



2012

# Online Educational Administration Program



Student Handbook

2/1/2012

**PURDUE**  
UNIVERSITY  
CALUMET

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## Getting Started

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### Welcome

Welcome to PUC's Online Educational Administration Program. By the time you receive this program handbook you should be ready to or have already attended an online orientation and TaskStream information. You may be wondering several things now.

- "What do I do now?"
- "How do I prepare for my online classes?"
- "What do I do on the first day of class?"

All of these questions are common to new students in this program. Five weeks is a short amount of time to complete a course and you want to be prepared so you can be successful. You will be immersed in your course during that time so there are some things you will want to do ahead of time to make things run more smoothly. This handbook will help you with that process and preparation.

### What do I do now?

Read the instructions in this handbook and any email instructions carefully. You want to watch for a couple of important emails. You will receive an email from Purdue with your login information for the EPIC system, as well as one from Purdue Admissions with your PUID number and *myPUC* login information. Please read these carefully, print them, and keep them in a safe place for future reference. You can even write down some of the important information from these emails such as your career account user name on page 3 of this handbook. You'll use this information to access *myPUC*, to log in to the library, as well as iTunes University. You'll also have to access two important systems; *myPUC* (your portal to Purdue Calumet including your Gmail—Purdue Calumet email account), and EPIC (your course management system for the education courses).

Login to these systems. Browse around and familiarize yourself with their layout and design. Within *myPUC* you will be added to the Online Educational Administration Program Group Page, *Educational Administration*. Here you can chat with others in this program and receive important announcements and updates about this program from me, your academic advisor. Being aware of these systems, recognizing how they look, and reading important information before classes start will be an important part of your success in this fast paced program.

### How do I prepare for my first class?

There are several things you'll do to prepare for your first class. After your orientation, you will email Mary Martinez, (Mary.Martinez@purduecal.edu) Registration Coordinator Educational Administration Program, to request registration into your first course. The next thing you'll need to do is make sure that your computer meets the minimal requirements (see page 9) and is functioning the way you need it to before your first day of class. You can also find these requirements at <http://degree.purduecal.edu> under the *Student Services* tab. Next, you'll want to go through the EPIC orientation by using the login information from one of the emails you received after being admitted to the program. You'll also want to check out the text book list at: [www.purduecal.edu/education/grad.admin.html](http://www.purduecal.edu/education/grad.admin.html).

## Getting Started <sup>continued</sup>

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Click on the [textbooks](#) link. We recommend checking this list at least one month before each class starts to make sure a book has not been updated with the newest edition or changed altogether.

You will need to plan to spend at least 3 to 4 hours per credit hour each week in addition to the time you'll need to spend completing and submitting assignments in the course. In other words, you'll spend 9 to 12 hours a week immersed in a 3-credit-hour course besides the time you'll need to complete and submit your assignments. You'll spend this time reading materials, reading posts from the professor, coach, and other classmates, viewing lectures and accessing information in the online library. So, plan ahead and make sure you schedule your time wisely. Remember, 5 weeks will go by fast and it's better to stay on top of things from the very beginning in order to successfully complete your course. **Remember to complete the student orientation by 5:00pm on the first day of class.**

### What do I do on my first day of class?

Now that you've prepared for your first day of class, what do you do when that day comes? You want to log in to that class in the morning. Review the syllabus for the course, familiarize yourself with the contents of the files available to you and check for any assignments your professor has assigned.

**IMPORTANT:** If you are having trouble getting into the syllabus, an assignment, etc., you'll want to contact the EPIC support team. Their contact information is in this handbook (see page 3). If you are still having difficulties, check the [Educational Administration Group Page](#) in the *myPUC* portal for announcements and updates. Often on the first day of class, looking ahead at the 5-week course in front of you may seem overwhelming. It isn't! Don't panic, but be proactive.



## Important Numbers and Information

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**Purdue Student ID#: (PUID)**

\_\_\_\_\_

**myPUC**

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

**NOTE:**

This username and password combination is sometimes referred to as your –Net ID or career account information. You will also need this combination to login to the library online and to access i-Tunes University.

**Gmail (PUC Student Email) is found in myPUC**

Email Address:

\_\_\_\_\_

**NOTE:**

You must use your Purdue Gmail Account for this program. Gmail is accessed through your myPUC portal.

