

**Notre Dame de Namur University
1500 Ralston Avenue
Belmont, California 94002**

SCHOOL OF EDUCATION AND LEADERSHIP

**OFF-CAMPUS ADMINISTRATIVE SERVICES
CREDENTIAL PROGRAM
ON THE JUNIPERO SERRA HIGH SCHOOL CAMPUS
IN SAN MATEO**

INFORMATION BOOKLET FOR STUDENTS

FALL 2007

Mission Statement

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community that challenges each member to consciously apply values and ethics in his or her personal, professional, and public life.

Foreword

Welcome to the Notre Dame de Namur University Off-Campus Administrative Services Credential Program!

This handbook has been compiled as a guide and source of information for students and instructors who are participating in the Notre Dame de Namur University's Off-Campus Administrative Services Credential Program, located at Junipero Serra High School in San Mateo. The Notre Dame de Namur University (NDNU) Off-Campus Cohort is specially designed for teachers in Catholic schools who want to gain the skills and knowledge needed to become outstanding teacher leaders.

The NDNU Off-Campus Cohort has several special advantages over traditional administrative programs. The most important difference is the learning environment; students take all courses together with the other members of the cohort, progressing from semester to semester at the same pace. This cohort structure helps students to develop a learning community and provides individualized, small group instruction for all courses. In addition to this special learning environment, students also enjoy the convenience of a school-based location and a reduced tuition rate.

This booklet contains information you may need about the program. If you have any questions, please do not hesitate to contact Dr. Diane Guay at 650-508-3702 or email dguay@ndnu.edu or Karen Yee at 650-508-3430 or email kyee@ndnu.edu.

We look forward to getting to know you.

Warmly,



Dr. Diane Guay, Director
Administrative Services Credential Program
Master of Arts in School Administration
1500 Ralston Avenue
Belmont, California 94002

Admission to the NDNU Off-Campus Administrative Services Credential Program

Each prospective candidate for an Administrative Service Credential must hold a Bachelor's Degree before filing an application for admission to graduate standing. A personal interview is required to assess the applicant's potential for success in the program. A program plan will be developed at this time. Prospective students must also provide two letters of recommendation and one official transcript prior to acceptance.

Application procedure:

1. Contact Dr. Diane Guay at 650-508-3702 or email dguay@ndnu.edu to request application materials or obtain the materials directly from Candace Hallmark in the Graduate Admissions Office at 650-508-3600 or email grad.admit@ndnu.edu
2. Complete application, including two letters of recommendation and one official transcript and send to:

Laty Johnson, Credential Analyst
c/o Karen Yee
School of Education and Leadership
Notre Dame de Namur University
1500 Ralston Avenue
Belmont, CA 94002

3. Once all application materials are received and reviewed, the candidate will be contacted and an interview will be arranged.

Course Offerings*

Serra Campus

- ED230 Financial Management
- ED270 Management of Human Resources
- ED280 Leadership Concepts
- ED290 Organization and Management

Master of Arts in School Administration

- ED344 Trends in Curriculum Development
- ED345 Educational Assessment and Evaluation

NDNU campus (Saturdays):

- ED351 School-Community Relations
- ED353 School Law,
Governance&Politics
- ED355 Program Initiation
and Implementation
- ED397 Contemporary Topics in
Tech Leadership

*Course descriptions can be found in the *Administrative Services Handbook* or on the www.ndnu.edu website.

Frequently Asked Questions about the Administrative Services Credential
Off-Campus Cohort

1. Can I transfer in credits from another institution to cover courses offered by the program?

Yes, you can transfer up to six units toward your M.A. from another accredited college or university. In order to inquire into this possibility, you will need to call Dr. Diane Guay to set up an appointment. At this time, please bring in a copy of your official transcript, showing the title(s), grade(s), and date(s) the course(s) were completed, along with a course description. We will review this information in order to determine if the course(s) may be transferred in and substituted for any of your M.A. courses.

2. What is the tuition for the Off-Campus Cohort?

The tuition rate is \$1,250 per 3-unit course. This represents a significant discount from NDNU's regular graduate tuition rate. The Archdiocese of San Francisco is providing additional funding. Please contact Bret Allen (AllenB@sfarchdiocese.org)

3. What if I have to skip a course because of my teaching schedule or other scheduling issues?

You can take up to two courses on campus at the Off-Campus Cohort rate to make up for any courses you may miss during the duration of the program.

4. I have a friend who is interested in joining the Cohort but we've already started fall classes. Can they still join?

Qualified students are welcome to join the Off-Campus Cohort. These "late joining" students will need to take the courses they missed on campus, but they may still be able to graduate with the rest of the Cohort. NDNU hopes to offer a new cohort every two years (e.g., fall 2007, fall 2009), so students who are interested in the program are encouraged to start in the fall whenever possible.

5. When are courses offered?

Courses in the Off-campus Cohort will be offered one evening per week, Monday through Thursday at the Serra campus. Courses on Saturdays meet on the NDNU campus once a month with a two hour introduction.

6. Is financial aid available?

Yes, financial aid is available from NDNU. To find out more, contact the Financial Aid Office at 650-508-3509/3570 or finaid@ndnu.edu. In addition, some students receive financial support from their local diocese; check with your principal to learn more.

Key Contacts for the NDNU Off-Campus Cohort

<i>For Questions about...</i>	Contact	Title/Department	Phone/Email
<i>General information about the program, course offerings, schedules, etc.</i>			
<i>Admissions and applications</i>	Candace Hallmark	Graduate Admissions	650-508-3600 grad.admit@ndnu.edu
<i>Transcripts</i>		Registrar's Office	Jane Kubel 650-508-3518 jkubel@ndnu.edu
<i>Billing and payment</i>	Stacey Haynes	Student Accounts Manager	650-508-3565 shaynes@ndnu
<i>Registration</i>		Registrar's Office	650-508-3518
<i>Loans</i>		Financial Aid Office	650-508-3509/3570 finaid@ndnu.edu
<i>How to earn a teaching credential at NDNU</i>	Lu Chang, Bob Ferrara or Barbara Kammerlohr	Professors, Education Department	650-508-3703 lchang@ndnu.edu 650-508-3531 rferrara@ndnu.edu or 650-508-3627 bkammerlohr@ndnu.edu
<i>All credential inquiries</i>	Laty Johnson	Credential Analyst	650-508-3545 ljohnso@ndnu.edu
<i>Any administrative questions related to the program</i>	Karen Yee	Assistant to the program directors	650-508-3430 kyee@ndnu.edu
<i>Any administrative questions related to the School of Education</i>	Rachel Walton	Administrative Assistant to the Dean	650-508-3701 rwalton@ndnu.edu

Directions to Junipero Serra High School

Junipero Serra High School is located at 451 West 20th Avenue in San Mateo. To drive to Serra High School from anywhere on the Peninsula, take either Highway 101 or 280 towards San Mateo.

If you are taking Highway 101, take Highway 92 West to the Alameda de las Pulgas exit. Turn left at the end of the ramp, then turn left on 20th Avenue. Serra is on the right, about one and a half blocks down.

If you are taking Highway 280, take Highway 92 East to the Alameda de las Pulgas exit. Turn right at the end of the ramp, then turn left on 20th Avenue. Serra is on the right, about one and a half blocks down.