

**\*\*\*PARTICIPANT INFORMATION: PLEASE KEEP THIS PAGE FOR YOUR RECORDS\*\*\***

The following learning event has been **approved for professional development credit and is available for online credit registration:**

Title: Effective Online Research

IOR: Al Peterson

Location: Bismarck

Date(s): June 14-15, 2012

Credit (s): 1

Grading Option(s): S/U or Letter

Project Number: 12.0174

\*Please refer to this number when contacting the university with any changes or updates to your course.

**Credit Registration Timeframe**

Open: April 2, 2012 ; ~ Closed: June 15, 2012 - (Final day to register for credit).

**Credit Registration Link:** <http://educators.und.edu/workshop/?id=EFFCTV.ONL.RESEARCH>

\*\*\*Please review all the information in the credit registration link. Please contact Professional Development for Educators to request corrections.\*\*\*

**INFORMATION CONCERNING LATE Credit Registration FEES:**

*To avoid any late fees, please complete your credit registration **within the time frame stated above.** Failure to do so will result in a late fee of \$25, along with your original credit fee.*

**Payment:**

- Credit registrations are not complete until payment is received.
- Payment options include: Online (credit card); Mail Check to UND (address provided); and Third Party Payment (used only when the sponsoring school or agency is paying for the credit fee. Please get the *name of the contact person and billing address* from your instructor.)
- When mailing a check to UND, do so immediately after going online to register.
- Payment must be received within two weeks from the time you submit your online credit registration, or your credit registration will be canceled.

**Grades:**

- You will receive an email confirmation of your course completion and instructions for ordering transcripts *after UND receives the grade report* from the instructor. **Contact your instructor** concerning your grade if you have not received your course completion confirmation from UND within 2- 3 weeks of the end of course date.
- All grades for professional development credits are recorded on official transcripts at the University of North Dakota as continuing education credit. It takes approximately 3-4 weeks from your end of course date for grades to be posted on transcripts, provided registrations and grades are received according to posted due dates.

**Viewing Unofficial Transcripts and Ordering Transcripts:**

For full instructions, go to: <http://educators.und.edu/transcripts/>

**QUESTIONS???**

**For questions regarding your credit registration**, please email or use the toll free number listed at the top of this page and ask for a Student Records representative in Continuing Education. *Thanks for your business!*