



Friends University Graduate Workshops Spring 2016 Term

friends.edu/edworkshops
Last Updated: 4/21/2016

Location/Building Codes:

ART	Garvey Art Center	DAV	Davis Administration Building
BTB	Olive White Garvey Business and Technology Building	ONLINE	Online
CCC	Casado Campus Center	MFT	Marriage and Family Therapy Building
		RFA	Riney Fine Arts Center

Title: International Perspectives

CRN: 20634

Course #: EDUC 5271-02

Instructor: Dr. Dona Gibson

Dates: 1/11/2016-1/16/2016

Credits: 1

Grade Levels: ALL

**Location: Friends University Wichita Campus, DAV 107
2100 W. University Ave. Wichita, KS 67213**

Delivery: Blended

Tuition: \$150

Instructor Fee: N/A

Would you like to visit schools all over the world? This course is a virtual tour with the option of actual international travel. You will experience an overview of educational systems throughout the world, drawing on best education practice and ideas from across the globe. Enrollment closes on start date.

For course information, contact Dr. Dona Gibson at dgibson@friends.edu.

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: International Perspectives Travel 2016**CRN: 20657****Course #: EDUC 5337-01****Instructor: Dr. Dona Gibson****Dates: 1/11/2016-7/1/2016****Credits: 1****Grade Levels: ALL****Location: Friends University Wichita Campus, DAV 107
2100 W. University Ave. Wichita, KS 67213****Delivery: Blended****Tuition: \$150****Instructor Fee: N/A**

The student studies the UK, plans and implements international travel. Travel dates are June 7-22, 2016 in London and Edinburgh. If registered, you will be notified by the instructor of pre-travel class sessions. Enrollment closes on start date.

For course information, contact Dr. Dona Gibson at dgibson@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): International Perspectives (either Summer 2015 or Spring 2016)****Title: Apps for the Connected Educator****CRN: 20673****Course #: EDUC 5255-03****Instructor: Patricia Jordan****Dates: 1/15/2016-2/5/2016****Credits: 1****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$180****Instructor Fee: N/A**

ALMOST FULL! Explore apps for your mobile device that contribute to your productivity and strategic learning for your students. We will explore 30 or more of the best apps for educators that will save you time, allow you to more effectively differentiate learning, prepare more interesting lessons, formatively assess in a variety of ways, flip your classroom, and make learning fun for you and your students. This course is an online class; participants will complete the work using Moodle. Additional computer requirements may be found at www.friends.edu/frequently-asked-questions-2. Enrollment closes on start date.

For course information, contact Patricia at patricia_jordan@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: Classroom Schemes and Systems**CRN: 20628****Course #: EDUC 5331-01****Instructor: Dr. Rick Gibson****Dates: 1/25/2016-1/31/2016****Credits: 1****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$180****Instructor Fee: N/A**

We all KNOW we are good teachers, but describing and quantifying measures of excellence seems next to impossible. This workshop explores six approaches to teaching that ALL teachers of any grade, any subject, will agree are fundamental to teaching excellence. These six qualities are further defined as to what constitutes “best practice” in classroom schemes and systems. Is your teaching “best practice” teaching? If it’s not, it can be. And if it is, it can still be improved. Find out how... Enrollment closes on start date.

For course information, contact Rick at rgibson@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: Kansas LETRS Module 1: The Challenge of Learning to Read****CRN: 20752****Course #: EDUC 5006-07****Instructor: Yvonne Michaud****Dates: 1/26/2016-1/28/2016 (4:00 pm-6:30 pm)****Credits: .5****Grade Levels: ALL****Location: Goddard Conference Building****Delivery: On-Ground****Tuition: \$42.50****201 S. Main, Goddard, KS 67052****Instructor Fee: N/A**

This Module explores the nature of skilled reading; the progression of reading development; the reasons why many children do not become good readers; the influences of biological, linguistic, environmental, and instructional factors in learning to read; and the components of effective reading instruction. All sections include scientific reading research and suggestions for RtI or MTSS strategies. Attendees MUST obtain *LETRS Module 1, The Challenge of Learning to Read*, 2nd ed., Louisa Moats & Carol Tolman, ISBN-13:978-1-60218-679-8. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Yvonne at yvonne_michaud@friends.edu.

Book: *LETRS Module 1, The Challenge of Learning to Read*, 2nd ed., Louisa Moats & Carol Tolman, ISBN-13:978-1-60218-679-8

Materials Fee: N/A**Supplies: N/A**

Pre-Requisite(s): LETRS MODULE 1 is the pre-requisite for all other LETRS modules. This is a required class prior to Modules 2-12.

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Title: Better Behavior Management**CRN: 20718****Course #: EDUC 5346-01****Dates: 1/27/2016 (6:00 pm-10:00 pm)-2/29/2016****Location: 12080 S. Strang Line Rd.****Olathe, KS 66062****Instructor: Jon Maska & David VanThullenar****Credits: 2****Delivery: Blended****Grade Levels: ALL****Tuition: \$170****Instructor Fee: \$80**

No doubt you've heard of 21st century learning skills. But what about 21st century classroom management skills? This class will explain why and how classroom management practices must adapt to the realities of today's classroom, where students are attuned to different norms created in a more democratized, personalized world and more student-centered, inquiry-driven classrooms. Discover which common classroom management strategies are now not only decreasing in effectiveness, but causing a whole new set of problems, stresses, disruptions, and management challenges. Explore practical alternative classroom management practices that result in lower stress, disruption-free classrooms that are more conducive to learning. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: Writing materials, printing capability, and internet access.****Pre-Requisite(s): N/A****Title: Better Behavior Management Practicum****CRN: 20719****Course #: EDUC 5347-01****Dates: 1/31/2016 (8:00 am-5:00 pm)-3/17/2016****Location: 12080 S. Strang Line Rd.****Olathe, KS 66062****Instructor: Jon Maska & David VanThullenar****Credits: 2****Delivery: Blended****Grade Levels: ALL****Tuition: \$170****Instructor Fee: \$80**

In Behavior Management Practicum, students will get the opportunity to further develop their classroom management practices through research and implementation. This will give educators a real life experience in creating a more democratized, personalized world where the classroom is more student-centered and inquiry-driven. Discover what works and what doesn't work that result in lower stress, disruption-free classrooms that are more conducive to learning. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: Writing materials, printing capability, and internet access.****Pre-Requisite(s): Students must have taken and completed the "Better Behavior Management" class in order to enroll in this class.**

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Title: Teach Like a Pirate- Spring 2016**CRN: 20637****Course #: EDUC 5330-01****Instructor: Sandy Rusher****Dates: 2/1/2016 (4:15 pm-8:15 pm)****Credits: 1****Grade Levels: ALL****Location: Derby High School Auditorium****Delivery: On-Ground****Tuition: \$85****920 N. Rock Rd. Derby, KS 67037****Instructor Fee: see description**

Join New York Times best-selling author Dave Burgess for a high energy, entertaining, and inspirational program that will transform the way you look at your role as an educator. Learn how to dramatically increase student engagement, design wildly creative lessons, and build a course that is a life-changing experience for students. Using a unique combination of magic and humor, he will reignite your passion for the education profession and show you exactly how to make school an amazing place that has students wanting to knock down the walls to get in. All are invited to attend, but must register and provide payment through Sandy Rusher on or before January 8, 2016. Cost is \$80 for non-USD 260 employees (meal included). USD 260 employees may attend at no additional cost. Enrollment through Friends closes 10 days after listed start date*.

For course information, contact Sandy at srusher@usd260.com.

