



School of Education

DATE: Summer 2014
TO: Participants in St. Louis Science Center Courses
FROM: Anna Santoya
RE: Graduate Credit

Webster University has made graduate credit available for those who attend these courses. The syllabus from Ron Giesler explains what is necessary to obtain the credit. If you are interested in receiving the credit, please complete all parts of the attached registration form and return to me. Tuition is \$150 per credit hour. You may pay by check or charge. Registrations are due by June 30, 2014. You may not drop the course nor get a refund after your registration is processed.

The summer term ends July 25, 2014. If the coursework extends beyond the dates of the term you will receive a grade of "I" incomplete until all assignments are complete. 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 spring term course. You may include the transcript request with your registration form to me.

You may contact me at kmarlock@webster.edu, or at 314-968-3149, if you have any questions. The fax number for the school of education is 314-968-7118.

I hope you enjoy the course!

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

**WEBSTER UNIVERSITY IN-SERVICE EDUCATION
GRADUATE CREDIT REGISTRATION FORM
St. Louis Science Center Courses – Summer 2014**

EDUC 5210.61 Paleo X

3 credits \$450

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; **CIRCLE THE COURSE YOU ARE ATTENDING**

<u>SOCS 5210.61</u>	<u>Paleo X</u>	_____	<u>3</u>
1. Course #	Title		# hrs

I have enclosed \$ _____

Students who pay by credit card will need to pay online through their student account. This cannot take place until students are registered for the course(s). Please note that there is a 2.75% convenience fee.

Signed: _____

**Please return this form to Dr. Kathy Marlock, In-Service Education, Webster University,
470 E. Lockwood, St. Louis, MO 63119 within 10 days of first class meeting.**

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.

Dr. Kathy Marlock 314-246-3149
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.