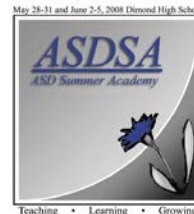


FAQ: PARTICIPANTS



How can I save \$20 per ASDSA registration?

Register prior to May 4, 2012 and save \$20 per class. Costs shown in catalog already reflect the \$20.00 savings.

Is ASDSA open to registrants outside of the Anchorage School District?

ASDSA has an open registration system. All registrants can enroll using ASDSA.org. ASD program and content leaders sponsor all ASDSA courses, before enrolling, registrants are advised to read course descriptions carefully to see if restrictions apply.

Are ASDSA credit courses pre-approved for salary movement and Alaska Department of Education recertification?

Because the details can vary so much, ASDSA is reticent to make any blanket statements about whether a class will count toward salary movement or recertification. We advise participants to always check the credit course they wish to take against the criteria established by the agency with which they are dealing. ASDSA credits are issued through the University of Alaska Anchorage and (unless otherwise noted) are 500-level. Course descriptions will detail whether a class is graded A-F, Pass/Fail, or whether no credit is available. For ASD Salary Advancement please pay special attention to the *Target Audience* in the course description.

How much do ASDSA courses cost?

Course costs vary. Variable pricing maximizes options for how ASDSA programs can make a course available. A typical one-credit class at ASDSA 2012 might cost about \$110; however, it is important to remember that final per course costs are dependent on a range of contingencies like the number of credits taken, how the instructor's salary is being paid, whether a stipend/addendum is being offered, whether the course is grant supported, etc.

Does ASDSA offer the two state-required, three-credit Alaska Studies and Multicultural Education courses?

ASDSA endeavors to offer these courses at each Academy.

There will be two (2) Alaska Studies courses and two (2) Multicultural/Cross-cultural Communications classes at ASDSA this year. More information will be posted when available. **Please search the catalog for the dates, times and expenses for these courses.** These classes will satisfy the State of Alaska requirements for Alaska Teacher Certification.

Contact Janette Thornton at jthornton@uaa.alaska.edu or 786-1933 for more information.

How do I drop an Academy class?

To drop a registration: login to your MyLearningPlan.com or ASDSA.org account, click the course title to be dropped, and DROP the activity. Credit card refunds automatically follow dropped enrollment. WebReg closes on June 1, 2011. No

ASDSA fee refunds after May 1, 2012. No UAA fee refunds after May 15, 2012. You can confirm your dropped course by emailing pace@uaa.alaska.edu

ASDSA's classrooms always seem either too hot or too cold. Can you fix the temperature?

ASDSA suffers from the Goldilocks Syndrome. Classrooms are either too hot or too cold but never (it seems) just right – depending on whom you ask. Because it is very difficult to maintain building and classroom temperatures to suit all participants, we recommend dressing in layers. Dressing in layers enables an individual to layer clothing in accordance with personal preference.

Some courses offer stipends or addenda. How do these get paid?

When seeking a stipend or addendum for an ASDSA course:

- 1) First confirm eligibility with the offering program.
- 2) Once eligibility is confirmed, qualified participants must register and pay for the activity.
- 3) Qualified participants then complete the course's stipend/addendum criteria.
- 4) Qualified participants then contact program for stipend/addendum payment.

Who do I contact regarding registration and payment questions?

Jennifer Greene at pace@uaa.alaska.edu or 786-1932.

Who do I contact regarding general Academy questions?

Steve Brown at brown_stephen@asdk12.org or 742-3865 or Dale Normandin at normandin_dale@asdk12.org or 742-3865

Once my ASDSA credit course is completed, how do I get an official UAA transcript?

Courses and grades should appear on a UAA transcript within three weeks of a course's final project due date. For an online order form, go to http://curric.uaa.alaska.edu/transcript_rqst/transcript.html

Why do my ASDSA activities show in MLP as "Approved and In Progress" even though I completed the course?

Participants must mark each of their ASDSA activities as complete. Here's how:

- 1) Login to MyLearningPlan.com
- 2) Under "Approved and in Progress" click a blue ASDSA title.
- 3) Under "Actions" click Mark Complete.
- 4) Click the Submit button.
- 5) Await the "Activity Marked as Complete!" message.
- 6) Repeat these steps for each ASDSA "Approved and In Progress" activity.

What happens when an Academy class is cancelled?

Registrants of cancelled classes are notified by email. When a class is cancelled, credit card refunds are automatic, so the registrant need not worry about that. Too, cancelled class enrollees are notified by email about how to register for an alternate course.

How and when can I register for ASDSA activities?

Register by going online at ASDSA.org. WebReg opens on March 23, 2012. WebReg closes on June 1, 2012.

How do I pay for my ASDSA activities?

WebReg processes Visa and MasterCard payments only.

Are walk-in or alternative modes of registration available?

Only in very rare cases. Contact Jennifer Greene at 786-1932 or pace@uaa.alaska.edu for walk-in and alternative registration information.

Is it safe to send my credit card information over the Internet?

Security and privacy are important; therefore, VeriSign encrypts all ASDSA WebReg transmissions. Verisign meets the highest standards for protecting registrants from fraud and identity theft. Registrants can confirm that the communications channel is secure by locating the image of a lock on the status line of the browser window or by noting the “s” at the end of “http” in the Web address.

Why can't I register online and then mail in my payment?

Handling and processing mail-in payments is labor intensive. With registration actions numbering in the thousands, ASDSA does not have the staff to responsibly manage mail-in payments. Mail-in payments require ASDSA to constantly monitor and enforce questions like – Is the check really in the mail? Online payment facilitates instant confirmation of registration and it allows for automatic refunds when classes are dropped or cancelled. Online payment is fast, efficient, fair, convenient, and secure.

Why does ASDSA WebReg require registrants to provide social security numbers?

Because professional and continuing education costs can be claimed as deductions on federal income tax returns, UAA must solicit social security numbers for its year-end report to the federal government. WebReg only solicits information that is essential to processing UAA registration.