



TEACHER EDUCATION
I N S T I T U T E

Registration Form Instructions: The College of Saint Rose

Below is the registration form for The College of Saint Rose. Please follow these guidelines to ensure that your form is complete.

You must fill out a separate form for each course you take for graduate credit. Each field must be completed for your form to be processed except for the CRN, course section, instructor, and ethnicity.

Once you have completed the form, please send it to Teacher Education Institute via one of the following methods:

Mail: 114 W. First Street, Unit 208, Sanford, FL 32771

Fax: (407) 536-6000, attn: Registrar

Email: registrar@teachereducation.com

Text a photo: (800) 331-2208

Do NOT send the form to the college directly. TEI collects the forms for each class and submits them to The College of Saint Rose once the class has started.

The form must be received no later than 10 days after the start of your class. If you have questions about this process, please contact us.

****Students taking face-to-face classes will be given this form during class so there is no need to fill it out ahead of time****

The College of Saint Rose

Distance Delivery Program Registration Form – TEI

PRINT CLEARLY--All sections MUST be completed in order to be registered

(Check one)

Last name

First name

M.I.

Street Address

Apt #

SS# _____

City

State

Zip code

Home phone

Work phone

Date of birth

Ethnicity
(see back)

Course prefix

Course number

Course section

Credits

CRN

Instructor _____

Title & dates _____ **Signature*** _____

Institution from which Bachelor's degree was earned _____ Year _____

Highest degree earned, if applicable _____ Institution _____ Year _____

*Your signature confirms acceptance of terms detailed below. Tear off and keep section below for your records.



Important Academic Policies

Keep this information. You are responsible for the rules and policies specified on this sheet.

Registration Issues

Graduate students taking courses for College of Saint Rose credit are limited to a maximum of 12 credit hours during the summer and 15 credit hours for each of the fall and spring semesters.

Registration

The following students will not be registered with the College of Saint Rose:

1. A student who does not have a Bachelor's degree.
2. A student who doesn't *completely* fill out the registration form (including degree earned information and signature).

Withdrawal from a course

A student who wishes to withdraw from a course should follow the policies set by TEI. Once a student has been registered with The College of Saint Rose, withdrawal will result in a 'W' on the transcript. The add-drop period has already passed once The College of Saint Rose receives registration forms from TEI, since this is usually at least one week after the beginning of the class.

Grades

- The College of Saint Rose may not at any time give out grade information over the phone.
- Instructors have 10 days after the class ends to submit grades.

Incomplete Grades

An 'I' grade becomes a 'W' if a grade has not been received by The College of Saint Rose within six months after the last day of the semester of course attendance. There are no exceptions to this rule! Grades must be signed and submitted to The College of Saint Rose by your instructor. You, the student, are held fully accountable for keeping track of deadlines, for maintaining contact with your instructor, and making sure the grade is submitted on time. If you take an 'I' grade, make sure you have contact information for your instructor before class ends.

Grade Changes

Grade changes may occur in the following circumstances only:

1. When an error in the original calculation was made
2. When a clerical error has been made
3. When the change is the result of an Academic Grievance procedure
4. When the change is the result of academic dishonesty

Grade changes must be submitted on the Change of Grade form and signed by the instructor. The College of Saint Rose cannot accept verbal notice of a grade change. All grade changes are subject to approval by the Dean of the School of Education.

Grade Report Mailers

Individual student Grade Reports will be produced and mailed every week, except at the end of each semester. Timing is affected by instructors' submission of grades.

Academic Grievance Procedure

Academic Grievance procedures, plagiarism policy, and our grading system are outlined on our website, www.strose.edu. A link to our Graduate Catalog can also be found on our website.