



REGISTRATION

for Fall begins on May 9 at noon. **Fall quarter begins Wednesday, September 27.** WWU Important Dates & Deadlines for Fall Quarter: <https://registrar.wvu.edu/important-dates-deadlines> - you may need to select "Fall 2023" under Choose a Quarter.

Reminder: Web4U was recently upgraded - here are the new directions: go to <http://mywestern.wvu.edu/> - click on "Web4U" & sign-in. Then, select "Students," then "Registration," and then "Register for Classes" - then select the term "Fall 2023" and click on "Enter CRNs." Enter the CRNs for the class(es) you want to register for (you may need to click on "+Add Another CRN" to add multiple CRNs) and click "Add to Summary." You should now see a summary/overview of the class(es) you want to add (in the bottom right of your screen) - check to make sure you see "Web Registered" in the Action column - to register click on "Submit." You should now see "Registered" in the "Status" column for each class. (If needed, for variable credit courses (e.g., RC 592) - after you click submit, you will need you will need to go back to the "Registration" menu, navigate to "Schedule and Options," then select the credit hours you want to register for - when you register for RC 592 the system will automatically register you for the least amount of credits (1), so make sure to go back and change the number of credits you are registered for).

What to take?

Here are the courses you should most likely take, according to where you are in the program:

First Year Students completing the program in 2 years:

RC 578 (Legal, Ethical, & Prof Issues in RC), RC 582 (Intro to RC), and RC 580 (Theories & Tech of RC I)

Second Year Students completing the program in 2 years:

RC 501 (Rehab Research), RC 589 (Case Management), and RC 590 (Pre-Practicum in RC)

All other students:

Please consult the most recent plan that Beth sent to you.

If you have questions, please contact Beth or Monica.

RC
578

RC 578 Legal, Ethical, and Professional Issues in RC (4 credits) (CRN 42476)

An introduction to professional issues in rehabilitation counseling, including scope of practice, relevant legislation, and ethical decision-making.

Asynchronous Online Course. Introductory materials will be posted in Canvas. Instructor: Dr. Kathe Matrone (kathe.matrone@wvu.edu).

RC
582

RC 582 Introduction to Rehabilitation Counseling (4 credits) (CRN 40568)

An overview of the principles and practices of rehabilitation counseling, including history, philosophy, legislative influences, organizational structures, and service-delivery models. Explores various specialties within the field of rehabilitation counseling.

Asynchronous Online Course. Introductory materials will be online. Instructor: Dr. Kevin Bengtson (kevin.bengtson@wvu.edu).

RC
580**RC 580, Section 1 & 2 Theories & Techniques of RC I (4 credits) (CRN 42477 or 42479)**

This is the first in a two course sequence focusing on major counseling theories and techniques. Students will be introduced to major counseling theories and their application to people with disabilities. Students will also engage in experiential application of counseling theory using basic counseling techniques. Competencies will be developed and demonstrated through assigned readings, didactic instruction, microskills training, class discussion, and self-study assignments.

Instructors: Dr. Brett Kuwada (brett.kuwada@wwu.edu) & Dr. Dana Brickham (dana.brickham@wwu.edu)

You can choose which section to register for. If you try to register for one section and it is full, please register for the other section. Sections 1 & 2 will meet together during most class times.

Both sections meet primarily on Wednesdays, from 5:00 pm to 8:50 pm, in the Everett University Center (EUC), Room TBA. Both sections will meet in-person on four Wednesdays, one Friday, and two Saturdays. There will also be one Wednesday where class will meet online via Zoom. *****IMPORTANT RE-VIEW THE DATES LISTED BELOW:**

Class Date/Time (Both Sections)	Format
9/27 Wednesday: 5pm-8:50pm	In-person
9/29 Friday: 5pm-8:50pm	In-person
9/30 Saturday: 9am-6pm	In-person
10/4 Wednesday: 5pm-7:50pm	Via Zoom
10/18 Wednesday: 5pm-8:50pm	In-person
11/15 Wednesday: 5pm-8:50pm	In-person
11/29 Wednesday: 5pm-8:50pm	In-person
12/2 Saturday: 9am-6pm	In-person

On the Wednesdays when class does not meet, you will have small group work to complete via Zoom from 5 pm – 8 pm. These dates are 10/11, 10/25, 11/1, 11/8, and 12/6.

