Thank you for registering for a Castleton Center for Schools course. We are happy to be supporting you in your professional development! Below we have provided some information that should be helpful to you as you move through this course. Please feel free to reach out to me with any questions or concerns.

**Your Student ID Number**
If you do not have a Castleton or Vermont State Colleges student ID number, one will be assigned to you. Your number can be found in the email from which you clicked on the link to get to this document, and will also be sent to your instructor on the course grade roster. You will need your student ID number for 3 possible reasons: 1. to log into Castleton’s learning management system (Moodle), but ONLY IF your course is using Moodle. Many courses do NOT. If you are unsure, ask your instructor. 2. To view and print your billing statement, and make payments online using your credit card or bank account. 3. To view and print your final grade report once the course ends.

**Activating/Accessing Your Portal Account**
To activate your Portal account, please visit www.castleton.edu/activate. If you have previously created a username and password, logon to the Portal by visiting https://portal.vsc.edu. If you are currently or have recently taken courses at any of the Vermont State Colleges or Universities you may already have a username and password. For help with account activation, logging on to the Portal, or accessing your Moodle course, please refer to Castleton’s Online Portal Guide.

**Paying Your Bill**
Payment is due at the time of registration by check, credit card, or purchase order. You can pay your bill and view your balance online via the Portal on Web Services. Please visit How to Make a Tuition Payment for details on how to pay your bill.

It is important to check your account balance regardless of payment type. If your bill remains unpaid a Financial Hold is placed on your account, which will prevent you from registering for other courses at Castleton University or any of the colleges and universities in the Vermont State Colleges System (Northern Vermont University – Johnson, Northern Vermont University – Lyndon, Vermont Technical College, and Community College of Vermont).

**Grade Due Date**
Final grades for this course will be posted by your instructor on the Castleton portal. Please be aware that the grade due date is set a full month after the course end date. If you log into the portal before the due date grades may not be visible. Contact your instructor if you need to know exactly when grades will be posted.

**Grade Report**
The attached document titled “Grade Report Access Instructions” will give you step-by-step instructions on how to access and print your grade report. You will need your student ID in order to access the report. Your student ID was included in the email from which you clicked on the link for this document. Your instructor can also give you your student ID. Most districts accept the grade report for tuition reimbursement.
**Official Transcript**  
If you need an official transcript, visit [www.castleton.edu/transcripts](http://www.castleton.edu/transcripts). Click on the first link in the list, which will take you to our transcript request page. If you have ordered an official transcript using the ordering storefront you should login as a “Returning User”. If you have not ordered an official transcript using the ordering storefront you will need to create an account by clicking on the “Create Account” button. Transcripts cannot be requested via email. There is a small fee for transcripts.

**Course Evaluation**  
Toward the end of the course your instructor will ask you to complete a short, electronic course evaluation by visiting the link that corresponds with the semester the course began:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>12/21/18 – 05/17/19</td>
<td><a href="http://www.castleton.edu/eval-spring">www.castleton.edu/eval-spring</a></td>
</tr>
<tr>
<td>Summer 2019</td>
<td>05/18/19 – 08/16/19</td>
<td><a href="http://www.castleton.edu/eval-summer">www.castleton.edu/eval-summer</a></td>
</tr>
<tr>
<td>Fall 2019</td>
<td>08/17/19 – 12/20/19</td>
<td><a href="http://www.castleton.edu/eval-fall">www.castleton.edu/eval-fall</a></td>
</tr>
</tbody>
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Look for your course on the drop down menu. The list is arranged in alphabetical order by your instructor’s first name, followed by the course title. The evaluations can be completed using any smartphone, tablet or computer. Note: Evaluations come directly to the Center for Schools and are forwarded to instructors only after final grades have been posted.

**Course Drop Policy**  
Castleton University offers courses to educators with the expectation that participants will complete the course. However, the University realizes circumstances arise in one’s personal life that may cause disruptions. The policy for dropping a course is that a participant will notify the instructor in writing of the intent to withdraw from the course. The notice should include the reason for withdrawing and be made as follows: 1 credit course (15 hours) – before 3 hours of the course have taken place; 2 credit course (30 hours) – before 6 hours of the course have taken place; 3 credit course (45 hours) – before 9 hours of the course have taken place; 4 credit course (60 hours) – before 12 hours of the course have taken place. After that, changes in class status will be considered for health, bereavement, and personal or emergency situations only. Those who withdraw without adhering to this policy may be liable for associated course costs. For more Academic Policy information check the link below to access the 2018/2019 Castleton University Graduate Catalog: [http://catalog.castleton.edu/index.php](http://catalog.castleton.edu/index.php)

**Other Professional Development Opportunities**  
Visit our website for a current list of professional development opportunities: [www.castleton.edu/continuing-ed](http://www.castleton.edu/continuing-ed). The list is updated often. Please let us know if we can help you with any other professional development needs.

**Graduate Programs in Education**  
Castleton University offers a number of Graduate Programs in Education. Please contact Dr. Ric Reardon, Director of Education, for more information. (Richard.reardon@castleton.edu)

**Center for Schools Contact Information**  
Please let us know if there is anything more we can do to support you. Feel free to contact us at (802) 468-1325 or cfs@castleton.edu with any questions or concerns.