

## ENROLLMENT INFORMATION AND INSTRUCTIONS

### 1. APPLICATION FEE

A one-time, non-refundable fee of \$15 is to be paid by all NEW Ottawa University students.

### 2. ENROLLMENT

Enrollments will be accepted immediately with FULL PAYMENT. To enroll, you must submit your full payment with the enrollment form filled out and signed. Please mail or fax this form to Ottawa University using the contact information listed below. In order to guarantee your enrollment, the enrollment form and payment must reach Ottawa University two weeks before the class meets.

### 3. TUITION

The cost of tuition is \$120 per graduate semester credit hour. You may pay by check, American Express, Visa, Mastercard, or Discover. Degree-seeking students pay the tuition rate enforced at the Ottawa University campus they attend. Class size is limited and enrollments are accepted on a first-received basis. You will receive a Student Data Sheet (SDS) form informing you of your enrollment.

**EARLY Enrollment Discount**—You will receive a discount of \$10 per semester credit hour for any complete enrollment and full payment for summer courses contained within this catalog if enrollment and full payment is postmarked or received by May 9, 2008.

### 4. REFUND/COURSE EXCHANGE POLICY

A \$50.00 drop fee is assessed for any cancelled or changed enrollments within the two weeks prior to the start date of class. Enrollments cancelled or changed prior to two weeks before the start date will receive a full refund. Please fax, mail or e-mail your name, address and the name and number of the course you are cancelling or changing, only written request will be processed. Please submit it using the contact information below. The early enrollment discount will not be in effect for any course changed after the discount deadline date. **Your refund will be credited to your credit card or a check will be sent to you.**

### 5. TEXTBOOKS

If you need a book for your course, please call, fax or use the website for MBS DIRECT TEXTBOOKS. If you are ordering a book for your course, please tell MBS you are purchasing a book for a course through the Professional Education Program for Ottawa University when you call or fax or use their website.

- Phone: 800-325-3252 – Monday - Thursday, 7 a.m. - 10 p.m.; Friday, 7 a.m. - 6 p.m.; Saturday, 8 a.m. - 5 p.m.; Sunday, 12 p.m. - 4 p.m. (CENTRAL TIME)
- Fax: 800-499-0143
- Website: [www.mbsdirect.net](http://www.mbsdirect.net)

### 6. TRANSCRIPTS

Your official transcripts will come in the mail six weeks after the start date of your course. If you need another transcript, please request it from the website after the six-week deadline at <http://www.ottawa.edu/transcriptrequest.htm>. Submit your request to Ottawa University; 1001 South Cedar Street, #43; Ottawa, KS 66067; or via fax at 785-229-1007.

## CONTACT INFORMATION

#### MAILING ADDRESS:

Ottawa University's Kansas City Campus  
Professional Education Department  
4370 West 109th Street, Suite 200  
Overland Park, KS 66211

#### PHONE NUMBERS:

913-266-8600  
888-404-6852

#### E-MAIL:

[kcpep@ottawa.edu](mailto:kcpep@ottawa.edu)

#### FAX NUMBER:

913-266-8665

#### Attention:

Professional Education Department

[www.ottawa.edu/index.php/content/view/411](http://www.ottawa.edu/index.php/content/view/411)

## IMPORTANT INFORMATION ABOUT GRADUATE LEVEL COURSES

The ending date listed for each course indicates when ALL assignments must be completed. Grades/transcripts are available six weeks after 1st day of class.

Ottawa University reserves the right to cancel any course that has insufficient enrollment.

If the University cancels a course, a full payment is refunded or transferred to another course in that semester.

Courses offered through Ottawa University's Professional Education Program are designed for the professional and personal development of educators. Credit for successful completion of these courses may be used for salary increment, professional growth or certificate renewal. Applicability toward graduate programs is at the discretion of the receiving institution. Prior approval/acceptance by school districts and/or other post-secondary institutions is the student's responsibility prior to enrollment.

## LOCATION INFORMATION

#### Brooks Middle Magnet School

3802 East 27th North  
Wichita, KS 67220

#### Salina South High School

730 East Magnolia Road  
Salina, KS 67401

#### WIBA Building

445 North Waco  
Wichita, KS 67212

#### USD 259, Joyce Focht Instructional Resource Center

412 South Main  
Wichita, KS 67202

