

To: Teachers
 From: David M. Agnew, Associate Professor
 Date: May 2, 2001
 Subject: Credit Opportunities for Chapter Management Institute (CMI)

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As you are preparing for the CMI workshop this summer, I wanted to let you know about the possibility of receiving **graduate** or **undergraduate** credit for the your experience. I have enclosed an admissions form with instructions. We will be on-site the Sunday that you come to Beebe, but we wanted to start now by letting you know the procedure, in hopes that the process will run smooth that day.

Some key issues or questions you might have are:

- What is needed to be admitted to ASU?
- What are the academe requirements for credit?
- How might payment be made?

To answer the first question on admissions we have enclosed the form that needs to be completed and returned. You can bring the forms the opening day of the Institute, but if possible we would prefer to receive this as soon as possible (fax them to 870-972-3849). You can also visit the web address below to get more information about how to register, another copy of the registration form, or other information about registration. You can register for 3 hours of either graduate or undergraduate credit.

<http://www.clt.astate.edu/dagnew/howtoregister.htm>

To answer the second question on what will be required for credit see the table below.

Graduate	Undergraduate
30 % Attendance	30 % Attendance
30 % Test (Content to be discussed –PDP)	70 % Test (Content to be discussed –PDP)
40 % Report (application of what you have learned-- to be completed by August 15)	-----

To answer the third question about payment we would suggest a check made payable to ASU Jonesboro. The amount would be \$399 for three hours of undergraduate credit or \$456 for graduate credit, plus a \$15 application fee for a total of \$414 or \$471). We ask that you **not make a check for the lump sum** which would include your tuition, housing, meals and etc. Those should be paid separately, since they are paid to ASU-Beebe. You may also make payment by credit card by calling in your number to the Center for Regional Programs at 870-972-3052. You can fax your application to the same office at 870-972-3849. If you run into difficulty please contact me at 870-972-2087.