



Arizona's First University.

**AZ DES-RSA-UNIVERSITY OF ARIZONA
COUNSELING MA
ACADEMIC & TRAINING AGREEMENT
SCHOLARBOOK**

2025-2026

College of Education
Disability and Psychoeducational Studies
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<https://www.coe.arizona.edu/counseling>

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STEP 1

Welcome to Graduate Degree Seeking Studies

First and foremost, this ***scholarbook*** does not replace The University of Arizona Student Scholarbook if you're invited to join the Counseling MA Program.

Of the various skills for successful graduate study, four (4) are vital:

1. Respect
2. Preparation: *Read and Comprehend*
3. Communication
4. Demonstration of all above

Please avoid short cuts. Avoiding short cuts respects the time and opinions of others as well as your own. Someone once said: "I'm too busy to rush."

Prepare for graduate work. Graduate work differs from undergraduate work. Reading, writing demands, as well as participation, for example, are much greater. Plan for this to express your opinion and avoid missing assignments for a stronger overall grade.

Before asking questions, read and understand provided written materials, ***particularly this Scholarbook***. Respond professionally to all CatMail and calls within 48 business hours. Both will minimize frustration and dissatisfaction as well as respect everyone's time.

As questions arise, use this Scholarbook first to avoid being redirected to it. When you have questions about anything related to the University of Arizona – application, course registration, fees – contact Eliane Acuna (elianeacuna@arizona.edu). **Please note Ms. Acuna's spelling of her first name to avoid undeliverable emails.** Ms. Acuna will alert [Dr. Camelia Shaheed](#) &/or Natalie Guzman (natalieguzman@azdes.gov) as necessary.

Communicate with instructors and others in a timely and professional manner. Do not use first names until invited to do so. Unwell? Communicate immediately with the course instructor. Stressed? Communicate immediately with your advisor, [Dr. Camelia Shaheed](#).

In short, learning begins with this Scholarbook and the demanding application process that all students who attend this university must complete. The path you've chosen is exciting and rewarding as well as predictable and frustrating. All experiences, not only book-learning, inform you and others about your professional disposition. That is life. That is learning.

Consequently, the level of reward or frustration in this graduate experience depends largely on you. How do you think of yourself? How do you want others to remember you? How do the two intersect?

Finally, faculty, staff, and I wish you success on your journey.

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Assistant Professor of Practice
Clinical Rehabilitation Counseling Director
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ABBREVIATIONS USED in this SCHOLARBOOK

5-Course NDS Graduate Program: A graduate opportunity to upgrade an existing degree, increase knowledge base, and/or qualify to sit for the Certified Rehabilitation Counselor Examination (CRCE). Participants complete the five (5) courses in either one or two academic years. Completion of these courses must precede the engagement in the Counseling MA.

Course Extension: A graduate opportunity to acquire one or two courses required to sit for the CRCE or for professional development goals. Not all Counseling Program courses qualify for this.

CRCE: Certified Rehabilitation Counselor Exam.

CLRC: Clinical Rehabilitation Counseling.

CRCC: Commission on Rehabilitation Counselor Certification.

Internship: A 600-hour, 12-credit field experience at AZ RSA, where the AZ RSA scholar logs 32 of the weekly 40 work hours as internship AND logs 8 of the weekly 40 hours as Practicum working with a different population, under a different supervisor, at a different site when additional offices are available. Last course that never occurs the same term as Practicum or the term directly following Practicum.

NDS: Non-degree seeking applicants regarding the *5-Course NDS Graduate Program*, *NDS Graduate Course Extension*, and *Supervisory Symposium* academic opportunities.

POS: Plan of Study for Counseling MA, Clinical Rehabilitation

Practicum: A 100-hour, 3-credit field experience in a mental health setting for AZ RSA scholars. Precedes Internship. Never occurs the same term as Internship or the term directly prior to Internship.

STEP 2

BASIC FACTS

F 1: AZ RSA leadership will issue an announcement to RSA employees that will include

1. The **application link** for this tier
 - a. AZ RSA supervisors must approve the professional development tier
 - b. AZ RSA leadership must approve the professional development tier
2. Application due date 1 January

F 2: AZ RSA personnel who delay will incur late fees for which they are fully responsible.

