

Registration Form for S-TESL Classes

2010/11 Academic Year www.SCHOOLOFTESL.com

**** S-TESL OFFICE USE ONLY: S.U. CERT SEEKING STATUS *****

Cert: Adv Cert: Dep: _____ PIF: _____ QC: _____ LS: _____
 3rd party billing? Who? _____ Batch # _____

■ ALL STUDENTS MUST COMPLETE ENTIRE FORM AND SUBMIT WITH APPROPRIATE PAYMENT. ■ INCOMPLETE FORMS WILL BE RETURNED. ■ ALL REGISTRATION IS ON A FIRST-COME, FIRST-SERVED BASIS.

ALL IN-PERSON REGISTRATION REQUIRES AN APPOINTMENT. CALL 206-781-8607 TO SCHEDULE.

SECTION A: ADVISING (Note: "advising" can either be via phone, email or an in-person appointment depending on your situation.)

1-6 must be completed.

- Yes No Have you been advised by S-TESL for this course? Note: **Advising is required prior to registration.** If you answered "NO", call the office for advising **before** proceeding.
- Yes No Are you taking S-TESL classes for your Washington State ELL Endorsement?
- Yes No Are you currently studying in a Seattle University Master's or Post Master's Program? If **YES**, indicate which program: _____
- Yes No Are you using Seattle University financial aid for S-TESL classes? If **YES**, you must first contact Kim Darcy, Admission Director: hasegawa@seattleu.edu **before** proceeding.
- Yes No Are you an international student currently on **OR** needing a Seattle University I-20? If **YES**, you must first contact Kim Darcy at: hasegawa@seattleu.edu **before** proceeding.
- Yes → Prior to any registration, all students, **including continuing students, must call (206-781-8607) or email the office first (STESLinfo@seattleu.edu) just prior** to registering to declare intent, confirm space availability and that specific class and format requirements are met. **Have you called or emailed the S-TESL office?**

SECTION B: REGISTRATION PROCEDURES INFORMATION

Check the one box which applies to you.

- I understand that all in-person registration **requires an appointment** and I have made an appointment with the S-TESL office to register (*which includes all drop-off registrations*).
- I am mailing my registration form in with appropriate payment (this includes SU financial aid, Americorps etc.).
- I am faxing my registration with credit card payment. **Fax number 206-781-8922**

SECTION C: STUDENT INFORMATION

1 -10 must be completed by ALL students, including continuing students.

Note to new S-TESL students: All students will be assigned an SU ID# during your first quarter of study. Continuing students will be required to use either a SSN or SU ID# for subsequent registrations. This number will be located on the grade report which will be mailed to you by Seattle University at the end of the quarter. You can also call the SU registrar's office (206-296-2000) at the end of the quarter to obtain your SU ID#.

- Name: _____
(Legal Last Name) (Legal First Name) (Legal Middle Name)
- Permanent mailing address: *This will be your official address on record at Seattle University.*
Street and Number: _____ City: _____
State: _____ Zip: _____ (Day Ph: (_____) _____) (Evening/Cell Ph: (_____) _____)
- Email Address (**print very clearly**): _____@_____
Note for online students: **This cannot be a Hotmail account. Hotmail is not compatible with our online platform.**
- Birth Date: Mo: _____ Day: _____ Yr: _____ 5. Have you previously taken classes at S-TESL or Seattle University? No Yes Dates: _____
- Social Security Number: _____ OR Seattle University ID # (see below) _____
S-TESL does not have access to your SU ID#. If you have misplaced your SU ID#, you must call the SU registrar's office at 206-296-2000 to obtain this information. All students who have previously studied at S-TESL or Seattle University have been assigned an ID#. Continuing students may use their SU ID# in lieu of their SSN, but we are required to ask for your SSN to meet federal and state training regulations.
- Have you ever been convicted of a felony? No Yes
- How has the English language requirement been met? **Please check one:** TOEFL Native English Speaker Director's Writing Sample Approval English Speaking University
- Do you have at least a bachelor's degree from a regionally-accredited college or university? No Yes ▶ **School's Name:** _____ **Yr. graduated:** _____
(official transcripts proving completion of at least a bachelor's degree from a regionally-accredited college or university are required at the time of certificate application only)
- Is there someone we can thank for your enrollment with the School of Teaching ESL? _____

SECTION D: COURSE SELECTION See www.SCHOOLOFTESL.com for specific course dates. Formats may be combined.

Evening Classes:

3 credits each. Full tuition payment and materials fee due upon registration. (see Section "F" on opposite page)

EPDES: _____ Quarter/Year _____ Seattle Eastside
EPDES: _____ Quarter/Year _____ Seattle Eastside

Online Classes:

3 credits each (except EPDES 946) Full tuition payment and platform fee due upon registration. (see Section "F" on opposite page)

EPDES: 930 931 932 933 934 935 936 937 938 939 940 944 945 960 961 946 -one credit (\$240 + \$50 online fee)

Day Intensive Classes: 4-week intensive students must initial, where highlighted below, that you meet all of these requirements.

For payment information, see Section "F" on opposite page

Is Intensive Right for Me? *When considering any intensive format, thinking about the following statements may help you determine if this format suits you.*

I am...

- in good mental and physical health.
- able to work effectively in group situations.
- able to meet or communicate with classmates after class hours as needed.
- able to attend evening observations as required.
- able to commit to the full (one week, two week, or four week) schedule, which requires being in class from 9:00 am -3:00pm Monday-Friday
- able to remain calm under pressure and handle stressful situations in a professional manner.
- able to handle a fast-paced environment.

I have...

- good organizational skills (including time management).
- the support of my family and/or friends.
- basic computer skills (word processing, email, and internet) and daily access to a computer and printer for writing and printing assignments. (computers/printers not available at S-TESL)
- daily access to telephone, internet, and email as needed to communicate with the school, instructor and classmates.

