This program is a continuous enrollment of 32 semester hours from Summer 2012 through Spring 2013 at a program price of $24,960 or $780 per semester hour. The tuition rate will change if you do not complete courses within 2 years.

Additional fees may include: Certification Fee, Fingerprinting, Graduation Fee, Placement File, Thesis Binding, Copyrighting, etc.

Students are eligible for Federal Financial Aid. (See reverse on how and when to apply.)

Contacts:

School of Education & Movement Studies
Dr. Tim Bruce, School Leadership Coordinator 253-535-7106  brucetd@plu.edu
School of Education & Movement Studies
Bree Van Horn, Admission & Advising 253-535-7276  vanhorba@plu.edu
Student Services Center
Marci Pecchia, SSVC Counselor 253-535-7165  pecchime@plu.edu
(Additional fees may include: Certification Fee, Fingerprinting, Graduation Fee, Placement File, Thesis Binding, etc.)

GRADUATE STUDENT REQUIREMENTS

1. Create Your ePass (Your electronic communication with PLU. Must pay your $300.00 Advance Tuition Deposit before creating ePass.)
   - Go to newepass.plu.edu (Allow 24 hours after paying deposit before you can create your ePass)
   - Have your 8 digit PLU ID number ready
   - Follow the easy steps online (Need help? Contact 253-535-7525)

2. Online Payment Contract (Must be submitted online each academic year you attend)
   - Go to Banner Web at www.bannerweb.plu.edu
   - Enter Secure Area
   - Log in with your PLU ID Number and your PIN (Personal Identification Number) which was provided in your letter of admission.
   - Go to Student Services
   - Go to Payment Contract – Required Annually
   - Read the contract and Submit
   - Select a Payment Option and Submit again.

3. Banner Web (Register for classes, add/drop classes, view grades, accept your offer of financial aid, view your student account, pay tuition)
   - Open Internet Explorer (Explorer is recommended for Banner Web)
   - Go to https://bannerweb.plu.edu
   - Enter your 8 digit PLU ID number
   - Enter your 6 digit PIN in the PIN field
   - Follow the prompt to complete the log in process. NOTE: Do not click on the “First Time User” button.

4. Accepting Your Offer of Financial Aid (If applicable)
   - Enter Secure Area
   - Select Award
   - Select Award by Aid Year
   - Select aid year Financial Aid Year 2012-13
   - Select Submit
   - Follow the instructions (Need help? Go to www.plu.edu/financial-aid/)

5. Verification
   - The Federal Government randomly selects students for a process called Verification. It confirms the accuracy of information you submitted on the FAFSA. You will receive notification if you are chosen. More info at www.plu.edu/financial-aid/.

6. Updating Your FAFSA
   - If you filed your FAFSA prior to completing your US Tax Return or used estimated information, you must update at www.fafsa.gov.

7. How to Get Your Refund
   - Go to www.plu.edu/studentervices (Choose Downloadable Documents, Refund Request Form) Return form to Student Services Center each semester you attend (If applicable)

8. How to Make a Payment
   - In person: Cash, personal, business, or cashier’s check; or money order at the Business Office, Hauge Admin. Building Room 110.
   - By mail: Send same as above (no cash) with the Billing Statement remittance stub to PLU, Business Office, Tacoma WA 98447
   - By phone (877-787-0661): Payments made by electronic check have no fees. Credit card payments are subject to a 2.5% convenience fee. (AMEX, Discover, Mastercard, accepted) (No VISA Cards)
   - Online: www.plu.edu/payments Payments made by electronic check have no fees. Credit card payments are subject to a 2.5% convenience fee. (AMEX, Discover, Mastercard, accepted) (No VISA Cards)
   - Wire Payments: For International Students only at www.peerTransfer.com

9. Address Confirmation
   - Keep your address(s) current online on https://bannerweb.plu.edu
**FINANCIAL AID IS AVAILABLE**  
**SUMMER 2012 through SPRING 2013**  
**COMPLETE THE 2012-13 FAFSA at [www.fafsa.gov](http://www.fafsa.gov)**

<table>
<thead>
<tr>
<th><strong>Summer 2012</strong></th>
<th><strong>10 Semester Hours</strong></th>
<th><strong>Price: $7,800</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 576</td>
<td>Personnel Development</td>
<td>3 semester hours</td>
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<tr>
<td>EDUC 577</td>
<td>School Finance</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>EDUC 578</td>
<td>School Law</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>EPSY 542</td>
<td>Group Dynamics &amp; Instructional Leadership</td>
<td>2 semester hours</td>
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<table>
<thead>
<tr>
<th><strong>Fall 2012</strong></th>
<th><strong>9 Semester Hours</strong></th>
<th><strong>Price: $7,020</strong></th>
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<tbody>
<tr>
<td>EDUC 582</td>
<td>Instructional Leadership I: Standards Based Teaching, Learning &amp; Assessment</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>EPSY 541A</td>
<td>Assessing Student &amp; Staff Instructional Needs</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>EDUC 555A</td>
<td>Family &amp; Community Engagement</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>EDUC 595</td>
<td>Internship in Educational Administration</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>EDUC 596</td>
<td>Reflective Seminar</td>
<td>1 semester hour</td>
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<tr>
<th><strong>J-Term 2013</strong></th>
<th><strong>2 Semester Hours</strong></th>
<th><strong>Price: $1,560</strong></th>
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<tr>
<td>EPSY 583</td>
<td>Current Issues in Exceptionality</td>
<td>2 semester hours</td>
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<tr>
<th><strong>Spring 2013</strong></th>
<th><strong>11 Semester Hours</strong></th>
<th><strong>Price: $8,580</strong></th>
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<tbody>
<tr>
<td>EDUC 583</td>
<td>Instructional Leadership II: Teacher Development &amp; the School Improvement Process</td>
<td>4 semester hours</td>
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<tr>
<td>EDUC 541B</td>
<td>Assessing Student &amp; Staff Instructional Needs</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>EDUC 555B</td>
<td>Family &amp; Community Engagement</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>EDUC 595</td>
<td>Internship in Educational Administration</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>EDUC 596</td>
<td>Reflective Seminar</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>EDUC 593</td>
<td>Culminating Professional Portfolio</td>
<td>2 semester hours</td>
</tr>
</tbody>
</table>

**TOTAL HOURS & COST:**  
**32 Semester Hours**  
**$24,960**