

# Registration is Easy



## Online

<http://drake.teacher-courses.com/courses>

Find the most up-to-date schedule of courses and search by mode of learning, date, and content area.

1. Visit <http://drake.teacher-courses.com/courses>
2. Enter the course number OR search for a course that meets your learning preferences
3. Follow the instructions on screen to complete the registration process
4. Present a credit card number to our secure site to pay for your courses and complete your registration.



## Phone

**800-463-4951** (Monday – Friday 8:00am – 5:00pm Central Time)

For fast, easy registration, use your credit or debit card and call Customer Care.



## Mail

Complete this registration form and mail it to Drake University, Distance Learning Center, 3206 University Avenue, Des Moines, IA 50311. Make check payable to Distance Learning Courses.

**Drake**  
UNIVERSITY

Drake University is accredited by the Higher Learning Commission and is a member of the North Central Association.

North Central Association  
Phone: (312) 263-0456  
<http://www.ncahlc.org/>

**PEARSON**

All courses in this catalog are developed in collaboration with Pearson Education. The NEA discount is a Pearson-specific discount and only applies to Drake courses offered in this catalog.

Call 800.463.4951 for more information.

## Additional Accreditation & Approvals

All School of Education certification and endorsement programs are approved and accredited by the Iowa Department of Public Instruction, pursuant of Chapter 79, Code of Iowa.

Drake University is also an approved provider in the state of New Jersey (Provider Number 463) and for Act 48 credit in the state of Pennsylvania.

## Our Model:

Our courses are designed using a lesson study teaching model.

- ▶ **Analyze**  
theory and practice to discuss the research and content related to standard-based learning
- ▶ **Reflect**  
on individual student needs
- ▶ **Plan**  
how to implement effective teaching and learning strategies
- ▶ **Implement**  
strategies to help students meet curriculum goals and standards
- ▶ **Assess**  
the effectiveness of the implementation by analyzing the quality of students' work

## Inquiry Project

The Inquiry Project allows you to identify an issue in your professional setting that relates to the course content and apply the content to your own situation. You are guided through a step-by-step process of planning, implementing, analyzing and evaluating strategies and techniques learned in the course.

**Alternative summer lesson plan assignment for educators not currently teaching in a classroom** – develop lesson plans that convey the major thrust of the problem-based learning approach selected. Using a lesson plan template, you will create detailed lesson plans that are implementation-ready for any other educator.

# Policies and Registration Information

## Graduate Credit & Transfer Information

- Courses are designed as 1-, 2-, or 3-credit hour options (with the equivalent of 15, 30, or 45 contact hours, respectively). Upon successful completion of a course, graduate credit will be awarded by Drake University.
- Students cannot take both the online and video versions of the same course for credit.
- The fee for transferring from one section of an online course to another is \$50 within the first 30 days of a course, \$100 at any point thereafter.
- Enrollment for online courses ends 1 week prior to their start date.
- For information pertaining to certification or credit, check with your advisor or local guidelines as applicable.
- **Current Drake University graduate students may use these credits as an elective in a degree program with advisor approval.**
- Graduate credit from Drake may be transferable if you receive prior approval from the university you are attending for your degree program. Please check with your advisor.
- Credits awarded by Drake may be applicable for professional recertification or salary adjustments. Check your state education agency or local school district guidelines.

## Grades and Transcripts Policy

- Grades will be processed within 60 days after you submit your coursework.
- Current students may view grades online by going to [www.drake.edu](http://www.drake.edu). Select "blueView" in the upper right-hand corner and enter your User Name (Drake ID number) and your Password (initially set to your birth date in MMDDYY format.) Then select the "Student Services" tab.
- Drake University instructors grade all assignments. All coursework will be returned when a stamped self-addressed envelope is included with completed video coursework.
- After you complete your distance learning course, Drake University will mail one official transcript directly to your home. Transcripts are mailed weekly after your course grade has been entered. If you are taking more than one course, you will receive a transcript for each course.