F 3: If you suspect you'll withdraw from a course(s), do so quickly. Specific percentages of the tuition are reimbursed but based on the passage of time. As time progresses, the reimbursement rate decreases. A made-up example: if 80% percent of paid tuition and fees are returned to you when you withdraw during the second week of the term, 30% would be returned if you withdraw during the fifth week.

On withdrawal, funds are initially credited to the student's Bursar account, then mailed in a check.

All University of Arizona (UA) reimbursed monies to scholars in response to withdrawal from one or more course will be returned by the AZ RSA scholar to DES-RSA immediately after reimbursement. The UA is legally and ethically obliged to alert AZ RSA of pending and executed academic withdrawals.

F 4: AZ RSA leadership review applications and authorize financial subsidy for the:

1. The *5-Course NDS Graduate Program* (**online courses, see box below**) is a pre-requisite for the In-Person Counseling MA tier with grades no lower than "B" in each of the five courses.

SERP 554: Motivational Interviewing. Instructor provides online link

SERP 565: Intro to Rehabilitation & Mental Health Counseling.

Contact instructor for AZ RSA scholar online link
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SERP 580: Medical Aspects of Disability Instructor provides online link
--

SERP 585: Career & Vocational Planning. Section 002: Instructor provides online link

SERP 587: Lifespan Development & Disability.
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Contact instructor for AZ RSA scholar online link
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2. Faculty: CAUTION: Register only for courses taught by Counseling Program faculty, unless otherwise stipulated:

Dr. Brian Clarke bclarke14@arizona.edu,

Dr. Michael Hartley mhartley@arizona.edu,

Dr. Marcela Kepic mkepic@arizona.edu

Dr. Camelia Shaheed

3. **In-Person Counseling MA.** If accepted into the Program, there is a maximum of two (2) graduate courses each term. The UA Counseling MA Program has adjusted the MA course sequence so courses meet two days per week; thereby, limiting travel.

F 5: Accepted AZ RSA personnel, regardless of tier, are graduate students *with all the obligations and benefits implied*. The AZ DES-RSA-UA Academic and Training Agreement confers opportunities, not privileges. Please be ready for graduate work.

F 6: The *In-Person Counseling MA* Clinical Rehabilitation Counseling emphasis: AZ RSA personnel compete with general applicants for the same seats. This Agreement does not confer any privileges. Academic transcripts, personal statements, and references play key roles in candidate selection.

The competitive *In-Person Counseling MA* requires a(n)

1. *Counseling MA* application packet submitted by 1 January
2. Possible invitation for a *Counseling MA* interview based on application strength
3. Successful *Counseling MA* interview
4. Possible invitation to join the *Counseling MA Program* the following Fall (August)
5. To participate in this tier, AZ RSA personnel register for a maximum of two (2) courses each semester. A courseload larger than two (2), combined with full-time employment, risks both the professional and academic spheres

F 7: Dr. [Camelia Shaheed](#) advises all AZ RSA personnel interested in or engaged in any Agreement tier. Before emailing her, **CONSIDER:** Is the answer in this Scholarbook?

F 8: Eliane Acuna (elianeacuna@arizona.edu) is a part-time Program Coordinator. Before emailing her, **CONSIDER:** Is the answer you seek in this Scholarbook?

F 9: Data from prior AZ RSA enrollments suggests those who delay in the following steps are 95% more likely to incur additional fees and withdraw from the Agreement than those who complete the steps promptly.

Steps are in order, additive, and time sensitive.

Late fees due to AZ RSA applicant action/inaction are the applicant's responsibility,
not AZ RSA or UA

Vaccination section is "brutal".

1. **STEP 1:** Graduate College application - **Counseling Program, Clinical Rehabilitation Counseling** is complete with required attachments by 1 Jan.
2. **STEP 2:** If invited into the Counseling program, create a CatMail account to proceed.
3. **STEP 3:** Contact 24/7 IT (520-626-8324) for assistance with any technological needs.
4. **If you go on leave before completing your packet, you risk admission when something additional is needed and you miss the deadline.**

Continue reading for more important details...