Book: *Teach Like a Pirate* by Dave Burgess (ISBN 978-0-9882176-0-7)

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

Title: Motivation, Engagement, and Achievement**CRN: 20629****Course #: EDUC 5332-01****Instructor: Dr. Rick Gibson****Dates: 2/1/2016-2/7/2016****Credits: 1****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$180****Instructor Fee: N/A**

In a perfect world, Motivation leads to Engagement which will result in Achievement. In most classrooms, we have some students who need a little push to get the system started. It's easy to say "He's just not motivated!" Believe me, he's motivated-just not to do what we want him to do just now. Let's explore some ways to make the achievement level rise through motivation and engagement in the opportunities we offer. Enrollment closes on start date.

For course information, contact Rick at rgibson@friends.edu

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

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Title: Things Your Administrator “Secretly” Wants You to Know**CRN: 20669****Course #: EDUC 5341-01****Instructor: Scott May****Dates: 2/1/2016 & 2/29/2016 (6:30 pm-8:30 pm)****Credits: 2****Grade Levels: Pre K-5****Location: Apollo Elementary School****Delivery: Blended****Tuition: \$170****16158 W. Apollo St. Goddard, KS 67052****Instructor Fee: N/A**

There are no mysteries. There are no secrets. This workshop will guide educators through the expectations and perspective that school administrators have for educators. This workshop will investigate key components that administrators love to see occurring in classrooms and buildings. In addition to new learning, this workshop provides an opportunity to meet with a panel of administrators from around the area to learn about programs and teaching strategies that are implemented in their building in addition to inquire about what they look for in great teachers. **This course is a blended class; participants will meet on site on 2/1/2016 and again on 2/29/2016. Participants will work for the time between those two dates using Moodle.** Additional computer requirements may be found at www.friends.edu/frequently-asked-questions-2. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Scott at scottmay@goddardusd.com.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: The Organized Teacher****CRN: 20709****Course #: EDUC 2630-48****Instructor: Ruth Dey****Dates: 2/5/2016-2/6/2016****Credits: 1****Grade Levels: ALL****Friday 5:00 pm-9:00 pm, Saturday 8:00 am-5:00 pm****Location: Friends University Topeka Campus****Delivery: On-Ground****Tuition: \$150****2820 SW Mission Woods Dr. Topeka, KS 66614****Instructor Fee: N/A**

“Organization.” Does that word make you shudder in fear? Well, good organizational skills help eliminate stress—both for you and your students, in the home and in the classroom. Organized information is also easier to register and recall; learn to diminish distractions and remain focused. Topics addressed will be organizing your room, paper, and life, as well as brain and organizational techniques for reaching every learner. You will receive a valuable collection of reproducible classroom forms and sheets, ideas, and techniques enabling you to take action immediately. Enrollment closes on start date.

For course information, contact Ruth at ruth_dey@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

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Title: Projects with Apps**CRN: 20670****Course #: EDUC 5339-01****Instructor: Patricia Jordan****Dates: 2/5/2016-2/26/2016****Credits: 1****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$180****Instructor Fee: N/A**

Now that you have apps, how are you going to make the most of their use in the classroom? We will explore examples of how apps have helped teachers teach, monitor, evaluate, and give old assignments and projects a new twist. Join us to spark your creativity for using apps in your classroom. This course is an online class; participants will complete the work using Moodle. Additional computer requirements may be found at www.friends.edu/frequently-asked-questions-2. Enrollment closes on start date.

For course information, contact Patricia at patricia_jordan@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: Technology + Strategies = Engagement****CRN: 20639****Course #: EDUC 5115-07****Instructor: Lori Gunzelman****Dates: 2/5/2016-3/14/2016****Credits: 2****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$360****Instructor Fee: N/A**

Building from research on effective instructional strategies (Marzano/McRel), we will explore a variety of technology tools for your classroom. Participants will complete online activities, explore resources, and create plans for integrating technology into their classrooms. YOU will have the flexibility to guide your learning and make the coursework directly impactful in your classroom. If you can navigate the web, you are ready for this online class! A supplemental text will need to be secured by all participants for reading/reflection activities: *Using Technology with Classroom Instruction That Works*, Pitler, Hubler, & Kuhn, 2nd Edition [Paperback], ISBN-13: 978-1416614302. Enrollment closes on start date.

For course information, contact Lori at lori_gunzelman@friends.edu.

Book: *Using Technology with Classroom Instruction That Works*, Pitler, Hubler, & Kuhn, 2nd Edition [Paperback],

ISBN-13: 978-1416614302

Materials Fee: N/A**Supplies: N/A****Pre-Requisite(s): N/A**

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Title: The Edible Classroom**CRN: 20632****Course #: EDUC 5329-01****Instructor: Heather Seachris****Dates: 2/12/2016-2/13/2016****Credits: 1****Grade Levels: ALL****Friday 5:00 pm-9:00 pm, Saturday 8:00 am-5:00 pm****Location: Friends University Wichita Campus, DAV 111****Delivery: On-Ground****Tuition: \$150****2100 W. University Ave. Wichita, KS 67213****Instructor Fee: N/A**

Let's get cooking in the classroom! Turn up the heat on your lessons and learn to use food as a tool to both stimulate and engage your learners. This workshop will show you ways to incorporate edible materials into lessons you already teach! Your students are sure to be excited to learn when they see what's new in your tasty teaching tool belt! This workshop is for all disciplines and all levels of educators! Enrollment closes on start date.

For course information, contact Heather at heather_seachris@friends.edu.

Book: N/A**Materials Fee: \$10 payable to instructor on first day of workshop.****Supplies: N/A****Pre-Requisite(s): N/A****Title: Initial Co-Teaching Training with Renae Mann****CRN: 20827****Course #: EDUC 5126-03****Instructor: Valerie Brown-Kuchera****Dates: 2/15/2016-3/1/2016 (8:00 am-4:00 pm)****Credits: 1****Grade Levels: ALL****Location: NKESC; 703 W. 2nd St. Oakley, KS 67748****Delivery: On-Ground****Tuition: \$85****Instructor Fee: N/A**

This training is part of the TASN Co-Teaching series using the Richard Villa, Jacqueline Thousand, and Ann Nevin model. The TASN Co-Teaching series is designed to create and train co-teaching teams in addition to building district capacity to provide support for those teams and provide training for additional teams in the future. The Initial Co-Teaching Training is the first part of a professional learning and coaching system. This even is intended for teachers, administrators, and instructional support personnel, including paraeducators. This workshop will meet the Northwest Kansas Educational Service Center, 703 W. 2nd St. Oakley, KS 67748. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Valerie at vbrown@nkesc.org.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

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Title: Stress Management in Teaching**CRN: 20708****Course #: EDUC 797-28****Instructor: Ruth Dey****Dates: 2/19/2016-2/20/2016****Credits: 1****Grade Levels: ALL****Friday 5:00 pm-9:00 pm, Saturday 8:00 am-5:00 pm****Location: Friends University Topeka Campus****Delivery: On-Ground****Tuition: \$150****2820 SW Mission Woods Dr. Topeka, KS 66614****Instructor Fee: N/A**

You teach all day, volunteer all night, and go home to the demands of a busy family and homework to grade—talk about Stress with a capital S! This is definitely not what you had in mind when you decided to teach. This workshop will introduce effective stress-reduction and -elimination techniques that can be used both personally and in the classroom. Do something for you, for a change, and take this workshop! Enrollment closes on start date.

