I have prepared these guidelines for prospective bilingual teachers wishing to take Cal Poly Pomona’s (CPP’s) EWS 3010 online in the Summer. I am a faculty member and the Bilingual Program Coordinator in CPP’s Education Department, and do not work in either of the offices that will be processing your enrollment. However, as many of you do not live close to CPP, I have agreed to facilitate your course enrollment.

BASIC INFORMATION:
Course Title: EWS 3010, Section E01: Ethnic Identities: Chinese Americans
Professor: Dr. Haiming Liu, Department of Ethnic and Women’s Studies
Dates: Spring 2019 – May 29 2019 – July 2, 2019 (1st 5-week session)
Organization: CPP’s “Open University” (AKA College of the Extended University): https://www.cpp.edu/~ceu/index.shtml

Follow the instructions below to enroll in the course IN APRIL, 2019.
(for more, see: https://www.cpp.edu/~ceu/open-university/dates-deadlines/summer-1st-5week.shtml)

Cost: $340 per unit (3-unit course): $1020 + $25 administrative fee (to process your application)
Cost information: https://www.cpp.edu/~ceu/open-university/fees-and-payment/index.shtml

HOW DO I REGISTER FOR THE COURSE?
Your registration steps are a little different from the steps indicated on the Open U’s registration webpage, because Cal Poly Pomona’s Bilingual Coordinator works with the Open U staff to register you (Bilingual Teacher Candidates) without your having to physically go to the CPP campus to get signatures or to pay for the course. So, please follow the general steps on the Open U registration page, with the following modifications.

A. Find the Open U. registration page: https://www.cpp.edu/~ceu/open-university/registration.shtml
B. Follow Step 1, “activate your account.” This is how you create an online “identity” at CPP. It triggers a CPP email and ID#, and allows you to be registered for courses.
C. Download the “Petition.” Basically, this is a course registration form. Do NOT get any signatures. We will do that for you here at CPP. However, you must fill out the following information:
   a. Top third of form: name, address, email, signature, etc.
   b. 2nd third of form:
      i. Course #: 50545
      ii. Subject & Catalog #: EWS 3010
      iii. Section: E01
      iv. Units: 3
      v. Does the course have prerequisites? Yes
      vi. LEAVE EVERYTHING ELSE BLANK ON THIS FORM
d. CAN & EMAIL THE PETITION (i.e., the form): **This is where your process differs significantly from what is on the website!!**
   a. Scan the petition. Do not photograph it.
   b. Create an email with the title: Bilingual Teacher Candidate petition-EWS3010
   c. Email it to two people:
      i. Ms. Laura Martínez, CPP’s Educ. Department’s liaison at Open University – lomartinez@cpp.edu
      ii. Dr. Myriam Casimir, CPP’s Educ. Department, Faculty member and Bilingual Program Coordinator – mcasimir@cpp.edu
      iii. Ms. Martínez & Dr. Casimir will work together to obtain the proper signatures for your petition so that you don’t have to make a trip to the campus to visit Dr. Liu and the EWS Department Chair.
   d. Pay for the course by accessing the information on the 5 week Payment Plan webpage: Payment schedule: https://www.cpp.edu/~ceu/open-university/fees-and-payment/1st-5wk-payment-plan.shtml
      i. On the PDF available in this webpage, you will find a form to work out the payment situation. The bottom of the second page has the following information:

   **How to make your Payment through BroncoDirect:**

   1. SIGN ONTO BRONCODIRECT
      A. WWW.CPP.EDU
      B. SELECT “BRONCODIRECT” LOCATED TOWARDS THE BOTTOM OF THE PAGE
   2. ENTER USERNAME (NOTE: IT IS NOT YOUR ID#) AND PASSWORD
   3. AFTER LOGGING ON SELECT “BRONCODIRECT” AND THEN “STUDENT CENTER”
   4. CLICK ON “MAKE A PAYMENT” (THIS IS LOCATED UNDER FINANCES) THIS WILL DIRECT YOU TO A CASHNET WEBSITE, ALLOW POP-UP
   5. ON THE CASHNET WEBSITE PLEASE SELECT “CLICK HERE TO MAKE A PAYMENT”
      THE AMOUNT WILL NOT AUTOMATICALLY APPEAR, STUDENTS HAVE TO MANUALLY ENTER IN THEIR AMOUNT. THE AMOUNT IS LOCATED ON YOUR PETITION.
   6. UNDER THE DESCRIPTION SELECT “COLLEGE OF THE EXTENDED UNIVERSITY-CEU STUDENTS ONLY”
   7. ENTER THE AMOUNT (AMOUNT CAN BE FOUND ON YOUR PETITION)
   8. CLICK ON “ADD ITEMS IN CART”, CLICK ON “CHECKOUT”, AND ENTER PAYMENT INFORMATION.
NOTES:

1. Your main contact for Open University-related payment and enrollment is Ms. Martínez. She is extremely busy enrolling students for ALL summer courses, so trouble-shoot on your own and try to resolve your problems. Contact her as a last resort: 909.869.4938; lomartinez@cpp.edu

2. Your main contact for information about the course is Dr. Casimir from CPP’s Educ. Dpt. She can help you figure out where to find course number information, and so on, but doesn’t know anything about enrollment via Open U. She teaches a full load and is often a bit overwhelmed! However she attempts to respond to all emails: mcasimir@cpp.edu

3. Since this is an online class, it is assumed that you know your way around a computer. Use the Blackboard site to access the course (https://blackboard.cpp.edu). If you need assistance in accessing the course, please use the Blackboard Help available online (https://ehelp.wiki.cpp.edu/Bb_students), or contact the CPP Help Desk (909.869.6776, or https://cpp.service-now.com/ess/).

4. Dr. Liu is the instructor for the course, and can answer your questions about the coursework and course expectations. The only good reason 😊 to contact him before the course starts is to let him know that you cannot see the course on Blackboard: hliu1@cpp.edu

5. The books for the course are:

After all of the initial work of course enrollment and access to the Blackboard site are complete, you will be ready to enjoy the course!