

**KEPLER COLLEGE
CERTIFICATE
PROGRAM
2010**



**Kepler College and its learning programs are dedicated to
Johannes Kepler**



January 6, 1572 - November 15, 1629

Johannes Kepler was the first man to discover and mathematically define the elliptical property of planetary orbits, successfully uniting the theories of Copernicus, Plato and Pythagoras as part of his three laws of planetary motion. He also did important work on optics. It is to his holistic vision of an ordered universe that Kepler College has been dedicated.

Calendar

2010-2011 Ten-week terms unless noted

	Registration Deadline	Term begins	Term ends
Fall Term	Sept 17, 2010	Sept 20, 2010	Nov 28, 2010
Winter Term	Jan 7, 2011	Jan 10, 2011	Mar 20, 2011
Spring Term	Apr 1, 2011	Apr 4, 2011	Jun 12, 2011
Summer Term	Jun 17, 2011	Jun 20, 2011	Aug 28, 2011

2011-2012 Ten-week terms unless noted

	Registration Deadline	Term begins	Term ends
Fall Term	Sept 9, 2011	Sept 12, 2011	Nov 20, 2011
Winter Term	Dec 3, 2011	Dec 5, 2011	Feb 26, 2012 (12 weeks for holidays)*
Spring Term	Mar 9, 2012	Mar 12, 2012	May 20, 2012**
Summer Term	Jun 15, 2012	Jun 18, 2012	Aug 26, 2012

* Time off between Christmas and New Years

** A Certificate Graduate Ceremony will be held in conjunction with the United Astrological Conference in New Orleans in 2012.

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KEPLER COLLEGE CERTIFICATE PROGRAM

- ✓ *Are you a beginner interested in learning the basic building blocks of chart interpretation?*
- ✓ *Are you a professional interested in continuing education to broaden your knowledge?*
- ✓ *Are you interested in learning with experts in the field?*

If so, the Kepler College Certificate Program is right for you.

This Kepler Program is designed to provide the essential astrological knowledge, tools and skills for professional certification as well as in-depth continuing education for experienced astrologers.

What makes us different? We've been around the block! Our faculty have nearly 400 years combined experience in studying and practicing astrology. Many of our faculty are considered to be among the most preeminent astrologers in the world. All of our faculty believe in the value of high quality astrological education that goes beyond teaching just another technique.

We offer 9-month certificates as well as individual courses for continuing education.

Pricing

Certificate Program:

12 unit program: \$1590.00

10% discount for certificates paid in advance

Monthly payment program available (9-month or 12-month program)

Continuing education:

Individual course (3 units): \$395

Lab (1 unit) \$135

Fees:

One time enrollment fee of \$40

Books: \$15-\$50 per course

Optional: \$35 per term for use of the Marion March Electronic Library

The following certificates begin Fall 2010:

Fundamentals of Natal Astrology (12 units)

This certificate introduces the student to astrological symbolism plus develops basic natal chart interpretation skills. Topics covered include:

- Planets, signs, houses
- Cycles and relationships
- Basic interpretation
- Issues and ethics

Movement in Natal Astrology (12 units)

This certificate examines the multiple techniques used to examine cycles throughout an individual's life. Topics include:

- All methods of progression
- Transits and their cycles
- Eclipses
- Midpoints, Relocation, Returns
- Issues and Ethics

Relationships (12 units)

This certificate locates various relationships in the natal chart, introduces chart comparison and other modern approaches used to interpret relationship issues. Topics include:

- Natal indicators
- Love and Marriage
- Families
- Compatibility techniques
- Issues and Ethics

Each of the above 9-month programs consists of a 3-unit course plus one lab per 10-week term.

Online classes start September 20, 2010.

Certificates Available Fall Term Sept 20 - Nov 29, 2010

Fundamentals of Natal Astrology

This certificate introduces the student to Western astrological symbolism plus develops basic natal chart interpretation skills. (3-unit course plus 1-unit lab per term. Fundamentals Lab meets weekly.)

Term One

W101 Introduction to Astrological Symbolism and Practice.

Students will learn the basics of astrological symbolism and how to apply that knowledge to chart interpretation. Topics covered include:

- Planets
- Signs, elements, qualities
- Angles and quadrants, houses
- Basic dignities & debilities
- Major aspects

W101L Lab: Chart Mechanics

Guided practice to learn how a chart is calculated and to develop interpretation skills.

