



Albion Center for Education Innovation  
 921 S. 8th Ave., Stop 8019  
 Pocatello, ID 83209

## STUDENT REGISTRATION INFORMATION

PLEASE READ CAREFULLY!

### REGISTRATION INFORMATION:

- ✓ Complete all required information in blue/black ink. Incomplete forms will not be processed!
- ✓ All questions must be read and checked and signature(s) provided. **Forms are not to be modified or altered.**
- ✓ Non-degree/professional development students may only earn seven (7) credits per semester. It will be the student's responsibility to oversee the number of credits issued--overage of credits will not be placed in future semesters.
- ✓ Registration forms received **after** semester registration deadline will not be accepted.
- ✓ For Bengal Web access or account information, contact IT Services at 208-282-2872.

### PAYMENT INFORMATION:

- ✓ Full payment must be included. Make checks payable to ISU--cash will not be accepted. Please allow 2-4 weeks for payments to be processed.
- ✓ Because this is a reduced fee class--submission of the credit registration form constitutes as a commitment to the course. **No refunds will be issued.**
- ✓ Reduced fee vouchers may only be used for 5597 courses.
- ✓ Full attendance is mandatory for duration of course in order to receive full credit and satisfactory grade.
- ✓ Courses taught within the dates below will be transcribed in the corresponding semester. Grades will be posted on ISU official transcripts after the closing date. To order a transcript, visit [transcripts.isu.edu](http://transcripts.isu.edu).

Academic Semester	Course Offering	Approval Deadline	Registration Deadline	End of Semester	Grading Closes
Fall	Aug. 22 - Dec. 16, 2016	Nov. 4, 2016	Nov. 18, 2016	Dec. 16, 2016	Dec. 20, 2016
Spring	Jan. 9 - May 5, 2017	March 24, 2017	April 7, 2017	May 5, 2017	May 9, 2017
Summer	May 15 - Aug. 4, 2017	June 23, 2017	July 7, 2017	August 4, 2017	August 8, 2017



# ONLINE IDAHO COMPREHENSIVE LITERACY COURSE



The online Idaho Comprehensive Literacy Course (ICLC) will meet the needs of certified teachers who are required by Idaho State Department of Certification to complete the ITLC course or pass the Idaho Comprehensive Literacy Assessment (ICLA) examinations.

For registration, please follow the instructions below:

- ✓ Complete the registration form and return with full payment to:

Albion Center for Education Innovation  
Idaho State University  
921 S. 8th Ave., Stop 8019  
Pocatello, Idaho 83209

- ✓ The cost for the course is \$215, checks need to be payable to ISU.
- ✓ You may register anytime throughout the semester as long as the registration form is received by the deadline. Please allow 1-2 weeks for registration and payment to be processed.
- ✓ The **student is responsible** for obtaining their login/password through IT Services Dept. at 282-2872 once registration and payment has been processed.

This is an on-line course that allows you to complete the course at your own pace. However, the course must be completed by the end of the semester. Three (3) credits will be issued and posted on transcripts upon completion in which the course was completed.

For **course information**, please contact:

Dr. Karen Wilson Scott  
Albion Center Director  
[scotkare@isu.edu](mailto:scotkare@isu.edu)  
282-3477

For **ICLC examinations**, please contact:

Jamie Webster  
Advising Coordinator  
[websjami@isu.edu](mailto:websjami@isu.edu)  
282-5164

**Fall Semester: August 22 - December 16, 2016**  
**Spring Semester: January 9 - May 5, 2017**  
**Summer Semester: May 15 - August 4, 2017**

**Last day to register: November 18, 2016**  
**Last day to register: April 7, 2016**  
**Last day to register: July 7, 2016**

**IDAHO STATE UNIVERSITY**  
**College of Education**  
**Albion Center for Education Innovation**  
**Professional Development Registration Form**  
**921 S. 8<sup>th</sup> Ave., Stop 8019**  
**Pocatello, ID 83209**

<b>Office Use Only</b>
Source Code: _____
Date: _____

**PERSONAL INFORMATION**  
*All Information Is Required*

ISU ID or SS#: \_\_\_\_\_

Name: \_\_\_\_\_

Prior Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Email: \_\_\_\_\_

**DEGREE INFORMATION**  
*All Information Is Required*

High School: \_\_\_\_\_

HS State: \_\_\_\_\_ HS Grad Date: \_\_\_\_\_

Highest College Degree Earned: \_\_\_\_\_

Institution: \_\_\_\_\_ State: \_\_\_\_\_

**SPRING REGISTRATION DEADLINE: February 13, 2017**

SEMESTER	COURSE REFERENCE NUMBER	DEPT	COURSE	COURSE TITLE	COURSE FEE	# CREDITS /CREDIT FEE	TOTAL AMOUNT
AS17	25617	EDUC	5598P-01	Idaho Comprehensive Literacy	\$50.00	3/\$55.00	\$215.00

CHECK # \_\_\_\_\_  VISA  MasterCard

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ 3 Digit Card Security Number **X**\_\_\_\_\_ Zip Code for Billing Address \_\_\_\_\_

Cardholder Name as it appears On Credit Card: \_\_\_\_\_

Cardholder Signature: **X**\_\_\_\_\_

**Original Signature Is Required for Payment**

**Forms will not be processed without completing the required information below:**

I understand that 5597/5598P courses do not count towards a graduate degree.

I hold a teaching certificate and/or other professional employee of a school district. School district employed or contracted by: \_\_\_\_\_

I understand that through my signature I am attesting to the fact that I will attend all course sessions and events to provide 16 contact hours, or complete required assignments if online course, per 4497/5597 and 4498P/5598P credit being taken.

I understand that it is my responsibility to provide accurate credit card information and/or valid checks.

I understand I may only earn seven (7) credits per semester, and it is my responsibility to oversee the number of credits I have received each term.

I understand the dates above indicate the semester in which the course will be posted to the official transcript. Transcripts may be requested at [transcripts.isu.edu](http://transcripts.isu.edu).

I certify that the above information is correct. Also, I understand that submission of this form constitutes commitment to the course and no drop, withdrawal or refund will be processed.

Revised: 08/30/16

**X** \_\_\_\_\_  
**Original Signature Is Required for Registration** **Date**