For course information, contact Ruth at ruth_dey@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: The Human Calculator with Scott Flansburg****CRN: 20826****Course #: MATH 2607-01****Instructor: Valerie Brown-Kuchera****Dates: 2/24/2016-3/15/2016 (8:00 am-4:00 pm)****Credits: 1****Grade Levels: ALL****Location: NKESC; 703 W. 2nd St. Oakley, KS 67748****Delivery: On-Ground****Tuition: \$85****Instructor Fee: N/A**

Elementary teachers and middle/high school teachers of math should attend this workshop featuring an internationally known speaker. Scott Flansburg will demonstrate his amazing abilities to both students and teachers to kick off the day. He will then follow-up with teacher training to spark a new and exciting method for teaching math skills. This program will bring math alive for our northwest Kansas gifted students and their teachers. Because of our remote geographical location and reduced educational funding, our communities' teachers cannot often meet scholars of this caliber, nor can they attend conferences at national locations. By bringing The Human Calculator right here, to Oakley, Kansas, we can provide a hands-on learning experience that is highly motivating. Scott Flansburg's (The Human Calculator) mission is to help teachers understand how to intervene early with students' math difficulties by introducing a concept that he calls "Chapter Zero." Scott helps people improve their basic math skills regardless of their ages, and convinces them that math can be fun. He believes everyone has the ability to be good at math and to enjoy it, but that most people have not learned to do math in a way that works for them. This workshop will meet the Northwest Kansas Educational Service Center, 703 W. 2nd St. Oakley, KS 67748. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Valerie at vbrown@nkesc.org.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

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Title: Learning Invitations**CRN: 20720****Course #: EDUC 5348-01****Instructor: Jon Maska & David VanThullenar****Dates: 2/24/2016 (6:00 pm-10:00 pm)-3/14/2016****Credits: 2****Grade Levels: ALL****Location: 12080 S. Strang Line Rd.****Delivery: Blended****Tuition: \$170****Olathe, KS 66062****Instructor Fee: \$80**

A simple way to have more influence in the classroom is to get more power from what you say to your students every day. In Learning Invitations, we will explain how to do that and give you can't strategies and 100 tips for talking to students more effectively. Whether you're trying to build relationships with students, give feedback, respond to objections, or encourage more participation, here are tried-and-true solutions. We will use the book *Inviting Students to Learn: 100 Tips for Talking Effectively with Your Students* as our guide. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.**Book: N/A****Materials Fee: \$10 payable to instructor on first day of workshop.****Supplies: Writing materials, printing capability, and internet access.****Pre-Requisite(s): N/A****Title: KMEA In-Service Workshop 2016****CRN: 20829****Course #: MUS 2266-01****Instructor: Dr. John Taylor****Dates: 2/25/2016-2/27/2016 (time varies)****Credits: 1****Grade Levels: ALL****Location: Century II Convention Center****Delivery: On-Ground****Tuition: \$85****225 W. Douglas, Wichita, KS 67202****Instructor Fee: N/A**

The KMEA In-Service Workshop is the chief professional development convention of the Kansas Music Educators Association. Over 6,000 people attend hundreds of clinics and concerts presented by over 100 renowned clinicians, conductors, and performers. Over 150 exhibitors are present in over 300 exhibit booth spaces. All clinics and concerts are aligned with the NafME National Music Standards and the KSDE State Music Standards. Students must be members of NafME/KMEA and must register for the KMEA In-Service Workshop. Interested students must contact Dr. Taylor by email at taylorj@friends.edu or by phone at 316-295-5535. Additional information regarding the workshop, including the homework assignment, can be found at www.ksmea.org. This workshop will meet at the Century II Convention Center, 225 W. Douglas, Wichita, KS. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Dr. Taylor at taylorj@friends.edu.**Book: N/A****Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

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Title: Ambitions in Students**CRN: 20759****Course #: EDUC 5353-01****Instructor: Jon Maska & David VanThullenar****Dates: 2/25/2016-5/16/2016****Credits: 2****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$230****Instructor Fee: \$80**

Are you looking for new and creative ways for students to develop ambition? In Ambition in Students, educators will learn a different approach that creates an inner drive within students. By addressing the psychological needs of students educators can eliminate the traditional external rewards approach. This class will offer practical, clear-cut strategies for getting students on a positive self-motivated path towards learning. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.

Book: N/A**Materials Fee: \$10 payable to instructor on first day of workshop.****Supplies: N/A****Pre-Requisite(s): N/A****Title: Thrive in Education****CRN: 20661****Course #: EDUC 5338-01****Instructor: Amber Carithers****Dates: 2/27/2016-3/12/2016****Credits: 1****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$180****Instructor Fee: N/A**

Daunting, frightening, fun, stressful, exhausting- the first few years of teaching are packed full of emotions and experiences. This workshop is to help new teachers learn to do more than survive the first years of teaching- but instead thrive! This workshop is also created to inspire veterans to go back to the root of why they started teaching, and rekindle their passion with education. This course is an online class; participants will complete the work using Moodle. Additional computer requirements may be found at www.friends.edu/frequently-asked-questions-2.

Enrollment closes on start date.

For course information, contact Amber at amber_carithers@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

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Title: Going Social in the Classroom**CRN: 20643****Course #: ITEC 2927-04****Instructor: Rachel Nally****Dates: 2/27/2016 (9:00 am-4:30 pm)-3/26/2016****Credits: 2****Grade Levels: ALL****Location: Friends University Wichita Campus, BTB Lab 8
2100 W. University Ave. Wichita, KS 67213****Delivery: Blended****Tuition: \$300****Instructor Fee: N/A**

Your wall flower days are over! It's time to become a social butterfly! This workshop provides a hands-on experience with social media and social networking via a classroom context. We will look at emerging forms of social media such as Instagram, Twitter, Pinterest, etc. You will leave this workshop with the ability to integrate social media in the classroom. Discover why our students are early adapters, frequent users, and overall lovers of social media. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. It is recommended to have a working knowledge of the computer and social media websites for participation in this workshop. Enrollment closes on start date.

For course information, contact Rachel at rachel_nally@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: Collaborating with Co-Teach****CRN: 20626****Course #: EDUC 5328-01****Instructor: Amber Carithers****Dates: 2/27/2016-3/26/2016****Credits: 2****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$360****Instructor Fee: N/A**

Have you ever dreamt of having the perfect co-teach? Maybe you're trying to find a way to incorporate your para into the classroom? Join our workshop for some inspiration! In this workshop, we will explore new ways and strategies of implementing co-teaching in the classroom with teachers, paras, student teachers, etc. We will spend time discussing and researching the numerous approaches and models to co-teach, as well as creating a co-teach management plan. This course is an online class; participants will complete the work using Moodle. Additional computer requirements may be found at www.friends.edu/frequently-asked-questions-2. Participants should have a working knowledge of computer usage, as well as a Pinterest account. Access to social media is needed. Enrollment closes on start date.

For course information, contact Amber at amber_carithers@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

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*Payment should be made simultaneously to prevent possible holds on your account.

