



The Off-Campus Initiative at Coppin State University

A Partnership with the Baltimore Teachers Union and Prince Georges County

Policies and Procedures

****PLEASE READ CAREFULLY ****

What is the Off-Campus Initiative? (OCI)

The Off-Campus Initiative is a partnership between Coppin State University, PG County and the Baltimore Teachers Union that allows teachers to earn certification in various areas. Classes are conveniently located and meet weekly from 5-8 pm. Our goal is to provide an opportunity for participation in courses off-campus that is convenient, yet still based on the same high standards, excellence and expectations that has enabled Coppin to produce education professionals who are well-prepared and highly qualified.

The OCI offers courses to obtain certification in Special Education and Administrator 1. Certification courses in Reading are also offered.

The OCI does not offer Masters Degree programs off-campus, however teachers may enroll in Master's level courses that can be applied to on-campus programs.

Registration Procedures for New/Readmit Students

All OCI Students are expected to adhere to the same policies as on campus students. Please refer to the CSU site (www.coppin.edu) for campus wide procedures.

Academic advisors will be on site during registration to assist with course selections.

Registration on site is tentative pending a check for account holds, related to bills, visas etc. Students will receive an official letter from the Records Office indicating that the registration process is completed or that registration could not be completed.

Registration Process for Continuing Students

Beginning in the summer 2008, students who enrolled in the spring, 2008 will be classified as continuing students and as such, required to register online. Please be certain that you only register for courses that end in **BTU (for Baltimore Teacher Union Students) or PG (for Prince Georges County Students)**. (For example, **SPED 587.BTU OR SPED 587.PG**) If you do not register for a course ending in BTU or PG, you will be charged the on-campus tuition and fees.

Registration Documentation

1. All new and readmit OCI students must register in-person and show either their school system ID card or their most recent pay stub.
2. International students must show a visa before proceeding with registration.
3. Students should bring a transcript for all coursework taken.

Withdrawing from a Course

When a student makes a decision to withdraw from a course, the Record's Office must be immediately notified using a Coppin email account or by faxing an official Course Drop Form to (410) 951-3701. The form must be completed and signed. Failure to follow these procedures will result in a grade "F" for the course.

Course Withdrawal Fees

Students may withdraw from classes until April 20, 2009 at no charge. Thereafter, a fee is assessed based on the on-campus rate.

Class Rosters

When students register successfully for a class, their names will appear on the Instructor's class roster. If a student's name does not appear on the class roster, then it is possible that the student may not be registered for the class. Students must be registered to earn a grade. If your name is not on the roster, please give the professor a copy of your course request card or your schedule if you registered on-line.

Maximum Number of Credits

Students may enroll in up to 9 credits per semester.

Course Locations: Courses are taught at the following locations. All classes meet one day per week, 5-8 pm

Baltimore Teachers Union

- (PDC) 2500 E. Northern Parkway
- (BTU) 5800 Metro Drive, 2nd floor

Prince Georges County

- Charles Carroll Middle School, 6130 Lamont Drive

Tuition and Fees

Tuition will be paid for a maximum of 9 credits per semester when courses are *completed with a grade of "B" or higher*. Students who do not earn at least a "B" are required to pay total tuition to CSU. If you cease to be employed by your school system, you will no longer be able to enroll in OCI courses at the reduced rate, but will be billed as a regular on-campus student. Once the bill is paid, courses may be completed on the CSU campus.

All teachers enrolled in the OCI are required to pay the CSU adjusted fee rate of \$50.00 per semester. The \$50.00 must be paid no later than January 26, 2009 at the Controller's Office located on the CSU campus on the 2nd floor of the Miles Connor Administration Building or online using the EagleLinks System 410-951-3677. Students who do not pay fees by the indicated date are not allowed to attend classes.

PG County Students

Teachers in PG County without a Billing Authorization Letter are required to pay total tuition and fees by January 26, 2009, or make arrangement for payment through the Controller's Office.

If you have questions pertaining to bills, contact the Controller's Office at 410-951-3677.

Textbooks

All students are required to purchase the course textbook/s which may be purchased at the CSU Bookstore located on the first floor of the Tawes Center building, or online at Amazon.Com

Student ID

Student should contact the Office of Public Safety located on the first floor of the Murphy Research Center to make arrangements to obtain an ID card.

Library Services

All registered students will be able to use their EagleLinks ID and password to access the library resources on line.

Semester Dates and Attendance

Classes begin January 26, 2009 and end May 12, 2009. Students are expected to attend all classes, on time.

The course syllabus is the official document of course requirements and students are expected to meet all requirements contained in the course syllabus.

Unofficial Transcripts

Students are able to obtain unofficial transcripts using the EagleLinks user ID and password.

Communication and Announcements

All students are REQUIRED to set up a CSU email account (<https://eaglemail.student.coppin.edu/exchange/>). Students may contact the OIT Department at (410-951-3864) for technical assistance. Once the email account is activated, you should join the BTU list serve, which can be accessed via the Graduate School Website. (<http://www.coppin.edu/gradschool/listserve.asp>)

Signing up for the list serve will guarantee the receipt of important announcements.

The OCI has a webpage which functions as its communication hub. The semester calendar, registration dates, courses and important announcements are located there.
<http://www.coppin.edu/education/offcampus.asp>

BTU Students may also visit the BTU website (www.baltu.org) for registration and course selection updates.

Inclement Weather Policy

The OCI will follow the same policy as the public school systems. When schools are closed, OCI classes will be canceled. If the school system classes start late, then OCI classes will continue as scheduled. You should check the OCI website for delayed opening or cancellations.

Important Numbers at Coppin State University

Admissions Office	(410) 951-3600
Bookstore	(410) 951-1222
Controller's Office	(410) 951-3677
Graduate School	(410) 951-3092
Library	(410) 951-3400
Off-Campus Initiative	(410) 951-3554
Public Safety	(410) 951-3900
Records and Registration	(410) 951-3700
School of Education	(410) 951-3082
Students OIT Help Desk	(410) 951-3864

School of Education Departments

Dr. Jackie Williams, Chair Adult and General Education	(410) 951-3030
Dr. Glynis Barber, Chair Curriculum and Instruction	(410) 951-3066
Dr. George Taylor, Chair Special Education	(410) 951-3544

BTU Contact:

Ms. Gerri Bohanan

410-951-2616

PG Contact:

Dr. Charity Welch

(410) 951- 3554 or (410) 274-8119