STEP 3

AZ-RSA QUALIFIED PERSONNEL STANDARDS & PAYBACK OBLIGATION

The information that follows is subject to change without notice when necessitated.

Arizona's Rehabilitation Services Administration (RSA) considers it a priority to hire and retain personnel who meet CRCC education and experience standards. For additional information, please see [CRC guidelines](#).

To achieve that goal, AZ RSA and The University of Arizona (UA) maintain the **AZ DES-RSA-UA Academic and Training Agreement** to offer the MA Counseling degree as a professional development opportunity.

The current *AZ DES-RSA-UA Academic and Training Agreement*, is only available to authorized **AZ RSA** personnel.

See the current AZ DES-RSA-University of Arizona Clinical Rehabilitation Counseling Academic & Training Agreement Scholarbook. By agreeing to participate in the academic and training agreement, AZ RSA personnel agree to the following Payback Obligation developed and enforced by AZ RSA:

- *Applications must be approved by the applicant's direct AZ RSA supervisor and by AZ RSA leadership*
- *All reimbursed monies from the UA to scholars because of withdrawal from one or more courses will be returned by the AZ RSA scholar to DES-RSA immediately. The UA is legally and ethically obliged to alert AZ RSA of all pending and executed academic withdrawals.*
- Contact Natalie Guzman (natalieguzman@azdes.gov) and [Dr. Camelia Shaheed](#) regarding any reason for declining or delaying MA studies. It is considered best to alert both when you first suspect you may withdraw. In that way, they can assist in a timely manner. All reasons are confidential and are intended to assist in program development and evaluation (sealing gaps). Thank you.
- *After successfully completing the 5-Course NDS Graduate Program, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.*
- If RSA personnel leave AZ RSA employment prior to meeting the full employment payback obligation, RSA personnel will be responsible for a prorated monetary payback.
- AZ RSA personnel are responsible for the cost of a course and all fees associated with it if ...
 - AZ RSA is charged for the course and RSA personnel do not complete it
 - AZ RSA personnel interested in a Counseling MA should repeat any course where a grade of C, D, or E was earned.
 - AZ RSA personnel cannot register for additional courses or outside the designated semesters. Discuss such needs beforehand with advisor [Dr. Camelia Shaheed](#).

Continue reading for the AZ RSA Standards and Payback Obligation agreement...



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Agreement for University of Arizona Academic and Training Agreement

This agreement is entered into by the Arizona Department of Economic Security (Department) acting pursuant to ARS § 41-1954 et seq. and 45 §CFR 235.63(b) and _____ (name of student/employee).

Recitals:

1. The department desires to provide training that will enable entry and intermediate level vocational rehabilitation counselors to acquire knowledge and skills in rehabilitation counseling in one or two academic years, the *5-Course NDS Graduate Program* through The University of Arizona.
2. The department desires to provide training that will enable entry and intermediate level vocational rehabilitation counselors to acquire knowledge and skills in rehabilitation counseling via a Counseling MA through The University of Arizona.
3. The department desires to provide supervisory training to all new and existing vocational rehabilitation supervisors to acquire knowledge and skills in rehabilitation counseling supervision in a *Supervisory Symposium* through The University of Arizona.
4. Employee/student acknowledges that in consideration of the department paying for and providing the opportunity for such training that the employee/student agrees to certain obligations to the department.

1.0 Term:

The term of this agreement shall begin upon the date of signature verifying acceptance of the terms and conditions of this agreement, and shall terminate when the terms and conditions of agreement have been met.

2.0 Services to be performed:

During training, the student/employee agrees to maintain current fulltime employment, including full caseload responsibilities within the Arizona Rehabilitation Services Administration (RSA) as an entry/intermediate level vocational rehabilitation counselor or above.

After successfully completing the one or two year, *5-Course NDS Graduate Program*, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.

After successfully completing the one or two *NDS Graduate Course Extension*, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.

After successfully completing the *Counseling MA* or a portion of it, the employee agrees to continue employment for a period of not less than 1.5 months for every 3 credit hours of courses taken.

Student/employee shall be responsible for notifying RSA of any changes made to the class schedule or plan of study (POS).