Term Two

W102 Natal Chart Interpretation Skills

- Aspect configurations and chart patterns
- Essential and accidental dignities
- Lunar phases
- Asteroids & dwarf planets
- Minor aspects
- Sensitive points (Nodes, Midpoints, Antiscia, Part of Fortune, Aries Point and Vertex)
- Alternate tools for interpretation

W102L Lab: Interpretation Skills

Guided practice in chart interpretation

Term Three

W103 Building Delineation Skills

- Decanates, dwads, fixed stars
- Planetary speed, oriental, occidental
- Derivative houses

- Introduction to planetary cycles
- Comparing approaches to delineation
- Client issues & ethics (personal filters, attitudes and beliefs)

W103L Lab: delineation

Guided practice in approaches to delineation.

Movement in Natal Astrology

This certificate examines the development of modern Western methods used to examine cycles throughout an individual's life. (3-unit course plus 1-unit lab per term. Movement lab meets weekly.)

W110 Western methods of moving the chart through time: transits, progressions and directions

- Transits, synodic cycles
- Progressions & directions, including secondary Progressions (17th C)
- Solar arc directions (20th C)
- Solar and Lunar Eclipses

W110L Lab: transits, progressions and directions.

Guided practice in chart interpretation.

W111 Western methods of moving the chart through time: Returns

- Introduction to midpoints (20th C)
- Progression of declination and the lunation cycle (late 20th C)
- Returns, including
 - solar returns (Hellenistic origin)
 - precessed solar returns (20th C)
 - lunar & other planetary returns (20th C)

W110L Lab: Returns

Guided practice in using returns in chart interpretation.

W112 Western methods of moving the chart through time: Synthesis

This term focuses on learning the various ways the different techniques can be used and how you can combine techniques to aid your interpretation.

W112L Lab: Synthesis

Guided practice in synthesizing approaches to chart interpretation.

WR203 Intimate relationships

Astrology can provide a great deal of insight into the basic dynamics of love and marriage. This course will cover techniques, psychological principles, psychological issues and ethical concerns and considerations.

WR203L Lab: Intimate Relationships

Guided practice in locating love and marriage relationships in the chart.

Relationships

This certificate locates various relationships in the natal chart, introduces chart comparison and other modern Western approaches to interpretation of relationships. (3-unit course plus 1-unit lab per term. Relationships lab meets on a regular basis.)

WR201 Relationships – classification and issues (peers, partners, children, etc.)

Students will explore what constitutes a relationship and how relationships are seen in the astrological chart. In addition, they will learn basic psychological principles and psychological issues, as well as gain an understanding of ethical considerations and concerns when working with couples and extended family members.

WR201L Lab: Relationship Indicators in the Chart

Students will meet on a weekly basis for guided practice in applying what they have learned to chart interpretation.

WR202 Families

Students will continue to build their astrological interpretation skills as they examine issues related to families, including the parental axis, siblings, created families and more. Students will also continue to build their knowledge of psychological principles and ethical considerations.

WR202L Lab: Families

Students will meet on a weekly basis for guided practice in applying what they have learned to chart interpretation related to families. Emphasis will be on parent-child relationships.

Courses Available Fall Term Sept 20 - Nov 29, 2010

Note: Individual Certificate Program Courses can be taken by anyone, not just those wanting the certificate.

W101 Introduction to Astrological Symbolism and Practice (3 units)

W101L Lab: Chart Mechanics (1 unit)

W110 Western methods of moving the chart through time: Transits, progressions and directions (3 units)

W110L Lab: Transits, progressions and directions (1 unit)

WR201 Relationships (3 units)

WR201L Lab: Relationship Indicators in the Chart (1 unit)

Electives

KC Electives:

ES104 Survey of Ancient, Medieval and Modern History. (6 credit, \$510, 11 weeks)
Instructor: Lee Lehman

This course is an overview of history and the changing views of astrology and cosmology from pre-history through to modern times. It will give the student a understanding of astrology's role and place in society in different time periods.

