

*****PARTICIPANT INFORMATION: PLEASE KEEP THIS PAGE FOR YOUR RECORDS*****

The following learning event has been **approved for professional development credit and is available for online credit registration:**

Title: Improved Career Decision Making

IOR: Kathy Holle

Location: Fargo

Date(s): November 15-16, 2011

Credit (s): 1

Grading Option(s): S/U

Project Number: 12.0105

(Please refer to this number when contacting the university with any changes or updates to your course):

Credit Registration Timeframe

Open: September 22, 2011; Closed: November 23, 2011 (Final day to register for credit).

Event Information and Online Credit Registration

DIRECT LINK: <http://educators.und.edu/workshop/?id=IMPRVD.CAREER.DEC.MAKG>

INFORMATION CONCERNING LATE Credit Registration FEES:

*To avoid any late fees, please complete your credit registration **within the time frame stated above.** Failure to do so will result in a late fee of \$25, along with your original credit fee.*

Payment:

- Credit registrations are not complete until payment is received.
- Payment options include: Online (credit card); Mail Check to UND (address provided); and Third Party Payment (used only when the sponsoring school or agency is paying for the credit fee. Please get the *name of the contact person and billing address* from your instructor.)
- When mailing a check to UND, do so immediately after going online to register.
- Payment must be received within two weeks from the time you submit your online credit registration, or your credit registration will be canceled.

Grades:

- You will receive an email confirmation of your course completion and instructions for ordering transcripts *after UND receives the grade report* from the instructor. **Contact your instructor** concerning your grade if you have not received your course completion confirmation from UND within 2- 3 weeks of the end of course date.
- All grades for professional development credits are recorded on official transcripts at the University of North Dakota as continuing education credit. It takes approximately 3-4 weeks from your end of course date for grades to be posted on transcripts, provided registrations and grades are received according to posted due dates.

Viewing Unofficial Transcripts and Ordering Transcripts:

For full instructions, go to: <http://educators.und.edu/transcripts/>

QUESTIONS???

For questions regarding your credit registration, please email or use the toll free number listed at the top of this page and ask for a Student Records representative in Continuing Education. *Thanks for your business!*