Title: Learning Invitations Implementation**CRN: 20721** **Course #: EDUC 5349-01****Dates: 2/28/2016 (8:00 am-5:00 pm)-3/22/2016****Location: 12080 S. Strang Line Rd.
Olathe, KS 66062****Instructor: Jon Maska & David VanThullenar****Credits: 2****Delivery: Blended****Grade Levels: ALL****Tuition: \$170****Instructor Fee: \$80**

Using the information you have learned from the book *Inviting Students to Learn: 100 Tips for Talking Effectively with Your Students* and the class Learning Invitations, students will have the opportunity to observe, gain feedback, and integrate the strategies presented. As research shows, the best way to improve is through practice. This class will give students that hands-on opportunity to build relationships with students that encourage learning. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: Writing materials, printing capability, and internet access.****Pre-Requisite(s): Students must have taken and completed the “Learning Invitations” class in order to enroll in this class.****Title: Kansas LETRS Module 2: The Speech Sounds of English****CRN: 20828** **Course #: EDUC 5126-03****Dates: 3/1/2016-3/24/2016 (4:00 pm-6:30 pm)****Location: Goddard Conference Building
201 S. Main, Goddard, KS, 67052****Instructor: Yvonne Michaud****Credits: .5****Delivery: On-Ground****Grade Levels: ALL****Tuition: \$42.50****Instructor Fee: N/A**

LETRS is a professional development program designed to help educators understand scientifically-based reading research, the structure of the English Language, and explicit teaching methodologies for language, reading, spelling, and writing instruction. The second module clarifies why children confuse certain phonemes and how to give corrective feedback. Instructional activities along the entire phonological continuum are demonstrated and practiced. Attendees **MUST** obtain *LETRS Module 2, Louisa C. Moats, The Speech Sounds of English: Phonetics, Phonology, and Phoneme Awareness*, ISBN-13: 978-1-60218-680-4 (Approximately \$40 including shipping). This workshop will meet at the Goddard Conference Building, 201 S. Main, Goddard, KS 67052. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Yvonne at yvonne_michaud@friends.edu.

Book: *LETRS Module 2, Louisa C. Moats, The Speech Sounds of English: Phonetics, Phonology, and Phoneme Awareness, ISBN-13: 978-1-60218-680-4***Materials Fee: \$40****Supplies: N/A****Pre-Requisite(s): LETRS MODULE 1**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: The Creative Curriculum: Incorporating Art in All Curriculums

CRN: 20633

Course #: EDUC 5333-01

Instructor: Heather Seachris

Dates: 3/4/2016-3/5/2016

Credits: 1

Grade Levels: ALL

Friday 5:00 pm-9:00 pm, Saturday 8:00 am-5:00 pm

**Location: Friends University Wichita Campus, DAV 107
2100 W. University Ave. Wichita, KS 67213**

Delivery: On-Ground

Tuition: \$150

Instructor Fee: N/A

Art across all curriculums? Are you wanting your teaching subject to become more meaningful, relevant and long lasting? Ever thought of incorporating the power of right-lobe brain creativity to build problem solving and critical thinking skills? Come to this workshop, and find ways to unleash the power of the brain in ways that enhance your teaching information! Art is smART! Enrollment closes on start date.

For course information, contact Heather at heather_seachris@friends.edu.

Book: N/A

Materials Fee: \$5 payable to instructor on first day of workshop.

Supplies: N/A

Pre-Requisite(s): N/A

Title: iPad + More in Schools

CRN: 20655

Course #: ITEC 2915-08

Instructor: Tim Bumgarner

Dates: 3/11/2016-3/12/2016

Credits: 1

Grade Levels: ALL

Friday 5:00 pm-9:00 pm, Saturday 8:00 am-5:00 pm

**Location: Friends University Wichita Campus, BTB Lab 3
2100 W. University Ave. Wichita, KS 67213**

Delivery: On-Ground

Tuition: \$150

Instructor Fee: N/A

New to iPads or just looking for more ways to incorporate them into the classroom? We will go over the basics of the iPad and other technology, along with ways of using them in the school setting. Participants will have a chance to become more familiar with the technologies and programs available for education. Bring your latest tech device (iPhone, iPad, iTouch, etc.) and we will explore its use. Enrollment closes on start date.

For course information, contact Tim at timothy_bumgarner@friends.edu.

Book: N/A

Materials Fee: N/A

Supplies: Bring your latest tech device (iPhone, iPad, iTouch, etc.)

Pre-Requisite(s): N/A

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: Essential Keys to Influential Teaching**CRN: 20706****Course #: EDUC 4977-14****Instructor: Davis Laughlin****Dates: 3/26/2016 (9:00 am-4:00 pm)-4/28/2016****Credits: 2****Grade Levels: ALL****Location: Circle Greenwich Elementary School****Delivery: Blended****Tuition: \$170**

3250 N. Greenwich Rd, Wichita, KS 67226

Instructor Fee: \$110

Had enough? Not sure you can teach another year? Frustrated with the current trends in education? This workshop will revive your teaching by focusing on research-based keys to powerful teaching along with strategies that need to be in every teacher's toolbox. Through original songs, workshop discussions, practical assignments, helpful tips, and lots of fun, teachers will rediscover their passion and purpose as an educator. Your time in this workshop may just be the turning point in your career. Expect to laugh, vent, think, and be challenged. This workshop will focus on research-based strategies, tips and ideas designed to improve the quality of a teacher's effectiveness and the depth of impact on students' lives. An additional fee of \$110, payable by check to Davis Laughlin, is due the first day of class. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Enrollment closes 10 days from listed start date.*

For course information, contact Davis at davis_laughlin@friends.edu.**Book: N/A****Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: Ten Things Every Writer and Elementary Teacher Needs to Know****CRN: 20872****Course #: EDUC 5378-01****Instructor: Tanya Mitchell****Dates: 3/29/2016-4/19/2016 (4:45 pm-7:45 pm)****Credits: 1****Grade Levels: 4-5****Location: Wichita Public Schools AMAC****Delivery: On-Ground****Tuition: \$85**

201 N. Water, Wichita, KS 67202

Instructor Fee: N/A

Engage students with writing strategies from the resource, *Ten Things Every Writer Should Know*, into your lessons and writing instruction. Teachers will strengthen their writing instruction skills and learn how to utilize a resource with writing strategies to embed into core instruction within their instructional unit guides and mentor text.

Workshop is designed for USD 259 Teachers at Focus and Priority Buildings. This workshop will meet on the following dates: 03/29, 04/05, 04/12, 04/19. Meeting times will be from 4:45 PM - 7:45 PM. All materials for this course will be provided. Enrollment closes 10 days from listed start date.*

For course information, contact Tanya at tmitchell@usd259.net.**Book: N/A****Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: Ten Things Every Writer and Middle School Teacher Needs to Know

CRN: 20873

Course #: EDUC 5379-01

Instructor: Tanya Mitchell

Dates: 3/29/2016-4/19/2016 (3:45 pm-6:45 pm)

Credits: 1

Grade Levels: 6-8

Location: Wichita Public Schools AMAC

Delivery: On-Ground

Tuition: \$85

201 N. Water, Wichita, KS 67202

Instructor Fee: N/A

Engage students with writing strategies from the resource, Ten Things Every Writer Should Know, into your lessons and writing instruction. Teachers will strengthen their writing instruction skills and learn how to utilize a resource with writing strategies to embed into core instruction within their instructional unit guides and mentor text.

Workshop is designed for USD 259 Teachers at Focus and Priority Buildings. This workshop will meet on the following dates: 03/29, 04/05, 04/12, 04/19. Meeting times will be from 4:45 PM - 6:45 PM. All materials for this course will be provided. Enrollment closes 10 days from listed start date.*

For course information, contact Tanya at tmitchell@usd259.net.

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

Title: Instructional Strategies that Work for All Disciplines

CRN: 20683

Course #: EDUC 4070-26

Instructors: Rebecca Racunas & Jan Worley

Dates: 4/1/2016, 4/2/2016, 4/15/2016, & 4/16/2016

Credits: 2

Grade Levels: ALL

Fridays 5:00 pm-9:00 pm, Saturdays 8:00 am-5:00 pm

Location: Friends University Wichita Campus, DAV 111

Delivery: On-Ground

Tuition: \$300

2100 W. University Ave. Wichita, KS 67213

Instructor Fee: N/A

Have you ever wondered why the “things” you do in your classroom work (or don’t work)? In this workshop, teachers will explore interactive and engaging activities to ensure success in the classroom. These activities are research-based instructional strategies and will be shared in a “hands-on” manner. This workshop is appropriate (and fun) for all grade levels and curriculum content. Enrollment closes on start date.

