ENROLLMENT GUIDELINES

SELECT courses can be taken in two ways: 1) for NAU Credit or 2) for Professional Growth.

- **SELECT** (Special Education Learning Experiences for Competency in Teaching) is a federally funded program sponsored by the Arizona Department of Education and offered by Northern Arizona University. SELECT courses are recommended for special and general education teachers, administrators, related service personnel, and para-educators.
- Certified school personnel can take SELECT classes for renewal hours. SELECT classes can be taken for university credit by those teachers or administrators who are required by their school districts to have official transcripts and for those who may need to transfer hours to another district or out of state (tuition and associated fees apply). The classes can also be taken for professional growth contact hours for free.
- Please contact the Arizona Department of Education Certification Office if you have questions about renewal hours at: (602) 542-4367; Website: [http://www.azed.gov/](http://www.azed.gov/) Email: [http://www.azed.gov/about-ade/question/](http://www.azed.gov/about-ade/question/).
- SELECT courses may not apply to a degree program without prior written approval from your academic advisor.

1) Professional growth (certificate of contact hours)

- **Enrollment**: You may enroll online: [http://nau.edu/SBS/IHD/Programs/SELECT-Professional-Growth/](http://nau.edu/SBS/IHD/Programs/SELECT-Professional-Growth/) or call 928-523-9250 or email SELECT@nau.edu.
- **Tuition**: Contact hours are free to public and charter school employees. Please visit the SELECT website to register for Professional Growth.
- **Materials**: You may be expected to purchase a textbook for a SELECT class. Your course syllabus (which you should receive prior to the first class session) will list information about the textbook and purchasing information. If you have not received your course syllabus shortly after enrolling, please contact SELECT (select@nau.edu or 928-523-9250) to ask for a syllabus.
- **Deadline**: Enrollment materials for professional growth must be received TWO WEEKS prior to the first day of class.

2) NAU Credit (university transcript)

- **Application**: If you have not been enrolled as an NAU graduate student within the last year you must submit an NAU “Application for Non-Degree Graduate Admission,” with your application fee of $35.00. This can be done online at: [https://www.applyweb.com/apply/northazg](https://www.applyweb.com/apply/northazg). You must use the non-degree graduate application because SELECT classes are NOT part of a graduate degree program. *You may also register for SELECT courses for elective credit under a degree program, with approval from your academic advisor.
- **Enrollment**: To enroll in a class, after receiving your NAU username and password, go to: [http://www4.nau.edu/lois/](http://www4.nau.edu/lois/). Click on Self Service; Enrollment; and Enroll/Add Classes. If you have difficulty enrolling, please call the Student Technology Center at: 1-888-520-7215.
- **Tuition**: You may pay on-line after enrolling. The cost for taking a course for NAU credit is:
  
<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$431.00 per credit hour</td>
</tr>
<tr>
<td>Financial Aid Trust Fee</td>
<td>$18.00 (for up to 6 credit hours; $35 for 7 or more)</td>
</tr>
<tr>
<td>Info Tech Fee:</td>
<td>$9.00 per credit hour</td>
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  Tuition and fee amounts are subject to change by the Arizona Board of Regents. For information about NAU’s Tuition Payment Plan: [http://nau.edu/SDAS/Payment/Payment_Plan/](http://nau.edu/SDAS/Payment/Payment_Plan/). Fall and spring tuition not paid by the due date will be placed on the Automatic Tuition Payment Plan and will incur a $50.00 non-refundable service fee.

- **Materials**: You may be expected to purchase a textbook for a SELECT class. Your course syllabus (which you should request prior to the first class session) will list information about the textbook and purchasing information. If you are registering late or have not received your course syllabus, please contact SELECT (select@nau.edu or 928-523-9250).
- **Deadlines**: Tuition for SELECT classes is due by the first day of class. All deadlines are represented as calendar days from the class start date:
  
  5 Week Class: Deadline to add = 4 days, drop = 7 days, drop with a W = 14 days. Petition and fees applicable thereafter.
  
  8 Week Class: Deadline to add = 5 days, drop = 10 days, drop with a W = 23 days. Petition and fees applicable thereafter.

Website: [http://nau.edu/ihd-SELECT](http://nau.edu/ihd-SELECT)  Facebook: [http://www.facebook.com/SELECTProgram](http://www.facebook.com/SELECTProgram)  Email: select@nau.edu