



WEA Academy Online Courses Graduate Credit Information and Registration Packet

Welcome!

Thank you for registering for an online course through the WEA Academy with graduate credits through Viterbo University. We are pleased to offer you this professional development opportunity for enhancing teacher practice and student success. We are particularly excited to offer significant discounts for our courses to WEAC and other NEA affiliate members.

This student information packet includes your one-page credit registration form, information regarding the graduate credit you will receive, information about coursework submission, withdrawal policies, and details for requesting your transcripts.

I. Graduate Credit Registration

While you have already registered and paid for your online course with the WEA Academy you still have to register for graduate credit with Viterbo University. For your convenience the WEA Academy will submit your tuition and registration paperwork to Viterbo University on your behalf.

In order to complete registration for graduate credits please complete the course registration form for Viterbo University at the end of this packet. The form is not a writable PDF. It must be printed and completed by hand. Once finished please return the form to:

WEA Academy at academy@weac.org or mail it to:

**WEA Academy
Post Office Box 8003
Madison, WI 53708-8003**

Please submit the form within 3 days of registering for your course.

II. Contact Information

Important Phone Numbers				
WEA Academy (800) 362-8034		Viterbo University (800) 234-8721		
Use this contact for: <ul style="list-style-type: none"> • General course questions • Website/technical difficulties • Additional Academy/training information 		Use this contact for: <ul style="list-style-type: none"> • General University information • Grades and transcripts information – 		
Important Addresses				
WEA Academy Jeff Baas PO Box 8003 Madison, WI 53708 academy@weac.org		Viterbo University Karen Sandblom 2323 S. 109 th St., Suite 375 West Allis, WI 53227 kmsandblom@viterbo.edu		
Use for: <ul style="list-style-type: none"> • General course questions • Additional Academy/training information • How course content can be brought to your place of employment • Extension requests 		Use for: <ul style="list-style-type: none"> • General University information • Obtaining the current course number • Withdrawal/refund requests 		
<u>Transcripts</u>				
See request details within this information packet.				
Technical Support				
Please contact the WEA Academy to report any technical difficulties:				
WEA Academy academy@weac.org				
Important Dates				
		1 credit	2 credits	3 credits
Coursework Submission Deadline	Number of days after registering on the WEA Academy website	30 days	60 days	90-120 days
Course Withdrawal Deadline	On or before number of days after registration	15 days	30 days	60 days
Extension Request Deadline Only one extension will be granted.	One week prior to the coursework submission deadline	1 week	1 week	1 week

III. Withdrawal/Refund Information

A portion of your tuition fee may be refunded if you withdraw from your course within certain time frames. It is important to understand your course enrollment is a transaction between two institutions: *The WEA Academy* and *Viterbo University*. Therefore any refund due will be processed according to each institution's withdrawal policy as outlined below.

WEA Academy Withdrawal/Refund Policy for Instructor and Technology Fees

An \$18 fee will be assessed for the cancellation of any WEA Academy course within 10 days of registration. No refund for instructor or technology fees will be granted after 10 days of course registration.

Viterbo Withdrawal/Refund Policy for Graduate Credits

You may withdraw without academic penalty. To officially withdraw from a course, you must inform the WEA Academy in writing. Withdrawal requests must be submitted in writing prior to the ending date of your course.

Please include the following information as a part of your withdrawal request:

- Date
- First and last name
- Course title
- Statement of desire to withdraw
- Your signature

If you stop participating in the course without proper notification to the WEA Academy, and you have not submitted any coursework, you will be dropped from the course.

If you stop participating in the course without proper notification to the Academy, and have submitted any portion of your coursework, your coursework will be graded as it is and points will be deducted for any coursework that is missing. The grade received will be posted as your final grade.

Graduate Credit Refund Calculations

You must notify WEA Academy prior to the end of a course in order to receive a refund of tuition.

IV. Course Extension Request

If you have extenuating circumstances and would like to request a one-time extension, please send a written request to WEA Academy. All extension requests must be received on or before one week prior to the submission deadline.

Include the following information in your extension request:

- First and last name
- Phone number
- Course title
- Reason for your extension request
- A brief summary of what work still needs to be completed and a plan for how you will complete the work for the course

Extensions will be granted up to one month past your original submission deadline. Final approval of all extensions is at the discretion of The WEA Academy and Viterbo University.

V. Transcripts and Grades

After your final grade has been submitted to the Office of the Registrar and has been entered in the Viterbo University database system, you will be notified via your e-mail address when your grade is available online. (Please note: if you are registering for Viterbo University credit for the first time, you will be emailed information regarding your student account).

A course will not appear on a transcript until a grade has been entered in the Viterbo University database system; please make sure that your final grade has been processed before you submit a transcript request. To find out if a grade has been processed, contact the Viterbo University Off Campus Center at 1-800-234-8721.

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.

Viterbo University 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 Timeframe

- 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 reorder.
- 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.

Accessing your Grades

Grade reports are not mailed and are only available online. Grades will not be available online until you receive a confirmation e-mail that grades have been posted

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” (your username and password were also emailed to your preferred email address after you registered for your classes)
3. Once you have obtained your username 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.

VI. Course Considerations

You will be working on this course at various times according to the schedule that best fits your circumstances. As such, you will be progressing through the course modules at your own pace by reading the material, completing the activities and filing responses as directed. Your instructor will be reviewing your work regularly (e.g. forum postings, journal entries, etc.) and will respond in a timely manner.

- *It is not expected that you do everything online.* While online you will examine and read the content, link to articles and files, and respond to prompts – but you can also work offline at times by running off certain material, working on writing various assignments, and other tasks.
- *Remember to use the rubrics and grading criteria.* Your instructor has designed grading criteria that clearly outlines course expectations. This information serves as your overall guide to the course by clearly specifying what is expected of you as a student.
- *Pace yourself.* Don’t rush through the course. Make sure that you give the instructor adequate time to review your work and respond.
- *Use the forum.* Take advantage of interacting with other educators by reading through the forum postings and initiating as well as responding to the comments of your colleagues.
- *Start with Module 1.* Begin with the welcome section of the class and proceed from there.

From the staff at The WEA Academy and from Viterbo University we wish you well in your academic endeavor and want you to know we are here to support your professional development.



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

RELIGIOUS PREFERENCE

Baptist
 Catholic
 Jewish
 Lutheran
 Methodist
 None
 Other _____

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

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

EDUC Course # _____ Section # _____ Course Title _____ Credits _____

LOCATION _____ **INSTRUCTOR** _____

DATES Start Date ____ / ____ / ____ End Date ____ / ____ / ____

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.