

## GRADUATE REGISTRATION PROCEDURES

### SPRING 2011

On-line registration for the spring semester begins the week of **November 8 - 12, 2010**, through the WebServices program, accessible at: <http://blackboard.vsc.edu>  
Registration is open to non-degree seeking students on November 15. Independent Study and Directed Field Study contracts should be approved and on file in the Graduate Office by the beginning of the spring semester.

If an alternative funding source (school district, employer, vocational rehabilitation, etc.) will be paying for your course(s), you must submit a letter or purchase order from the source indicating exactly what will be covered. If your alternative funding source covers only tuition, you are responsible for paying fees (registration and/or course fees). If you are unsure of what will be paid for by your source, please confirm with them prior to registering. Listed below are the tuition rate for spring 2011.

Non-degree seeking (graduate continuing education) students need to complete a paper registration form for the upcoming semester. Please contact the Graduate Office at 802-635-1244 or 800-635-2356 to request a spring 2011 registration form.

**Payment in full, or deferred payment forms must be received in the JSC Business Office within 15 days of registration. Please look for your student account status at the following site: [https://sycamore.vsc.edu/C21736\\_tsa/web/login.jsp](https://sycamore.vsc.edu/C21736_tsa/web/login.jsp)**

#### 2011 TUITION RATES

**In-State:**

Tuition = \$437.00 per credit

*Total Cost for a Three-Credit Course= \$1311.00*

**Out-of-State:**

Tuition = \$943.00 per credit

*Total Cost for a Three-Credit Course= \$2829.00*

*A \$50.00 Registration Fee is charged for non-matriculated students.*

#### **Deadline for I.S. and D.F.S. Contracts**

Contracts for Independent Studies and Directed Field Studies must be approved no later than **January 28, 2011** in order to take place during the intended semester. Please plan accordingly.

### **Application for Degree**

If you are completing your degree by the end of the spring 2011 semester, you must submit an Application for Degree no later than **December 1, 2010**. These forms are available at the Registrar's Office or on-line, and your student account will be charged a processing fee when the form is filed. If you would prefer to complete this process through the mail, please call and request an application for degree form be mailed to you.

### **Comprehensive Examination**

Any student planning to take the comprehensive examination in spring 2011 must register at the Graduate Office by **February 15, 2011**.

### **Directed Field Study/Independent Study**

If you are registering for a Directed Field Study (EDU 6080) or an Independent Study (CSL 6910/EDU 5910), you are required to submit an approved contract (signed by the cooperating faculty member, the department's graduate coordinator, and the Academic Dean). Please call the Graduate Office to request the appropriate form. Registration for EDU 6080 or CSL 6910/EDU 5910 will only be processed with an approved contract, received by the specified deadline.

### **Parking Permit/Student Identification Cards**

Students must have parking permits on their vehicles. Request forms are available at the College Public Safety Office in the Dewey Building. Please fill out the form, provide a copy of your vehicle registration form and the required \$50 fee, and a parking permit will be issued.

Student Identification Cards can also be obtained through the Public Safety Office. The Student ID Card will be required for borrowing books from the library, purchasing meals, and admittance to the on-campus theater and gymnasium.

### **Health and Accident Insurance**

Health Insurance is mandatory for all full-time undergraduate and graduate students not otherwise covered. A student (or his/her parents in the case of minors) must present written proof certifying that he/she is covered by insurance to be exempted from the College insurance. The appropriate forms may be obtained from the Business Office and must be submitted before the first day of classes.

### **Regulations for Measles Immunization**

In the past, Vermont School Immunization Regulations have applied only to elementary and secondary schools. Due to outbreaks of measles on college campuses, Vermont regulations have been revised to include college students as well.

If you are a graduate student taking **5 or more credits on-campus** and were **born after 1956**, you must show proof that you have received two doses of live measles vaccine, the first dose being received on or after the first birthday with at least 30 days separating the doses. Any doses given before 1968 must have been documented as having been "live" vaccine. One of the doses must have been after 1980. If you have any questions, please call Extension 1265.

## **GRADUATE ACADEMIC CALENDAR**

### **SPRING SEMESTER 2011**

Monday	January	17	-	CLASSES BEGIN
Monday-Friday	February	21-25	-	WINTER BREAK
Monday	February	28	-	CLASSES RESUME
Monday-Friday	April	4-8	-	SPRING BREAK
Monday	April	11	-	CLASSES RESUME
Friday	May	6	-	LAST DAY OF CLASSES
Monday-Thurs.	May	9-13	-	FINAL EXAMS
Friday	May	13	-	END OF SEMESTER.
Saturday	May	14	-	COMMENCEMENT