

*SO YOU'RE GOING TO TEACH AN
EXTENSION COURSE?*



READ ME FIRST!!!

*(General Information, Procedures
and Tips)*

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FREQUENTLY ASKED QUESTIONS (FAQ)



WHAT IS AN EXTENSION COURSE? In general, an extension course is one that is delivered off-campus, usually to students who do not come to the Illinois State University campus in person. (An extension course is not an internet course.) There are a few courses that are treated as extensions, even though they actually take place on campus. An example of this is the Bands of America program in the summer. Band directors and students from all around the country participate in this program, which is run by the Bands of America Company. This company is not affiliated with Illinois State University. They contract to use our facilities, and for us to register students and award credit.

WHO TAKES EXTENSION COURSES? Extension courses are delivered to an established cohort of students, (such as the Educational Administration and Foundations (EAF) or Curriculum and Instruction (C&I) off-campus Ph.D. Programs), or to a group of students who are recruited to participate in an extension course or workshop, but are not necessarily applying for admission to a degree program. The majority of Illinois State University extension course participants are teachers who are taking courses for professional improvement and salary enhancement.

EXTENSION COURSE SECTION NUMBERS. Extension course sections are identified on the computer by section number 09_, usually 091, 092, etc., (but not 099, which is reserved for “study abroad” sections.) On-campus sections are numbered 001, 002, 003, etc.

WHO IS ELIGIBLE TO TAKE EXTENSION COURSES?

1. **Cohorts.** If there is sufficient demand for an advanced degree program in a certain area, the university can arrange to deliver the courses in this program to the students rather than requiring the student to attend on campus. A group of students who are enrolled in one of these programs are called a “cohort.” They take many or all of the same courses together. Cohort students must be admitted to Illinois State University as graduate students and also be admitted to the degree program by the offering department. Departments may choose to also register certain graduate students at-large who are in the process of being admitted to a degree program.
2. **Individual students.** Students may sign up for non-cohort courses on an individual basis.
3. **Course level and eligibility.** If the course is numbered 400 or higher, a student must have at least a bachelor’s degree from an accredited college or university and be admitted to Illinois State University as a graduate student. Students who do not have a bachelor’s degree but are college students may be admitted as unclassified undergraduates, but they may only take classes numbered at the 300-level or lower. A 300-level class

automatically generates undergraduate credit for undergraduate students, and graduate credit for graduate students.

WHAT IS A GRADUATE STUDENT AT-LARGE (GSAL)? A GSAL is someone



who has a recognized bachelor's degree and is admitted to Illinois State University as a graduate student, but has not been admitted to a degree program. A GSAL is eligible to take either undergraduate or graduate courses. At this time, there are no purely undergraduate classes (numbered at the 100 or 200-level) offered as extension courses.

CAN A FOREIGN-BORN STUDENT TAKE AN EXTENSION COURSES AS A GSAL? Except for very narrowly defined exceptions, foreign-born students must have either attained United States citizenship, or have been granted Resident Alien ("green card") status to be admissible as a GSAL.

WHAT ELSE IS DIFFERENT ABOUT EXTENSION COURSES?

1. **THE APPLICATION FORM.** Most extension students must be admitted to the university before they can be registered for a class. Because of this, we have designed a one-page combination Extension Admission/Registration form. These are often handed out by the instructor the first class meeting, filled out on the spot, and turned in to the Registrar's Office by the instructor in a batch for processing.
2. **TUITION/FEE STRUCTURE.** Tuition is charged on a "per semester hour" basis for all classes.
 - a) **STATE RESIDENCY.** Extension students pay tuition at the in-state rate.
 - b) **FEES.** Fees are also charged per semester hour enrolled. On-campus students pay fees, which in large part, support campus student programs and services, such as the Student Health Service. Extension students pay an "outreach fee" instead. This fee has just been raised from \$30 to \$40.57, beginning Fall, 2003.
3. **ADMISSION STATUS.** Students who are admitted either to an extension cohort or as a student at-large by using the Extension Admission/Registration form are admitted as "Extension Only" students. Since they do not come to campus, they are not required to submit their health/immunization records. But if they do register for an on-campus (non-extension) course, they will be required to submit these records, and will be blocked from further registration by the Student Health Service until they do. This may also generate a non-compliance fine from the Student Accounts Office.
4. **RESPONSIBILITIES OF INSTRUCTOR.** Extension students do not come to campus or apply for admission in the usual way, so the instructor may be the only representative of Illinois State University that the student meets. This necessitates additional responsibilities, such as,

