Hello everyone!

**Welcome to MPA!**

We are so glad that you’ve decided to join us this Fall! Here’s some important information to get you started.

Warning: it’s a **long** email, but I hope it will all be helpful to you.

1. **FALL COURSE REGISTRATION begins Monday, May 19th – if you haven’t already done so, ACTIVATE your MY.EVERGREEN account NOW**

**If you have not yet activated your MyEvergreen account, \*now\* is the time! Go to “Logging in for the First Time” at:** [**http://wikis.evergreen.edu/computing/index.php/Logging\_in\_for\_the\_First\_Time**](http://wikis.evergreen.edu/computing/index.php/Logging_in_for_the_First_Time)

Fall web registration begins Monday, May 19th. **Students register by time ticket**, and you access your time ticket via your [MyEvergreen](my.evergreen.edu) account, at [my.evergreen.edu](https://my.evergreen.edu/). If you haven’t already done so, you’ll need to activate your MyEvergreen account by logging into your Evergreen email account. Note that in particular **our 2 credit elective courses tend to fill quickly** (sometimes within minutes of the opening of Registration!) so I’d recommend that you pay close attention to the time on your time ticket and **register as soon as your time ticket allows**. Here are the instructions:

**Registration Instructions**

Registration is online, via [my.evergreen.edu](https://my.evergreen.edu/). If you have any issues with logging into your MyEvergreen account or with the Registration process, contact Registration directly, at: 360-867-6180.

For general registration information, refer to the [Registration Overview for Graduate Students](http://www2.evergreen.edu/wikis/computing/index.php?title=Registration_Overview_for_Graduate_Students).

**Each course has a Course Reference Number (CRN) connected to it, and you will need the course’s CRN to register.**

**By Monday, May 5th** you will be able to find **CRNs** and other basic information about Fall MPA courses, including**,** dates, faculty and a short course description**,** on the [**MPA 2014-15 Course Catalog page**](http://www.evergreen.edu/catalog/2014-15/mpa/) at this link: <http://www.evergreen.edu/catalog/2014-15/mpa/>

A booklist and first assignment list for 1st Year Core will be posted by late July – we’ll email you when we do this.

Course syllabi and reading lists for other courses will be posted at the [Course Syllabi link](http://www.evergreen.edu/mpa/coursesyllabi.htm) on the [MPA Course Information page](http://www.evergreen.edu/mpa/courseinformation.htm) in September: <http://www.evergreen.edu/mpa/coursesyllabi.htm>.

You may verify your registration at any time online at [Student Registration Details](https://bannerweb.evergreen.edu/pls/banprod/bwskfshd.P_CrseSchdDetl).

**If you’re wondering: “How do I know what to register for this Fall?”: only 1st Year Core -- “Context of Public Administration” -- is REQUIRED, with this CRN: 10221**

In the Fall, Winter and Spring quarters of your 1st year and the Fall and Winter quarters of your 2nd year, your Core course is the only course that you are required to take. **For the Fall 2014 quarter, at a minimum, register for your 1st year core course, “Context of Public Administration.”** **Here is the CRN: 10221**.  By Monday, May 5th, detailed course information will be available on the MPA 2014-15 Course Catalog page at this link: <http://www.evergreen.edu/catalog/2014-15/mpa/>.

**Like all Core courses, this is a \*6\* credit course** that begins with MPA Orientation (on Friday, October 3rd and Saturday, October 4th: scroll down for details) and thereafter meets every \***Thursday**\* night from 6-10pm \***and**\* on one Saturday (to be determined but likely the last Saturday of Fall quarter). Note that in the MPA program **a full-time course load is a minimum of 8 credits**, and taking a full-time course load each quarter (Core + an elective or a contract) would enable you to complete the 60 credits required for the MPA in 7.5 quarters, or just over 2 years. If you attend part-time (at 6 credits per quarter) you would typically finish the degree in about 3 years (60 credits/6 credits per quarter = 10 quarters). Most students complete the degree in 2 to 4 years, and you may take **up to 6 years** if needed to complete the degree. You may technically register for up to 12 credits each quarter; more than 12 credits requires the MPA Director’s approval.

