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Following

KEY TO COURSE LISTINGS

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

Location: CH= **New** Chandler Campus
 PX = Phoenix Campus

CHANDLER CAMPUS

Ottawa University
 1850 East Northrop Blvd.
 Chandler, AZ 85286

PHOENIX CAMPUS

Ottawa University
 10020 North 25th Avenue
 Phoenix, AZ 85021
 800-235-9586
 602-371-1188
 602-749-3181 (fax)

Holidays:

• Independence Day July 4 • Labor Day Sept. 1

REGISTRATION PROCEDURES

1. All registrants **must** complete (in full) the **Summer 2008 PEP Enrollment Agreement form.**

2. Clearly indicate and **complete** –

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

It is recommended that all students consult with Arizona Department of Education, your School District, Principal, advisor or director prior to selecting courses.

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

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

4. Enrollment Agreements will be considered as “Received” (and duly date-stamped) upon receipt at the Office of the Registrar – Phoenix campus or Chandler campus PEP office.

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

NO ENROLLMENT AGREEMENTS WILL BE ACCEPTED VIA TELEPHONE

COMMUNICATION OR WITHOUT PAYMENT.

6. Registrations Receipts can not be issued until 2 weeks after the class has started. (Receipt Hot Line (602) 749-5114)

7. Classes are subject to cancelation due to low enrollment.

8. The PEP Program does not send confirmation or calls to confirm registrations.

9. Official Transcripts are mailed from our main Campus in Kansas to students’ address approximately two weeks after grades are submitted.

Courses meet all day: 8:30am- 5:30pm. Unless otherwise noted
 (*) asterisk denotes book required / (¥) denotes there is a material fee

BLE/ESL ENDORSEMENT

(3 Credit Hours)

Assessment Methods for ESL *

BLE 66705-AA Phoenix M/T/W/R/F
 Dates: Jun. 23 - 27 8:30am - 5:30pm

Cultural Concepts for ESL/BLE Educators *

BLE 56025-AA Phoenix M/T/W/R/F
 Dates: Jul. 7 - 11 8:30am – 5:30pm

Foundations of Instruction for ESL/BLE Classrooms *

BLE 56035-AA Chandler M/T/W/R/F
 Dates: Jul. 14 - 18 8:30am - 5:30pm

Linguistics for ESL/BLE *

BLE 66030-AA Chandler S
 Dates: Aug. 9, 16, 23, 30 8:30am – 5:30pm

ONLINE BLE/ESL COURSES

Blackboard Training session for new online students takes place on Saturday, June 28 at the Phoenix campus from 8:30am-10:00am or 10:30am-12:00pm.

3 Credit Hours

Cultural Concepts for ESL/BLE Educators *

BLE 56025-AO Online
 Dates: June 30 – Aug. 1

ESL Methods *

BLE 66020-AO Online
 Dates: June 30 – Aug. 1

Foundation of Instruction for ESL/BLE Classroom *

BLE 56035-AO Online
 Dates: June 30 – Aug. 1

Teaching Reading & Writing Across the Content Areas *

BLE 66015-AO Online
 Dates: Aug. 4 – Sept. 5

Assessment Methods for ESL *

BLE 66705-AO Online
 Dates: Aug. 4 – Sept. 5

COMPUTER COURSES

(2 or 3 Credit Hours)

21 Flavors of the Internet (¥ \$5.00 pay to instructor)

EDU 55825-AA Phoenix M/T
 Dates: Jul. 7 (8:30 am to 5:30pm), 8 (8:30am to 12pm)

EDU 55825-AB Phoenix S
 Dates: Aug. 16 (8:30 am to 5:30pm), 23 (8:30am to 12pm)

Continuing Computer Courses

COMPUTER COURSES

(2 or 3 Credit Hours)

Creating Web Page I

EDU 67108-AA Chandler M/T
 Dates: Jul. 14 (8:30 am to 5:30pm), 15 (8:30am to 12pm)

Digital Student Portfolio

EDU 67020-AA Chandler M/T
 Dates: Jul. 28 (8:30 am to 5:30pm), 29 (8:30am to 12pm)

Digital Technology for the Classroom

EDU 67118-AA Chandler M/T
 Dates: Jul. 7(8:30 am to 5:30pm), 8 (8:30am to 12pm)

EDU 67118-AB Phoenix M/T
 Dates: Jul. 21 (8:30 am to 5:30pm), 22 (8:30am to 12pm)

EDU 67118-AC Chandler S
 Dates: Aug. 9 (8:30 am to 5:30pm), 16 (8:30am to 12pm)

