

DATE: Fall, 2009
TO: Participants in Gateway to Gifted
FROM: Merryl Crivelli
RE: Graduate Credit

Webster University has made graduate credit available for those who attend this conference. The syllabus from Dr. Debbie Stiles 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 \$86 per credit hour. You may pay by check or charge. Please return registration forms to me ASAP and no later than November 9, 2009. You may not drop the course nor get a refund after your registration is processed.

The Fall II term officially ends December 18, 2009 and grades will be due December 31, 2009. If any coursework extends beyond that date you will receive a grade of "I" incomplete until all coursework is complete. Grades will be posted on the Webster University website, www.webster.edu after they are submitted by the instructors. You can access your schedule and grades with a user ID and password that will be sent to you after you register, (or you received earlier if you have been a student in the last year). If you would like to receive an official transcript of your grade you may request the transcript online or 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 course. You may include a transcript request letter with your registration form to me

You may contact me at 314-968-7103 if you have any questions about the registration form. The fax number for the school of education is 314-968-7118. My email address is merrylc@webster.edu.

**WEBSTER UNIVERSITY IN-SERVICE EDUCATION
GRADUATE CREDIT REGISTRATION FORM
Gateway to Gifted
Fall 2009**

SOCS 5210.05 1 credit \$86

Tuition: \$86/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:

SOCS 5210.05	_____ Gateway to Gifted _____	_____ 1 _____
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 ASAP and no later than November 9, 2009.**

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 "Access Registration & Services Online (under the heading of Academics)
- Select "View/print grades" and follow instructions
- You will need to enter your **student ID number as your "User 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. 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.