RC
501**RC 501 Rehabilitation Research (4 credits) (CRN 40817)**

An overview of research including: design and analysis; criteria for reading and interpreting existing studies; practice in identifying issues suitable for research; formulating hypotheses and appropriate methods; and guidance in preparing a program evaluation. Emphasis is on the application of research in clinical and rehabilitation settings.

Class meets Wednesdays, from 5:00 to 8:50 pm, in the Everett University Center (EUC), Room TBA. First class meeting will be **September 27**. Instructor: Dr. Beth Boland (elizabeth.boland@wwu.edu).

RC
589**RC 589 Case Management in Rehabilitation (4 credits) (CRN 42482)**

Examines techniques and procedures related to individualized case management and caseload management. Explores case management issues of various disability groups, including educational and vocational community resources.

Asynchronous Online Course. Introduction materials will be on Canvas. Instructor: Dr. Kevin Bengtson (kevin.bengtson@wwu.edu).

RC 590 Pre-Practicum in Rehabilitation Counseling (4 credits)

Prereq: RC 582, B or better in RC 583, and permission of instructor. General understanding of agency functions and staff roles and responsibilities. Beginning demonstration of counseling skills with individuals with disabilities in a rehabilitation counseling agency.

Section 1 (**CRN 41993**): Instructor: Dr. Dana Brickham (dana.brickham@wwu.edu)

Section 2 (**CRN 42478**): Instructor: Dr. Kevin Bengtson (kevin.bengtson@wwu.edu)

Section 3 (**CRN 42481**): Instructor: Dr. Dana Brickham (dana.brickham@wwu.edu)

All sections of RC 590 meet in-person on 5 Tuesdays during the quarter (10/3, 10/17, 11/7, 11/14, & 12/5), from 5-8:50 pm in the Everett University Center (EUC), Room TBA.

You can choose which section of RC 590 to register for. If you try to register for one section and it is full, please register for one of the other sections. All three sections will meet together during most class times.

BOOKS

Your books can be ordered online from the Western Associated Students Bookstore (<http://www.bookstore.wwu.edu/>) or through the Verba price comparison tool (<http://www.verbacompare.com/>). You can also purchase your textbooks through Amazon or any bookstore. To contact customer service at the Western Bookstore call 360-650-3970 or email textdept@wwu.edu. Purchase Orders for books should be payable to the Western AS Bookstore.

Order your books early. If you want to check out other sources, be sure you are ordering the correct edition, and don't wait too long! ***It is strongly recommended that you purchase your books rather than renting, as you will need them again for the Comprehensive Exam, and they are the beginning of your professional library.***

Special Instructions for eligible Veteran's and students eligible for federal/state assistance (DVR/DSB) with textbook purchases:

1. Students will advise agency Counselor to send email authorization to confirm arrangements and identity of eligible student. Students will request agency to include allowance for shipping (\$15.00/order). The contact for agency accounts at the Western AS Bookstore is Sonya Dyer: sonja.dyer@wwu.edu.
2. Agency will send PO/Authorization to Sonya Dyer for each student.
3. Students will place their orders online at: https://bookstore.wwu.edu/textbook_options.asp. When buying your textbooks online please comment in the Note section at the end of checkout that you have a third party paying for your textbooks. You will still need to fill in your Western ID number. Please enter a valid UPS shipping address unless you are scheduling a pickup. **If you are unable to locate your textbook needs on the Bookstore site or have any issues ordering online, please contact Sonya Dyer.** Also, if ordering an e-book, you will not be able to do that online. Please either email Sonya Dyer to place e-book orders.
4. For students with authorized supply orders, if you do not see what you need online, please email Sonya Dyer.
5. Textbooks and supplies can either be mailed to students or students may schedule a time for pick up at the WWU Bookstore in Bellingham.

Textbooks

RC 580—Theories & Tech of RC I (both sections)

Chan, F., Berven, N. L., & Thomas, K. R. (2015). *Counseling theories and techniques for rehabilitation and mental health professionals* (2nd ed.). Springer. ISBN: 9780826198679

Cormier, S., Nurius, P., & Osborn, C. (2016). *Interviewing and change strategies for helpers* (8th ed.). Brooks Cole/Cengage Learning. ISBN: 9781305271456

Special Note: You will purchase the two textbooks above for RC 580 - both of these textbooks will also be used in winter quarter for RC 583 (you will not have another textbook to purchase in winter for RC 583).

RC 582—Introduction to Rehabilitation Counseling

Tarvydas, V., & Hartley, M. T. (2022). *The professional practice of rehabilitation counseling* (3rd ed.). Springer. Paperback ISBN: 9780826139030; Ebook ISBN: 9780826139047.

