University of Colorado Denver

School of Education & Human Development, Division of Continuing and Professional Education
Campus Box 106 • P.O. Box 173364 • Denver, Colorado 80217-3364

******STUDENTS: PLEASE KEEP THIS PAGE FOR YOUR RECORDS******

1. Course number and title: **I T 5830: American Association of School Libraries (AASL) Conference (11/5/2009-11/8/2009)**
2. Section number: **009**
3. Term: **Fall 2009**
4. Tuition cost: $**60.00 per credit hour**
5. Number of credits: **0.5-2**

How to Register:

- Please use **dark ink**, and be sure to **sign** the registration form. **Note**: Your Social Security number is **NOT** your **Student ID#.** If you **don't know** your number, leave this space **blank**.
- Registration forms must be submitted as soon as possible, but no later than **11/19/2009**. Late registrations may not be accepted.
- If your instructor is not collecting completed forms, you may **fax** or **mail** your form.

How to Pay:

- ***The University of Colorado Denver does not mail paper tuition bills.*** Wait about **three weeks** after submitting your registration form to the university, and then **CALL** the Records Office at 303-556-2389 to obtain your **student ID number** and **PIN**. Once you have this information, you may use one of the following payment methods:
  1. ***Pay online:*** Go to **www.cudenver.edu/registrar** and click on **SMART**. Log in, using your **student ID number** and **PIN**. Click on **Finances**. Follow the instructions to enter your payment information. Be sure to select **Exit** when finished.
  2. ***Pay by mail:*** If you know your balance, you may mail your check (made out to University of Colorado Denver) to:

     University of Colorado Denver
     Tuition - Department 461
     Denver, CO 80281-0461

     You **must** put your university-issued **student ID number** on your check to ensure it is applied correctly! (To find out your current balance due, call the Bursar's Office at 303-556-2710.)
  3. ***To see other payment options:*** Visit **www.cudenver.edu** (click on **Admissions**, then on **Student Billing-Bursar's Office**).

How to Drop a Course/Get a Tuition Refund:

- You will **NOT** be able to drop or withdraw from this course verbally or online. To drop the course, use the **Schedule Adjustment Form**, which may be found at **www.cudenver.edu/registrar/forms.** Submit the form via fax or mail to the **CPE Division**.
- By **signing the registration form**, you become **financially responsible** for the course tuition.
- **Your tuition will not be refunded** if you drop, stop attending, or change your mind about receiving credit after **15%** of the scheduled course time has elapsed. You may appeal the charges through the **Records Office** if extenuating circumstances beyond your control prevented you from attending and/or from dropping prior to the 15% deadline. For information on the tuition appeals process and deadlines, please visit **www.cudenver.edu/Registrar/forms** and click on **"Tuition Appeal Forms."**

Transcripts and Grading

- The University of Colorado does not send automatic grade reports. Order **transcripts** online at **www.cudenver.edu/registrar** or call the **Registrar's Office** (303-556-2389).
- G**rades** for this course will be available by **2/15/10**, provided registrations and grades are received according to posted due dates.

Online Student Services:

- Many student services can be managed online. Go to **www.cudenver.edu/registrar** and click on **SMART** to log in. You can register for courses, pay your tuition, look up your grades, or order a transcript. You will need your **Student ID** number (NOT your Social Security number) and **PIN.** If you do not know those numbers, please contact the **Records Office at 303-556-2389.**
- ***CHECK YOUR EMAIL!!*** Please visit **http://www.cudenver.edu/Admissions/Registrar/Email%20Policy/Pages/default.aspx** to read the university's mandatory student email policy and see how it affects you.

Questions? *Contact us at 303-315-6312 or via email at cpe@ucdenver.edu. Thank you for your business!*

University of Colorado Denver, School of Education & Human Development

Continuing and Professional Education Registration Form for University Credit

_____ YEAR **2009** TERM **Fall**

Last Name | First Name | Middle Initial | Former Name, if applicable

Student ID # *(leave BLANK if not known)* | Date of Birth | Daytime Phone | Employer

Mailing Address | City | State | Zip | EMAIL Address

Ethnic Origin

☐ American Indian or Alaska Native ☐ Asian or Pacific Islander ☐ White, not of Hispanic origin
☐ Black, not of Hispanic origin ☐ Hispanic ☐ Other

