



PACIFIC LUTHERAN UNIVERSITY

**Marriage and Family Therapy Program**  
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Dear Fall 2018 MFT cohort!

We are very excited about your choice to attend PLU's Marriage and Family Therapy Program. A lot of challenging and rewarding experiences lie ahead of you as you begin your career in this exciting field. I wanted to write and provide you with some important information as you make preparations for attending in the fall.

Please register for classes now. Step by step directions for registering are included below. For the Fall semester, register for MFTH 503: Systems Approach to MFT, and MFTH 504: Contextual Foundations of Systemic Practice. If you have any questions about financial aid, please contact Patricia Sunderland at 253-535-8029. For registration questions, please contact the Registrar Office at 253-535-7131.

I have included a calendar below with important class dates. We encourage you to be at all classes and to not schedule travel/vacations during class time. If you have questions, please contact our program office at 253-535-7659.

The program will host a mandatory orientation before the first class on Tuesday, September 4th from 12:30 to 2:30. Your first class will follow at 3 pm. In addition, we will have a 1st year cohort potluck for you and any significant others you'd like to bring after class (6:00 pm) on Thursday, September 6th.

In order to help you with the transition, you will receive an email from a current student in the coming weeks. These student "mentors" will be very helpful as they offer you access to the student perspective of preparing for the program. I'd encourage you to ask them a lot of questions. In addition, I have included in this letter some important information about the program and PLU.

I wish you all the best as you begin this wonderful journey.

Sincerely,

David Ward, Ph.D.  
Department Chair

## How to Register Online (on Banner Self-Service):

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1. Create your PLU [ePass account](#) (skip this step if you are a PLU alumni)
  - You will need your PLU ID number and PIN provided on your acceptance letter.  
(If you experience problems, call the Help Desk at (253) 535-7525 for assistance.)
2. Log into [Student Self-Service](#)
  - Select *Banner Self-Service*
  - Click on the *Access Banner Self-Service using my PLU ePass* link
  - Enter your ePass username and Password to log in.
3. Complete the annual [online Payment Agreement](#)
  - Select *Student Services*
  - Select *Payment Agreement*
  - Complete the two-part contract
    - Agreeing to the Terms and Conditions to attend PLU
    - Selecting a Payment Option
  - Choose SUBMIT my Payment Contract
4. Complete the Washington State Meningococcal Release Acknowledgement
  - Go to the *Personal Information* tab, select the *Notifications and Preferences* link
  - Select *Meningococcal Release Information*
  - Review the provided information, and then click the acknowledgment button.
5. Register for classes
  - Open PLU [Banner Self-Service](#).
  - Click on *Banner Self-Service* and log in using your ePass.
  - Select *Student Services* on the new page that opens.
  - Select *Registration*.
  - Select the **Fall 2018** term
  - Select *Add/Drop Classes*.
  - On the bottom of the page, there are a series of text boxes. Enter the Course Registration Numbers (CRNs) for the following two classes:
    - MFTH 503: Systems Approach to MFT, CRN: **20067**
    - MFTH 504: Contextual Foundations of Systemic Practice, CRN: **20068**(CRNs can also be found on the [Banner Interactive Schedule](#))
  - When you are finished, click *Submit Changes*.
  - When you are finished with registration, securely log out of Banner Web by clicking Exit.
6. To ensure you registered for your classes on [Banner Self Service](#):
  1. Select *Student Services*
  2. Select *Registration*
  3. Select *Student Schedule*
  4. *Student Schedule By Week*
  5. In the *Go To* field, enter **09/09/2018**, and then click submit. You should then be able to see **BOTH** MFT 503 and 504 listed Tuesday and Thursday from 3:00-6:20pm.

## Student Resources

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As a PLU student, you should feel free to take advantage of any PLU resources you like.

### Campus Map

An [interactive campus map](#) is available to help you familiarize with buildings you may want to visit, such as the University Center and library.

### Parking

Information about parking permits is available on the [Department of Campus Safety](#) website.

