Welcome to the Online Addiction Counseling Graduate Certificate Program at Montana State University

Informational Packet for Incoming Graduate Students

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Welcome Letter:
Dear Student,

Congratulations on your acceptance into the Online Addiction Counseling Graduate Certificate Program and to the Montana State University Graduate School. We are pleased to welcome you into this dynamic and rigorous online program.

If you haven’t already, it is important that you formally accept your admittance through the e-mail you received from the MSU graduate school. This allows MSU to create your electronic student file, your electronic student accounts, a unique student identification number, and assign you an MSU student e-mail. If you have any questions, please contact Janet Gamble, janet.gamble@montana.edu or (406) 994-3238.

Please read through this entire packet, as it contains important and useful information to help with your transition into the AC program. Once you have officially enrolled in coursework at MSU you will have access to many resources in the Addiction Counseling Student Advising course on Brightspace (D2L) and receive regular announcements with updates and reminders.

Although we made be spread out all over the state and country, Dr. Franklin, Hilary, and all the instructors of the Addiction Counseling program are here to help and support you in your journey. If you have any questions we encourage you to reach out to us.

We look forward to getting to know you and again welcome you to the Addiction Counseling program.

Sincerely,

Dr. Katey Franklin, Program Director

Janet Gamble, MTeach., RD, Program Coordinator
Addiction Counseling Program Mission:

The mission of Montana State University’s Addiction Counseling Certificate (ACC) program is to academically prepare graduate students to enter the clinical addictions counseling world in an informed, competent, and ethical manner. This academic preparation, as articulated by national NAADAC standards and Montana state licensure requirements, comprehensively prepares addictions students in addictions counseling, assessment, and treatment planning, pharmacology, alcohol and drug studies, co-occurring disorders, multicultural competency, and ethical professional practice. ACC courses are instructed by doctoral level licensed, professional counselor educators who have extensive experience in the counseling field, and specific skill sets in addiction counselor education online instruction.

Professional addiction counseling requires high levels of professional flexibility and maturity, interpersonal skills, and integrity. As such, the ACC program endeavors to infuse ACC courses with opportunities to increase these professional skills and practice through theory/model application, addictions-counseling specific professional orientation, and personal exploration and development. The ACC program is committed to social justice, and the facilitation of multicultural competence in addiction counseling students and future clinicians. The ACC program fosters a culture of acceptance, challenge, and discovery to foster the growth and development of competent and ethical addictions counselors.
Program Staff:

Program Director- Katey Franklin, PhD., LCPC, NCC

Contact Information:

E-mail: Kathryn.franklin1@montana.edu
Office Phone: 406-994-3283

Question topics Dr. Franklin can address:

• Course Advisement for LAC-eligibility
• Details about MSU-Addiction Counseling Curriculum
• Licensure Questions
• Internship Questions
• Course load and pacing
• Academically related questions

Program Coordinator- Janet Gamble, MTeach., RD

Contact Information:

E-mail: janet.gamble@montana.edu
Office Phone: 406-994-3238
Office fax: 406-994-1854

Question topics Janet can address:

• How to add/drop courses
• MSU graduate school required paperwork
  o Program of Study
  o Graduation Application
• Dates and Deadlines for paperwork and enrollment
• Administrative questions
Student Checklist for First Semester:

After Acceptance:

Officially Accept admittance into the Addiction Counseling Program and MSU graduate school
Between 24-48 hours after you have accepted you should receive your student account login information and identification number.
  - Please see section 6 “Student Accounts” for more information.
Schedule an advising meeting with Dr. Katey Franklin
  - This can be done my e-mail Dr. Franklin directly or using the online appointment schedule.
  - Please see section 5 “Student Advising” for more information.
After your advising meeting you will be able to enroll for courses through your MyInfo account.
  - If you have any problems enrolling, please e-mail Janet.