**EPIC (Course Management System)**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**Course/System Related:**

*EPIC Learning System –*  
Help Desk 1-866-908-4783  
PurdueCal@AcademicPartnerships.com

*EPIC Student Success Specialist*  
**Kelly Kochevar** 214-210-4077 (contact once course begins for assistance)

*Purdue Gmail/ myPUC - Help Desk* 219-989-2888 press 2

**Financial Aid/Student Accounts Related:**

*Student Accounts—Payment Information*  
219-989-2560

*Financial Aid Coordinator Ed.Admin program*  
**Kathryn Smith**  
219-989-2660  
Kathryn.Smith@purduecal.edu

**Educational Administration Related:**

*Graduate Studies in Education –*  
*Department Head*  
**Dr. Robert Colon**  
219-989-2326  
rjcolon@purduecal.edu

*Internship Coordinator/Program Chair*  
**Dr. Pam Frampton**  
765-404-6997  
Frampton@purduecal.edu

*Academic Advisor*  
**Brandi Watson**  
219-989-2619  
Brandi.Watson@purduecal.edu

*Secretary*  
**Khephra Harris**  
219-989-2326  
Khephra.Harris@purduecal.edu

## Program Information & Requirements

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Your academic success is our highest goal. From the start of your program, Purdue University Calumet resources are available to help you reach your goal of graduation. Each course has an academic coach assigned who is a highly qualified, experienced leader in his or her field and has earned a master's or doctorate degree. This academic role assists the professor, supports the student by providing feedback and answers to course-related questions.

### **Refund & Payment Policy**

- All courses must be paid for in full by the **Friday** before the course starts. Students who have not paid by the deadline will be dropped from that course. No exceptions will be made.
- *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 Policies**

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.

<b>Withdrawal Date</b>	<b>Transcript Grade</b>
First 8 business days after course begins	None
Up to 4:30 pm on the Wednesday of the 4th week	W
After 4:30 pm Wednesday of the 4th week	Grade Assigned

For the most up to date policy information for links to student services for the Online Educational Administration program, please visit:  
<http://degree.purduecal.edu/>

### **School Policies**

Our policies apply to all online students. A complete listing of school policies is available in the [Purdue University Calumet Student Handbook](#).

## Plan of Study

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The approved licensure program for the Building Level Administrator License consists of a maximum of 37 semester hours of prescribed graduate credit. Course titles and descriptions are listed below and will be taken in the sequence listed.

**EDFA 51200 Foundations of Administration (3 credit hours)\*:** Administration of education; roles of local, state, and federal government. Focus on purpose, organization, task areas, and processes of educational administration.

**EDFA 60900 Legal Aspects in American Education I (3 credit hours)\*\*:** Legal foundations of education as established by constitutional provisions, court decisions, opinions of attorneys general, administrative rulings and executive directives. Emphasis on legal theory and principles currently in state of change. Stress on case study method of investigation into educational law.

**EDFA 59100 Legal Aspects in American Education II (3 credit hours) \*\*:** The purpose of this course is to continue to teach the student the legal foundations of American public education. By the conclusion of this course, the student should possess a knowledge base consisting of comprehensions/understandings of the legal, political, ethical issues affecting the functioning of American public schools. Students will build this knowledge base through a variety of activities including reading and research into actual case law examples, reading and research into secondary textual materials, analyzing and briefing case law examples, analyzing and predicting solutions to simulated situations, and research into an area of personal choice.

**EDCI 59100 School Curriculum (3 credit hours):** This course examines the needs of children and society, explores modern programs and procedures for developing a curriculum, and investigates ways to improve present school offerings.

**EDPS 53000 Advanced Educational Psychology (3 credit hours):** Theories of learning and development, research on instruction and learning, and principles of measurement applied to educational problems.

**EDPS 53300 Introduction to Education Research (3 credit hours):** An introductory course in educational research and evaluation methodology which considers the various methods of educational research, the formulation of research hypotheses, and the preparation of research reports.

**EDPS 60800 Business Management (3 credit hours):** Examination of internal and external determinants of school fiscal policy. Experiences with fiscal procedures for school budgeting and accounting, including preparation of a school budget.

**EDPS 66400 Special Education Law (3 credit hours):** This course focuses on federal laws, regulations and court cases that form the structure of our special education system.

**EDFA 51600 School and Community Relations (3 credit hours):** This course will stress concepts and principles relevant to school-community interaction. It will focus on the new roles of the public in education and will deal with problems encountered by education in communicating with the public.