## Classroom Requirements

If you aren't actively teaching at the time of your coursework—whether due to extended leave or summer vacation—don't fret, you can still take our courses\*. Contact Customer Care at **800.463.4951** for more information. All courses have alternative assignments for teachers without direct access to a classroom.

\* A classroom is required for EDEX 233 "Developing Your Professional Growth plan".

## Course Fees

### Video Courses

Credits	Duration	Cost
3-credits	up to 1 year	\$540.00*

### Online Courses

Credits	Duration	Cost
1-credit	4 weeks	\$195.00*
2-credits	7 weeks	\$345.00*
3-credits	10 weeks	\$625.00*

\* Online Courses include technology fee, materials fee, tax, shipping and handling

## Enrollment Information

### Cancellation Policy

- Requests for cancellation of all courses must be made in writing. A full refund less the \$50 processing fee will be issued after you return all course materials in unused condition. Labels for the materials will be issued upon cancellation and are required for return. Drake tuition and fees are not transferable to another party.
- Technology fees are non-refundable.
- Online enrollees may withdraw up to 10 days after an online course begins and receive a full refund less \$50.00 processing fee. No refund is available after these 10 days.
- Video enrollees may withdraw or transfer from a video course up to 30 days after enrolling. A \$50 processing and restocking fee will be assessed. After 30 days, you may still withdraw from a video course, but you will not receive a refund.
- For information pertaining to certification or credit, check with your advisor or local guidelines as applicable.

### How to Contact Us:

#### Call:

800.463.4951

(M - F 8:00am - 5:00pm CT)

#### E-mail:

[mary.anderson@drake.edu](mailto:mary.anderson@drake.edu)

#### Mail:

Drake University  
Distance Learning Center  
3206 University Avenue  
Des Moines, IA 50311

# REGISTRATION FORM Drake University video and online courses

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Please print clearly and complete all information. All information is required for processing. Use one registration form per person. Make copies of this form as needed. For assistance or more information, please call Customer Care at 800.463.4951.

Register in one of four different ways:

- 1 REGISTER ONLINE AT:**  
<http://drake.teacher-courses.com/courses>
- 2 CALL:**  
 800.463.4951  
 menu option 2
- 3 FAX FORM TO:**  
 515.271.4812
- 4 MAIL FORM TO:**  
 Drake University  
 Distance Learning Center  
 3206 University Avenue  
 Des Moines, IA 50311

NAME (FIRST, MIDDLE INITIAL, LAST)		SOCIAL SECURITY NUMBER <small>(For Registration Purposes)</small>	DATE OF BIRTH
HOME ADDRESS (CANNOT SHIP TO P.O. BOXES)		CITY/STATE/ZIP	
HOME PHONE		E-MAIL ADDRESS	
TITLE	GRADE LEVEL	HIGHEST DEGREE AND HOURS EARNED	TEACHING SINCE (YEAR)
SCHOOL NAME		DISTRICT NAME AND NUMBER	
SCHOOL ADDRESS		CITY/STATE/ZIP	
SCHOOL PHONE			

**Note:** Materials will be shipped to your home address unless you indicate otherwise. Check here  to have materials shipped to your school address.

Notice of non-discrimination: The following information is optional. Drake University does not unlawfully discriminate on the basis of gender, race, color, creed, national or ethnic origin, age, or disability in its educational policies.

Sex:  Male  Female

Ethnicity:  White American  Hispanic American  Asian American  American/Alaskan Native  Canadian  
 Foreign National  Indian/Pacific Islander  African American  Other

Please register me for the following courses

For course names and numbers, please refer to the course descriptions portion of the catalog. Online course enrollment ends 1 week prior to the start date for the course. Students cannot take both the video and online versions of the same course for credit.

For online course dates please use the following codes:	Spring Online Sections	Section Code	Summer Online Sections	Section Code
	April 13, 2009	0409	June 8, 2009	0609
	May 4, 2009	0509	July 20, 2009	0709
			August 3, 2009	0809

Video course schedule

**YOU MAY ENROLL AT ANY TIME FOR VIDEO COURSES.** You have one year to complete each video course. The date you register will reflect which semester the course will appear on your Drake University transcript.

