

# CTA Professional Development Course Registration Request

You can complete your registration request by mailing the completed form to Regional & Continuing Education (address below); completing the request online at [rce.csuchico.edu/cta](http://rce.csuchico.edu/cta); or by calling our office at 530-898-6105. The registration deadline, or postmark deadline for mailed registrations, is **March 24, 2017**. A \$10 late fee will apply for requests received after this date along with the appropriate approvals required to enroll.

**Student Information:** Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Have you previously applied to or taken a course at CSU, Chico?  No  Yes If yes, and different than shown above, name on student record: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  M  F  
MM DD YY Chico State ID Number

Address: \_\_\_\_\_  
Number Street Room / Apt. City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Title:** 2017 Good Teaching Conf. South **Instructor:** Leo Kirchhoff **Term:** Spring 2017 (2172) **Date:** March 17-19, 2017

**Check the registration type indicating the number of unit(s) that you'll be purchasing for your participation at the conference.**

- |                          |                                   |                         |                       |                              |                        |  |
|--------------------------|-----------------------------------|-------------------------|-----------------------|------------------------------|------------------------|--|
| <input type="checkbox"/> | <b>Pre-Conference</b>             | <b>Unit(s):</b> 1 unit  | <b>Cost:</b> \$60.00  | <b>Course:</b> EDUC 819J-201 | <b>Class ID#:</b> 5624 | Paper due March 24 to <a href="mailto:kirchhoff@csuchico.edu">kirchhoff@csuchico.edu</a> |
| <input type="checkbox"/> | <b>Main Conference</b>            | <b>Unit(s):</b> 1 unit  | <b>Cost:</b> \$60.00  | <b>Course:</b> EDUC 819J-202 | <b>Class ID#:</b> 5625 |  |
| <input type="checkbox"/> | <b>Pre-Conf. &amp; Main Conf.</b> | <b>Unit(s):</b> 2 units | <b>Cost:</b> \$120.00 | <b>Course:</b> EDUC 819J-203 | <b>Class ID#:</b> 5627 |  |

*Courses numbered 800-899 maybe valid for professional credit at the discretion of your local school district. 800-level courses do not meet degree requirements unless approved by the appropriate CSU, Chico department.*

**Payment Options:**

- Check Payment:** Make payable to CSU, Chico **Send to:** CSU, Chico Regional & Continuing Education  
400 W. First Street  
Chico, CA 95929-0250
- Credit Card Payments:** Register online at [rce.csuchico.edu/cta](http://rce.csuchico.edu/cta), call our office at 530-898-6105, or send in this completed form and Regional & Continuing Education will follow up by calling you for your Visa or Master Card payment.

## Directions to submit your registration online

- Step 1. Go here to this Webpage: <http://rce.csuchico.edu/cta>
- Step 2. View the list of Conferences from the box in the center of the page
- Step 3. Look for the unit link in the “Register Online by selecting the link below” box
- Step 4. Click the “Register Now” button in the rust colored box (bottom of the page)
- Step 5. Click the “Checkout” button
- Step 6. Complete the required fields
- Step 7. Click the “Review Order” button at the bottom of the page
- Step 8. Click the “Proceed” button and complete your payment information
- Step 9. Click the “Continue Checkout” button, review and submit