**

*Dear Educators,*

*If you are interested in receiving graduate credit from Friends University for your workshop attendance and assignment completion, please take note of the following information:*

1. Kansas Excellence in Math and Science Teaching 2018

*CRN 30236*

*EDUC 5547-01*

*Term: Summer 2018 (transcript will show summer 2018 term)*

*Credit Offered: 1 graduate credit*

*Grade Levels: K-12*

***Amount Due to Friends University: $85.00***

*Instructor of Assignment for Credit:* Lisa Lajoie-Smith

*Date Offered: 06/18/2018 - 06/19/2018* (if you enroll **AFTER** the start date, enter your current date and leave the end date blank-enrollment will close on 06/27/2018) You must complete an **Application for Graduate Workshop Attendance** AND a **Registration/Payment** form online, so please plan ahead (see details below-can take 2-3 days, if you are a new student).

Time: 8:00 AM - 4:00 PM

Location: Newman University

3100 McCormick St., Wichita, KS 67213

Description: **This conference is designed for educators seeking professional development on current math and science practices and improving instructional practices. Participants will have a chance to focus on math teaching practices of “Facilitation of Meaningful Mathematical Discourse” and “Implementation of Rich Mathematical Tasks.” Participants will also have a chance to network with other educators on best practices and instructional strategies on how to develop students’ reasoning and problem solving abilities while investigating tasks that will center on number and operation sense in the K-2 grade band and fraction sense and fraction operations in the 3-5 grand band. Using what we know about the brain and the importance of academic discourse, we will engage in various discourse structures through our time together as we explore high quality tasks in Geometry, and Expressions and Equations. We will keep you actively engaged not only in tasks that you can take back to your classroom, but also in great conversation tools that you can use to help students retain the information! You will leave with ideas, tools, and a supportive learning community. The conference will be held at Newman University, 3100 McCormick St., Wichita, KS 67213.Full attendance of conference required for graduate credit follow-up assignment.**

**For course information, contact Lisa at**

**lisa\_lajoiesmith@friends.edu.**

Learning Forward Standards: 3, 7

KEPPS Standards: 4, 5, 8, 10

Book: N/A

Materials Fee: N/A

Supplies: N/A

Pre-requisites: N/A

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**Enrollment Procedures:**

*All applications, enrollments & payments may now occur online! Please go to* [*www.friends.edu/edworkshops*](http://www.friends.edu/edworkshops) *and carefully review the provided information. We recommend that you use the* ***Firefox or Google Chrome*** *browser for complete webpage functionality.*

*In order to ensure success, please read the information options below. If you have questions regarding procedures, call Graduate Workshops at 316-295-5516 for assistance. We are happy to help!*

***5 Minute Application Procedure-Required for Each Term You Plan to Enroll:***

***Step One-Everyone***

*If you are interested in taking an offering for credit, go to* [*www.friends.edu/edworkshops*](http://www.friends.edu/edworkshops) *and complete the* ***Electronic Paper Application for Graduate Workshop Attendance.*** *The* ***Electronic Paper Application for Graduate Workshop Attendance*** *form simply requires you to open, complete and submit. Once you have completed an application, please see instructions below. An application must be submitted for each term (spring, summer, fall) you plan to take a workshop in order to activate your account so you may enroll. You only need to do this once during a term!*

***Login Information:***

***Step Two-First Time Students Only***

*For first time students only, two to three business days after submitting your* ***Application****, you will receive an email from the Friends University Help Desk, providing a user identification number (student ID-N00) and pin number (password). This information will allow you to enroll and access all accounts such as email, Moodle, and Self-Service Banner (SSB).* ***If you do not receive an email from Help Desk within 2-3 business days, please contact them directly for your information at 316-295-5767.*** *Only first time students, who have never enrolled in a Friends class previously, will receive this informational email.*

***Step Two-Returning Students***

*For returning students, please wait 1 business day after submitting an* ***Application****, so that your account may be refreshed and activated. After 1 business day, you may enter your* ***Self Service Banner*** *account (located at* [*www.friends.edu/edworkshops*](http://www.friends.edu/edworkshops)*) to enroll and make payment. You will not receive an informational email, as it may have been provided in the past and is confidential. If you cannot recall your ID number or password, please call the Help Desk at* ***316-295-5767*** *(or email at helpdesk@friends.edu) for assistance.*

*Reminder-You just need to submit an application once per term you are attending, not for each class*

***Step Three-ALL***

***Enrollment and Payment Instructions:***

*You may enroll 24/7 at your convenience! If you would like assistance, you may call us during business hours at 316-295-5516. We will assist while you are in front of your computer!*