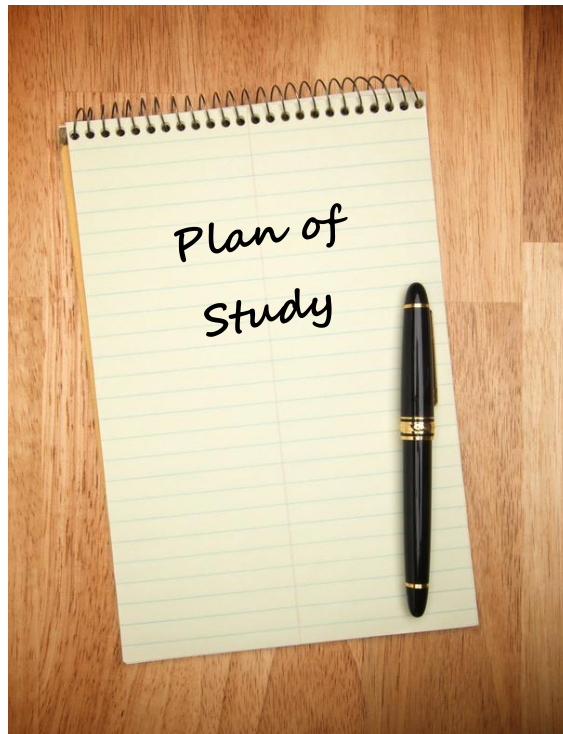
**EDFA 61000 Supervision of Instruction and instructional Personnel (3 credit hours):** Examination of the functions of school administration which focuses on achievement of instructional expectations of educational service. Emphasis on developing an individualized supervisory program for instructional personnel.

**EDFA 59100 School Administration (3 credit hours):** Group study of a current problem or special topic of interest to professional educational personnel. Intensive study of research, theory, or practical aspects of a particular issue within the usual graduate class format.

## Plan of Study <sup>Continued</sup>

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**EDFA 69500 Internship in Administration (4 credit hours):** A special course in selected areas of education, designed to provide practical field experience under professional supervision in selected situations related to the candidate's area of specialization.



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\*All students must take EDFA 512 first. No exceptions will be made. If the student needs to take course out of sequence, please contact the Program Advisor immediately.

**IMPORTANT NOTE:** It is strongly suggested that students follow the plan of study. If a student chooses to go out of sequence, there is no guarantee the course will be available right away. The unavailability of a needed course can prolong graduation. It is not recommended that students deviate from the plan of study for their Cohort.

\*\* EDFA 609 and EDFA 591 must be taken in sequence

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## Academic Advising

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### **Who is my advisor?**

Your academic advisor for Online Educational Administration Program is currently Brandi Watson.

**Contact Information:** Email: Brandi.Watson@Purduecal.edu, Phone: 219-989-2619.

### **What is the role of my Advisor?**

The role of the advisor is to guide you through your program and help you along your “educational pathway”. The advisor will direct you to the appropriate people for help, and make sure you are getting the answers you need about the different areas and aspects relating to school and your program. All students will need to attend the online orientation where they will “meet” their advisor for their initial entrance into the program. Once registered for classes for the first semester, it is up to you, the student, to contact your advisor for additional help. Email is the best method. Due to the large volume of students currently enrolled and coming into the program, it is essential for you to make sure you read through and understand **ALL** the materials your advisor provides to you. Most importantly...this handbook. This program is designed for students to be able to be self-sufficient in their education, with guidance as needed.

### **Will my advisor register me for classes?**

No, your advisor does not register you for classes.

Upon your admission, you will be asked to choose a date for an online orientation via email correspondence with the program secretary. Upon completing the orientation, you will know the format for emailing Mary Martinez for registration into your first set of courses. Subsequent semesters, you will need to register yourself via web registration or email Mary Martinez for the next sessions. Please follow the email guidelines on page 10 for emailing Mary Martinez or follow the Steps to Web Registration found on page 12 in this handbook.

### **When should I be in Contact with my Advisor?**

Touch base with your advisor periodically. Since the program moves at such a fast pace, it is recommended at least once a semester. It is important that it is noted in your file how you are doing and that you are making progress. You should also let your advisor know if you will be stepping out of the program at any time or making any changes to your plan-of-study.

