**INSTRUCTIONS FOR THE COURSE “Facilities Management & Transportation and Bus Safety Conference 2018”**

If you would like to receive one graduate credit for this course, you need to do the following:

1. Fill out completely the enrollment form enclosed with these instructions and return it to the registration area anytime during the conference. Credit is optional and this is the only way to register to receive the credit and a grade. Payment can be made by check or charge. Cost of the course is **$220.00** and if paying by check, please make the check payable to Viterbo University. If you need a receipt, please note that on your payment form and we will mail you a receipt.
2. Enclosed in your registration packet is information on a written and reading assignment that needs to be completed no later than two weeks after the conference. These cannot be turned in at the end of the conference – outside work must be completed before the written assignment is turned in. The more concise and complete the information is will determine what grade will be received for this graduate credit course. Enclosed in this packet is the syllabus with the grading criteria and percentage of participation and the reading assignment that will be expected for the letter grade.
3. Assignments should be either snail-mailed, e-mailed or faxed to:

WASBO

Attn. Kristin Hauser

4797 Hayes Road, Suite 101

Madison, WI 53704

[Kristin.hauser@wasbo.com](mailto:Kristin.hauser@wasbo.com)

fax: 608-249-3163

All registration materials and written assignments pertaining to the credit option at the conference must be received no later than **March 16, 2018**. After that date, the course will be considered closed to enrollment and assignment receipt and grades will be awarded.

Information on retrieving your grades online is attached. Transcripts are also available online at $10 per copy. Please follow the directions that are enclosed with this information.

Should you have any questions or concerns in regards to this course, please contact Karen Sandblom at Viterbo University, 1-800-234-8721 or [kmsandblom@viterbo.edu](mailto:kmsandblom@viterbo.edu)

ENJOY THE CONFERENCE and thank you for your interest in Viterbo University.