

California Institute of Integral Studies

SCHEDULE OF CLASSES

SUMMER 2007

Registration Begins:	March 7 - Staggered by program
Registration Deadline: <i>(for continuing students)</i>	May 4 - <u>by 5:00 pm</u>
Late Registration Begins:	May 5 - <u>Late fees apply</u>
Add/Drop Final Deadline:	June 5 - <u>by 5:00 pm</u>
Dates for the Semester:	May 29 to August 8

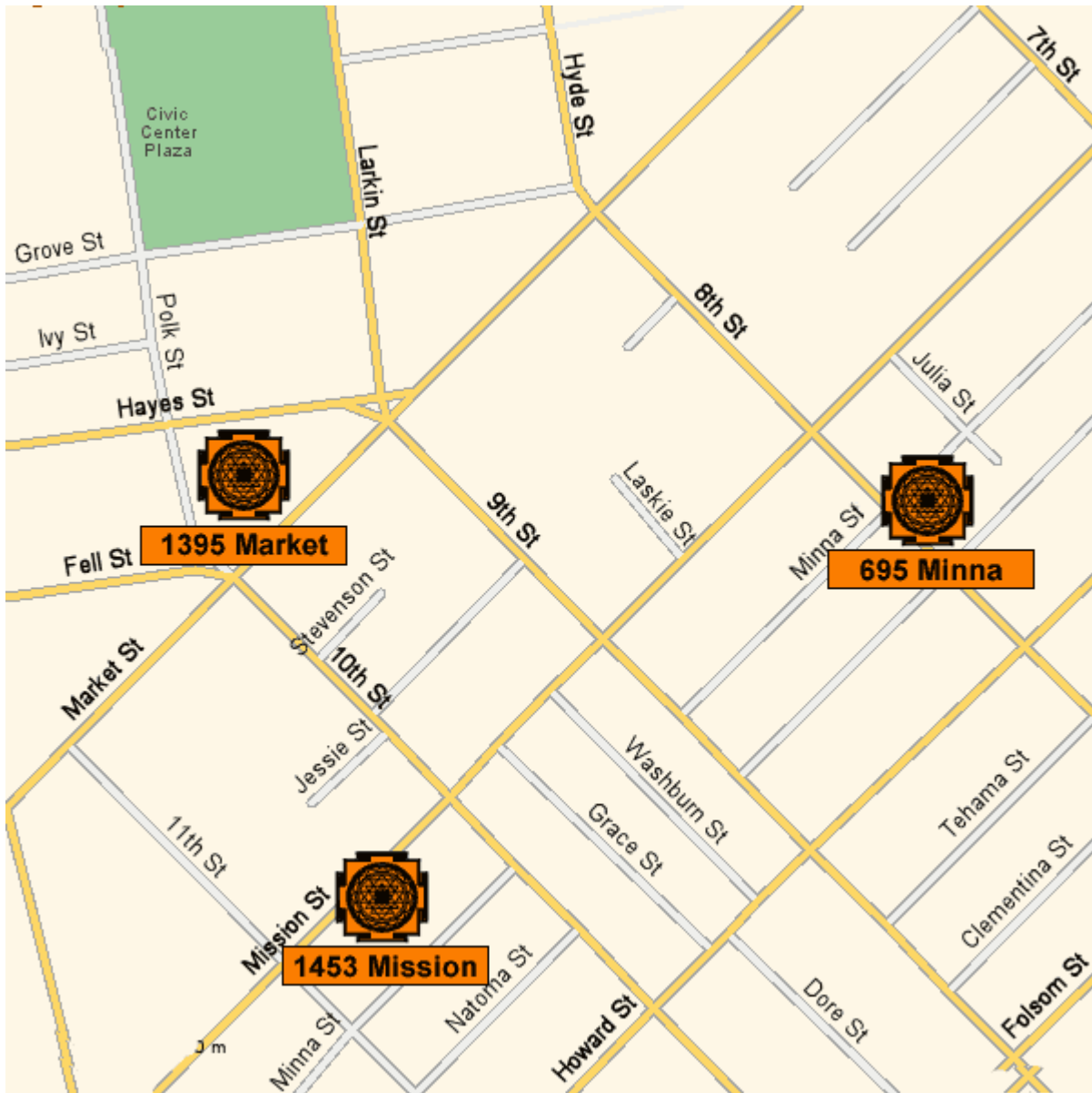
Main website: www.ciis.edu

Student Portal: <http://pathway.ciis.edu>



1453 Mission Street, San Francisco, CA 94103
Telephone: (415) 575-6100 Registrar's Office (415) 575-6126 or 6125
Fax to Registrar's Office: (415) 575-1267 Email: registeronline@ciis.edu

CIIS Locations



Public Transportation:

Take any MUNI streetcar to the Van Ness Street Station

Take any BART train to the Civic Center Station

Mission Street Buses stop at 11th Street / Van Ness Buses stop at Van Ness and Market

Helpful websites: www.sfmuni.com; www.bart.gov; Rider Alerts! www.511.org

Parking

Meters line the streets, and there are two paying lots at the corner of Mission at 10th Streets

TOW WARNING: Be on the look-out for Tow-Away Zones such as 7:00-9:00 am and 4:00-6:00 pm.

Mission Street is a 4:00-6:00 pm Tow-Away zone, and it is very expensive to retrieve your car!

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Important Notice: Students and instructors are responsible for understanding and adhering to the policies and procedures printed in this Schedule. Please be aware that scheduling changes do occur after the Schedule has been published. Any post-publication changes will be posted in the Registrar's Office and on the CIIS website at <http://pathway.ciis.edu>. Please check for updated schedule and registration information.

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SUMMER SEMESTER 2007 CALENDAR

Registration and Classes

March 1, Thursday	Priority Registration Deadline- Forms due in Registrar's Office by 5:00 p.m.
March 7, Wednesday	Registration Opens for Clinical Psychology, 10:00 a.m.
March 8, Thursday	Registration Opens for EXA, ICP, PDT, & SOM, 10:00 a.m.
March 9, Friday	Registration Opens for SCT & BAC, 10:00 a.m.
May 4, Friday	<u>Registration Deadline by 5:00 p.m. to avoid a late fee</u>
May 11, Friday	Special Student Registration accepted
May 18, Friday	Independent Study Contracts & Individual Practicum Agreements are due to Registration Office
May 29, Tuesday	<u>Classes Begin</u>
May 29 – June 5	Registration to Audit courses
June 5, Tuesday	<u>Add/Drop Deadline 5:00 p.m.</u>
June 5, Tuesday	<u>Final Registration Deadline 5:00 p.m.</u>
August 6, Monday	Course Make-up Day for Monday, May 28 th holiday
August 8, Wednesday	Course Make-up Day for Wednesday, July 4 th holiday
August 8, Wednesday	Last Day of the Semester
August 24, Friday	Grades for Summer 2007 are due to the Registrar's Office
May 29 – August 8	Dates for Summer 2007 Semester
August 30 – December 18	Dates for Fall 2007 Semester

Payment Deadlines and Financial Aid

June 13, Wednesday	Excess Funds Checks available in the Business Office for students on Financial Aid.
July 9, Monday	Deferred Payment Plan 2 nd Tuition Payment due

Bachelor of Arts Completion Program Cohort Week-ends

May 18, 19
June 8, 9
June 29, 30
July 20, 21
August 10, 11

Sunday, August 12 ~ Closing Ceremony for Cohort P & Q

Dissertation/Thesis

June 4, Monday	External Reviewer Submits Review (Psy.D. only)
June 25, Monday	Last day to file graduation packet with the Registrar
Before the Defense	Technical Edits Completed
June 25, Monday	Last day for Oral Defense
August 15, Wednesday	Last day for Committee Chair approval; Deadline to submit one copy to Program Director and one copy to Library Director.
August 22, Wednesday	Last day for Program Director and Library Director to submit feedback (if necessary) to student
August 29, Wednesday	Last day to file "camera ready" dissertation with the Library

Graduation

June 25, Monday	Deadline to file for summer semester graduation without penalty. A \$30 late application fee is assessed after this date. After July 9, no graduation applications for summer semester will be accepted. You must be enrolled during the semester in which you plan to graduate.
May 20, Sunday	Commencement Ceremony

Holidays and Building Closures

May 28, Monday	Memorial Day Holiday: No Classes, building closed
July 4, Wednesday	Fourth of July Holiday: No Classes, building closed

ONLINE COURSES

Our Distance Learning (DL) program classes use Section 60-69 to indicate courses that are entirely Web-based, and Section 70-79 to indicate courses that have a small face-to-face component along with the web-based portion, such as an Intensive. Caucus is the platform used for online courses; there is a link to Caucus on the Pathway site under CIIS Helpful Links. Once registered for a Caucus course, you will receive your login automatically by email, or you may email lfon@ciis.edu or call Lael Fon at 415-575-6127 for login information.

Additional information regarding our online programs and computer requirements, user guides, etc. may be found at the Online Programs link on the CIIS home page.

Frequently Asked Questions for Online Classes

What do I need to know before I start?

Please be sure that your computer meets the following system requirements:

- Computer with at least 128MB of memory
- 56K internet connection (DSL or cable preferred)
- Browser: Mozilla Firefox 1.0.7 or higher or Netscape 6.0 or higher
- A word processing application (such as Microsoft Word)
- An audio application such as Windows Media Player, Real Audio, or Winamp)
- CD Rom drive
- Sound card & speakers

How do I register?

To take an online course, you need to register as a student with CIIS and follow the regular instructions for registration (**see page xxx.**) After you register, our online coordinator will contact you by email with details about how to enter the online environment. Please be sure that CIIS is updated with your most current email address.

Where do I go to access my class(es)?

After you are registered, you will receive instructions along with a web address directing you to CAUCUS, which is a web-based, asynchronous learning management system where your online courses will be held. The web address is <http://online.ciis.edu>. You will have access to your course starting on the first day of classes, which is Tuesday, May 29th, although you can access Caucus before your class begins.

Once you receive your password and instructions by email, familiarize yourself with the online environment as soon as you are able. The sooner you know how to navigate through the online space, the quicker you'll be able to ignore the technology and just focus on your course. You can practice using the space before your courses begin by visiting the Café and talking to other online students. You will have access to your online courses on the first day of the semester.

How do I buy my books?

CIIS partners with MBS in order to provide books to distance students for their online classes. Please visit the MBS site at <http://direct.mbsbooks.com/ciis.htm> to see what books are required for your courses. Not only can you purchase your books there, but you can also sell back the books when the course is over. If you do not see your class listed, please contact your instructor to find out what the required reading is. Be sure to buy your books as soon as you know what courses you are taking. Please keep in mind that it takes longer to obtain academic books from the publisher than it does for popular books; make sure you allow yourself the time to get your books before the course starts. Since online courses have little or no lecturing and are mostly conducted seminar style, if you do not have the books, you will not be able to participate in the discussion.

How do I participate in the online classroom discussion?

- 1) Once you have oriented yourself with the online space, and your class has begun, let your instructor and your classmates know that you are there by posting a comment. Please make sure you join the class immediately—participation in the first week is crucial.
- 2) Be sure to continue attending class by checking in at least 3 times per week. Keep in mind that at the end of the course, there will be a transcript of your participation. It will be very obvious to the instructor if you have been making an effort to keep up with the pace of the course.

- 3) Even if you don't have a lot to say when you check in to the space, you may just want to post a short comment to let people know that you are keeping up with the assigned reading as well as keeping up with other students' postings. When you do have a lot to say, please be sure that your postings are well organized and easy to read. You may want to write a draft in a word processing program before actually posting it in class. This will give you a chance to review your work and check for any errors.
- 4) Don't be afraid to ask questions. If assignments are unclear to you, or if you do not understand what is implied by a classmate's posting, you may want to post a question asking for clarification. Chances are that another student may have the same question, and that clarification will benefit the entire class.

If you have any other questions about online classes, please feel free to contact Lael Fon, the Online Coordinator, at 415-575-6127 or by email at lfon@ciis.edu.



Summer 2007 Pathway Portal Registration Information

The CIIS Pathway Registration window opens *after* 10am (PST) on the registration start date for your program. Please be aware that if you are logged into Pathway *PRIOR* to 10am, you will need to log off and log back in *after* 10am to access the Add/Drop button.

Wednesday, March 7, 10 am

Registration opens for Clinical Psychology Doctoral Program (PsyD) students ONLY.

Thursday, March 8, 10 am

Registration opens for Masters in Counseling Psychology; MCP programs include Expressive Arts Therapy, Drama Therapy, Integral Counseling Psychology, and Somatics. Registration continues for PsyD students.

Friday, March 9, 10 am

Registration opens for students in the School of Consciousness & Transformation (SCT) and in the Bachelor of Arts Completion Program (BAC); Registration continues for PsyD and MCP students.

