



**Guidelines for enrolling in academic units:**

- Once you have acquired 15 or more credits (15 hours = 1 credit), you will need to register and pay for your course at <https://webadvisor.simpsonu.org> and select the heading “Specialized Courses”. You will register for CEU 5201- 01 indicating 1 credit, CEU 5201-02 indicating 2 credits etc. If you do not see the course listed for the number of credits you are requesting, please call our office at 530-226-4113 for assistance. For each credit you register for you will be charged \$55.00.
- Hours submitted must be within a one-year (or less) timeframe from start to finish and submitted **immediately** for credit to avoid having your hours expire. Hours more than one-year old are not acceptable for credits. For this three semester period, **forms must be submitted by August 15, 2014 to be included on transcript by August 31, 2014.**
- Simpson University does not keep track of hours in excess of 15-hour increments; Please keep copies of your submissions.

**Course Description:** This course integrates curriculum reform with teaching strategies in a variety of subject matter areas. The purpose of this course is to assist educators in developing comprehensive teaching plans and actions that are standards-based. This is an umbrella course used to enroll educators who attend various workshops or conferences throughout the year.

**Verification of Hours:** Maintain the above attendance form with dates, hours of participation and facilitator’s signature and email contact. When you are ready to enroll and submit, sign the form verifying that the information is true and accurate.

**Grades:** Upon receipt of your verification form, if you have registered, you will be given a grade of Pass (P). Transcripts can be requested from our website at [www.simpsonu.edu](http://www.simpsonu.edu) under the “Resources” tab.