

Summer Quarter 2010 Classes Only  
**Registration Form for S-TESL Classes**

2009/10 Academic Year www.SCHOOLOFTESL.com

\*\*\*\* S-TESL OFFICE USE ONLY: S.U. CERT SEEKING STATUS \*\*\*\*\*  
Cert:  Adv Cert:  Dep: \_\_\_\_\_ PIF: \_\_\_\_\_ QC: \_\_\_\_\_ LS: \_\_\_\_\_  
3rd party billing? Who? \_\_\_\_\_ Batch # \_\_\_\_\_

▪ ALL STUDENTS MUST COMPLETE ENTIRE FORM AND SUBMIT WITH APPROPRIATE PAYMENT. ▪ INCOMPLETE FORMS WILL BE RETURNED. ▪ ALL REGISTRATION IS ON A FIRST-COME, FIRST-SERVED BASIS.

**ALL IN-PERSON REGISTRATION (INCLUDING DROP-OFF REGISTRATION) REQUIRES AN APPOINTMENT. CALL 206-781-8607 TO SCHEDULE.**

**SECTION A: ADVISING**

1-6 must be completed.

- 1.  Yes  No Have you been advised by S-TESL for this course? Note: **Advising is required prior to registration.** If you answered 'NO', call the office for advising **before** proceeding.
- 2.  Yes  No Are you taking S-TESL classes for your Washington State ELL Endorsement?
- 3.  Yes  No Are you currently studying in a Seattle University Master's or Post Master's Program? If **YES**, indicate which program: \_\_\_\_\_
- 4.  Yes  No Are you using Seattle University financial aid for S-TESL classes? If **YES**, you must first contact Kim Darcy, Admission Director: hasegawa@seattleu.edu **before** proceeding.
- 5.  Yes  No Are you an international student currently on **OR** needing a Seattle University I-20? If **YES**, you must first contact Kim Darcy at: hasegawa@seattleu.edu **before** proceeding.
- 6. **Prior to any registration, all students, including continuing students, must call (206-781-8607) or email the office first (STESLinfo@seattleu.edu) just prior to registering to declare intent, confirm space availability and that specific class and format requirements are met. Have you called or emailed the S-TESL office?**  Yes  No **Continue to Section B**

**SECTION B: STUDENT INFORMATION**

1 -10 must be completed.

**Note to new S-TESL students:** You will be assigned an SU ID# during your first quarter of study. Continuing students will be **required** to use either a SSN or SU ID# for subsequent registrations. This number will be located on the grade report which will be mailed to you by Seattle University at the end of the quarter. You can also call the SU registrar's office (206-296-2000) at the end of the quarter to obtain your SU ID#.

- 1. Name: \_\_\_\_\_  
(Legal Last Name) (Legal First Name) (Legal Middle Name)
- 2. Permanent mailing address: *This will be your official address on record at Seattle University.*  
Street and Number: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ (Day Ph: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_) (Evening/Cell Ph: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_)
- 3. Email Address (print very clearly): \_\_\_\_\_@\_\_\_\_\_  
Note for online students: **This cannot be a Hotmail account. Hotmail is not compatible with our online platform.**
- 4. Birth Date: Mo: \_\_\_\_\_ Day: \_\_\_\_\_ Yr: \_\_\_\_\_ 5. Have you previously taken classes at S-TESL or Seattle University?  No  Yes Dates: \_\_\_\_\_
- 6. Social Security Number: \_\_\_\_\_ OR Seattle University ID # (see below) \_\_\_\_\_  
**S-TESL does not have access to your SU ID#.** If you have misplaced your SU ID#, you must call the SU registrar's office at 206-296-2000 to obtain this information. All students who have previously studied at S-TESL or Seattle University have been assigned an ID#. Continuing students may use their SU ID# in lieu of their SSN, but we are required to ask for your SSN to meet federal and state training regulations.
- 7. Have you ever been convicted of a felony?  No  Yes
- 8. How has the English language requirement been met? **Please check one:**  TOEFL  Native English Speaker  Director's Writing Sample Approval  English Speaking University
- 9. Do you have at least a bachelor's degree from a regionally-accredited college or university?  No  Yes **School's Name:** \_\_\_\_\_ **Yr. graduated:** \_\_\_\_\_  
*(official transcripts proving completion of at least a bachelor's degree from a regionally-accredited college or university are required at the time of certificate application only)*
- 10. Is there someone we can thank for your enrollment with the School of Teaching ESL? \_\_\_\_\_

**SECTION C: COURSE SELECTION**

See www.SCHOOLOFTESL.com for specific course dates. Formats may be combined.

**Evening Classes**

3 credits each. Full tuition payment and materials fee due upon registration. (see Section "E" on opposite page)

EPDES: \_\_\_\_\_ Quarter/Year \_\_\_\_\_  Seattle  Eastside  
EPDES: \_\_\_\_\_ Quarter/Year \_\_\_\_\_  Seattle  Eastside

**Online Classes**

3 credits each (except EPDES 946) Full tuition payment and platform fee due upon registration. (see Section "E" on opposite page)

EPDES:  930  931  932  933  934  935  936  937  938  939  940  944  945  960  961  946 -one credit (\$233 + \$50 online fee)

**Day Intensive Classes**

3 - 12 credits each (for payment information, see Section "E" on opposite page)

**Is Intensive Right for Me?**

*When considering any intensive format, thinking about the following statements may help you determine if this format suits you.*

**Initial below that you meet these requirements:**

I am...

