

Andrews University

SCT Continuing Education Services for Educators Course Information Packet

*Please read this information prior to beginning your course and keep for the entire term.

Important Dates:

Completed coursework due:	Please refer to your registration for specific begin and end dates. Generally courses have a duration of 8 weeks.
Grades and Transcripts available:	Apx. 2 weeks after AU receives the final grade from SCT
Course cancellation deadline:	BEFORE the first day of class

Important Contact Information:

Contact SCT regarding:

- Proof of Payment
- Course materials or log in information
- Course Content & General Questions
- Grades
- To Cancel:

Note: cancellations are only accepted via Email/written request and done before First day of class

Phone: 1-715-387-4653

Email: info@sctgradclasses.com

Contact Andrews University regarding:

- transcripts
- Phone: 1-800-471-6210, option 1
Fax: 269-471-3362
E-mail: odl@andrews.edu

Send Transcript requests to:

(forms found at www.andrews.edu/pdc)

Office of Distance Learning
School of Education
Andrews University
Berrien Springs, MI 49104-0103

Important Information

Course Completion Deadline

Courses begin and end on specific dates during the spring, summer and fall terms. Check the start dates listed on the course home page at SCT website. If the course has already been in progress three days, then you will be asked to wait until the next session begins. Please see the SCT registration page for the current schedule.

Course Load Policy

You can take more than one course at a time, although SCT doesn't recommend taking more than two courses at once.

Cancellation Policy:

If, after submitting the enrollment form, you find that you need to drop the class before the first day of class, send a cancellation request by email to info@sctgradclasses.com. Telephone cancellations cannot be accepted. You will receive an email confirmation of your cancellation within 24 hours. If you do not, please follow up with a phone call to 715-387-4653. Once the class begins, there are no tuition refunds.

Extensions

No extensions are granted except for serious illness or extreme extenuating family circumstances. Requests must be made directly with SCT by calling 1-715-387-4653

Loan Deferments

Loan deferments are only available once grades are entered into the Andrews University system. Distance learning courses generally do not qualify for deferment.

Honesty Statement

Beginning the course you must agree to the following statement:

Collaboration with fellow teachers is an important part of this course. You cannot share answers. We are looking for your personal thoughts, experiences and conclusions. Each student is responsible for the academic integrity (content) of his/her own coursework.

*If there are changes in your name and/or address please notify SCT or Andrews University so that the appropriate changes can be made.

Grades

Your instructor will notify you of your final grade after the completion of class. Once your final grade has been submitted to Andrews University by your instructor there is an apx 2 week period before a grade card will be automatically mailed to you. Student transcripts are available after grades are recorded. Please note that we make every effort to record the grade in the semester your registration with SCT reflects.

Ordering Transcripts

To order an official transcript, please complete the attached Transcript Request Form and mail or fax to Andrews University, Office of Distance Learning, School of Education, Berrien Springs, MI 49104-0103. Signature is required and there is a \$10.00 fee per transcript. Make checks payable to "Andrews University". Additional transcript request forms can be found at www.andrews.edu/pdc.