
**HOW TO ENROLL IN THE ETHNIC STUDIES COURSE FOR CTC'S
BILINGUAL AUTHORIZATION "CULTURE" REQUIREMENT
Offered Online at Cal Poly Pomona**

Dear Prospective Mandarin-English Bilingual Teacher:

I have prepared this flyer for those of you wishing to take Cal Poly Pomona's (CPP's) EWS 3010 online in this Summer. I am a faculty member 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. I will be answering emails until 5/25/20, so you can email me before then if you run into trouble while enrolling: mcasimir@cpp.edu.

Have a healthy summer!

Myriam Casimir, Ph.D.

Associate Professor & Bilingual Coordinator

Education Department, Cal Poly Pomona

BASIC INFORMATION:

Course Title: EWS 3010, **Section E01 or E02**: Ethnic Identities: Chinese Americans

Professor: Dr. Haiming Liu, Department of Ethnic and Women's Studies

Dates: Spring 2019 – May 27 2020 – June 25, 2020 (1st 5-week session)

Organization: CPP's "Open University" (AKA College of the Extended University):

<https://www.cpp.edu/ceu/index.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/tuition/index.shtml>

HOW DO I REGISTER?

The registration process has been adapted to conform with COVID 19 issues. **Follow the instructions on the following link to enroll in the course as soon as possible:** <https://www.cpp.edu/ceu/open-university/docs/ou-online-registration-process.pdf>

The "petition" that you will download is basically a course registration form. Fill out the following information:

1. Top third of form: name, address, email, signature, etc.
2. 2nd third of form:
 - a. **Course #:**
1st Choice: Section 1 – **Course # 50898. OR**
2nd Choice: Section 2 – Course #: **50899**
 - b. **Subject & Catalog #:** **EWS 3010**
 - c. Section: **E01 or E02**
 - d. Units: **3**
 - e. Does the course have prerequisites? **No-BIL Authorization**

LEAVE EVERYTHING ELSE BLANK ON THIS FORM

- c. SCAN & EMAIL THE PETITION (i.e., the form) as instructed in #2 of the pdf. **Please cc me on the email.**
 - Scan the petition. Do not photograph it.
 - Create an email with the title: **-EWS 3010 Petition - Bilingual Teacher Candidate**

The Open University pdf document provides guidelines for how to pay and complete the enrollment process.

NOTES:

1. Your main contact for Open University-related payment and enrollment is listed on the PDF from Open University.
2. Since this is an online class, we assume that you know your way around a computer. Use the Blackboard site to access the course (<https://blackboard.cpp.edu>). Access the online orientation to Blackboard if needed: https://cpp.service-now.com/ehelp?id=kb_article&sys_id=3a1fc54e6fe8e600e020f35d5d3ee4bd . For more assistance, you can fill out a “ticket” at: <https://cpp.service-now.com/ehelp>, or contact the *CPP Help Desk* (909.869.6776).
3. 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
4. The books for the course are:
 - a. Chang, Iris (2003). *The Chinese in America: A Narrative History*, NY: Viking,.
 - b. Liu, Haiming (2005). *The Transnational History of a Chinese Family*. New Brunswick: Rutgers University.
 - c. Optional: Yin, Xiao-huang (2000). *Chinese American Literature Since the 1850s*. Urbana and Chicago: Illinois.

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!