

To All Individuals from Regions 1 and 8 Applying to COVE:

Applications for Fall 2009 will be available on-line on the COVE website beginning July 27, 2009.

Application Dates: You will have until **August 31, 2009** to return your completed on-line application. All new COVE applicants who are accepted will be in **Cohort 17**.

Registration Dates: **July 27 through September 7, 2009**
Register through the SOEA office. See below for directions. Contact Nancy Lowe at nalowe@vcu.edu if you have problems or questions about registration.

Required Orientation: Students accepted into Cohort 17 will receive an email notification about the time/date of the orientation.

Fall 2009 Course Dates: **September 28 to December 11, 2009**

Tuition Costs: **Participants pay \$325 per 3 credit course & \$150 per 2 credit course (participants do not pay for Seminar I and Seminar II)**

Participants can only take two courses each semester unless permission is obtained in advance. If you register for 9 credit hours or more, you will be charged full on-campus graduate tuition.

How to Register for COVE courses:

In order to register, you must complete and mail or fax the following:

Off-Campus Registration Form (Found on the VCU web page)
<http://www.soe.vcu.edu/soea/Forms/OffCampusRegistration.pdf>

Where to mail or fax course registrations:

SOE Associates
Virginia Commonwealth University
Oliver Hall Education Room 1057
1015 West Main Street
P.O. Box 842020
Richmond, VA 23284-2020
Fax #: (804)828-6444

All new COVE Cohort 17 participants please register for the following courses unless you are directed to other courses by Carole Boyle.

SEDP 501: Characteristics of Students with High Incidence Disabilities
TEDU 631: Behavior Management of Students with Disabilities

TO **DROP** A COVE COURSE AND NOT BE RESPONSIBLE FOR PAYMENT OF TUITION, YOU MUST EMAIL THE SOEA OFFICE AT soea@vcu.edu BY **OCTOBER 2, 2009**. AFTER THAT DATE, YOU HAVE UNTIL **NOVEMBER 4, 2009**, TO **WITHDRAW** FROM THE COURSE (ALSO BY EMAILING soea@vcu.edu), BUT WILL STILL BE RESPONSIBLE FOR PAYMENT OF TUITION.

The Virginia Department of Education heavily subsidizes the COVE program, which is why the course cost is so low. If you Fail or Withdraw from a course, you will not be allowed to re-take that course through the COVE program. The state subsidy can only be used once. If the course is available, you may be able to re-take the course through SOEA at the regular VCU cost.

Frequently Asked Questions about COVE

What is VCU COVE?

The VCU COVE Program is a combined effort of the Department of Special Education and Disability Policy at VCU, the Virginia Department of Education, and school divisions in Superintendent's Regions 1 & 8. Program participants will receive coursework and other activities leading to endorsement in Special Education, General curriculum. All courses will be Web-based and taught by a lead instructor who is a faculty member in the Department of Special Education and Disability Policy at VCU.

How long will it take me to finish the program?

The VCU COVE program is a 27-credit hour sequence consisting of 9 graduate courses and two 1-credit hour on the job seminars. The COVE program is designed to be completed in six consecutive semesters of instruction.

What is the difference between Cohort numbers and which one am I in?

Each cohort refers to when you began the VCU COVE Program. Cohort 13 began in the spring of 2008. Cohort 14 began in the fall of 2008. Cohort 15 began in the spring of 2009. Cohort 16 began in the summer of 2009. Cohort 17 begins in the fall of 2009.

How will we receive class instruction?

Web-based instruction will be the primary vehicle for delivering instructional content through Blackboard. Web-based content may be supplemented through audio teleconferences and resource materials provided to all students. An orientation to Blackboard is included in the COVE Orientation that will take place via teleconference the week before classes begin.

Who will teach these courses?

All courses are taught by a lead instructor who is a faculty member of the Department of Special Education and Disability Policy at VCU.

Will we have to be on the Internet at a certain time?

These courses are designed to be semi-flexible with time. You will not be required to be on the Internet at a certain time but you will be required to review materials, complete assignment, and take tests and quizzes by a certain date. You may be required to participate in audio conferences and/or online discussions, which may have time specification.

What happens if I register for a COVE course but do not start it or complete it?

To **DROP** a cove course and not be responsible for payment of tuition, you must email the SOEA office at soea@vcu.edu by **October 2, 2009**. After that date, you have until **November 4, 2009**, to **WITHDRAW** from the course (also by emailing soea@vcu.edu), but will still be responsible for payment of tuition.

The Virginia Department of Education heavily subsidizes the COVE program, which is why the course cost is so low. If you Fail or Withdraw from a course, you will not be allowed to re-take that course through the COVE program. The state subsidy can only be used once. If the course is available, you may be able to re-take the course through SOEA at the regular VCU cost.

It is at the discretion of a COVE instructor whether they will assign an Incomplete (I) grade for a course to allow for all coursework to be completed and submitted by a specified date. It is the student's responsibility to work with the instructor regarding incomplete assignments.

When I'm done with the program, will I receive licensure from VCU?

