



**Extended Education & Summer Programs  
Professional Certification Program  
Registration 2009-10**

**Required Information**

<b>Name:</b> <i>Please print</i> _____ (Last, First, M.)		<b>Previous Name:</b> _____	<b>WWU Student #:</b> _____	
<b>Mailing Address:</b> _____		<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____
<b>Day Phone:</b> _____	<b>Home Phone:</b> _____	<b>E-mail Address:</b> _____		
<input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Date of Birth:</b> M/D/Y _____	<b>Social Security # (optional):</b> _____		
<b>Previous application or attendance at WWU?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, Quarter _____ Year _____	<b>Are you currently a Washington State resident?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, from: _____ to _____ <small>Mo/Yr Mo/Yr</small> <i>*You will be classified non-resident if you fail to provide dates</i>	<b>Check one:</b> <input type="checkbox"/> U.S. citizen <input type="checkbox"/> U.S. permanent resident <input type="checkbox"/> Non U.S. resident <input type="checkbox"/> Other  If you are not a U.S. citizen and live in the U.S., list Resident Alien number or country and U.S. visa type along with date granted:		

**Registration Information: Course fees may be paid in three quarterly installments.**

COURSE TITLE	CREDITS	PROGRAM FEE	FEES
<b>Professional Certification Facilitation</b>	<i>See Options Below</i>	<b>\$780</b>	<b>\$260/quarter</b>
Three <b>consecutive</b> quarters of support may be paid in full or in three installments.			
<b>Credits are <u>optional</u> and at an additional cost</b>			
<input type="checkbox"/> Fall Quarter: 2 credits = \$100.00			
<input type="checkbox"/> Winter Quarter: 2 credits = \$100.00			
<input type="checkbox"/> Spring Quarter: 2 credits = \$100.00			
<b>Total</b>			

X \_\_\_\_\_  
Student Signature Date

**\*YOU ARE INCURRING A LEGAL DEBT!** I understand that by submitting this form, I am incurring a legal debt to WWU and will not be released from that debt unless I follow required schedule change procedures and deadlines. The Refund Policies for the facilitated support program and University credits are the same: 1/2 refund if you withdraw prior to the second class meeting and no refund if you withdraw after the second class meeting.

**PAYMENT INFORMATION (U.S. Funds Only)! Payment must be included at time of registration.** WWU/EESP will send you a receipt upon receiving a completed registration form and tuition payment. **The registration deadline is Oct 2, 2009.**

<input type="checkbox"/> Agency Institutional PO attached	Fast Index FSPCBX Account Code: G105
<input type="checkbox"/> Check/Money Order payable to WWU	Registration Fee: \$260 Received _____
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Expiration Date: _____	\$260 Received _____
	\$260 Received _____
Card Number: _____	Student Account
	Credit Fee: \$100 Received _____
Signature: _____	Credit Fee: \$100 Received _____
	Credit Fee: \$100 Received _____

## Registration Instructions

A registration form (pdf version) has been attached.

Fill in all the information, sign and date the form and return with payment to Extended Education & Summer Programs. If payment is not submitted at the time of registration or the form is not signed and dated it can not be processed. Acceptable payments methods are: agency purchase orders, money order, check, and Visa or Master Card. If paying by credit card please make sure that all blanks, including both places for signature are filled out legibly in the appropriate boxes.

Mail the form to:           EESP  
                                  516 High Street, MS 5293  
                                  Bellingham, WA 98225-5996

Or fax it to our confidential fax at: 360-788-0854

You will receive instructions for activating your universal account and accessing Western email along with a receipt. All official university correspondence will be delivered to your Western email address.

If you choose to pay in three quarterly installments you will receive one reminder. Consecutive enrollment in the program is required and without payment you will not have access to Blackboard. To avoid late fees payment is due by:

Fall 2009: October 2, 2009  
Winter 2010: January 22, 2010  
Spring 2010: April 16, 2010

Should you decide to withdraw after you have registered you must formally withdraw from the class before the end of the term. To receive a refund you must withdraw before the second class meeting. ***To withdraw email [EESPRegistration@wwu.edu](mailto:EESPRegistration@wwu.edu)***

For students who have requested credit option, you may access your grade report following the directions below.

To obtain a transcript call 360-650-3355 or visit <http://www.wwu.edu/depts/registrar/transcripts.shtml> for instructions.

**Grade reports:** WWU does not mail grade reports to students at the end of the quarter. You will need your WWU Student ID # to access this information from WWU's website. If you obtain a billing statement for tuition the ID# appears on that statement. It begins with a W and is followed by eight numbers; i.e., W12345678. This number is the only way to access your records at Western Washington University

If you pay by credit card or purchase order and therefore do not receive a billing statement and do not know your WWU Student ID #, please call the Registrar's Office at 360-650-3432. They will ask you for your name, including middle initial; social security #, and birth date to look up your WWU ID#.

To view your academic record on the web:

1. Work prior to Fall 1984 will not be on the Web.
2. Use mouse to move from field to field, **not** Enter/Return (this will automatically exit)
3. Go to [www.wwu.edu/web4u](http://www.wwu.edu/web4u)
4. Enter WWU ID#, (make sure W is capitalized), e.g. W12345678 Enter six digit PIN, which is one of the following: the first six digits of the student's Social Security # . Or if you are a Canadian Citizen your birth date in six digit format. If neither of these work call 360-650-3432. Instructions are available for changing your PIN see instructions under NOTE.
5. Click on "Student Services & Financial Aid"
6. Click on "Student Records"
7. Click on "Academic History" If you have a money hold, you will not be able to view academic history and will need to view the "Final Grades" option. If you need a printed copy of your grades reflecting your name, the "Academic History: is the option you should choose.

NOTE: These records are for the student's use only. For use in employment or other academic institutions, these copies *will not* be accepted. i.e., WWU Placement Office will not accept these copies. Also note that there is an option to change pin. Instead of clicking on student "Student Records" click on the "Personal Information" option.

Choose 4—Grading information

Choose 1—Review Grades

Enter your student number—This is your nine-digit student number that begins with a W.

**If you can not gain access to the web—use the following phone number. Dial 360 650-3333.**

If you have any questions please call Student & Course Services at 360-650-3308.