## Grading Scale

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The School of Education has established a plus and minus grading scale to be used for all courses taught in the Program. Grades and quality points will be assigned according to the following scale:

Number Grade	Letter Grade	Quality Point
100-99	A+	4.0
98-95	A	4.0
94-93	A-	3.7
92-91	B+	3.3
90-87	B	3.0
86-85	B-	2.7
84-82	C+	2.3
81-78	C	2.0
77-76	C-	1.7
75-74	D+	1.3
73-72	D	1.0
71-70	D-	0.7
<69	F	0.0

## Technology Requirements

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You will need regular access to a computer with an Internet connection. The minimum computer requirements for the virtual classroom are:

- Windows 2000/XP/Vista/Windows 7 / Mac OS X or better /Linux
- Any current Flash-compliant browser (e.g. Internet Explorer 7 or Firefox 3.0)
- 512 MB of RAM, 1 GB or more preferred
- Broadband connection required – courses are heavily video intensive
- Video display capable of high-color 16-bit display – 1024 x 768 or higher resolution
- A sound card and speakers or headphones
- Current anti-virus software must be installed and kept up to date

Most home computers purchased within the last 3-4 years meet or surpass these requirements. You will need some additional free software for enhanced web browsing. Ensure that you download the most current free versions of the software.

- [Adobe Reader](#)
- [Adobe Flash Player](#)

At a minimum, you must have Microsoft Office 2003, XP, 2007 or [OpenOffice](#).

- Microsoft Office is the standard office productivity software utilized by faculty, students and staff.
- Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software.
- Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required.
- If you do not have Microsoft Office, you can purchase it at the Calumet Campus Shop (Bookstore) on campus at PUC at a discounted rate. You must provide a photo ID and current class schedule to purchase it at the discounted rate.

Some classes may have specific class requirements for additional software. These requirements will be listed in the Textbook List.

## Office of the Registrar

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### **Registering for Courses**

During periods of web registration, you can process your own registration by signing into [myPUC](#) and clicking on the [PCStar/Enrollment Services tab](#). Specific instructions regarding web registration can be found on page 12. When web registration is not available, you can contact Mary Martinez, Registration Coordinator directly via email at [Mary.Martinez@purduecal.edu](mailto:Mary.Martinez@purduecal.edu) in the following format:

To... mary.martinez@purduecal.edu

Send

CC...

Subject: **Registration for Educational Administration Online Student**

Hi Mary,

Can you please register me, **Jane Smith**, for the following Courses:

<b>January 9<sup>th</sup></b>	<b>EDFA 512000</b>
<b>February 20<sup>th</sup></b>	<b>EDFA 60800</b>
<b>April 2<sup>nd</sup></b>	<b>EDFA 61000</b>

Thank You,

Jane S.

**Important:** If you have specific questions regarding the course you should be registering for, you should consult your plan of study, [carousel of courses](#), or e-mail your [academic advisor](#) for assistance.

**Please Note:**  
**ALL new students must register by the Monday before classes begin. There are no exceptions made to this deadline date.** Returning students (who have already successfully completed an education administration course within EPIC) can register up until the Thursday before the next course starts.

## Enrollment Verification

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Enrollment verification services are provided for students who receive educational loans, good student auto insurance discounts, medical insurance, tuition reimbursement for employers and other situations in which official verification of enrollment status is needed.

If you are in need of enrollment verification, please contact:

*Program Chair*  
**Dr. Pam Frampton**  
765-404-6997  
Frampton@purduecal.edu



## Steps to Web Registration

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**Students who have never been registered in the Educational Administration Online program need to be registered by a PUC administrator their very first time. Once you have been registered the first time by your advisor or PUC administrator, you may then use web registration to register yourself.**

From the PUC website homepage: [www.calumet.purdue.edu](http://www.calumet.purdue.edu)

Login to the  portal

Once you have logged on to 

**Click the tab:**  
Enrollment Services

Right side of the screen, 3<sup>rd</sup> box down is titled registration tools.

**Click the link:**  
Look up classes to search for available courses.  
OR

**Click the link:**  
Add or Drop classes to register for or change your classes online.

Select term and **click** submit

Select at least one subject and click class search.

**Note:** To view class description, click on the CRN # and click view catalog entry.  
Then click on Return to Previous or Class Search

Once all courses have been selected, you will need to click submit  
Click on tab marked fee assessment


Your registration has been successfully submitted  
Print your detailed schedule

Once you register yourself online, it will be easier each time, so give it a try.

**If you experience technical difficulties, please call (219) 989-2888 / Option 2.**



What is  ?

 is the hub of Purdue University Calumet's online content. It is a web portal enabling you to access many of the university's online resources from a central location by entering a single username and password only once.

## Accessing

There are a couple of different ways to access the web portal. Below are the different ways you can access your web portal. Choose whichever route works best for you.

To access directly, visit: <http://myPUC.purduecal.edu>.

