

CERTIFICATE IN COLLEGE TEACHING
PROCEDURES FOR STUDENTS
WHO WISH TO REGISTER FOR CERTIFICATE COURSES

This checklist describes the sequence of steps needed to register for Certificate courses.

In general, communicate with the instructor (linked from the course listing at the Certificate Web site [<http://www.cowc.org/courses.htm>]) if you have questions about the course content or getting instructor permission to register for the course. Communicate with Clark Registrar Jane Reno (ireno@clarku.edu) if you have questions about the registration process. Communicate with the Certificate directors (Judy Miller [judmiller@clarku.edu] and Susan Wyckoff [swyckoff@cowc.org]) if you have questions about the Certificate in general, or with problems that cannot be resolved by the course instructor or the Registrar.

- **Selecting courses:**
 - Check the course schedule on the Certificate in College Teaching Web site [<http://www.cowc.org/CCT.htm>] for the schedule and description of the course(s) in which you are interested. Please note that some courses have as a prerequisite IDND30501 Seminar in College Teaching, and that some courses may require instructor permission.
- **Pre-enrollment and Registration:**
 - Despite the physical location (campus) where a Certificate course is taught, everyone taking it registers at Clark. The course is supported by Clark's Registrar's office and Blackboard course Web site system.
 - Registration is generally available no later than 8 weeks before the course is scheduled to begin, but may be available sooner. Please note that some courses (especially the summer offering of IDND30501 Seminar in College Teaching) fill up rapidly, so early registration is advised.
 - All students must pre-enroll through the Consortium, and pay for all courses.
 - Pre-enroll at the Consortium Web site: <http://www.cowcworks.org/CCTenrollment>. A pre-enrollment fee of \$30 per student per semester, plus tuition (see below) are **payable by credit card at the time of pre-enrollment**. (Have your credit card at hand before going to the pre-enrollment site.)
 - Information from the Consortium pre-enrollment form is emailed to the Clark registrar, who enters the student into Clark's student database.
- **Tuition:**
 - Students, faculty and staff from Consortium member institutions pay a reduced tuition rate of \$276/credit in calendar year 2007. Tuition for non-Consortium participants is \$415/credit in calendar year 2007.
 - ***Students are responsible for arranging for reimbursement of part or all of tuition from their home institutions or employers, if applicable.*** There are many ways in which you may be able to cover your tuition costs.
 - If you are a graduate student, check with your department chair or academic dean for information about institutional tuition assistance. (Clark students should contact Associate Dean Judy Miller [judmiller@clarku.edu] for information about tuition reimbursement.)
 - If you are a faculty member, check with your department or institutional administration as to whether professional development funds may be available. (Clark faculty should contact

- Associate Dean Judy Miller [judmiller@clarku.edu] for information about tuition reimbursement.)
- Check with the human resources department at your place of work about tuition benefits that may apply to you.
 - Limited financial aid is available through the Colleges of Worcester Consortium; contact Susan Wyckoff [swyckoff@cowc.org] for more information.
- **Once you are pre-enrolled with the Consortium and registered at Clark:**
 - Note that Certificate courses often operate on non-standard schedules. Be sure to check the start date of your course.
 - If you are not a Clark student, a Clark email account will be created for you within 24-48 hours of your registration. The Clark helpdesk (helpdesk@clarku.edu) will contact you when your Clark account has been established. Clark does not forward student email to non-Clark email addresses, so if your instructor is using Blackboard for course communication, you must check your Clark email regularly for the duration of the course.
 - Certificate courses are on a first-come, first-served basis. Once registered, you must drop the course by contacting your instructor and the Clark registrar if your plans change. Failure to drop the course will not only prevent another student from taking your place but will result in your receiving a failing grade for that course.
 - **Tuition refunds:**
 - If you drop a course (by contacting the Clark registrar, Jane Reno [jreno@clarku.edu]) within 2 working days after the first class meeting, you are eligible for a full refund of tuition. That is, if the class meets on Thursday evening, you will receive a tuition refund only if you formally drop by the close of business on the following Monday. Dropping a course within 2 days results in no notation on your transcript. You should request a refund by contacting Susan Wyckoff [swyckoff@cowc.org].
 - If you withdraw from a course (by contacting the Clark registrar, Jane Reno [jreno@clarku.edu]) more than 2 working days but within 5 working days of the first class meeting, you are eligible for a 50% refund of tuition. You should request a refund by contacting Susan Wyckoff [swyckoff@cowc.org]. Withdrawal results in a "W" grade on your Clark transcript.
 - Pre-enrollment fees are not refundable.
 - Students who have received tuition reimbursements from Clark and who drop or withdraw from the course are required to reimburse Clark for the full amount of tuition and pre-enrollment fees they received.
 - **Getting your grade:**
 - Instructors will grade all students on Clark's letter grade +/- system. Students will have access to their grade using Clark's Web student tool.
 - If an official transcript is required, download the transcript request form from <http://www.clarku.edu/offices/src/stuforms.shtml> , fill out the form and either mail or fax it to Clark University using the information on the form. An official transcript should be sent to Susan Wyckoff [swyckoff@cowc.org] (if you are completing a Certificate) and to your home institution (if you want the course credit to be counted toward your degree).
 - Please note that the decision about whether to allow Certificate courses to be counted toward your graduate degree is up to your advisor and department.