

TO: Teachers registered for the summer NYC Chemistry Modeling Instruction Workshop:

I am very pleased to inform you that SUNY Empire State College is offering a 3-credit graduate course this summer: "EDU662102 Modeling Instruction in Science: Chemistry". Since you are registered for the Workshop, you are eligible to enroll in SUNY Empire State College and register for the course. Detailed instructions are below.

In order to receive credit for the course, you will be required to complete the 3-week workshop satisfactorily AND to complete several written assignments. The full details of the course, the assignments, and how they will be evaluated are explained in the attached ESC "Learning Contract."

To enroll in ESC, you will be required to pay graduate tuition and fees, as follows:

**New York State Resident Tuition and Fees for 3 Credits**

CRED-ITS	TUITION	COLLEGE FEE	ACTIVITY FEE	HEALTH & WELLNESS FEE	TELE-COM FEE	TOTAL
3	\$1,170.00	\$2.55	\$18.75	\$15.00	\$125.00	<b>\$1,331.30</b>

**Out-of-State Resident Tuition and Fees for 3 Credits**

CREDITS	TUITION	LESS ESC GRANT	NET TUITION	COLLEGE FEE	ACTIVITY FEE	HEALTH & WELLNESS FEE	TELE-COM FEE	TOTAL
3	\$2,085.00	\$447.00	\$1,638.00	\$2.55	\$18.75	\$15.00	\$125.00	<b>\$1,799.30</b>

Note that enrollment in ESC, tuition payment, and registration are carried out entirely online; face-to-face contact is NOT required for any of this. Online and telephone support and guidance are also available. See the website of the ESC School for Graduate Studies: <<http://www.esc.edu/graduate-studies/>>.

Here is a link to the College's Policy on NY State Residency: <<http://www.esc.edu/student-accounts/billing-payment/how-charges-calculated/nys-residency/>>.

Information about the College is at <<http://www.esc.edu/about-esc/>>.

Here is a link to information about the College's Master of Arts in Teaching Program:

<<http://www.esc.edu/graduate-studies/academic-programs/mat/>>, which leads to NY State certification in biology, chemistry, earth science, and physics at the middle and high school levels. The MAT Program is accredited, see <<http://www.esc.edu/graduate-studies/academic-programs/mat/mat-accreditation/>>.

**FOLLOW THESE TWO STEPS TO ENROLL IN THE COLLEGE AND REGISTER IN THE COURSE:**

**1. TO ENROLL IN EMPIRE STATE COLLEGE:** Print, fill out, sign and date the attached "Graduate Application for Nondegree Students." *I strongly recommend that if you intend to take the course, you should BOTH complete this form AND send in the required undergrad transcript IMMEDIATELY. There is*

*no financial obligation involved, and you will not be able to register for the course until this form has been processed!*

- a. Follow the instructions on the back of the form.
- b. Since this will be graduate credit, you are required to send an official undergrad transcript verifying that you have completed a bachelor's degree. (*Yes – it's a pain. No – you can't skip this step!*)
- c. The questions about military service are strictly for tracking purposes and have no influence on your application.
- d. See link above for policy about NYS residency.
- e. Submit the form by one of the following methods:
  - 1) *Preferred:* Scan and email to <[GradReg@esc.edu](mailto:GradReg@esc.edu)> - attn.: Liza Hathaway.
  - 2) *Preferred:* Fax to: **518-587-9760**, attn.: Liza Hathaway.
  - 3) *Slower:* Mail a hard copy to: School for Graduate Studies, ATTN: Liza Hathaway, SUNY Empire State College, 111 West Ave., Saratoga Springs, NY 12866-6069.
- i. Notify me via email ([fbrunsch@gmail.com](mailto:fbrunsch@gmail.com)) that you have submitted the Graduate Application Form.

**2. TO REGISTER IN THE COURSE:** Print, fill out, sign and date the attached "Graduate Manual Registration Form," following the instructions on the back of the form. **NOTE: Submitting this form means you are agreeing to pay the tuition and fees.**

- a. Mentor is "Fernand Brunschwig."
- b. "TERM (Sept/Jan/May)" and "Term Guide/Course created for student)": OK to skip both of these choices.
- c. Title: Modeling Instruction in Science: Chemistry
- d. Number of credits: 3.
- e. Course and section number: EDU-662102
- f. Mode of Instruction: OK to skip
- g. Amount due now: Leave blank. YOU WILL BE NOTIFIED VIA EMAIL ABOUT THE AMOUNT OF TUITION AND FEES DUE (See above table and below).
- h. Submit the form (and thereby agree to pay tuition and fees) by one of the following methods:
  - 1) *Preferred:* Scan and email to <[GradReg@esc.edu](mailto:GradReg@esc.edu)> - attn.: Liza Hathaway.
  - 2) *Preferred:* Fax to: **518-587-9760**, attn.: Liza Hathaway.
  - 3) *Slower:* Mail a hard copy to: School for Graduate Studies, ATTN: Liza Hathaway, SUNY Empire State College, 111 West Ave., Saratoga Springs, NY 12866-6069.
- i. Notify me ([fbrunsch@gmail.com](mailto:fbrunsch@gmail.com)) that you have submitted the course Registration Form.

Once you have completed Steps 1 and 2 above, you will be notified via email that the registration has been entered, and the amount due for tuition and fees will be specified. YOU MUST PAY THE AMOUNT DUE WITHIN 48 HOURS OR YOUR REGISTRATION IN THE COURSE WILL BE CANCELLED. Here is a link about how to pay: <<http://www.esc.edu/student-accounts/billing-payment/how-to-pay/>>

WITHDRAWAL FROM THE COURSE AND TUITION LIABILITY: If you decide to withdraw from the course, you must do it using the procedures specified on the ESC website: <<http://www.esc.edu/student-accounts/withdrawals/>>. You must also notify me <[fbrunsch@gmail.com](mailto:fbrunsch@gmail.com)> at the same time via email.

**NOTE: If you withdraw on or before July 23, you will not have any tuition liability. If you withdraw**

**between July 24 and July 28, you are liable for 65% of the tuition. If you withdraw on July 29 or after, you are liable for 100% of the tuition.**

Best regards,  
Fernand Brunschwig, Chairman  
PhysicsTeachersNYC

Attachments:

- Learning Contract – Chemistry
- Graduate Application for Nondegree Students
- Graduate Manual Registration Form