For course information, contact Rebecca at rebecca_racunas@friends.edu or Jan at jan_worley@friends.edu.

Book: N/A

Materials Fee: \$5 payable to instructor on first day of workshop.

Supplies: N/A

Pre-Requisite(s): N/A

*Enrollments occurring after the start date must be entered as current date with a blank end date.

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Title: Powerful Creative Tools for Mac**CRN: 20627****Course #: ITEC 2930-01****Instructor: Jennifer Hair****Dates: 4/1/2016 (5:00 pm-9:00 pm)-4/16/2016****Credits: 2****Grade Levels: ALL****Location: Friends University Kansas City Campus****Delivery: Blended****Tuition: \$300****6300 Glenwood St. Suite 100, Overland Park, KS 66202****Instructor Fee: N/A**

Are you ready to take charge of your Mac? If so, then this course is the way to get started. You'll learn how to: use Mac programs such as iLife (iPhoto, iMovie, Garageband), an introduction to Pages and iBook Author as well as Photobooth and Quicktime for utilizing and creating videos in the classroom. You can do amazing things with your photos, movies, music, documents, and presentations. Quicktime player allows you to select part of the screen to record. You can use this to record a webinar, YouTube video or other online video. This is a MAKE IT AND TAKE IT COURSE for the classroom! Students should have access to a Mac device for this workshop. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. Enrollment closes on start date.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: Take Your Class on a Virtual Field Trip****CRN: 20672****Course #: EDUC 5190-04****Instructor: Patricia Jordan****Dates: 4/1/2016-4/22/2016****Credits: 1****Grade Levels: ALL****Location: Online****Delivery: Online****Tuition: \$180****Instructor Fee: N/A**

Designed for elementary, middle, and high school teachers, participants will learn the effective components of a virtual field trip and prepare one that they can use immediately in their own classroom. A virtual tour is not a virtual field trip. A virtual field trip includes mini lessons for preparation, connections to the Common Core Standards, sites that are connected to the lesson objectives, and follow-up activities. Monetary restraints do not have to limit your class's ability to visit places in the world. Take your class there virtually with purpose. This course is an online class; participants will complete the work using Moodle. Additional computer requirements may be found at www.friends.edu/frequently-asked-questions-2. Enrollment closes on start date.

For course information, contact Patricia at patricia_jordan@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: Tips, Tricks, and Techniques for Using Microsoft Word**CRN: 20631****Course #: ITEC 2864-10****Instructor: Rachel Nally****Dates: 4/2/2016 (9:00 am-4:30 pm)-4/30/2016****Credits: 2****Grade Levels: ALL****Location: Friends University Wichita Campus, BTB Lab 8****Delivery: Blended****Tuition: \$300****2100 W. University Ave. Wichita, KS 67213****Instructor Fee: N/A**

Did you know there are many shortcuts that can decrease your work time? Are you using Microsoft Word as efficiently as possible? This workshop could be for you, even if you are a regular user. Learn basics and features you never knew how to use including format painter, text boxes, find and replace, recoloring pictures, etc. This workshop is appropriate for all grade levels. This course will use Moodle to retrieve and submit assignments. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. Enrollment closes on start date.

For course information, contact Rachel at rachel_nally@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: Upgrade Your Teacher Toolkit****CRN: 20707****Course #: EDUC 5081-11****Instructor: Davis Laughlin****Dates: 4/2/2016 (9:00 am-4:00 pm)-5/4/2016****Credits: 2****Grade Levels: ALL****Location: Circle Greenwich Elementary School****Delivery: Blended****Tuition: \$170****3250 N. Greenwich Rd, Wichita, KS 67226****Instructor Fee: \$110**

Feeling stuck in an educational rut? Getting tired of your own teaching? Join us for an exciting look at some of the most current educational trends and research-based best practices. Starting with a look back at the historical purposes for education, workshop participants will follow the path of modern education, debunk some of the more damaging teaching myths and discover fresh ideas and strategies that will increase the achievement levels of their students. Expect to hear songs and stories, enjoy sharing with other educators and relish thinking deeply about your career. An additional fee of \$110, payable by check to Davis Laughlin, is due the first day of class. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Enrollment closes 10 days from listed start date.*

For course information, contact Davis at davis_laughlin@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: The Changing Classroom**CRN: 20722** **Course #: EDUC 5350-01****Dates: 4/6/2016 (6:00 pm-10:00 pm)-4/24/2016****Location: 12080 S. Strang Line Rd.
Olathe, KS 66062****Instructor: Jon Maska & David VanThullenar****Credits: 2****Delivery: Blended****Grade Levels: ALL****Tuition: \$170****Instructor Fee: \$80**

In the Changing Classroom, we will explain how to change teaching practices from just communicating information to focusing on transforming the teaching and learning experience. We will introduce you to a Transformational Pedagogy Model that helps you establish a classroom paradigm that starts with the learner, rather than the content. Understanding why cultivating your relationships with students and knowing their needs are essential to being the best teacher you can be. We will be using the book *Transformational Teaching in the Information Age: Making Why and How We Teach Relevant to Students*. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.

Book: N/A**Materials Fee: \$10 payable to instructor on first day of workshop.****Supplies: Writing materials, printing capability, and internet access.****Pre-Requisite(s): N/A****Title: Publisher Projects in the Classroom****CRN: 20630** **Course #: ITEC 2919-08****Dates: 4/9/2016 (9:00 am-4:30 pm)-5/7/2016****Location: Friends University Wichita Campus, BTB Lab 8
2100 W. University Ave. Wichita, KS 67213****Instructor: Rachel Nally****Credits: 2****Delivery: Blended****Grade Levels: ALL****Tuition: \$300****Instructor Fee: N/A**

Stuck in a classroom project rut? Have you ever thought of using the business card template to create flashcards in your classroom? What about the postcard template as testing motivators? This course will explore new ways to use Microsoft Publisher templates in your classroom. We will spend time exploring the following templates: business cards, greeting cards, postcards, certificates (awards & gift), flyers, calendars, newsletters, brochures, posters, and others. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. Enrollment closes on start date.

For course information, contact Rachel at rachel_nally@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: Another Brick: The Dehumanization of Students in Education Today**CRN: 20705****Course #: EDUC 5253-04****Instructor: Davis Laughlin****Dates: 4/9/2016 (9:00 am-4:00 pm)-5/11/2016****Credits: 1****Grade Levels: ALL****Location: Circle Greenwich Elementary School****Delivery: Blended****Tuition: \$85**

3250 N. Greenwich Rd, Wichita, KS 67226

Instructor Fee: \$55

Frustrated with many of the mechanical, impersonal aspects of teaching today? This workshop will look into ways to keep the human factor alive. Through research-based insight and practical tips, teachers will rediscover their students and themselves as people with incredible gifts, skills and passion. This one credit hour workshop might be just what you need to finish the year with renewed purpose. An additional fee of \$55, payable by check to Davis Laughlin, is due the first day of class. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Enrollment closes 10 days from listed start date.*

For course information, contact Davis at davis_laughlin@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: The Changing Classroom Hands-on Training****CRN: 20723****Course #: EDUC 5351-01****Instructor: Jon Maska & David VanThullenar****Dates: 4/10/2016 (8:00 am-5:00 pm)-5/23/2016****Credits: 2****Grade Levels: ALL****Location: 12080 S. Strang Line Rd.****Delivery: Blended****Tuition: \$170**