Student/employee shall be responsible for, and agrees to repay to the department, costs of each course and all associated fees if:

1. The student/employee resigns or is separated from RSA prior to the completion of the employment requirement, except that the commitment to work in RSA for the specified time frame after completion of the *5-Course NDS Graduate Program* and *Counseling MA* may be exempted if failure to continue in employment is due to reduction in force (RIF), death, disability, or such other exigencies determined by the RSA Administrator to constitute a valid exemption.

Student/employee shall be responsible for the cost of re-taking a course and all associated fees if a satisfactory grade is not obtained.

Late Fees incurred as a direct result of the AZ RSA applicant will be paid by the applicant, not UA or AZ RSA.

3.0 Payments:

Repayment pursuant to this agreement shall be due within 30 days of:

1. Completion of one- or two-year *5-Course NDS Graduate Program*, the *NDS Course Extension* and *Counseling MA*; or
2. Termination of employment with RSA.

4.0 Reporting Requirements:

Student/employee will submit a copy of:

1. Annual University of Arizona/RSA Authorization for Release of Information.
2. Unofficial transcript at completion of each course to demonstrate satisfactory progress.
3. POS upon initial enrollment
 - a. Student/employee will submit new POS if any changes are made; and

4. A copy of the recognition document from the Counseling Program or The University of Arizona to demonstrate completion of the designated academic opportunity.

5.0 Amendment:

This agreement may be amended by agreement between both the parties.

6.0 Termination:

This agreement shall terminate on the date specified in Section 1.0 or upon 90 days written notice by either party or pursuant to ARS §38-511. This agreement may otherwise be terminated by agreement of both parties.

The agreement to repay shall survive termination by any of the methods above set forth.

7.0 General:

The parties agree to keep and make available all records relating to this agreement as required by ARS §35-214 and six years for audit of Federal Financial Participation. The parties also agree to use arbitration to the extent required by ARS §12-1518.

8.0 Notices:

The Department shall address all notices to the student/employee.

The student shall address all notices to:

RSA Administrator
Arizona Rehabilitation Services Administration
1789 W. Jefferson, 2NW, Mail Drop 5371
Phoenix, Arizona 85007

I understand and accept the conditions listed above pertaining to my participation in the RSA/U of A training program options.

Student/Employee Signature

Site Code/Mail Drop

Print Student/Employee Name

Date

RSA Administrator, Arizona RSA

Date

AZ RSA-UA Academic & Training Agreement Application**Counseling MA, Clinical Rehabilitation Counseling Emphasis**

(UA application deadline: early January for possible invitation to start August same year)

Application Deadline: 1 Jan

Leadership Decision: Thanksgiving

LAST DAY to avoid UA LATE FEE: See Academic Calendar

Brief Description

The Counseling MA is the next natural step for some AZ RSA personnel *after* completing the NDS CRCE Graduate Coursework (5 courses). These applicants are positioned to understand the demands of graduate work and are ready to commit to a full degree. The five (5) courses are mandatory to the degree. Applicants, while approved by AZ RSA leadership for financial support, must complete the competitive graduate application process. AZ RSA does not influence graduate student selection. Applicants must complete the graduate college application packet, successfully complete an interview if invited, and receive an invitation to the Counseling MA Program.

1. Completed the *5-Course NDS Graduate Program*
2. Completed the *5-Course NDS Graduate Program* with grades no lower than “B”, which apply toward the MA degree. Any grades lower than “B” will be re-completed at the applicant’s expense to raise the grade.
3. A maximum of two (2) MA courses are registered for each term.
4. Seek UA Graduate College admission – due 1 January. If accepted, classes begin August.
5. The candidate, if selected for an interview, must successfully pass it to be accepted into the Program. Passing the interview does not guarantee an invitation to the Program.

LINK BELOW provides a SAMPLE of the application, not THE APPLICATION.

