

Graduate Course Registration Form



SAINT XAVIER
UNIVERSITY

Success with Purpose.

Early Bird Discount*

Receive \$25 off a graduate credit course when you register one month prior to the first day of class.

(Example: Register by October 1 for a course that starts November 1.) *Discounts applied to balance due.

3001801000

PLEASE COMPLETE THIS IS AN ADDRESS CHANGE

NAME (LAST, FIRST, M.I.)

HOME ADDRESS

CITY/STATE/ZIP

PLEASE COMPLETE ALL INFORMATION BELOW

SCHOOL NAME

GRADE LEVEL TAUGHT

SOCIAL SECURITY NUMBER (FOR REGISTRATION PURPOSES)

()
HOME PHONE

()
SCHOOL PHONE

E-MAIL

HIGHEST DEGREE + HOURS EARNED

SCHOOL POSITION

TEACHING SINCE (YEAR)

Payment Amount*

- \$100 deposit per course enclosed for on-site courses (An invoice will be emailed two weeks prior to the first day of class)
- Full tuition per course enclosed (Video & Online Courses only)
- Rush processing for Video Courses, add \$25 per course

Please register me for the following courses:

COURSE NAME	COURSE NUMBER	PLEASE CHECK ONE***			**\$100 DEPOSIT
		GRADUATE CREDIT	CEUs	CPDUs	
SAMPLE: Reading and Writing Across the Curriculum	539X-110609MP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					TOTAL

** Changes to the election of graduate credit, CEUs, or CPDUs is only permitted **prior** to the first day of class. Transfer fee applies.

Method of Payment

- Signed institutional purchase order is attached.
- Check is attached. Make check payable to **Pearson**.
- Credit Card: (No CODs) VISA MasterCard American Express Discover

CARDHOLDER NAME

CARD NUMBER

EXPIRATION DATE

CARDHOLDER SIGNATURE

ONLY DEPOSITS WILL BE CHARGED FOR ON-SITE COURSES.

Tuition & Fees

On-Site Credit Options and Fees

Credits	Graduate Credit	Early Bird*	CEUs/CPDUs
2 credits	\$420.00	\$395.00	\$320.00
3 credits	\$545.00	\$520.00	\$445.00

Online Credit Options and Fees

Credits	Duration	Early Bird*	Cost
1 credit	4 weeks	\$170.00**	\$195.00**
2 credits	7 weeks	\$320.00***	\$345.00***
3 credits	10 weeks	\$615.00***	\$640.00***

** 1-credit hour course includes technology fee, and online materials.

*** 2- and 3-credit hour courses include technology fee, materials fee, tax, shipping and handling.

Video Credit Options and Fees

Credits	Duration	Early Bird*	Cost
2 credit	7 weeks	\$385.00**	\$410.00**
3 credits	10 weeks	\$532.00**	\$557.00**

** Includes technology fee, materials fee, tax, shipping and handling. Discounts not applicable for 1-credit video courses.

Discount Information

*Early Bird Discount

Save \$25 on a graduate credit course when you register one month prior to the first day of class.

Example: If a course is scheduled to begin on December 1, 2009, you must register for the class by November 1, 2009, to save \$25.

How To Pay Your Balance Due

1. Provide a \$100 deposit when you register for a course
2. Two weeks prior to class you'll receive an invoice via email.
3. Open the email and click the **View Invoice** button.
4. On our secure website, have your credit card handy and click **Pay Now** to send the invoice to the shopping cart.
5. Complete the required fields, present your credit card information on our secure site and click **Place Order** to submit payment for your courses.

safe. simple. secure.

Online Registration Process

1. Go to www.teacher-courses.com/sxu2009.
2. Enter the course number OR search for a course that meets your learning preferences.
3. Choose a search method. Search by **Date, Location, Course Topic, Instructor, or Course Number**.
4. Follow the instructions on screen to complete the registration process.
5. Present a credit card number to our secure site to pay the \$100 registration fee and complete your registration.
6. You will receive an invoice via email for the balance of your tuition prior to the first day of class.

NCATE

The Standard of Excellence
in Teacher Preparation

The School of Education at Saint Xavier University is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036; phone (202) 466-7496. This accreditation covers initial teacher preparation programs and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

Policies and Registration Information

Saint Xavier University

Saint Xavier University, Chicago, is a comprehensive coeducational Catholic liberal arts institution located on a spacious campus on the city's Southwest side. A vital part of Chicago since its founding by the Sisters of Mercy in 1846, Saint Xavier University offers bachelor's degree programs in more than 30 fields, including business, education, communication sciences and disorders, and nursing. Master's degree programs are available in education, nursing, business, communication sciences and disorders, school counseling, community counseling, and applied computer science. Day, evening, and weekend scheduling provides flexible hours for more than 5,600 students. Saint Xavier University is accredited by the North Central Association of Colleges and Universities. Saint Xavier University is the provider of university credit for all courses in this catalog.