Olathe, KS 66062

Instructor Fee: \$80

Using techniques, strategies, and guidelines learned in *The Changing Classroom* and the book *Transformational Teaching in the Information Age: Making Why and How We Teach Relevant to Students*, students will have the unique opportunity for hands-on training. Students will plan, develop, and implement strategies that will help them cultivate and understand the needs of students. Understanding that learning begins with the learner will be essential to being the best teacher possible. This course is a blended class; participants will meet on site one time and work the remainder of the time using Moodle. Students will need writing materials, the capability of printing off articles, and be able to access Moodle through a computer. Additional computer requirements may be found at: www.friends.edu/frequently-asked-questions-2. An additional fee of \$40 per credit hour, payable by check to Jon Maska, is due the first day of class. For complete listings and details, visit workshopswithjon.com. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Jon at jon_maska@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: Writing materials, printing capability, and internet access.****Pre-Requisite(s): Students must have taken and completed the "The Changing Classroom" class in order to enroll in this class.**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: KIAAA Annual Spring Conference 2016**CRN: 20876****Course #: EDUC 5383-01****Instructor: Al Sersland****Dates: 4/17/2016-5/6/2016 (7:45 am-9:30 pm)****Credits: .5****Grade Levels: ALL****Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209****Delivery: On-Ground****Tuition: \$42.50****Instructor Fee: N/A**

The goal of this workshop is to bring information and tools to Athletic Administrators that can be used to serve students in their respective buildings and that enhance their programs and individual skills. Athletic Administrators will have the opportunity to explore topics applicable to their AD positions: School Campus Safety, Voices of Success, Rules Meetings with KSHSAA, Proposed Rules Panels, Vender Presentations, Dual Administrator Roles, Trans Gender Issues, Sports Ethics, Being a Leader, Rover Foundation, Middle School Issues, Voices of Success Panel Presentation, KSHSAA Staff Reports, KIAAA Annual Meeting and Elections, Classification Forums. The conference will wrap up with panel discussions of pertinent proposed changes to the KSHSAA rules for 2015-2016. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. Conference dates are from 4/17/2016-4/19/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: KIAAA: LTC 508- Legal Issues III- (Hazing, ADA, Employment Law)****CRN: 20877****Course #: EDUC 4994-04****Instructor: Al Sersland****Dates: 4/17/2016-5/6/2016 (1:00 pm-6:00 pm)****Credits: .5****Grade Levels: ALL****Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209****Delivery: On-Ground****Tuition: \$42.50****Instructor Fee: N/A**

This course has in-depth coverage of the issues and strategies related to the development of an effective policy for prevention of hazing in an interscholastic athletic program, coverage of the constitutional and statutory issues affecting athletic programs, including the impact of disabilities legislation on school athletics, and coverage of employment law concerns affecting athletic programs, including contract law, equal pay, and FLSA issues. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. This workshop will meet on 4/17/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: KIAAA: LTC 703- Student Centered Educational Athletics**CRN: 20879****Course #: EDUC 5384-01****Instructor: Al Sersland****Dates: 4/17/2016-5/6/2016 (7:30 am-12:30 pm)****Credits: .5****Grade Levels: ALL****Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209****Delivery: On-Ground****Tuition: \$42.50****Instructor Fee: N/A**

This student centered program will provide learning experiences for student athletes beyond the X's and O's. This course will support a value based curriculum that will demonstrate model behaviors and qualities that students should emulate both in and out of the athletic arena. Teachable moments beyond the classroom-center court, certified or center ice- provide the opportunity to promote and maximize the achievement of these educational goals and life skills. This course will provide the necessary strategies, methods and resources to implement this initiative within your own school. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. This workshop will meet on 4/17/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A****Title: KIAAA: LTC 504- Athletic Administration: Legal Issues I (Risk Management)****CRN: 20880****Course #: EDUC 5131-04****Instructor: Al Sersland****Dates: 4/17/2016-5/6/2016 (7:30 am-12:30 pm)****Credits: .5****Grade Levels: ALL****Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209****Delivery: On-Ground****Tuition: \$42.50****Instructor Fee: N/A**

This course has in-depth coverage of all aspects of liability for sports injuries and risk management, including the duties imposed on athletic administrators, coaches, athletic trainers, and other athletic personnel, documentation requirements for an effective risk management program, and development of a strategic plan for risk management in the context of an interscholastic athletic program. Required for CAA and CMAA Certification. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. This workshop will meet on 4/17/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A**Materials Fee: N/A****Supplies: N/A****Pre-Requisite(s): N/A**

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: KIAAA: LTC 501- NIAAA Athletic Administration: Philosophy, Leadership Organizations, and Professional Programs

CRN: 20881

Course #: EDUC 4996-06

Instructor: Al Sersland

Dates: 4/19/2016-5/6/2016 (1:00 pm-6:30 pm)

Credits: .5

Grade Levels: ALL

**Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209**

Delivery: On-Ground

Tuition: \$42.50

Instructor Fee: N/A

This flagship course of the Leadership Training serves as an overview of interscholastic athletic administration. This course introduces the philosophy of education athletics, then focuses on the roles of the NIAAA, the NFHS, the State Athletic/Activity Associations, and the State Athletic Administrator's Associations. The course also previews the NIAAA Leadership Training and Certification Programs. It is a prerequisite for all levels of certification and includes study materials for the CAA Certification Examination. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. This workshop will meet on 4/19/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

Title: KIAAA: LTC 502- Athletic Administration: Principles, Strategies, and Methods

CRN: 20878

Course #: EDUC 4998-06

Instructor: Al Sersland

Dates: 4/19/2016-5/6/2016 (1:00 pm-6:30 pm)

Credits: .5

Grade Levels: ALL

**Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209**

Delivery: On-Ground

Tuition: \$42.50

Instructor Fee: N/A

This course takes a basic approach to the fundamentals and methods of athletic administration and alerts and educates athletic administrators regarding potential problems and possible solutions in areas such as budgets, transportation, and scheduling and parent/student/coach conflicts. The course also touches upon sample athletic/activity program philosophies, department organizational charts, activity procedures/checklist, public relations, coaching applications/assessments and emergency plans. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. This workshop will meet on 4/19/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: KIAAA: LTC 506- Athletic Administration: Legal Issues II (Title IX, Sexual Harassment)

CRN: 20882

Course #: EDUC 5129-04

Instructor: Al Sersland

Dates: 4/19/2016-5/6/2016 (1:00 pm-6:30 pm)

Credits: .5

Grade Levels: ALL

**Location: Double Tree by Hilton Hotel, Wichita Airport
2098 Airport Rd., Wichita, KS 67209**

Delivery: On-Ground

Tuition: \$42.50

Instructor Fee: N/A

This course has in-depth coverage of compliance issues regarding Title IX and gender equity in an interscholastic athletic program, including the methodology for a school to perform a Title IX self-audit, and in-depth coverage of the issues and strategies related to the development of an effective policy for the prevention of sexual harassment in an interscholastic athletic program. Required for CAA and CMAA Certification. This workshop will meet at Double Tree by Hilton Hotel Wichita Airport, 2098 Airport Rd., Wichita, KS. This workshop will meet on 4/19/2016. Work is due 5/6/2016. Enrollment closes 10 days from listed start date.*

Questions regarding enrollment eligibility may be directed to Allan Sersland at allan_sersland@friends.edu.

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

Title: Giving Students and Teachers Writing Power

CRN: 20874

Course #: EDUC 5377-01

Instructor: Tanya Mitchell

Dates: 4/19/2016-5/17/2016 (4:45 pm-7:45 pm)

Credits: 1

Grade Levels: K-3

**Location: Wichita Public Schools AMAC
201 N. Water, Wichita, KS 67202**

Delivery: On-Ground

Tuition: \$85

Instructor Fee: N/A

Engage students with writing strategies from the resource, Writing Power, into your lessons and writing instruction. Teachers will strengthen their writing instruction skills and learn how to utilize a resource with writing strategies to embed into core instruction within their instructional unit guides and mentor text. **Workshop is designed for USD 259 Teachers at Focus and Priority Buildings. This workshop will meet on the following dates: 04/19, 04/26, 05/03, 05/10. Meeting times will be from 4:45 PM - 7:45 PM.** All materials for this course will be provided. Enrollment closes 10 days from listed start date.*

For course information, contact Tanya at tmitchell@usd259.net.