- Explore various historical views of astrology and cosmology in their religious and cultural contexts;
- Investigate the history of science through various cultures and its interaction with philosophies and religions/mythologies;
- Gain an understanding in the shifts in religion and philosophy that led to the modern scientific and secular worldview, and the rejection of intuitive ways of knowing

300-B1 Components of Horary and Electional Methodologies (5 weeks, \$170)

Asking a question and noting the time (Horary) as well as picking times to do things as if they were

questions (Electional) are two major divinatory techniques in Western astrology.

This course covers Horary and Electional techniques and their development by 1700 CE.

Students should already be comfortable with Western astrological symbolism and natal techniques.

300-B2 Components of Prasna and Muhurta Methodologies (5 weeks, \$170)

Just as in the West, asking a question and noting the time (Prasna) as well as picking times to do things as if they were questions (Muhurta) are major divinatory techniques in Vedic astrology.

This course examines these techniques, how they developed and how they are used in Jyotish.

Students should already be comfortable with Vedic astrological symbolism and natal techniques.

KCLC Elective: The Ancient Egyptian Roots of Western Astrology. Instructor: Joanne Conman

Special Price of \$250

There is a misconception among academics, Egyptologists, and astronomers, as well as astrologers, that astrology did not exist in Egypt until the Late Period, and that it was introduced to Egypt from Babylon and Persia. This is not true. Astrology's roots appear to go back over 4000 years ago to Egypt, centuries before appearing anywhere else. Understanding where we are now involves knowing where we have come from.

Perhaps the most significant contribution to astrology from ancient Egypt are the Egyptian ideas about time that are an essential part of astrology's philosophical foundation. The exaltations, the houses, the ascendant, and a number of components of the signs all appear to have roots in Egypt. Understanding the Egyptian contributions, in addition to the Mesopotamian and Greek, gives a better understanding of the whole of western astrology.

REGISTRATION INFORMATION

Enrollment and Records

The Registrar provides services and advice pertaining to admissions, financial aid, registration, records, status letters and evaluation revision, available scholarships, advice on academic warnings, etc. Contact the Registrar at registrar@kepler.edu

Information Center

Students or other interested parties may contact the Information Center at info@kepler.edu any time throughout the school year. The Information Center has information about:

1. The instructional program.
2. Application, registration and payment deadlines.
3. Services, activities and events.
4. Faculty and student contact information.
5. Schedules
6. Catalogs
7. Brochures

Students with Disabilities

The administration looks forward to working with the disabled student to discern and implement as many learning options as possible within the restraints of the instructional design, and that do not result in undue financial burdens on the college. A student with a disability should contact the Kepler administration if special assistance is required.

The Course Website

1. Provides ongoing access to the student's courses.
2. Provides study skills self-help information.
3. Provides on-line library resources.
4. Provides Virtual Chat for "real time" communication.

Prior Learning Challenge

A Prior Learning challenge lets you challenge one course within a certificate program. You must show you are already comfortable with and understand the information from prior experience or prior study.

For astrological methods, depending on the certificate program, the student may take a test or submit evidence that you have completed NCGR Level II or greater, OCA graduation, AFA professional level certification, attendance at Avalon School, or the Vedic program offered by ACVA. An interview may be part of the evaluation process.

The student is responsible for initiating the paperwork in order to request a challenge review, test or interview.

A \$50 fee will be assessed for a prior learning challenge.

The Marion D. March Electronic Research Library

Students can pay \$35 per term to have access to an online research library. Kepler currently has two subscriptions available:

1) Early English Books Online (EEBO): complete primary source material written in or translated to English through the nineteenth century. There are complete works by Lilly, Ramses, almanacs and more available in EEBO.

2) Journal Storage: the Scholarly Journal Archive (JSTOR) "Arts and Sciences" Collections I and II provides access to twentieth century academic journals and periodicals where you can find academic research on astrology and many other subjects.

The electronic library also provides access to additional internet resources and digital books.

CERTIFICATE PROGRAM FACULTY



Christine Arens, is certified as both a Professional and Teaching astrologer through the AFA, and holds a Level-III certification through NCGR. She has over 40 years of experience in astrology and has been actively consulting and teaching since the early 1990s. She has served as the President of the Chicago-based Friends of Astrology since 1993, and is currently a member of the Board of Directors of both the AFA and Kepler College.

