



School of Education

470 E. Lockwood Ave. St. Louis, MO 63119-3194 USA
Phone: 314-968-7490 Fax: 314-968-7118 <http://www.webster.edu>
Home Campus St. Louis MO, USA

DATE: Summer 2010, Fall, 2010, Spring 2011
TO: Participants in Music & Young Children
FROM: Tracey Brenner, 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 \$270 (\$135/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 30, 2010. Fall and Spring have 2 terms. Fall 1 runs August 23 - October 15, 2010. Fall 2 runs October 25-December 17, 2010. Spring 1 runs January 10-March 4, 2011. Spring 2 runs March 14-May 6, 2011. 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.

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 traceybrenner31@webster.edu.

**WEBSTER UNIVERSITY IN-SERVICE EDUCATION
GRADUATE CREDIT REGISTRATION FORM
June 2010-May 2011**

Course: COMM 5210.60 Music and Young Children

Dates of workshop: _____

2 Graduate Credit(s) available

Tuition: **\$270** (\$135/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:

COMM 5210.60

Music and Young Children

1. Course #

Title

2
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 Tracey Brenner, 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 Tracey Brenner at 314-968-7103, fax 314-968-7118 or email traceybrenner31@webster.edu

NOTE REGARDING GRADES:

The registrar's office does not mail grade reports to all students. Students should access their grades online through the **Connections** portal. Below are the guidelines for setting up and/or accessing your Connections account.

We do understand that you may still need a grade report for their employer. You may request a paper copy of your grades online. 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. You may send a note requesting your transcript with your registration and I will process it after grades are posted.

Tracey Brenner 314-968-7103
Webster University
470 E. Lockwood
St. Louis, MO 63119

CONNECTIONS LOGIN

*** If you do not have your Connections account setup but HAVE been able to logon to Registration and Services Online previously, please do the following:**

- Go to <http://connections.webster.edu>.
- Click on "Create New Account"
- Enter your 7 digit student ID number or social security number and click "Submit"
- Take note of your username and then click on "Set Up My Account"
- Enter the password you previously used to logon to Registration and Services Online in the "Activation Code" box then click "Submit"
- Follow the on-screen instructions to complete setup of your account.

*** New Students: Password letters are sent to the permanent address on file with Webster within 10-14 days after first registering for classes. Please use the information contained in this letter to setup your Connections account.**

All of the following features are available within Connections:

- Register for class
- Check/update your address and phone number
- View/print grades
- View/print your degree audit
- View/print a copy of your schedule
- Print a student copy of your transcript
- See your financial aid information
- View/print your student account
- Pay your student account

If you are a new student and have not received your password letter, or are a returning student and are unable to setup your Connections account using the information above, please contact the Webster University Help Desk at 314-968-5995 or 866-435-7270.