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-Requisite(s): N/A

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Title: KS Storytelling Festival- Spring 2016 “Creating Stories for Teaching”

CRN: 20753

Course #: EDUC 5352-01

Instructor: Glennys Doane

Dates: 4/22/2016-4/23/2016

Credits: 1

Grade Levels: ALL

Friday 1:30 pm-10:00 pm, Saturday 10:00 am-10:00 pm

Location: Memorial Hall, 500 Morgan Ave.

Delivery: On-Ground

Tuition: \$85

Downs, KS 67437

Instructor Fee: N/A

This workshop will be an interactive exploration into the use of stories for teaching. Both observation and participation will be evidence of learning. The Kansas Storytelling Festival offers opportunities for small group training, a ‘swappin’ ground’ venue for practical application, and discussion with and exposure to award-winning professional storytellers from across the nation. Educators will be exposed to the teaching value and power of using stories for concept realization, and will recognize the ability of story to directly impact different learning styles in a diversity of social, intellectual, and personal behaviors. Storytelling principles will demonstrate problem solving and critical thinking across content fields as well as provide lessons for character development and social behavior. Enrollment closes 10 days from listed start date.*

For course information, contact Glennys at glennys_doane@friends.edu. Book: N/A

Materials Fee: \$15

Supplies: N/A

Pre-Requisite(s): N/A

Title: KS LETRS Module 3: Spellography for Teachers: How English Spelling Works

CRN: 20867

Course #: EDUC 5136-03

Instructor: Yvonne Michaud

Dates: 5/3/2016-5/5/2016 (4:00 pm-6:30 pm)

Credits: .5

Grade Levels: ALL

Location: Goddard Conference Building

Delivery: On-Ground

Tuition: \$42.50

201 S. Main, Goddard, KS 67052

Instructor Fee: N/A

LETRS is a professional development program designed to help educators understand scientifically-based reading research, the structure of the English Language, and explicit teaching methodologies for language, reading, spelling, and writing instruction. The third module clarifies the difference between syllables and morphemes and between irregular and high-frequency words. Many exercises allow teachers to develop confidence with phonics, spelling, and word study. Attendees MUST obtain *LETRS Module 3, Louisa C. Moats, Spellography for Teachers: How English Spelling Works*, ISBN-13: 978-1-60218-681-1 (Approximately \$40 including shipping). This workshop will meet at the Goddard Conference Building, 201 S. Main, Goddard, KS 67052. Enrollment for this workshop closes 10 days after the listed start date*.

For course information, contact Yvonne at yvonne_michaud@friends.edu.

Book: *LETRS Module 3, Louisa C. Moats, Spellography for Teachers: How English Spelling Works*, ISBN-13: 978-1-60218-681-1

Materials Fee: \$45

Supplies: N/A

Pre-Requisite(s): LETRS MODULE 1 is the pre-requisite for all other LETRS modules. This is a required class prior to Modules 2-12.

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Since 2000, Fundamental Learning Center has been a not-for-profit 501(c)(3) educational resource center providing a continuum of research-based instructional programs for teachers. FLC offers professional courses, classes, and workshops to develop literacy instructional skills. Educators are introduced to research-based knowledge of language instruction, including dyslexia, and fine-tune teaching skills.

Fundamental Learning Center | 2220 E. 21st St. N. | Wichita, KS 67214
316-684-7323 | www.funlearn.org | info@funlearn.org

Workshop	Credit Fee paid to Friends University	Course and Materials Fee paid to FLC
Phonological Awareness	\$42.50	\$226
Simple Math	\$85	\$310
Reading Readiness	\$85	\$260
Literacy Intervention Specialist: Intro	\$255	\$2,272
Multisensory Grammar	\$42.50	\$166

For FLC course deposit and course pricing guide, please visit www.funlearn.org/enroll-call/pay-online/. To attend workshops through FLC, you must also contact them at 316-684-7323 to register for the class and set up your payments and pay the non-refundable deposit. All workshops will be held at the Fundamental Learning Center. Enrollment to receive credit through Friends University closes 10 days after the listed start date*.

CRN: 20624 **Course #: EDUC 5231-07**

Instructor: Fundamental Learning Center

Credits: .5

Grade Levels: Pre K-5

Learn principles to develop specific and strategic phonological awareness lessons at all levels of the hierarchy: Listening, Oddity, Segmentation, Syllable, Blending, Manipulation.

Title: Phonological Awareness

Dates: 2/3/2016 (9:00 am-4:00 pm)

Location: OTHER

Delivery: On-Ground

Tuition: \$42.50

FLC Fees: \$226

CRN: 20620 **Course #: EDUC 5266-05**

Instructor: Fundamental Learning Center

Credits: 1

Grade Levels: K-8

Introduce the participant to sequential and multi-sensory math curriculum(s) as an alternative to traditional classroom mathematics instruction with successful application to students with learning differences.

Title: Simple Math

Dates: 2/4/2016-2/5/2016 (9:00 am-4:00 pm)

Location: OTHER

Delivery: On-Ground

Tuition: \$85

FLC Fees: \$310

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

CRN: 20622 **Course #: EDUC 5225-11**

Instructor: Fundamental Learning Center

Credits: 1

Grade Levels: Pre K-5

Introduce preschool teachers, elementary teachers K-2 or other educational professionals to the research based elements of language development that allow a teacher to prevent young children from future reading difficulties through planning instruction in phonological awareness, letter identification, oral language development, decoding and handwriting, and spelling development skills. An early identification and skills assessment is included in this instructional class. This course includes a simple to use curriculum manual, teacher supplies, daily instructional schedule, plus opportunities to explore the program, practice the concepts, and develop lesson plans. This allows the participant the confidence to begin working with young children immediately.

Title: Reading Readiness

Dates: 2/8/2016-2/9/2016 (9:00 am-3:00 pm)

Location: OTHER

Delivery: On-Ground

Tuition: \$85

FLC Fees: \$260

CRN: 20636 **Course #: EDUC 5226-09**

Instructor: Fundamental Learning Center

Credits: 3

Grade Levels: K-12

This extensive course provides a balanced approach for teaching literacy skills to children who need a structured, sequential, systematic, multi sensory approach to allow them to be successful readers. The course includes the integration of phonological awareness, letter recognition, decoding, comprehension, spelling, grammar, and written composition skills. The Alphabetic Phonics program is recognized and recommended by the International Dyslexia Association as a remedial program at the Tier II and Tier III levels.

Title: Literacy Intervention Specialist: Intro

Dates: 2/22/2016-3/4/2016 (8:30 am-4:30 pm)

Location: OTHER

Delivery: On-Ground

Tuition: \$255

FLC Fees: \$2,272

CRN: 20623 **Course #: EDUC 5225-12**

Instructor: Fundamental Learning Center

Credits: 1

Grade Levels: Pre K-5

Introduce preschool teachers, elementary teachers K-2 or other educational professionals to the research based elements of language development that allow a teacher to prevent young children from future reading difficulties through planning instruction in phonological awareness, letter identification, oral language development, decoding and handwriting, and spelling development skills. An early identification and skills assessment is included in this instructional class. This course includes a simple to use curriculum manual, teacher supplies, daily instructional schedule, plus opportunities to explore the program, practice the concepts, and develop lesson plans. This allows the participant the confidence to begin working with young children immediately.