**If you are in the Public Policy concentration**, these two 4-credit courses are required: Foundations of Public Policy (FPP) and Advanced Research Methods (ARM). FPP is offered every Fall: so, while you can take it this Fall, you will have more than one opportunity to take it. ARM is offered every Winter, but you must complete the entire year of 1st year core \***before**\* you can take it, so ARM is **not** an option until your 2nd year. If you are \***not**\* in the Public Policy concentration you are still welcome to take FPP: it will be an elective for you (and it may well entice you into taking more policy courses and into the Public Policy concentration ).

**Bottom line – Core (at 6 credits) is your minimum:** In the Fall, you can choose to just **take 1st year core for 6 credits and attend \*part-time\***, which would mean that after Orientation weekend you would be in class once a week, on Thursday nights from 6-10pm + one Saturday during the quarter. **Or,** if you’d like to **attend \*full-time\***, you would **register for at least eight (8) credits**. For 8 credits, in addition to Core you would need a 2 credit elective course. For 10 credits, in addition to Core you would need a 4 credit concentration course (FPP) or elective or two 2 credit electives. Again, beginning May 5th, for Fall course information check out the 2014-15 MPA Course Catalog at:  <http://www.evergreen.edu/catalog/2014-15/mpa/>

**Recommendation – in the Fall, take just Core \*or\* Core + a 2 credit elective**: In the Fall, we recommend being cautious and taking just Core (at 6 credits) or Core + just 1 two credit elective course (6 +2 = 8 credits). This gives you the best chance for success, especially if you haven’t been in school for a while, and to see how going to grad school meshes with the rest of your life (work, family, other activities).

**However…when choosing your \*elective\* course(s), note that a maximum of four of the 2 credit MPA elective courses in total can be taken toward the MPA degree (the Graduate Writing course does \*not\* count).** Short courses are ideally suited to intense, workshop-type learning experiences, which while valuable are only one component of the well-rounded, “robust” set of learning experiences essential for the MPA degree. This limit puts short courses in proper proportion with respect to other elective options: 4 credit MPA electives, 4 credit MES electives, and 1 to 4 credit individual study contracts (individual learning contracts and internship contracts), commonly collectively called “contracts.” We want students to have the opportunity to become oriented to the MPA program before undertaking a contract, so these options are **not** open to MPA students in their first quarter of enrollment: you can begin taking individual learning contracts in the Winter of your first year, and internship learning contracts in the Spring of your first year. We’ll give you more information about contracts during the Fall quarter.

The \***one**\* **exception** to the four 2 credit course maximum is our **graduate writing course,** typically called **“Strategies for Graduate Writers”** and offered in Summer quarter. Skillful writing is so important that we want to encourage students to get additional writing instruction and practice. Therefore, we allow students to take this course **in addition to** four other 2 credit electives.

**So**…if you’d like to go full-time and take 8 credits, **and** given that you cannot yet register for a contract (the other possible 2 credit option), the Fall quarter would be an ideal quarter for you to take a 2 credit elective course .

1. **PLANNING YOUR DEGREE – a worksheet you can use…**

Here is a link to the MPA Student Program Planning Worksheet, which lists all degree requirements and can help you plan and keep track of your coursework as you make your way through the MPA program: <http://www.evergreen.edu/mpa/studenthandbook/docs/MPA%20Student%20Program%20Planning%20Worksheet_General_handbook_Dec%2009.pdf>

1. **NEED TO TAKE STATISTICS? YOU CAN TAKE IT AT EVERGREEN THIS SUMMER – REGISTRATION BEGINS TUESDAY, MAY 27th (day after Memorial Day)**

