



Dear Participant,

Thank you for choosing a Connecting Link Online course. We trust that your experience with us will be meaningful and enriching. **Please thoroughly review the following information.**

Before Starting your Course

We know that an important part of your Connecting Link experience is the receipt of credits from our academic partner, The University of St. Francis. In order to facilitate this process, university registration forms must be completed and returned to The Connecting Link before your grades can be posted. The required registration forms are included below.

- St. Francis Registration Form

Please mail your completed forms to: The Connecting Link, Attn: Registrar, 5126 Ralston St., Ventura, CA 93003.

Please note: Our academic partners cannot issue grade reports or transcripts without receiving your registration paperwork. We recommend that you send your university registration form to The Connecting Link as soon as your course starts. The Connecting Link will forward your form to our partner along with your final grade.

Accessing your Course

Connect to the Internet. In your Internet browser's (i.e. Internet Explorer or Mozilla Firefox) address bar type: <http://www.connectinglink.com/student/login.asp> and press Enter. This will take you to the TCL **Student Portal** where you can access your course. You will enter the email address and password you used when you registered for the course.

Please note: Self-paced online courses may be accessed upon receipt of this notice. We suggest you wait until you receive your course textbook/material(s) to log in. You will receive these items within seven-ten days.

Structured-online courses have specific start and end dates; therefore, you will not have access to your course until the course start date. If there are textbooks or other printed materials associated with your course, you will receive those items three-five days before your course start date.

Completion of Your Course

Grades are typically posted within one-three weeks of course completion. A completion letter containing the course details, grade and a tuition receipt will then be made available on the TCL Student Portal at www.connectinglink.com/student/Login.asp. TCL will notify you by email when your grade is posted and the completion letter is available for download.

- St. Francis Transcript Request Form

Depending on the partner, transcript processing time may take up to three weeks.

Please note: Our academic partners will record your course as taking place at the time that they **receive** your grade and registration form. In other words, your course will be transcribed as a fall course if you complete the course in the summer term, but your grades or registration items are not received by them until the fall term. Please check the university's website to determine semester start and end dates.

For further assistance or information, please contact pam@connectinglink.com or by phone at (888) 550-5465, Ext. 5113.

Sincerely,

Online Education Coordinator

USF Site-based Course Numbers and Titles

21st-Century Learners Reaching and Teaching the iGeneration	EDLS 717
Assessment and Grading	EDLS 719
Bullying and Cyberbullying	EDLS 704
Collaborative Web Technologies: Transforming Teaching and Learning	EDLS 642
Creating a Collaborative and Engaged Classroom	EDLS 707
Creating Educational Websites	EDLS 722
Destination Differentiation: How to Meet the Needs of 21st-Century Learners	EDLS 716
Disciplinary Literacy: Meeting the Common Core Literacy Standards in History, Science, and Technical Subjects	EDLS 723
Educating Students with Autism: Evidence-Based Best Practices	EDLS 720
Maintaining Resilience in Teaching: Navigating Common Core and More	EDLS 731
Meeting the Needs of ELL Learner: Essential Knowledge for the Classroom Teacher	EDLS 732
Microsoft Office - Digital Age Applications	EDLS 718
Monitoring Student Growth: Reading Assessment and Data Interpretation (K-12)	EDLS 728
No Child Left Inside	EDLS 633
Planning for the Inclusive Classroom: Developing Successful Frameworks	EDLS 726
Powerful and Authentic Social Studies (may select one course from K-5, 6-8 or 9-12)	EDLS 706
Principles of Brain-Based Learning: Teaching 21st Century Minds	EDLS 721
School Law for Teachers: Understanding Rights and Responsibilities	EDLS 727
Strategic Literacy: Topics in Reading K-5	EDLS 708
Strategic Literacy: Topics in Reading 6-12	EDLS 709
Strategic Literacy: Topics in Writing K-8	EDLS 710
Strategic Literacy: Topics in Writing 9-12	EDLS 711
Teaching Algebra with Technology	EDLS 700
Teaching and Reaching 21st Century Online Learners (K-12)	EDLS 729
TechQuests: Teaching and Learning with Web and Mobile Technologies	EDLS 714
Technology in the 21st Century Math Classroom: Supporting Common Core Standards and Increasing Student Achievement	EDLS 730
The 21st-Century Mathematics Classroom 9-12	EDLS 713
The ELA Common Core: Understanding and Teaching the Big Shifts (K-5)	EDLS 724
The ELA Common Core: Understanding and Teaching the Big Shifts (6-12)	EDLS 725
Transformative Classroom Leadership	EDLS 715

Each course is three (3) credit hours.