Special Needs

We are committed to addressing the needs of individuals with disabilities. If you have a disability that would interfere with your ability to fully participate, please request an accommodation as soon as possible.

Course Numbers

Any course numbered 400 and up is a graduate-level course.

Credit Hour Limit

No student may earn more than 11 Credit Hours per semester (12 hours in Summer – May 1 to August 31) or 20 Credit Hours in the school year (September 1 to August 31).

Fees

The tuition fee is listed with each course; materials costs are included unless otherwise indicated. Every effort is made to keep these costs to a minimum. Materials may include such items as books, handouts, lab fees, tapes/DVDs, and consumable supplies used by the instructor. Materials designated for use in class by the instructor are required. Payment is due prior to class. Make checks payable to Pearson. Credit cards will be charged by Pearson Education, Cranbrook, NJ. **No cash will be accepted. Prices are subject to change without notice. Paid receipts cannot be faxed.**

Semesters

School year encompasses Sept. 1 – Aug. 31.

- Fall/winter semester begins September 1.
- Spring semester begins January 1.
- Summer semester begins May 1.

Attendance

Due to the compact course schedule, it is inadvisable for students to miss any class time. Please do not schedule classes for which you must miss any time. If a student is absent more than 20 percent of the time from any course, no graduate credit can be earned for that course. If a student is absent less than 20 percent of the time, graduate credit can be earned, but only if that time is made up. The instructor will select the make-up assignment in accordance with our policy. This will include attending another class session, a written assignment commensurate with the time missed, or both. Please Note: NO class time can be missed when a student is taking a course for CEUs/CPDUs.

If a class is cancelled due to an emergency, inclement weather, or an unforeseen circumstance, that class will be rescheduled. Students will be expected to make up missed class time in order to earn graduate credit.

Graduate Courses/ Professional Development Credit

The graduate credit courses listed in this catalog are intended as professional development for educators. They may also be eligible for CEUs or CPDUs credit for certificate renewal. Credit earned is not degree applicable at SXU, nor can it be used to satisfy licensure requirements for certification, endorsements, or approvals.

Transcripts/Grade Information

Grades cannot be faxed. Allow at least six weeks after completing a course to receive an official transcript. For questions regarding transcripts, call Saint Xavier University at 773-298-3507.

Complimentary transcripts will be mailed to all students approximately six weeks after the course ends. For more information on fees for expedited transcripts, please call Saint Xavier University at 773-298-3507.

Incomplete Grades: Work for an incomplete grade must be completed within 10 weeks of the end of the course. Failure to meet the stated requirement will result in an automatic grade of "F."

How to Register for a Class

To register online, visit our website at www.teacher-courses.com/sxu2009. Call Pearson at 800-348-4474 or 847-657-7450 to register with a credit card. To register by mail or fax, send a completed registration form and an accompanying \$100 non-refundable registration fee for each course

to ATTN: Customer Care, Pearson, 1900 East Lake Ave., Glenview, IL 60025 or fax to 847-486-3195. Make all checks payable to Pearson. For on-site courses, you will be charged only the \$100 registration fee. The balance of the tuition and required materials are due prior to the first day of class. Video & Online course fees will be charged in full.

Confirmation/Cancellation/Transfer

Maximum class sizes are determined by the instructor and/or site. PLEASE REGISTER EARLY! We may substitute instructors without notice, should the need arise. If there is a course location emergency, your class will be moved to within five miles of original location. A \$100 registration fee is required for each course. If you cancel for any reason, you will lose your full registration fee. **All requests must be made in writing.**

- FACILITATED ONLINE – You may withdraw up to 10 days after an online course begins. A \$100 processing and restocking fee will be assessed. No refund is available after these 10 days.

- SELF-PACED VIDEO – You may withdraw or transfer from a video course up to 10 days after the course begins. You must return all of your materials to receive a refund, less a \$100 processing and restocking fee. No refund is available after these 10 days.

- ON-SITE – If you drop the course after it begins but prior to the second session, your tuition will be refunded, less a \$100 processing fee and any material fees. If you drop the course after the second session, you are responsible for the materials fee and full tuition. After the first session, you cannot transfer the registration fee or tuition to another course. If you elect to make a course transfer from an uncancelled course, there is a \$50 processing fee. **Transfer changes must occur before the class you are withdrawing from begins. Changes to the election of graduate credit, CEUs, and CPDUs are only permitted prior to the first day of class.** If the course is cancelled, your full tuition will be refunded.

Guarantee

We guarantee that you will be 100% satisfied with the content and quality of these graduate courses. If you are dissatisfied with a course, please contact Pearson and your registration fee will be refunded in full or applied toward another course, whichever you prefer. You will not receive course credit for a cancelled course.