If you need to fulfill the statistics prerequisite (check your Admission letter) and you want to take an undergraduate statistics course at Evergreen this summer, **you may register** as an undergraduate non-admitted “special” student **beginning Tuesday, May 27th** (as you are not officially admitted until Fall 2014). The Summer quarter is unusual because courses are offered in one of the two 5 week intensive sessions, or in the regular format of a 10 week quarter, called the “full” session in Summer. **In 2014, Summer session #1 begins June 23rd and session #2 begins July 28th.**

***Five*** courses that meet the MPA statistics prerequisite requirement are being offered at Evergreen in Summer 2014. Here is the list: for details, go to the Summer catalog at: <http://www.evergreen.edu/catalog/2013-14/summer>

1. Quantitative Reasoning and Statistics (Session 1, daytime M/T, at Evergreen Tacoma campus)
2. Statistics 1 (Session 2, evening T/Th, at Evergreen Olympia campus)
3. Statistics and Research Design, Introduction (Session 1, evening M/W, at Evergreen Olympia campus)
4. Statistics and Research Methods for Psychology and Other Social Sciences (Session 1, daytime T/Th, at Evergreen Olympia campus; note that this is an 8 credit course and you only need 4 credits to meet the MPA statistics prerequisite requirement)
5. Statistics for Social Sciences (Session 2, daytime T/Th, at Evergreen Olympia campus)

**Register for one of these undergraduate statistics courses beginning Tuesday, May 27th** as a non-admitted student (called “special” students here at Evergreen. (Until you begin MPA coursework as an admitted student in Fall 2014, if you take courses you are considered to be a \***non**\*-admitted or “special” student.) Note that special students \***cannot**\* register using the web -- web registration is one of the perks of admitted status. Instead, you would register in person, by mail or fax, using the Special Student Registration Form. Complete the Special Student Registration form (link is below) and submit by mail, fax (360-867-6680, send “Attention: Lori”) or bring it directly to the Registration Office (in the Library building, 1st floor). Note they do not process emailed forms. Here is the form link:

<http://www.evergreen.edu/registration/forms/revised_special_reg_formfws0803.pdf>

These are typically popular courses, so I encourage you to get your registration form to Registration as early as possible on May 27th, as forms are processed on a first-come, first-served basis.

Remember that **we will need to receive official confirmation that you have completed the statistics prerequisite requirement by September 15, 2014 in order for you to begin the MPA program this Fall.** Be aware that anyone who does **not** provide documentation of statistics prerequisite completion by September 15, 2014 **will lose their space** in the Fall 2014 class and will need to formally reapply for admission.

For additional info about Summer quarter, go to the Summer info page at: <http://www.evergreen.edu/summer/>.

For questions about Summer registration, contact the Evergreen Registration Office at 360-867-6180.

For detailed information about the statistics prerequisite, including **non-Evergreen statistics courses,** go to the MPA [Statistics Prerequisite Guide](http://www.evergreen.edu/mpa/statisticsprerequisite), which is also referenced on the [MPA Admissions Requirements page](http://www.evergreen.edu/mpa/admission.htm#http://www.evergreen.edu/mpa/admission.htm).

1. **TAKING MPA ELECTIVES THIS SUMMER – REGISTRATION BEGINS TUESDAY, MAY 27th (day after Memorial Day)**

If you wish, you can get a jump start on Fall and take some MPA elective courses this summer. **You can take up to 8 MPA graduate elective credits as a graduate special student during the summer, and** **a total of 12 MPA graduate elective credits taken before you officially begin the MPA program in the Fall will count toward your MPA degree.**

The summer quarter is unusual because courses are offered in one of the two 5 week intensive sessions, or in the regular format of a 10 week quarter, called the “full” session in Summer. **Summer session #1 begins June 23rd and session #2 begins July 28th**, and **MPA is offering quick, intensive evening and weekend courses in Session 1 and the full Summer session**. Check out our Summer 2014 elective course offerings in the [MPA 2013-14 catalog](http://www.evergreen.edu/catalog/2013-14/mpa/) (click the link and scroll down to the Electives category -- the \***last**\* group of courses -- they all have a green bar in the far right hand column): <http://www.evergreen.edu/catalog/2013-14/mpa/>