Once registration opens for a program, it will remain open for all students through the Add/Drop deadline;

Tuesday, June 5, 5 pm

1. Go to <http://pathway.ciis.edu> and login using your User Name (your Student ID #) and Password. (If you do not know your User Name, send an e-mail to portalhelp@ciis.edu – for security reasons please provide the last 4 digits of your SS number and your complete birth date).
2. If you have forgotten your password, you can enter just your User Name, click Login, and then click on the I Forgot My Password link. Your password will be mailed to the e-mail address that we have on file for you. (See # 3 below).
3. After logging in successfully, you should also go to the Personal Info area. On the Biographical Info Tab, you can check to see if the e-mail address we have on file for you is current and correct. If changes need to be made, click on the Edit Pencil icon next to your name. After clicking on the Submit button, your information will be reviewed and should be available for viewing in a few days.
On the Password Tab, you can set up a personal and memorable password and set up a Password Hint question.
4. If you have any Holds on your account you will see a message displayed on the Registration Tab. You must remove your holds before registration. You can check your balance and make a payment on the Finances Tab. Online charges and payments may take up to two business days to post to your account.
5. When ready to register, click on the Registration Tab, and then click on the Register for Courses link in the sidebar area to be taken to that Portlet.

6. **In the Register for Courses Portlet, click on Course Search. From the ‘Term’ drop down menu choose 2006-07 Summer. Additional search parameters are optional. You can choose to search by Department, Course Code, and/or Title. Click More Options to search by Faculty, Selected Days, and/or Course Number. If you are unsure of a course title, plan on using the smallest subset of the wording, such as Sand for Sandplay, because the Course titles may be abbreviated.**
7. **Check the Add box for your courses.**
8. **Scroll and then Click Add Courses button (or Add/Drop button). A registration confirmation screen will be displayed. You can use the Print Friendly link to print this page, and we encourage students to print and keep this page confirming completion of the Pathway registration process in case a question arises at a later time.**

Students can also access and view Financial Aid information via Net Partner by clicking on the Home Tab and then clicking on the CIIS Online Financial Aid Link in the CIIS Helpful Links portlet. Using your Pathway User Name to login, your PIN will be specific to Net Partner (in most cases, the last 4 digits of your Social Security Number.) If you are unsure of your Net Partner PIN, you can contact the Financial Aid Office at 415-575-6122 or send an e-mail to finaid@ciis.edu

Contact Information

If you have any questions or issues regarding Pathway, send an email to portalhelp@ciis.edu

Please feel free to contact the Registrar’s Office at 415-575-6126 or 6125 or via e-mail registeronline@ciis.edu if you have any questions about your registration.

If you encounter any problems with online payments or have any questions about your account, please contact the Business Office at businessoffice@ciis.edu or telephone 415-575-6132.

KEY FOR COURSE SECTION NUMBERS

SECTION NUMBERS	PROGRAM DESIGNATION
1-19	General Courses for all Programs
60-69	Online Courses
70-79	Online Courses with a Face to Face Component

KEY TO SCHEDULE ABBREVIATIONS

AU	Audit Only
CAP	Maximum Number of Students allowed in the class
BLDG	Building
LG	Letter Grade
OP	Optional Grade Choice: students MUST choose Letter Grade or Pass/No Pass. Students who do not choose LG or P/NP will be automatically assigned LG.
P/NP	Pass/No Pass
TBA	To be announced
FN	See Footnotes
N/A	Not Applicable

Summer 2007 CIIS Research Course Offerings
Footnotes Listed below each course; + = Cross-listed Courses

School of Professional Psychology: Bachelor of Arts Completion Program							
BIS 1223-01	Research Writing and Development	4	210	Fernando Castrillon & Charlotte Saenz	FN	21	P/NP
<p>Cohort R meets on Fridays, 6:15 – 9:15 pm on May 18, June 8, June 29, July 20 and August 10. Cohort R also meets on Saturdays, 9:00 am – 9:00 pm May 19, June 9, June 30, July 21, and August 11.</p>							

School of Professional Psychology: Master of Arts in Counseling Psychology Program							
MCP 6401-01	Research Methods	3	311 Mission	Elizabeth Shaver	See Below	25	LG
<p>Open to all MCP students. Class will meet on all Mondays from 11:45am – 2:45pm in room 311 Mission. Class has 5 additional meetings on Thursdays: 5/31, 6/7, 7/19, 7/26, 8/2 from 11:45am – 2:45pm in room 311 Mission.</p>							

Summer 2007 Semester Course Schedule
School of Professional Psychology – Masters in Counseling Psychology Courses

Footnotes Listed Below Each Course; + = Cross-listed Courses

Masters In Counseling Psychology (MCP)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
MCP 5101-01	Professional Ethics & Family Law	2	306 Mission	Doris Bersing	Tuesday 6:15-9:15	25	OP
Open to all MCP students. Reader available at Copy Central (Market and Castro) one week before class.							
MCP 5101-02	Professional Ethics & Family Law	2	306 Mission	Doris Bersing	Thursday 6:15-9:15	25	OP
Open to all MCP students. Reader available at Copy Central (Market and Castro) one week before class.							
MCP 5603-01	Psychopathology	3	607 Mission	Michael Klein	See Below	25	OP
Open to all MCP students. ICP students have a prerequisite of MCP 5501 Psychodynamics and may not enroll in this course concurrently with either section of MCP-I5602 The Clinical Relationship. This class will meet on the following Fridays: 6/1, 6/15, 6/29 from 11:45am – 2:45pm, & on Friday 7/13 from 10:00am – 5:30pm. Attendance of the all day Friday 7/13 class is mandatory.							
MCP 6101-01	Human Sexuality	1	306 Mission	Beth Bremer	Monday 3:00-6:00	25	P/NP
Open to all MCP students. Priority given to EXA & PDT students. Class will meet on the following 5 Mondays only: 6/11, 6/18, 6/25, 7/9 & 7/16.							
MCP 6102-01	Alcohol & Chemical Dependency	1	306 Mission	Larry Fritzlan	See Below	25	P/NP
Open to all MCP students. Class will meet on two Fridays: 6/1 & 6/15 from 9:00am-4:30pm in room 306 Mission. Students should pick up the reader from Copy Central (Market & Castro), read all of it and bring it to the first class. Students should also read all of the assigned text prior to the first class. Students are required to attend an AA meeting prior to first class meeting. Please see the syllabus for details on this assignment and a list of recommended meetings.							
MCP 6102-02	Alcohol & Chemical Dependency	1	306 Mission	Larry Fritzlan	See Below	25	P/NP
Open to all MCP students. Class will meet on two Fridays: 6/8 & 6/22 from 9:00am-4:30pm in room 306 Mission Students should pick up the reader from Copy Central (Market & Castro), read all of it and bring it to the first class. Students should also read all of the assigned text prior to the first class. Students are required to attend an AA meeting prior to first class meeting. Please see the syllabus for details on this assignment and a list of recommended meetings.							
MCP 6103-01	Cross Cultural Counseling & the Family	2	210 Mission	Taquelia Washington	Tuesday 3:00-6:00	18	P/NP
Open to all MCP students. Class will meet for 10 weeks, from 6/5 – 8/7.							
MCP 6105-01	Spousal Abuse Assessment & Reporting	0	306 Mission	Mary McDermott	See Below	25	P/NP
Open to all MCP students. Class will meet on the first 5 Tuesdays, 5/29 – 6/26 from 11:45am – 2:45pm in room 306 Mission. This course will cover spousal or partner abuse assessment, detection, and intervention strategies. This is a 0 unit class that fulfills an academic requirement for MCP students. This is a contact hour only class (15 hours); therefore, there will be no reading or writing required, but students must be present in class for the full duration of time in order to receive credit. The fee for this class is \$150.00.							
MCP 6201-01	Psychological Assessment	2	307 Mission	Heather Martarella	Friday 3:00-6:00	25	OP
Open to all MCP students. Attendance at first class is mandatory.							
MCP 6401-01	Research Methods	3	311 Mission	Elizabeth Shaver	See Below	25	LG
Open to all MCP students. Class will meet on all Mondays from 11:45am – 2:45pm in room 311 Mission. Class has 5 additional meetings on Thursdays: 5/31, 6/7, 7/19, 7/26, 8/2 from 11:45am – 2:45pm in room 311 Mission.							
MCP 6502-01	Child Therapy	2	307 Mission	Alice McHugh	Monday 11:45-2:45	25	OP
Priority given to MCP students.							
MCP 7603-01	Pre-Post Practicum	0	See Below	Rhonda Felzmann	See Below	N/A	P/NP
All students registering for pre-practicum / post-practicum (new and continuing) will need to have completed a "Supervised Fieldwork Agreement" in order to be registered for supervision. Please see the placement office if you have any questions about this.							

Summer 2007 Semester Course Schedule
School of Professional Psychology – Masters in Counseling Psychology Courses (continued)
 Footnotes Listed Below Each Course; + = Cross-listed Courses

Integral Counseling Psychology (ICP)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
ICP 5606-01	Gestalt Therapy	3	Off Site	Lu Grey	See Below	18	P/NP
Open to ICP students only. This class meets off campus at the Church Street Counseling Center (1782 Church Street). This class will meet in an intensive three weekend format in June and July as follows: Friday, June 29 th (6:30-9:30pm), Sat & Sun June 30 th and July 1 st (9:30-4:30), Friday, July 6 th (6:30-9:30pm), Sat & Sun, July 7 th and 8 th (9:30-4:30), & Friday, July 13 th (6:30-9:30pm), Sat & Sun, July 14 th and 15 th (9:30-4:30).							
ICP 6505-01	Existential Therapy in Practice	2	311 Mission	David Young	Thursday 6:15-9:15	18	P/NP
Priority given to ICP students. This class will also have a daylong on July 1 st , from 10-5:00pm in room 311.							
ICP 7701-01	Integrative Seminar	0	210 Mission	Bahman Shirazi	See Below	18	P/NP
This course is only for ICP students who began their program before Fall 2005 and are in their last semester. Class meets on the following five Fridays: June 1 st , 15 th , 29 th , July 13 th , & 27 th , from 8:30 – 11:30am.							
ICP 7701-02	Integrative Seminar	3	311 Minna	David Young	Tuesday 11:45-2:45	18	P/NP
This course is required for ICP students who began on or after Fall 2005 and is recommended during your last semester. This class will also have 2 required daylong meetings on Sunday, June 10 th and July 15 th from 10-5:30pm in room 311.							
ICP 8601-01	Hakomi	2	311 Mission	Rob Fisher	Monday 3:00-6:00	20	P/NP
ICP students only. This class will not meet on June 25 th or July 2 nd . There will be a required daylong on July 28 th from 9:00-4:00pm in Namaste Hall.							
ICP 6700-01	Trauma: An Introduction to Treatment	1	307 Mission	Anne Pincus	See Below	14	P/NP
Priority given to ICP students. This class will meet for 5 Tuesdays from 8:30-11:30am on the following dates: July 10 th , 17 th , 24 th , 31 st , & August 7 th .							
ICP 6605-01	Dialectical Behavior Therapy/ Cognitive Behavioral Therapy	1	306 Mission	Michael Baugh	See Below	18	P/NP
Priority given to ICP students. This class will meet from 3:00-6:00pm for the first 5 Tuesdays of the semester 5/29 – 6/26.							
MCP I5602-01	The Clinical Relationship	3	307 Mission	Judith Kinst	See Below	18	OP
Priority given to ICP students. Prerequisites: MCP 5601 Therapeutic Communication and MCP 5501 Psychodynamics. This class will meet in room 307 for 6 Fridays from 8:30-2:30 on: June 1 st , 8 th , 15 th , 22 nd , July 6 th and 13 th . There will also be two required Saturdays in room 307 from 9:00-3:30 on June 9 th and 23 rd .							
MCP I5604-01	Group Dynamics: T-Group	3	307 Mission	Michael Kahn	Tuesday 11:45-2:45	12	P/NP
Open to ICP students only or with permission of instructor. This class will also meet on the following five Thursdays from 11:45-2:45 in Mission 307: May 31 st , June 7 th , 14 th , 21 st , & 29 th . On time attendance at first meeting of class is required.							
MCP I5604-02	Group Dynamics: Tavistock, T, & Encounter	3	307 Mission	Judye Hess	Tuesday & Thursday 3:00-6:00	12	P/NP
Open to ICP students only or with permission of instructor. This class will begin meeting Tuesday, June 12 th thru July 19 th on Tuesdays and Thursdays from 3:00-6:00pm except for July 3 rd . There will be a daylong on Sunday, July 8 th from 11:00-5:30pm off campus. Directions will be given in class.							
MCP I7601-XX	Supervised Clinical Practicum: Individual	2	Off Site	Registration Agreement Required	See Below	N/A	P/NP
The required "Registration Agreement" is available outside the registration office. <u>The supervision semester begins the week of Monday, April 30th and goes for 17 weeks, ending the week of Monday, August 20th.</u> Important: All students registering for practicum need to have completed and turned in your "Supervised Fieldwork Agreement" to the placement office before you can be registered for supervision. Please see the placement office if you have any questions.							
MCP I7602-01	Supervised Clinical Practicum: Group	2	214 Mission	Alan Kubler	Friday 8:30-10:30	6	P/NP
Open to ICP students in practicum only. <u>Class will begin meeting on May 4th and will meet for 17 weeks, ending on August 24th.</u> Important: All students registering for practicum need to have completed and turned in your "Supervised Fieldwork Agreement" to the placement office before you can be registered for group supervision. Please see the placement office if you have any questions.							

