Welcome

I am very excited to welcome you to The Chicago School of Professional Psychology! This Spring, you will begin an exciting professional journey, a first step on a lifetime path of learning, service to the community, and professional development. Before this important first step, there are a few practical issues to consider. Spring semester registration is approaching, and I want to explain the requirements for your Spring schedule and offer some registration tips and general program information.

When registering for courses, note that all of your courses will begin with the course letters “PP”, so please only register for courses beginning with this prefix.

Students in the PsyD Applied Clinical Psychology program must register for the courses listed in the tables listed on the next page. The PsyD Applied Clinical Psychology program is a lock-step curriculum which requires students to take the sequence shown and follow the course schedule for each subsequent semester. Students must register for the courses found in the first table during their first semester at The Chicago School of Professional Psychology. Should you ever consider taking less than the full-time schedule (as shown in the tables), please contact acp@thechicagoschool.edu.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Spring 2017</td>
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<tr>
<td>Dissertation 1: Advanced Statistics and Research</td>
<td>PP560</td>
<td>3.0</td>
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<tr>
<td>Design</td>
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<tr>
<td>Diagnostic &amp; Clinical Interviewing</td>
<td>PP510</td>
<td>3.0</td>
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<tr>
<td>Psychodynamic Interventions</td>
<td>PP506</td>
<td>3.0</td>
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<tr>
<td>Professional Development</td>
<td>PP500</td>
<td>3.0</td>
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<tr>
<td>Summer 2017</td>
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<tr>
<td>Dissertation II: Literature Review</td>
<td>PP561</td>
<td>3.0</td>
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<tr>
<td>Intelligence Assessment</td>
<td>PP513</td>
<td>3.0</td>
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<tr>
<td>Cognitive-Behavioral Interventions</td>
<td>PP507</td>
<td>3.0</td>
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<tr>
<td>Advanced Legal &amp; Ethical Principles</td>
<td>PP515</td>
<td>3.0</td>
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<td>Fall 2017</td>
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<tr>
<td>Theories &amp; Systems of Family Therapy</td>
<td>PP508</td>
<td>3.0</td>
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<tr>
<td>Advanced Psychological Assessment</td>
<td>PP514</td>
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<tr>
<td>Dissertation III: Proposal</td>
<td>PP562</td>
<td>3.0</td>
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<tr>
<td>Clinical Practicum</td>
<td>PP461</td>
<td>3.0</td>
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**Full-Time Students:** For financial aid purposes students must be registered for at least 5 credit hours to qualify for full-time financial aid. However, the program has a lock-step curriculum, which means that taking anything less than the full-time schedule can make timely program completion difficult. Should you ever consider taking less than the required full-time credit load you must seek academic advisement through your Faculty Advisor, Department Manager or Department Chair.

**Reduced-Load Students:** Students must register for at least 3 credit hours in order to maintain eligibility for half-time enrollment status and subsequent financial aid. Should you ever consider taking less than the required credit load you must seek academic advisement through your Faculty Advisor, Department Manager or Department Chair.

**Enrolling in additional coursework:** First year students are not permitted to enroll in additional courses unless they have been awarded transfer credit for required first year courses. Your curriculum has been carefully planned, keeping in mind such issues as course sequences and prerequisites, work load and time management, requirements for practicum training and financial aid.

**Transferring in Classes:** Graduate classes that duplicate TCSPP classes are eligible for consideration for transfer. Please consult the Student Handbook/Academic Catalog for details on how to submit a packet for transfer/waiver consideration.

PLEASE NOTE THAT THE PROGRAM CURRICULUM MAY UNDERGO CHANGES AND REVISIONS DURING YOUR COURSE OF STUDY. Changes will be announced by your academic program and you will be informed of any new or different requirements for degree completion.

**How does registration work?** Registration is a first-come, first-registered system. Students’ registration date will be assigned and you will receive notification of your registration date. After all students are registered, we have “Open Schedule Modification,” a period when anyone can drop or add a course with an open seat. Please note that waiting until the end of the registration day, or waiting until Open Schedule Modification to select your classes, will very likely mean that your course schedule will be inconvenient, and may mean a course section you would like is already full. **There is no waitlist option for closed courses.** Closed classes are closed, although there may be availability as other students add/drop.

