VITERBO UNIVERSITY

Graduate Programs in Education
Course Registration

PART ONE—STUDENT INFORMATION

Complete ALL PARTS of this form. Please PRINT.

SOCIAL SECURITY NUMBER (required) ___ ___ ___ – ___ ___ – ___ ___ ___ ___ (secured—not used for ID purposes)

LEGAL NAME   First _____   Middle_____

Last _____

Maiden _____   Other _____

MAILING ADDRESS   Street/RR/PO Box _____

City _____   State _____   Zip _____

Home Phone (_____) _____   Work (_____)_____   Cell (_____) _____

Email Address (Permanent) _____

Email Address (School)_____

PERMANENT ADDRESS (if different from above address)   Street/RR/PO Box _____

City _____   State _____   Zip _____

DATE OF BIRTH   _____ / _____ / _____

GENDER ☐ Female ☐ Male   **MARITAL STATUS** ☐ Single ☐ Married

CITIZEN STATUS ☐ U.S. Citizen ☐ U.S. Resident Alien ☐ Non-resident Alien Of what country are you a citizen?_____

RACE AND ETHNIC BACKGROUND (answer both questions)
Are you Hispanic or Latino/Latina? ☐ No, not Hispanic or Latino/Latina
                                         ☐ Yes, Hispanic or Latino/Latina

What is your race? (select one or more)
☐ American Indian or Alaska Native
☐ Asian (country of family's origin _____)
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

RELIGIOUS PREFERENCE
☐ Baptist
☐ Catholic
☐ Jewish
☐ Lutheran
☐ Methodist
☐ None
☐ Other _____

Are you currently armed forces active duty personnel or armed forces reservist? ☐ Yes ☐ No

Are you a veteran of the armed forces? ☐ Yes ☐ No

HIGHEST DEGREE HELD _____   _____
                                              Degree   Name/Location of College or University

HAVE YOU PREVIOUSLY EARNED CREDITS FROM VITERBO UNIVERSITY (formerly Viterbo College)? ☐ Yes ☐ No

EMPLOYER (School name and district)_____   Grade Level_____

        Catholic Parochial School Teacher ☐ Yes ☐ No

PART TWO—COURSE REGISTRATION INFORMATION

Course #**510** Section # 016   **COURSE TITLE:** Google Tools for Teaching & Learning   **CREDITS:** 1

                                    INSTRUCTOR: **MARY MADERICH**

LOCATION: ONLINE-CESA 12

Start Date: 02/19 18   **End Date:** 03/26 18

I certify that all information in this course registration is complete and accurate to the best of my knowledge.

Signature _____   Date_____

Viterbo University is committed to providing equal educational and employment opportunities regardless of sex, race, color, religion, age, national origin, or handicap in compliance with Title VI, Title IX, and Section 504.

PLEASE ALLOW A MINIMUM OF SIX WEEKS FROM THE COMPLETION OF A COURSE TO THE TIME AT WHICH GRADE REPORTS AND TRANSCRIPTS ARE AVAILABLE. TRANSCRIPT REQUESTS MUST BE MADE, IN WRITING, TO THE OFFICE OF THE REGISTRAR. VETERAN BENEFITS ARE NOT AVAILABLE FOR THIS COURSE.

VITERBO UNIVERSITY <u>CREDIT CARD</u> PAYMENT SLIP

Student Name_____SSN or Viterbo ID#_____

Address_____ City_____ ZIP_____

DISCOVER/MC/VISA#_____ Exp. Date ____/____CVV_____

<div align="right">on back of card</div>

Amount to Pay $_____ Signature_____

You may also pay by check. Please make check payable to
"Viterbo University"

Have you thought about enhancing your education career so that you can gain further pay and have many options either in your present district or to progress in your profession for future employment?

Viterbo University has a number of licensure and certification options that are add-ons to your present license. If you are interested in obtaining your MAE, all of our licensure programs transfer to our MAE and become an emphasis in that area.