Summer 2007 Semester Course Schedule
School of Professional Psychology – Masters in Counseling Psychology Courses (continued)
 Footnotes Listed Below Each Course; + = Cross-listed Courses

Expressive Arts Therapy (EXA)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
EXA 8605-01	International Expressive Arts Therapy Assoc. Conference	1/2	Off Site	Jack Weller	See Below	N/A	P/NP
Required registration and attendance at the International Expressive Arts Therapy Assoc. conference at Appalachian State Univ. in North Carolina, May 23-27. Additional cost: Student registration at the conference \$300 if paid by 2/15/07, \$375 after. Work exchange possible.							
MCP E7602-01	Supervised Clinical Practicum: Group	2	606 Mission	Bonnie Bernstein	Thursday 3:30-5:45	6	P/NP
Open to EXA students in practicum only. Important: All students registering for practicum (new and continuing) will need to have a current "Field Placement Contract" filed with the Field Placement Office in order to register for Group Supervision.							
MCP E7602-02	Supervised Clinical Practicum: Group	2	606 Mission	Judith Jones	Wednesday 3:00-5:00	6	P/NP
Open to EXA students in practicum only. Important: All students registering for practicum (new and continuing) will need to have a current "Field Placement Contract" filed with the Field Placement Office in order to register for Group Supervision.							
MCP E7602-03	Supervised Clinical Practicum: Group	2	606 Mission	Delfina Piretti	Wednesday 8:30-11:15	6	P/NP
Open to EXA students in practicum only. Important: All students registering for practicum (new and continuing) will need to have a current "Field Placement Contract" filed with the Field Placement Office in order to register for Group Supervision. Last class 7/25.							
MCP E7602-04	Supervised Clinical Practicum: Group	2	606 Mission	Lisa Herman	Thursday 11:45-1:45	6	P/NP
Open to EXA students in practicum only. Important: All students registering for practicum (new and continuing) will need to have a current "Field Placement Contract" filed with the Field Placement Office in order to register for Group Supervision.							
MCP E7602-05	Supervised Clinical Practicum: Group	2	308 Mission	Syntha Lorenz	Wednesday 12:45-2:45	6	P/NP
Open to EXA students in practicum only. Important: All students registering for practicum (new and continuing) will need to have a current "Field Placement Contract" filed with the Field Placement Office in order to register for Group Supervision.							
Drama Therapy (PDT)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
PDT 5607-01	Special Methods in Drama Therapy I: Developmental	1	107 Minna	Gary Raucher	See Below	18	OP
PDT students only. Course meets 9–5 on Tuesday 5/29; 2–5 on Wednesday 5/30; 9-1 on Thursday 5/31.							
PDT 6604-01	Theater Lab – Drama Therapy and Social Change	2	Namaste Mission	Armand Volkas	See Below	18	OP
PDT students only. Course meets 10–5 on Wednesday 6/6, Friday 6/8, Saturday 6/9, and 10–7 on Sunday 6/10. Students are encouraged to take the class P/NP.							
PDT 6607-01	Special Methods in Drama Therapy II: Transformations	1	107 Minna	Randy McCommons	See Below	18	OP
PDT students only. Course meets 9–1 on Wednesday 5/30; 2–5 on Thursday 5/31; and 9–5 on Friday 6/1.							
MCP D7602-01	Supervised Clinical Practicum/Case Seminar in Drama Therapy	2	308 Mission	Gary Raucher	Tuesday 11:45-2:45	8	OP
PDT students only. Course meets 6/5 thru 8/7. Important: All students registering for practicum (new and continuing) will need to show a copy of your assigned "Supervised Fieldwork Agreement" to the Registrar in order to register for supervision. Please see the Placement office to obtain a copy of this form or to answer any questions.							
MCP D7602-02	Supervised Clinical Practicum/Case Seminar in Drama Therapy	2	306 Mission	Gary Raucher	Monday 11:45-2:45	8	OP
PDT students only. Course meets 6/4 thru 8/6. Important: All students registering for practicum (new and continuing) will need to show a copy of your assigned "Supervised Fieldwork Agreement" to the Registrar in order to register for supervision. Please see the Placement office to obtain a copy of this form or to answer any questions.							

Summer 2007 Semester Course Schedule
School of Professional Psychology – Masters in Counseling Psychology Courses (continued)
 Footnotes Listed Below Each Course; + = Cross-listed Courses

Somatic Psychology (SOM)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
SOM 8888-14	Intro to Somatic Psychotherapies	2	607 Mission	Clover Catskill	Monday 3:00-6:00	16	OP
Open to all students. 10-week course from June 4 through August 6.							
MCP S5605-02	Family Dynamics and Therapy	3	607 Mission	Susan McKenna	Tuesday 11:45-4:45	24	OP
Somatics students only.							
MCP S7602-01	Supervised Clinical Practicum: Group	2	307 Mission	Peter Wright	Thursday 11:45-1:45	8	P/NP
Somatics students in off-site practicum only. This is a 12-week course from May 31 through August 16							

**Summer 2007 Semester Course Highlights:
Masters in Counseling Psychology**

<p>ICP 6700-01</p>	<p>Trauma- an Introduction to Treatment: Overview with Focus on one Embodied/Experiential Approach (1 unit)</p> <p>Course Highlights: Assuming that “Trauma is in the nervous system and not in the event”, the intention of this course will be to introduce students to the basic neuropsychology and treatment of trauma. The work of Bessel Van der Kolk, Judith Herman, Daniel Goleman, Peter Levine, Jim Kepner and others will be summarized. Principles and methodology for treating trauma from a somato-emotional framework, based on understanding of the triune brain and ANS functioning, will be emphasized.</p> <p>Anne Pincus is a practicing clinical psychologist, a transpersonal/experiential/ somatic psychotherapist and supervisor of interns; recently she has been teaching in CIIS’ PsyDoc program. She began studying Trauma, after 9/11, through Peter Levines’s Somatic Experiencing® method, having already become clear through her 25 years of professional practice, that the most commonly presenting diagnostic and treatment issues in our field today are often ones of PTSD.</p>
<p>ICP 8601-01</p>	<p>Hakomi (2 units)</p> <p>Hakomi Body Centered Psychotherapy is a very elegant, deep and gentle experiential and somatic approach to working with clients. This course will provide you with the basic knowledge and skills necessary to apply a variety of Hakomi interventions and principles to therapeutic encounters that will immediately inspire, enliven and deepen your work.</p> <p>Rob Fisher, MFT is an adjunct professor at CIIS asnd JFK, the author of <i>Experiential Psychotherapy for Couples - a Guide for the Creative Pragmatist (Zeig/Tucker 2002)</i>, and a Hakomi Trainer.</p>
<p>ICP 6605-01</p>	<p>Dialectical Behavior Therapy/ Cognitive Behavioral Therapy (1 unit)</p> <p>With roots in Zen Buddhism, feminist theory and contemplative Christian practice, Dialectical Behavior Therapy brings a spiritual dimension into the Cognitive Behavioral treatment of clients whose emotional sensitivity creates difficulties in their lives. This course will serve as an introduction to the practice of DBT and the related Cognitive Behavioral techniques of David Burns, MD. The class will include experiential exercises, demonstrations and role plays as well as readings and lectures about the theory and practice of CBT and DBT. There will be a special emphasis on teaching DBT Skills that are useful to students, therapists and clients in managing distress, regulating emotional experience, improving interpersonal communication, and deepening mindful awareness.</p> <p>Michael Baugh, LCSW has been training and supervising MFT Interns for 22 years. He created a DBT program at New Perspectives Center for Counseling, where he was Clinical Director for 12 years. Currently in private practice, Michael is the most highly trained DBT clinician in San Francisco, and has taught mindfulness and spiritual practice for 35 years. He is currently a student of Adyashanti.</p>

Summer 2007 Semester Course Schedule
School of Professional Psychology - Clinical Psychology Doctoral Courses
 Footnotes Listed below each course; + = Cross-listed Courses

Clinical Psychology Doctoral Program							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
PSY 5001-1	Biological Bases of Clinical Practice	3	Fox 100	Peter Van Oot	Monday 10:00 – 2:00	25	LG
PSY 5105-2	Psychopharmacology	1	Mission 607	Padma Catell	Sat. & Sun. 9:30-5:00	25	LG
Open to Psy D Students only: Class meets 6/30 & 7/1 Only.							
PSY 5407-1	Tests and Measurements	1	Fox 100	Peter Van Oot	Monday 2:30-4:30	25	LG
4 dates only: 6/4, 6/11, 6/18, 6/25							
PSY 5503-1	Theories & Practice of Psychotherapy	3	Fox 100	Andrew Bertagnolli	Tuesday 1:30 – 5:30	16	LG
Open to Psy D Students only.							
PSY 5503-2	Theories & Practice of Psychotherapy	3	Fox 100	Andrew Bertagnolli	Thursday 1:30 – 5:30	16	LG
Open to Psy D Students only.							
PSY 5602-1	Treatment of Alcohol & Chemical Dependency	1	Mission Namaste	Tanya Wilkinson	Thursday 9:30-5:00	25	LG
Open to Psy D Students only: Class meets only 2 days – 7/12 and 7/26							
PSY 5703-1	Professional Ethics in Clinical Practice	2	Fox 100	P. Miles	Mon. & Wed. 6:15 – 9:15	25	LG
Open to Psy D Students only. This is a 7-week class.							
PSY 5703-2	Professional Ethics in Clinical Practice	2	Fox 100	P. Miles	Tues. & Thurs. 6:15-9:15	25	LG
Open to Psy D Students only. This is a 7-week class.							
PSY 6503-1	History & Systems	1	See Below	Leland van den Daele	See Below	25	LG
Open to Psy D Students only: Class meets on Wednesday, 7/25 in Mission Namaste & Saturday, 7/28 in Mission 607 from 10:00 – 5:30.							
PSY 6504-1	Theories & Practice of Psychotherapy: Families & Couples	3	Fox 100	Mark Fromm	Wednesday 9:00 – 1:00	16	LG
Open to Psy D Students only							
PSY 6504-2	Theories & Practice of Psychotherapy: Families & Couples	3	Fox 100	Mark Fromm	Wednesday 2:00 – 6:00	16	LG
Open to Psy D Students only							
PSY 6706-1	Proseminar I: Case Formulation & Trmnt Planning	2	Fox 103	Nathan Goodlow	Monday 8:30 – 11: 30	9	LG
Open to Level I Practicum, Psy D Students only							
PSY 6706-2	Proseminar I: Case Formulation & Trmnt Planning	2	Fox 103	Nathan Goodlow	Monday 12:45-3:45	9	LG
Open to Level I Practicum, Psy D Students only							
PSY 6706-3	Proseminar I: Case Formulation & Trmnt Planning	2	Fox 103	Padma Catell	Tuesday 12:00 – 3:00	9	LG
Open to Level I Practicum, Psy D Students only							
PSY 6706-4	Proseminar I: Case Formulation & Trmnt Planning	2	Fox 103	Ursula Young	Wednesday 10:00 – 1:00	9	LG
Open to Level I Practicum, Psy D Students only							

Summer 2007 Semester Course Schedule
School of Professional Psychology - Clinical Psychology Doctoral Courses (continued)
 Footnotes Listed below each course; + = Cross-listed Courses

PSY 7000 Sections 1-14	Dissertation Proposal Writing	2	Per Instr.	See 7900 for Instr. Section #	Per Instructor	10	LG
Open to Psy D Students only. Students should take this ONLY if they have not passed their comps. This is not a required course.							
PSY 7709-1	Proseminar II: Adv Clinical Skills	2	Fox 103	Alan Vaughan	Monday 5:00 – 8:00	9	LG
Open to Level II Practicum, Psy D Students only							
PSY 7709-2	Proseminar II: Adv Clinical Skills	2	Mission 307	Anne Pincus	Tuesday 6:15-9:15	9	LG
Open to Level II Practicum, Psy D Students only							
PSY 7709-3	Proseminar II: Adv Clinical Skills	2	Fox 103	Joan Hertzberg	Thursday 11:30 – 2:30	9	LG
Open to Level II Practicum, Psy D Students only							
PSY 7709-4	Proseminar II: Adv Clinical Skills	2	Fox 103	Andrew Harlem	Friday 12:00 – 3:00	9	LG
Open to Level II Practicum, Psy D Students only							
PSY 7900-1	Dissertation Research	2	N/A	Katie McGovern	Per Instr.	10	LG
PSY 7900-2	Dissertation Research	2	N/A	Kaisa Puhakka	Per Instr.	10	LG
PSY 7900-3	Dissertation Research	2	N/A	Benjamin Tong	Per Instr.	10	LG
PSY 7900-4	Dissertation Research	2	N/A	Harrison Voigt	Per Instr.	10	LG
PSY 7900-5	Dissertation Research	2	N/A	Frank Echenhofer	Per Instr.	10	LG
PSY 7900-6	Dissertation Research	2	N/A	Tanya Wilkinson	Per Instr.	10	LG
PSY 7900-7	Dissertation Research	2	N/A	Esther Nzewi	Per Instr.	10	LG
PSY 7900-8	Dissertation Research	2	N/A	Barbara Vivino	Per Instr.	10	LG
PSY 7900-9	Dissertation Research	2	N/A	Janis Phelps	Per Instr.	10	LG
PSY 7900-10	Dissertation Research	2	N/A	Leland van den Daele	Per Instr.	10	LG
PSY 7900-11	Dissertation Research	2	N/A	Denise Scatena	Per Instr.	10	LG
PSY 7900-12	Dissertation Research	2	N/A	Michael Acree	Per Instr.	10	LG
PSY 7900-13	Dissertation Research	2	N/A	Ronald Fox	Per Instr.	10	LG
PSY 7900-14	Dissertation Research	2	N/A	Rachel Levi	Per Instr.	10	LG
PSY 8799-1	Independent Study	1-3	N/A	As arranged	Per Instr.		P/NP
Need Independent study contract.							
PSY 9599-1	Internship (Half-time)	0	Off Campus	N/A	N/A	N/A	P/NP
Need to have current Field Placement contract							
PSY 9699- 1	Internship (Full-time)	0	Off Campus	N/A	N/A	N/A	P/NP
Need to have current Field Placement contract							

