

# Sample Registration Form & Course Numbers

## CENTER FOR INNOVATION / CENTER IN EDUCATION, INC. / GRADUATE COLLEGE

PO Box 2070 • Saratoga, CA 95070-0070  
PLEASE PRINT FIRMLY WITH BALLPOINT PEN  
**STUDENT INFORMATION**

NAME \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street

City State/Province Zip/Postal Code

Social Security Number - - Phone # ( )

(Your Social security Number serves as your student identification number, which is required for processing transcript requests.)

District Name \_\_\_\_\_

### REGISTRATION INFORMATION

Center Graduate College course units are at the graduate level. Center for Innovation in Education C.E.U.'s are not interchangeable with or equivalent to academic credit. The transferability of college credit is determined by the receiving institution.

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Course Dates (from) \_\_\_\_\_ (to) \_\_\_\_\_  
Month Day Year Month Day Year

Course Location \_\_\_\_\_  
City State/Province

Check one and only one box in each column:

- |   |                                    |                                     |
|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 3 semester Center Graduate Units                                     | <input type="checkbox"/> Level I   | <input type="checkbox"/> Student    |
| <input type="checkbox"/> 2 or <input type="checkbox"/> 3 Semester LMU Postbaccalaureate Units | <input type="checkbox"/> Level II  | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> 2 or <input type="checkbox"/> 3 Continuing Education Units           | <input type="checkbox"/> Level III | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Clock Hours _____  |                                    |                                     |
| <input type="checkbox"/> Audit (No Grade)   |                                    |                                     |

Instructor's Name \_\_\_\_\_  
Please do not write below this line

### GRADE INFORMATION

The grade on this report card/transcript is valid if and only if the enrollee has not previously taken the course for credit. If duplicate credit is discovered the registrar will negate the most current course listing. Incomplete grades must be made up by the next semester.

Signature of Instructor \_\_\_\_\_ Grade for Course \_\_\_\_\_  
*Robin H. Brown*

Robin H. Brown, Registrar \_\_\_\_\_ Date \_\_\_\_\_

### Primary Follow-up (K-2) Math Their Way

First time participants:  
EDM 201 B  
Math Their Way, Part 2  
Second time participants:  
EDM 203 B  
Piaget in the Classroom, Part 2

### Intermediate Follow-up (3-6) Math a Way of Thinking

First time participants:  
EDM 211 B  
Math a Way of Thinking, Part 2  
Second time participants:  
EDM 213 B  
Brain Compatible Teaching, Part 2

Leaders wishing credit must print Robert Baratta-Lorton's name as the Instructor Name. Your form will be signed after you submit your packet to the Center after the last session. Leaders may not earn LMU credit.

### Follow-up Credit Choices: (Participants may only choose one.)

- 3 semester units of credit - Center Graduate College
- 2 semester units of LMU credit (extra fee to be paid to LMU)
- 2 continuing education units - Center for Innovation in Edu.
- 20 clock hours
- Audit means no credit and no grade

Instructor Signature: Either leader may sign the forms

Contact the Center if you have any questions on course numbers or how to complete the form.

# Processing Transcripts

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## Signature, Date, and Grade

- **SIGN:** Follow-up leaders sign each participant's registration form on the instructor's signature line. Only one follow-up leader's name is needed. (Do not sign your own form or your co-leader's. For your own form print Robert Baratta-Lorton on the Instructor Name line. Submit your form to the Center for the official signature.)
- **DATE:** Write the month, day, and year of the last class in the space provided below the grade.
- **GRADE:** Assign the correct grade for the type of credit chosen. Do not assign grades for yourself or your co-leader. The only grades you may record on a participant's form are: A, N/A, Audit, or I.

### Type of Credit

- 3 semester units (Center)
- 2 CEU
- 20 Clock Hours
- 2 semester units (LMU)
- Audit forms
- Incomplete

### Grade

- A
- A
- A
- N/A (not applicable)\*
- Audit\*\*
- I

\*LMU will assign a grade and provide a transcript.

\*\* All Canadian follow-ups are AUDIT.

- Write an "A" on the grade line if participants attend more than half the scheduled contact hours. If a participant misses 4-9 hours, a make-up project must be submitted in order to receive a grade.
- Any participant who is taking the class for Center credit or CEUs and who has missed more than half of the contact hours (10 hours or more) will receive an "Incomplete." Enter an "I" on the grade line.
- LMU students are required to attend all sessions.
- Alphabetize all participant forms by last name. Keep the leader forms separate from participant forms.
- Submit the LMU Attendance Roster directly to LMU. List all students who are taking the course from LMU. Students need to submit their own pre-enrollment forms and checks to LMU.

## Distributing Transcripts at Last Meeting

- Tear off the white copies from all participant forms. Keep the white copies together and send to the Center after the last class.
- Give each participant the pink and yellow copies of the transcript.
- Some participants may prefer a computer copy of their Center transcript. Advise participants to wait at least a month after the last session before requesting an official transcript. It is helpful if they indicate they have just completed a follow-up class so they receive the most current transcript information. The fee is \$5.00.

## Your Notes...