Elementary Computer Science Methods

EDU 67200-AA Phoenix W/R
 Dates: Jun. 25 (8:30 am to 5:30pm), 26 (8:30am to 12pm)

EDU 67200-AB Chandler F/S
 Dates: Aug. 1 (8:30 am to 5:30pm), 2 (8:30am to 12pm)
 (Applies to Computer Science Endorsement)

Excel for Teachers Phoenix W/R
 EDU 57106-AA
 Dates: Jul. 9 (8:30 am to 5:30pm), 10 (8:30am to 12pm)

Intro to Computer

EDU 57116-AA Chandler M/T
 Dates: Jul. 21 (8:30 am to 5:30pm), 22 (8:30am to 12pm)

Microsoft Word for Teachers

EDU 57100-AA Phoenix F/S
 Dates: Jun. 27 (8:30 am to 5:30pm), 28 (8:30am to 12pm)

EDU 57100-AB Chandler W/R
 Dates: Jul. 23 (8:30 am to 5:30pm), 24 (8:30am to 12pm)

Photoshop Elements I

EDU 57301-AA Chandler W/R
 Dates: Jul. 9 (8:30 am to 5:30pm), 10 (8:30am to 12pm)

EDU 57301-AB Phoenix M/T
 Dates: Jul. 14 (8:30 am to 5:30pm), 15 (8:30am to 12pm)

Photoshop Elements II

EDU 67027-AA Chandler F/S
 Dates: Jul. 11 (8:30 am to 5:30pm), 12 (8:30am to 12pm)

EDU 67027-AB Phoenix W/R
 Dates: Jul. 30 (8:30 am to 5:30pm), 31(8:30am to 12pm)

Continuing Computer Courses

Summer 2008

PEP

June 23 – September 13

Courses meet all day: 8:30am- 5:30pm. Unless otherwise noted
 (*) asterisk denotes book required / (¥) denotes there is a material fee

COMPUTER COURSES

(2 or 3 Credit Hours)

PowerPoint for Teachers: Basic

EDU 57104-AA Chandler W/R
 Date: Jul. 16 (8:30 am to 5:30pm), 17 (8:30am to 12pm)

EDU 57104-AB Phoenix F/S
 Dates: Jul. 25 (8:30 am to 5:30pm), 26 (8:30am to 12pm)

EDU 57104-AC Chandler S
 Dates: Sep. 6 (8:30 am to 5:30pm), 13 (8:30am to 12pm)

PowerPoint for Teachers: Advanced

EDU 67113-AA Chandler F/S
 Date: Jul. 18 (8:30 am to 5:30pm), 19 (8:30am to 12pm)

EDU 67113-AB Phoenix F/S
 Dates: Aug. 1 (8:30 am to 5:30pm), 2 (8:30am to 12pm)

Secondary Computer Science Methods

EDU 67201-AA Phoenix M/T
 Date: Jul. 28 (8:30 am to 5:30pm), 29 (8:30am to 12pm)
 (Applies to Computer Science Endorsement)

Technology in Classroom I

EDU 59012-AA Phoenix M/T
 Dates: Jun. 23 (8:30 am to 5:30pm), 24 (8:30am to 12pm)

EDU 59012-AB Chandler W/R
 Dates: Jul. 30 (8:30 am to 5:30pm), 31 (8:30am to 12pm)

EDU 59012-AC Phoenix S
 Dates: Sep. 6 (8:30 am to 5:30pm), 13 (8:30am to 12pm)

GIFTED ENDORSEMENT

(3 Credit Hours)

Extending the Curriculum for Gifted Students I *

EDU 51750-AA Phoenix M/T/W/R/F
 Dates: Jun. 23 - 27 8:30am – 5:30pm

Gifted Strategies I *

EDU 51005-AA Chandler M/T/W/R/F
 Dates: Jul. 7 - 11 8:30am – 5:30pm

GIFTED ONLINE COURSES

Blackboard Training session for new online students takes place on Saturday, June 28 at the Phoenix campus from 8:30am-10:00am or 10:30am-12:00pm.