Citizenship

☐ U.S. Citizen ☐ Non-U.S. Citizen
Country of Citizenship_____
Visa Type_____

Gender

☐ Female ☐ Male

ALL APPLICANTS: ANSWER ALL QUESTIONS

- Do you have a high school diploma? Yes_____ No _____
- Do you have a college degree? Yes _____ No _____ If yes, please indicate College/University:_____Degree:_____Date:_____
- ***Have you ever enrolled for credit courses at ANY campus of the University of Colorado (including Continuing Education/Extended Studies)?*** ***Yes_____ No_____***
  If yes, at which campus?_____
- If you are a male born after December 31, 1959, the following selective service question must be answered to comply with Colorado state law: Are you registered with the U.S. Selective Service? Yes_____ No _____
- Have you ever been convicted of a felony? Yes _____ No_____
- Have you been admitted to a program in the UCD School of Education and Human Development? Yes _____No ___ If yes, which program? _____

CHECK ONE	COURSE TITLE	COURSE PREFIX/ COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	INSTRUCTOR'S NAME	TUITION
	American Association of School Libraries (AASL) Conference	I T 5830	009	0.5	Laura Summers	$30.00
	American Association of School Libraries (AASL) Conference	I T 5830	009	1.0	Laura Summers	$60.00
	American Association of School Libraries (AASL) Conference	I T 5830	009	1.5	Laura Summers	$90.00
	American Association of School Libraries (AASL) Conference	I T 5830	009	2.0	Laura Summers	$120.00

Payment Information: ***Do not include payment with this form.*** The University of Colorado does not mail student bills. See the attachment for payment instructions.

Note: University policy states that you **must** pay your tuition, unless you ***officially*** drop the course before 15% of the scheduled class meeting time has elapsed. Service fees accrue against the unpaid balance each month; unpaid student accounts are forwarded to our Student Debt Management Office and may result in collections action. Your signature on this form indicates your understanding and acceptance of this policy. See the attachment or visit www.cudenver.edu for more information.

I certify to the best of my knowledge that the information furnished on this application/registration is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal. I understand that admission to the University of Colorado as a non-degree student does not guarantee eligibility for regular degree status. If these charges are not covered by a grant or scholarship, I understand that I am responsible for these tuition fees and can use the above forms of payment.

Applicant's signature:_____**Date:**_____

Registration forms may be collected on site and submitted in a single packet OR may be sent individually to: UCD School of Education & Human Development; Continuing and Professional Education; CB 106; P.O. Box 173364; Denver, CO 80217-3364. Registrations must be submitted as soon as possible, but no later than **11/19/2009**. Late registrations may not be accepted. *Questions?* Contact us by phone: 303-315-6312; fax: 303-315-6313; or email: cpe@ucdenver.edu.

Required Assignments for 2009 AASL Conference Credit

Attendance Requirements

1. Complete conference credit form and submit to the **Continuing Education Office** (Forms, address and directions on page 1 &2).
2. Earn one *credit per 15 contact hours* of conference sessions during the 2009 AASL conference, November 5-8, 2009.
3. Complete the Conference Session Log (page 4) and Personal Reflection below. Receiving credit is dependent upon submission of a quality summary product as explained below. Submit only your personal reflection & log sheets to Dr. Laura Summers (address below) by **December 4, 2009**. Do not submit credit forms to Dr. Summers. Credit will be available on a CU-Denver transcript as of February 15, 2010 through the Office of Continuing Education (cpe@ucdenver.edu) and is a separate contact from Dr. Summers' office.

Personal Reflection

Write a 1-2 page reflection based on examples gathered from the conference sessions you attended. (*Format requirements: Typed, 12-pt. Times Roman font; full-name on word document; check spelling and punctuation; include contact information.*)

Consider the following questions:

- What was meaningful for you within AASL conference sessions to you as a learner?
- How will the AASL Conference impact your professional practice in your classroom, school, or district?

Submit completed conference session log and personal reflection by **December 4, 2009**.

By E-mail: Dr. Laura L. Summers: laura.summers@ucdenver.edu

By Mail:
Dr. Laura L. Summers
School Library Program Director
School of Education & Human Development
CU-Denver
P.O. Box 173364, Campus Box 106
Denver, CO 80217-3364
Office: 303-315-4952
http://www.cudenver.edu/schoollibrary

2009 AASL Conference Session Log **Name: _____**

Document your conference activities to earn credit. Turn in Conference Session Logs with your completed assignment. Please make a copy for your records.

Date	Time	Session Title/Presenter	What ideas did you learn from each session?

Time on (this page): _____

Page ____ of _____ [duplicate as needed]