Nicholas Champion, PhD. PhD from the University of the West of England, (UK); MA from the School of Oriental and African Studies, London, BA from Cambridge. Nick is one of the world's foremost experts in the history of astrology and in mundane astrology, and has lectured around the world for over twenty years. He is Director of the Sophia Centre for the Study of Cosmology in Culture, at the University of Wales, Lampeter, and was formerly Senior Lecturer in History at Bath Spa University, UK. He read History at Queens' College, Cambridge, and then specialized in the history, politics and international relations of Southeast Asia at the School of Oriental and African Studies at London University. His books include *Mundane Astrology*, *The Great Year*, *What do Astrologers Believe?* and the two-part history of astrology, *The Dawn of Astrology and The Golden Age of Astrology*.



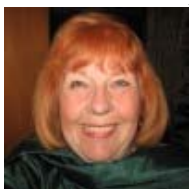
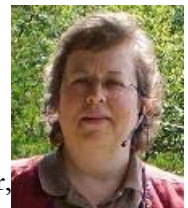
Joseph Crane, M.A. BCIA. BA from Brandeis University; MA from the Institute of Existential Psychotherapy. Also has had training from the Gestalt Institute of New England, EEG Spectrum International, and the Biofeedback Certification Institute of America. He has been a consulting astrologer since the mid-1980's and began teaching in 1988. He began his studies of ancient astrology in 1994, and has written *Astrological Roots: The Hellenistic Legacy, A Practical Guide to Traditional Astrology* as well as numerous articles.

Gary Gomes, MBA. BS and MBA, Sociology and Business Administration, University of Massachusetts. Gary Gomes worked several years as State Vocational Education Liaison for 38 school districts in the Commonwealth of Massachusetts; former President of the Council of Vedic Astrology; and Swami of the Temple of Kriya Yoga. He was among the first wave of Westerners to take up Hindu astrology and is a founding member and Board member of the American College of Vedic Astrology. He has lectured on Hindu Astrology throughout the continental United States, in Hawaii and in England. He is an ordained Swami of the Temple of Kriya Yoga and is a duly initiated practicing Hindu of the Shaivite tradition.



Karen Hamaker-Zondag, Drs. (comparable to M.A.) Social Geography, University of Amsterdam; and Drs. Planologie University of Amsterdam. She has been a professional astrologer for 20 years and teaches a four-year course in professional astrology and a three year course in Jungian psychology. She is the editor of the Dutch astrological journal Symbolon, and is the author of 12 books on astrology.

J. Lee Lehman, PhD. M.S. and PhD in Botany, Rutgers University. B.S. In Ecosystems Analysis from the University of Wisconsin-Green Bay. Dr. Lehman was the 1995 recipient of the Marc Edmond Jones Award. She is the author of several books on astrology, including, *The Ultimate Asteroid Book*, *Essential Dignities*, *The Book of Rulerships*, *Classical Astrology for Modern Living*, and *The Martial Art of Horary Astrology*. Dr. Lehman also translated from the French Papus' *Astrology for Initiates*. She is a well-known teacher and lecturer, having run her own private series of correspondence courses under the general title, *Classical Studies*, as well as teaching history and classical astrology at the Avalon School of Astrology in Gainesville, FL. She has a web consulting business in Asheville, NC, where she is also a partner in www.sheville.org.



Karen McCauley, MA. BA Knox College, MA UCLA in Educational Psychology, doctoral coursework at the California Graduate Institute in clinical psychology. Her interest in astrology began in the 1960's. She was Director of Publications/Editor for ASPECTS Magazine, an astrology journal, from 1987-94. A long-time associate and friend of Marion March and Joan

McEvers, she taught for Aquarius Workshops for 20 years and has lectured since 1976. She served on the AFAN steering committee and as president of the OAA. She designs and administers the CONTINUUM astro*carto*graphy exam.



Bruce Scofield, PhD, University of Massachusetts. MS in History of Science, Montclair University; BA, History, Rutgers University. Bruce has been a practicing astrologer since 1975 and has been a teacher and lecturer at many regional and national conferences over the last twenty years. He has written many articles for various astrological publications and has published a number of important astrological texts, including: *Timing of Events: Electional Astrology*; *The Aztec Circle of Destiny*; *Native American Astrology from Ancient Mexico*, and *Signs of Time: An Introduction to Mesoamerican Astrology*.