Enrollment Procedures for Workshops through Self Service Banner

1. Go to the Friends Teacher Education Workshops web page, www.friends.edu/edworkshops and “hover” over Students located at the top of the page for your account menu that includes Email, Moodle and Self Service Banner (SSB). Click on Self-Service Banner.
2. Click on ENTER SECURE AREA and log in with your credentials (User ID-N00 number and pin password) Forgot? Call Help Desk at 316-295-5767 during business hours.
3. Once logged in choose the STUDENT option, from main menu.
4. Click REGISTRATION
5. Click ADD or DROP CLASSES
6. From the drop-down menu, choose the semester and year for which you will be registering and Submit.
7. You will see a Financial Responsibility Agreement that you will want to read and then click on the box next to Electronic Signature to electronically agree to the above.
   * If you are asked to enter an alternate pin and are not in a degree program, try 123456, or call Graduate Workshops at 316-295-5516 to troubleshoot.
8. Enter the CRN(s) for the class(es) you want to register. You may enter as many CRN numbers as you would like at this screen. SUBMIT CHANGES
9. Enter only the start date for each workshop for which you are registered- date(s) found in Workshop Schedule Book. Do not enter end dates! SUBMIT CHANGES
   * Featured workshops allow 10 days enrollment from start date as mentioned in course descriptions. Please enter the current date within this window when registering if the start date has passed.
10. Congratulations! You are now registered in the workshop(s). Your view should show “web registered.” Now continue for payment.

Payment Procedures for Workshops through Self Service Banner

1. Now click on STUDENT located below the red banner at the top left side of the screen.
2. Click on STUDENT ACCOUNTS, then select VIEW AND PAY STATEMENT
   * + If you do not see a balance, this is ok! The system takes 24 hours to process the information. You may still proceed with payment if you know the payment amount. Simply manually enter the amount you wish to attach to your account. Otherwise, wait 24 hours and your full amount will display here.
3. Under “Your Account” select CLICK HERE TO MAKE A PAYMENT
4. Enter the amount you wish to pay (note that the full payment is due prior to opening workshop date. Please see the provided Payment policy located in the brochure)
5. Enter a description of your payment (i.e Graduate Workshop Payment)
6. Click on ADD TO SHOPPING CART. Click CHECKOUT
7. Enter your information and CONTINUE CHECKOUT. This will let you review your final order before submitting. This is where you will enter an email address for a receipt to be emailed to you for your records. Click CONTINUE CHECKOUT.
8. Review your payment information; click SUBMIT PAYMENT.
9. Congratulations! You have now paid for your Graduate Workshop(s).

For any questions about registration or your Self-Service Banner, please contact Graduate Workshops at 316-295-5516 or email us at [educationworkshop@friends.edu](mailto:educationworkshop@friends.edu). If you have any payment questions please contact Susie Bolinger 316-295-5912 or email [bolinger@friends.edu](mailto:bolinger@friends.edu). Students can also call the cashier at 316-295-5865 to make a payment. You will need your Student ID#, the CRN(s), and the amount you will be paying.

Friends University Spring & Fall Business Hours Cashier Spring & Fall Business Hours

Monday-Friday 8:00 a.m. – 5:00 p.m. Monday-Friday 9:00 a.m. – 5:00 p.m.

Friends University Summer Business Hours Cashier Summer Business Hours

Monday-Thursday 8:00 a.m. – 5:00 p.m. Monday-Thursday 9:00 a.m. – 5:00 p.m.

Friday 8:00 a.m. – 12:00 p.m. Friday 9:00 a.m. – 12:00 p.m.

*For remaining questions regarding workshops, don’t hesitate to call Graduate Workshops at 316-295-5516 during regular business hours or email* [*educationworkshop@friends.edu*](mailto:educationworkshop@friends.edu)*.*

**Helpful Information:**

Full service **Help Desk** hours:

Monday – Thursday 8:00 am – 6:00 pm

Friday 8:00 am – 5:00 pm

Limited after-hours support Help Desk hours (this ***does not include*** assistance with Self-Service Banner, but **password** resets can be performed):

Monday – Thursday 6:00 pm – 10:00 pm

Saturday 8:00 am – 5:00 pm

Sunday 1:00 pm – 5:00 pm

Graduate Teacher Education Workshops **Quick Links**

View our teacher education webpage for quick links to maps, facebook, transcripts, policies, etc.

Need help? Please call us at 316-295-5516.

*Sincerely,*

*Graduate Workshops Staff*

*Friends University*

*2100 W. University Ave.*

*Wichita, KS 67213*