



## Graduate-Level Credits: University of the Pacific/SIOP Virtual 2020

### Course Overview/Requirements

There are only two requirements for the awarding of graduate-level credits/units:

**1. Self-Created Time Log:** Create a PDF, JPEG, or Word document including a self-created time log documenting the time you spend creating curriculum, activities, projects, strategies, or techniques inspired by the SIOP Virtual 2020 Conference that you attend/complete. Creating your own log gives you the freedom of documenting all the time and effort you have dedicated to completing your coursework requirements. Your log must be specific and include dates and accomplishments. For each Graduate-Level Credit/Unit, document 15 hours of involvement. All your coursework participation must be away from professionally paid hours.

Whether you spend time brainstorming new ideas, creating new curriculum, researching, reading, typing your reports, reviewing SIOP materials/resources, or composing notes during the virtual conference, you are able to document all the professional time that you have invested enhancing your professional growth. You may also backdate your log to include previously developed teaching techniques or activities.

**2. Reflection Paper:** For each graduate-level unit, type a 3-page, single-spaced narrative report summarizing your overall experience of creating and/or developing new ideas inspired by the workshop you attended. You may modify, change, or adapt any ideas to meet your professional needs. The culminating goal of this report is to demonstrate how SIOP Virtual 2020 has enhanced and empowered your professional development.

**Coursework Submission:** Coursework can be submitted up to 6 months from registering, and extensions are always granted upon request. You may also submit your coursework earlier if needed. The true course ending date that will appear on your transcript will reflect the date your coursework was received.

Completed coursework should be saved as a PDF, JPEG, or Word document and include the following:

**1. Title page** with your last name, first name, course number and title, number of units, last 4 digits of SSN, and course beginning/ending date.

**2. Self-created time-log** documenting 15 hours per unit with dates and accomplishments. Include the total number of hours calculated for all coursework. (See log example below.)

**3. Reflection Paper(s)** summarizing how you have enhanced your professional growth.

Email your completed coursework as an attachment to: [coursework@teacherfriendly.com](mailto:coursework@teacherfriendly.com). Please include in the subject line **"Coursework Submission."**

**Log Example:** It may be that you require more or less time completing your own personal activities and/or projects, and that's why we have left it to you to decide how you manage your time.

Date	Objective	Hours
4/21	Reviewed/researched materials to prepare for conference	1.5
4/23	Reviewed/Typed notes from first session of conference	2
5/10	Reviewed/Typed notes from the second session of conference	2
5/13	Reviewed notes from conference and developed plans of action	2
6/22	Created and constructed new learning activities based on conference	4
7/16	Typed 3-page, single-spaced report explaining implementation of new learning activities	3.5

**Total hours of involvement: 15 hours per unit**



## Graduate-Level Credits: University of the Pacific/SIOP Virtual 2020

### Reflection Paper Requirements

Each graduate-level unit requires a 3-page, typed, single-spaced narrative report. Try to incorporate the following key points into the structure of your report.

#### A. Activities, projects, strategies, or techniques of implementation:

Describe the activity, project, strategy, or technique that you developed as a result of attending the workshop or conference. Be sure to include materials and resources utilized. For example, handouts, visual aids, props, books, learning strategies, etc. Detail why you chose this idea and how it fits into your professional development needs or those of your learners. Explain the actual process of introducing your project and the methods used for instruction.

#### B. Population target: grade level, type of class, groups:

Define the needs and goals of the learners that you designed these ideas for and how they might correlate to their specific needs and/or core objectives. Indicate if these learning methods were designed for special need students, specific groups within a class, developmental ages, etc.

#### C. Objectives and goals:

Describe the specific targeted learning objectives and how they related to the goals of your instructional program. Try to correlate the objectives/goals to the specific activity/project you presented. Possibly correlate, when appropriate, the objectives/goals with the Common Core Standards set for your curriculum.

#### D. Evaluation methods utilized:

Describe how you evaluated the success of the projects you developed. What methods or criteria did you use to assess your achievement of specific goals?

#### E. Overall outcomes and reactions:

Include your personal assessments of how the learning objectives and goals were achieved. What were the reactions of your learners? How would you redesign or change the methods utilized with future utilization of the projects?

### Contact Information:

Mail all registrations and payments to:  
Professional Development Programs, University of the Pacific | Bernerd College  
729 West 16<sup>th</sup> Street, Ste. B-3  
Costa Mesa, CA 92627  
(949) 646-9696  
[ecg1@ecg1.net](mailto:ecg1@ecg1.net)

**University of the Pacific Business Office** (for all registration confirmation and tuition / billing questions) please call (949) 646.9696  
8am – 12pm, Pacific Time  
(Tuesday, Wednesday & Thursday)



## Graduate-Level Credits: University of the Pacific/SIOP Virtual 2020

### Frequently Asked Questions

#### **What is the required completion date?**

Your coursework can be submitted up to 6 months after registering, and extensions are always granted upon request. You may also submit your coursework earlier if needed. The true course ending date that will appear on your transcript will reflect the date your coursework was received.