Georgia Stathis, MBA. BS Communications, Northwestern University; MBA, Pepperdine University. An astrologer since 1978, Georgia has extensive business and communications experience having worked in the real estate and investments markets as well as in the public relations field. She is a respected international lecturer on such topics as: Cycles and Symbols, Business Trends and their Corresponding Mythical Archetypes, Economic Astrology and Stock and Commodity Market Cycles. She is the author of numerous articles on these subjects for various professional journals and magazines, and co-authored *Financial Astrology for the 1990's*, *Civilization Under Attack*. She is the publisher and author of the Starcycles Calendar Series as well as the Starcycles Audio Cassette Learning Series. Her most recent book is *Business Astrology 101: Weaving the Web Between Business and Myth*.



Carol A. Tebbs, MA. BA in English and MA degrees in both English and Education from Whittier College. Ms. Tebbs served as Kepler College president from 2003-2006 and currently is a Kepler College Vice-President and faculty member. Ms Tebbs has authored two E-books as certification level texts: *Beyond Basics: Moving the Chart in Time* and *Beyond Basics: Tools for the Consulting Astrologer* (OCA, 2003). Her most recent book is, *The Art of Chart Rectification*, (Llewellyn, 2008). She has served the astrology community for over 40 years as: UAC Co-Founder, Board Chair, Director, and Coordinator of UAC'95; as well as 3 terms as ISAR President, 10 terms on the ISAR Board and currently as an Advisor. Noted in *Who's Who of American Women*, *Who's Who in American Education*, and *Who's Who in the World*, Ms. Tebbs was twice awarded "Teacher of the Year". Retired from 38 years of teaching advanced literature and composition students, she continues to serve the College Board as an Advanced Placement reader and teacher trainer.

Administration

President Enid Newberg, MA
enewberg@kepler.edu



Enid Newberg earned a BA from the Evergreen State College and an MA from Antioch University in Whole Systems Design. An astrologer since 1973, she first joined Kepler College as a board member in 1993, and was president when the college first opened in 2000 through the end of 2001. In November 2004, she rejoined Kepler College as the Registrar and Director of Student Services. Enid also has an extensive background in information systems and online learning. In July 2006, she was re-appointed President of Kepler College.

J. Lee Lehman, PhD, llehman@kepler.edu
Chief Academic Officer.

Karen McCauley, MA,
kmccauley@kedpler.edu, Director of Certificate Program

Jolee Worones, BS, registrar@kepler.edu,
Registrar

Janice Porter, accounts@kepler.edu,
Bookkeeper

TUITION and FEES

Tuition

Certificate Program:

12 unit program: \$1,590.00

10% discount for certificates paid in advance

Monthly deferred payment program available (9-month or 12-month program)

Continuing education:

Individual course (3 units): \$395

Lab (1 unit) \$135

Fees:

One time enrollment fee of \$40.00

Optional Fee: \$35 per term for use of the Marion D. March Electronic Library.

Tuition may be paid by check, money order, Visa or MasterCard. Full tuition must be paid on or before the Registration Deadline each term. If students need to pay tuition on the Deferred Payment Plan, call or e-mail the Kepler office and request a Deferred Payment Plan contract.

Other Expenses:

- **Books:** Students should expect to pay approximately \$50 books for each course.
- **Housing/Food/Transportation:** If there is an in-person workshop, students will be financially responsible for their own housing, food and transportation to the workshop. Kepler will locate facilities with lodging at reasonable rates.
- **Lab and Materials Fees:** Courses that require special materials have fees ranging from \$15 to \$30.

Other fees

- **Test-out Challenge or Prior Learning Evaluation:** \$50
- **A late fee** of \$15 will be charged for registering after the deadline date. Registration is complete only if tuition and fees are paid in full or the deferred payment plan is approved. Fee waiver may be granted at the discretion of the Registrar after appeal by the student noting unusual or special circumstances.

Return Check Fee: There is a \$25 charge plus collection costs for each returned check. After receiving two returned checks, the college may require that all future transactions be made by certified bank check.

Financial Obligation/Holds

Students with outstanding financial obligations including but not limited to tuition, fees, library materials, fines, loaned equipment, will have a hold on their account. The student may then be denied access to their online courses and may not be permitted to register for a subsequent term. Delinquent accounts may be reported to a national credit bureau and private collection agency, with the student responsible for paying all collection costs/attorney fees.

