

**YOUNGSTOWN STATE UNIVERSITY
BEEGLY COLLEGE OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL FOUNDATIONS,
RESEARCH, TECHNOLOGY, AND LEADERSHIP**

REGISTRATION BULLETIN #14: FALL SEMESTER 2007

This newsletter is e-mailed to all departmental masters, licensure, and doctoral students prior to the registration period for each new semester. The Registration Bulletin contains news and procedural information to keep you up-to-date and to make registering for classes easier.

Details concerning items in the Registration Bulletin may be obtained from our departmental Administrative Assistant, Mrs. Cathy Harvey (e-mail (chharvey@ysu.edu, phone 330-941-1436) or from the Department Chair, Dr. Robert Beebe (e-mail rjbeebe@ysu.edu, phone 330-941-1437). Suggestions for improving the Bulletin are welcome and should be sent to Dr. Beebe. If you do not wish to receive the Bulletin, please contact the departmental office to have your name removed from our e-mail distribution list.

NEWS

1. The faculty welcomes you back to the 2007 fall semester. Greetings from Dr. R. Baringer, Dr. R. Beebe, Dr. P. Carr, Dr. C. S. deBlois, Dr. G. Edirisooriya, Dr. Renee Eggers, Dr. R. McEwing, Dr. D. McNierney, Dr. J. Pusch, Mr. P. Rohrbaugh, and Dr. C. Vergon.
2. To assist students with advance planning, the department publishes a [Course Rotation](#) that provides information on when the department intends to offer each of its courses. The Course Rotation was updated in March 2007.
3. The Course Rotation is based on program needs, anticipated enrollments, the availability of faculty, and university priorities. However, these factors may change over time, and the university's published [Schedule of Classes](#) must be considered the official source of information concerning when courses will actually be offered.
4. Master's degree candidates should note that EDADM 6955, Professional Development and Human Resources, is being added to the fall schedule. The course will meet from 2000 to 2230 on Tuesday evenings.
5. Master's degree candidates please note that the time for EDADM 6954, Marketing and Community Relationships, has been changed to 1710-1950.
6. In registering for courses, you should be especially attentive to those in the schedule that are not projected to be taught again for one or more semesters. Not all courses can be taught every semester, and so careful planning is needed.
7. Master's comprehensive examinations will be administered this fall on November 3. Doctoral comprehensive examinations will be given on November 3 and November 17. For details on registering for comprehensives, contact the departmental office.
8. Students seeking Ohio licensure as a Principal, Specialist in Curriculum, Instruction, and Professional Development, or Specialist in Pupil Services Administration should be aware of a curriculum change that is pending for these programs. The affected faculties have agreed that COUNS 6961, Introduction to Pupil Personnel Services, should no longer be required for these licenses. Until official action is taken, the department will waive this course.
9. Students who plan to graduate this fall must file an "Intent to Graduate" form with the School of Graduate Studies by the end of the third week of the semester.
10. Doctoral students who have passed the comprehensive examinations are urged to enroll in EDADM 8190, Dissertation Study, which is offered every semester. The departmental faculty is committed to helping you move on to graduation as expeditiously as possible. Departmental dissertation procedures are available in the departmental office, and Graduate School dissertation procedures are available online at the School of Graduate Studies website: http://www.ysu.edu/GradSchool/Dissertation_instructions.pdf.
11. Doctoral students with approved dissertation proposals are invited to seek financial support through the Reene Ann Shue Alley Educational Research Support Fund for Doctoral Students. This endowment, sponsored by a retired faculty member from the department, is intended to provide financial support to dissertation students during the research implementation

phase, as well as to provide support for preparation and presentation of dissertation research following its completion. For further information about this resource, contact Dr. Beebe.

12. Applications are now being accepted for Graduate Assistantships to begin in the fall. Graduate Assistants must be full-time master's degree students (enrolled for 9 s.h. per term) and are assigned 20 hours per week of research- and instruction-related activities. The compensation for Graduate Assistants is \$7,500 per academic year, plus remission of instructional fees and nonresident tuition for the academic year and for the following summer. Graduate Assistants must not hold full time employment elsewhere. Review of applications will begin immediately and will continue until the positions are filled. For an application form or further information, contact Dr. Beebe.
13. Applications are also now being accepted for Doctoral Fellowships to begin in the fall. Doctoral Fellows must be full-time doctoral students (enrolled for 9 s.h. per term) and are assigned 20 hours per week of research or instructional duties. The compensation for Doctoral Fellows is \$10,000 per academic year, plus remission of instructional fees and nonresident tuition for the academic year and for the following summer. Doctoral Fellows must not hold full time employment elsewhere. Review of applications will begin immediately and will continue until the positions are filled. For an application form or further information, contact Dr. Beebe.
14. The department posts P-12 administrative and higher education job announcements in the departmental office. We also subscribe to *The Chronicle of Higher Education*, the leading national source of information about professional positions in colleges and universities.

PROCEDURES

1. Fall registration for current students begins on April 9. Because the courses that will be taught in any given semester depend in part on anticipated enrollments, the department urges students to register for classes well before the final week of the enrollment period. This week is when university decisions on class cancellations are made.
2. In planning for registration, you will need to consult both your curriculum advisement sheet (or transcript evaluation) and the official university Schedule of Classes. If you need a copy of a curriculum sheet or transcript evaluation, contact the departmental office. The official university Schedule of Classes is now available in the departmental office, at various locations on campus, and on the YSU Schedule of Classes web page (<http://cfweb.cc.ysu.edu/schedule/intro.cfm>).
3. Be sure to register for any courses that are prerequisites for other courses you plan to take. In making your plans, you should consult the departmental Course Rotation.
4. In order to register for classes, you must have the following four items of information: (a) your patron ID number (found on your YSU ID card and also on the letter from Enrollment Services informing you of registration), (b) your PIN number (the month and date of your birth, the last four digits of our social security number, or another four digit number you have chosen), (c) the Course Code for all courses for which you wish to register, and (d) whether or not you will need a parking pass.
5. You may register for classes in either of two ways: (a) in person as described in the Schedule of Classes or (b) electronically using the SOLAR system register.ysu.edu. If you have extenuating circumstances that preclude your registering in either of these two ways, contact Richard Sweeney in the Office of the Registrar (330-941-2267).
6. Changes in registration (adds or drops) may be made online using the SOLAR system (register.ysu.edu). If you have any questions concerning changes, contact the department office or the Office of the Registrar at any time after your registration is finalized. Remember that all deadlines in the Schedule of Classes must be observed.
7. All candidates are expected to adhere to established University, Graduate School, and Departmental policies and deadlines. Pertinent information can be obtained in the YSU Graduate Bulletin, the YSU Schedule of Classes, the EFRTL Registration Bulletin, Bulletin Updates, direct mailings from the University, and by contacting the Departmental Office. Changes in the departmental schedule of classes are communicated in the EFRTL Registration Bulletin and Bulletin Updates, as well as in the YSU Schedule of Classes published online.