

Jackson Community College
Registration guidelines

for
EDU 290 ISW- Instructional Skills Workshop

OPTIONS for Credit: 2 undergraduate credits at Jackson Community College
Or
2 graduate credit through Spring Arbor University

I understand when I register for EDU 290:

1. **___ I must attend all session to earn full credit and a passing grade.**
 2. **___ I am enrolling in this course because I am interesting in the scholarship and participation of teaching and learning**
 3. **___ This course is a group supported process. Full participation is essential.**
- **Register for the course. Within 72 hours the course must be paid for at the business office of JCC by traditional students for JCC credit.**
 - **The course is paid for by Professional Development Funds through JCC if the registrant is a full time or a current part-time faculty or staff. See the Dean's Web Page for Professional Development Form.**
 - **Within 72 hours all registered faculty or staff must go to the JCC Business Office/Human Resources (Potter Center) to confirm their scholarship payment and secure their course position.**
 - **If SAU graduate credit is desired, the registered student must pay all the graduate credit fees.**

Are you a JCC faculty? _____ Full time at JCC _____ Part-time at JCC _____
Are you a JCC staff? _____ Full time at JCC _____ Part-time at JCC _____

This process has been approved by: Course Instructors & Registrars Office.