Summer 2007 Semester Course Schedule
Undergraduate Studies ~ Bachelor of Arts Completion Program
 Footnotes (FN) Listed below each course; + = Cross-listed Courses

Cohort Core Curriculum II							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
BIS 1221-01	Culture and Community	4	210	Fernando Castrillon & Charlotte Saenz	FN	21	P/NP
BIS 1222-01	Knowledge and Inquiry	4	210	Fernando Castrillon & Charlotte Saenz	FN	21	P/NP
BIS 1223-01	Research Writing and Development	4	210	Fernando Castrillon & Charlotte Saenz	FN	21	P/NP
<p><u>Cohort R</u> meets on Fridays, 6:15 – 9:15 pm on May 18, June 8, June 29, July 20 and August 10. <u>Cohort R</u> also meets on Saturdays, 9:00 am – 9:00 pm on May 19, June 9, June 30, July 21, and August 11.</p>							
Cohort Core Curriculum III							
BIS 1231-01	Global Studies	4	311	Sonya Shah & Kundan Singh	FN	20	P/NP
BIS 1232-01	Personal Responsibility and Social Change	4	311	Sonya Shah & Kundan Singh	FN	20	P/NP
BIS 1233-01	Integrative Project	4	311	Sonya Shah & Kundan Singh	FN	20	P/NP
<p><u>Cohort P</u> meets on Fridays, 6:15 – 9:15 pm on May 18, June 8, June 29, July 20 and August 10. <u>Cohort P</u> also meets on Saturdays, 9:00 am – 9:00 pm on May 19, June 9, June 30, July 21, and August 11.</p>							
BIS 1231-02	Global Studies	4	306	Susan Carter	FN	18	P/NP
BIS 1232-02	Personal Responsibility and Social Change	4	306	Susan Carter	FN	18	P/NP
<p><u>Cohort Q</u> meets on Saturdays, 9 a.m.—5:00 p.m. on May 19, June 9, June 30, July 21, and August 11. On Saturday, May 19, this class will meet in Room 308</p>							
BIS 1233-70	Integrative Project	4	306	Susan Carter	Online	18	P/NP
<p>This is an online course with a mandatory one time face-to-face on May 19 from 6:00—8:30 p.m.</p>							

Summer 2007 Semester Course Schedule
Undergraduate Studies ~ Bachelor of Arts Completion Program (continued)
 Footnotes (FN) Listed below each course; + = Cross-listed Courses

Electives, General Education Courses, Prior Learning Seminar							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
BIS 1000	Prior Learning Seminar	1	210	Michelle Eng	FN	18	P/NP
Seminar meets on Fridays, 1:30—2:45 p.m. on May 18, June 8, June 29, July 20 and August 10.							
BIS 1333	Experiential Anatomy	3	210	Susan Bauer	FN	12	P/NP
This class will meet Sundays from 1:00—4:30 p.m. on May 20, June 10, July 1, and from 9:00—1:30 p.m. on August 12.							
BIS 1365	Mechanics of Memory	3	210	Sonya Shah	FN	18	P/NP
This class will meet Fridays from 3:00—6:00 p.m. on the following dates: May 18, June 8, June 29, July 20 and August 10							
BIS 1404	Cross-Cultural Psychology	3	210	Patricia Rojas-Zambrano	FN	18	P/NP
This class meets on Saturdays from 9—1:00 p.m. on the following dates: May 12, June 2, July 14, and August 4.							
BIS 1502-60+	Writing Essays for Self and Others	3	Online	Cindy Shearer	FN	12	P/NP
Cross-listed with TLD 1502-60+, PARW 1502-60+. This is an entirely online course. See instructions for online courses at the beginning of the SCT Schedule of Classes.							
BIS 7585-70+	Spirit, Compassion, and Community Activism	1-3	Online w/ FTF	Susan Carter	FN	15	P/NP
Cross-listed with BIS 7585-70, EWP 7585-70, PARW 7585-70 and TSD 7585-70. This is a partially online course. See instructions for online courses at the beginning of the SCT Schedule of Classes. Class meets for one FTF meeting on Wednesday, May 30, from 10:00 am - 2:00 pm in Mission 425.							
BIS 2222	Special Topics: Forgiveness	3	210	Sujatha Baliga	FN	18	P/NP
This class meets on Saturdays from 2:00—6:00 p.m. on the following dates: May 12, June 2, July 14, and August 4.							
BIS 2223	Special Topics: Environmental Ethics	3	210	Carol Manahan	FN	18	P/NP
This class meets on Sundays from 9:00—12:00 p.m. on the following dates: May 20, June 10, July 1, and from 9:00—4:00 p.m. on July 22 (with a one hour lunch break).							

**Summer 2007 Semester Course Highlights:
Bachelor of Arts Completion Program**

BIS 1333	<p>Experiential Anatomy Experiential Anatomy is a creative and humanistic approach to learning anatomy in which students become their own personal “lab”. In this course, students will use movement, touch, drawing, partner work, and creative writing to explore the bones and underlying systems of support and expression. This approach is based on principles from various somatic modalities, such as Body-Mind Centering™, Ideokinesis, and Bartenieff Fundamentals™, and provides a means to integrate intellectual understanding with physical embodiment. This course is ideal for dancers, dance teachers, yoga teachers/ practitioners, bodyworkers, health practitioners, movement artists, and those interested in deepening their connection to their body/mind/spirit.</p> <p>Instructor: SUSAN BAUER, M.F.A., M.A., is a dance/somatics educator who has taught in both college and community settings for the past 20 years, informed by her extensive background in Experiential Anatomy, Authentic Movement, and Body-Mind Centering (TM). She holds an MFA degree in Dance from UCLA and an MA degree in Dance/ Movement Studies from Wesleyan University, and is a recent Fulbright Scholar to Bali, Indonesia. She currently serves as Assistant Director and Core Faculty at Moving on Center School for Participatory Arts and Somatic Research and as Adjunct Faculty at John F. Kennedy University’s School of Holistic Studies. She is the author of <i>A Body/Mind Approach to Movement Education for Adolescents</i>, which documents her unique curriculum in Experiential Anatomy for teens.</p>
BIS 1365	<p>The Mechanics of Memory This course chronicles the role photographs and documentaries play in constructing personal and collective memory. Students will explore the personal portrait, photojournalism, diary films, cinema verite films and current social documentaries through class screenings, group discussion, exhibitions, and readings. The final project will include both a critical paper and a visual project.</p> <p>Instructor: Sonya Shah, M.F.A. is a core faculty of the Undergraduate Studies division. Before joining CIIS, she was the director of Community Outreach in KQED’s Education Network. For the past 12 years she has worked as a community artist, project director and educator in the US, UK and in India. She holds a B.A. degree in Visual Arts from Brown University and a Master of Fine Arts (M.F.A.) degree in Film and Video from the School of the Art Institute of Chicago, where she was a Jacob Javitz fellow. Her most recent documentary <i>Something between Her Hands</i>, which offers an examination of the growing problem of sex slavery and labor for women in Southeast Asia, has shown in over 60 festivals, conference and colleges internationally.</p>
BIS 1404	<p>Cross-Cultural Psychology Examining a selection of the theoretical, empirical and applied issues in the field of cross-cultural psychology, the purpose of this course is to sensitize students to a multicultural approach to psychology and its implications in the study of human behavior. Students will explore what is cross-cultural psychology and how it relates to constructs such as culture, ethnicity, race, social class and identity among others. The course will proceed with a discussion around aspects of human behavior that are universal and those that are culture specific as part of developing an understanding of the basic dimensions of cultural variations and cultural influences on psychological processes.</p> <p>Instructor: Patricia Rojas-Zambrano, M.A. holds a degree in Psychology from Universidad de Los Andes in Bogotá, Colombia; a MA degree in Counseling Psychology from CIIS. She is licensed as a Marriage and Family Therapist in California and New York. She has extensive experience in the human services field working on issues of culture, diversity, grass roots organization and development, and community based mental health. She currently works as the Children and Family Services Coordinator for Familias Unidas in Richmond where she provides mental health services for a diverse population and is involved on a longitudinal research study that focused on cross cultural aspects of child development at the Center for Research, Culture, Development and Education (CRCDE) in New York University.</p>

**Summer 2007 Semester Course Highlights:
Bachelor of Arts Completion Program (continued)**

<p>BIS 1502-60+</p>	<p>“The Good Conversation”: Writing Essays for Self and Others In her <i>Introduction to Best American Essays 2005</i>, Susan Orleans writes “essays are conversations” that ask writers to be “absolutely present.” This class provides students the chance to learn how to write essays that engender good conversations with readers. Also, it explores how they can responsibly and artfully be present in them. We’ll ask: What is an essay? How is a “good conversation” with readers constructed? Why can writers discover, meditate, remember, reflect, inquire, advocate, observe, convey in their essays? How do essays require us to engage our deepest selves, and, at the same time, meaningfully know others? Students will read personal, lyrical, historical, critical, and experimental essays and will examine the role of research in essay writing.</p> <p>Instructor: Cindy Shearer, D.A. is a core faculty in the Undergraduate Studies division. Cindy has worked exclusively with adult learners since 1991. She has a Doctor of Arts (D.A.) in English from the State University of New York at Albany, an M.A., concentration in creative writing, from Antioch University’s International Writing Program in London, England, and a B.A. from Wright State University. Cindy teaches and practices “Writing as Art,” a process that allows writers to explore the aesthetic aspects of writing and the dynamic relationship between word and image. She also heads the Individualized Pathway program, a doctoral degree in Humanities at CIIS.</p>
<p>BIS 2222</p>	<p>Special Topics: Forgiveness This course is designed to engage the learner in a variety of approaches to defining and understanding the word “forgiveness” – on the personal, community/collective, and state/system levels. The course will explore, through readings and videos, what it means to forgive (or not to forgive), harms ranging from small personal slights to genocide. The class will engage deeply with a small number of primary texts and media coverage of forgiveness in high profile crimes against individuals and humanity. Through journal entries, reading notes, class discussion, and a final project, students will articulate their own intellectual and emotional understanding of the value and meaning of forgiveness.</p> <p>Instructor: Sujatha Baliga, J.D. earned her B.A. from Harvard and Radcliffe Colleges and her J.D. from the University of Pennsylvania. Her research interests include the Restorative Justice movement, forgiveness, and Tibetan notions of justice. She is currently working on a law review article about the treatment of crime victims’ requests for non-retributive conflict resolution in U.S. criminal justice systems. In addition to her research and teaching interests, Ms. Baliga does appellate work on capital cases in California.</p>
<p>BIS 2223</p>	<p>Environmental Ethics How are we to live on this beautiful planet, knowing that our decisions and actions, both individual and collective, will contribute to the environmental future of our world? Thinkers of many kinds —philosophers and poets, storytellers and evolutionary biologists, theologians and justice advocates—have tried to answer these questions, and so will we. We will read what they have to say, experience what they propose to do, and develop our own statements on environmental responsibility. We will consider the limits of our choices in determining outcomes, and reflect on the significance of our stances. When are individual actions enough, and when must we take public roles? When are actions too much, and when must we stop and consider the moment we are witnessing?</p> <p>Instructor: Carol Manahan, PhD is an assistant professor/adjunct faculty at CIIS where she has been teaching courses in the Bachelor of Interdisciplinary Studies Program for ten years. She is completing an interdisciplinary doctorate at Graduate Theological Union. Her background includes training in theology, art, and ecology, and work in the environmental field</p>

Summer 2007 Semester Course Schedule
School of Consciousness and Transformation
 Footnotes Listed below each course; + = Cross-listed Courses

Our Distance Learning (DL) program classes use Section 60 to indicate courses that are entirely Web-based, and Section 70 to indicate courses that have a small face-to-face component along with the web-based portion, such as an Intensive. In Summer 2007, the DL programs will use Caucus; information on how to access Caucus is listed on the Pathway Student Portal page at <http://pathway.ciis.edu/>. Once registered for a Caucus course you will receive your login automatically by email, or you may email lfon@ciis.edu or call Lael Fon at 415-575-6127 for login information.