RC 578—Legal, Ethical, and Professional Issues in RC

Cottone, R. R., Tarvydas, V., & Hartley, M. T. (2021). *Ethics and decision making in counseling and psychotherapy* (5th ed.). Springer. ISBN: 9780826135285

American Psychological Association. (2019). *Publication manual of the American psychological association* (7th ed.). American Psychological Association. ISBN: 9781433832178 *

*Faculty recommend purchasing the spiral-bound manual.

*This manual will be used for all writing in the RC program.

RC 501—Rehabilitation Research

Rumrill, P. D., Jr., & Bellini, J. L. (2017). *Research in rehabilitation counseling: A guide to design, methodology, and utilization* (3rd ed.). Charles C. Thomas. Paperback ISBN: 9780398091996; Ebook ISBN: 9780398092009.

RC 589—Case Management in Rehabilitation

Roessler, R. T., Rubin, S. E., & Rumrill, P. D. (2017). *Case management and rehabilitation counseling: Procedures and techniques* (5th ed.). Pro-Ed. ISBN: 9781416410881.

RC 590—Pre-Practicum in RC (all sections)

Hodges, S. (2019). *The counseling practicum and internship manual: A resource for graduate counseling students* (3rd ed.). Springer. ISBN: 978-0826143020.

Special Note: The textbook for Pre-Practicum will also be used in Practicum in Winter and Internship in Spring/Summer.

GRADUATING STUDENTS

If you plan to graduate in December, you must submit your application for Master's Degree by approximately **September 19th**.

You can find the e-form by going to https://websso.wvu.edu/cas/login?service=http%3a%2f%2fesign.wvu.edu%2fforms%2fGrad_School%2f_masters_degree_app_1.aspx%3fvalid%3dtrue.

Please read the instructions and **complete the form carefully** (it asks for what name you would like on your diploma and where it should be mailed after you graduate). After you complete Section 1 of the form, please insert Beth's email (elizabeth.boland@wvu.edu) at the bottom of the form in the blue box next to "Email To:" and click submit. Contact Monica Holmer if you need assistance with the form. **Please remember that a non-refundable graduation fee (approx. \$50) will be billed to your student account.**

RETURNING STUDENTS

If you did not take classes Spring 2023 and did not register for GRAD 699, you must reapply for admission using the "Returning Grad Student" program option within the application: <https://www.applyweb.com/wwugrad/index.ftl>. Contact the Graduate School (gradschool@wvu.edu or 360-650-3170) or Monica if you have any questions.

Reminder: The Graduate School's new Continuous Enrollment Policy went into effect Winter Quarter 2018: <http://www.wvu.edu/gradschool/policies.shtml>. Students who have not completed all degree requirements and are not currently registered for any RC credits will be required to register for GRAD 699, Continuous Enrollment, every quarter (**excluding summers**) until the degree requirements are completed. GRAD 699 is non-graded (flat fee of \$50 per quarter).

TERM DATES

If you thinking about planning a trip or vacation, please remember that Western's term dates (the start and end dates for each quarter) can be found at <http://www.wvu.edu/registrar/calendars/term-dates.shtml>.

COUNSELING SERVICES

Please go to the RC Student Resources Canvas site. Then look under Modules for Counseling Services Available to WWU Everett Students.

ADVISORY COMMITTEE

The Graduate Advisory Committee is composed of representatives from employers and education, as well as alumni of the program and current students. It meets twice a year. The next meeting will be on May 30 and then again in fall 2023. Students are welcome to observe. Notify Monica Holmer (rc.everett@wvu.edu) if you want to attend, so she can give you details.

CANVAS

Would you like more information about Canvas (the learning management system that Western uses to deliver online courses/course material)? Go to Western's Academic Technology & User Services (ATUS) Canvas website (<https://atus.wvu.edu/learning-systems/canvas-help>) to learn more. To login to Canvas: <https://www.instructure.com/>.

When you register for a course, you will automatically be added to the Canvas site for the course. You will not be able to access the Canvas site for a course until the instructor publishes the course (this might be the day the course begins or a few days prior to the start of the quarter).

CRC EXAM

The Commission on Rehabilitation Counselor Certification offers the Certified Rehabilitation Counselor exam three times a year in a computer-based format. **The deadline to apply for the October exam is August 15.** Check the CRCC website (www.crcccertification.com) for more information and the application materials. For more information on the CRC credential, go to <https://crcccertification.com/benefits-of-certification/>.