

## Teacher In-Service Courses Checklist for Participants

### Face-to-Face Courses

- \_\_\_\_\_ Only use the customized registration form for this course that your instructor will distribute in class.
- \_\_\_\_\_ Please provide all information designated with an asterisk \*. We must have your date of birth and social security number to properly identify you in our student database.
- \_\_\_\_\_ Give your completed registration form and payment (check or tuition waiver; no cash) to your instructor. Your instructor will submit all registration forms and payments to LCSC.
- \_\_\_\_\_ The cost is \$50 per credit hour. If you cannot include payment with your registration form, it is your responsibility to ensure the course is paid for no later than 7 days after the start of the course. You have these payment options:
  - *Mail a check or tuition waiver to Claudia O'Connor, 114 Spalding Hall, Lewis-Clark State College, 500 8<sup>th</sup> Avenue, Lewiston, Idaho, 83501. Include your name and the name and numbers of the course you are paying for.*
  - *Pay in person on campus using cash, check, debit/credit card or tuition waiver. You can do this at Student Accounts located in Reid Centennial Hall, Room 102.*
  - *Pay online using your debit/credit card or checking account by logging in to WarriorWeb or calling Student Accounts at 208-792-2790. For security and privacy reason, please do **not** write your credit card information on your registration form.*
  - *If your district is paying for your course, make sure Claudia O'Connor knows. Remind the district to send in payment along with a list of names.*
- \_\_\_\_\_ If you need to drop the course please e-mail the Registrar asking to be dropped. Please provide your name and the course and section number of the course your taking. Your transcript will show a W grade for the course you dropped. Refunds are not issued for in-service courses that are dropped after the course begins.

### Online Courses

- \_\_\_\_\_ Only use the customized registration form for this course sent to you by the instructor. You, and not the instructor, are responsible for ensuring you properly register and pay for this course.
- \_\_\_\_\_ Please provide all information designated with an asterisk \*. We must have your date of birth and social security number to properly identify you in our student database.
- \_\_\_\_\_ Submit your completed registration form along with your payment to the Claudia O'Connor at the Teacher Education and Mathematics Division Office no later than 7 days after the start of the course. The cost is \$50 per credit hour. You have these options:
  - *Hand deliver the registration form and your check or tuition waiver to the Claudia O'Connor located in 114 Spalding Hall on the campus of Lewis-Clark State College. If you are hand delivering your form, you can also pay for the course with cash or a credit card at Student Accounts in Reid Centennial Hall Room 102 **after** you submit your registration form and are in the system. Let Claudia know how you'll be paying.*
  - *Mail the form and your check or tuition waiver to the Claudia O'Connor, 114 Spalding Hall, Lewis-Clark State College, 500 8<sup>th</sup> Avenue, Lewiston, Idaho, 83501.*
  - *E-mail the form or a scan/photo of the form to [coconnor@lsc.edu](mailto:coconnor@lsc.edu) and then pay for your course with your debit/credit card or checking account by logging in to WarriorWeb or calling Student Accounts at 208-792-2790. Let Claudia know how you'll be paying.*
- \_\_\_\_\_ If you need to drop the course please e-mail the Registrar asking to be dropped. Please provide your name and the course and section number of the course your taking. Your transcript will show a W grade for the course you dropped. Refunds are not issued for in-service courses that are dropped.

### Need Help?

- *WarriorWeb - Contact IT's Help Desk at [helpdesk@lsc.edu](mailto:helpdesk@lsc.edu) or call 208-792-2231*
- *The Registration Process – Contact Claudia O'Connor at [coconnor@lsc.edu](mailto:coconnor@lsc.edu) or call 208-792-2260*
- *The Payment Process – Contact Claudia O'Connor at [coconnor@lsc.edu](mailto:coconnor@lsc.edu) or call 208-792-2260*
- *All Other Questions – Contact Claudia O'Connor at [coconnor@lsc.edu](mailto:coconnor@lsc.edu) or call 208-792-2260*