Please see the [Online Programs](#) page regarding Pathway, the Pathway Learning Management system, and other important information such as computer requirements, user guides, etc.

School of Consciousness and Transformation (SCT)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
CT 1502-60	The Good Conversation Essay Writing	3	Online	Cindy Shearer	FN	12	OP
See BIS 1502-60 for footnote.							
CT 6600-01	Kabbalah, Cosmology and Psychology	2	FN	Charles Burack	F/N	50	OP
Class meets on the following four Saturdays, 9:00 am – 5:00 pm.: 6/2, 6/9, 6/16, and 6/23. Class meets in Mission 306 on all days except 6/9 when it meets in Mission 308.							
CT 6730-01	Queerness in the Realm of the Sacred	3	Mission 210	Randy Conner	Tuesday 6:15-9:15	N/A	OP
CT 7585-70+	Spirit, Compassion, and Community Activism	1-3	Online w/ FTF	Susan Carter	FN	15	P/NP
Cross-listed with BIS 7585-70, EWP 7585-70, PARW 7585-70 and TSD 7585-70. This is a partially online course. See instructions for online courses at the beginning of the SCT Schedule of Classes. Class meets for one FTF meeting on Wednesday, May 30, from 10:00 am – 2:00 pm in Mission 425.							
East West Psychology (EWP)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
EWP 6077-01	Transformation of Emotions Through the Heart	1	Mission 607	Martina Dannecker	FN	10	OP
Class meets on Friday, 6/22, 6:15 pm – 9:15 pm and on Saturday and Sunday, 6/23-4, 10:00 am – 5:00 pm.							
EWP 6798-01	Embracing Death and Dying: East-West Explorations in Psychology, Spirituality, Culture, and Integrative Contemplative Practices	2	FN	Alessandra Strada	FN	N/A	OP
Class meets on two Saturdays and Sundays, 6/2-3 and 6/9-10, 9:00 am – 5:00 pm. Class meets in Mission Namaste Hall on all days except 6/9 when it meets in Mission 207.							
EWP 7585-70+	Spirit, Compassion, and Community Activism	1-3	Online w/ FTF	Susan Carter	FN	15	P/NP
See CT 7585-70 for footnote.							
Integrative Health Studies (IHL)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
IHL 6950-01	Internship	0	FN	Faculty	N/A	15	N/A
Contact instructor for meeting dates and times.							
IHL 6955-01	Integrative Health	3	Mission 311	Phoebe McKinney	Wednesday 6:15-9:15	15	OP
Supports the IHL internship.							

Summer 2007 Semester Course Schedule
School of Consciousness and Transformation (continued)
 Footnotes Listed below each course; + = Cross-listed Courses

Philosophy and Religion / Asian and Comparative Studies (PAR/ACS)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
PARA 7660-01	I Ching: Metaphysics and Cosmology	3	Mission 308	Yi Wu	Monday 11:45-2:45	N/A	OP
PARA 8888-01+	Special Topics: Transforming Stress Into Positive Energy – A Practicum	3	Mission 308	Rina Sircar	Tuesday 6:15-9:15	N/A	OP
Class includes a weekend retreat. Dates and times to be decided in class.							
Philosophy and Religion / Philosophy, Cosmology, Consciousness (PAR/PCC)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
PARP 7001-01	Psyche and Cosmos	3	Mission Namaste	Richard Tarnas & Stanislav Grof	FN	N/A	OP
Class meets on Monday, 7/30 through Tuesday, 8/7, 10:00 am – 5:00 pm with no class on the intervening Sat. and Sun.							
Philosophy and Religion / Women's Spirituality (PAR/WSE)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
PARW 1502 -60	The Good Conversation Essay Writing	3	Online	Cindy Shearer	FN	12	OP
See BIS 1502-60 for footnote.							
PARW 6640-01	Women's Leadership in EcoSocial Activism	1	Mission 311	Charlene Spretnak	FN	N/A	OP
Class meets from, Monday 7/9 – Friday, 7/13, 9: 30 am – 12:30 pm.							
PARW 6580-01	Art and Creativity: Language of the Soul	1	Mission 607	Tricia Grame	FN	N/A	OP
Class meets on Saturday and Sunday, 7/14-15, 9:30 am – 5:30 pm.							
PARW 6788-01	Embodying Praise: Sacred Traditions of Movement	1	Mission 607	Arisika Razak & Luisah Teish	FN	40	P/NP
Class meets on Saturday and Sunday, 7/7-8, 9:30 am – 5:30 pm.							
PARW 7201-01	Peace is In Our Hands: Rosen Bodywork	1	Mission Namaste	Mara Keller & Sara Webb	FN	30	P/NP
Class meets on Saturday and Sunday, 7/21-2, 9: 30 am – 5:30 pm.							
PARW 7531-01	Women and World Religions: Dark Mothers of Compassion, Equality, and Peace	1	Mission 311	Lucia Birnbaum	FN	N/A	OP
Class meets from, Monday 7/9 – Friday, 7/13, 1:30 am – 4:30 pm.							
PARW 7585-70+	Spirit, Compassion, and Community Activism	1-3	Online w/ FTF	Susan Carter	FN	15	P/NP
See CT 7585-70 for footnote.							
PARW 8888-01+	Special Topics: Transforming Stress Into Positive Energy – A Practicum	3	Mission 308	Rina Sircar	Tuesday 6:15-9:15	N/A	OP
See PARA 8888 for footnote.							

Summer 2007 Semester Course Schedule
School of Consciousness and Transformation (continued)
 Footnotes Listed below each course; + = Cross-listed Courses

Transformative Leadership (TLD)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
TLD 1502-60	The Good Conversation Essay Writing	3	Online	Cindy Shearer	FN	12	OP
See BIS 1502-60 for footnote.							
Transformative Studies (TSD)							
Course Number	Course Title	Units	Location	Instructor	Day/Time	Cap	Grade
TSD 6302-60	Art as a Mirror of Expanding Consciousness	3	N/A	Allan Combs & Paul Marko	FN	20	L
This is an entirely online course. See instructions for online courses at the beginning of the SCT Schedule of Classes. Priority to TSD students.							
TSD 8222-70	Online Learning Communities: Self and Other Knowing in Times of Uncertainty and Change	3	Online w/ FTF	Joanne Gozawa	FN	N/A	OP
This is a partially online course. See instructions for online courses at the beginning of the SCT Schedule of Classes. Class begins with a FTF (face-to-face) meeting on Saturday, 6/2, 9:00 am – 5:00 pm in Mission 311, and also includes a mid-course FTF on Saturday, 6/16 from 9:00 am -5:00 pm (Mission 311) . TSD students are not required to attend the FTF session.							
TSD 7585-70+	Spirit, Compassion, and Community Activism	1-3	Online w/ FTF	Susan Carter	FN	15	P/NP
See CT 7585-70 for footnote.							

Summer 2007 Semester
**Thesis/Dissertation Seminars for the
 School of Consciousness & Transformation**

Students must sign up with their chair even if s/he is on sabbatical.

Course Number	Thesis/Dissertation Seminars	Units	Instructor	Day/Time	Room	Grade
ANTH 7900-01	Thesis/Dissertation Seminar	0	Matthew Bronson	Per Instructor	N/A	P/NP
ANTH 7900-02	Thesis/Dissertation Seminar	0	Angana Chatterji	Per Instructor	N/A	P/NP
ANTH 7900-03	Thesis/Dissertation Seminar	0	Mutombo Mpanya	Per Instructor	N/A	P/NP
ANTH 7900-04	Thesis/Dissertation Seminar	0	Richard Shapiro	Per Instructor	N/A	P/NP
EWP 7900-01	Thesis/Dissertation Seminar	0	Brendan Collins	Per Instructor	N/A	P/NP
EWP 7900-02	Thesis/Dissertation Seminar	0	Daniel Deslauriers	Per Instructor	N/A	P/NP
EWP 7900-03	Thesis/Dissertation Seminar	0	Jorge Ferrer	Per Instructor	N/A	P/NP
EWP 7900-04	Thesis/Dissertation Seminar	0	Janis Phelps	Per Instructor	N/A	P/NP
EWP 7900-05	Thesis/Dissertation Seminar	0	Linda Sartor	Per Instructor	N/A	P/NP
EWP 7900-06	Thesis/Dissertation Seminar	0	Carol Whitfield	Per Instructor	N/A	P/NP
IND 7900-01	Thesis/Dissertation Seminar	0	Cindy Shearer	Per Instructor	N/A	P/NP
PARA 7900-01	Thesis/Dissertation Seminar	0	Steven Goodman	Per Instructor	N/A	P/NP
PARA 7900-02	Thesis/Dissertation Seminar	0	Jim Ryan	Per Instructor	N/A	P/NP
PARA 7900-03	Thesis/Dissertation Seminar	0	Rina Sircar	Per Instructor	N/A	P/NP
PARA 7900-04	Thesis/Dissertation Seminar	0	Yi Wu	Per Instructor	N/A	P/NP
PARP 7900-01	Thesis/Dissertation Seminar	0	Sean Kelly	Per Instructor	N/A	P/NP
PARP 7900-02	Thesis/Dissertation Seminar	0	Robert McDermott	Per Instructor	N/A	P/NP
PARP 7900-03	Thesis/Dissertation Seminar	0	Brian Swimme	Per Instructor	N/A	P/NP
PARP 7900-04	Thesis/Dissertation Seminar	0	Richard Tarnas	Per Instructor	N/A	P/NP
PARP 7900-05	Thesis/Dissertation Seminar	0	David Ulansey	Per Instructor	N/A	P/NP
PARW 7900-70	Thesis/Dissertation Seminar	0	Lucia Birnbaum	Per Instructor	N/A	P/NP
PARW 7900-71	Thesis/Dissertation Seminar	0	Mara Keller	Per Instructor	N/A	P/NP
PARW 7900-72	Thesis/Dissertation Seminar	0	Arisika Razak	Per Instructor	N/A	P/NP
PARW 7900-73	Thesis/Dissertation Seminar	0	Charlene Spretnak	Per Instructor	N/A	P/NP
TSD 7900-01	Thesis/Dissertation Seminar	0	Dean Elias	Per Instructor	N/A	P/NP
TSD 7900-02	Thesis/Dissertation Seminar	0	Joanne Gozawa	Per Instructor	N/A	P/NP
TSD 7900-03	Thesis/Dissertation Seminar	0	Connie Jones	Per Instructor	N/A	P/NP
TSD 7900-04	Thesis/Dissertation Seminar	0	Elizabeth Kasl	Per Instructor	N/A	P/NP
TSD 7900-05	Thesis/Dissertation Seminar	0	Alfonso Montuori	Per Instructor	N/A	P/NP
TSD 7900-06	Thesis/Dissertation Seminar	0	Terri O'Fallon	Per Instructor	N/A	P/NP
TSD 7900-07	Thesis/Dissertation Seminar	0	Shoshana Simons	Per Instructor	N/A	P/NP
TSD 7900-08	Thesis/Dissertation Seminar	0	Allan Combs	Per Instructor	N/A	P/NP

**Course Highlights: Summer 2007 Semester
School of Consciousness and Transformation**

STUDENTS: These highlights are for **NEW COURSES only** in the School of Consciousness and Transformation. For syllabi for new and regularly offered courses, go to pathway, <http://pathway.ciis.edu>.

