

Student Information Sheet

How to Register for SDSU Graduate Level Professional Development Credit

Course Information

Course Title:	Ahead of the Curve
Transcript Title:	Title will be abbreviated as: AHEAD OF THE CURVE
Schedule Number:	12SP 80916 G
Course Number:	ED 997
Course Dates:	April 23- May 9, 2012
Units:	1.0
Fee:	\$72.00
Registration Deadline:	May 2, 2012
Paper Deadline:	May 9, 2012
SDSU Contact:	Jennifer Barrett, Program Coordinator, jbarrett@mail.sdsu.edu , 619-594-2863.

Quick Overview

(See page 2 for details)

1. Register by the registration deadline

- a. Register online or by mailing the paper registration form provided.
- b. You will need a RedID.
 - i. If you've registered for SDSU courses before, look up your RedID here: www.sdsu.edu/redid.
 - ii. If you've never taken SDSU courses, you will be prompted to create one when registering online. If mailing your form, one will be created for you.

2. Complete the course requirements

- a. Attendance and Participation.
- b. Submit 3-5 page reflection paper to SDSU Program Coordinator by Paper Deadline.

3. View your final grade and order transcripts

- a. Log in to SDSU's Webportal with your student RedID: <https://sunspot.sdsu.edu/portal>
 - i. If you have never logged in to WebPortal before, you will need to create a new account. (WebPortal is a different system than our online registration system.)

Registration Instructions

1. You may register by completing the entire paper registration form, attaching payment- check/money order or credit card number with expiration date (VISA, MasterCard, Discover Card, or American Express) -and mailing it to the address provided at the bottom of the form.
2. You may also register online, if paying by credit card, at <http://www.neverstoplearning.net>. A quick way to find this course online is to enter its schedule number in the "Search" field, and search the site by "course/schedule number". Additional information about professional development courses for educators can be found here: <http://www.ces.sdsu.edu/Pages/Engine.aspx?id=511>
3. If you fail to register by the deadline, you must contact Jennifer Barrett, Program Coordinator. If space is available, you will be allowed to register with a \$20 late fee and a grade from your instructor. Registration or withdrawal requests after the term (fall, spring, or summer) has ended are by petition only, for serious and compelling reasons. Contact the Registration Office at ces.registrar@sdsu.edu or 619-594-5152 to obtain a petition form. Per SDSU policy, petitions must be submitted within one calendar year of the end date of the course; after one year, late registrations/withdrawals will not be accepted.

Red ID

Your Red ID is required to register for courses and order transcripts. If you do not know your Red ID, go to www.sdsu.edu/redid to retrieve it. If you have never been assigned a Red ID, include your Social Security number and birth date on the paper registration form; a Red ID will be assigned for you at the time of registration. If you have any questions about your Red ID please e-mail ces.registrar@sdsu.edu or call 619-594-5152.

Course Requirements

In addition to attendance and participation in the entire course, each student will submit a three- to five-page paper (double-spaced, 650-word minimum) synthesizing the various experiences that took place during this course. Describe the best concepts or practices that you learned and how you will integrate or apply them in your work. This assignment is due by **5/9/12**. Please include a cover page with your name, contact information, schedule number, and course title. You may submit this paper via email, postal mail, or fax to: Jennifer Barrett, Program Coordinator, San Diego State University, College of Extended Studies, 5250 Campanile Drive, Room 2503, San Diego, CA 92182-1920; jbarrett@mail.sdsu.edu; Fax: 619-594-8566

Grades and Transcripts

Grades for this course will be posted after **5/22/12**. Please note that grades are not automatically sent to you. To access your grade, view your unofficial transcript, and/or order an official transcript, log in to the SDSU WebPortal. Before ordering official transcripts, view your unofficial transcripts to make sure all of your grades have been posted. Information and a link are available at <http://arweb.sdsu.edu/es/registrar/transcripts.html>. Please note that if you have never logged in to SDSU WebPortal you will need to create a new account. WebPortal is a separate (campus-wide) system from the College of Extended Studies' online registration system- therefore the username and password you used to register will not be recognized.

Refunds/ Withdrawals

You may withdraw from a course by completing an official transaction form at the College of Extended Studies. Non-attendance or notifying the instructor does not constitute officially withdrawing from a course. Students who stop attending credit courses without officially withdrawing will receive a grade of WU or No Credit in the class. Refunds are not automatic. NO refunds are due unless the course is officially cancelled within stated guidelines in the refund schedule. Students can expect to receive refunds approximately four weeks from the date the request is received. Refunds may be applied against other amounts due the university.

Refund schedule

- a. Withdrawal in person or postmarked at least one working day before the first day of class: total fee minus \$5 if class fee is less than \$50, or \$17 if class fee is \$50 or more. (All credit course refunds are subject to a \$17 administrative charge; AS/student fees will be deducted after the first class session.)
- b. Refund requests on or after the first day of class must be made in writing. Unless otherwise stated, in courses of five or more meetings, 65 percent of the fee will be refunded until 25 percent of the course time has elapsed, after which there is no refund. For courses of four or fewer meetings, there will be no refund.