

**YOUNGSTOWN STATE UNIVERSITY
BEEGHLY COLLEGE OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL ADMINISTRATION,
RESEARCH, AND FOUNDATIONS
EARF REGISTRATION BULLETIN #5: FALL SEMESTER 2004**

This newsletter is e-mailed to all departmental master's, licensure, and doctoral students prior to the registration period for each new semester. The Bulletin contains news and procedural information to keep you up-to-date and to make registering for classes easier. The Bulletin is also available on the departmental website (<http://cc.ysu.edu/adrefnd/>).

Details concerning items in the EARF Registration Bulletin may be obtained from our Administrative Assistant, Willa Mattern (e-mail wsmatter@cc.ysu.edu, phone 330-941-1436) or from the Department Chair, Dr. Robert Beebe (e-mail rjbeebe@cc.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 Willa to have your name removed from our e-mail distribution list.

NEWS

1. The full-time faculty of the department is eager to welcome you back to the YSU campus for the fall. Greetings from Dr. R. Baringer, Dr. R. Beebe, Dr. C. deBlois, Dr. G. Edirisooriya, Dr. R. Levin, Dr. R. McEwing, Dr. J. Pusch, Dr. E. Tokar, and Dr. C. Vergon!
2. 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.
3. 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.

4. As a service to our majors, the department posts P-12 administrative and higher education job announcements in the EARF office. We also subscribe to The Chronicle of Higher Education, the leading national source of information about professorial positions.

5. The departmental Course Rotation has been updated. Please note that a section of FOUND 8112: Qualitative Research for Educators, has been added to the class schedule for the fall of 2004. The Course Rotation has been extended through the 2008 summer session.

6. Five M.S. Ed. courses that are being taught this fall will not be taught again until the summer of 2005. These courses are FOUND 6902: Sociological Bases of Education; EDADM 6915: Learning, Teaching and Instructional Leadership; EDADM 6933: Educational Policy, Politics, and Change; EDADM 6952: School Finance, Resource Planning, and Management; and EDADM 6955: Professional Development and Human Resources. If you wish to enroll in any of these courses before the summer of 2005, you should take them this fall.

7. Two licensure courses being taught this fall are not scheduled to be taught again for more than a year. EDADM 7014: Systematic Use of Information for Continuous School Improvement, will not be taught again until the spring of 2006. EDADM 7025: Educational Governance: Advanced Law and Policy Seminar, will not be taught again until the fall of 2006. If you need either of these courses before these terms, register for them for this fall.

8. Three doctoral courses that are being taught this fall will not be taught again for at least a year. FOUND 8104: Research Strategies in Educational Administration, and FOUND 8112: Qualitative Research for Educators, will not be taught again until the fall of 2005. FOUND 8102: Perspectives on Leadership Among Diverse Populations, will not be taught again until the fall of 2006. If you wish to enroll in any of these courses before these terms, you should take them this fall.

9. It is important for you to plan your course work carefully. The departmental Course Rotation is designed to accommodate both program and student needs, but it can cause problems if you do not look ahead. Give the highest priority to registering for courses that are scheduled less often and for those that are prerequisites for courses you need. The departmental Course Rotation is available on the departmental website.

10. Master's comprehensive examinations will be administered this fall on October 30. Doctoral comprehensive examinations will be given on October 30 and November 13. Comps sessions run from 1:00 p.m. to 6:30 p.m. For details on registering for comprehensives, contact Willa.

11. Doctoral students who have passed the comprehensive examination 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.

PROCEDURES

1. Fall registration for current students begins on April 5. In planning for registration, you will need to consult both your curriculum advisement sheet (or transcript evaluation) and the final university Schedule of Classes. If you need a copy of a curriculum advisement sheet (or transcript evaluation), contact Willa. The class schedule (which also includes summer classes) is available in the departmental office, at various locations on campus, and on the Schedule of Classes web page (www.ysu.edu/calendars/scheduleclasses.htm).

2. 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 your social security number, or another four digits you have chosen), (c) the Course Code for all courses for which you wish to register, and (d) whether or not you want a parking pass.

3. You may register for classes in any of four ways: (a) in person as described in the Schedule of Classes, (b) electronically using the SOLAR system, (c) until April 21 by telephone through Willa, or (d) until April 21 by mail, fax, or e-mail using the Registration Form which is available on the departmental website.

4. Changes in registration (adds or drops) may be made by contacting Willa at any time after your registration is finalized. Remember that all deadlines in the Schedule of Classes must be observed.