<p>CT 6600-01</p>	<p>Kabbalah, Cosmology and Psychology In this course we will explore the core ideas and practices of mystical Judaism. Kabbalah offers a holistic spirituality, cosmology and psychology. We will examine Kabbalistic understandings of divinity and cosmos traditional as well as contemporary perspectives. Both creator and creation are understood to be fundamentally dynamic, androgynous and creative—evolving more and more expansive forms of wisdom, love and beauty. We will discuss how the Kabbalists evolutionary account of the universe relates to the New Cosmology offered by modern science. And we will see how Kabbalistic and Chasidic approaches to the human soul can be used to modify and extend contemporary psychological theories and therapies. Kabbalah has especially powerful approaches for understanding and working through suffering. Comparisons with other spiritual traditions will also be made. Meditations, prayers, chants, rituals, and Chasidic tales will help us to directly experience the transformative power of Kabbalistic practices. No background in Judaism is needed.</p> <p>Instructor: Charles Burack, Ph.D. currently teaches Kabbalah, modern mystical literature, creative writing, creative power at work, and work visioning at St. Mary's College, UC Berkeley, and John F. Kennedy University. A widely published writer/poet and award-winning scholar, he has published two books and numerous articles and is completing a book on Kabbalah and Creativity. He is an interfaith spiritual director and career counselor who directed the Chaplaincy Institutes Interfaith Spiritual Direction Program in 2002.</p>
<p>CT 6730-01</p>	<p>Queerness in the Realm of the Sacred This course – <i>which is for everyone</i> – focuses on the intersection of bisexual and same-sex intimacy, gender diversity, and the sacred (the religious, spiritual, and mythic). We will explore ancient as well as indigenous and contemporary traditions and movements from various perspectives including those of Queer Theory and New Religious Movements (NRMs); and we will examine the historically and culturally problematic, often hostile, occasionally embracing, relationships that persons and groups expressing gender and erotic diversity have experienced in spiritual milieus. This intersection has been manifested by deities, spiritual practitioners, and spiritually-inspired artists of various kinds. It has often flowered in liminal, mystical, decadent, carnivalesque, and rebellious contexts. We will consider such topics as spiritual autobiography, multiple identities (such as the interface of sexuality, spirituality, and race/ethnicity), and giving ceremonial expression to this crossroads of spirit and desire.</p> <p>Instructor: Randy P. Conner, M.A., is a writer and educator whose publications include Blossom of Bone; the Encyclopedia of Queer Myth, Symbol and Spirit; Queering Creole Spiritual Traditions; and essays in Parabola and in Sexuality and the World's Religions. He has taught at the University of Texas and in the Public Intellectuals Program of Florida Atlantic University.</p>
<p>EWP 6798-01</p>	<p>Embracing Death and Dying: East-West Explorations in Psychology, Spirituality, Culture, and Integrative Contemplative Practices Perhaps nothing is more profoundly human than the awareness and experience of mortality and loss. Our understanding of death and dying, as well as our responses to grief and loss are profoundly influenced by our community, our spiritual and religious beliefs, our culture, and our personal history. While the awareness of impermanence can be disarming, it can be incorporated into our lives and enhance our creativity, our psycho-spiritual development, and joy. This course allows students to develop a deeper and closer understanding of death and dying and through that exploration, a more mindful experience of living. Some of the topics that will be covered: East-West theories of death and dying; life-threatening illness and death as means of spiritual transformation; grief, bereavement and reactions to loss; hospice and palliative care; psycho-spiritual counseling for the dying and their caregivers; use of rituals, symbols, imagery, and spiritual practice as supports for living and dying.</p> <p>Instructor: Alessandra E. Strada holds a Ph.D. in Clinical Psychology from Alliant University, and a Ph.D in East-West Psychology from CIIS. She has worked as a researcher and visiting scholar at UC Berkeley, and she is currently a postdoctoral psychology fellow at the Palo Alto Veteran Administration Health Care System, in the department of hospice and palliative medicine. She brings an East-West integrative psychological perspective to her work with cancer patients and terminal patients.</p>

Course Highlights: Summer 2007 Semester
School of Consciousness and Transformation (continued)

PARW 6640-01	<p>Women's Leadership in EcoSocial Activism In the ecosocial "arena" women often find replications of the same destructive patterns they seek to change in the world at large. How several female leaders have addressed this challenge will be the focus of this course. We will orient our exploration by reading an article by the philosopher Luce Irigaray. We will also read articles by female leaders at national and international levels of ecosocial activism. We will have guest lectures on various strategies, structures, and approaches that feminist ecosocial activist leaders have created, usually successfully, sometimes not. We will study female leaders' experiences in both women-only organizations and mixed-gender organizations.</p> <p>Instructor: Charlene Spretnak, M.A., is a core faculty member in WSE. She is author of <i>Missing Mary, States of Grace, Lost Goddesses of Early Greece, Green Politics, The Spiritual Dimension of Green Politics, and The Resurgence of the Real</i>. She also edited an anthology, <i>The Politics of Women's Spirituality</i>.</p>
PARW 6580-01	<p>Art and Creativity: Language of the Soul This will be a hands on work studio in which the students will experience the creative process as a natural act. We will dialogue with our unconscious through the different manifestations of creativity, which will then supply the fuel for our creativity. We will connect the meaning of the symbol in art by recounting dreams, poetry, story-telling and experiences. The students will explore their personal spiritual autobiography through development of one's own consciousness. Instructor will demonstrate - including lectures, slide presentations, discussions and experiential art making. Choice of art materials and mediums will be student's choice and may vary. We will spend one afternoon visiting some of the contemporary galleries in San Francisco. An exhibition of our art work will be presented and celebrated. Students are required to supply materials needed for their art project.</p> <p>Instructor: Tricia Grame, Ph.D. is an educator, artist and curator of more than forty exhibitions both domestic and international. She attempts to reveal a sense of continuum and alliance with past and present artists. Her work is a visual and textual autobiography of how the language of the unconscious is revealed and released through the creative process, becoming tangible in the work of art - the transformative cycle between art and life.</p>
PARW 6788-01	<p>Embodying Praise: Sacred Traditions of Movement This course is a personal, experiential and multicultural exploration of historic and contemporary sacred dance traditions. IT DOES NOT REQUIRE DANCE EXPERIENCE OR APTITUDE – just the desire to move together in a safe space. We will review the movements and world views of African, modern, and Asian dance traditions, and explore the transformative effects of embodying Spirit.</p> <p>Instructor: Arisika Razak, CNM, MPH, Certified Kripalu Yoga Instructor, Program Director Integrative Health Studies, is an African American healer, performance artist, and spiritual teacher dedicated to the reclamation of the power and sacredness of the female body.</p> <p>Instructor: Luisah Teish, Ph.D. is an internationally known writer, performer, and designer. She is the author of <i>What Don't Kill is Fattening, Jambalaya: The Natural Woman's Book of Personal Charms and Practical Rituals</i> and <i>Carnival of the Spirit: Seasonal Celebrations and Rites of Passage</i>. Ms. Teish has a doctorate in Therapeutic Counseling and is an initiated Elder and woman chief in the Ifa/Orisha tradition of West Africa.</p>
PARW 7531-01	<p>Women and World Religions: Dark Mothers of Compassion, Equality, and Peace This course, reflecting Lucia's recent research, tracks origins of world religions to the primordial dark mother of Africa and african creation of the first religious sanctuary at Mt. Sinai (Har Karkom). The course also tracks the legacy Africans brought on migration paths after 60,000 BCE to every continent- - pointing to possibilities of a new world. Emphasis will be on the Mediterranean region: Sardinia, Sicily, Puglia and Tuscany in Italy; Basque cultures of Spain and France, and contemporary cultural/political revolution.</p> <p>Instructor: Lucia Chiavola Birnbaum, Ph.D. is interested in submerged beliefs, which is the common theme of her trilogy: <i>Liberazione della donna. Feminism in Italy, Black Madonnas. Feminism, religion and politics in Italy, Premio Internazionale di Saggistica Salvatore Valitutti</i>. Her <i>dark mother african origins and godmothers</i> won the Enheduanna award of Serpentina for "excellence in woman centered literature" in May 2002.</p>

Course Highlights: Summer 2007 Semester
School of Consciousness and Transformation (continued)

TSD 6302-60	<p>Art as a Mirror of Expanding Consciousness What we were, what we are, and what we are becoming. Explore the superstructure of expanding consciousness through the lens of art and artifacts shaped by the magical, mystical, modern, and postmodern mind. Wilber, Combs, Gebser, and others create compelling frameworks from which to interpret the meaning of mankind's works of art. Students will use these frameworks to arrive at a deep understanding of the consciousness of the artisans that created these works and the times in which they lived. Utilizing both cognitive understanding and affective feeling learning domains, the class will enter the worldview of other stages of consciousness to develop a new sense of appreciation and wonderment for what has gone before and a hopeful anticipation for where the path of expanding consciousness is leading.</p> <p>Instructor: Allan Combs, Ph.D., is a well known author and teacher of the evolution of consciousness, consciousness and spirituality, and transformations of consciousness.</p> <p>Instructor: Paul Marko, Ph.D., has an academic background that combines the creative arts, education, management and psychology. He is an artist himself, and his academic research explores the heart of the self-actualization process.</p>
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TUITION RATES AND FEES FOR SUMMER 2007

Tuition Rates	BAC	M.A.	Ph.D./Psy.D
Fall Unit Package	12-18 units \$6,175	8-9 units \$5,815	8-9 units \$6,900
	Under 12 units \$550 per unit	\$750 per unit for less than 11 units or more than 12 units	\$890 per unit for less than 11 units or more than 12 units
Thesis/Dissertation Tuition per Semester	-	\$1,625	\$2,225

Other Tuition Rates		
	Auditor	\$255/unit
	Alumni Association Member Auditor	\$130/unit
	BIS Prior Learning Seminar (BIS 1000)	\$1,000 plus \$150 for each subsequent portfolio
	ICP Integrative Seminar 7701	\$750 per semester
	MCP Workshop 6105	\$150
	IHL Internship 6950 / 6951	\$520 / \$260 per semester
	PSY Internship 9699 / 9599	\$520 / \$260 per semester
	Special Students	Degree program rates

Fees

Registration Fee		
Non-refundable, paid at the time of Registration	Degree, Certificate, and Special Student	\$160/semester
	Registration Maintenance	\$400 /semester
	Registration Maintenance (BIS)	\$110 /semester
	Auditor (for alumni & students not enrolled in a program)	\$40/semester
	Late Registration Fee	\$175/semester
	Late Payment Fee	\$100 (\$200 max)

Program Fees		
	Psy.D. Materials Fee for Assessment Courses	\$55/semester

Graduation Fees		
	Undergraduate Completion	\$110.00
	M.A. Non-thesis and Certificate	\$140.00
	Ph.D. and M.A. Thesis	\$295.00
	Late Graduation Application Filing Fee	\$30.00

Services		
	Transcript Fee	\$7.00 (\$12.00 for Rush)
	Returned Check Fee	\$30.00

Application and Enrollment		
	Application Fee	\$65.00
	Enrollment Deposit	\$250.00
	Change of Program Fee	\$50.00

Paying Tuition and Fees at the time of Registration

Tuition and fees, less anticipated student loans, are due at the time of registration. Credit cards (VISA and Master Card) are accepted. To make a payment online, please go to Pathway, our Student Portal - <http://pathway.ciis.edu/ics/>. So that we may confirm your class selections, your charges will be available for payment in two business days after your online registration.

Students, whose financial aid will fulfill only a portion of the total tuition and fees, must pay the balance that will not be covered by financial aid at the time of registration. Students should not make advance payment for the portion of tuition and fees that will be covered by financial aid.

Students who feel they need special consideration because of a particular financial aid problem should contact the Financial Aid office at least one week prior to registration.

Students should be aware that annual tuition increases may take effect each Fall term.

Summer Deferred Payment Plan -- REVISED PLAN, PLEASE READ

The Deferred Payment Plan allows students to pay total tuition and fees in two equal installments. The first installment must be paid **by the end of Add-Drop Week** and the balance will be deferred to the remaining installments. Please refer to the Deferred Payment Schedule below for the due dates of the remaining installments.

With the Deferred Payment Plan:

- A fee of \$50 is charged for this service; this fee must be paid with the first installment.
- Each installment is one half of total tuition and fees.
- An additional \$25 Late Installment Fee will be posted to the student's account if installment payment is not received by the due date.
- The Deferred Payment Plan is not available to outside auditors or special students.

Please contact the Business Office for more information.

Deferred Payment Plan Schedule:

At the time of registration	First installment is due
Monday, July 09	Second installment is due and payable

Late Payment Fees

Students with outstanding balances will be charged a Late Payment Fee of \$100 after the Add-Drop period. Additional \$50 Late Payment Fees will be posted to any student account that has an outstanding balance on the due date listed below. Students who are signed up for the deferred payment plan will not be subject to these Late Payment Fees.

Late Payment Fee Schedule:

At the end of Add-Drop Week:	\$100
Monday, July 09	\$50

Summer Refund Policy

Refunds for authorized withdrawals are given through the third week of class as follows:

- Withdrawal in the 2nd and 3rd week of class – 75% refund

The withdrawal date is the date of receipt of the withdrawal request form in the Registrar's Office. Registration fees are non-refundable. There is no tuition refunded for withdrawal after the 3rd week of class. For students who have received any form of federal financial aid, the amount to be returned to financial aid programs will be determined by federal guidelines and may be different than that calculated according to CIIS' refund policy. The Financial Aid Office determines specific amount according to applicable federal and state regulations. For further information and examples, contact the Financial Aid Office.

If you withdraw from a class...you are eligible for a refund according to the following dates

June 22, Friday

Up through June 22, students will receive a 75% refund for class withdrawals.

No refunds after this date

FINANCIAL AID

Excess Funds

Most financial aid funds will be transferred to CIIS electronically. After tuition and fees are deducted from your financial aid, you may pick up your excess funds beginning June 13th after 4:00 p.m. in the Business Office. For students with Direct Deposit, the funds will be available on Thursday, June 14th.

Financial Aid/Bookstore Vouchers

Vouchers for use at the CIIS Bookstore will be available to students who (1) have had their aid request approved (awarded) and (2) have registered for the term. You must stop by the Financial Aid Office in person to pick up the voucher (typically available one week before the start of classes).

Financial Aid Deadlines

In order for financial aid requests to be processed on time for the following semesters, please observe the following priority deadlines:

Summer Semester 2007	April 15, 2007
Fall Semester 2007	June 15, 2007
Spring Semester 2008	October 15, 2007

Reminder: Applications are processed in the order in which they are received!