To access from Purdue Calumet's homepage,



- Go to [www.purduecal.edu](http://www.purduecal.edu)
- Hover your cursor over the – “Start Here” tab in the right hand corner
- Select the icon from the screen that appears





### First Create Your Password

New students to Purdue University Calumet will not have a password yet, so you'll need to follow the steps below to create that password for the first time (same steps to reset a password):

- Go to <https://resetpw.purduecal.edu>
- Fill out the form using the PUID number provided in your admission letter, as well as your last name and date of birth and then select – “OK”
- Your user name will show on the next page this allows you to create a  password meeting the criteria listed there.
- You can now login to 
- If you are unable to login please contact Customer Service at 219-989-2888/Option#2

**PURDUE UNIVERSITY CALUMET**

### Password Change Management (Students Only)

You will use this password to access the following:

- Campus Lab Computers
- myPUC (w/single sign on access to both PC Star and Blackboard)
- Blackboard
- Access Gmail, your campus e-mail account

Campus PC users who wish to change their password on this site will need to provide the following information:

PUID: (Last 9 Digits)

Last Name:

BirthDate:



## Logging into

To log in, enter your Career Account username and password in the required fields. This is the same username you received in your admission letter.



## Accessing the Educational Administration Online Group Page

**Step 1:** Go to *myPUC* portal  
*myPUC* login page - <http://myPUC.purduecal.edu>

**Step 2:** Stay in *myPUC*  
Go to the right hand corner of the screen  
click on the icon **Groups**

**Step 3:** click on the **Groups Index** tab


**Step 4:** click on the file icon **Academic**

**Step 5:** Under the section *Groups in Academic*  
click on Educational Administration Online  
click the button **Join Group**

**NOTE:** This group is open to the public student body of Purdue. Once you request to join this group, you will have immediate access. Problems accessing this group, please call 219-989-2888 and press option 2.



## Group Page Snapshot

**myPUC**  **Group:**

**My Groups** | **Groups Index** | **Request Group**

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### Group Homepage - Online Educational Admin