The VCU COVE program leads to full professional collegiate licensure for individuals completing the entire sequence of courses. Courses taken outside of the COVE program must be verified by the COVE office before the "College Verification Form" is submitted to the Human Resource Director of your school district. Your HR Department will assist you in obtaining your license and endorsement.

I would like to complete my Masters degree. Will the VCU COVE classes transfer?

All coursework for the Master's degree must be completed within five years of the beginning of the first course taken. To find out more about VCU's Masters program, please contact Dr. Beth Bader at babader@vcu.edu

I know what classes are being offered through the VCU COVE Program but I need more information about each class in the program.

Updated course descriptions are available in the VCU Graduate Bulletin. <http://www.pubapps.vcu.edu/bulletins/>

Can I pay for the cost of the entire program?

Please pay per semester. Each semester you will need to register and pay for classes. Your cost for each course in the 2009-2010 Academic Year will be \$325 for each 3 credit course & \$150 for each 2 credit course. Once you are registered, you will be billed by the VCU Office of Student Accounting.

NOTE: COVE funds will not be applied to student accounts until after the start of courses. If you receive an incorrect bill, only pay the COVE rate noted above. Bills will be adjusted once the COVE funds are applied. You will not receive a new bill once the funding is adjusted. Please rely on [eServices](#) to view your student information including your current bill.

Are you only accepting teachers who are employed in Superintendent's Regions 1 and 8?

Yes. At this point in time we are targeting those teachers in regions 1 & 8 due to our limited funding.

I won't be able to get my registration form in by the deadline due to the mail services. What should I do?

Register In Person: The office is located on VCU's Monroe Park Campus at 1015 West Main Street, Oliver Hall School of Education, Room 1057. This office is open for registration from 8:30am-4:00pm Monday-Friday and can be reached at 804-828-1322 or soea@vcu.edu

How do I confirm my registration, pay my tuition, get my final grade & get my unofficial transcript?

All enrolled students have access to eServices, the online student system at VCU. Go to www.vcu.edu, click on For Current Students & then click on Academic Record (Student Records Access). Follow the instructions to log in & you will be able to view all information related to your enrollment, billing, final grades & unofficial transcripts. (You must have your eID and password to log in. This is something you can obtain on-line at <https://eidmanager.vcu.edu/>)

I am a student with a disability and will need accommodations for my classes. What is VCU's policy on this?

VCU provides services for students with disabilities on both the Academic and Medical Campus. Please contact the appropriate coordinator of the Disability Support Services (DSS) Office for additional information about eligibility of services and accommodations:

Academic Campus

DSS Coordinator: Joyce Knight

Voice/TDD: (804) 828-2253

109 North Harrison St., Room 102 A

Fax: (804) 828-1944

If you are already a registered student with the VCU Disability Support Services Office (DSS), please contact your professor as soon as possible (ideally within the first three weeks of the

semester). You will need to present each professor with a letter of accommodations from the DSS Office.

I will need a receipt of payment. Will you send me a receipt?

You must contact the VCU Office of Student Accounting regarding a receipt. They can be reached at (804)828-2228.

I will also need to submit my grades to my school district.

Official transcripts can be requested from the Office of Records and Registration (804-828-1349) or go online to <http://www.enrollment.vcu.edu/rar/transcripts.html> for transcript information. You can obtain an unofficial transcript from VCU by using eservices. Eservices provides electronic access to your academic record (this system is how all VCU students retrieve their final grade). [eServices](#)

What is the difference between drop and withdrawal, and what are the COVE deadlines for each?

- **Drop** - A student may drop a class (**excluding short courses**) only during the first week of the fall or spring term. Charges are removed, and the student's transcript does not list the class.
- **Withdraw** - When a student withdraws from a class (**excluding short courses**) within the first four weeks of the fall or spring term, the transcript lists the class with a mark of "W" and charges are assessed and adjusted according to the University Refund Policy. The student also may withdraw from a class between the end of Week 4 and the end of Week 10 with a mark of "W" but no refund of tuition.

The deadline to drop a course with a refund is the end of the first week of classes. The deadline to withdraw from a course with a "W" on your transcript and no refund is half way through the course. All drop/withdrawal requests must be made in writing to SOE Associates (email drop/withdrawal requests are acceptable when sent to soea@vcu.edu).

Note: COVE courses are considered short courses.

I'm having technical/Blackboard problems in the class. What should I do?

Contact the VCU AT Help Desk at (804) 828-2227 or visit them on the web at <http://www.ts.vcu.edu/helpdesk>.

The AT Help Desk provides quick, courteous, and comprehensive computing support on the Academic and MCV campuses. Self-service support is available online 24 hours a day and walk-in and live phone support during posted hours.

How do I get Textbooks for the courses?

You can order your text books online from the VCU Bookstore: <http://vcu.bncollege.com/> or you can use any other online textbook resource.

I did not find the answer to my question. What do I do now?

Contact Carole Boyle at (732)534-5909 Monday, Tuesday, Wednesday and Friday between 9:00am-3:00pm or via email at caboyle@vcu.edu for any questions concerning the VCU COVE Program.