



1717 S. Chestnut Ave.
Fresno, CA 93702-4709

tel/559-453-2000
www.fresno.edu

From: Registrar
Re: **Description of the Fresno Pacific University
Center for Professional Development Workshops**

The following statements describe the Center for Professional Development workshops. Further inquiries may be directed to the Center for Professional office at 1-800/372-5505, 559/453-2043, or 559/453-3673.

FRESNO PACIFIC UNIVERSITY CENTER FOR PROFESSIONAL DEVELOPMENT

Fresno Pacific University is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and colleges and authorized to offer course work through the Fresno Pacific University, Center for Professional Development. The Center for Professional Development courses serve a distinct audience consisting of practicing pre-school through twelfth grade teachers and administrators. The primary goal of the Center is to meet the needs of school districts and provide courses that will strengthen the teachers, the school district, and the students they serve.

POLICY STATEMENT

1000 Series – Professional Development Workshops and Conferences

The Fresno Pacific University Center for Professional Development offers professional development workshops and conferences that are primarily designed for students who have baccalaureate degrees and appropriate teaching credentials. These courses are post-baccalaureate, professional development units that are not part of a degree program, but are designed in collaboration with school districts to meet specific staff development needs. Students should seek approval of appropriate district or college officials before enrolling in these courses to satisfy any degree, state credential, or local school district requirements. The FPU transcript legend reads as follows for workshops:

Course Number	Course Category
1000 - 1999	University credit offered through the Center for Professional Development for workshops and conferences.

ENROLLMENT PROCEDURES

Enrollment: Enrollment in workshops for which Fresno Pacific University Center for Professional Development units are offered is possible during the first two class sessions. Students must complete a Registration Form and return it along with payment, to either the course instructor or directly to FPU/CPD, whichever is applicable.

Refunds: A full refund for tuition, less a \$20 handling fee, will be granted if a course is dropped before the course is 50% completed. After the halfway point, a 50% refund will be granted; after the course is completed, no tuition refund will be issued.

Grades: A grade of **Credit/No Credit (CR or NC)** will be issued for all coursework. Credit is equivalent to a B grade or better. Letter grades are not issued.

Transcripts: Official Transcripts may be obtained from the Registrar's Office of Fresno Pacific University. Refer to instructions for Grade Reports/Transcripts on backside of this form or visit the Registrar's website at www.fresno.edu/registrar

STOP!!! Send **ONLY** after you have received your computerized Grade Report from Fresno Pacific University. Allow sufficient time for processing and sending.

Office Use Only: Date: / / ID # _____ \$ _____ Init. _____

Request for Official Transcript from Fresno Pacific University

1717 South Chestnut Avenue, Fresno, California 93702

Phone (559) 453-2037 Fax (559) 453-3676

Name: _____
Last First Middle Maiden/Former

Current Address: _____
Street City State Zip

Birth Date: ____/____/____ Social Security # _____ - _____ - _____
Month Day Year

Phone # (____) _____ E-mail address: _____

- Regular request - \$5.00* per copy** (Normal processing within 5 working days)
- RUSH request - \$10.00* per copy** (Sent regular mail within one-business day)
- Same-day FAX - \$25.00* per copy** (Faxed, if requested by 4:00 p.m. on business days/Official transcript mailed within one-business day)

Additional Charges (only if selected)

- Federal Express – varies depending on recipient’s zip code. To determine prices visit www.fedex.com.**
Note: FPU sends transcripts overnight, next business morning if this box is checked. (Must include street address, credit card number and expiration date. FPU will give your credit card number to FedEx. FedEx will not deliver to P.O. Boxes.)

* Fees subject to change.

\$ _____ is enclosed to cover transcript fees. _____

- Check
 - Money Order
 - Credit Card
- (Fill in card information below)

Student's Signature (Required)

_____ **Credit Card #**

_____ **Exp Date**

Send _____ (#) transcript(s) to the address below:

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Same-day fax requests must include the company’s fax #.
Fax # (____) _____
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