

INSTRUCTIONS – Viterbo Credit ----- 2007 WADA Workshop

INSTRUCTIONS FOR THE COURSE “2007 Annual Conference-WADA.”

If you would like to receive one graduate credit for this course, you need to do the following:

1. Fill out completely the enrollment form attached to these instructions and return it to Joseph Beran, Treasurer of WADA before the end of the conference on November 6, 2007. Credit is optional and this is the only way to register to receive the credit and a grade. Payment can be made by check, charge (MasterCard or VISA), cash or we will bill your district. Cost of the course is \$160.00 and if paying by check, please make the check payable to Viterbo University. If you need a receipt, please note that on your registration form and we will mail you a receipt.
2. Enclosed in your registration packet is information on a writing assignment that needs to be completed, preferably by the end of the conference, and handed into Joseph Beran at the end of the conference on Tuesday, November 6, 2007. The more concise and complete the information is will determine what grade will be received for this graduate credit course. Attached to this packet is the syllabus with the grading criteria and percentage of participation that will be expected for the letter grade.
3. If for some reason, you are unable to complete the registration and/or turn in the written assignment at the conference, it can be mailed to:
VITERBO UNIVERSITY
2323 S. 109th St., Suite 375
West Allis, WI 53227
Attn: Christine Valenti

All registration materials and written assignments pertaining to the credit option at the conference must be received no later than November 23, 2007. After that date, the course will be considered closed to enrollment and assignment receipt and grades will be awarded.

4. A copy of a transcript request form is attached to this packet. A grade sheet will be returned to all participants by the end of December.

Once you have received the grade sheet, you will be able to order an official transcript of this grade from Viterbo University by using the form and attaching a \$5 per copy fee. You can have the transcript forwarded to your district or to you personally.

Should you have any questions or concerns in regard to this course, please contact Chris Valenti at Viterbo University, 1-800-234-8721.

ENJOY THE CONFERENCE and thanks for your interest in Viterbo University – we really appreciate it.