- in good mental and physical health.
- able to work effectively in group situations.
- able to meet or communicate with classmates after class hours as needed.
- able to attend evening observations as required.
- able to commit to the full (one week, two week, or four week) schedule, which requires being in class from 9:00 am -3:00pm Monday-Friday
- able to remain calm under pressure and handle stressful situations in a professional manner.
- able to handle a fast-paced environment.

I have...

- good organizational skills (including time management).
- the support of my family and/or friends.
- basic computer skills (word processing, email, and internet) and daily access to a computer and printer for writing and printing assignments. (computers/printers not available at S-TESL)
- daily access to telephone, internet, and email as needed to communicate with the school, instructor and classmates.

I understand that...

- I cannot be working, or taking any other classes, during the time I intend to study in an intensive class
- there are from three to six hours of required homework each day (including weekends).
- there are many working lunches which require me to come to class prepared for the day and that require me to stay on-site during lunch.
- there is weekend homework, some of which may require group-work.
- there are pre-class assignments due the first day of intensive classes. I understand that I must be able to purchase my textbooks and course packets (as needed) at S-TESL prior to class. In addition, the one and two week intensives may require homework the weekend after class.



**•4-Week Intensive:** Start Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (12 cr.)

**•2-week Intensive:**  930/932: (July 19<sup>th</sup> -30<sup>th</sup>) 6 cr. **This class requires a full two week commitment and each course may not be taken separately.**

**•1-week Intensive:**  931 (Aug 2<sup>nd</sup> -6<sup>th</sup>)  933 (Aug 9<sup>th</sup> -13<sup>th</sup>)  936 (Aug 9<sup>th</sup> -13<sup>th</sup>)  935 (Aug 16<sup>th</sup> -20<sup>th</sup>) 3 cr. each. **EPDES 930 is a pre-requisite. Classes may be taken separately.**

(OVER)

SECTION D: SCHOOL OF TEACHING ESL POLICIES (YOU ARE ENCOURAGED TO CALL THE OFFICE IF YOU HAVE QUESTIONS OR NEED CLARIFICATION REGARDING POLICIES)

Initial, indicating that you have read and understood these policies.

Disability Statement

If you have, or think you may have, a disability (including an "invisible disability" such as a learning disability), a chronic health condition or a mental health condition that limits your learning or major life activities...

The School of Teaching ESL Non-Discrimination Statement

The School of Teaching ESL does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran...

Other Requirements

Applicants must be able to demonstrate the behaviors expected of a professional language teacher as outlined in the Student Code of Conduct. Applicants for the certificates must hold at least a bachelor's degree...

The School of TESL Code of Conduct

Students at the School of Teaching ESL must demonstrate appropriate professional, behavioral and social attributes for successful teaching.

Students meet the professional responsibilities by demonstrating the following behaviors:

- arriving to class on time and prepared for the class session
fully participating in class and field settings
completing assignments and responsibilities on time
engaging in face-to-face class interactions as required
conducting face-to-face class teaching demonstrations as required
engaging in face-to-face class teaching as required
seeking assistance and clarification from instructors when appropriate
prioritizing responsibilities
demonstrating openness to new ideas
being willing to accept constructive criticism
taking initiative
using good judgment
demonstrating poise and flexibility
displaying a positive and enthusiastic attitude
positive problem-solving skills
interacting with all classmates, instructors, and staff regardless of age, gender, religion, disability, race, color, national origin, ethnicity or sexual orientation

Behavioral and social attributes are demonstrated by the following behaviors:

- developing positive relationships with colleagues, instructors, and administrators
treating individuals with respect
using tact and discretion
setting a positive and respectful tone in interactions with others, including S-TESL staff
actively listening to others' viewpoints
recognizing own strengths and weaknesses and responding appropriately
working effectively in groups

Additional attributes necessary for the teaching profession include:

- compassion
justice
empathy
integrity
responsibility
the physical and emotional capacity to handle the varying demands of the job.

Students who do not demonstrate these professional, behavioral, and social attributes for successful teaching may be counseled by the Director of the School of Teaching ESL and/or terminated as students at the School of Teaching ESL.

SECTION E: TUITION AND PAYMENT INFORMATION

2009/2010 tuition: \$233 per credit.

Refund Policy:

The \$100 deposit for the day intensive courses is non-refundable, but can be transferred once to the next S-TESL intensive course if there is available space if that request is made in writing at least one week before the originally-selected course begins.

I acknowledge that I have read and agree to the tuition refund policy stated above and that the information provided in this document is true and correct to the best of my knowledge.

X Student's Signature

X Date

PAYMENT: CHECK APPROPRIATE BOX BELOW. MAKE CHECKS PAYABLE TO "S-TESL". RETURNED CHECKS ARE SUBJECT TO A \$15.00 NSF FEE

Table with 5 columns: 4-Week Intensive (two options), Two Week Intensive, Evening Classes, Seattle University Financial Aid, 3rd Party Billing. Each column contains checkboxes and associated fees.

Complete this information only if you are using a credit card and registering by mail or fax. Use BLACK ink only.

CVISA MasterCard Charge my credit card in the amount of \$

Credit Card# Exp. Date:

Billing address (include zip):

Name as it appears on card (print):

By signing I agree to S-TESL's refund policy and charges to my credit card

X Cardholder's Signature

X Date

Form Submission Options: Fax: 206-781-8922 Mail: School of Teaching ESL, 9620 Stone Ave N. #101, Seattle, WA 98103 In person registration (including drop-off registration): An appointment is required. Call 206-781-8607 to schedule.