REGISTRATION for Fall begins on May 10 at 10am. **Fall quarter begins Wednesday, September 21.** WWU Important Dates & Deadlines for Fall Quarter: [https://registrar.wwu.edu/2022-23-important-dates-deadlines](https://registrar.wwu.edu/2022-23-important-dates-deadlines) - you may need to select “Fall 2022” under Choose a Quarter.

**Reminder:** Registration is through Web4U: ([http://mywestern.wwu.edu/](http://mywestern.wwu.edu/) - click on “Web4U” & sign in). Then, click the “Student” tab, then “Registration”, then “Add/Drop Classes”, then select term (“Fall 2022”) and click on “Submit”, then enter the five digit CRN for each course you want to register for in the boxes below, and then click on submit changes (if needed—for variable credit courses (RC 592) - after you click submit you will need to go back to the Registration menu and choose Change Variable Credit Hours to choose the number of credits you want to register 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 580 (Theories & Tech of RC I), RC 582 (Intro to RC), and RC 578 (Legal, Ethical, & Prof Issues in RC)

**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 580, Section 1 & 2 Theories & Techniques of RC I (4) (CRN 42810 or 42812)**
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.

Class meets Wednesdays, from 5:00 to 8:50 pm, in the Everett University Center (EUC), Room TBA. First class meeting will be September 21. More information will be distributed closer to the start of fall quarter.

Instructors: Dr. Brett Kuwada (brett.kuwada@wwu.edu) & Dr. Elizabeth Scriven (elizabeth.scriven@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.
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@wwu.edu).

**RC 578 Legal, Ethical, and Professional Issues in RC (4) (CRN 42809)**

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@wwu.edu).

**RC 501 Rehabilitation Research (4) (CRN 40846)**

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 21. More information will be distributed closes to the start of fall quarter.

Instructor: Dr. Beth Boland (elizabeth.boland@wwu.edu).

**RC 589 Case Management in Rehabilitation (4) (CRN 42815)**

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)**

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 42209): Instructor: Dr. Kevin Bengtson (kevin.bengtson@wwu.edu)

Section 2 (CRN 42811): Instructor: Dr. Elizabeth Scriven (elizabeth.scriven@wwu.edu)

Section 3 (CRN 42814): Instructor: Dr. Elizabeth Scriven (elizabeth.scriven@wwu.edu)

Class meets in-person on 5 Tuesdays during the quarter (9/27, 10/11, 10/25, 11/8, and 11/29), 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.
GRADUATING STUDENTS  If you plan to graduate in December, you must submit your application for Master's Degree by **September 20th**. You can find the e-form by going to [https://websso.wwu.edu/cas/login?service=http%3a%2f%2fesign.wwu.edu%2fforms%2fGrad_School%2f_masters_degree_app_1.aspx%3fvalid%3dtrue](https://websso.wwu.edu/cas/login?service=http%3a%2f%2fesign.wwu.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@wwu.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 each time your file is evaluated for degree completion.**

RETURNING STUDENTS  If you did not take classes **Spring 2022** 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](https://www.applyweb.com/wwugrad/index.ftl). Contact the Graduate School (gradschool@wwu.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.wwu.edu/gradschool/policies.shtml](http://www.wwu.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).

BOOKS  Your books can be ordered online from the Western Associated Students Bookstore ([http://www.bookstore.wwu.edu/](http://www.bookstore.wwu.edu/)) or through the Verba price comparison tool ([http://www.verbacompare.com/](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](mailto: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 Sonja Dyer for each student.
3. Students will place their orders online at: [https://bookstore.wwu.edu/textbook_options.asp](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 Sonja Dyer.** Also, if ordering an e-book, you will not be able to do that online. Please either email Sonja Dyer to place e-book orders.
4. For students with authorized supply orders, if you do not see what you need online, please email Sonja 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)**


**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**

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


*Faculty recommend purchasing the spiral-bound manual. *
*This manual will be used for all writing in the RC program.*

**RC 501—Rehabilitation Research**

**RC 589—Case Management in Rehabilitation**

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

**Special Note:** The textbook for Pre-Practicum will also be used in Practicum in Winter and Internship in Spring/Summer.
TERM DATES If you are 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.wwu.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 held in fall 2022. Students are welcome to observe. Notify Monica Holmer (rc.everett@wwu.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.wwu.edu/learning-systems/canvas-help) to learn more. To login to Canvas: https://wwu.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.crccertification.com) for more information and the application materials. For more information on the CRC credential, go to https://crccertification.com/benefits-of-certification/.