



2100 W. University Ave. • Wichita, Kansas 67213 • (316) 295-5000

Dear Educators,

If you are interested in receiving graduate credit from Friends University for your workshop/training attendance and assignment completion in agreement with **Clerestory Learning/Make Way for Books, LLC**, please take note of the following information. For full details and descriptions, view the summer brochure at [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops).

### Summer 2019 Offerings

Dates vary between 05/13/2019-08/18/2019 (8:30 am-3:30 pm)

Grade Levels: ALL

Delivery: On-Ground (not online)

Location: Varies – go to [clerestorylearning.com](http://clerestorylearning.com) for details, or call 888-622-6932

#### The Architecture of Learning Basic Course

CRN: 30245 Course #: EDUC 5614-01

Credits: 2 Tuition: \$170

Architecture of Learning is an instructional design model developed from neurocognitive and educational research findings. It equips teachers to design instruction based on a thorough understanding of learning.

#### Foundations & Frameworks Basic Course

CRN: 30246 Course #: EDUC 5615-01

Credits: 3 Tuition: \$255

The course moves from foundations that argue for the priority of reading instruction to the full development of instructional reading units that address all critical elements of optimal development of student reading skills. Topics within the course include reading comprehension, visual tools, small groups, vocabulary, assessment, beginning reading (including phonemic awareness and phonics), instructional tools, and content area reading.

#### Writer's Stylus: Transforming Substance to Significance

CRN: 30247 Course #: EDUC 5616-01

Credits: 2 Tuition: \$170

The course moves from fundamentals of revising writing to effective strategies for teaching language mechanics, revision skills, genre, pre-writing tactics, and for coaching developing writers.

### Online Enrollment Procedures

All applications, enrollments & payments occur online! Please go to [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops) and carefully review the provided information. We recommend that you use the **Firefox or Google Chrome** browser for complete webpage functionality.

In order to ensure success, please read the information options on the following pages. If you have questions regarding procedures, call Graduate Workshops at 316-295-5516 for assistance. We are happy to help!

### **Step One – Everyone**

If you are interested in taking an offering for credit, go to [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops). In the right-hand column under GRADUATE WORKSHOPS, select either: **Online Application for Graduate Workshop Attendance (preferred\*)** OR **Electronic Paper Application for Graduate Workshop Attendance**.

Once you have completed an application, please see instructions below. NOTE: You must submit one application each year for account activation and workshop enrollment.

**\*Online applications are preferred** so that once your account is set up, all information will auto-populate for future entries. You will update information only as needed. Please be certain to note the email and login you establish with your first-time application, as this will be your key for future entry. Place this information in a safe place.

### **Login Information**

#### **Step Two – First Time Students Only**

For first time students only, two to three business days after submitting your **Application**, you will receive an email from the Friends University Help Desk, providing a user identification number (student ID-N00) and pin number (password). This information will allow you to enroll and access all accounts such as your Friends University email, Moodle (for blended and online classes), and Self-Service Banner (SSB-contains all transactions such as enrollments, withdrawals, and payments). **If you do not receive an email from Help Desk within 2-3 business days, please contact them directly for your information at 316-295-5767.** Only first time students, who have never enrolled in a Friends class previously, will receive this informational email.

#### **Step Two – Returning Students**

For returning students, please wait one full clock hour after submitting an **Application**, so that your account may be refreshed and activated. After one hour, you may enter your **Self Service Banner** account (located at [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops)) to enroll and make payment. You will not receive an informational email, as it may have been provided in the past and is confidential. If you cannot recall your ID number or password, please call the Help Desk at **316-295-5767** (or email at [helpdesk@friends.edu](mailto:helpdesk@friends.edu)) for assistance.