Your Location: Group Homepage January 2012

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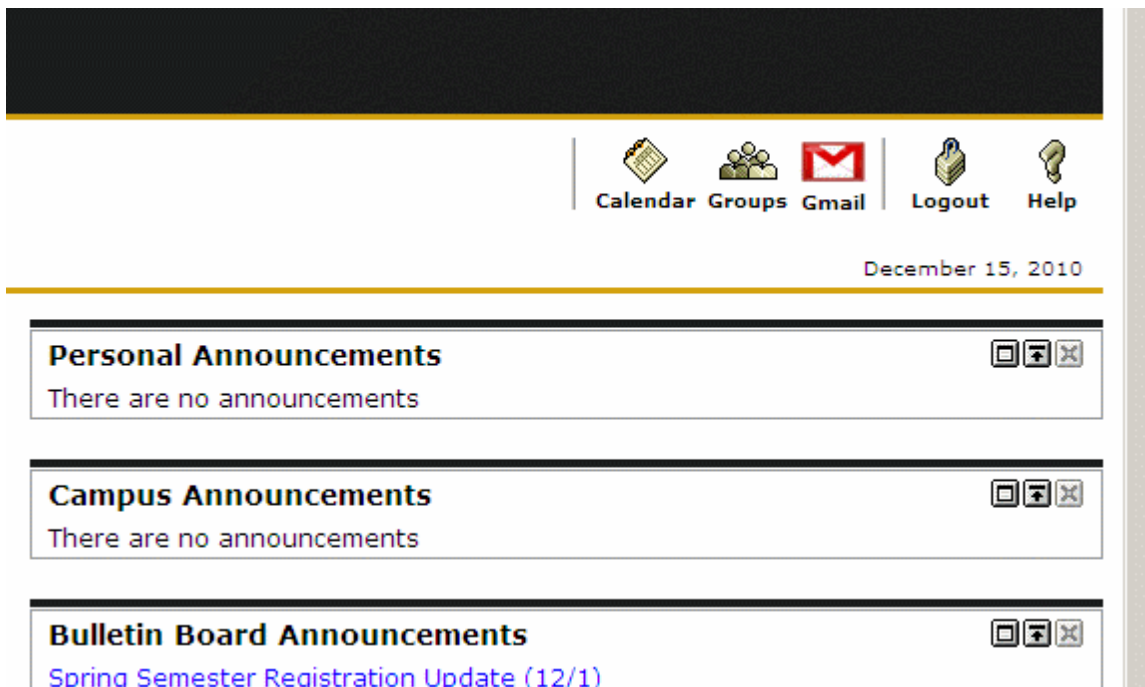
<p><b>Group Tools</b></p> <ul style="list-style-type: none"><li><a href="#">Homepage</a></li><li><a href="#">Announcements</a></li><li><a href="#">News</a></li><li><a href="#">Photos</a></li><li><a href="#">Links</a></li><li><a href="#">Files</a></li><li><a href="#">Message Board</a></li><li><a href="#">Calendar</a></li><li><a href="#">Chat</a></li><li><a href="#">Members</a></li></ul> <hr/> <p><b>Content Tools</b></p> <ul style="list-style-type: none"><li><a href="#">Manage Homepage</a></li><li><a href="#">Manage Guest View</a></li><li><a href="#">Manage News</a></li><li><a href="#">Manage Photos</a></li><li><a href="#">Manage Links</a></li><li><a href="#">Manage Files</a></li><li><a href="#">Manage Message Board</a></li><li><a href="#">Manage Calendar</a></li><li><a href="#">Manage Announcements</a></li></ul>	<p><b>Announcements</b></p> <ul style="list-style-type: none"><li>• <b>Welcome Cohort 7!!!!</b> Hi, I just wanted to take time out to say, "Welcome to the program". I am your Program Advisor (Brandi... <a href="#">read more...</a></li><li>• <b>Workbook for the EDPS 53300 course</b> Hi, this announcement is for all students currently taking the EDPS 53300 Educational Research course-Cohorts... <a href="#">read more...</a></li><li>• <b>Plan of Study Concerns...</b> Hi, This message is for students in Cohorts 1-5 that have started working on their Plan of Study. Please do not... <a href="#">read more...</a></li><li>• <b>Cohorts 1-6...I NEED YOUR HELP!!!</b> Hi, I hope all is well with you. I need a favor :- ) Will you please send me an email giving feedback about the... <a href="#">read more...</a></li></ul> <p><a href="#">More announcements...</a>   <a href="#">Send announcements</a></p> <hr/> <p><b>Message Board Topics</b></p> <ul style="list-style-type: none"><li>• <b>EDPS 53300 Student Workbook</b></li><li>• <b>Plan of Study Questions...</b></li><li>• <b>Strategies for Success: Online Program Orientation -</b></li><li>• <b>plan of study generator</b></li></ul>	<p><b>Featured Links</b></p> <ul style="list-style-type: none"><li>• <b>TaskStream</b> Electronic Portfolio System</li><li>• <b>EPIC Learning Management System</b></li><li>• <b>TaskStream</b></li></ul> <p><a href="#">More...</a>   <a href="#">Post</a></p>
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## Gmail – Student Email

Your username for logging into Gmail will be the same as your career account. Therefore, you will be able to log-in to *myPUC*, campus computers, and Gmail all with the same username and password. More importantly, you can access your Gmail within the *myPUC* portal.

To enter your Gmail Account:

1. Log into *myPUC* as previously explained on page 15 in this handbook.
2. Upon successfully logging into the portal, in the upper right hand corner of the page you will see the Gmail icon. Click on this and you will have access to *your* student Gmail account.



If you have any questions or problems with your Gmail account, please call 219-989-2888/ option 2.

**PLEASE NOTE:** Online Educational Administration Program in the Graduate Studies in Education Department at Purdue University Calumet **REQUIRES** that all students enrolled must use their student Gmail accounts.

## EPIC – Course Management System

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The following information will guide you to access your online courses through the Epic Learning Management platform. This platform provides an engaging, multi-media learning environment. Approximately one week before your first course starts, you will receive an email credential letter from *Purdue Calumet Student Services* with the subject *PUC Online Course Access*. This letter will give you your login information for the EPIC system. This letter is sent upon your admission automatically. If you do not receive this letter within a week before your first class is supposed to start, please call 1-866-908-4783.

### To Get Started:

You will need your EPIC login information  
Open a browser window and type the web address:  
<http://degree.purduecal.edu/>

Click the **Course Login** link located in the upper right corner of the page.

When prompted:

- Type your **User Name**
- Type your **Password**
- Click the **Login** button

**Please note:** Access to your regular (for credit) courses will expire at the end of each term. If there are resource materials that you would like to access after the course ends, please save them to your hard drive or jump drive.