To Qualify for a Temporary Tuition Deferment

Students who have completed and submitted their financial aid forms by the appropriate deadline are eligible to defer payment on their tuition until their financial aid has been disbursed. Students whose applications are incomplete by the deadline must be prepared to meet their tuition obligation when they register (deferred payment includes a 6% deferment fee). Keep in mind that all forms received after the deadline will take a second priority status.

A complete application includes

1. Valid Student Aid Report (SAR) from completing the FAFSA*
2. Completed and Signed CIIS Financial Aid Application
3. Other documents as requested by the Financial Aid Office

*NOTE: The FAFSA (Free Application for Federal Student Aid) can be completed on-line at www.fafsa.ed.gov

Satisfactory Academic Progress (SAP)

In order to remain eligible for your financial aid funds you must meet the *Satisfactory Academic Progress* (SAP) guidelines as mentioned in the catalog, and handbook. **You may not be eligible for funds if:**

1. You are not enrolled at least half –time
2. You have more than two incomplete grades
3. You have three or more grades of C (or lower) or NP
4. You have already attempted the number of units required for the completion of your degree

IMPORTANT: SAP problems MUST be cleared before financial aid checks or refunds may be released.

Return of Federal Funds/Refunds

According to federal guidelines, (Section 668.22 of the Higher Education Amendment of 1998), withdrawing students who have received Title IV financial aid will have their financial aid recalculated according to the following guidelines:

- Only the amount of financial aid that has been earned (based on the prorated amount of time the student has been in school for the semester) will be retained on the student's behalf. An aid that is not earned (based on the prorated amount of time) must be returned to the lender.
- The amount of refundable institutional charges (tuition and fees) will be set by school policy. If there is a balance due resulting from the calculation of unearned aid, the student will be responsible for payment.
- For student who have received financial aid, any refundable portion of tuition and fee costs that has been covered by a Federal Stafford Loan will be refunded directly to the lender, who will credit it against the student's outstanding balance (Unsubsidized loans will be offset before subsidized loans). The Financial Aid Office determines specific amounts according to applicable federal and state regulations.

Questions? Feel free to contact the Financial Aid Office at 415-575-6122 or FAX 415-575-1268.

WHAT CONSTITUTES FULL-TIME AND HALF-TIME AT CIIS FOR FALL AND SPRING SEMESTER

The following definitions are used by the Registrar's Office and the Financial Aid Office when verifying enrollment status (for the purpose of loan deferments, for certifying student loans, and for determining scholarship eligibility) for all Graduate Students:

Full-time

Regular Course Work		9 Units
Psy.D. Internship (Full-time)	PSY 9699	0 Units
Psy.D. Proposal Writing	PSY 7000	2 Units
Psy.D. Dissertation Research	PSY 7900	2 Units
Psy.D. Dissertation	PSY 9999	0 Units
ACS Proposal Completion	PARA 6900	0 Units
EWP Proposal Completion	EWP 6900	0 Units
PCC Proposal Completion	PARP 6900	0 Units
SCA Proposal Completion	SCA 6900	0 Units
TLC Proposal Completion	TLC 6900	0 Units
WSE Proposal Completion	PARW 6900	0 Units
ACS Thesis/Dissertation Seminar	HUMA 7900	0 Units
EWP Thesis/Dissertation Seminar	HUME 7900	0 Units
PCC Thesis/Dissertation Seminar	HUMP 7900	0 Units
SCA Thesis/Dissertation Seminar	HUMS 7900	0 Units
TLC Thesis/Dissertation Seminar	HUMT 7900	0 Units
WSE Thesis/Dissertation Seminar	HUMW 7900	0 Units
IHL Internship	IHL 6950	0 Units
SCA Fieldwork	SCA 9000	0 Units
ACS Comprehensive Exams	PARA 9600	0 Units
ACS Comprehensive Exams	PARA 9601	1 Unit
PCC Comprehensive Exams	PARP 9600	0 Units
PCC Comprehensive Exams	PARP 9601	1 Unit
WSE Comprehensive Exams	PARW 9600	0 Units
WSE Comprehensive Exams	PARW 9601	1 Unit

Half-time

Regular Course Work		6 Units
EXA Individual Practicum Supervision	MCP E 7601	2 Units
EXA Supervised Group Practicum	MCP E 7602	2 Units
ICP Individual Practicum Supervision	MCP I 7601	2 Units
ICP Supervised Group Practicum	MCP I 7602	2 Units
PDT Case Seminar	MCP D 7602	2 Units
SOM Individual Practicum Supervision	MCP S 7602	2 Units
Professional Seminar I	PSY 6704	2 Units
Professional Seminar I	PSY 6705	2 Units
Professional Seminar I	PSY 6706	2 Units
Professional Seminar II	PSY 7707	2 Units
Professional Seminar II	PSY 7708	2 Units
Professional Seminar II	PSY 7709	2 Units
Psy.D. Internship (Half-time)	PSY 9599	0 Units

(Practica, Supervision, & Cases Seminars plus 3 units of course work is considered full-time)

FOR UNDERGRADUATES, 12 UNITS IS FULL-TIME AND 6 UNITS IS HALF TIME, FOR EACH TERM.

WHAT CONSTITUTES FULL-TIME AND HALF-TIME AT CIIS FOR SUMMER SEMESTER

The following definitions are used by the Registrar's Office and the Financial Aid Office when verifying enrollment status (for the purpose of loan deferments, for certifying student loans, and for determining scholarship eligibility) for all Graduate Students:

Full-time

Regular Course Work		6 Units
Psy.D. Internship (Full-time)	PSY 9699	0 Units
Psy.D. Proposal Writing	PSY 7000	2 Units
Psy.D. Dissertation Research	PSY 7900	2 Units
Psy.D. Dissertation	PSY 9999	0 Units
ACS Proposal Completion	PARA 6900	0 Units
EWP Proposal Completion	EWP 6900	0 Units
PCC Proposal Completion	PARP 6900	0 Units
SCA Proposal Completion	SCA 6900	0 Units
TLC Proposal Completion	TLC 6900	0 Units
WSE Proposal Completion	PARW 6900	0 Units
ACS Thesis/Dissertation Seminar	HUMA 7900	0 Units
EWP Thesis/Dissertation Seminar	HUME 7900	0 Units
PCC Thesis/Dissertation Seminar	HUMP 7900	0 Units
SCA Thesis/Dissertation Seminar	HUMS 7900	0 Units
TLC Thesis/Dissertation Seminar	HUMT 7900	0 Units
WSE Thesis/Dissertation Seminar	HUMW 7900	0 Units
IHL Internship	IHL 6950	0 Units
SCA Fieldwork	SCA 9000	0 Units
ACS Comprehensive Exams	PARA 9600	0 Units
ACS Comprehensive Exams	PARA 9601	1 Unit
PCC Comprehensive Exams	PARP 9600	0 Units
PCC Comprehensive Exams	PARP 9601	1 Unit
WSE Comprehensive Exams	PARW 9600	0 Units
WSE Comprehensive Exams	PARW 9601	1 Unit

Half-time

Regular Course Work		3 Units
EXA Individual Practicum Supervision	MCP E 7601	2 Units
EXA Supervised Group Practicum	MCP E 7602	2 Units
ICP Individual Practicum Supervision	MCP I 7601	2 Units
ICP Supervised Group Practicum	MCP I 7602	2 Units
PDT Case Seminar	MCP D 7602	2 Units
SOM Individual Practicum Supervision	MCP S 7602	2 Units
Professional Seminar I	PSY 6704	2 Units
Professional Seminar I	PSY 6705	2 Units
Professional Seminar I	PSY 6706	2 Units
Professional Seminar II	PSY 7707	2 Units
Professional Seminar II	PSY 7708	2 Units
Professional Seminar II	PSY 7709	2 Units
Psy.D. Internship (Half-time)	PSY 9599	0 Units

(Practica, Supervision, & Cases Seminars plus 3 units of course work is considered full-time)

FOR UNDERGRADUATES, 12 UNITS IS FULL-TIME AND 6 UNITS IS HALF TIME, FOR EACH TERM.

ACADEMIC POLICIES AND PROCEDURES

(A PARTIAL LISTING)

ADD/DROP DEADLINE: The add/drop deadline is at the close of business on the **SIXTH weekday** of the semester. Students may add and drop online, in person, by mail, or by FAX. The FAX number is (415) 575-1267. Students may NOT add or drop a class by telephone. Classes may not be dropped after the Drop Deadline. To withdraw from a class after this time, please complete the "Authorized Withdrawal from Classes" form. Transcripts will reflect a grade of "W". For information about the refund policy relative to withdrawal, please see the "Summer Refund Policy" section on page 33.

AUDITORS: Students may register beginning the first day of the semester using an "Audit Request Form". This is a NEW policy beginning Fall 2004 semester to assure priority to current students needing academic credit. The "Audit Request Form" requires the instructor's signature prior to the add/drop deadline. Late Registration fees do not apply to Auditors.

AUTHORIZED WITHDRAWAL FROM CLASSES: Students who wish to withdraw from a class after the add/drop deadline must complete a "Request for Authorized Withdrawal from Classes". This form is available at <http://www.ciis.edu/students/regforms.html> and outside the Registration Office. This form must be completed with the instructor's signature. When the completed paperwork has been turned into the Registrar's Office, the withdrawal becomes official. A grade of "W" will appear on your transcript. Students who withdraw from classes will receive a pro-rated refund, minus the registration fee, according to the Institute's Refund Percentile Rate, (refer to the Payment Policy page). Students who simply absent themselves from class or tell the instructor that they are withdrawing from the class, without filing the required paperwork, will have failing grades (F) posted to their records, and be held accountable for all monies owed on their student account. It is the student's responsibility to know and follow this information at the time of registration. Students are responsible for any remaining balance on their account.

BUILDING AND ROOM SCHEDULE: CIIS has three buildings as a part of our campus, 1453 Mission Street, 695 Minna Street, and our new location in Fox Plaza at 1390 Market, Suite 111 (entrance off of Hayes Street). Both our Minna Street and Fox Plaza locations require that you use an entry code to unlock the exterior doors. For this reason it is important that you learn the code, which can be provided to you either at the Front Desk on the 4th floor at Mission, by the Greeters in the lobby of Mission or Minna, or by the Registrar's office. The code will work at both Minna and Fox Plaza. At the Minna Street Building, please consult with the person at the Greeter Desk for the room schedule. At Fox Plaza the room schedule will be posted on a bulletin board outside the bathrooms near the Hayes Street entrance. The Mission Street building has the room schedule posted in two locations: one outside the Registrar's Office, Room 405, on the window, and the other location on the third floor outside of the library on a bulletin board. The room schedules will be posted at all three locations on the first day of the semester. Your Student Schedule will have the location of your course; however, please double check your room assignments using the posted room schedule. All classroom assignments are subject to change due to enrollment numbers.

CANCELLATION OF UNDER-ENROLLED CLASSES: CIIS has a general policy that a course taught by one instructor must have a minimum enrollment of 9 students for credit (2 auditors = 1 student for credit). Courses taught by two instructors must have a minimum enrollment of 12 students for credit (or equivalent). The decision to cancel an under-enrolled course is made in consultation with the Academic Vice President immediately following the regular registration period. Students who have registered for a canceled course will be notified by phone and may switch to another course before the Add/Drop deadline. Those who do not wish to take an alternate course may opt for a tuition refund or for tuition credit toward their next registration.

CHANGE OF GRADE OPTION: Changes in grade option (from PF to LG or vice versa) **MUST** be made in the Registrar's Office by the add/drop deadline indicated in the semester calendar at the beginning of the Schedule of Classes. There is a "Grade Option" form available outside of the Registrar's Office (Room 405), online, or you may email registrar@ciis.edu with this request.

EDUCATION RECORDS AND THE PRIVACY RIGHTS OF STUDENTS: The Federal Family and Education Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of students concerning the records maintained by the Institute. The law provides that a student must be given access to records directly related to that student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include a right to challenge the appropriateness of a grade as determined by an instructor. The law generally requires that a written consent from the student in order to release personally identifiable data about the student from records to other than a specified list of exceptions. CIIS is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the Institute's academic, administrative, or service functions and who have reason for using student records in connection with those responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in connection with financial aid; to other institutions to which the student is transferring; in response to a court order or subpoena). Generally, the Institute must have written permission from the student in order to release any information other than Directory Information. However, FERPA allows schools to disclose student records, without consent to the following parties or under the following conditions:

- Institute official with legitimate education interest;
- Other programs to which a student is transferring;
- Specified institute officials or contracted agents for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the institute;
- Accrediting organizations;

- To Comply with judicial order of lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergency.

EDUCATION RECORDS AND THE PRIVACY RIGHTS OF STUDENTS: (continued) The Institute is authorized under the Act to release “directory information” concerning students. “Directory Information” releasable by CIIS includes the student’s name, address, telephone number, electronic mail address, program of study, enrollment status, dates of attendance, photograph, degrees and awards received, and participation in officially recognized activities. As an Institute student, if you seek to review your records you need to present a written request to the Registrar. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the California Institute of Integral Studies to comply with the requirements of FERPA. Visit the FERPA website at : <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Complaints of alleged violations may be addressed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

FIELD PLACEMENT CONTRACT: This is the contract required by the Field Placement Office for all students registering for Internship, Clinical Psychology Pro Seminar series I and II, Group Practicum/Case Seminar, or Individual Practicum Supervision. This contract should be completed 60 days prior beginning at your site. Students may pre-register for these courses online prior to the beginning of the term; *however, please be aware, if the Field Placement Contract is not completed with all signatures and turned into the Field Placement Office by the end of the add/drop period, the student will be dropped from that course.* **MASTER OF ARTS STUDENTS, PLEASE NOTE:** If you have an **off-site** individual supervisor, you will need to complete the Individual Practicum/Supervision Agreement that is a part of the Schedule of Classes in addition to the Field Placement Contract.

