REGISTRATION for Fall begins on June 2 at 10am. Fall quarter begins Wednesday, September 22. WWU Important Dates & Deadlines for Fall Quarter: https://registrar.wwu.edu/calendars/2021-22-important-dates-deadlines - you may need to select “Fall 2021” under Choose a Quarter.

Reminder: Registration is through Web4U: (http://mywestern.wwu.edu/ - click on “Web4U” & sign in). Then, click the “Student” tab, then “Registration”, then “Add/ Drop Classes”, then select term (“Fall 2021”) 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 598 (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 43405 or 43407)
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.

Due to COVID 19, we are still determining if RC 580 will meet in-person or via Zoom. Class will meet (either in-person or via Zoom) on Wednesdays at 5pm. First class meeting will be September 22. More information will be distributed as soon as it is available.

Instructors: Dr. Dana Brickham (Dana.Brickham@wwu.edu) & Dr. Brett Kuwada (Brett.Kuwada@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.
**RC 582 Introduction to Rehabilitation Counseling (4) (CRN 40660)**
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.

*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 43404)**
An introduction to professional issues in rehabilitation counseling, including scope of practice, relevant legislation, and ethical decision-making.

*Online Course.* Introductory materials will be posted in Canvas. Instructor: TBA.

**RC 501 Rehabilitation Research (4) (CRN 40941)**
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.

Due to COVID 19, we are still determining if RC 501 will meet in-person or via Zoom. Class will meet (either in-person or via Zoom) on Thursdays at 5pm. First class meeting will be September 23. More information will be distributed as soon as it is available. Instructor: Dr. Beth Boland (Elizabeth.Boland@wwu.edu)

**RC 589 Case Management in Rehabilitation (4) (CRN 43410)**
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.

*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 42493): Instructor: Dr. Dana Brickham (Dana.Brickham@wwu.edu)

Section 2 (CRN 43406): Instructor: Dr. Dana Brickham (Dana.Brickham@wwu.edu)

Section 3 (CRN 43409): Instructor: Dr. Kevin Bengtson (Kevin.Bengtson@wwu.edu)

Due to COVID 19, we are still determining if RC 590 will meet in-person or via Zoom. All sections will meet on 5 Tuesdays from 5pm—8:50pm: 9/28, 10/12, 10/26, 11/9, & 11/30. More information will be distributed as soon as it is available.

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.
Internship

If you are planning on doing your Internship in the fall, read the Internship Guide to be sure you understand what is required. The guides can be found online, on the program website at https://wce.wwu.edu/rc/field-experiences.

RC 592 Internship in Rehabilitation Counseling (1 to 8*) (CRN 42906)

Prereq: RC 591 and permission of instructor. Demonstration of counseling skills in a rehabilitation agency with primary supervision by agency personnel. Students are required to spend significant time within an agency functioning as a professional counselor. Repeatable to a maximum of 16 credits. S/U grading.

Fall quarter begins 9/22. Instructor: TBA

*After you add RC 592, you will need to go back to the Registration menu and go to Change Variable Credit Hours to enter the number of credits you want to register for (when you add the class, the system will automatically register you for the least amount of credit - 1).

Reminder

If a face-to-face course will be taught via Zoom, you are still required to attend class during the scheduled time. Due to the nature of these courses, they will not be recorded.

The face-to-face courses that may be taught via Zoom in fall are:

- RC 580 (Theories & Techniques 1): Wednesdays from 5pm to 8:50 pm
- RC 501 (Rehab Research): Thursdays from 5pm to 8:50 pm
- RC 590 (Pre-Practicum): 5 Tuesdays from 5pm to 8:50 pm

Headset

If a course shifts from face-to-face to synchronous Zoom classes, the RC faculty are requiring that all students have a headset. Headsets provide better sound quality when participating in the live discussions as well as during counseling recordings. Headsets also ensure better confidentiality of these counseling recordings if there are others who can hear you on the Zoom calls. Please contact Beth or Monica if this causes a financial burden.

One example of an acceptable headset: https://www.amazon.com/Logitech-Headset-H390-Noise-Cancelling/dp/B000UXZQ42/ref=sr_1_32

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. 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. $45) 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 2021 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@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. 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/) or through the Verba price comparison tool (http://wwu.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 with textbook purchases: Do not place an order online at Western’s Bookstore if a third party agency will be purchasing books for you. Instead please follow these steps below:

1. Student will advise agency Counselor to send email to the appropriate contact below in order to confirm arrangements and identity of eligible student. Student will request agency to include allowance for shipping (@$13/order).
   a. Veteran’s Administration (chapter 31 eligible veteran’s only) - contact Veterans Services at veteran.services@wwu.edu or 360.650.3324
   b. All other third party payers (i.e. DVR/DSHS/L+I etc.) - Sonja.Dyer@wwu.edu (360.650.7600)
2. Agency will send PO to appropriate contact (Veterans Services or Sonja) for each student.
3. Student will order textbooks via WWU e-mail account to Sonja.Dyer@wwu.edu . Order will include mailing address and self-identifying themselves as working with DVR/VA/DSHS etc. with any other relevant account info. E-mail sent via WWU email account will serve as student signature.
4. WWU Bookstore will charge to students agency account and mail textbooks to student.
Textbooks

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


*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) ***


*Both textbooks for Pre-Practicum will also be used in Practicum in Winter and Internship in Spring/Summer.*

**RC 592—Internship**
No new textbooks required.
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.wwu.edu/registrar/calendars/term-dates.shtml.

COUNSELING SERVICES WWU in Everett is offering students free one-to-one counseling services designed to address personal issues, mental health, as well as academic and professional concerns. Western students will be provided up to three sessions per academic year, with a self-pay option after the three sessions. Students may contact the counselor directly to schedule an appointment.

Chett Hill, MA, LMHC - Northwest Psychological Consulting
2722 Colby Ave, Suite 720 | Everett, WA 98290
206-650-5910 or Chett.hill@comcast.net

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 2021. 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 deadline to apply for the October exam is August 31. Check the CRCC website (www.crccertification.com) for more information and the application materials. For more information on the CRC credential, go to https://www.crccertification.com/student-CRC-certification.