

California Lutheran University

School of Education

New Graduate Student
Handbook

WELCOME

MESSAGE FROM THE DEAN

It is with great pleasure that I welcome you to the School of Education at CLU. You are joining a family of well over 10,000 educators who have completed credentials and degrees with us. We are pleased that you share our perspectives and values as educators and have embarked on your journey to become a reflective, principled educator.

Terence Cannings, Ed.D.
Dean, School of Education

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GETTING STARTED

REGISTERING

WebAdvisor is a Web interface that allows you to register online. You can access it by going to www.clunet.edu and clicking on “MyCLU” at the top of the page.

STEP 1: Logging In

At the MyCLU page you will be prompted to log in. To log in:

- Your User Name is the first part of your CLUnet e-mail (which was provided to you with your CLU admission letter).
- Your initial password is the last 6 numbers of your social security number.

For example:

Name: Jane Doe
CLU E-mail Address: jdoe@clunet.edu
Social Security # #: 123.45-6789
User Name: jdoe
Password: 456789

Note: Both the User Name and password are case sensitive.

Please call the Help Desk (805-493-3698) if you need assistance logging in.

STEP 2: Selecting Courses

After you log in:

- Click on “WebAdvisor” (which you will find in the purple bar at the top of the page). This will bring you to a page entitled *CLU Web Advisor by Datatel*.
- Click on “WebAdvisor for Students”
- Click on the link “Register for Classes” (which you will find under the bar labeled *Registration*)
- Click on “Search and register for sections”. Note: sometimes it will take a minute for this page to load. Once it opens fill in the following information to select the specific courses you want (Tip: for a listing of courses you need for your program refer to the advising sheet you signed at the time of your faculty academic advising appointment):
 - Term: at the drop down menu select the term you want to register for (i.e. 06/SP - do NOT select terms with /A).
 - Subject: enter the four letter title for the type of course (i.e. EDTP, EDCG, EDLD etc.)You may scroll to the bottom of the page and click the blue “Submit” button at this time or enter additional information (i.e. the specific course number).

- Click in the box under the “Select Sections” column that is next to the specific section of the course(s) you want to register for.
- Scroll to the bottom of the page and click on the blue “Submit” button.
- Select as the “Action” “RG” to register or “WL” to waitlist a full class
- Click “Submit”
- You should now see a complete listing of what you are registered for
- Print out a copy of this schedule for your records. Note: you will want to print out a copy of your schedule every time you make changes. If you ever need to show proof of registration this would be what you would need.

Waitlists –

1. You can get on the waitlist for a course for which you are already registered for a different section. However, WebAdvisor is unable to allow a student to be registered or waitlisted for two sections of the same class, so you need contact the CLU’s Registrar’s Office (805-493-3105) directly to have such an exception made.
2. If you are on a waitlist and a space opens up prior to the beginning of the semester you will be notified via your CLU e-mail account.

You then have three days to add the course through Web advisor. After three days, you lose your space on the wait list. **So it's important to check your CLU e-mail every few days.** If you do not receive notification through your e-mail account, you must get permission from the instructor in order to add the class. Once you have permission, have the instructor sign an “add/drop” form (which you can download from the Registrar’s website – see “Adding and Dropping” below) and then turn it in at the Registrar’s Office NO later than the last day to add a class (which is Tuesday, January 31st).

Holds -

If you have a hold on your account, a message will appear at the top of the screen indicating which office has placed the hold. Please contact that specific office to inquire about what needs to be done for the hold to be removed.

Adding and Dropping –

In some cases you may need to add or drop a course after the first day of courses. To do so you will need to take an “Add/Drop” form with you to the class and have the instructor sign it. Once this form has been signed, you will need to return it to the CLU Registrar’s Office in order to be officially added or dropped.

Note: You will NOT be automatically dropped from a course simply because you did not attend class – it is your responsibility to officially drop the course.

You can access the “Add/Drop Form” on the CLU Registrar’s website at www.clunet.edu/registrar. Select the “Downloadable Forms” tab at the top of the page.

PAYING FOR YOUR EDUCATION

Financial Aid

If you have not already done so, fill out the FAFSA form on-line at www.fafsa.ed.gov and the Graduate Application for Financial Aid online at

http://ww2.clunet.edu/financial_aid/downloadable_forms.php

Make sure to select the application under the appropriate academic year.

Remember: All correspondence from the Financial Aid Office will be sent to your CLU email address.

