

Online
Educational Administration
Program

Purdue University Calumet

Welcome

- Welcome to the Student Orientation for the Online Educational Administration program at Purdue University Calumet!
- In this presentation, you will learn about the four main elements crucial for your success in the program. The four elements are:
 - Getting Started
 - Program Tools
 - Concluding the Program
 - Student Support Services

Please click on the hyperlinks throughout this orientation for further information.

Getting Started

- Admission Criteria & Application Process

- For more information about the program please visit our website

- Meet our Faculty & Staff

- Dr. Robert Colon, Department Head - rjcolon@purduecal.edu

- Dr. Pam Frampton, Program Chair, School Community Relations, School Curriculum, School Administration, & Internship in Administration Instructor - frampton@purduecal.edu

- Dr. Suzanne Beike, Special Education Law Instructor - smbeike@purduecal.edu

- Dr. Mark Sperling, Business Administration Instructor - sperling@mvcs.k12.in.us

- Dr. Rocky Killion, Supervision & Personnel Instructor - killionr@wl.k12.in.us

- Dr. Edward Vockell, Advanced Edu. Psych & Intro to Edu. Research Instructor - wildhack@aol.com

- Brandi Watson, Advisor & Program Coordinator - brandi.watson@purduecal.edu

- Khephra Harris, Secretary - Khephra.harris@purduecal.edu

- Task Stream

Needs to be purchased during the first week of class. Need instructions for Task Stream?

- Textbook List

Please DO NOT purchase textbook more than one course ahead. Textbooks are subject to change

Program Tools

- [Online Educational Administration Program Student Handbook](#)
 - This handbook will give you program details, policies, and other critical information
- [Graduate Studies Handbook](#)
 - This handbook will give you access to Purdue University Calumet's policies and procedures
- [Academic Affairs](#)
- [Accreditation](#)

Program Tools continued...

- National and Program Standards
- Graduate Studies in Education Dispositions Policy
- Plan of Study
 - Located in myPUC under the Academic & Student Services tab
- Professional Portfolio
 - A collection of artifacts organized into a professional portfolio.

Policies & Student Services

Refund Policy

The refund policy for sessions of 5 weeks or less is as follows:

- Before the first class session =100% refund
- NO refund for drops or withdrawals after the first class session

Withdrawal Policy

Students can withdraw from a class without a 'W' posted up to and including 8 business days after the class starts. Once the first 8 days have elapsed, a student has until the Wednesday of the fourth week to withdraw from the course and receive a 'W'. After the Wednesday of the 4th week of class, a student who withdraws shall receive a grade on the transcript.

GPA Policy

Candidates may be given a conditional admission if their GPA is 2.75-2.99. They must maintain a 3.0 in the program at all times. A overall cumulative GPA of a 3.0 is required to complete the program.

Registration

- Not sure what classes to register for?
 - Please look at your Cohort on the Educational Administration [carousel](#) to see your upcoming course(s).
- [Web Registration Instructions](#)
 - During periods of web registration, you can process your own registration through [myPUC](#) then [PC Star](#).
- In some cases self-registration will be closed. When it is you will contact the Registration Coordinator [Mary Martinez](#) directly for assistance. Please let her know what Cohort you are assigned to.
- The Office of the Registrar assists with:
 - Withdrawals and enrollment verification services
 - Requesting a transcript
 - Changing your address
 - Graduation

To contact the Registrar Office please call 219-989-2977. Please let them know you are in the Online-Educational Administration Master's Program

Student Support Services

- Financial Aid
- myPUC
 - Problems logging in? Contact Customer Service at 219-989-2888 option #2
- Student e-mail
 - Please check personal and your Purdue email frequently. Your Program Advisor will communicate with you through the email address you listed on your application.
- Registration
- Payment
- Writing Resources & Library Information

myPUC

○ Student Log-in myPUC

- Your student log-in is also known as your career account, if you are asked for this information, it's the same as your log in.
- Access information is printed on your schedule, or you can contact your faculty advisor.
- Help with passwords the log in for myPUC is available on the myPUC login page.

For additional assistance with password/login please call the
Help Desk 219-989-2888 option #2

Student E-mail & Gmail Account

- Student email – [gmail@purduecal](mailto:gmail@purduecal.edu)
 - Once you have submitted your application for graduate school, you may receive emails through the email address you submitted with your application to Graduate School.
 - When you are admitted, you will receive all official University communications through your student email account (name@purduecal.edu).
 - Any notifications from your Program Advisor-Brandi Watson will go to the email address you listed on the application.

Please check all emails accounts frequently!!!

Financial Aid

- For those students who are interested in financial aid please refer to the Academic Partnerships page on our official website <http://webs.calumet.purdue.edu/ofasa/oep>.
- Questions? Contact Kathryn Smith, Financial Aid Coordinator for Educational Partnerships, at 219-989-2660 (phone) 219-989-2141 (fax) or EDAD_FINAID@purduecal.edu (email).

Payment

○ Payment and Deadline Information

- It is important that you make your payment on or before the Friday before the start of class in order to avoid being dropped from the class. Periodic reminders will be sent to you regarding payment deadlines. Also, additional payment, refund and deadline (click on Admission tab) information can be found on the web site <http://www.stateu.com/purduecal/faqs.asp> (click on Financial Aid FAQ' s)

○ Account Information

- All other questions regarding your course charges, invoices and payment due dates should be directed to:
 - Kendra Bates (219) 989-3248 -OR- bates@purduecal.edu

○ Payment Submission

- If you would like to pay your tuition and fees using Web Check, Visa, Master Card or Discover using our On-line payment system option, you may select the PC Star icon using the same site mentioned above and select the appropriate Enrollment Services PC Star tab. We ask that you please pay the exact amount due as shown.
- *Note: If you are enrolled in more than one Education Online course during a specific term, please be aware that the system will bring up the full amount due for all courses for which you are registered. Once you enter your credit card or check information, you can then put in the amount you wish to pay should you decide to pay for the most recent online course.*
- If you experience problems trying to pay your tuition, please reference the Customer Service Center Tab (same site) or call the Bursar Office at 219-989-2560. Please let them know you are an online student in the Educational Administration Master' s Program.

Concluding the Program

- Submitting your Plan of Study
 - Submission Deadline: by the end of the 4th course
- State Licensure
- National/State Exam, if Required
 - Example: Indiana Requirement – SLLA
 - www.ets.org
- Graduation Information
 - Registrar

Writing Resources & Library Information

- Purdue Online Writing Lab (OWL) has extensive help and information on writing and citation.
- Writing resources can also be found at:
 - <http://www.calumet.purdue.edu/writingcenter/resources.html>
- PUC Library

Thank you!

- This concludes the Online-Educational Administration Program orientation. It was created to give you a brief over view of the our program. Please feel free to contact the Program Advisor or Secretary if you have questions or concerns AFTER viewing. I look forward to working with you!

~Brandi Watson, Program Advisor