**If you run into issues accessing your course, please contact the EPIC Help Desk. They are available to assist you by phone (1-866-908-4783):**

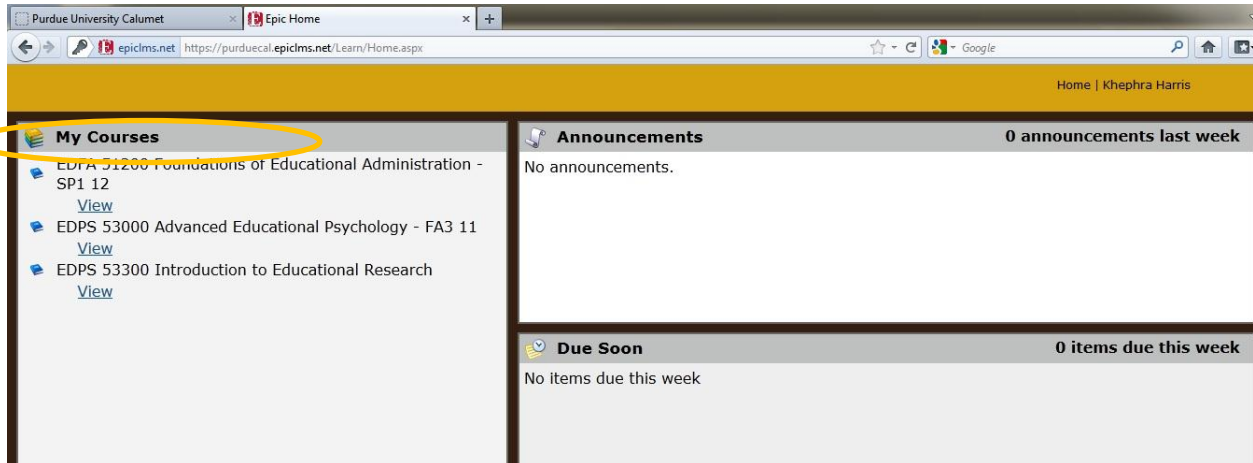
**8:00am – 11:00pm EST Mon–Fri**  
**9:00am – 9:00pm EST Sat-Sun & Holidays**

**Or**

**Email the Help Desk at any time – [PurdueCal@AcademicPartnerships.com](mailto:PurdueCal@AcademicPartnerships.com)**

## EPIC – Accessing your Courses in EPIC

Once you are logged in to the EPIC system you can then get ready to view the class(es) in which you are registered. On the left hand side of the page, you will find the course. Choose the course you would like to access and double click it.



Once in your course, it should look somewhat similar to this...

Pay attention to the modules; make sure you familiarize yourself with; To-Do Lists, Assignments, Discussion, Readings, and Module Checklist Sections. It is important that you understand the “flow” of how the class operates. Don't be afraid to click around and view the different elements of your course contents.



## Payment

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### Deadline

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. An invoice and periodic reminders will be sent to you regarding payment amounts due and payment deadlines.

### Payment Submission

Here are steps to paying online:

- Access the Purdue University Calumet website at [www.purduecal.edu](http://www.purduecal.edu)
- Click on 'Students', then click on '[myPUC Portal](#)'.
- Login using your career account and career account password.
- Click on the '[Enrollment Services/PC Star](#)' tab.
- Click on '[On-Line Payment System](#)'
- Click on '[Access your personal student records](#)'.
- Click on the '[Payment Options](#)' tab.
- Wait until your information appears.
- You can maximize the screen for a better view.
- Click on '[Student Account Suite](#)'.

If you would like to pay your tuition and fees using Webcheck, Visa, Master Card or Discover using our On-line payment system option, you may select the —"Pay My Bill" Option under the same tab mentioned above and follow the prompts. **Please pay the exact amount due as shown and do not round your payment up.**

***Note: If you are enrolled in more than one Educational Administration Online course per semester, the system brings up the full amount due for all courses. Once you enter your credit card or check information, you can then put in the amount you wish to pay should you decide to only pay for the most recent 5 week online course.***

If you experience problems trying to pay your tuition, please contact our Student Accounts Department listed below. Payment can be made over the phone. Once Purdue University Calumet receives your payment, you will receive an e-mail confirmation from our student accounts area.

### Account Information

If you would like to view your student account information, log into your *myPUC* account. From there, click on the *Enrollment Services/PC Star* tab. This will allow you to view your account information at any time.