Financial Responsibility

CLU does not automatically cancel a student's registration if they register but do not attend class. Students are financially responsible for the tuition charges. To officially withdraw from a class and be eligible for a tuition adjustment, students must submit to the Registrar's Office on the Thousand Oaks campus or to the site coordinators at off-campus centers a Course Add/Drop form signed by the instructor. The withdrawal date officially determines the amount of tuition charges as follows:

- 1 class meeting - no charge
- 2 class meetings - 20 percent charge
- 3 class meetings - 40 percent charge
- 4 class meetings - 60 percent charge
- after the fifth class meeting - 100 percent charge

The above calculation is based on one class per week and may vary for classes that meet on Saturday or on a staggered schedule. A variation of this reduction policy may occur if the student has financial aid. Admission fees are not refundable. Please note that withdrawal dates used by the Student Accounts Office for financial responsibility are not the same as the withdrawal dates used by the Registrar's Office as the "last date for withdrawing from a class." All financial obligations must be met before academic records can be released. Registration for an upcoming semester will not be accepted until financial obligations have been met for the previous semester.

Payment Options

1. Payment in Full
Tuition is payable in full at the time of registration or during the first week of the semester using one of the following methods:
 - a. Personal check or money orders payable to CLU can be mailed to:
CLU, 60 West Olsen Rd. #1220, Thousand Oaks, CA 91360
 - b. Credit Card payments can be made online via Net.Pay.
 - Net.Pay accepts MasterCard, American Express, Discover and Visa.
 - There is a convenience fee associated with using a credit card.
 - Net.Pay also allows paying via ACH (on-line check) from your checking or savings account without any convenience fee.

- To access Net.Pay:
 1. Go to www.clunet.edu
 - i. Place your mouse over the “Current Students” link under “Quick Links” (at the left side of the page) and select “Student Accounts” from the drop down menu.
 2. Click on the Net.Pay logo
 3. Click on the “Sign Up” button

Note: You must know your CLU student ID number and enter your last name beginning with a capital letter.

- After you sign up for Net.Pay you can view student account statements via Net.Pay and no longer receive statements through the mail. You will be notified by e-mail when you have a new statement on line to view.

2. Monthly Payment Plan

Students may make monthly payments in amounts no less than one-third of the original balance. There is a 1.25 percent monthly interest charge assessed to any account with an unpaid balance at the end of any monthly billing cycle. The following is a payment schedule example for the fall semester:

Original balance: \$1,365

Due at time of registration: \$455

Due prior to Oct. 15: \$455

Due prior to Nov. 15: \$455

PURCHASING TEXTBOOKS

Textbooks can be purchased the following ways:

1. In person at the campus bookstore located at the Thousand Oaks campus. Call (805) 493-3270 for hours of operation.
2. Online at www.clunet.edu/bookstore
3. By Phone at (805) 493-3270

E-MAIL AND WEB ACCESS

E-MAIL

All electronic transmissions from CLU will be sent to your CLUnet e-mail account. You are responsible for any mail that is sent to your CLUnet account, such as notices from the registrar, Financial Aid Office, or other university departments. If you plan to use an alternate e-mail account (e.g., Hotmail, Yahoo, Earthlink) be sure to forward all CLUnet e-mail to your preferred e-mail account.

Important – Please be advised that financial aid information may not reach you if you choose to forward your e-mail to another account.

Checking CLUnet E-mail

Checking your clunet e-mail account is simple. Just go to www.clunet.edu/mail and log in.

If this is the very first time you have used the MyCLU portal to access e-mail, your initial password is the last 6 digits of your social security number. Please change your initial password before logging into the portal by clicking on “Change My Password” and follow the instructions.

Be sure to log out from your account when finished using CLU Mail. Logging out in public labs will ensure that your e-mail account remains secure. Close the browser to ensure maximum security of your account.

Forwarding E-mail

If you would like to forward your clunet e-mail account to another preferred e-mail account, you can do so when you go to www.clunet.edu/mail to log in. However, please be advised that it is possible important e-mail from financial aid might not reach you at the forwarded account (as it could be accidentally filtered by your e-mail provider). Therefore, if you do choose to forward your clunet e-mail account you should check it periodically anyway.

When you set up an e-mail forward a copy of the forwarded message will be retained in your clunet inbox. To change this default, check the “Not keep copies in CLU inbox” option when you set up the forward. To enable this feature go to: <http://www.clunet.edu/username>

Regularly clean out your CLU inbox if you choose to keep copies of your e-mail. Your e-mail account will become difficult to use if too many messages are stored in your inbox.

Please call the CLU Help Desk (805-493-3698) if you need assistance.

COMPUTER AVAILABILITY

Computer labs are available for free to CLU student's at all three campuses

For current hours of operation contact:

Thousand Oaks (805) 493-3250

Oxnard Center (805) 485-6426

Woodland Hills (818) 888-6414

MyCLU – STUDENT PORTAL

MyCLU Student Portal provides a single gateway to many of the on-line resources available to CLU students. Following is a list of specific resources available, however, additional resources may also be found.

