



New Drake Registration Process

For classes starting on or after FEBRUARY 1, 2009, Drake registration will be on-line.

Please announce these changes to your class participants.

- You, as an instructor, will no longer collect registrations or money.
- Participants now have the option to register and pay for Drake credit when they register for the course on-line through Heartland.
- Participants may change credit options at any time through the last day of the course. If changing to a credit option with a higher fee, this can be done on-line on the "Show/View My Course History" page on the Heartland website. If changing to a credit option with a lower fee, participants must contact Professional Development.
- If participants want to pay by check, instruct them to print off a registration form available on the Heartland website. They must then mail the form and their check to Heartland Professional Development.
- For site-based courses, participants must be registered before the last day of the course. (Exception: If the course is less than one week in length, the registration deadline is one week from the end date of the course or before the instructor enters the grades online.)
- If participants choose to take the course for Drake credit, they will only receive a transcript from Drake University; they will no longer receive a transcript from Heartland.

New Grading Process

For credit classes starting on or after FEBRUARY 1, 2009, grades for ALL participants will be entered on-line.

- You, as the instructor, will submit grades for all participants through the Heartland Instructor Center.
- After the class has ended, grades can be entered through the Instructor Center. Instructors are asked to enter and save information as grades are calculated. Once the entire class has been completed, click on "Grade Entry is Complete." This will alert the Professional Development Department that the course is ready to be closed and will automatically be sent to Drake. You will NOT need to send in grades or class lists/attendance sheets to either Heartland or Drake.
- If grades have not been submitted, an email reminder will go out to you, as the instructor, two weeks after the last day of class reminding you to submit grades. If there is more than one instructor, you will need to coordinate who will be entering the grades.

Other Information

- Drake instructor packets will no longer be mailed. An email with pertinent information will be sent to all instructors listed.
- Beginning June 1, 2009, Drake tuition will increase to \$100 per credit hour.
- Please remind participants they can renew most teaching licenses on-line through the Board of Educational Examiners (www.iowa.gov/boee) and will not need their actual transcripts unless they are audited.