### Bookstore

The PLU Bookstore (Lute Locker) is located in the lower level of the Anderson University Center. Information about books is easiest to access at [lutelocker.com](http://lutelocker.com), you can also contact them at 253-535-7705 or [bkst@plu.edu](mailto:bkst@plu.edu). A list of required texts can be found on the [bookstore website](#).

### AAMFT and WAMFT

Students are required to become Student Members of the American Association for Marriage and Family Therapy (AAMFT) and the Washington Association for Marriage and Family Therapy (WAMFT) by the end of their first semester. Typically AAMFT offers to waive the application fee in the fall so please wait until then to register. Student Membership in AAMFT and WAMFT can create an important adjunct to the training you receive at PLU. AAMFT will provide you with up-to-date information on the field, opportunities to network with other marriage and family therapists, and numerous training conferences and publications to expand your knowledge. These are also great resources to use when working on class projects and papers. For more information and to join AAMFT, please visit their web site at [www.aamft.org](http://www.aamft.org).

### International Students

PLU has a relatively large population of international students. The Office of International Student Services provides a variety of services to you, including an additional orientation before the term begins. It is highly recommended that you attend the meeting so that you will be fully prepared and have all the information you will need. If you have any questions regarding your status as an international student, please contact the International Students Services by phone 253-535-7195, or by email [iss@plu.edu](mailto:iss@plu.edu).

### PLU Women's Center

The Women's Center promotes gender equity by providing resources and programs. They provide a safe place to talk and empower women and men to work for justice and social change. Internship and volunteer opportunities are provided. The PLU Victim Advocate provides individuals with options and resources so they may make informed decisions about their situation. She offers a safe, private setting to talk with individuals who have questions or concerns about sexual assault, intimate partner violence, or stalking.

### PLU Diversity Center

The Diversity Center provides support to students and clubs who work with diversity-related issues and seek to raise and sustain general awareness on campus about current educational, political, social issues related to race, ethnicity, gender, age and sexuality. They are available to help all students, staff and faculty who have interest in areas of multiculturalism.

### **Library**

The PLU library is available for your use and carries DVDs and some fiction books in addition to academic books and journals. It also has quiet places to study.

### **Dining**

PLU offers several [on-campus dining](#) options. Located in the Anderson University Center, [the Commons](#) is the main dining facility on campus serving breakfast, lunch and dinner 7 days a week.

### **Campus Calendar**

There are numerous lectures, musical concerts and other special events taking place on campus all semester long. Visit the [Campus Calendar](#) to find upcoming events on campus.

### **Housing**

MFT students may also live on campus, in apartment style "South Hall" or shared space "Kriedler Hall." There is currently no family housing on campus but there is some married/domestic partner housing available in the South Hall residence hall. Please see the [Department of Residential Life](#) website if you would like more information about on-campus housing.

### **Employment**

As first year students before practica begins, students are usually able to work at least on a part-time basis. It becomes difficult during your second year when practica begins to work this much, however most students do hold other jobs during practica that is considered part time, or on an as needed basis. Many students seek out jobs that will serve as resume builders. PLU also provides work-study and other employment opportunities on the main campus. If you are interested in campus jobs, contact the [Student Employment](#) Office (253-535-7463) or the [Career Connections](#) Office (253-535-7459).

### **IMPORTANT DATES:**

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#### **Fall Semester 2018 (September 4 – December 7)**

Labor Day: Monday, September 3 – PLU offices are closed.

Classes Begin: Tuesday, September 4

Thanksgiving Break Wednesday, November 21 – Sunday November 25 - no classes

Final Examinations: Monday, December 10 – Friday, December 14.

Semester ends: Friday, December 14.

#### **January Term 2019 (January 3-January 25)**

Classes Begin: Thursday, January 3

Martin Luther King Day, Monday, January 21 —no class, PLU offices closed

J-term Ends Friday, January 25

#### **Spring Term 2019 (February 4-May 24)**

Classes Begin: Tuesday February 5

President's Day Holiday Monday, February 18; No classes – PLU offices are closed.

Spring Break: CFTC Closed - March 25- March 29 —No Classes

Good Friday April 19th – PLU Offices Closed

Final examinations: Monday, May 20-Friday, May 24

Spring Semester Ends: Friday, May 24