AZ RSA leadership will issue an internal AZ RSA email, with an internal link for the appropriate application:

<https://forms.gle/fJqawkixvLkR54KE9>

STEP 4

RESPONSIBILITIES

Email Etiquette

1. Check CatMail at least daily until classes begin. Several times daily thereafter, and respond within 48 business hours.
2. When responding, graduate students use professional language.
3. When responding, graduate students use last name until invited to use first name.
4. When responding, graduate students address recipients with a greeting and by name: “Good morning, Ms. Acuna.” OR “Good morning, Dr. Shaheed.”
5. **Dr. Camelia Shaheed:** Mentor for all AZ RSA personnel, faculty advisor for AZ RSA applicants to the *5-Course NDS Graduate Program*, Counseling MA, and *Supervisory Symposium*
 - a. Be sensitive to time and other demands imposed on faculty, supervisors and peers supporting you with your caseload.
 - b. Practice respectful timeliness as related to appointments and academic progress items.
 - c. KNOW academic requirements and financial obligations. “I didn’t know” is not a valid response among professionals.

University Calendar

Avoid late fees: Start/end dates, holidays: <https://catalog.arizona.edu/calendar#2024-20251>

CatMail (**Check Daily**)

UA Email is the ONLY means of communication.

CatMail is mandatory for access to all university portals: <https://account.arizona.edu/>

CatMail policy: <https://it.arizona.edu/i-want/get-email>

UAccess

UAccess has student personal information, course schedules, grades, and Student Academic Progress Report. Additional information: <http://uaccess.arizona.edu/>

Find and review class schedules, locations, meeting dates and times.

D2L (Desire to Learn)

This is the learning platform used for syllabi, reading materials, assignments, tests, discussions, and announcements. It is the student’s responsibility to review class schedules, due dates, grades earned, and other course-related information in D2L. Additional info:

<http://help.d2l.arizona.edu/>

DISABILITY RESOURCE CENTER (DRC) <http://drc.arizona.edu/>

Contact the DRC immediately for course accommodation. DRC personnel will contact faculty. Hard of Hearing: Barb Borich -Video Phone: (520) 621-5176

Class Attendance

1. One week prior to first class meeting, introduce yourself to assigned course instructors as NDS AZ RSA student and need for distance learning. AZ RSA Counseling MA Program candidates must attend in-person unless the course already meets online.

2. NDS AZ RSA students attend class remotely as scheduled, Counseling MA RSA students attend in-person. Two (2) absences in one semester will trigger a student-instructor-adviser meeting to ensure academic continuity and success.
3. If absence is unavoidable, students will alert UA instructors and AZ RSA supervisors immediately. Two absences in one semester trigger a student-instructor-adviser meeting to ensure academic continuity and success.
4. NDS AZ RSA students and Counseling MA Program students will return to work when class is cancelled or excused early.
5. NDS AZ RSA students and Counseling MA Program students will complete class assignments on personal, not work, time.

Course Syllabi

Syllabi outline courses as well as instructor and student responsibilities. It is a “contract” between both parties. Syllabi are reviewed the first day of class and typically include course schedule, course description, learning objectives, required texts and other resources, grading policies / specific academic tasks*, UA policies (DRC, cheating/plagiarism, harassment, etc.). Please alert the instructor of errors or inconsistencies.

Texts: <https://shop.arizona.edu/>

1. Students purchase *paper or digital texts* in advance of the first class meeting, if the text is known, through the UA bookstore if the instructor has submitted an order or other vendors. Some instructors email students regarding texts in advance, others during the first week meeting.
2. Paper or digital texts can be purchased via
 - a. Arizona Book Store, if instructor placed an order:
 - 520-621-2811
 - On-line, if you’ve received a PIN number
 - b. eBay, Amazon, etc.

Academic Progress

1. Students are expected to meet their DES contractual obligations and pay accrued late fees.
2. Students will devote sufficient time and energy to complete the *5-Course NDS Graduate Program* and *Counseling MA*.
 - a) ID factors that can facilitate success: financial support, ability enhancement resources, family and friends, spiritual and behavioral assets, etc.
 - b) ID factors that can interfere with success: financial hardship, physical or mental illness or disability, civil obligations, family obligations, religious obligations, other extenuating circumstances, etc.
 - c) To successfully complete the *5-Course NDS Graduate Program*, students will earn a passing grade of at least a “C”. While “C” may be accepted by the CRCC for the CRC examination, it is unacceptable for current or future graduate study (in-person Counseling MA). Students are encouraged to repeat courses to earn a minimum of “B” and bear the financial responsibility for repeating them. Grades represent the minimum standard for graduate learning.
3. **For each 5-Course NDS Graduate Program online course, students complete the UA student evaluation of instructor by its respective due date per term.**

DES Equipment & Media

Unless authorized, do not connect non-state hardware to the DES network for any purpose other than internet access. This includes, but is not limited to, desktop computers, laptops, notebooks, and other portable devices. DES and UA use the same email platform. Both cannot be accessed on the same device.

