



Castleton University

Thank you for registering for this Castleton Center for Schools course. We are happy to be supporting you in your professional development! Below we have provided some information that should be helpful to you as you move forward. Please feel free to reach out to me with any questions or concerns.

Your Student ID Number

If you do not have a Castleton University or Vermont State Colleges student ID number, one will be assigned to you. If you have taken a class through Castleton or any Vermont State College (CCV, Johnson, Lyndon, Vermont Tech) you have already been assigned a student ID number and that number will not change. If you don't remember it, don't worry. **Your ID number will be sent to your instructor on the course grade roster.** You will need your student ID for 2 possible reasons: 1. to log into Castleton's learning management system (Canvas), but ONLY IF your course is using Canvas. Many courses do NOT. If you are unsure, ask your instructor. 2. to view and print your final grade report once the course ends.

Grade Due Date

Please be aware that the grade due date is set a full month after the course end date. Please follow the grade report, unofficial transcript, or official transcript access instructions in the paragraphs below. If you log into Canvas before the due date, grades may not be visible. Contact your instructor if you need to know the exact date grades will be posted. NOTE: Grades are not visible to you until 3 full business days after your instructor has posted them. Our Registrar needs to verify and our system need to upload.

Grade Report OR Unofficial Transcript

Please visit <http://www.castleton.edu/cfs-gradereport> for step-by-step instructions on how to view and print your final grade report. You will need your student ID number in order to access the report. **Your instructor can give you your student ID.** The grade report displays grades by term, but does not have the University heading. The unofficial transcript shows all grades for courses you took through Vermont State Colleges since 2002 and DOES have the University heading. Both documents are free of charge. Most districts accept these reports for tuition reimbursement. **TIP:** Free grade reports and unofficial transcripts begin to disappear over time. If you could ever use a copy, we recommend that you view, print, or save shortly after the course ends.

Transcript

If you need an official transcript, visit www.castleton.edu/transcripts

Click on the first link in the list, which will take you to our transcript request page. If you have ordered an official transcript using the ordering storefront you should login as a "Returning User". If you have not ordered an official transcript, using the storefront you will need to create an account by clicking on the "Create Account" button. There is a small fee for transcripts. **TIP:** If you take a course at the graduate level, you must indicate that when you make the request. Otherwise, your transcript will arrive blank or with only undergraduate courses you took through Vermont State Colleges.

Course Evaluation

Course evaluations are very important to the University and our accrediting body. **Toward the end of the course, please complete the electronic course evaluation by visiting this link: castleton.edu/eval-spring** Look for your course on the drop down menu. The list is arranged in alphabetical order by your instructor's first name, followed by the course title. The evaluations can be completed using any smartphone, tablet or computer. Note: Evaluations come directly to the Center for Schools and are forwarded to instructors only after final grades have been posted.

Course Drop Policy

Castleton University offers courses to educators with the expectation that participants will complete the course. However, the University realizes circumstances arise in one's personal life that may cause disruptions. **The policy for dropping a course is that a participant will notify the instructor in writing of the intent to withdraw from the course. The withdrawal notice should be made within the first week of the course and should include the reason for withdrawing.** After week one, changes in class status will be considered for health, bereavement, and personal or emergency situations only. Those who withdraw without adhering to this policy may receive a failing grade on their transcript and/or be liable for associated course costs. For more Academic Policy information, check the link below to access the Castleton University Graduate Catalog: <http://catalog.castleton.edu/content.php?catoid=23&navoid=2159>

Other Professional Development Opportunities

Visit our website for a current list of professional development opportunities: www.castleton.edu/continuing-ed. The list is updated often. Please let us know if we can help you with any other professional development needs.

Graduate Programs in Education

For more information on Castleton's Graduate Programs in Education, please contact Dr. Ric Reardon, Director of Education, at richard.reardon@castleton.edu.

Center for Schools Contact Information

Please let me know if there is anything more I can do to support you. Feel free to contact me with any questions or concerns.

Tara Lidstone, Assistant Director, Center for Schools, Castleton University, tara.lidstone@castleton.edu, 802.345.0092.