Cancellation of Classes

Occasionally enrollment is not sufficient to offer a course which was scheduled to take place in a particular term or an instructor may have an emergency which prevents him or her from teaching a scheduled course. If the class is cancelled, generally any money already paid by the student will apply to their other courses or to their next term's tuition. Students can, however, ask for a refund of such funds at any time after cancellation of the course.

Certificate Deferred Payment Plan

Deferred payment plans are available only for certificate programs, not for individual classes.

There is a 4% surcharge for requesting a deferred payment plan.

9-month schedule

- The total will be divided into 9 equal payments spread over 9 months.
- The first payment must be made by the first day of the term. All subsequent payments will be due by the same day of the month for the next 8 months.
- A Completion of Certificate will not be given the student until all financial obligations have been met.

12-month schedule

- The total will be divided into 12 equal payments spread over 12 months.
- The first payment must be made by the first day of the term. All subsequent payments will be due by the same day of the month for the next 11 months.
- A Completion of Certificate will not be given the student until all financial obligations have been met.

Registration is not complete until the college has received the deferred payment agreement, along with the first installment. You may arrange to have your credit or debit card charged each month. If a student falls behind in payment, then that student may be removed from access to the instructional course site and the instructor(s) shall be notified.

Students are responsible for making each payment on time. They may make larger payments, or early payments, at any time. Each late payment is subject to an additional \$25 late fee.

If any deferred payment is more than 90 days past due, an additional 15% surcharge may be added for each additional month the money is outstanding. Waiver of this fee may be granted at the discretion of the Registrar based upon an appeal by the student of unusual or special circumstances and a written payment plan.

If the student defaults on a previously agreed payment plan, the delinquent account may be reported to a national credit bureau and private collection agency, and the student is responsible for payment of all collection costs and attorney fees.

A student may not register for another certificate until their outstanding balance is cleared.

Cancellation & Refund Policy

A student who wishes to withdraw from any Kepler program must notify the Kepler office by e-mail, mail or FAX of their intent. The date of formal notification of intent to withdraw will be considered the withdrawal date, and tuition refunds will be calculated accordingly. If the withdrawal notice is sent via postal mail, the date stamped on the envelope is considered the

official date of withdrawal. If withdrawal notice is sent via e-mail or FAX, the student must contact the Kepler office by phone to get verification that the e-mail or FAX was received.

Tuition will be refunded at:

- 100% if the student withdraws prior to Friday of the first week of the term.
- 50% if the student withdraws before the end of the second week.
- 25% if the student withdraws no later than Wednesday of the 3rd week.
- Tuition will not be refunded if the student withdraws after Wednesday of the 3rd week.
- For students who have paid a year in advance, their refund will be prorated based on the term in which they withdraw.

All money due to the applicant shall be refunded within 30 days after written notice of cancellation or termination. However, students may request that the registrar apply these monies to a future term.

If the student fails to attend an in-person workshop after having registered and paid tuition, the student will forfeit their tuition. The student may ask for a waiver of this provision, which may only be granted based on exceptional circumstances.

Refund requests based on non-attendance or unawareness of refund procedures are NOT considered justifiable

Online Education

Many students want to be able to learn in an environment that maximizes flexibility: whether in terms of time or in terms of place. The Certificate Program's online structure gives students the flexibility to schedule when and where they pursue their studies.

Our purpose of the certificate program is to create the breadth of knowledge necessary for students to become and grow as astrological professionals. This means we will offer not only a breadth of knowledge about astrological techniques, but the skills to become effective practitioners, including business and technology skills and an understanding of human behavior to enable the astrologer to be sensitive to client needs and ethical considerations.

Our classes are designed to foster:

- Knowledge and Understanding
- Personal Growth
- Communication skills
- Critical Thinking skills
- Technology Skills

Course Design

Students fulfill their course requirements through reading, various types of assignments, writing, researching and participating in online discussions forums as well as live interactions via the Internet. Central to the learning experience are collaborative learning relationships with both faculty and fellow students. Most courses will have both written materials as well as audio or audio-visual lectures available online.

Students and faculty will be in regular communication with each other via a secure internet course site, by e-mail, and through web conferencing.

Learning objectives, topic overviews, assignments and other information for each course are posted online. Presentations, papers or other demonstration of learning may be required which cover selected areas of study. Research projects may also be required.