RSA Work Hours

1. AZ RSA personnel will meet with AZ RSA supervisors to discuss completion of a 40-hour work week and maintenance of caseload and other duties while in the *5-Course NDS Graduate Program*.
2. **Supervisors must pre-authorize flex work schedules to accommodate class attendance.**

Travel

Travel is unnecessary for the *5-Course NDS Graduate Program*. Students enrolled in the *5-Course NDS Graduate Program* have specific permission to attend the five (5) courses online. Ask course instructors for the AZ RSA scholar online link.

Counseling MA students, however, must attend the maximum of two MA courses in person. Every effort has been made to streamline courses to two days per week, thereby limiting the amount of travel required. Work with [Dr. Camelia Shaheed](#) on a POS that limits travel.

STEP 5

UA APPLICATION: START NOW

Recall that *In-Person Counseling MA Program* candidates must submit UA applications early January for the following Fall semester (if invited, graduate studies begin the following August).

AZ RSA reimburses the application fee + pays each semester's tuition + semester stipend

Late fees are not covered by AZ RSA excluding cases where the student did not play a material role.

Interested AZ RSA personnel will ...

1. Fully understand the minimum requirements and pay-back obligation.
2. Express their interest in the opportunity to their direct supervisors.
3. Complete the **internal** AZ RSA application, not the example in this Scholarbook.
4. Submit the **internal** AZ RSA application by the designated due date.
5. AZ RSA leadership share their selection decision with applicants and their direct supervisors.
6. Only when all above are addressed, proceed

Application, registration, and financial support questions: Eliane Acuna (elianeacuna@arizona.edu)

SUMMARY

1. Apply to UA Graduate College, UA Main Campus
 - a. Start Graduate Admissions Application [UA Grad App](#).
 - b. Create profile with legal name
 - c. Complete application with legal name
 - d. Follow all registration page directions
 - e. "MAIN CAMPUS", regardless of student location, is the UA site
 - f. Pay application Fee now, **reimbursed later**
2. After completing and submitting application, check status at any time by >> [application](#).
3. Hold for an invitation to interview or an email declining the application
4. Be at least 15 minutes early to the interview
5. Dress and comport professionally
6. Hold for email invitation to join the Counseling Program or one declining the application
7. When accepted, look for the official Graduate College "Admission" email notification
8. "Accept" or "Decline" UA admission
9. To view/print Certification of Admission > login [UA Grad App](#).
<https://apply.grad.arizona.edu/users/login> . Applicant is now "Student"
10. Create CatMail account to finish application process: <https://account.arizona.edu/>
11. *No course registration is allowed without CatMail and records below*
 - required immunizations,
 - domicile affidavit,
 - copy AZ driver's license,
 - authorization to release information (see below) to register for courses

IMMUNIZATION DOCUMENTATION: [Visit Campus Health](#)

TIPS for securing immunization records:

- a. Contact PCP
- b. Contact high school or prior university.

- c. Contact previous employers.
- d. Contact the immunization [information system \(IIS\)](#) for the state you lived in as a child
- e. If a-d above unsuccessful:
 - i Re-vaccinate – **takes TIME**
 - ii Request an antibody titer (blood test) for Measles and Mumps from PCP
 - iii Request PCP complete and sign the form or you may fill in your personal information and attach a copy of your blood testing records.

1. Measles/Rubella Immunity Documentation

<https://www.health.arizona.edu/travel-clinic-immunizations>

Born after 12-31-1956: proof of immunization for measles/rubella is **REQUIRED**

Born before 12-31-1956: proof of immunization for measles/rubella **NOT** required

To load immunization file, click “[PatientLink](#)”.