### **Step Three – Everyone**

**Enrollment and Payment Instructions (next page)**

## **Enrollment and Payment Instructions**

*You may enroll 24/7 at your convenience! If you would like assistance, you may call Graduate Workshops during business hours at 316-295-5516. We will assist while you are in front of your computer!*

### **Enrollment Procedures for Workshops through Self Service Banner**

1. Go to the Friends Teacher Education Workshops web page, [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops) and “hover” over Students located at the top of the page for your account menu that includes Email, Moodle and Self Service Banner (SSB). Click on [Self-Service Banner](#).
2. Click on [ENTER SECURE AREA](#) and log in with your credentials (User ID-N00 number and pin password) Forgot? Call Help Desk at 316-295-5767 during business hours.
3. Once logged in choose the [STUDENT](#) option, from main menu.
4. Click [REGISTRATION](#)
5. Click [ADD or DROP CLASSES](#). If, due to unforeseen circumstances, you must drop an enrolled class, please contact Graduate Workshops during business hours within 10 days of enrollment at 316-295-5516. You will be asked to provide the name of your workshop and your student id#. You may also email [educationworkshop@friends.edu](mailto:educationworkshop@friends.edu).
6. From the drop-down menu, choose the semester and year for which you will be registering and [Submit](#).
7. You will see a Financial Responsibility Agreement that you will want to read and then click on the box next to Electronic Signature to electronically agree to the above.
8. Enter the CRN(s) for the class(es) you want to register. You may enter as many CRN numbers as you would like at this screen. [SUBMIT CHANGES](#)
9. Enter only the date each workshop for which you are registering **begins**. *Do not enter an ending date!* [SUBMIT CHANGES](#)
10. Congratulations! You are now registered in the workshop(s). Your view should show “web registered.” Now continue for payment.

### **Payment Procedures for Workshops through Self Service Banner**

11. Now click on STUDENT located below the red banner at the top left side of the screen.
12. Click on [STUDENT ACCOUNTS](#), then select [VIEW AND PAY STATEMENT](#)
13. Under “Your Account” select [CLICK HERE TO MAKE A PAYMENT](#)
14. Enter workshop tuition amount.
15. Enter a description of your payment (i.e Graduate Workshop Payment)
16. Click on [ADD TO SHOPPING CART](#). Click [CHECKOUT](#)
17. Enter your information and [CONTINUE CHECKOUT](#). This will let you review your final order before submitting. This is where you will enter an email address for a receipt to be emailed to you for your records. Click [CONTINUE CHECKOUT](#).
18. Review your payment information; click [SUBMIT PAYMENT](#).
19. Congratulations! You have now paid for your Graduate Workshop(s).

*For any questions about registration or your Self-Service Banner (SSB), please contact the Graduate Workshops at 316-295-5516 or email us at [educationworkshop@friends.edu](mailto:educationworkshop@friends.edu). If you have any payment questions please contact Amanda Biering at 316-295-5912 or email [amanda\\_biering@friends.edu](mailto:amanda_biering@friends.edu). Students can also call the cashier at 316-295-5865 to make a payment. You will need your Student ID #, the CRN(s), and the amount you will be paying.*

For remaining questions regarding workshops, don't hesitate to call Graduate Workshops at 316-295-5516 during regular business hours or email [educationworkshop@friends.edu](mailto:educationworkshop@friends.edu).

**Friends University Spring & Fall Business Hours**

Monday-Friday 8:00 a.m. – 5:00 p.m.

**Cashier Spring & Fall Business Hours**

Monday-Friday 9:00 a.m. – 5:00 p.m.

**Friends University Summer Business Hours**

Monday-Thurs 8:00 a.m. – 5:00 p.m.

**Cashier Summer Business Hours**

Monday-Thurs 9:00 a.m. – 5:00 p.m.

Friday 8:00 a.m. – 12:00 p.m.

**Helpful Information:**

**Full service Help Desk hours:**

Monday – Thursday 8:00 am – 6:00 pm; Friday 8:00 am – 5:00 pm

**Limited after-hours Help Desk**

(this *does not include* assistance with Self-Service Banner, but **password** resets can be performed):

Monday – Thursday 6:00 pm – 10:00 pm; Saturday 8:00 am – 5:00 pm; Sunday 1:00 pm – 5:00 pm

[Graduate Teacher Education Workshops Quick Links](#) (scroll to bottom of page)

View our teacher education webpage for quick links to maps, facebook, transcripts, policies, etc. Need help? Please call us at 316-295-5516.

*Sincerely,  
Graduate Workshops Staff  
Friends University  
2100 W. University Ave.  
Wichita, KS 67213*