

Welcome,

I look forward to working with all of you as you learn how to manage your classroom. Please read this entire document carefully. Once you have registered for the class through VATIE you must register with James Madison University to receive your college credits.

Below are instructions on how to fill out the application:

Go to <https://www.applyweb.com/jmundsem/> Click on “Non-Degree Seeking Student Academy Application” The registration code is VATIE17
Click on “Next Page” The students will enter the class code - EXED 440 OP01 #52067
Admit term is Summer 2017

IMPORTANT DATES & DEADLINES - PLEASE RELAY THIS INFORMATION TO YOUR STUDENTS

DO NOT PAY ANTHING TO JAMES MADISON UNIVERSITY. All funds are paid to VATIE when registering for the class. VATIE will pay all fees to James Madison University!

The last day to add this class to receive college credit is 7/24/2017. The last day to drop this course with no penalties is 7/24/2017. Withdrawing from this class after this date until 7/26/2017 will result in a “W” grade on the student's transcript & tuition charges will apply. Withdrawing after 7/26/2017 will result in tuition charges & the student will receive the grade earned from the instructor. To drop a course or withdraw from a course the student MUST email Theresa Jennings (jennintl@jmu.edu) with the request. Failure to follow JMU's add/drop & withdrawal deadlines will result in tuition charges.

In order to be eligible for college credit, students MUST submit your application to JMU by the add deadline of 7/24/2017. Outreach & Engagement will enroll students in their class for college credit. **Students DO NOT need to enroll in this class through MyMadison.** As soon as you are enrolled you will be sent a confirmation to the email address listed on your application.

Please let me know if you have any other questions.

Thank you!

Sid

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