



REGISTRATION

for Fall opened on May 13 at 12pm. **Fall quarter begins Wednesday, September 24.** WWU Important Dates & Deadlines for Fall Quarter: <https://registrar.wvu.edu/important-dates-deadlines> - you may need to select "Fall 2025" under Choose a Quarter.

Registration Reminder: 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 2025" 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 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 41867)

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 40454)

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 41868 or 41870)***

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: TBA

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 will meet **in-person** on 1-2 Saturdays from 9am - 4pm and 1-2 Wednesdays from 5pm - 8:50pm in the Everett University Center (EUC), Room TBA. Both sections will meet **via Zoom** on several Wednesdays from 5pm—8:50pm. *****The exact dates/times when in-person and Zoom classes will be held will be posted by early August.**

RC
501***RC 501 Rehabilitation Research (4 credits) (CRN 40665)***

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 Thursdays, from 5:00 to 8:50 pm, in the Everett University Center (EUC), Room TBA. First class meeting will be **September 25**. Instructor: Dr. Beth Boland (elizabeth.boland@wwu.edu).

RC
589***RC 589 Case Management in Rehabilitation (4 credits) (CRN 41872)***

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. S/U grading.

Section 1 (**CRN 41541**): Instructor: Dr. Kevin Bengtson (kevin.bengtson@wwu.edu)

Section 2 (**CRN 41869**): Instructor: TBA

Section 3 (**CRN 41871**): Instructor: TBA

All sections of RC 590 meet on 5 Tuesdays (3 in-person & 2 via Zoom) during the quarter from 5pm - 8:50pm: dates TBA. The in-person classes will meet 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.

Internship

If you are planning on doing your Internship in the fall, read the Supervised Professional Practice Handbook to be sure you understand what is required. The handbook 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)

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.

Please Note: Please make sure to register for the appropriate number of credits. If you are completing 300 hours in fall, you would register for 8 credits. **When you register for RC 592, the system will automatically register you for the least of amount of credits: 1. After you have registered for RC 592, you will need to go back to the "Registration" menu, navigate to "Schedule and Options," then select the credits you would like for RC 592.**

THE SECTION OF INTERNSHIP FOR FALL IS BEING CREATED. MONICA WILL EMAIL YOU WHEN YOU IT IS SET UP AND YOU ARE ELIGIBLE TO REGISTER.

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 bookstoreaccounting@wwu.edu.
2. Agency will send PO/Authorization to the following Tungsten account for each student: Vendor code: 91600056203; Facility code: 11550747; TN: AAA167527688.
3. Students will place their orders online at: https://bookstore.wwu.edu/textbook_options.asp. When buying your textbooks/ebooks online please comment in the Note section at the end of checkout what agency (VA/DSHS/OIC/Tribe) is 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 Bookstore.OnlineOrders@wwu.edu.
4. For students with authorized supply orders, if you do not see what you need online, please email Jenni.McDowell@wwu.edu.
5. Textbooks and supplies can either be mailed (if the PO/authorization specifically approves shipping/handling charges) to students or students may schedule a time for pickup at the WWU Bookstore in Bellingham.

BOOKS

Your books can be ordered online from the Western Associated Students Bookstore (<http://www.bookstore.wvu.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@wvu.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.***

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; Ebook ISBN: 9780826135292.

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. (2024). *The counseling practicum and internship manual: A resource for graduate counseling students in a dynamic, global era* (4th ed.). Springer. ISBN: 9780826166067. Ebook ISBN: 9780826166074.

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 23**.

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. \$65) will be billed to your student account.**

RETURNING STUDENTS

If you did not take classes Spring 2025 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 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 via Zoom. The next meeting will be on May 30 and then again in Fall 2025. 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/>.