

ENROLLMENT INFORMATION AND INSTRUCTIONS

1. APPLICATION FEE

A one-time, non-refundable fee of \$15.00 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 \$120.00 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.

The EARLY Enrollment Discount—You will receive a discount of \$10 per semester credit hour for any complete enrollment and full payment for spring courses contained within this catalog if enrollment and full payment is postmarked or received by December 7, 2007.

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

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:

913-451-1431
888-404-6852

E-MAIL:

kcpep@ottawa.edu

FAX NUMBER:

913-266-8665

Attention:
Professional Education Department

<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 6 weeks after the 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

SALINA SOUTH HIGH SCHOOL

(WEST ENTRANCE)
730 East Magnolia Road
Salina, KS 67401

USD 259 JOYCE FOCHT INSTRUCTIONAL RESOURCE CENTER

412 South Main
Wichita, KS 67202

TRUESDELL MIDDLE SCHOOL (ART ROOM)

2464 South Glenn
Wichita, KS 67202

WASHINGTON ELEMENTARY SCHOOL

1600 East 3rd Street
Wichita, KS 67202

WICHITA HYATT CONVENTION CENTER

400 West Waterman
Wichita, KS 67202



Enrollment and Payment Form

Professional Education Program – Spring 2008

Graduate Level Course Offerings

Mail copy to: Ottawa University's Kansas City Campus, 4370 West 109th Street, Suite 200, Overland Park, KS 66211

Please complete all spaces. PLEASE PRINT.

Please check if you are a new student at Ottawa University.

Check if new address or phone number.

Last Name First Name Middle Initial

Home Address Home Phone Number

City State Zip Code Work Phone Number

Student I.D. Number Social Security Number E-mail Address

Advisor

Course Number	Course Name	Location Code	Credit Hours	Start/End Date

Location Code: W=USD 259, Joyce Focht Instructional Center, S=Salina South High School, T=Truesdell Middle School, E=Washington Elementary School, and H=Wichita Hyatt Convention Center

<input type="checkbox"/> Check enclosed: Check # _____ Amount: \$ _____	
<input type="checkbox"/> Credit Card: ___ Visa ___ Master Card ___ Discover ___ Amer. Exp. # _____ Exp. _____	

Tuition per Semester Credit Hour	\$ 120.00
TOTAL Semester Credit Hours	_____
TOTAL Tuition	\$ _____
EARLY ENROLLMENT DISCOUNT	\$ _____
Materials/Bus/Lab Fees*	\$ _____
One-Time Application Fee **	\$ 15.00
GRAND TOTAL	\$ _____

The information listed below is requested for federal reports (optional):

<input type="checkbox"/> Black, non-Hispanic	<input type="checkbox"/> Hispanic
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> White, non-Hispanic
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Female <input type="checkbox"/> Male

* Materials/Bus/Lab fees may vary between courses.

** For students who have not taken an Ottawa University course before.

ORDER BOOKS through MBS Direct – 800-325-3252

I acknowledge my registration in the course(s) above, and I am in agreement with the charges shown. I understand tuition is due at the time of enrollment. I accept responsibility for any balance unpaid by a returned check or credit card. I also accept responsibility for payment of any legal or collection fees assessed on delinquent account balances. I understand a \$25 fee will be charged to my account for a returned check.

Signature _____ Date _____

You must sign this form in order for it to be processed for registration. Please keep a copy of this form for your records.

Office Use Only	Academic Records <input type="checkbox"/>
Amount Due: _____	Date: _____
Authorized Representative: _____	