UNIVERSITY OF
ST. FRANCIS

**The Connecting Link Application/Registration
College of Education**

1. Course Name: _____

2. Course ID: EDLS

Course Name and number can be found on the "Course Numbers and Titles" page found in this packet)

3. Social Security number: _____

4. Name: _____
Last First Middle List all previous names

5. Home Address: _____
Number and Street City/State/ZIP

6. Telephone Day: _____ Evening: _____ Cell: _____

7. E-mail Address: _____

8. Date of Birth _____ ☐ Male ☐ Female

10. District where you work: _____ Grade Level taught: _____

11. Are you a U.S. Citizen? ☐ Yes ☐ No Permanent Resident? ☐ Yes ☐ No

Ethnic Origin

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Caucasian/White (1) | <input type="checkbox"/> African-American/Black(2) | <input type="checkbox"/> Cuban (3C) |
| <input type="checkbox"/> Hispanic/Latino (3) | <input type="checkbox"/> Puerto Rican (3P) | <input type="checkbox"/> Mexican (3M) |
| <input type="checkbox"/> Asian (4) | <input type="checkbox"/> Hawaiian or Pacific Islander (4P) | |
| <input type="checkbox"/> American Indian or Alaska Native (5) | | |
| <input type="checkbox"/> Not Available (NA) | <input type="checkbox"/> Non Resident Alien (NR) | |
| <input type="checkbox"/> Student Declines (SD) | <input type="checkbox"/> Other _____(6) | |

12. "I agree to be bound by the academic and financial policies of the University of St. Francis as outlined in the current university catalogue". ☐ Yes ☐ No

Signature: _____

Date: _____



The Connecting Link - Transcript Request Form

University of St. Francis
Registrar's Office
500 Wilcox Street, Joliet, IL 60435
Phone (815) 740-3393 or 800-736-6300
Fax (815) 740-5084

Transcript fee: \$5.00 per copy (payment must accompany the request or the request will be returned).

You MUST complete steps 1- 5. Incomplete forms will be returned.

Step 1

Current name and address:

Last First Middle

Street Address

City State Zip code

Name while attending if different than current name:

USF ID Number or Social Security Number:

Birth Date: / /

Home Phone: ()

Daytime Phone: ()

Email:

Step 3

Number of transcripts requested:

Amount Due (# of transcripts X \$5):

Have you received an official USF grade report for this class(es)? ☐ Yes ☐ No

If No, please wait until you have received your grade report before submitting this request.

Form of Payment (check one):

☐ Cash ☐ Check ☐ Credit Card*
(*VISA, Master Card, or Discover)

Credit Card Number:

Expiration Date:

STEP 4

Student Signature (required)

Date:

STEP 2

List the most recent course number and title of the class(es) for which you are requesting transcripts. Approximately what date did you complete the LAST course(s)?

EDLS Crse Number Crse Title

EDLS Crse Number Crse Title

EDLS Crse Number Crse Title

Please allow 7 working days from receipt by USF for processing (up to 21 days at the end of each semester).

Notes:

You may use this form to submit multiple requests to the same address.

If you are requesting transcripts to be sent to multiple addresses, please complete a separate form for each address in Step 5.

You are responsible for providing the correct address.

STEP 5: Send transcript to (include name and/or department)

Name and/or Department

Street Address and Building

City State Zip

For office use only:

Amount paid:

Date Sent:

Paid: ☐ Cash ☐ Check ☐ CC

Date: (07/01/10)