



# Graduate Programs in Education Off-Campus Course Registration

## PART ONE—STUDENT INFORMATION

Complete ALL PARTS of this form. Please PRINT.

**SOCIAL SECURITY NUMBER** \_\_\_\_\_

**LEGAL NAME** First \_\_\_\_\_ Middle \_\_\_\_\_

Last \_\_\_\_\_

Maiden \_\_\_\_\_ Other \_\_\_\_\_

**MAILING ADDRESS** Street/RR/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address (Personal) \_\_\_\_\_

Email Address (Work) \_\_\_\_\_

**PERMANENT ADDRESS** (if different from above) Street/RR/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**CITIZEN STATUS**  U.S. Citizen  Resident Alien  Refugee/granted political asylum

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 \_\_\_\_\_

**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

**EDUC** Course # 510-109 Section # \_\_\_\_\_ Course Title Digital Tools for Writing Across the Curriculum Credits 1

**LOCATION** Ashland-CESA #12 **INSTRUCTOR** Mary Maderich

**DATES** Start Date 04 / 06 / 16 End Date 05 / 04 / 16

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 6 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 Off-Campus Center

Wisconsin: 2323 South 109th Street, Suite 375, West Allis, WI 53227 • 414-321-4210 or 800-234-8721 • FAX 414-321-9113

VITERBO UNIVERSITY • LA CROSSE, WISCONSIN

REV. 01/09

## VITERBO UNIVERSITY PAYMENT SLIP

Student Name \_\_\_\_\_ SSN or Viterbo ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

DISCOVER/MC/VISA# \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_  
on back of card

Amount to Pay \$ \_\_\_\_\_ Signature \_\_\_\_\_

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

USE THIS FORM IF YOU ARE PAYING BY CREDIT CARD

YOU DO NOT HAVE TO FILL IT OUT IF YOU ARE PAYING BY CHECK

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. Most do not require a Master's degree, but if you are looking for a MA that can enhance your employability in the education market, all of our licensure programs/certifications transfer to our MA and become an emphasis in that area for you.

The licensure programs that we have include:

-Cross Categorical Special Education –cognitive disabilities (810) learning disabilities (811) or emotional behavioral disabilities at the MC-EA (72) or the EA-A (73) levels ~~19 credits~~ – 21 credits

-Early Childhood – license codes that are eligible – 42-118; 42-086; 808; 71-777, 72-777 and 809 – 19 credits

-Educational Leadership – Superintendent Licensure (DPI #03); Principal Licensure (DPI #51); Director of Instruction Licensure (DPI#10); Director of Special Education and Pupil Services Licensure (DPI#80) – cohorts are located in Eau Claire, Green Bay, La Crosse, Middleton, Milwaukee area. If you have a Master's already, the program is 24+ credits depending on which category you are seeking.

-Reading Teacher 316/Specialist 17 – candidates should first get their 316 which is 19 credits; if someone has a Master's with having done research in reading an additional 9 credits will get you a 17. Those who need an MA – it is 15 core credits beyond your reading coursework.

-Literacy Coaching Certification – for those educators who already have at least a 316 and preferably a 17, this series of 9 credits can enhance your reading career held each spring and summer at several locations in the state.

If you are interested in any of the above – 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     Early Childhood     Ed Leadership

Reading     Literacy Coaching

NAME \_\_\_\_\_ Address \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ E-mail address \_\_\_\_\_

## STUDENT GRADES

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

**\*\*GRADES WILL NOT BE AVAILABLE ONLINE UNTIL YOU RECEIVE A CONFIRMATION EMAIL AFTER GRADES HAVE BEEN POSTED\*\***

### HOW TO VIEW YOUR GRADES ONLINE

1. **Getting started:** Please go to [www.viterbo.edu/ocusernames](http://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](http://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](mailto:www.helpdesk@viterbo.edu) or 1-608-796-3870



## Transcripts

Office of the Registrar; Viterbo; 900 Viterbo Drive; La Crosse WI 54601  
Phone: 608-796-3180; Fax: 608-796-3050

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. 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.