Fall semester: September 1 to December 31 • Spring semester: January 1 to April 30 • Summer semester: May 1 to August 31

	COURSE NAME	COURSE NUMBER	TUITION	TOTAL FEE	SECTION CODE (ONLINE ONLY)				
					CHECK DESIRED START DATE				
	Example: <i>Managing the Interactive Classroom</i>	<i>EDDL203</i>			April 13	May 4	June 8	July 20	Aug 3
<b>ONLINE</b>			1 credit = \$195 2 credit = \$345 3 credit = \$625		0409	0509	0609	0709	0809
			1 credit = \$195 2 credit = \$345 3 credit = \$625		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			1 credit = \$195 2 credit = \$345 3 credit = \$625		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VIDEO</b>			\$ 540						
			\$ 540						
			\$ 540						
			SUB TOTAL	\$					
			EARLY BIRD DISCOUNT <small>(online courses only)</small>	-					
			NEA MEMBER DISCOUNT <small>(if applicable)</small>	-					
			TOTAL FEE:	\$					



## Method of payment

Check: Check Number \_\_\_\_\_ (Please make check payable to *Distance Learning Courses*)

Charge:  VISA  MasterCard  Discover  American Express

CARDHOLDER NAME

CARD NUMBER

EXPIRATION DATE

CARDHOLDER SIGNATURE

Approved purchase order: (Please attach original copy) P.O. #: \_\_\_\_\_

### Video course fees

\$540 per course, includes technology & materials fee

#### VIDEO DISCOUNTS

Discounts cannot be combined or used in conjunction with any other promotion or offer.

#### NEA DISCOUNT

NEA members can save \$75. Write your membership number here \_\_\_\_\_ or enter coupon code NEA75 when you register online.

– OR –

#### MULTIPLE-COURSE DISCOUNT

Discounts cannot be combined or used in conjunction with any other promotion or offer.

Register for more than one course and SAVE!

2 classes @ \$530 each

3 classes @ \$500 each

4 classes @ \$465 each

– OR –

#### GROUP DISCOUNT\*

Register with friends and SAVE! You can save up to \$75 per course when registering with a group.

2 enrollees @ \$530 each

3 enrollees @ \$500 each

4 or more enrollees @ \$465 each

### Online course fees

\$625 per 3-credit course, includes technology & materials fee

\$345 per 2-credit course, includes technology & materials fee

\$195 per 1-credit course, includes technology & materials fee

#### ONLINE DISCOUNTS

Discounts cannot be combined or used in conjunction with any other promotion or offer. *Discounts only apply to 3-credit hour courses.*

#### NEA DISCOUNT

NEA members can save \$75. Write your membership number here \_\_\_\_\_ or enter coupon code NEA75 when you register online.

– OR –

#### EARLY BIRD DISCOUNT

Register one month prior to the course start date and SAVE!

\$25 off

– OR –

#### MULTIPLE-COURSE DISCOUNT

Register for more than one course and SAVE!

2 classes @ \$615 each

3 classes @ \$585 each

4 classes @ \$550 each

– OR –

#### GROUP DISCOUNT\*

Register with friends and SAVE! You can save up to \$75 per course when registering with a group.

2 enrollees @ \$615 each

3 enrollees @ \$585 each

4 or more enrollees @ \$550 each

\* All members in a group must register at the same time and be enrolled in the same course to qualify. Students must submit their own work for grading.

## Rush processing

Orders can be rush processed for a \$25 fee. To have your order rushed, please check the box and add \$25 to the total.

Rush processing is required for online course registrations received within one week of the course start date.

TOTAL FEE: (Please total your fees and discounts) \$ \_\_\_\_\_

## Credit

Drake video courses are worth three graduate semester hours of credit. Online courses are worth either one, two, or three graduate semester hours of credit as listed.

## Transferring sections

(online courses only)

The fee for transferring from one section of an online course to another is \$50 in the first 30 days of a course, \$100 at any point thereafter.

## Login IDs

(online courses only)

Students will receive their LOGIN ID, password and course Web address the day the course starts via email.