



CollegeCoursesOnline

Professional Growth with a Personal Touch

Print Registration and Course Order Form

Read and complete the College Courses Online Registration form and course order form. Be sure to read and sign the Terms of Use. Failure to do so will delay the processing of your order. Please allow a minimum of 2 weeks to process your registration.

College Courses Online Registration Form:

Today's Date:

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Phone Number:

Email Address:



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College Courses Online Course Order Form:

Each course is \$360. If a promotion code applies, please include the code with your order.

Add \$40 per course if you want a print version.

Title of the Course	Print Version? (+\$40)	Quantity	Price

Promotional Code*:

Total:

A digital version of your course materials will be emailed to you upon receipt of your registration and confirmation of payment.

Make the check payable to: College Courses Online

Mail to:

College Courses Online
PO Box 312
Galeton, CO 80622

Contact info:

College Courses Online • www.collegecoursesonline.com
annegoiran@collegecoursesonline.com
303-905-7332 (M-F 8am-5pm MST)

Register for graduate credit or continuing education credit through nationally accredited institution partnered with CCO on www.collegecoursesonline.com Additional fees apply.

If you do not want a transcript you may request a Certificate of Completion from CCO at the completion of your course work. Please visit www.collegecoursesonline.com under "Cart & Registration" for more details.

*Sign up for our email list to receive newsletters and promotions! www.collegecoursesonline.com



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College Courses Online, LLC: Terms of Use

- 1. GENERAL INFORMATION** College Courses Online (CCO) offers professional growth courses in partnership with nationally accredited institutions for teachers, K-12 (otherwise referred to as Learners) to renew teaching license, meet criteria to satisfy requirements for “Highly Qualified” in a content area or satisfy requirements to move up the salary scale in connection with its Website located at <http://www.collegecoursesonline.com/> CCO is dedicated to education in the subject matter presented.
- 2. ACCEPTANCE** Each Learner must accept and agree to comply with these Terms of Use. CCO may modify these terms and conditions from time to time, and such modifications will be effective upon notice posted to the CCO Website.
- 3. PERMITTED USE** Your right to use and receive the course materials is personal to you and is not transferable. You may not distribute any course material from CCO for any purpose other than within the conduct of this course. The contents of the CCO courses are copyrighted under United States copyright laws.
- 4.** You may download any of the material from the course for which you are registered for your own personal, non-commercial use in pursuing study, provided that you agree to abide by any copyright notice or other restriction contained in any individual posting and include any author attribution, copyright or trademark notice or restriction in any materials that you download. Commercial use, copying, or distribution of the course content, course materials, learner submissions and/or instructor submissions is prohibited.
- 5. ON-LINE CONDUCT** Learners are expected to observe the highest code of conduct. All work must be original and created solely by the learner expressly for the course. The source for extracts from the work of others must be clearly identified with appropriate citations. Any misrepresentation of identity or plagiarism of submitted work is expressly prohibited and may result in expulsion from the course without refund.
- 6.** Each instance of a course can only be taken for credit from one accrediting institution. Multiple submissions for graduate credit are prohibited.
- 7. COURSE TIME LIMITS:** Learners have a minimum of 6 weeks to complete a course and up to a maximum of a year from their date of registration and purchase of a course from CCO. A 6-week extension is granted upon written request providing that the request occurs within the original year contract. The first extension of 6 weeks is at no charge. Additional requests for a 6 week-extension require the Learner to re-register with College Courses Online and a fee of \$100 to CCO for administration fees to reactivate the Learner’s status and create a new end date. Once the end date has expired, all changes require a student to re-register for a course.
- 8. CREDITS:** Application for graduate credit or continuing education credit with nationally accredited institutions partnered with CCO is the responsibility of the Learner. The Learner is subject to the nationally accredited institutions policies for registration, payment and transcripts.
- 9. TRANSCRIPTS AND GRADES:** Once a Learner has met and satisfied all course requirements, and has no outstanding financial obligations to CCO, the Learner may request a grade to be submitted to the Learner’s registered nationally accredited institution that is in partnership with CCO. Transcripts will be mailed to the Learner by the nationally accrediting institution. Grades for Learners who do not complete their course work within the Course Time Limits and have registered with the nationally accredited institution will reflect a “TF”, Technical Failure.
- 10. COURSE AUDIT POLICY:** College Courses Online does allow a learner to audit the course. Auditing is defined as someone who can gain access to all course materials, completes the work within a year from the date of registration with CCO but has not registered or paid for graduate credit or continuing education units through an accredited university. Learners who audit courses will pay the course fee and receive a Certificate of Completion. Any acceptance or rejection of this Certification of Completion for meeting criteria for professional growth through a school or school district shall be the Learner’s responsibility.
- 11. DISCLOSURE OF LEARNER RECORDS** collected by CCO from the following Learner information: personal identification information submitted on the course registration form (including payment information), assessments by the instructor of individual and overall course grade, all coursework and course related communications. This information is used solely to maintain accurate records and for internal study by College Courses Online. Names and email addresses of Learners selecting graduate credit or continuing education units will be communicated to the appropriate higher education institution.
- 12.** No personal information that could be associated with a Learner will be shared with any third party, except an institution of higher education from which the Learner is obtaining course credit. Deliberate misrepresentations of Learner information may result in course expulsion without refund.
- 13.** Record of Learner registrations and assessment of individual Learner performance may be kept by CCO for up to seven years.
- 14. PAYMENT TERMS:** Payment is required to complete the registration process and assure a Learner’s actual course enrollment. CCO will send payment confirmation in a timely manner. It is the responsibility of the potential Learner to assure that full and complete payment is received by CCO.