- Web Mail
- WebAdvisor
- Web CT
- Article Databases
- CLU Staff Directory
- CLU Student Directory
- CLU news
- Weather
- Virus and Microsoft Windows Patches

MyCLU may be accessed at <http://www.clunet.edu/myclu>. The login and password are the same as your Web Mail and WebAdvisor login and password. If you have questions regarding your login and password, please contact the Help Desk at 805-493-3698 or help@clunet.edu.

STUDENT SERVICES

CAREER SERVICES

The Career Services staff assists students and alumni with the process of deciding upon a career direction, going to graduate school and/or making a career transition. Through individual sessions, phone consultations, workshops, and by being resourceful with key information, Career Services will help you to work towards career goals, make career decisions, and address career management issues. Career Services offers all CLU graduate students and alumni services geared to obtaining the experience, skills and resources needed to be successful upon and beyond graduation.

Some examples of services provided through Career Services are:

- Job and internship postings
- Targeted e-mails on jobs, internships, events, and leads.
- Resource library with directories on career exploration, companies, internships, labor trends, company information & job search strategies.
- Career assessments on interests, personality, values and skills.
- Career Expo for full-time jobs held spring semester.
- Coaching and mock interviews.

They also offer the following workshops:

- Discover Your Career Options
- Resume Writing
- Proactive Job Search
- Interviewing for Offers
- Salary Negotiations

For more information about Career Services go to:
www.clunet.edu/careerservices or call (805) 493-3200

THE MARRIAGE, FAMILY, CHILD CENTER (MFCC) at THE MATTSON HOUSE

The Marriage, Family, Child Center (MFCC) is provided by CLU as a community counseling center. At the center therapy is provided for individuals, couples, families, children and groups. Services are offered in English and Spanish for Ventura and Los Angeles Counties. Most services are provided by second-year students in CLU's graduate Counseling Psychology Marriage and Family Therapy program (MFT) and MFT interns. Licensed therapists supervise trainees.

Fees are based on the client's income and ability to pay. No one is refused service. Some insurance plans are accepted.

Services are available by appointment only. Monday through Saturday and evening appointments can be scheduled.

The MFCC is located along the southwest corner of the Thousand Oaks campus in the Mattson House at 203 Faculty St.

Call 805-493-3390 for more information or to schedule an appointment.

HEALTH & COUNSELING SERVICES

CLU has both a Health Services and a Counseling Services staff available to support regularly enrolled students - whether residential or commuter.

Health Services provides services from a Certified Physician Assistant or Nurse Practitioner, Physician, and/or Registered Nurse. Counseling Services is directed by a Licensed Psychologist.

CLU Health & Counseling Services strives to provide high quality, low cost health care services to university students. The use of a holistic model recognizes the interconnectedness of mind and body. They emphasize health education to empower students to be active participants in health care decisions and treatment. They also support the academic mission of the University and work with other University faculty/staff for outreach to students, health education programs, disaster preparedness, wellness programs, and communicable disease prevention programs as well as promotion of the physical and mental health of the campus community.

For more information about services, staffing, and hours of operation go to: www.clunet.edu/health or call (805) 493-3225

SERVICES FOR STUDENTS WITH DISABILITIES

CLU's policy is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and State and local requirements regarding students and applicants with disabilities.

Under these laws, no qualified individual with a disability shall, solely by reason of that disability, be denied access or participation in the services, programs, and activities of the University. It is the policy of the University that qualified students who have disabilities may be given auxiliary aids and academic accommodations to ensure access to the University's overall educational program. The University accommodates students with disabilities on an individual basis. Individual students receive reasonable and necessary accommodations based on specific information and assessment data documented by a qualified professional.

Enrolled students with disabilities and other special needs who choose to be identified should discuss their needs for accommodation with the Center for Academic Resources at (805) 493-3961.

CAMPUS DINING

CLU Campus Dining services offers several options for eating while on campus. For a complete list of locations, hours of operation, menus and more go to www.clunet.edu/campusdining.

GENERAL INFORMATION

I.D. CARDS

Student I.D. cards are free and can be obtained from the Welcome Center at the Thousand Oaks Campus. Please call (805) 493-3208 to set up a time to have your photo taken.

PARKING PASSES

All students attending courses at the Thousand Oaks campus are required to have a parking permit. Permits are free of charge and can be obtained:

1. In person at the Welcome Center at the Thousand Oaks campus, or
2. By mail via www.clunet.edu/security

Note: you will need the following available to request your parking permit:

License Plate Number

Make, Year, Color of vehicle

Drivers License Number

Student I.D. #

ACADEMIC CALENDAR

The yearly academic calendar (showing semester start and end dates, holidays, and finals) can be accessed via the CLU Registrar's Office at:

www.clunet.edu/registrar

From this page select the "Schedules/Calendars" tab at the top of the page.

If you have any questions about the calendar you can contact the CLU Registrar's Office directly at (805) 493-3105