Online learning requires some self-discipline to be successful. If you answer yes to the following questions, online learning may be right for you.

- Can you stay on task without direct supervision? (Or, do you need someone there to help you stay focused?)
- Can you manage your time well and prioritize your workload? (Or, do you procrastinate and postpone your work?)
- Are you able to learn by reading? (Or, do you learn mainly by listening to lectures?)
- Do you usually understand written instructions? (Or, do you need someone to explain them to you?)

Technical Considerations

Minimum Hardware Requirements

- An Internet connection is required: Cable modem, DSL, or better is highly recommended (if this is not available in your area, then there may be additional fees to provide course materials in a CD format, rather than online).
- Your computer should be a minimum of Pentium® class 1GHz CPU with 2 GB of RAM, at least 3 Gig of free hard drive space, and a DVD drive.
- A computer microphone with earphones is required and a webcam is highly recommended and may be required for some courses.

Minimum software and OS requirements

Your operating system should meet the following requirements:

Windows users:

- Windows® XP, Vista, Windows 7
- Internet Explorer® 7.0 or newer, or Mozilla® Firefox® 3.0 or newer (JavaScript™ and Java™ enabled)

Macintosh Users

- Mac OS® X 10.4 (Tiger®) or newer
- Safari™ 3.0 or newer, Firefox 3.0 or newer; (JavaScript and Java enabled)

Linux Users

- If you are using Linux, you will be able to access the course site, but you will not be able to use the required conferencing software from GoToMeeting unless you have Wine or some other Windows emulator and know how to configure a Windows program to operate under Linux.

You will need the following software for your courses:

- A word processor that can read and write .RTF files and read and write .DOC (not DOCX) files
- A spreadsheet program that can read or write to the MS Excel .xls format
- A presentation program that can read or write to the MS PowerPoint .ppt format

If you do not have Microsoft Office software (for word processing, spreadsheets and presentations), you can download Open Office for free. This excellent open source software is similar to Microsoft Office and includes Writer (equivalent to Word), Calc (equivalent to Excel) and Impress (equivalent to PowerPoint). It will read and write MS Office documents and understands .doc, .rtf, .xls and .ppt file formats. Visit www.openoffice.org for more information.

Notes:

If you are using the latest version of Microsoft Office, please save all documents, spreadsheets and presentations so they are compatible with previous versions (for example, *do not save a Word document in the .docx format but choose the Save As option and save as a Word 97-2003 doc file*). If required by your faculty, you may need to save documents to the .RTF format.

Additional software requirements:

- You must have anti-virus software on your computer (for example, McAfee AntiVirus, Norton AntiVirus, AVG, Avast or Kaspersky).

- **No astrological software is required.**
- **Plug-in's**
 - Adobe's Acrobat Reader 7.0 or above and the latest version of Adobe Flash Player is required.
 - Apple's QuickTime, Macromedia's Shockwave, Flash Shockwave and Real Network's RealPlayer, and/or Microsoft Media Player may be needed for some courses.
- **E-mail:** You must have an active e-mail account and be familiar with sending and receiving e-mail. You may also request a kepler.edu email account.

IMPORTANT: The Registrar must have your current e-mail address when you register AND whenever you change to a new e-mail address.

Computer experience

You will need the following skills and capabilities before you begin your classes:

1. Know how to open, create, save, print, and move files on or from your computer, including to and from CD's/DVD's.
2. Know how to install software on your computer.
3. Be able to access the World Wide Web (www) on a regular basis.
4. Know how to download and print documents from the internet.
5. Have an active e-mail address and know how to send and receive e-mail messages.
6. Know how to attach a file to e-mail and open a file attachment.
7. Know how to "copy and paste" text to and from office applications, the internet and e-mail.

Policies

Requirements for Certificate Completion

To earn a certificate, the student must complete the prescribed curriculum, earn passing grades, and satisfactorily discharged all financial obligations for their program.

Use of Personal Charts

In general, the delineation of a student's personal natal chart will not be the focus of classroom exercises. There are several reasons for this:

- Personal charts have personal data (birth date and time), which can compromise an individual's privacy;
- Not all students are comfortable with sharing their chart information and, ethically, we want to ensure no student feels pressure to share information they prefer to keep to themselves;
- Sharing personal charts can impact the ability of students to learn because the focus often shifts to one's chart rather than to the learning objective.
- Faculty cannot ethically work with an individual student to provide a chart reading. When the student is no longer enrolled, this conflict of interest does not apply.