I understand that...

- I cannot be working, or taking any other classes, during the time I intend to study in an intensive class
- there are from three to six hours of required homework each day (including weekends).
- there are many working lunches which require me to come to class prepared for the day and that require me to stay on-site during lunch.
- there is weekend homework, some of which may require group-work.
- there are pre-class assignments due the first day of intensive classes.

♦4-Week Intensive: Start Date: Month _____ Day _____ Year _____ (12 cr.)

Initial: _____

STUDENT NAME: _____

SECTION E: SCHOOL OF TEACHING ESL POLICIES All students must initial in highlighted areas, indicating that you have read and understood the policies.

(You are encouraged to call the office if you have questions or need clarification regarding policies.)

Disability Statement

If you have, or think you may have, a disability (including an "invisible disability" such as a learning disability), a chronic health condition or a mental health condition that limits your learning or major life activities, and if you are an already accepted graduate student at Seattle University and/or if you are registering for coursework leading to a Seattle University Certificate in TESOL, you are encouraged to discuss your needs and arrange support services and/or accommodations through Seattle University Disability Services staff in the Learning Center, Loyola 100 (206) 296-5740. **Initial:** _____

The School of Teaching ESL Non-Discrimination Statement

The School of Teaching ESL does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, and other school-administered policies and programs. Applicants must, however, be fluent in English listening, speaking, reading, and writing in order to be deemed qualified to teach English. **Initial:** _____

Other Requirements

Applicants must be able to demonstrate the behaviors expected of a professional language teacher as outlined in the Student Code of Conduct. Applicants for the certificates must hold at least a bachelor's degree from a regionally-accredited college, university or professional school. It is your responsibility to inform the instructor of any circumstances which may impact your ability to participate fully in class, to fulfill course requirements, or may interfere with your learning or the learning of others. **Initial:** _____

The School of TESL Code of Conduct

Students at the School of Teaching ESL must demonstrate appropriate professional, behavioral and social attributes for successful teaching.

Students meet the professional responsibilities by demonstrating the following behaviors:

- arriving to class on time and prepared for the class session
- fully participating in class and field settings
- completing assignments and responsibilities on time
- engaging in face-to-face class interactions as required
- conducting face-to-face class teaching demonstrations as required
- engaging in face-to-face class teaching as required
- seeking assistance and clarification from instructors when appropriate
- prioritizing responsibilities
- demonstrating openness to new ideas
- being willing to accept constructive criticism
- taking initiative
- using good judgment
- demonstrating poise and flexibility
- displaying a positive and enthusiastic attitude
- positive problem-solving skills
- interacting with all classmates, instructors, and staff regardless of age, gender, religion, disability, race, color, national origin, ethnicity or sexual orientation

Behavioral and social attributes are demonstrated by the following behaviors:

- developing positive relationships with colleagues, instructors, and administrators
- treating individuals with respect
- using tact and discretion
- setting a positive and respectful tone in interactions with others, including S-TESL staff
- actively listening to others' viewpoints
- recognizing own strengths and weaknesses and responding appropriately
- working effectively in groups

Additional attributes necessary for the teaching profession include:

- compassion
- justice
- empathy
- integrity
- responsibility
- the physical and emotional capacity to handle the varying demands of the job.

Students who do not demonstrate these professional, behavioral, and social attributes for successful teaching may be counseled by the Director of the School of Teaching ESL and/or terminated as students at the School of Teaching ESL.

Initial: _____

SECTION F: TUITION AND PAYMENT INFORMATION

2010/2011 academic year tuition: \$240 per credit.

Refund Policy:

The \$100 deposit for the day intensive courses is **non-refundable**, but can be transferred once to the next S-TESL intensive course if there is available space if that request is made in writing at least one week before the originally-selected course begins. Remaining tuition for the day intensive courses is non-refundable and non-transferable unless requested in writing at least one week prior to the beginning of the originally-selected course or unless substitution of another student can be made (determination made by the School of Teaching ESL). Tuition for evening classes (and paper-version EPDES 940) is non-refundable and non-transferable unless requested in writing at least one week before the originally-selected class begins. If any tuition is refunded for any class, a \$50 administrative fee per class is withheld. **Online refund policy:** see <http://www.schoolofesl.com/online>

I acknowledge that I have read and agree to the tuition refund policy stated above and that the information provided in this document is true and correct to the best of my knowledge.

Student's Signature _____

Date _____

PAYMENT: CHECK APPROPRIATE BOX BELOW. MAKE CHECKS PAYABLE TO "S-TESL". RETURNED CHECKS ARE SUBJECT TO A \$35.00 NSF FEE

4-Week Intensive (two options)

- Full payment - **\$2,920** (\$2,880 plus \$40 materials fee is included).
- \$100** non-refundable deposit (Note: The \$2,820 balance is due 2 weeks before class begins)

Evening Classes

- Full payment of **\$740** (\$720 plus \$20 materials fee) per class is included.

Online Classes

- Full payment of **\$770** (\$720 plus \$50* online fee) is included.

Seattle University Financial Aid

- I am using Seattle University Financial Aid and have been in contact with the S-TESL office **prior** to registration.

3rd Party Billing

- I am using a 3rd party billing source and have been in contact with the S-TESL office **prior** to registration.

Complete this information only if you are using a credit card and registering by mail or fax. For your protection, we do not take credit card information over the phone.

USE BLACK ink only

VISA MasterCard Charge my credit card in the amount of \$ _____

Credit Card# _____ Exp. Date: _____

Billing address (include zip): _____

Name as it appears on card (print): _____

By signing I agree to S-TESL's refund policy and charges to my credit card

Cardholder's Signature _____

Date _____

Thank you.