

**INSTRUCTIONS FOR THE COURSE:**

**“WASBO Spring Conference 2018”**

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

1. Go online and fill out the **ONLINE REGISTRATION** form (see attached instructions). Credit is optional and this is the only way to register to receive the credit and a grade. Payment can be made online via credit card only. Cost of the course is **$220.00**, and a receipt will be sent to your email address after you complete your registration.
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 written assignments pertaining to the credit option at the conference must be received no later than **June 1, 2018**. After that date, the course will be considered closed 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.

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