Before the Term Begins:

Check access to Brightspace (D2L)
  - Review information on Advising site
  - Enroll in Brightspace (D2L) overview course.
  - Change and update settings (picture, e-mail forwarding, etc)
Check access to MSU e-mail account
Order required course book(s)
  - Located on the curriculum pages of the AC website OR in Course Information on D2L Advising site

Before End of the Term:

Complete the Program of Study Form and submit it to Janet anytime before the last week of the semester.
  - Please see section 7 “MSU Graduate School Forms” for more information

Other:

Contact Janet if you are planning to come to campus or would like to use the MSU facilities.
  - You will need to complete and submit extra paperwork for MSU.
E-mail course instructors with beginning of the term questions.
Student Advising

Student Advising Sheet:

We provide individual academic advisement to tailor your course of study based on your previous coursework. Dr. Katey Franklin, Academic Advisor for the program, will help you determine which classes to take, based on your previous academic coursework. You were sent an advising form upon acceptance into the program. This form details the courses you will need to take for you to pursue LAC internship/licensure with the state of Montana. Please review this form carefully prior to your advising appointment.

Advising Appointments:

Students are required to have an advising appointment at the end of every semester to discuss their academic progress and coursework for the next semester. Students will be sent announcements through D2L with dates Dr. Franklin will be having advising meetings.

Student can either e-mail Dr. Franklin directly or use the MSU online appointment scheduler - https://www.montana.edu/scheduler/login/student/ - to set-up this phone meeting.

Course Enrollment:

At the end of the advising appointment, students will be given their advisor pin needed for course enrollment. Students will use their MyInfo accounts to look up specific course CRN’s and manually enroll themselves in the course(s) for each term.

After your advising session with Dr. Franklin, students can view their registration pin in the advisor notes section in Degreeworks through their MyInfo account.

Dropping Courses and University Withdrawal:

If for any reason you need to drop 1 of the courses you are enrolled in, you may do so up to a specific date in the semester (please see MSU semester registration handbook for exact dates) through your MyInfo account. After the drop date has past, you may still be able to withdrawal from a class using the online drop form but will have a “W” on your transcript (please see MSU semester registration handbook for exact dates).

Please Note: If you need to drop to zero credits for a semester, you will need to contact Donna Negaard at the Graduate School.
Student Accounts

Login Information:

You will use your GID (ex. -01234567) and pin to login into MyInfo.

You will use you NetId (ex. a12b345) and password to login into D2L and e-mail.

The student page has 3 icons to help you log into 1. E-mail, 2. D2L, and 3. MyInfo.
**MyInfo:**

1. Used to add/drop classes
2. Pay your student bill
3. Look at Unofficial Transcript
4. Order Official Transcripts
5. View final grades

**Brightspace (D2L):**

1. All coursework and course materials are posted on the specific course sites within D2L.
2. Course announcements and e-mails from instructors come through D2L.
3. Addiction Counseling Certificate Advising site has important information about:
   a. Student Advising
      i. Course Enrollment
      ii. Advising Appointments
   b. How to Add/Drop Courses
   c. Course Information
      i. Course Schedule
      ii. Course Descriptions
      iii. Learning Objectives
      iv. Required Course Books
      v. Course Syllabi
   d. Information for Graduating Students
   e. Student Forms
   f. Distance Student Services
   g. State Licensure Requirements
**MSU Graduate School Forms**

**Program of Study:**

The Program of Study acts as a contract between the student, the Department, the College, the Graduate School, and the University. It sets out the classes you need to take and the suggested sequence you will take the classes. Your Program of Study is based on the classes identified by Dr. Katey Franklin, and listed on your Advising Form, which you will need to take to become LAC-eligible in the State of Montana. It is due by the end of your first semester of study.

A one-time $50 processing fee will be charged to your student account for filing of this form.

**Change to Program of Study Form:**

Your program of study is not set in stone and changes to your Program of Study can be made through filing a Graduate Program Change form. There is no additional charge for filing this form.

**Graduation Application:**

To officially graduate from the Addiction Counseling Certificate program and MSU, you will need to submit a Graduation Application the last term you will be enrolled. The MSU graduate school requires that students are enrolled in at least 3 credits the semester they wish to graduate to be eligible for graduation.

This form is due to the graduate school **September 20th** for a fall term graduation, **February 5th** for a spring term graduation, and **June 10th** for a summer term graduation.

A one-time $20 processing fee will be charged to your student account for filing of this form.