



Vermont State University

Thank you for registering for this Vermont State University (VTSU) Center for Schools course. We are happy to be supporting you in your professional development! Below we have provided some information that should be helpful to you as you move forward. Please feel free to reach out to our Center for Schools team with any questions or concerns.

Vermont State University (VTSU)

On July 1, 2023, Castleton University, Northern Vermont University, and Vermont Tech became a single university now named Vermont State University (VTSU). The Castleton Center for Schools has been renamed the **Vermont State University Center for Schools**. Rest assured, even though our name has changed, our team and our commitment to supporting you, has not.

Your Student ID Number

If you do not have a VTSU ID number, one will be assigned to you. If you have taken a class through VTSU (Castleton, Johnson, Lyndon, Vermont Tech) or CCV, you have already been assigned a university ID number and that number will not change. If you don't remember it, don't worry. Your ID number will be sent to your instructor on the course grade roster. **Reach out to your instructor if you need your ID number.** You will need your ID number to activate your Online Account and to reset your password if you forget it or let it expire.

Activating Your Online Account

If you haven't yet activated your VTSU account, please visit the [VSC IT Support Site](#) for step-by-step instructions. You will need your account for 3 possible reasons: 1. To log into VTSU's learning management system (Canvas), but ONLY IF your course is using Canvas. Many courses do NOT. If you are unsure, ask your instructor. 2. To view and print your final grade report once the course ends and 3. To view and /or pay your bill for courses where payment is due to VTSU.

Problems with Account

If you're still having issues, please [contact IT Services](#) either by phone or support ticket.

Duo Authentication

To protect student and instructor data, our system requires duo authentication. You will need to set that up. This link will give you more information. [Multi-Factor Authentication - VSC IT](#)

Grade Due Date

Please be aware that the grade due date is set a full month after the course end date. To access your final grade, please follow the unofficial transcript or official transcript access instructions in the paragraphs below. If you log into Canvas before the due date, grades may not be visible. Contact your instructor if you need to

know the exact date grades will be posted. NOTE: Grades are not visible to you until 3 full business days after your instructor has posted them. Our Registrar needs to verify, and our system needs to upload.

Unofficial Transcript

After you've activated your account, if your employer will accept an unofficial transcript, you can locate it by logging in to [VTSU's Self-Service Portal](#). The unofficial transcript shows all grades for courses you took through Vermont State University since 2002 and DOES have the University heading. Most districts accept these reports for tuition reimbursement. **TIP:** Free unofficial transcripts begin to disappear over time. If you could ever use a copy, we recommend that you view, print, or save shortly after the course ends.

Transcript

If you need an official transcript, please visit [VTSU's Parchment page](#). **TIP:** If you take a course at the graduate level, you must indicate that when you make the request. Otherwise, your transcript will arrive blank or with only undergraduate courses you took through VTSU.

Course Evaluation

Course evaluations are very important to the University and our accrediting body. **Toward the end of the course, please complete the electronic [Summer Course Evaluation](#).** Look for your instructor and course on the dropdown menu. The evaluations can be completed using any smartphone, tablet or computer. Note: Evaluations come directly to the Center for Schools and are forwarded to instructors only *after* final grades have been posted.

Course Drop & Withdrawal Policies

Vermont State University (VTSU) Center for Schools offers courses to educators with the expectation that registrants will complete the course. However, the university realizes circumstances arise in one's personal life that may cause disruptions. Please review the course drop and withdrawal policies detailed below very carefully.

Drop Policy

For a course that is **8 weeks or less** in duration, a student can **drop** the course **within the first 7 days** for any reason. For a course that is **more than 8 weeks** in duration, a student can drop the course **within the first 14 days** for any reason. The course **will NOT appear on a transcript** and the student (or school/district) can expect a full refund for any tuition paid.

The student must email a drop notification to the instructor *and* submit a [Center for Schools drop request form](#). Once the applicable drop period detailed above has passed, drop requests will no longer be honored.

Withdrawal Policy

After the initial drop period has passed, but **before 60%** of the course has taken place, a student can **withdraw** from a course. The course **will appear on the student transcript with a "W"** and NO refund can be issued. The student must email a **withdrawal** request to the instructor and complete the [Center for Schools withdrawal request form](#). Again, this form must be submitted before 60% of the course has passed.

After 60% of the course is complete, withdrawals are NO longer permitted. At this point, a student has 3 options:

1. Complete the course as originally planned.
2. Request a formal extension from the instructor and the university, which if granted, would allow up to 7 weeks to complete the coursework.
3. Accept a final grade based on the work completed to date, even if it means a failing grade.

Those who withdraw without adhering to the policies described above may receive a failing grade on their transcript and/or be liable for associated course costs. Please direct any questions to your instructor and to

cfs@vermontstate.edu

Other Professional Development Opportunities

Visit [our website](#) for a current list of professional development opportunities. The list is updated often. Please let us know if we can help you with any other professional development needs.

Center for Schools Contact Information

Please let us know if there is anything more we can do to support you. Feel free to contact us with any questions or concerns.

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