

# 2018 SAMPLE

UNIVERSITY OF CALIFORNIA, DAVIS

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SANTA BARBARA • SANTA CRUZ

UC DAVIS EXTENSION  
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## **Online Enrollment for Forestry Institute for Teachers- Plumas**

UC Davis Extension has approved the opportunity for participants in *Forestry Institute for Teachers- Plumas* to earn 3.0 quarter units.

As the lifelong learning arm of the university, we are happy to support this professional development. The credit fee for the units is \$200 (tentatively).

Enrollment is open June 2X through July X. You may enroll via our [Professional Development for Educators](#) page.

Please note, at times there are several courses listed on this page. Once you find the course and begin to enroll please confirm the course is section **TBD and the notes indicate the Plumas section**. If you enroll in the wrong course, you will be charged a \$30.00 processing fee to transfer. As these are special rates for this course, no discounts or refunds will be given.

Generally, it takes about a week after the enrollment period ends to process your credit. Once your credit is entered you may access a free, unofficial report via your user account at: <https://extension.ucdavis.edu/>

Our online report is accepted by many employers. If you need transcripts, you may request them under "Special Requests" when enrolling. Please note the courses(s) you would like included. Additional information is listed at <https://extension.ucdavis.edu/student-services/transcripts>

IF YOUR DISTRICT HAS A JULY TRANSCRIPT DEADLINE rush processing is strongly suggested. For \$25 a transcript will be mailed within one business day of grade recording. Standard processing (\$15) generally takes up to seven days to be placed in the mail. Please remember, there is a roughly two week enrollment window and then allow another week for recording grades.

If you have any questions or require additional information, please contact me.

Sincerely,