Sign in with NetID and password.

Click “Immunization Upload” (Menu on the left).

2. COVID Vaccine Documentation

To load vaccine record click “[PatientLink](#)”.

Sign in with NetID and password.

Click “Immunization Upload” (Menu on the left).

RESIDENCY/DOMICILE CLASSIFICATION

Domicile Affidavit Form: <http://registrar.arizona.edu/registrarforms>

If you are ...

FIRST-TIME applicant to UA **OR**

RETURNING after an absence of one or more semesters (see #2 under “Course Sequence” below)

1. Students should complete the “[SORC](#)” - Statement of Residency Classification
 2. Additional information: [Residency Navigator](#)
 3. Once SORC is completed, students receive a message to complete a domicile affidavit.
 4. Complete Domicile Affidavit online, save, send directly to [Residency Classification Office](#).
 5. Log into UAccess – Personal – Personal Summary – of the several tiles, click “The Verified Lawful Presence (VLP)”
- The VLP ensures lawful US residency needed to receive state or federal funds.

AUTHORIZATION TO RELEASE INFORMATION via UACCESS **AZ RSA requirement**

Students will complete the release of information authorization as a part of UAccess. - [You can use this link](#) . To accomplish that task, students must “accept” the offer to enroll before creating a CatMail account. Without the CatMail account, students cannot access any UA portals.

This mandatory form gives AZ RSA legal access to your academic information.

“HOLDS” ON THE STUDENT’S ACCOUNT MUST BE RESOLVED to PROCEED

When all of the above are completed, proceed

Course Registration

Application, registration, and financial support questions: Eliane Acuna (elianeacuna@arizona.edu)

Log into [UAccess Student](#) with CatMail ID.

CatMail: Key to course scheduling, D2L, financial-aid, outstanding fees or other “holds” that block registration, financial reimbursements, etc.

Need support?

1. First, any “holds”?
2. Second, [How to register for classes](#)
3. Third, Eliane Acuna (elianeacuna@arizona.edu) NOT Natalie Guzman or Dr. Camelia Shaheed

When all of the above are completed, proceed

Tuition, Stipend, Application Fee Reimbursement

Application, registration, and financial support questions: Eliane Acuna (elianeacuna@arizona.edu)

Students who delay and incur late fees are responsible for late fees

COMPENSATION

Tuition, Stipend, Application Fee (\$200 per course stipend + application fee)

Late fees are not covered.

Once enrolled in the courses specified for the term, Eliane Acuna (elianeacuna@arizona.edu) processes student tuition and stipend, assuming the student has met all application requirements, minus late fees.

Award disbursements occur the week before classes if students complete all requirements AND AZ RSA has approved the new budget.

Bursar's Late Fees & Reimbursement

1. **In-State tuition and mandatory fees** : Application delays can result in late fees – applicant's responsibility.
2. Stipend and application fee reimbursement doesn't cover repeated courses.

NOTES:

1. Plan to transfer *5-Course NDS Graduate Program* online courses into MA study. PLAN.
2. For more information or assistance after the new student orientation, contact your advisor [Dr. Camelia Shaheed](#) to develop a Plan of Study (POS)

STEP 6

FIELD EXPERIENCES

Practicum (3 credits)

AZ RSA students complete:

1. One mental health practicum
2. One AZ RSA 32/8 weekly internship: Students contact the UA Field Placement Coordinator immediately re
 - a. Log 32 of 40 weekly AZ RSA employment hours toward internship in Tevera **and**
 - b. Log the remaining 8 AZ RSA hours per week in Tevera per the following:
 - i. A different agency **and**
 - ii. Counseling a different service recipient population
 - iii. Under the supervision of a different site supervisor

Practicum is a mental health placement with a minimum of 100 clock hours, **40 of which must be direct service recipient hours.**

Practicum precedes Internship
 passed without incident
 completed in a different semester from Internship
 never completed same semester as Internship or consecutive semesters
 Internship is always the last counseling course starting in the Spring of Year 2.
 Student Liability Insurance and Fingerprint Clearance Card will cover every day of the Practicum.