Gifted Strategies II *

EDU 61011-AO Online
 Dates: June 30 – Aug. 1

Continuing Online Gifted Courses

GIFTED ONLINE COURSES

Extending the Curriculum for Gifted Students II *

EDU 61745-AO Online
 Dates: Aug. 4 – Sep. 5

READING ENDORSEMENT

(3 Credit Hours)

Reading: Decoding

EDU 51720-AA Phoenix M/T/W/R/F
 Dates: Jun. 23 - 27 8:30am – 5:30pm

Reading: Diagnosis and Remediation Techniques *

EDU 61726-AA Phoenix M/T/W/R/F
 Dates: Jul. 7 - 11 8:30am – 5:30pm

EDU 61726-AB Chandler S
 Dates: Aug. 2, 9, 16, 23 8:30am – 5:30pm

Reading: Literature and Film (¥ \$10.00 pay to instructor)

EDU 51103-AA Phoenix M/T/W/R/F
 Dates: Jul. 14 -18 8:30am – 5:30pm

SPALDING SPECIAL COURSES

Registration for Spalding Education International is required prior to registration with Ottawa University. Call the Spalding Education International Office at (623) 434-1204 for registration and information about the schedule of courses. Spalding I and II taken for University credit hours can be accepted as part of a Reading Endorsement.

EDU 51302 Integrated Language Arts I 3 Credit Hours
 EDU 61401 Integrated Language Arts II 3 Credit Hours

For course description go to: www.ottawa.edu/az/pep

SEI ENDORSEMENT

(1 Credit Hours)

Structured English Immersion I for ELL *

EDU 56406-AA Phoenix M/T
 Dates: Jun. 23 - 24

EDU 56406-AB Chandler T/W
 Dates: Jul. 15 and 16

(3 Credit Hours)

Structured English Immersion II for ELL *

EDU 56407-AA Phoenix M/T/W/R/F
 Dates: Jun. 23 - 27 8:30am – 5:30pm

EDU 56407-AB Phoenix 8:30am – 5:30pm
 Dates: Jul. 14 - 18

EDU 56407-AC Chandler M/T/W/R/F
 Dates: Jul. 7 – 11 8:30am – 5:30pm

EDU 56407-AD Chandler S
 Dates: Aug. 23, 30 - Sep. 6 8:30am – 5:30pm

Courses meet all day: 8:30am- 5:30pm. Unless otherwise noted
 (*) asterisk denotes book required / (¥) denotes there is a material fee

Advanced Structured English Immersion III for ELL *
 EDU 66506-AA Phoenix M/T/W/R/F
 Dates: Jul. 14 - 18 8:30am – 5:30pm

EDU 66506-AB Chandler M/T/W/R/F
 Dates: Jul. 28 – Aug. 1 8:30am – 5:30pm

Methods in Care and Prevent of Athl. Inj.
 EDU 50026-AA Phoenix M/T/W/R/F
 Dates: Jul. 21 – 25 8:30am – 5:30pm

Methods in Kinesiology
 EDU 50033-AA Phoenix S
 Dates: Aug. 16, 23, 30 – Sep. 6 8:30am – 5:30pm

SEI ONLINE COURSES

Blackboard Training session for new online students takes place on Saturday, June 28 at the Phoenix campus from 8:30am-10:00am or 10:30am-12:00pm.

(1 Credit Hours)

Structured English Immersion I for ELL *
 EDU 56406-AO Online
 Dates: June 30 – Aug. 1

(3 Credit Hours)

Structured English Immersion II for ELL *
 EDU 56407-AO Online
 Dates: June 30 – Aug. 1

EDU 56407-AQ Online
 Dates: Aug. 4 – Sept. 5

(3 Credit Hours)

Advanced Structured English Immersion III for ELL *
 EDU 66506-AO Online
 Dates: Aug. 4 – Sept. 5

ELECTIVE ONLINE COURSES

Blackboard Training session for new online students takes place on Saturday, June 28 at the Phoenix campus from 8:30am-10:00am or 10:30am-12:00pm.

(3 Credit Hours)

ADHD: Myths, Realities, and Practical Interventions
 EDU 59070-AO Online
 Dates: June 30 – Aug. 1

Adolescent in the Classroom *
 EDU 53401-AO Online
 Dates: June 30 – Aug. 1

The Art of Classroom Management
 EDU 56006-AO Online
 Dates: June 30 – Aug. 1

Cultural Diversity in Schools
 EDU 63501-AO Online
 Dates: Aug. 1 – Sept. 5

Current Issues in Teaching
 EDU 66290-AO Online
 Dates: June 30 – Aug. 1

Effective Discipline Strategies
 EDU 52070-AO Online
 Dates: June 30 – Aug. 1

Guidelines for an Organized Classroom
 EDU 55307-AO Online
 Dates: Aug. 1 – Sept. 5

Multi-Intelligences in the Classroom
 EDU 66313-AO Online
 Dates: Aug. 1 – Sept. 5

SPECIAL SUBJECT AREA COURSES

ART

Art Standard Methods
 EDU 51423-AA Phoenix M/T/W/R/F
 Dates: Jun. 23 - 27 8:30am – 5:30pm

