

GENERAL INFORMATION

Credits:

- **Graduate Credit** (HCE/HRD/SED) may be applied to USM graduate degree programs, according to program policy.
- **Inservice Graduate Credit** (EPA/EPB/EPC/EPS) meets graduate academic standards and is applicable to graduate degree programs as electives with prior approval of the program.
- **Undergraduate Credit** (EDU) may be applied to USM undergraduate degree programs, according to program policy.
- **Continuing Education Units** (EDIS) are used to verify professional development contact hours.

Tuition/Fees:

See registration form or visit www.usm.maine.edu/summer/geninfo/tuition. The University reserves the right to adjust tuition to respond to changing costs, state and/or federal legislative action and other matters. USM reserves the right to cancel courses due to low enrollment. Student cancellations received prior to the start of the first class: full refund; after first class: refund according to USM policy.

Course Information:

For additional information about taking courses at USM, course texts, computer/email access, campus housing, directions to campus locations and other information, visit: www.usm.maine.edu/pdc/courseinformation.htm

Public School Added Days (Snow)

If school days are added beyond the normal end of the year, it is possible that some June PDC courses will begin at a later date. Please check the PDC website (www.usm.maine.edu/pdc/summer.htm) for updated information on start of courses.

Email Communication Policy

In order to meet the academic and administrative needs of the University community, the University of Southern Maine has established email as an official and primary means of communication to all of its students, accepted and/or enrolled. The complete Email Communication Policy can be found online at www.usm.maine.edu/doit.

Affirmative Action Policy

Please indicate if you need special services, assistance or accommodations to fully participate in this program by contacting the Professional Development Center at (207) 780-5326 or TT (teletex/TDD) (207) 780-5646. Requests for reasonable accommodations must be received 48 hours in advance. USM does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status and shall comply with Section 504 and Title IX, and the ADA in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Discrimination inquiries can be directed to Kathleen Roberts, 780-5094, TDD 780-4395, or to the Office of Civil Rights (617) 223-9692.

Campus Crime Statistics Acts

In accordance with the Clery Act of 1998, USM publishes the Safety and Security Report, the report includes three years of statistics regarding crime (on campus, on adjacent public property, and in University owned campus buildings) and campus policies on alcohol and drug use, crime prevention, the reporting of crimes and sexual assaults. The report is available online at www.usm.maine.edu/police/safetyreport.htm or by calling the Office of Community Standards at (207) 780-5242 for a paper copy.

REGISTRATION PROCEDURES

Registration for courses begins Monday, April 6, 2009. Students may register by phone, fax, or in person on the Portland, Gorham, and Lewiston-Auburn campuses, or at one of the off-campus sites in Brunswick or Saco.

NOTE: CEU course registration at PDC only.

Professional Development Center
University of Southern Maine
37 College Avenue, 8 Bailey Hall, Gorham, ME 04038

Office Hours: Monday-Friday; 8:00 am - 4:30 pm
Telephone: (207) 780-5055 or (207) 780-5054
Fax: (207) 780-5358

Courses Offered via Distance Technology

Video Conferencing (VC) courses are delivered via two-way video and two-way audio. Students at each VC location can see and hear the instructor and each other over this voice-activated system. Video Conferencing courses are available at all seven campuses of the University of Maine System, and at eleven University College locations. Students may register at any UMS location. For location contact information, please call 1-800-868-7000 or visit: www.learn.maine.edu

Online courses are delivered over the computer, and may be taken at any location having Internet access, including a student's home. Instructions for accessing online delivery will be provided. Students may register at any UMS location. For location contact information, please call 1-800-868-7000 or visit: www.learn.maine.edu

Blended courses are delivered over the computer, and may be taken at any location having Internet access, including a student's home. Instructions for accessing online delivery will be provided. These courses also have face-to-face sessions that require the student to attend class at a specific location.

Courses Requiring Special Registration

Several designated offerings (SR) require special registration procedures. Registration information can be obtained by contacting the Professional Development Center: **TEL:** (207) 780-5326 or by visiting us on the **WEB:** www.usm.maine.edu/pdc/summer.htm

Method of Payment: Check, purchase order, or credit card (Visa, MasterCard, Discover) are accepted. Make payable to "University of Southern Maine." Payment is due at time of registration.

Registration Confirmation: To verify course registration visit: www.usm.maine.edu/pdc/registration.htm.

SUMMER 2009 REGISTRATION FORM

Name _____ Social Security # _____ / _____ / _____
 Home Address _____ Telephone _____
 City _____ State _____ Zip Code _____
 Email _____ Birthdate _____ / _____ / _____ Male Female

COURSE INFORMATION

CLASS # <small>(leave blank for CEU courses)</small>	Prefix <small>(EDIS/EDU/EPA/EPB/EPC/EPS/HCE/HRD/SED)</small>	Number <small>(number after prefix)</small>	# of Credits <small>(leave blank for CEU courses)</small>

ACADEMIC CREDIT COURSES: TUITION AND FEES

<u>TUITION</u>	<u>AMOUNT</u>	<u>TOTALS</u>
Graduate (Maine Resident)	<input type="checkbox"/> \$327.00 x _____ Number of Credits =	\$ _____
Graduate (Non-Resident)	<input type="checkbox"/> \$929.00 x _____ Number of Credits =	\$ _____
Undergraduate (Maine Resident)	<input type="checkbox"/> \$218.00 x _____ Number of Credits =	\$ _____
Undergraduate (Non-Resident)	<input type="checkbox"/> \$602.00 x _____ Number of Credits =	\$ _____
 <u>MANDATORY FEES</u>		
Unified Fee	<input type="checkbox"/> \$24.00 x _____ Number of Credits =	\$ _____
Transportation Fee (Portland/Gorham)	<input type="checkbox"/> \$35.00 (0.5 - 5.5 Credits) or <input type="checkbox"/> \$50.00 (6.0-11.5 Credits)	\$ _____
Transportation Fee (Lewiston Campus)	<input type="checkbox"/> \$3.00 x _____ Number of Credits =	\$ _____
Summer Administrative Fee	<input type="checkbox"/> \$35.00/Per Semester	\$35.00
Non-Matriculated Student Fee (Graduate Credit Course Only)	<input type="checkbox"/> \$20.00/Per Semester	\$ _____
Online Course Fee (Online Courses Only)	<input type="checkbox"/> \$25.00 x _____ Number of Online Credits	\$ _____
TOTAL		\$ _____

CEU CREDIT COURSES: TUITION

<u>COURSE</u>	<u>TUITION</u>	<u>TOTALS</u>
EDIS 943 Addressing the Needs of Exceptional Students in the Regular Classroom	<input type="checkbox"/> \$375.00	\$ _____
EDIS 972 Improving Writing through the Six Trait Model	<input type="checkbox"/> \$295.00	\$ _____
EDIS 1590 StarDome Astronomy for the Middle School Classroom	<input type="checkbox"/> \$295.00	\$ _____
TOTAL		\$ _____

METHOD OF PAYMENT

- Check Enclosed** (make check payable to: University of Southern Maine)
- Purchase Order** Purchase Order Number _____ Agency _____
 Agency Address _____ City _____ State _____ Zip _____
- Credit Card** (circle one): Visa, MasterCard, Discover Expiration Date _____ / _____ Security Code (3 Digit Number) _____
 Card Number _____ / _____ / _____ Signature _____