GRADE REPORTS: Student may contact the Registrar’s Office to request a grade report. With your student identification number and your PIN number, students may view their grades online via the WEB site, <http://pathway.ciis.edu>.

GRADUATION: Students need to apply to graduate. Graduation packets are located outside the Registrar’s Office (Room 405), on pathway@ciis.edu, or on line at <http://www.ciis.edu/students/regforms.html>.

INCOMPLETE COURSE WORK POLICY: “Incomplete” denotes an examination or a required assignment which has been postponed for a serious reason. An “Incomplete” (I) is assigned based on the student completing an “Incomplete Grade Request” Form with the instructor. Students who have not contacted the faculty member regarding completion of course requirements are subject to a failing grade. Students have one academic year to make up incomplete work. If the work is still incomplete after one year (at the close of the semester), the grade will be converted to a “Permanent Incomplete” (IN). This grade is not reversible. Students should be familiar with the current CIIS online catalog. Students are expected to follow all policies and procedures described in the catalog, the student handbook and the semester schedule of classes. A student may not participate in the commencement ceremony with an “Incomplete” grade. Please be aware that there are no Incomplete Extensions. Students may not graduate or withdraw from a program with an “Incomplete” grade on their record. The Incomplete (I) will be converted to a Permanent Incomplete (IN).

INCOMPLETE GRADE: It is the student’s responsibility to request an Incomplete grade from the instructor by completing an “Incomplete Grade Request Form”. If the instructor approves the incomplete grade, the instructor will sign the “Incomplete Grade Request Form” and submit this form to the Registrar’s Office in conjunction with the Final Grade sheet. “Incomplete Grade Request Forms” are available outside of the Registrar’s Office, Room 405.

INDEPENDENT STUDY / COMPREHENSIVE EXAMINATION CONTRACTS: This contract is included at the back of the Schedule of Classes, and also available outside the Registrar’s Office, at <http://pathway.ciis.edu>, or <http://www.ciis.edu/students/regforms.html>. These contracts must be complete with all signatures prior to turning them in to the Registrar’s Office. The Registrar’s Office asks that contracts be submitted by the deadline listed in the semester calendar. Contracts must be turned in by the last day of add/drop period.

INDIVIDUAL PRACTICUM / SUPERVISION AGREEMENT: This agreement is included at the back of the Schedule of Classes, and also available outside the Registrar’s Office, at <http://pathway.ciis.edu>, and <http://www.ciis.edu/students/regforms.html>. Supervision agreements must be complete with all signatures prior to turning them in to the Registrar’s Office. The Registrar’s Office asks that agreements be submitted by the deadline listed in the semester calendar. There is a new Individual Practicum/Supervision Agreement required each semester. These agreements must be turned in by the last day of add/drop period.

JEANNE CLERY ACT: The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. For a complete report of CIIS statistics, visit <http://www.ciis.edu/students/campusafety.html>.

LATE REGISTRATION: A late registration fee of \$175 will be assessed to all continuing students who do not register by the deadline indicated in the semester calendar at the beginning of the Schedule of Classes. Late registration does not apply to newly admitted students, special students or auditors.

NO-SHOWS: Students who are no-shows for the first meeting of any class may lose their place at the discretion of the instructor. Students who miss the first class meeting of a wait-listed class and fail to notify the instructor of their absence may lose their place on the wait list.

OUTSTANDING DEBTS: Students with outstanding debts (overdue account balances) will not be permitted to register. Please make late payments and/or direct inquiries to the Business Office, phone (415) 575-6132 or e-mail: Ireyzelman@ciis.edu.

PRIORITY REGISTRATION: Priority registration allows students to register for REQUIRED courses in their program only. For more details, please see the "Priority Registration" form available outside the Registration Office and on <http://pathway.ciis.edu>. Students who are eligible should complete this form, have it signed by the faculty advisor, and submit it to the Registration Office by the priority enrollment deadline.

REGISTRATION: A registration form is included at the back of this Schedule of Classes. Registration forms are also available outside the Registrar's Office, at <http://pathway.ciis.edu>, and <http://www.ciis.edu/students/regforms.html>. For online registration, please visit <http://pathway.ciis.edu>. Registration must be accompanied by payment (check, credit card number, or an indication that you have applied for Financial Aid). Your registration form does not require your faculty advisor's signature; however, we do encourage you to consult with your advisor prior to registration.

REGISTRATION MAINTENANCE: Registration Maintenance is no longer an option for a student who wishes to maintain an active status for an entire semester. Instead, students may use registration maintenance from the first day of registration through the add/drop deadline. By the add/drop deadline, a student must have an approved leave of absence, register for course work, or register for Thesis/Dissertation Seminar flat fee. After the add/drop deadline, the student must either have an approved leave of absence or be registered; otherwise, the student will be put on unauthorized leave. After the student has been declared on an unauthorized leave for two semesters for any one degree program, the student will acquire an inactive status and be required to reapply to the program.

SITTING IN ON COURSES: With the permission of the instructor, students may sit in a class as a visitor during the first week of the class.

SPECIAL STUDENTS: Individuals who wish to take courses for credit and are not enrolled in a program may apply for a Special Student status. This applies to someone who may want to apply for a degree program at a later time, or to someone enrolled in a degree program at another school who wish to take a specific course at the Institute. Students may request a Special Student application by contacting the Registrar's Office. Please see the semester calendar for date information. Special Student status must be renewed each semester. Special Students who later apply for and are admitted into a CIIS degree program are eligible to transfer up to one-sixth of the total number of units required for the degree program. Please see the registration information listed at the beginning of the course schedule for dates.

STUDENT ID CARD: Please stop by at the Registration Office, Room #405 to have your photograph taken and ID issued. If you are a distance student, please e-mail registeronline@ciis.edu to find out how to obtain a student ID card. Students will be provided a validation sticker for the ID card each semester upon registration. The ID number on your card is the ID number you will use to register online and, it is the key to using online library resources. ID cards are also necessary for checking out books from the CIIS library. This new ID is a one-time FREE issue. If the ID card is lost or stolen a \$25.00 replacement fee will be assessed.

STUDENT PORTAL: Pathway is our online student portal that allows students to register for classes, add and drop classes, view your transcript, and access other important student related information at – <http://pathway.ciis.edu>. Pathway is the site where you can access the online registration area. Under the Campus Resources area you can access and download Important Registration related forms, view Program Handbooks, see the Pathway Student Getting Started Guide, request information from the CIIS Library, and find Financial Aid information and services.

WAIT LIST: When a class with an enrollment limit becomes full, students are automatically placed on a wait list. If a seat in the class becomes available prior to the add/drop deadline, students on the wait list will be contacted in sequence. With the permission of the instructor, wait-listed students may attend the first class meeting. Wait-listed students who receive instructor permission to enroll in the class should bring written permission from the faculty member to the Registrar's Office prior to the add/drop deadline.

NOTES:

NOTES:

Independent Study / Comprehensive Examination Contract

California Institute of Integral Studies
1453 Mission Street, San Francisco, CA 94103
FAX: 415-575-1267

Independent Study Comprehensive Exams

Please complete all items on this form or it may delay processing

For Semester: Fall Spring Summer Year: 20____

Section A: Student

Last Name First Name MI CIIS Student ID #

Program _____ Concentration _____ Degree _____

Title of Course: _____

Number of Course Units _____ Brief Description of Course: _____

Section B: Instructor's Information

Last Name First Name MI

Street / Mailing Address City State Zip code

Phone Number Email Address

Current Core Faculty Current Adjunct Faculty Staff Neither

Section C: Instructor Agreement

As the instructor of an independent study course, I agree to work with the student for a minimum of 15 hours of per unit of credit (this time includes including study, reading, research, and practice). A total of 5 hours of meetings is required for each unit of Independent Study. **I have attached to this contract my resume and a course syllabus.** If an incomplete (I) is given as a grade, I agree to work with this student until completion of the course. I understand that I will not be paid until I turn in the course grade. I understand that unless I am already employed by the Institute in another capacity, this contract does not make me an employee of the Institute. I will determine my own schedule and meet with the student at our mutual convenience. I understand that upon completion of the contract I will receive payment in full without taxes withheld.

Other agreements: _____

Instructor's Initials

Signatures

Instructor Date Program Director/designee Date

Student Date Registrar Date

PROCEDURE

1. Student meets with program director or designee to receive approval for the independent study course.
2. Student completes Section A and gives it to the independent study instructor.
3. **Independent Study Instructor completes Sections B and C and signs the contract.**
4. Student has contract signed by program director or designee.
5. Student submits completed contract to the Registrar's office by date indicated on the course schedule calendar. (Student should keep a copy of the contract for personal records.)
6. **Instructor and student begin course.**
7. Registrar signs the contract and forwards a copy to Accounting Analyst and Business Liaison.
8. Accounting Analyst and Business Liaison makes copy of signed contract and mails copy to instructor.
9. Accounting Analyst and Business Liaison retains contract until contract is completed.
10. Accounting Analyst and Business Liaison determines that grades for contract are in.
11. Accounting Analyst and Business Liaison processes instructor pay (current staff or current core and adjunct faculty are paid through payroll all others are paid as independent contractor) by the 15th of the month following the submission of grades.

FOR AVP / BILLING OFFICE ONLY

Date completed _____

Dept Number _____

Amount to be paid _____

Acct. Number 4049

Process through Payroll

Process through P.O.

Signatures:

P.O.# _____

Accounting Analyst and Business Liaison Date

Business Office Date

Individual Practicum / Supervision Registration Agreement

California Institute of Integral Studies
1453 Mission Street, San Francisco, CA 94103
FAX: 415-575-1267

Please complete all items on this form or it may delay processing

For Semester: Fall Spring Summer Year: 20__

Section A: Student / Trainee / Intern Information

Last Name First Name MI CIIS Student ID #

Program _____ Concentration _____ Degree _____

Name & Address of Training Site: _____

Section B: Supervisor's Information

Last Name First Name MI

Street / Mailing Address City State Zip

Phone Email

Section C: Signatures

Student Date

Program Director Date

Placement Office (current copy of fieldwork agreement)

Registrar Date

GUIDELINES, PROCEDURES, AND APPROVALS FOR CLINICAL SUPERVISION

Revised 09/03

PROCEDURE

1. Student meets with program director or designee to select approved Clinical Supervisor (supervisor).
2. Student completes Sections A and B, then signs the Individual Practicum / Supervision Registration Agreement.
3. Student walks form to program director (or designee) for signature..
4. Student submits completed Individual Practicum / Supervision Registration Agreement and shows a copy of Fieldwork Agreement to registrar's office by date indicated on the course schedule calendar. (Student should keep a copy of the agreement for personal records.)
 - a. If student does not have copy of Fieldwork Agreement, student must obtain a signature from the placement office indicating Fieldwork Agreement is current.
5. Student begins practicum.
6. Registrar signs the Individual Practicum / Supervision Registration Agreement and forwards a copy to Accounting Analyst and Business Liaison.

REGISTRATION FORM

California Institute of Integral Studies * 1453 Mission Street * San Francisco, CA * 94103

FAX: 415-575-1267

Semester: Fall Spring Summer Year: 20__

Name _____ CIIS ID # _____ Date _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip)

E-Mail Address _____ Phone (H) _____ (W) _____
 It is very important to have your current email address: this is required for on-line students.

New Address? Yes No New Student? Yes No New to Program? Yes No

Birthdate _____ Social Security # _____ - _____ - _____

Degree _____ Program _____ Concentration _____

Advisor's Name _____ Anticipated Semester/Year of Graduation _____

International Student? Yes No If Yes, what type of visa do you hold? _____

Gender: M F Ethnicity: American Indian/Alaskan Asia Pacific Islander Black Non-Hispanic
 Hispanic White Non-Hispanic Other

I have applied for Financial Aid this semester.

The following course information is entered into your student record. Please fill it out completely:					
Course No./ Workshop/ Ind. Study	Course/Project Title	Instructor	No. of Units	Check if Contract Required	Grade Letter, Pass/ No Pass
Total Units:					

Method of Payment

By Check (No. _____) Cash Amount paid \$ _____ (Includes tuition and fees)

Credit Card: MasterCard VISA Card No.: _____ Expir. Date _____

I authorize CIIS to charge my credit card: (Please Sign) _____

For Students on the Deferred Payment Plan: I am paying my first installment under the Deferred Payment Plan. I understand that the applicable service fee will be added to my account.
 (Please Sign) _____



California Institute of Integral Studies
1453 Mission Street
San Francisco, CA 94103