

Enrollment Process

STEP 1. REGISTER as a Non-Degree Seeking student:

To register with the University of West Florida as a non-degree seeking student, please visit the below website to find the application for NON-DEGREE seeking students.

Keep in mind you are applying to a university and that admission will not be instant. It will likely take a few days for the University of West Florida to process this registration request.

Website: <http://uwf.edu/registrar/index.cfm>

Included in the application:

- Non-degree student classification (read this for your information)
- Non-degree seeking student registration application (complete online and click submit OR print and mail)
- Choose "EXCEPTIONAL STUDENT EDUCATION - GRADUATE LEVEL COURSES" as your area of study.
- Resume and two legal questions: Complete the resume indicating your last two years of experience.
- Answer the two legal questions by checking the appropriate boxes.
- Information for Residency Classification: Complete as appropriate for your status.

STEP 2. ENROLL IN THE BCBA/BCABA COURSE SEQUENCE:

Log in to Lighthouse

(<https://nautical.uwf.edu/Nautical/lighthouse/main.cfm?alt=262>) using the "alternative log-in" link for new users to obtain your STUDENT ID# and set up your email account.

Please remember that it will take a few days for UWF to process step 1, before you can expect to see an ID number appear for you in lighthouse or for it to recognize your alternate login information.

If after 48 hours, you still are unable to log in to Lighthouse, call UWF's Registrar Office (<http://uwf.edu/registrar/index.cfm>)

After you have your **STUDENT ID#**, please fill out the ENROLLMENT REQUEST form to be enrolled in your cohort.

(<http://uwf.edu/education/internal/behavior/behavior.cfm>)

Instructions for Enrollment Request web site

- Type in your full name you used in your UWF application
- Type in your date of birth
- Type in your email address
- Type in your Student ID# (If you don't have this, call the Registrar at (850) 474-2000, press 0, and ask for the Registrar to help you)
- Choose your location to let us know which series of courses in which we should enroll you
- Choose which series you would like. If you will not be completing a MA degree from UWF or another university, you must enroll in the Board Certified Assistant Behavior Analyst (BCABA)
- If you have or will complete the MA degree (either with UWF or other) please choose the BCBA option
- If you would like to enroll in 2 sections of optional intensive supervised practicum hours (see "Courses" link above for a full description) please select this option. You may also add this at a later date if you are not sure now.

STEP 3. CREATE AN ARGUS ACCOUNT:

Once enrolled, you will need to request an "Argus" account with the university.

This will set up a student email account for you and will allow you to participate in the online portions of the courses.

Please keep in mind that it may take UWF a few days to process step 2, so you may need to wait a few days after submitting the information above before UWF will enroll you in the first course. If after 48 hours of submitting step 2, you still are unable to create an Argus account, call the ITS Help Desk at 850-474-2075 during normal business hours (CST).

To request an Argus account: Go to <http://argus.uwf.edu>

Instructions to create an Argus Account

- Click on "NEW USER" and follow the instructions. (Note: It may take up to 24 hours after you register before you can use your Argus account.)

STEP 4. PAY FOR YOUR COURSES:

Standard in-state graduate tuition/fees will be due within the first week of any scheduled class. Please note that the University of West Florida will charge financial penalties for late enrollment/late payment of fees.

Payments for fees may be made by the following:

- in person or by mail to the Cashier's Office, 11000 University Parkway, Bldg. 20-E, Pensacola FL 32514.
- A check or money order may be placed in the deposit drop box located outside Bldg. 20-E.
- Students may pay with VISA, Master Card, or American Express through their ARGUS Account <http://argus.uwf.edu> .
- The Cashier's Office can be reached by phone if you call campus information at 850 474 2000, press 0 for the operator, and then request to be connected to the cashier.

STEP 5 . ORDERING BOOKS:

The required texts for the BCBA course series are:

- For Courses: EDF6225 Foundations of Applied Behavior Analysis, EME6226 Behavioral Assessments, Interventions and Outcomes, and EME6223 Positive Behavior
 - **TEXT BOOK REQUIRED**· Cooper, J. O, Heron, T. E., & Heward, W. L. (2006). Applied behavior analysis (2nd Ed.). Prentice Hall. (ISBN: 0131421131)
- EDF6226 Behavioral Assessments, Interventions and Outcomes

- **TEXT BOOK REQUIRED** O'Neill, R. E., Horner, R. H., Albin, R. W., Storey, K., & Sprague, J. R. (1997). Functional assessment and program development for problem behavior: A practical handbook. Wadsworth Publishing. (ISBN: 0-534-26022-5)
- EDF7437 Single Case Design and EDF7944 Advanced Single Case Design
 - **TEXT BOOK REQUIRED** Kennedy, C. H. (2005). Single-case designs for educational research. Boston: Pearson/Allyn & Bacon. (ISBN: 0205340237)
 - **TEXT BOOK REQUIRED** Publication Manual of the American Psychological Association 5th Edition (2001). APA: ISBN: 1557987912.

Optional Reads:

Skinner, B. F. (any edition). Walden Two. ISBN-10: 0671009737 or ISBN-13: 978-0671009731

Ordering Text Books:

- UWF Bookstore: 850-474-2150 for availability or online at (<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10759&langId=-1&catalogId=10001>)
- Amazon (www.amazon.com; you can search using the ISBN number.)
- Books-A-Million (<http://www.booksamillion.com>; you can search using the ISBN number.)
- Barnes & Noble (<http://www.barnesandnoble.com>; you can search using the ISBN number.)

Note: *When selecting a book vendor, please take into account the estimated shipping date. You will need your textbook to begin participating in the course.*