#### **Will my district accept these credits?**

UOP's continuing education course credits / units are acceptable where local districts approve and are applicable to state licensing or salary advancement where authorized. All students are responsible for determining the acceptability of these credits for their intended use.

#### **Is University of the Pacific accredited?**

The University of the Pacific is fully accredited by the Western Association of Schools and Colleges (WASC). Established in 1851, it is the oldest private chartered university in the state of California.

#### **What type of credits are offered?**

The credits offered are post-baccalaureate, graded, graduate level semester credits that are not part of a degree program at University of the Pacific, but instead are used for professional growth such as salary advancement and re-certification.

#### **When can I register for credit?**

You may register at any time.

#### **I am not actively teaching. Can I still enroll in a course?**

Although we know the value in having a live classroom setting handy, you do not need a classroom to take this course. You will simply develop a plan of action describing how you will implement the strategies that you have learned.

#### **Are tuition fees refundable?**

Once your tuition payment has been processed, there are **no** refunds. We always advise for educators to verify that their district will accept the credits prior to enrollment.

#### **Are these credits transferable to another university?**

The credits are not designed to be applicable towards a degree program at University of the Pacific. However, the transferring and acceptance of these credits with another university is solely at the discretion of the respective institution. We do not provide assurance that any state licensing board, university, or school district will accept these credits for those purposes.

#### **What type of grade will I receive for my completed course(s)?**

Each professional development course is letter graded and will appear on an Official Transcript from University of the Pacific, Benerd College.

#### **What is the cost per semester credit?**

\$62 per semester credit. Please know that all university credit tuition fees are paid separately from the SIOP Virtual 2020 fee.



2020 SIOP® Virtual Conference

UNIVERSITY OF THE  
**PACIFIC**

Benerd  
College

## Graduate-Level Credits: University of the Pacific/SIOP Virtual 2020

### Transcript Information

An unofficial transcript from University of the Pacific (UOP) will be mailed to you via standard mail (at no charge) within 3-6 weeks from the time that you complete and submit your coursework requirements. ***Grades are submitted and processed in the Registrar's Office at UOP weekly. However, please know that it can take anywhere between 3-6 weeks, from the time you complete and submit course requirements, for an unofficial transcript to arrive by regular mail to your home address. Previewing the unofficial transcript received by mail will allow you to verify that all your courses and credits appear correctly before you attempt to order and pay for an Official transcript.***

You may request an Official Transcript after successfully completing your course(s) at any time. However, **DO NOT FORGET** to include ALL PEDU/EDUP course numbers that you wish to appear on your Official Transcript (see detailed steps below). Otherwise, your transcript may be sent without important information and you will have to re-order/re-pay!

#### **Cost for ordering an Official Transcript:**

Standard Mail: \$7.25

Overnight Mail: \$27.25

**Order an Official Transcript for your completed course(s) by following the directions below:**

#### **Step 1:**

Go to: <https://www.pacific.edu/about-pacific/administration/offices/office-of-the-registrar/academic-transcripts.html>. Next, **find and click** on the “National Student Clearinghouse” link. It is located underneath the “Former Students and Professional Development” heading

**Graduate-Level Credits: University of the Pacific/SIOp Virtual 2020**

## Ordering Official Transcripts

**Stockton  
Transcripts****San Francisco  
Transcripts****Sacramento  
Transcripts****Stockton Official Transcripts Ordering Procedure****Students with an insidePacific account**

To order go to [insidePacific](#) ☞ and click on the National Student Clearinghouse Link under the 'Academic' tab. Then click the 'Order or track a transcript' link.

**Former Students and Professional Development**

To order go to [National Student Clearinghouse](#) ☞ and follow the directions.

**Instructions for Transcript Requests**

- For online orders, visit [National Student Clearinghouse](#).
- For mail-in orders, *print out and complete this form and mail to the Office of the Registrar.*
- To check the status of an order, visit the [Transcript Order Status Tool](#).
- Please refer to the processing time and fees table **below** for pricing.
- The following conditions will prevent transcript requests from being processed and/or will not be honored as a transcript request:
  - Incorrect amount paid for transcript fees.
  - Fax requests will not be honored, nor will transcripts be faxed.
  - E-mail requests will not be honored.
  - Telephone requests will not be honored.

**Please Note:** University of the Pacific will not provide copies of test scores (e.g., TOEFL, GRE, SAT, GMAT) or transcripts of the academic work from other institutions. You must contact the original institution for transcripts.