**Register for Summer quarter beginning Tuesday, May 27th**, as a non-admitted “graduate special student.” (Until you begin MPA coursework as an admitted student for Fall 2014, you are considered to be a \***non**\* admitted student.) Note that special students \***cannot**\* register using the web -- web registration is one of the perks of admitted status. Instead, you would register in person, by mail or fax, using the Special Student Registration Form. Complete the Special Student Registration form (link is below) and either fax it (360-867-6680) or bring it directly to the Registration Office (in the Library building, 1st floor) – fax it “Attention: Lori.” Note they do not process emailed forms. Here is the form link:

<http://www.evergreen.edu/registration/forms/revised_special_reg_formfws0803.pdf>

For more Summer quarter info, go to the Summer info pages at this link:

<http://www.evergreen.edu/summer/home.htm>

1. **MPA ORIENTATION/1st MEETING OF 1st YEAR CORE is FRIDAY, OCTOBER 3rd from 3-7pm & SATURDAY, OCTOBER 4th from 9am-5pm**

Instead of beginning on Thursday, October 2nd, the first year Core course begins with an intensive weekend meeting at the end of the first week of the Fall quarter that is a mix of coursework and an orientation to the MPA program. **All new students are required to participate**. In short:

* No meeting on Thursday, October 2nd (week 1 of Fall quarter)
* First meeting for MPA Orientation/1st Year Core is on:
	+ Friday, October 3rd from 3-7pm (dinner provided) \***and**\*
	+ Saturday, October 4th from 9am-5pm (lunch provided)
* Next meeting: Thursday, October 9th, 6-10pm (begin regular “Thursdays from 6-10pm” meeting schedule in week 2 of the quarter)

The location and agenda will be emailed to you in August.

Although the first meeting of Orientation/1st year Core is mandatory, we recognize that the October 3-4 Orientation/1st Year Core meeting this year coincides with the Jewish holiday Yom Kippur. If you will be observing Yom Kippur and will miss part or all of Orientation, **please email me by June 30th.** We will work out how best to communicate missed information and how missed work can be made up and let you know.

For all other students, if you wish to begin the MPA program in Fall 2014 you **must** attend the entire session: otherwise, you would be at risk of losing your space in the Fall 2014 class and will need to formally reapply for admission. (In case of an emergency, if you are unable to attend any part of Orientation just email me as soon as possible.)

1. **ACCESS SERVICES – Information about disability support services at Evergreen**

It is the policy of The Evergreen State College that..."no otherwise qualified person with a disability shall, solely on the basis of that disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by any College program or activity." Students with documented disabilities are eligible for disability support services, and the campus Office of Access Services for Students with Disabilities is the place to go.

Want more information about such topics as: eligibility, available services and how to request services? Visit their website at: <http://www.evergreen.edu/access/home.htm>

*Note that I’ll be out of the office beginning Monday, May 5th and returning on Tuesday, May 27th. While I am out, if you have any Registration questions, please contact Registration at* *registration@evergreen.edu* *or at 360-867-6180. For urgent questions or concerns that need answers before I return, please contact Cheryl Simrell King, the MPA Director (and one of your 1st Year Core faculty), at* *kingcs@evergreen.edu**.*

I’m looking forward to working with you!

**Once again, congratulations on your admission, and welcome to MPA**!

Randee

Randee Gibbons, MPP, MA |  Assistant MPA Director

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**The Evergreen State College**| [www.evergreen.edu/mpa](http://www.evergreen.edu/mpa)

"Determination, energy, and courage appear spontaneously when we care deeply about something. We take risks that are unimaginable in any other context." ~ Margaret J. Wheatley