

Webster

UNIVERSITY

WORLDWIDE

SCHOOL OF
EDUCATION

DATE: Summer 2009, Fall, 2009, Spring 2010

TO: Participants in Music & Young Children

FROM: Merryl Crivelli, Coordinator
In-Service Education

RE: Graduate Credit

Attached is the information about receiving graduate credit for attending this seminar. The syllabus will explain what is required to receive the 2 hours graduate credit for the course. You must attend the Advanced Workshop to get the credit. Be sure to note the evaluation component to receive the grade.

If you are interested in receiving the credit, please complete all parts of the registration form and return with payment to me by mail no later than 2 weeks after the start of the workshop. Tuition is \$260 (\$130/credit hour). You may pay by check or charge. You may not drop the course nor get a refund after your registration is processed.

Grades will be posted online after the end of the term. The Summer term ends July 31, 2009. Fall and Spring have 2 terms. Fall 1 runs August 24 - October 16, 2009. Fall 2 runs October 26-December 18, 2009. Spring 1 runs January 11-March 5, 2010. Spring 2 runs March 15-May 7, 2010. Grades will be posted on the Webster University website, www.webster.edu, that you can access with a user ID and password. You will be sent this information after you register. If you would like to receive an official transcript of your grade, you must provide a written request to the office of the registrar. There is no charge for transcripts. You must sign your request and include the address where the transcript is to be sent. Indicate that the transcript is to include this fall semester course. You may include a transcript request letter with your registration form to me.

Please note that these courses are not particularly designed as part of the Webster University MAT degree program or certificate program. Check with your advisor at your school prior to registering if you would like to transfer these courses toward a degree or certificate program. Generally these courses are used for professional development graduate credit to advance on the salary scale. Refunds cannot be given after registration is processed.

Webster

UNIVERSITY

WORLDWIDE

SCHOOL OF
EDUCATION

Please contact me if you have any questions about registration for these courses or other In-Service programs at Webster University. My phone number is (314) 968-7103, fax is (314) 968-7118, or e-mail is merrylc@webster.edu.

www.webster.edu

P: 314-968-7490 F:314-968-7118

470 EAST LOCKWOOD AVENUE SAINT LOUIS, MO 63119-3194

Austria | Bermuda | People's Republic of China | England | Japan | The Netherlands | Switzerland | Thailand | USA

**WEBSTER UNIVERSITY IN-SERVICE EDUCATION
GRADUATE CREDIT REGISTRATION FORM
June 2009-May 2010**

Course: COMM 5210.60 Music and Young Children

Dates of workshop: _____

2 Graduate Credit(s) available

Tuition: **\$260** (\$130/cr hr)

If you wish to enroll for credit, please complete the following:

NAME _____

STUDENT # _____
(if known)

ADDRESS _____

SOC. SEC. # _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (home) _____ (work) _____

E-MAIL _____

Have you ever attended Webster University before? ____ yes ____ no If yes when? _____

If no, please furnish the following information:

Birth date _____ Birthplace _____ Ethnic Origin _____
(optional)

Do you plan to apply for admission as a degree-seeking student? ____yes ____ no If yes, when? _____

I wish to enroll in the following:

<u>COMM 5210.60</u>	<u>Music and Young Children</u>	<u>2</u>
1. Course #	Title	# hrs

I have enclosed \$ _____ OR I wish to charge \$ _____

I wish to charge my tuition to: ____ Visa ____ Master Card ____ Discover

Account Number: _____ Exp. date _____
3 Digit Code Located On Back Of Card _____

Signed: _____

Please return this form to Merryl Crivelli, In-Service Education, Webster University, 470 E. Lockwood, St. Louis, MO 63119 no later than 2 weeks after the beginning of the workshop.

NOTE: For more information about this course, Webster University, or the M.A.T. In-Service Education Program, call Merryl Crivelli at 314-968-7103, fax 314-968-7118 or email merrylc@webster.edu

NOTE REGARDING GRADES:

The registrar's office does not mail grade reports to all students. Students should access their grades online. This will reduce a vast amount of paper that is required each semester. Below are the guidelines for accessing your grades.

We do understand that not everyone has access to the internet or may still need a grade report for their employer. There is a place on the web site to request a paper copy of your grades. Grades are mailed within 2 business days of a web request. If you must have a full transcript you must request it in writing. Transcripts are free and you can state where you want the transcript sent. If you send a note requesting your transcript with your registration, I will process it after grades are posted.

Merryl Crivelli 314-968-7103
Webster University
470 E. Lockwood
St. Louis, MO 63119

WEBSTER ON THE WEB

Check and print your grades

Print a copy of your schedule

Print a student copy of your transcript

Check your address and phone number

Register for classes online (not available to new students)

All of this is now available to you at the Webster University website!

What should you do?

Go to <http://www.webster.edu>

Select Resources for **Current Students** (right side of window)

Select "Registration & Services Online (under the heading of Academics)

Select "Student Login" and follow instructions

You will need to enter your **student ID number as your "Name"** and your password to access your information. Your id number is assigned to you the first time you register. It is a 7 digit number that is on all registration forms, billing statements, etc. If you are a new student I will mail you a copy once your registration is processed.

If you have lost, forgotten, or never received a password there is a place for you to reset your password and have it mailed to you. Click on **Reset Password** button and follow the instructions. You will need your student ID number. The registrar's office prints and mails passwords every morning, Monday – Friday.

To get your grades, you must first log into the secure site with your id number and password. There is a button on the left side of the screen that says **Grade Report Request**. Click on this and a screen appears with your name and address. If you

want the grade report sent to some other person, you should type over the default information. Grade reports are mailed within 2 business days.

If you have any problems accessing your information, please call the Registrar's Office at 314-968-7450 to receive help.