Integrating Art and the Standards
 EDU 54006-AA Phoenix M/T/W/R/F
 Dates: Jul. 21 – 25 8:30am – 5:30pm

PHYSICAL EDUCATION

P.E. for Secondary Schools
 EDU 56206-AA Phoenix M/T/W/R/F
 Dates: Jun. 23 – 27 8:30am – 5:30pm

Methods of Teaching Character Through Sports
 EDU 50030-AA Phoenix M/T/W/R/F
 Dates: Jul. 14 - 18 8:30am – 5:30pm

Methods of Coaching Softball
 EDU 50029-AA Phoenix M/T/W/R/F
 Dates: Jul. 28 – Aug. 1 8:30am – 5:30pm

Methods of Officiating Fall Sports
 EDU 50023-AA Phoenix M/T/W/R/F
 Dates: Jul. 7 – 11 8:30am – 5:30pm

PEP TUITION AND FEES:

- \$20 Drop / Add Fee per course
- \$10 Material fee
- \$145 Per credit hour
- \$155 Per credit hour for Online

DROP/WITHDRAWALS PROCEDURES

All students **must** complete (in full) the drop form. Drops and withdrawals must be received by the Phoenix Office of the Registrar. Students can not drop after class(es) end. Students registered after this date will receive a grade for the class.

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

REFUND POLICY – 11 week term
The institutional refund policy for withdrawals from scheduled courses is based on date of notification, regardless of the number of class meetings attended:

- 0% - 20% of class meetings.....100% refund.
- 21% - 35% of class meetings.....75% refund.
- 36% - 50% of class meetings.....50% refund.
- After 50% of class time..... NO REFUND.

TEXTBOOKS

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

ONLINE TECHNICAL SUPPORT

For Login problems or if you believe you are not linked to the correct course or courses in Blackboard, call 1-877-717-6988 between 8 a.m. and 3 p.m. Central Standard Time, Monday through Friday. For all other technical problems (e.g., problems opening files, saving documents, web browser troubles, etc.) please contact Mr. Andrew Rosenberg, Web Instruction Manager, at 602-803-1004 (mobile) or 602-749-3165 (office).

TITLE II INFORMATION

Title II information is available for public review at the Phoenix campus and on the Ottawa University web site at www.ottawa.edu.

STUDENTS WITH DISABILITIES

Ottawa University provides reasonable and appropriate accommodations for students with disabilities. Students must declare their disabilities and request related classroom accommodations by promptly submitting a completed Accommodations Request Form, as well as necessary documentation, to their campus Disabilities Services Coordinator. In Arizona, please contact the Director of Administration at 10020 N. 25th Avenue, Phoenix, AZ 85021; 602-749-5111.

RELEASE OF STUDENT INFORMATION

Ottawa University subscribes to a policy regarding the release of student information that is consistent with the *Family Educational Rights and Privacy Act of 1974, as Amended*. The underlying premise of this policy is that student records are confidential and should not be released to unauthorized persons. The University policy also gives students the right to review their academic records. Requests for review should be directed to the Office of the Registrar – Phoenix Campus. It is understood a policy on availability of information must balance the need for security and confidentiality of the information against the defined institutional need for data. The University policy assumes if a gray area exists regarding whether student information may be released, the University should lean toward the need for security and confidentiality.

Federal guidelines of the *Family Educational Rights and Privacy Act of 1974, as Amended* (FERPA) require each

institution to define “public” items of information that may be released to third parties, or the general public, without the prior permission of the student. This information is known as Directory Information. Students may request that some or all of the Directory Information not be released.

In addition to the ability to restrict the release of Directory Information and to review their files, students have the right to file a complaint with the United States Department of Education concerning alleged failures of the University to comply with the requirements of the *Family Rights and Policy Act of 1972, as amended*. Please see the Ottawa University Student Handbook for details

FERPA DIRECTORY INFORMATION

Information listed in the categories below is Directory Information, defined by the University, that may be released without prior authorization of the student to anyone, or to the general public, at the discretion of Ottawa University.

Category I: Name

Category II: Address(es), telephone number(s), email address(es)

Category III: Dates of attendance, other institutions attended, field(s) of study, awards, honors, degrees conferred (including dates of conferral)

A student may request information contained within any or all of the individual categories not be released without his or her written permission. However all information within each category must be either withheld, or able to be released.

Please contact the Office of the Registrar – Phoenix at (602) 749-5131 to complete an authorization form to restrict any of the above categories. The restrictions must be renewed by July 1 of each year.

EQUAL OPPORTUNITY

Ottawa University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment of students on the basis of race, age, sex, color, religion, disability, national origin, or any other characteristic protected by law.