

## MEMO

March 30, 2009

To: Students in the ALD program

From: Dr. Monaghan, Program Coordinator

Re: **Registering for summer and fall 2009 classes**

Hello, this is a reminder about summer and fall class registration.

### **Summer Classes:**

- ◆ Summer classes are filling up. Please register as soon as possible.

### **Fall Classes:**

Registration for fall classes will start on Monday, March 30th. Open enrollment will begin on April 10th. As always we try to plan our course offerings so that students can move through the program and obtain their certificate or masters degree in a timely fashion.

There is an additional elective available to ALD students –

**EDQ 500 – Elearning Foundations for Adult Educators.** It is a web-based class that teaches students to design web-based courses.

**If you find that a class that you would like to take is full,** please do the following to be added to a waiting list:

- ◆ Email the following information to [ALDEvent@aol.com](mailto:ALDEvent@aol.com) :
  - In the subject line enter – “Waiting list for current fall course”
  - Your full name per your CSU file (example Carl Ratner)
  - Your telephone number and email address where you can be reached (example 216-555-1234; [youremailaddress@email.com](mailto:youremailaddress@email.com))
  - The course that you would like to take (example ALD 689)

If a spot becomes available for the course, students will be notified and if they still want to register for the course, they will be added. Please note that this will happen only if spots become available.

Because a number of students use financial aid to pay for their education and may need to take two courses a semester, we are creating another list for courses that are not on the current schedule. If enough students want a course added to the fall schedule, we would then ask the University if we could add more courses and the students would be notified if a course were added.

### **If you would like to have us consider adding a course to the fall schedule**

- ◆ Please provide the same information as requested above.
- ◆ The only difference is that in the subject line you should write: “Request to add a fall course”

Please note that you will be notified ONLY if a course is added.