- a) Assist the student in determining if they must pay the application fee. It must be collected and submitted with the application.
- b) Assist the student in properly filling out the application, and checking it to make sure it is complete and correct. This is very important, since the student can't be admitted or registered until we have a proper application, and this can lead to delays (sometimes extensive delays) in completing the registration process and awarding credit. This of course, can lead to frustration on the student's part, especially if they are looking for a transcript to get their pay raise and are on a tight deadline. During the summer especially, many courses last a short time, often only one or two weeks. This means that by the time the applications are turned in to the Registrar's office, the class is finished. Taking just a moment to check the application can forestall larger problems later.

WHAT IS A CONTRACT COURSE? A contract course is a type of extension course. The main difference is who pays for it. A company or agency may contract with Illinois State University to deliver an extension course or program of courses. The company or agency pays for whatever is negotiated into the contract, i.e., faculty salary, travel, materials, university service fee, tuition, etc. A good example is the MBA program that we deliver in Decatur for ADM, Bridgestone-Firestone, Caterpillar and Illinois Power employees. Contract courses require different processes for set-up and scheduling, but they do follow the same guidelines for student admission and registration. Contact the Extended University office for more information on arranging contract courses.



WHAT IS THE \$30 APPLICATION FEE, AND WHO MUST PAY IT? The application fee was first required for the Fall Semester of 2001.

1. It is a one-time application fee, which must accompany the application. Admissions cannot process the application if the fee is not paid. Payment of the fee is no guarantee of admissibility, and it is not refunded if a student is not admitted, or decides not to attend. The fee is kept on file for one year. If the student re-applies during that time, the fee is applied.
2. It must be paid by all students who,
 - a) have never attended Illinois State University, or
 - b) are changing their level from their previous enrollment at Illinois State University, e.g., from undergraduate to graduate, or from master's to doctoral, OR visa versa. If a student has a bachelor's degree, they must enroll as a graduate student.



The application fee may be paid by check or by filling out and signing the credit card authorization portion of the Extension Admission/Registration form.

SOCIAL SECURITY NUMBERS AND STUDENT I.D. NUMBERS? In order to apply for admission, students must provide their Social Security Number (SSN), which is considered the best and most effective way to identify them for the purpose of accurately maintaining their educational records and is required for federal reporting. Once received, the SSN will be replaced by a random nine-digit number, which will be considered their University ID (UID). The SSN will be stored in a single secured location as required by university policy (www.policy.ilstu.edu/fical/social_security.htm) and will not be used for internal university business. If a student has been previously admitted and knows their University ID, they may use that number on any registration or re-admission form instead of their SSN.

WHAT ABOUT TUITION PAYMENTS AND WAIVERS? The instructor should NOT collect any tuition payments or accept any tuition waiver forms. Only the application fee (if applicable) should accompany the Application/Registration form. Once the student is admitted and registered, a bill will be generated, but this can take 30 days. Any payments or tuition waiver forms should be sent to the Student Accounts Office along with the bill.



WHO DO I CALL IF I NEED HELP?

Office of the Registrar – Jim Jacobs (309) 438-2505

Extended University – Susan Deason (309) 438-5051

Student Accounts – (309) 438-5643

THE PROCESS – BEGINNING TO END



GETTING STARTED - The course and section must be officially approved and scheduled on the computer as an extension section before any one can be registered for it. Any necessary contracts must be drawn up and signed. You'll need application forms and other things. Begin at the beginning by contacting the Extended University Office.

EXTENDED UNIVERSITY.

A. EXTENSION COURSE APPROVAL. Any University-approved course may be offered as an extension course. New extension courses may be offered whenever an academic department has an interest in delivering a particular course or program to a remote site.

Operating approval from the Board of Higher Education must be obtained if an institution wishes to offer more than 12 hours of instruction in any year at a site outside its consortium region (even if it does not wish to offer a degree program).