Title: Reading Readiness

Dates: 4/7/2016-4/8/2016 (9:00 am-3:00 pm)

Location: OTHER

Delivery: On-Ground

Tuition: \$85

FLC Fees: \$260

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

CRN: 20621 **Course #: EDUC 5232-11**
Instructor: Fundamental Learning Center
Credits: .5
Grade Levels: K-12

Title: Multisensory Grammar
Dates: 4/22/2016 (9:00 am-4:00 pm)
Location: OTHER **Tuition: \$42.50**
Delivery: On-Ground **FLC Fees: \$166**

Introduce parents, teachers or other professionals to a multisensory approach to teaching the basic elements of English grammar to children in grades 2-12. This one-day workshop (6 hours of classroom contact) will introduce a color coding system to help children understand the basic eight parts of speech. In addition, adult participants will learn to use the basic elements of grammar to expand a child's ability to construct a sentence. Participants receive a manual containing a suggested sequence of instruction and reproducible worksheets for student use.

*Enrollments occurring after the start date must be entered as current date with a blank end date.
 *Payment should be made simultaneously to prevent possible holds on your account.

Graduate Workshops Registration Information and Policies

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), renamed the Master of Education in Teaching and Learning (M.Ed) program starting fall 2015, 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! Complete workshop payments must be made two weeks in advance of a start date to avoid a HOLD on an account.

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. There are no application fees required to receive graduate credit. 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.

As a courtesy, Graduate Workshops provides a **reminder email** to enrollees one week prior to a workshop opening. Copies of workshop history, unofficial transcripts, and receipts may be located in your personal Self-Service Banner account.

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 choose the online request, please select the 'Hold for semester grades' and we will hold for any workshops that you are currently enrolled. 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 \$10 per copy

For transcript information details, please go to www.friends.edu/transcripts.

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Cancelled Classes:

On rare occasions or due to special circumstances, Graduate Workshops may be cancelled. 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 or Falcon Alert. A full refund will be administered in such circumstances. If you choose to transfer your enrollment and funds to a new workshop, please do so immediately (please refer to the Dropping/Adding Classes section for details on how to proceed). If you decide not to enroll in a new workshop, in two business days, the automatic drop and refund process will begin. Please contact Susie in Student Accounts at 316-295-5912 for details on the refund process.

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 (prior to start date). A full refund will be issued 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 transferring to a new workshop, please add your new workshop selection prior to dropping. Your payment will transfer to the new workshop once the original workshop 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 Student
3. Click Registration
4. Click Add or Drop Classes
5. Add your new class
6. Click on the drop down of the class you are wanting to drop and select Drop with 100% Refund
7. Click Submit Changes
8. 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.

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Administrative Withdrawal:

Friends University may elect to initiate an administrative withdrawal in order to withdraw a student from all classes for any of the following reasons:

1. The student has failed to provide the documentation required by the University in order for the student to achieve full admission status.
2. The student has failed to meet the University's basic standards for academic performance and/or progress.
3. The student is no longer attending any classes.
4. The student has failed to provide documentation requested by the University in order to complete the student's financial aid file.
5. 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.
6. The student has failed to meet the University's code of conduct or community life standards.
7. 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 in the case of an administrative withdrawal. Graduate students in the Master of Education in Teaching and Learning and Master of Arts in Christian Ministries program follow the appropriate refund schedule as outlined in the Graduate School schedule book.

Official transcripts will not be issued until any indebtedness to the University has been paid.

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).

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Instructions for Registering for Graduate Workshops Online through Self-Service Banner

NOTE: Before registering, make note of the Course Reference Number (CRN) for each of the classes you wish to take. This information is found in the Workshop Schedule Book.

1. Log into Self-Service Banner by clicking on the navigation link (found on the Teacher Education homepage at www.friends.edu/edworkshops) or go to www.friends.edu homepage – use Campus links and Self-Service Banner (SSB)
2. Click on the secure area and log in with your credentials (ID number and pin password)
3. Once logged in, from main menu, choose the **STUDENT** option
4. Click **REGISTRATION**
5. Click **SELECT TERM**
6. From the drop-down menu, choose the semester for which you will be registering. Click Submit. You will be returned to the Registration menu.
7. Click **ADD/DROP CLASSES**
8. You will see a Financial Responsibility Agreement that you will want to read and then click on the box next to Electronic Signature to electronically agree to the above.
 - If you are a Master's student, you will need to contact your advisor or the Registrar's Office at 316-295-5400 to get your alternate pin number as it will be different each term. If the pin given to you is not working, please call Graduate Workshops at 316-295-5516 to troubleshoot.
9. Enter the CRN(s) for the class(es) for which you want to register. You may enter as many CRN numbers as you would like at this screen. **SUBMIT CHANGES**
10. Enter only the start date for each workshop for which you are registered (date(s) found in Workshop Schedule Book. **SUBMIT CHANGES**
 - Featured workshops allow 10 days enrollment from start date as mentioned in course descriptions. Please enter the current date within this window when registering if the start date has passed.
11. Congratulations! You are now registered in the workshop. To look at a detail schedule, click on the concise student schedule at the bottom left hand corner of the page.

For any questions about registration or your Self-Service Banner, please contact Graduate Workshops at 316-295-5516 or email us at educationworkshop@friends.edu.

*Enrollments occurring after the start date must be entered as current date with a blank end date.

*Payment should be made simultaneously to prevent possible holds on your account.

Instructions for Payment of Graduate Workshops

After completing registration, complete payment must be made prior to a workshop opening date. Follow these quick instructions on how to pay:

1. Click on the **Student** tab on the top left hand corner of your Self-Service Banner.
2. Click on **Student Accounts**
3. Click on **View and Pay Statement**
4. **Click here to make a payment-**
 - Click on **Payment on Account**
 - » If you do not see a balance, this is ok! The system takes 24 hours to process the information. You may still proceed with payment if you know the payment amount. Once the information hits your account, you will be able to see the amount owed. If you have already made a payment, your account will zero out.
5. Enter the amount you wish to pay (note that the full payment is due prior to opening workshop date. Please see the provided Payment policy)
6. Enter in a description of your payment (i.e Graduate Workshop Payment)
7. Click on **Add to Shopping Cart**
8. Click **Checkout**
9. Enter your information and **Continue Checkout**. This will let you review your final order before submitting. This is where you will be able to put in an email address for a receipt to be emailed to you for your records. Click **Continue Checkout**.
10. Review your payment information, click **Submit Payment**
11. Congratulations! You have now paid for your Graduate Workshop(s).

If you have any payment questions please contact Susie Bolinger 316-295-5912 or email bolinger@friends.edu.

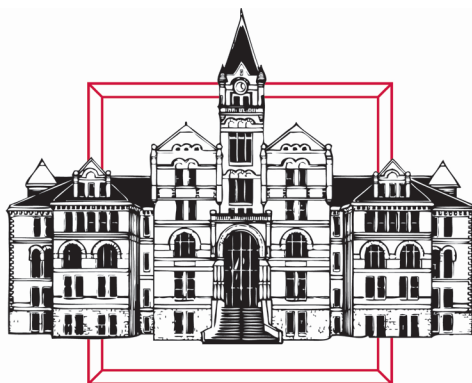
Students can also call the cashier at 316-295-5865 to make payment. You will need your Student ID#, the CRN(s), and the amount you will be paying.

Student Accounts and Cashier Business Hours

Monday-Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

*Enrollments occurring after the start date must be entered as current date with a blank end date.

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FRIENDS UNIVERSITY

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