The licensure programs that we have include:

-Cross-Categorical Special Education-Cognitive Disabilities (810), Emotional Behavioral Disabilities (830), Specific Learning Disabilities (811) at the Middle Childhood-Early Adolescence (72) or Early Adolescence-Adolescence (73) level

-Educational Leadership-Principal Licensure (DPI #51), Director of Instruction Licensure (DPI # 10), Director of Special Education and Pupil Services Licensure (DPI # 80), Superintendent Licensure (DPI #03)

-**Reading Teacher 316-**19 credits

-**Reading Specialist 17-**9-12 credits (MAE and 316 required)

-**Innovative Teacher Leadership & Instructional Coaching Certificate** 10 credits

If you are interested in any of the above, please call 1-800-234-8721 or turn in the form below with your registration form:

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Please send me information on:

_____Masters _____Cross Cat _____Ed Leadership _____Reading

_____Innovative Teacher Leadership & Instructional Coaching

NAME_____ADDRESS_____

CITY_____ST_____ZIP_____E-MAIL_____

STUDENT GRADES

PLEASE NOTE: GRADE REPORTS WILL NO LONGER BE SENT TO STUDENTS. YOU WILL NOW BE ABLE TO VIEW YOUR GRADES ONLINE

HOW TO VIEW YOUR GRADES ONLINE

1. **Getting started**: Please go to www.viterbo.edu/ocusernames

2. Read the directions on how to obtain your username and password then click on "Find User Name"

3. Once you have obtained your user name and password, please go to www.viterbo.edu/vitnet

4. Click on "Log in"

5. Enter your username and password and then click on "Submit"

6. Click on "Students"

7. Under Academic Profile click on "Grades"

8. Then, choose a course, and click on "Submit"

9. If the class is graded, the grade will appear under "final grade"

If you need any technical support, please contact Viterbo's help desk at www.helpdesk@viterbo.edu

VITERBO
UNIVERSITY

A Viterbo University transcript is a complete record of a student's enrollment at the university. Partial transcripts are not available. This permanent record is considered confidential between the student and the university. Except for the granted exceptions under the Family Educational Rights and Privacy Act no transcripts are released without the written permission of the student. A transcript will not be issued unless all obligations to the university have been satisfied.

You can obtain an 'unofficial' transcript from your VitNet account (students in applicable programs only). Not all organizations (colleges, employers, DPI, etc.) will accept this document. It is up to you to verify with the receiving institution what kind of document/transcript they will accept.

Viterbo University has authorized the National Student Clearinghouse (NSC) to provide official transcript ordering via the Web. The ordering service is available 24 hours a day/7 days a week. This process requires a credit card and an electronic signature with a computer mouse.

Ordering Information
http://www.studentclearinghouse.org/
Choose "Order-Track-Verify" (tab) on the right hand side.

Delivery Options and Delivery Time Frame
- Electronic PDF – delivered within two business days of receiving your transcript request.
- Electronic Transcript Exchange – sent electronically, within two business days of receiving your request, to other institutions participating in the exchange.
- Hold for Pickup – Available 1-2 business days after the receipt of your request.
- Mail –Mailed within 2-3 business days after the receipt of your request with additional time for delivery by the United States Postal Service.

Fees and Other Information
- The transcript fee is $10.00 per transcript.
- Requests received after 3:00 pm (CST) will be processed the next business day and have the above mentioned delivery times.
- You can upload up to three additional documents (cover letters, scholarship form, etc.) while placing your order. The system will only accept .PDF files. If more than three documents are uploaded, none of them will be sent with your order.
- Transcripts mailed to and/or picked up by the student will be stamped "Issued to Student." It will be placed in a sealed envelope, but it is up to the receiving institution/organization as to whether or not it will be considered official. If recipient refuses the transcript, you will not be issued a refund, and you will be required to re-order.
- Requests are not processed or mailed on days Viterbo is closed (weekends, holidays and between Christmas and New Year's). Requests submitted during this time will be processed in the order received when Viterbo reopens.

IMPORTANT
Because registrations and grades are continually processed for continuing education coursework, if you wish for a particular course grade to appear on your transcript, please check your VitNet account to make sure your grade has been posted before ordering your transcript.

If you **must** submit your request before your grade is on your record, be sure to choose the **"After Grades are Processed"** processing option. Indicate the course(s) you have recently attended in "Special Instructions" section. We will wait to process your request until a grade for those courses is on your record. The Clearinghouse will cancel any orders that are pending after 30 days.