Students can still ask questions in class related to their own charts. And, of course, students can and do share their own charts with their fellow students and friends at any time outside the classroom.

Confidentiality of Records

Information about student views, beliefs, private activities, and political associations, which is acquired or learned by Kepler College Certificate Program administration, faculty or employees in the course of work, is treated with professional judgment and confidentially. Professional evaluations and references about the ability and character of students may be provided under appropriate circumstances (for

example, a student requests an evaluation to present to another party).

Retention of Records

All documentation submitted in support of a certificate or course challenge become property of Kepler College and may not be returned or reproduced.

Evaluations

The Kepler Certificate Program uses multiple methods to help assess whether a student has passed a course, including performance observation, projects, demonstrations of learning, discussion participation, test results and more. This encourages students and faculty to design courses beyond just memorizing information and helps ensure that students can apply what they have learned.

Incomplete Work

Students are expected to keep up with the work in the Certificate Program. Upon a written request, the instructor, at his or her sole option, may give them up to three additional months to finish a course. If the student still does not complete the course, they have the option to re-enroll at a 30% discount if the course is offered again within one year.

Faculty's Evaluation of Your Work

The faculty's evaluation of your work will be based upon the following criteria:

1. Participation and quality of responses in scheduled online discussions and study questions
2. Quality and improvement in written work and/or oral presentations.

Student Rights and Responsibilities

The Kepler College Certificate Program provides an environment that respects and encourages the freedom to learn and to teach. In the celebration of teaching and learning it is

appropriate that individuals and groups be viewed with regard to their potential to contribute within the learning environment. Each has dignity and value.

As a community of people seeking education, Kepler students are dedicated to improving personally and academically.

Students should:

- Practice personal and educational integrity.
- Maintain standards of performance
- Contribute to a safe, cooperative, and respectful learning environment.
- Discourage bigotry and respect the diversity and dignity of all persons.
- Respect the rights and property of all persons.
- Bear the ultimate responsibility for the effects of their decisions and behavior.

Each student in a learning community has rights that accompany these responsibilities. These rights are to be protected by students, faculty and staff regardless of race, sex, religion, color, creed, disability, sexual orientation, political affiliation, national origin, ancestry, or age. Student rights include:

- The right to be informed about class requirements
- The right to be notified about policies and procedures.
- Students' access to education shall not be inhibited by prejudices or capricious evaluation.
- Students have the right to participate in evaluations of programs and courses.

Students may take exception to the information and may reserve judgment about matters of opinion, but they are responsible for learning the content of the course.

Honesty in Learning

An honor code is necessary in any legitimate learning environment. All forms of dishonesty, including cheating, plagiarism, and fabrication of work are violations of the honor code.

Cheating is defined as purposefully using or attempting to use unauthorized materials, information or study aids in any academic

assignment. Plagiarism is defined as representing the works or ideas of another as one's own in any academic assignment. This includes but is not limited to directly copying texts and materials, failure to list sources of arguments and information, and failure to acknowledge collaboration in the authorship of written assignments.

Harassment

The Kepler College Certificate Program will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all its forms, harassment, discrimination and assault violate both fundamental rights and the law.

Harassment and discrimination can happen to anyone, in any place. Kepler College has established policies and procedures to handle such incidents in a timely manner. Students who witness or experience sexual harassment, assault or discrimination in their online courses or at any in-person event sponsored by the Certificate Program are asked to report the incident to the faculty or the administration.

Conflict Resolution

Most complaints can be resolved by talking directly with the person with whom you have a complaint. If talking does not resolve your complaint, discuss your complaint with the individual's immediate supervisor. If you don't know who that is, ask.

If it is a complaint relating to your courses, contact Karen McCauley, MA, the Director of the Kepler Certificate Program at karenm@kepler.edu. She may involve the Kepler College Chief Academic Officer, Lee Lehman, PhD. You may also send a letter or call the Kepler College administrative offices.

The most common and preferred method of resolving complaints against an instructor, administrator, fellow student, or a complaint related to a policy or procedure will be to have a moderated meeting between the parties involved to resolve the complaint.