

The College of Saint Rose
Graduate Credit Registration & Payment Form
 National Urban Alliance's Teaching for Intelligence: Believe to Achieve Conference

Distance Delivery Program Registration Form – NUA

PRINT CLEARLY--All sections MUST be completed in order to be registered

(Check one)

Ms.
 Mrs.
 Mr.

Last name First name M.I.

Street Address Apt # **SS#** _____

City State Zip code

Home phone Work phone Date of birth Ethnicity (see code)

Course prefix **EDA** Course number **585** Course section **NUA** Course credits **2** CRN

Instructor **Perry Berkowitz, Ed.D.**

Course dates _____ **Signature*** _____

*Your signature confirms acceptance of terms on second page.

Student email address: _____

Institution from which **Bachelor's** degree was earned _____ Year _____

Highest degree earned, if applicable _____ Institution _____ Year _____

RACIAL/ETHNIC CODE (Will be used for statistical purposes only.)

00-WHITE/CAUCASIAN	03-ASIAN/PACIFIC ISLANDER	05-OTHER
01- AFRICAN-AMERICAN/BLACK	04-ALASKAN NATIVE/AMERICAN INDIAN	06-BI-/MULTI-RACIAL
02-HISPANIC/LATINO		

Course Tuition: \$600.00 Registration is limited to 20 students. Please note that a student will not be officially registered for the course or able to attend until full payment is received.

Please select method of payment:

Check *Please makes checks payable to The College of Saint Rose*

Purchase Order # _____

Credit Card Discover _____ MasterCard _____ VISA _____

Card Account Number _____ Exp. Date _____

Cardholder Name _____

Cardholder Address _____

City _____ State _____ Zip _____

Daytime Telephone Number: _____

Please mail or fax registration and tuition payment to:

Kathleen Roark
Institute for New Era Leadership
The College of Saint Rose
432 Western Avenue
Albany, NY 12203
FAX: (518) 485-3958

Cardholder Signature _____

Important Academic Policies

Keep this information. You are responsible for the rules and policies specified on this sheet.

Registration

Graduate students taking courses granting The College of Saint Rose credit are only allowed to register for a maximum of 12 credit hours during the summer (June 1st to August 31st) and 15 credit hours for each of the fall (September 1st to December 31st) and spring (January 1st to May 31st) semesters.

The following students will not be registered with The College of Saint Rose:

- A student who does not have a Bachelor's degree.
- A student who doesn't completely fill out the registration form (including degree earned information and signature).

Withdrawal from a course

A student who wishes to withdraw from a course should follow the policies set by The College of Saint Rose. Once a student has been registered with The College of Saint Rose, withdrawal will result in a 'W' on the transcript.

Grades

The College of Saint Rose may not at any time give out grade information over the phone. Instructors have 10 days after the class ends to submit grades.

Incomplete Grades

An 'I' grade becomes a 'W' if a grade has not been received by The College of Saint Rose within six months after the last day of the semester of course attendance. There are no exceptions to this rule! Grades must be signed and submitted to The College of Saint Rose by your instructor. You, the student, are held fully accountable for keeping track of deadlines, for maintaining contact with your instructor, and making sure the grade is submitted on time. If you take an 'I' grade, make sure you have contact information for your instructor before class ends.

Grade Changes

Grade changes may occur in the following circumstances only:

- When an error in the original calculation was made
- When a clerical error has been made
- When the change is the result of an Academic Grievance procedure
- When the change is the result of academic dishonesty

Grade changes must be submitted on the Change of Grade form and signed by the instructor. The College of Saint Rose cannot accept verbal notice of a grade change. All grade changes are subject to approval by the Dean of the School of Education.

Grade Report Mailers

Individual student Grade Reports will be produced and mailed every week, except at the end of each semester. Timing is affected by instructors' submission of grades.

Academic Grievance Procedure

Academic Grievance procedures, plagiarism policy, and our grading system are outlined on our website, www.strose.edu. A link to our Graduate Catalog can also be found on our website.

Transcripts

Students must submit a written request or a transcript request form in order to obtain transcripts from The College of Saint Rose. The College of Saint Rose cannot accept transcript requests via telephone because an official signature is required. Transcript request forms are available through The College of Saint Rose website: http://www.strose.edu/Student_Solution_Center/transcript_request.asp. Please keep in mind that the summer semester is our busy season. Allow more time during July, August, and September for transcript requests. Students needing transcripts by September 1 are advised to take classes that finish by early July. As of June 1, 2004, tuition includes a lifetime transcript fee, with a maximum of 20 transcripts. The College of Saint Rose does not issue "student or unofficial transcripts". We do not fax transcripts.

Please send the request to the following address:

Or fax to: (518) 454-2012

The College of Saint Rose
Registrar's Office—Distance Delivery
432 Western Avenue
Albany, NY 12203

A transcript will always show a student's complete academic history at The College of Saint Rose. A transcript will not be issued if students have any outstanding obligations to The College or contract organization, including financial obligations.

Information at The College of Saint Rose

Registrar's Office

Jennifer Akin, Distance Delivery Program Assistant (518) 454-2020 (customer service for students)

Caitlin Ohlson, Distance Delivery Program Assistant (518) 458-5366 (customer service for students)

Alma Kanic-Franco, Associate Registrar for Special Projects (518) 454-2081

Student Solution Center (518) 458-5464 (additional number for customer service)

Student calls regarding transcripts should be directed to Distance Delivery Program Assistants.

Our Website: <http://www.strose.edu>. Check here for course descriptions.