Students will complete the following prerequisite courses to Practicum with a **minimum grade of “B”**:

1. SERP 525 (Counseling Theory)
2. SERP 546 (Counseling Skills & Techniques)
3. SERP 588 (Ethics)
4. **Either** SERP 565 (Intro to Rehabilitation & Mental Health Counseling) **or** SERP 506 (Intro to School Counseling).
5. *SERP 547 (Group Counseling) completed prior to, or concurrent with, Practicum

“C” grade or lower in any of the above courses: Counseling MA Program students will re-register for the course(s) and receive a minimum grade of “B” before starting Practicum.

*SERP 547 includes a participatory counseling component about which the instructor will elaborate.

Internship (12 credits)

Internship will be at AZ RSA, a vocational placement with a minimum of 600 clock hours, **240 of which must be direct service recipient hours.**

Internship follows Practicum
 passed without incident
 completed in a different semester from Practicum
 never completed same semester as Practicum or consecutive semesters

**Internship is always the last counseling course starting in the Spring of Year 2.
Student Liability Insurance and Fingerprint Clearance Card will cover every day of the Internship.**

Prior to internship enrollment, MA Counseling Program students will *successfully complete the following prerequisite courses with a minimum grade of “B” or “P” or “S”:

- 1. Mental Health Practicum**
- 2. All but one course in the MA Counseling Program curriculum**

***Successful completion is defined as an “A”, “B”, “P”, or “S”. A grade of “C” or lower in any course means the Counseling MA Program student will re-register for the course and receive a minimum grade of “B” before starting the internship.**

STEP 7

WITHDRAWAL

Well before you decide to withdraw from one or more courses, please ...

1. Discuss your concerns with your UA advisor [Dr. Camelia Shaheed](#)
2. If you still wish to withdraw, please do so quickly. **Tuition refund rates decline daily until full tuition is lost without benefit. Please remember tax dollars help fund these academic opportunities.**

STEP 8

NEW STUDENT ORIENTATION

Please wait for an email from Dr. Marcela Kopic regarding the day, date, and time for the mandatory in-person new student orientation.

Arrive 15 minutes early.

Dress and comport professionally.

Lots of information, which can be overwhelming.

Some Valuable FAQs

Q: *What financial supports are available if I independently continue my education beyond the 5-Course NDS Graduate Program (i.e., MA, Ph.D.)?*

A: Please speak with your site supervisor and human resource representative since policies can change at any time.

- RSA personnel who choose to independently pursue coursework related to their employment can apply for tuition reimbursement through the DES Tuition Assistance Program.

Policy: <https://ourdes.az.gov/system/files/document-center/DES-1-26-40.pdf?time=1718304119046>. Application: <https://ourdes.az.gov/system/files/document-center/HRA-1049A.pdf?time=1718304200715>

NOTE: Personnel must complete coursework outside of work hours.

Q: *If I pursue education/training through other independent means such as the DES Tuition Assistance Program, will AZ RSA accommodate my schedule?*

A: AZ RSA personnel are encouraged to discuss and work with their site supervisors regarding alternative work schedules that facilitate completion of academic and professional development goals.

Q: *If I pay for my own degree, will Arizona RSA pay for the CRC exam fee?*

A: Please speak with your site supervisor since policies can change at any time. AZ RSA may reimburse personnel for the initial CRC exam and renewals exam with proof of successful exam completion.

Q: *If I live outside Tucson or the outskirts, do I still drive in?*

A: Whether you live inside or outside Tucson, the oCourse NDS Graduate Program scholar to the course instructor to receive the online link. If you're a Counseling MA scholar, you must attend in person. We've initiated course offerings that limit travel. Speak with your faculty advisor [Dr. Camelia Shaheed](#)

Q: *Who may I turn to with questions?*

A: It depends on the question.

AZ RSA Contract Manager: Natalie Guzman, natalieguzman@azdes.gov

UA Principal Investigator and advisor: [Dr. Camelia Shaheed](#)

UA Program Coordinator: Eliane Acuna (elianeacuna@arizona.edu)

UA FACULTY CONTACT INFORMATION
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