



University of the Pacific
Center for Professional and Continuing Education
Courses 4 Teachers

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UNIVERSITY CREDIT FOR TEACHERS PARTICIPATING IN ACIS TOURS

General Guidelines for Teachers – A Simple Process with Three Steps

1. **Get to know the policies of your school district regarding university credit for your participation in this educational travel experience.** Some districts require prior approval for graduate professional growth, and some don't. Districts vary in policy regarding whether or not they require embossed transcripts, and districts have different turn-in dates for salary advancement. There are no refunds.
2. **Send in the following after your ACIS tour: a) Completed Registration Form** including your chosen course title(s) and number(s) (see page with registration form), and **b) Payment of \$279 for three semester units.** You may pay with personal check, Visa or MasterCard.
3. **The University will verify your participation** on an ACIS tour and issue your grade within 6-8 weeks of receipt.

General Information Regarding Semester Unit Credit with the University of the Pacific

The University of the Pacific is one of the oldest institutions of higher learning in the state of California. The Center for Professional and Continuing Education offers the opportunity to teachers to earn Graduate-Level Professional Development. These semester units are designed for Graduate professional growth (for salary advancement), not for pursuing an advanced degree. All our courses are in accordance with guidelines set forth by California WASC (Western Association of Schools and Colleges). Our courses have been accepted in school districts across the United States. However, school districts vary in requirements for prior approval.

Grades and Transcripts

A grade letter will be mailed to you on University letterhead, from the Courses 4 Teachers Danville office, two to three weeks after your registration is received and verified. You will receive an unofficial transcript from the University of the Pacific Registrar in six to eight weeks.

Regarding the process of requesting a formal transcript:

Upon receiving the unofficial transcript from the University Registrar (that shows you are entered in the Registrar's computer), you will also receive instructions on how to request an embossed, sealed, cumulative transcript. You cannot order a transcript through email, fax or over the phone.

If you need your transcript more quickly than the procedure described in your grade letter, you can order it online by taking the following steps:

- Go to the Registrar's Office website (<http://web.pacific.edu/x7062.xml>) and order it through the National Clearinghouse website. A credit card must be used to pay for the order, which includes a \$7 service charge.
- It is important you write the course numbers you wish to appear on the transcript – that way they will not send the transcript until all those courses you wish to appear are posted.
- If it gets within two weeks of your school district's deadline and you have not been able to get the transcript, please notify our Danville office immediately by email and we will try to expedite the process. However, we cannot do this until at least four weeks from the date you are graded.

Note: There are no refunds for registrations. Check with your school district to verify that they accept graduate professional growth credit for your participation in educational tours.