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*Steps for taking a course from the  
BEST Graduate Concentration: Spring 2008*

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1. **Learn more about the concentration and courses from our website:**  
<http://www.uvm.edu/~cdci/ebd/>
2. **Decide if you are taking the course as part of a MEd, CAS, or for stand-alone graduate credit.**
  - a. *Stand-alone:* Follow instructions below
  - b. *MEd:* Contact program coordinator. Depending on graduate work that you have already completed, you will need to complete an application to UVM's graduate program and be accepted prior to starting course work. Therefore, it's important to begin this process well before the start of a course.
  - c. *CAS:* Contact program coordinator. Similar process as for MEd
3. **Contact the program coordinator** to let him know you would like to take the course. This will also allow us to send you course updates, directions to the first class, and further instructions.
4. **Register for the course online**
  - a. On the web go to: <http://learn.uvm.edu/education/register.php>
  - b. *Follow all instructions on the website carefully*
  - c. In SECTION I, Under "Course Information", the first thing you need to do is use the pull-down menu (titled "CRN and Instructor"), to choose the course you want to register for: "13253 EDSP 307 Kramberg"
  - d. Complete all other information on the form, and remember to click the "submit form" button at the bottom of the page.
  - e. You should receive a confirmation email after 24 hours that you are registered for the course.
5. **Read the important information about taking a CE course from UVM:**  
<http://learn.uvm.edu/education/teacher.php>
6. **Attend the first class bringing course payment (\$730.00) payable by check, credit card (there is an additional charge), or by bringing a Purchase Order from your school or district to the first class.**