If an institution intends to advertise or advise students of degree completion opportunities at an existing or new site, it must seek authority from IBHE to award a degree at the site. An institution may offer up to 12 hours per year of credit coursework anywhere without IBHE approval as long as the institution does not advertise or advise students that a degree can be completed there.

A listing of extension sites and programs that the Board of Higher Education has approved for Illinois State University is available on the Extended University web site at <http://www.exu.ilstu.edu/>.

B. BUDGETING. Faculty salaries, travel expenses and facility rentals for extension courses are handled through departmental budgeting in the same manner as traditional on-campus courses (with the exception of contract courses which are supported through external funds).

C. SITE ARRANGEMENTS. The department determines the location and facilities to be used for extension courses.

D. TEXTBOOKS. State law requires that textbooks for extension courses must be entered into the Illinois State Textbook Order System in the same way that texts for on-campus courses are. This is to ensure compliance with Illinois law that requires state universities to make the total textbook list available to all interested parties.

F. SCHEDULING. An extension course is scheduled simply by submitting an “Extension Course Submission Form” to Extended University, where it is verified that the Illinois Board of Higher Education guidelines for offering an extension course are met. Extended University forwards the verified course to the Office of Scheduling.

ADMISSION AND REGISTRATION

A. In general, there are two ways of handling the admissions part of the procedure:

1. COORDINATED BY THE REGISTRAR’S OFFICE. The instructor (or department extension program coordinator) gathers the applications and application fees and turns them in to the Registration Extension Coordinator (REC) (Jim Jacobs), who will coordinate the admission and registration procedures. This procedure is usually used when the courses are populated primarily with students new to Illinois State University.

2. COORDINATED BY THE ACADEMIC DEPARTMENT. The instructor (or department coordinator) coordinates the student’s admission and supplies a list of students to be registered to the Registrar’s Office. This option is used for registration of already defined groups of students, in which all of the students are already admitted to Illinois State University and are continuing students, such as extension cohorts. Students are admitted to degree program cohorts only with permission and under the supervision of the academic department. Once they are admitted, they often take the same courses together each semester. The program coordinators just transmit a list to the Registrar’s Office of who needs to be registered for what classes. The REC will register them, and report any registration problems back to the instructor. It has also been used successfully with large one-time groups such as the Math department PRIME program. Carol Thornton has provided a summary of the procedures that she uses to manage this large (well over 300 students) group. It is included in this document.

It is up to the individual academic department to determine which of the two general methods will work best for each of their particular courses and programs. The REC will work with department personnel to adjust the procedures to the nature and needs of the program. Either way, the faculty member should make a comprehensive list of students attending their class.

B. ADMISSION / REGISTRATION PROBLEMS AND SOLUTIONS – Here are some common problems or blocks related to registering a student. The REC will inform the instructor or program coordinator of any students that he cannot register and why. Good communication is the key here. Admissions will automatically send a letter to a student whose application is incomplete, but if the

course is still in progress, the instructor or coordinator may be able to contact the student more easily and quickly than Admissions or Registrar personnel can. By working together, we (the department, the REC and Admissions personnel) can resolve these problems quickly, and provide better service to our extension students.



1. Health Service. – If the student has been or is being registered for an on-campus section, they are required to supply certain health records to the Student Health Service. If they don't, they will be blocked from further registration by that office. Solution: the student should contact the Health Service and find out what documents they need to supply. There might also be a \$25 fine levied. Non-payment of this fine might also create a CARS block.

2. CARS – Although this may sound like an automotive problem, it really stands for Computerized Accounts Receivable System. In other words the student has outstanding payment delinquencies. These must be cleared with Student Accounts before they can be registered.

3. Incomplete Application – The application cannot be finalized because something is missing. It may be a signature, any piece of required information or the application fee. If an application is incomplete, the Admissions Office sends a letter to the student letting them know what is wrong, requesting the missing information, signature or payment be supplied.

4. Missing application – Who knows where these things go? But one can “fall through the cracks” once in a while. It's a good idea for the instructor to make a photocopy of each application (and check) that they receive.

