of \$8.50. If you register for the first time during the first week of classes you will be charged additional fees. We can't waive the additional access fee or late fees. The Waitlist clears usually around 7:00 am the next day.

Still have questions? Go to <http://registrar.indiana.edu/>

AUDITING A CLASS

The audit form for the CEP is now online. If you wish to audit a class you simply have to print the form, have it signed by the instructor of the class you wish to audit, and take the form to the Registrar's Office in Franklin Hall 111.

The form is in the *Information for Current Students* portion of the CEP website.

Here is a link directly to the form for future reference:

<http://education.indiana.edu/Portals/208/AuditForm.pdf>

Schedule Adjustment period – After you register, you will have access to continuous drop/add using OneStart Student Center. A drop/add access fee is assessed to students who choose to make schedule adjustments after two business days have elapsed since the initial registration. The fee is assessed for each calendar day during which the student makes schedule adjustment(s).

eDrop/eAdd – Begins after the first week of classes (the WaitList will no longer be in valid). Below is a short version of what happens. Be sure to keep checking your schedule to see when/if you have been given permission. You are **not** enrolled in the class until step five is done.

Step One: Student will contact the instructor and request to add his/her course. If given permission by the instructor the student will proceed to step two. The Instructor will e-mail cep@indiana.edu (for G; P; or Y courses) giving permission.

Step Two: Student will connect to OneStart <https://onestart.iu.edu> and electronically request to add the course.

Step Three: After receiving permission from the instructor a staff member will electronically complete the process for the department.

Step Four: The Graduate Studies Office or Teacher Education (depending on the course) will complete the process for the School of Education. With the School's approval the Registrar will allow student into course.

Step Five: The student will be notified that he/she has been given permission to add course.

A late schedule change fee will be assessed for each course dropped after the first week of classes. The late schedule change fee also applies to a class number change, a change of arranged hours, or a credit/audit change. If a graduate student drops and adds hours after the first week of classes, the student will receive a partial refund for the dropped course(s) and will pay in full for the added courses(s). The partial refund will be applied toward the fees charged for the added courses(s). Students with fee scholarships/fee remissions should be aware that during the partial (<100%) refund period, a portion of the fee remission applying to the dropped course is also forfeited, so that the full value of the fee remission is no longer available to apply toward an added course. A late schedule change fee of \$23 will be assessed beginning in the second week of classes for each section dropped.

“Even Exchange” Policy for second week of classes

If a graduate student drops hours after the first week of classes, the student will receive a partial refund for the dropped class(es) (for regular, full-term classes: 75% the second week, 50% the

third, 25% the fourth and 0% thereafter) **and** will pay in full for the added class(es). The partial refund will be applied toward the fees charged for the added class(es).

Students with fee scholarships/fee remissions should be aware that during the partial (<100%) refund period, a portion of the fee remission applying to the dropped class is also forfeited. Consequently, if the student was already enrolled in the maximum hours covered under the fee remission, the full value of the fee remission may no longer be available to apply toward an added class.

A Late Schedule Change Fee of \$23 will be assessed beginning in the second week of classes for **each** class dropped.

New “Even Exchange” Policy for Graduate Students Not in Flat-fee Programs

Graduate students in programs other than Law, Optometry and MBA may “exchange” one class for another class during the second week of classes without any additional tuition (on an “even” exchange). You may avoid paying additional tuition charges only if you process the exchange via the Drop/Add Pair option. Note the following:

- The dropped class must be a full-term class subject to the 75% refund period during the second week of classes.
- You will still receive a grade of W in the dropped class.
- The Drop/Add Pair must be submitted during the second week of classes, but will be treated under this policy even if the approvals occur later.
- There will still be a Late Schedule Change Fee of \$23 on the dropped class.
- The “exchange” only involves one class dropped and one class added.

You may find more information at: http://bursar.indiana.edu/drop_add.php

Registering at IUPUI - For an education IUB student to register at IUPUI in an education class, you will need to be **term activated**. Please call the IUPUI Education Graduate Admissions Coordinator at 317-274-1519 for more information. Some courses require department consent or authorization. When requesting authorization for a class, please give your 10-digit student ID.

GA or AI Appointments - If you are on an appointment as a GA or AI for 15 hours (.375FTE) or more per week during the fall or spring semesters, you need to register for at least 6 credit hours or you will lose your appointment. If you receive financial aid or are on a fellowship be sure you follow their rules for the number of credits you must be enrolled (usually 8 credits). Refer to the School of Education Graduate bulletin for more information. ****Note:** Your appointment will not cover all your registration expenses. There are unremittable fees (approximately \$25 per enrolled credit hour) and other mandatory fees such as technology and transportation fees, etc. Be sure to pay these expenses right away. Don't wait until your fee remission is posted (it may be late). The Department/Grant/School of Education cannot waive late fees if you fail to pay your portion by the due date. Students with fee scholarships/fee remissions should be aware that during the partial (<100%) refund period, a portion of the fee

remission applying to the dropped course is also forfeited, so that the full value of the fee remission is no longer available to apply toward an added course. A late schedule change fee of \$23 will be assessed beginning in the second week of classes for each section dropped.