**Processing Time and Fees**

Ordering Options	Regular (3-5 Business Days)	Rush (Will be mailed same day but still follows regular shipping of 3-5 business days)	Overnight (No International or PO Box)	Submission Requirements
Order online through the National Student Clearinghouse	\$7.25 each	\$17.25 per address; \$5.00 per additional copy.	\$27.25 per address, \$5 per additional copy.	Orders must be submitted by 10:30am PST
Order by Mail through the Office of the Registrar	\$15.25 each	\$25.25 per address; \$15 per additional copy.	\$35.25 per address; \$15 per additional copy.	Orders must be submitted by 10:30am PST
Order in Person through Office of the Registrar	\$15.25 mail or pick-up	\$25.25 per address; \$15 per additional copy.	\$35.25 per address; \$15 per additional copy.	Orders must be paid with exact change, check, or money order



## Graduate-Level Credits: University of the Pacific/SIOP Virtual 2020

### Step 2:

Once you have completed Step 1, you will be redirected to the page below. Scroll to the bottom of the page and click on **“ORDER TRANSCRIPT(S)”**

#### School Notifications

\*\*\*Attention: Students of [McGeorge School of Law](#) or [Dugoni School of Dentistry](#) please do not order transcripts via this web site. Contact school directly. [Please Note: Dental Hygiene and Physician Assistant students should proceed here.](#) \*\*\*

#### Processing Time:

- Regular: 3-5 business days
- Rush: Same day (must be received by 10:30am PST)
- Overnight: 24 hour turnaround (must be received by 10:30am PST)  
(Note: No Overnight Service is provided to an International address or PO Box)

#### Processing Options:

Want to send transcripts now and after grades/degrees are posted?

- Enter recipient information twice.
- Once for the transcripts being sent now
- Once for transcripts being held for grades/degrees.
- Students must select a different processing option for each recipient

#### Professional Development Students:

To ensure that all courses show on your transcript at the time of this request do the following:

- Check 'Hold for grade posting' option.
- List in 'special instruction' box by subject/course # and Title (e.g. PEDU 9020 Development for Beginning Teachers I).

#### Additional Requirements:

- Upload any PDF, DOC or DOCX document to be sent with your transcript
- Add special instructions if needed

#### Notable Closure Dates:

- Thanksgiving (Thursday and Friday)
- **Christmas Eve Day through New Year's Day**

#### Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

**ORDER TRANSCRIPT(S) >**



## Graduate-Level Credits: University of the Pacific/SIOP Virtual 2020

### Step 3:

Enter your personal information to begin ordering your transcript(s).

Transcript Ordering Center

UNIVERSITY OF THE  
**PACIFIC**

Help

0

1

Enter Personal Information

2

Select Transcript and Delivery  
Details

3

Confirm Order and Checkout

### Enter Personal Information

Personal Information

All fields required, unless otherwise indicated

First Name

Middle Name  
(Optional)

Last Name

Date of Birth  
MM/DD/YYYY

Has your name changed since attending school?

YES

NO

Student Identification Information

One of the following is required

Student ID  
Dashes are not allowed  
OR

Confirm Student ID  
Dashes are not allowed

Social Security Number  
XXX-XX-XXXX

Confirm Social Security Number  
XXX-XX-XXXX

Are you currently enrolled at University of the Pacific?

YES

NO

CANCEL ORDER

CONTINUE





## Graduate-Level Credits: University of the Pacific/SIOp Virtual 2020

### Step 4:

**IMPORTANT:** Once you arrive to the “Select Transcript and Delivery Details” page below, it is imperative that you **ALWAYS** select “**After Grades Are Posted**” when ordering. Also, please **DO NOT FORGET** to include ALL PEDU/EDUP course numbers that you wish to appear on your Official Transcript. You may list the courses that you are requesting transcripts for in the “Enter other required instructions only” field. Otherwise, your transcript may be sent without important information and you will have to re-order/re-pay!!

1

Enter Personal Information

2

Select Transcript and Delivery  
Details

3

Confirm Order and Checkout

### Select Transcript and Delivery Details

Recipient: 

#### Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?

After Grades Are Posted ▼

Will Be Posted:

Term

(Optional)

Year

YYYY (Optional)

#### Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?

Standard Processing ▼

How do you want your transcript sent?

Overnight Mail - \$20.00 ▼

How many copies do you want?

1 copy = \$5.00 ▼

Enter other required instructions only

PEDU 9095

PEDU 9096

PEDU 9097

PEDU 9098|

(Optional)

School's Terms and Conditions:

DOMESTIC SERVICE ONLY. Transcript will be overnighted within 24 hours of order(if received by 10am PST) to the recipient for receipt the next business day. PO Box addresses will be shipped by 2 day mail. Note that we are closed Thanksgiving (Thursday and Friday) and from Christmas Eve Day through New Year's Day.

I have read and accept my school's terms and conditions for the delivery method of Overnight Mail?

Acceptance to the Terms and Conditions is required.

YES

NO