#### Contact:

Student Accounts  
219- 989-2560

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## Financial Aid

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### How to Apply for Financial Aid

- Apply for a [Federal Student Aid PIN](#) (if you do not already have one). Your Federal Student Aid PIN will act as an electronic signature annually for the Free Application for Federal Student Aid (FAFSA) application, and enables you to complete promissory notes and other financial aid transactions with the U.S. Department of Education (ED).
- Complete the Free Application for Federal Student Aid ([FAFSA](#)) as early as possible each year after January 1. Filing early provides ample time to correct any errors or complete verification (if required) before your classes begin. The priority filing deadline for students attending Purdue University Calumet is March 10 prior to the academic year for which you are seeking financial assistance (i.e. March 10, 2010 for 2010-2011, March 10, 2011 for 2011-2012).
- Use completed federal tax information.
- List Purdue University Calumet to receive your ([FAFSA](#)) information. **Our school code is 001827.**
- Monitor your PUC STUDENT e-mail account (Gmail) for correspondence from the Office of Financial Aid and Student Accounts: <http://webs.purduecal.edu/current/>
- Monitor PCSTAR for messages and information from the Office of Financial Aid and Student Accounts: <http://www.purduecal.edu/pcstar>
- Register for class. Financial aid will not be processed until you have registered.

### Types of Financial Aid

- [Federal Direct Subsidized Stafford Loan](#)
- [Federal Direct Unsubsidized Stafford Loan](#)
- [Federal Direct Graduate Plus Loan](#)

### How Enrollment is Determined for Financial Aid

Your eligibility for financial aid is based on the total number of credit hours for which you are registered among all five-week sessions during the semester/term. The minimum half time enrollment required for graduate students to receive Stafford Student Loans or Graduate PLUS Loans is 4 hours per semester.

#### Contact:

Kathryn Smith

219-989-2660

[EDAD\\_FINAID@purduecal.edu](mailto:EDAD_FINAID@purduecal.edu)

For more Information Visit the Educational Administration Online Financial Aid Website:

<http://webs.purduecal.edu/ofasa/oep/educational-administration/>

## Frequently Asked Questions (FAQ's)

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**1. What will be printed on my degree?**

-Master of Science in Education. You are specializing in Educational Administration.

**2. How many courses do I have to take?**

-There are a total of 12 courses.

**3. What is the length of the program?**

-18 Months

**4. If I have trouble with logging into my class who do I contact (EPIC)?**

-EPIC Customer Service at 800-908-4783 Press Option #3.

**5. If I forget my username and password for PCStar or myPUC who do I call?**

-Customer Service at 219-989-2888 Press Option #2.

**6. Where can I find a list of classes that I have to take?**

-There are two places where you can find the carousel. The first place you can find it is on the myPUC group page under *files*. The second place you can find it is on our website [www.purduecal.edu/education/grad/admin](http://www.purduecal.edu/education/grad/admin) under the 18-Month Online M.S School Administration Tab.

**7. What is the myPUC group page?**

- This is a place where you can communicate with the Program Advisor and others who are enrolled in the program. Your advisor will frequently post program announcements and upload files that will be useful to you throughout the program. You should check this site daily.

**8. What is EPIC?**

- EPIC is used for your classes by your professors. This is where your class assignments will be located.

**9. What is the Educational Administration Carousel?**

- This is a breakdown of the class sequence you will take while in the program. It will tell you when classes will start and end. Please remember to only look at YOUR Cohort. The course start dates are listed in **red** located at the top. You will take one course every five weeks and there will be a one week break between each course.

**10. What is TaskStream?**

-TaskStream is an assessment tool for the Education Department that is used to track your progress and to match your assignments to our program standards. In the files section on *myPUC* there is a PowerPoint presentation that gives you step-by-step instructions on how to purchase/create an account.

## Frequently Asked Questions Continued

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### 11. What is the Plan of Study and when should I complete it?

-The Plan of Study is a list of all of your courses and the grades for each course. It is used to make sure you have completed all of your studies before graduation. The Plan of Study should be completed and submitted by the end of your 4<sup>th</sup> course. You can find the Plan of Study in *myPUC* under the Academic & Student Services tab. Once you are there you will see instructions on how to complete/submit your Plan of Study.

### 12. Can I take a break during this program?

-You will have a one week break between classes.

#### **Leave of Absence:**

-You may not sit out more than two consecutive class sections. Be advised, a leave of absence could have consequences on your graduation date. If you receive Financial Aid, please contact the Financial Aid Department before taking a leave of absence. Also, please send an email to your Program Advisor, stating you have requested to take a leave.

### 13. What is the withdrawal policy?

-You 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, you have until the Wednesday of the fourth week to withdraw from the course and receive a 'W'.

### 14. What are the program GPA requirements?

-You must maintain a 3.0 in the program at all times. An overall cumulative GPA of a 3.0 is required to complete the program.



## Notes

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