Whether you are taking classes on campus or have left Bloomington to work on your dissertation you **must** use your IU e-mail. You can forward it to a preferred address and you can check it on the Web via Webmail. You will not get a paper bill in the mail for your tuition and fees--an e-mail notification will be sent from the Bursar. The Registrar also sends registration reminders and appointment times every semester to your IU e-mail account so you can take care of registration before the deadlines. The Department will send all notices/helpful information to you using your IU e-mail. The University made it official policy in the summer of 2004 that IU e-mail is an official communication channel from the University and all students are expected to check their e-mail in a timely manner. Not using IU e-mail is not a valid excuse for missing important information. Here is the URL for managing your IU e-mail and other computer accounts: <https://itaccounts.iu.edu/>.

OTHER INFORMATION

AI'S AND GA'S As an associate instructor (AI) or graduate assistant (GA) in the School of Education with an appointment of at least 37.5FTE you must be registered for six credit hours during each semester you are teaching (except summer). If your appointment is less than 37.5FTE you need to be registered for one credit hour while on appointment. Fellowship holders must enroll in a minimum of eight credit hours per semester. International students must enroll in at least eight credit hours per semester in order to meet visa requirements. (Be sure to check with International Services as this requirement may change.) Students receiving government-guaranteed student loans must be enrolled in at least eight credit hours per semester. If you are not sure about your status and the number of credits you must be registered for, contact the Financial Aid Office at 855-0321.

AI's and GA's appointed for the full academic year (in the School of Education) will receive 20 credit hours of fee remission. For full academic year appointments, your Bursar's bill will be credited 10 credit hours for fall and 10 credit hours for spring. The Bursar's office will allow a maximum of 12 credit hours for any one semester. If you need this disbursement to be different than the customary 10 fall and 10 spring, contact the department you are appointed in as soon as possible (at least 10 days before your Bursar bill is due). If you do not use the full 20 hours during fall and spring and wish the extra credits to be credited for Summer, contact your appointing department when you register in March and request to have the remainder of your awarded fee remission credited to your summer Bursar bill. ****Note:** Your appointment will not cover all your registration expenses. There are un-remittable fees (approximately \$25 per enrolled credit hour) and other mandatory fees such as technology and transportation fees, etc. Be sure to pay these expenses right away. Don't wait until your fee remission is posted (it may be late). The department/grant/School of Education cannot waive late fees if you fail to pay your portion by the due date. Students with fee scholarships/fee remissions which includes AI or GA appointments with fee remission should be aware that during the partial (<100%) refund period a portion of the fee remission applying to the dropped course is also forfeited, so that the full value of the fee remission is no

longer available to apply toward an added course. A late schedule change fee of \$23 will be assessed beginning in the second week of classes for each section dropped.

Insurance - Students appointed at FTE .375 or higher will receive an envelope concerning your insurance coverage in your mail box in the department. If you have any questions about your coverage, contact the **Student Insurance Office** in the Poplars Building, Room E165, Tel: 856-4650; studenhc@indiana.edu; <http://www.indiana.edu/~uhrs/benefits/students.html>

Code of Student Rights, Responsibilities, and Conduct

<http://www.iu.edu/~code/>; <http://www.iu.edu/~code/code/index.shtml>

School of Education procedures

<http://profile.educ.indiana.edu/PolicyCouncil/CurrentCommittees/Standing/GrievanceHearingIUB/tabid/527/Default.aspx>

Religious Holidays

One of the most strongly held values in the school is respect for diversity. Fortunately, we have attracted students from all parts of the world. The following link provides information on accommodations and procedures for observance of various religious holidays.

http://teaching.iub.edu/policies_religious.php?nav=policies. Students should request the accommodation in advance. The Dean of Faculties site has a downloadable document.

<http://www.indiana.edu/~bfc/docs/policies/ReligiousObservances09.pdf>

COURSE EVALUATIONS - The Department of Counseling and Educational Psychology requires that **all instructors** have their students complete student evaluations. Students log in to CoursEval using their IU Network ID and Passphrase to take a survey, but this information is not associated with the data they submit. Each student's identifying information, the surveys they need to complete, and the status of whether each has been completed is disconnected from the evaluation results that are submitted. Evaluations cannot be connected to the person who submitted the responses.

As a student, you will automatically receive an e-mail telling when to complete the evaluations. Please complete the survey by the deadline date.