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15. REFUND AND EXCHANGE POLICY: Requests for refunds must be made in writing to CCO administrator. Learners will receive 90 % of the course fee in the first 7 days from date of purchase, 50% within 14 days of date of purchase and 0% refund thereafter. A learner may request an exchange of course for another like and kind course from CCO within 7 days of original purchase at a \$40 charge. Refunds for graduate credit or continuing education credit are subject to the accredited university's guidelines.

16. DISCLAIMER OF WARRANTY; LIMITATION OF LIABILITY. NEITHER CCO, THE LEARNER'S UNIVERSITY, NOR ANY OTHER PARTY INVOLVED IN OPERATION OF THE COURSE WARRANT THAT THE COURSE WILL BE UNINTERRUPTED OR ERROR FREE. IN NO EVENT SHALL CCO, THE LEARNER'S UNIVERSITY, NOR ANY OTHER PARTY INVOLVED IN OPERATION OF THE COURSE BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR INABILITY TO ACCESS LEARNER MATERIALS ON CCO WEBSITE.

17. INDEMNIFICATION You agree to defend, indemnify and hold harmless CCO from and against all claims and expenses (including attorney's fees) arising out of any posting to CCO by you or anyone using your e-mail account or any breach by you of the terms of this agreement.

18. RIGHT TO TERMINATE. CCO reserves the right to terminate your enrollment in any CCO courses at any time in the event that it considers, in its sole discretion, any conduct by you to be in violation of the terms of this agreement or otherwise in violation of the spirit of CCO.

19. GRIEVANCES: Grievances and complaints, either occurring during a class or beyond, including grade disputes, should normally be directed toward the one or more members of the instructional team. Grievances and complaints that are not resolved to the satisfaction of the participant in this manner, or if the situation directly involves a member of the instructional team, then the participant should contact the CCO administrator or the participating University.

20. DISPUTE RESOLUTION: If not so resolved through the grievance process above, then the following shall apply: If a dispute arises out of or relates to this Agreement, or the breach thereof, the parties agree first to try in good faith to resolve the dispute through discussion and negotiation within 30 days after notice given by either party of a request for negotiation. If not so resolved, the parties agree to submit the dispute to mediation administered by the American Arbitration Association under its Commercial Financial Disputes Mediation Rules, before resorting to arbitration.

I HAVE READ AND AGREE WITH CCO TERMS OF USE:

Signature

X _____

Date

Revised 5/28/13