As registration patterns become clear, we will create additional or cancel under-enrolled course sections as necessary. Students will be notified via their school email when we make such changes. Sometimes we have to rearrange faculty assignments as well to accommodate new courses and sections. Students typically are not notified of instructor changes unless the course is Professional Development Group.

All students will visit the following website to complete course registration. Please note that you will need your provided username and password in order to access registration.

Registration website: [https://apps.thechicagoschool.edu](https://apps.thechicagoschool.edu)
The simplest and best registration tip we can offer is this: After your registration is complete, log out of the registration system, log back in, and print a copy of your confirmed schedule. If you registered correctly, your classes will have a status of "Registered" instead of "Selected." By doing this you can confirm that your requested registration was approved. You should save this copy of your schedule.

**Attendance:** A student enrolled in on-ground courses is required to both participate in the online Canvas classroom and attend face-to-face course sessions.

A student enrolled in on-ground courses is recorded as either “present” or “absent” for each course during the first week of the semester based on participation in the assigned academic activity. The assigned academic activity will include posting an introduction, posting in a graded discussion forum, or submitting a written assignment or quiz.

The student must complete an assigned academic activity in the online classroom by the due date specified in the course syllabus. Failure to complete the assigned academic activity by the due date may result in withdrawal from the course. In addition, the student must attend face-to-face class sessions. Failure to attend face-to-face class sessions may have consequences as defined in the syllabus.

A student enrolled in on-ground courses who does not participate in the assigned academic activity for any course in the first week of a semester will be administratively withdrawn from the institution. A student who does not participate in the assigned academic activity in a course in the first week of a semester will be administratively withdrawn from the course.

**Writing Assessment Process:** The Writing Assessment Process – created by a team of English experts – is intended to give you an opportunity to demonstrate your current writing proficiency. Once you formally enroll at The Chicago School, you will be asked to participate in an online writing assessment that will help gauge your current proficiencies. If our analysis of your essay shows you would benefit from skill-building in writing, you will automatically be registered for the next available offering of our online Academic Writing Course which was designed specifically for graduate students in psychology. Should you have questions about the writing assessment process, reach out to: academicsuccess@thechicagoschool.edu

**Academic Writing Course:** Our one-of-a-kind Academic Writing Course gives you the very rare opportunity to focus specifically and consciously on your academic writing. This course will prepare you to become the most powerful writer you can be – both in the classroom and in the world at large.

**CANVAS:** Canvas is The Chicago School’s online learning management system. Students will have access to courses in Canvas approximately one month before classes begin as long as registration is complete and once the professor has made the page available. Canvas can be used to post syllabi, host discussion boards, turn in assignments, and much more. To access Canvas, visit http://tcsedsystem.instructure.com. Please review the quick start guide, found at http://guides.instructure.com/m/8470 to become familiar with Canvas and how it may be used.

**BE ON THE LOOKOUT FOR EMAILS ON TRAINING ON HOW TO USE CANVAS.**
**Chicago School Email:** Once you have submitted your deposit to attend classes at The Chicago School of Professional Psychology, your Chicago School email will be the primary form of communication used by the school and faculty. It is important to check email frequently to ensure you do not miss important updates, information and communications.

**Important Dates**

**Registration Preview:** October 24, 2016

**Registration Begins:** October 31, 2016

**Orientation:**
- Los Angeles: January 4, 2017
- Irvine: January 5, 2017

**Classes Start:** January 9, 2017

**Contact Information**

**New Students:**
newstudent@thechicagoschool.edu
800-684-2890, Option 6

**Financial Aid:**
FinAid@thechicagoshcool.edu
800-684-2890, Option 1

**Student Accounts:**
studentaccounts@thechicagoschool.edu
800-684-2890, Option 2

**IT Service Desk**
800-747-8367
Department Contacts

Department Chair: Dr. Sean Sterling
E: ssterling@thechicagoschool.edu
P: (949) 769-7712

Department Manager: Michael L. Fitz
E: acp@thechicagoschool.edu
P: (213) 615-7215