

Graduate Workshops Policies and Information

All workshops are offered for graduate-level credit and available to educators seeking re-licensure, salary advancement, or professional development opportunities. Graduate students may also select workshops, with advisor consent, for elective options as part of the Master of Arts in Teaching (MAT) or Master of Arts in Christian Ministry (MACM) degree program.

Payment must be received in correlation with enrollment through Self-Service Banner (SSB) in order to hold a workshop seat! Plan to enroll and make payment within the same 24 hours. If your payment is not made within this time frame, you will be administratively withdrawn (please see Administrative Withdrawals) and you will be notified by email. You may enroll again, but please remember to provide payment with your enrollment.

Tuition is \$150 per credit hour for on campus workshops. Tuition fee for **Featured** workshops is \$85 per credit hour. Additional fees and or reading material may be required. Please see the current workshops brochure for details located at www.friends.edu/edworkshops.

Online classes include an additional \$30 per credit hour technology fee which is included in the tuition cost listed within the Graduate Workshops brochure. For a description of the minimum system computer requirements needed to take a blended or online workshop, please go to www.friends.edu/frequently-asked-questions-2.

No Refunds will be issued after the first day of the workshop. If you have enrolled, you will need to **drop** the course before midnight of the first day of the workshop. Please go to the add/drop section to view instructions on how to drop a workshop. If you do not drop the workshop, it will remain on your official Friends University transcript.

A **Confirmation Email** will be sent to you upon completion of enrollment and payment that provides workshop enrollment details and a **payment receipt**. This documentation may be used for verification purposes, as needed within your school district or for your professional development committee (PDC). As an additional service, Graduate Workshops will provide a reminder email to enrollees one week prior to a workshop opening. We understand your busy schedule and will send you a friendly reminder!

Transcripts:

To receive an official transcript of academic work at Friends University you must turn in a transcript request form. Please visit www.friends.edu/get-transcripts to see our two options. Official transcripts have a fee, and must be requested! Upon receipt of your request and payment, an official transcript will be issued. Please make sure that if you have not received a grade for a workshop, to mark the 'hold for teacher education workshop grades' under the special instructions and write in the workshop that you are holding if you are doing the written request.

If you do the online request, please select the 'Hold for semester grades' and you will receive an email asking which workshops you are holding for. Please note that if this is not marked, your transcript will be sent out with the class 'in progress'. It is recommended to view your unofficial transcript through Self-Service Banner prior to requesting an official transcript.

For any transcript questions, please contact the University Registrar at 316-295-5400 or email us at transcripts@friends.edu.

Transcripts are not released if you have any indebtedness to the University or if there are any other holds placed upon your student record or account. Please check Self-Service Banner for any holds before completing a transcript request.

Transcript Fees:

Online Transcript Request \$10 per copy

**Please Note: Additional charges may apply to your transcript order and are dependent upon the document destination(s) and the selected delivery method(s)

Paper Transcript Request \$12 per copy

For more transcript information please go to www.friends.edu/get-transcripts

Cancelled Classes:

On rare occasions or due to special circumstances, Graduate Workshops may be canceled. Cancellations may occur as a result of low enrollment or inclement weather. You will be notified by the University Registrar and Graduate Workshops of a cancellation by email, phone call and Facebook posting on the Teacher Education Workshops Facebook page located at www.facebook.com/FriendsUniversityEdworkshops. A full refund will be administered in such circumstances.

Workshop Selections:

A course previously taken for credit may not be repeated. Please check with your school's district administrator or Professional Development Committee (PDC) to ensure workshop selections meet re-licensure requirements. If you have questions, feel free to call Graduate Workshops at 316-295-5516.

Name/Address Change:

Students are expected to maintain correct information with the University regarding local residence, permanent mailing address, and email addresses. To report any changes, please contact the Office of the Registrar at 316-295-5400. To report a name change, please send a copy of a government issued document (i.e. Social Security Card, Driver's License, Marriage Certificate, etc.) to the University Registrar's Office by either fax – 316-295-5072 – or by email – registrar@friends.edu.

Dropping/Adding Classes:

Students may add/drop workshops at any time during open enrollment periods. A full refund will be administered for any workshop(s) that are dropped, with the understanding that the drop must occur before midnight of the first day of the workshop. If you are dropping a workshop in order to get into another workshop, please make sure that you add the workshop first before dropping the other. Your payment will transfer to the workshop added once the other is dropped (as long as the two classes are equivalent in price).

To add/drop a workshop, please follow instructions below:

1. Log in to SSB
2. Click registration
3. Click add/drop classes
4. Add your new class
5. Click on the drop down of the class you are wanting to drop and select the drop 100% refund
6. Confirm your new schedule in SSB.

Remember there will be no refunds after midnight on the first day of class. If you feel you have extenuating circumstances which warrant consideration of a refund after the refund date, please notify the Office of the Registrar to complete an Exceptions request. If the exception request is approved, a refund will be issued. If the exception is denied, the student will have ten (10) days to appeal the decision to the Dean of the Graduate School.

Administrative Withdrawal:

1. Friends University may elect to initiate an administrative withdrawal in order to withdraw a student from all classes for any of the following reasons:
2. The student has failed to provide the documentation required by the University in order for the student to achieve full admission status.
3. The student has failed to meet the University's basic standards for academic performance and/or progress.
4. The student is no longer attending any classes.
5. The student has failed to provide the documentation requested by the University in order for the University to complete the student's financial aid file in a timely manner.
6. The student has failed to make payment of tuition and/or fees to the University in the manner, amount and at the time agreed upon between the student and the University's Student Account Services Office.
7. The student has failed to meet the University's code of conduct or community life standards.
8. The student has failed to demonstrate adequate academic achievement, progress and/or expected minimal performance competency(ies) as determined by the student's program or major.

Should Friends University elect to initiate an administrative withdrawal, written notification will be sent to the student. The student will have ten (10) business days to appeal any administrative withdrawal. The completion of an administrative withdrawal does not relieve the student from his or her financial obligations to the University. All charges, which are unpaid by the student at the time of administrative withdrawal, will become immediately due and payable. Refunds will be issued and credits applied in accordance with the University's published refund policy.

NO REFUNDS will be administered to non-degree seeking Workshop students. Graduate students in the Master of Arts in Teaching and Master of Arts in Christian Ministries program follow the appropriate refund schedule as outlined in the Graduate School schedule book.

Student Withdrawal:

If you chose to withdrawal completely from the University (you wish to take zero (0) workshops for that term/semester), students must notify the Office of the University Registrar in order to completely withdrawal from all workshops. Students will not be able to completely drop all of their workshops through their Self-Service Banner. Master students in graduate programs must contact their Program Director. The student will fill out a student withdrawal form and the University Registrar will complete the withdrawal process and notify the appropriate departments. Discontinued class attendance does not constitute an official withdrawal. The official withdrawal date will be the date this procedure is initiated. If a student does not attend a workshop, the University may elect to administratively withdraw the student from all coursework / workshops. (see Administrative Withdrawal).