C. GRADES. – Grades are now entered on-line through the iCampus Portal on the ISU website (www.ilstu.edu). This has been a blessing for extension course coordinators, because the Registrar's Office no longer has to produce printed grade rosters, get them to the academic department, who have to get them to the instructor, who has to fill them out and in turn, get them back to the Registrar in time for the grades to be entered, printed and mailed, all in a short turn-around time. (Whew!) At the end of the semester, the instructor simply logs on, enters the grades, and that's it! If you have not set up your ISU ULID (university log-on i.d.) and password, simply go to the ISU website and click on “Technology on Campus”. Then click on the ULID link and follow the instructions. Even so, extension grades will, on occasion, have to be submitted

on another form. The preferred substitute is an alphabetical list of some sort. Lists printed from MS-Word or Excel files are great, but just about anything can be accepted as long as it is readable. However, printed grade lists should be transmitted by fax, not by email. Names of students who attended but were not registered, (or were registered but did not attend), or other such problems, should be noted on a “Grade Roster Irregularity” sheet, which can be accessed and printed from the page where the grades are entered. Fax this sheet to: 309 438-3193.

A grade list must contain the following:

1. The department offering the course. (e.g., BTE or 556)
2. The full course number. (e.g. 393.30)
3. The section number. (091, 092, etc.)
4. The number of hours of credit awarded.
5. The student’s full name. (not nicknames or abbreviations)
6. The student’s social security number.
7. The grade.
8. The instructor’s name (typed or printed), date and signature.

It is very helpful to let the REC know if you have an extension course that’s scheduled so late in the semester that it will cause you to crowd or perhaps miss the grade turn-in deadline. If we know that grades are coming in at the last minute, we can be prepared and work with you to make arrangements to get them entered.

IF YOU MISS THE GRADE TURN-IN DEADLINE, YOU ARE REQUIRED TO SUBMIT A PROPERLY FILLED-OUT AND SIGNED GRADE CHANGE FORM FOR EACH STUDENT IN ADDITION TO THE GRADE LIST.

D. AFTERWARDS – Keep track of any students who could not be admitted/registered. Inform the REC if you know of any students that completed their applications or resolved the problem causing their registration block(s) after the fact. The REC routinely checks back on these applications from time to time and is usually contacted by Admissions of resolved applications from previous semester, but any advance information can speed up processing. Invariably, when a student takes six months to alert us that they have a missing grade, they usually want an updated transcript, and they want it yesterday so they can get a raise from their school district. We’ll do our best. If you go ahead and add these people to your grade roster irregularity list (even though they were not yet officially registered), then the Registrar’s Office will be able to expedite these requests without having to depend on being able to contact you for the grade at a moment’s notice.



REGISTRATION OF GROUPS OF GRADUATE STUDENTS

Carol Thornton

1. Get copies of the 1-page Extension Registration form from the Extended University Office or otherwise work with Admissions to Admit Students to the University. When using the Extension Admission/Registration forms, have students return them to YOU along with the \$30 application fee payable to Illinois State University instead of mailing them in. This way the group can stay intact in the admission process. Check over forms to be sure that all are properly completed. Mail or hand-carry them to Hovey 211, Graduate Admissions with the request that they call you when all have been admitted.
2. If tuition or fee waivers are involved, ask the Graduate School or Department sponsoring the waivers to contact Financial Aid to activate the waivers.
3. Prepare a dated list of all students and their SS#s in alphabetical order by last name. Leave a line space between every 3 names. Preface the list with the following information:
 - Faculty contact person, phone and e-mail
 - Course title and Number (include section number), and number of credit hours
 - Session
 - Specify whether tuition payment is by student, by grant, or waived.
 - Specify whether fee payment is by student, by grant, or waived.
 - Specify whether tuition is in-state rate only or a mix of in-state and out-of-state. Identify all out-of-state students
 - If a tuition or fee waiver is involved, specify whether the course is to be taught “on campus” or “as an extension course”
4. When students have been admitted, send a copy of the list to:
 - (Only if tuition or fee waivers are involved): Financial Aid, asking them to process in time so students are not billed; and to work with Registration if necessary so bills are not received by students.
 - Jim Jacobs, Office of the Registrar REC, and ask him to register the students
 - Student Accounts with a note that this is “FYI”
5. If any students add, repeat this process for new adds.
6. If any student drops, e-mail Jim to drop the individual. If a limited number of tuition or fee waivers are involved, also notify financial aid to drop the waiver. Send a copy to Student Accounts.