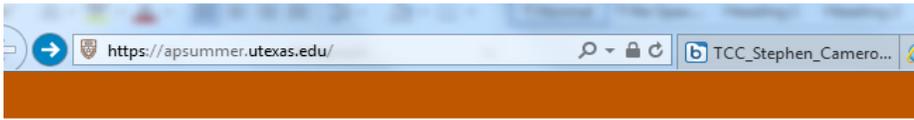


# How to Navigate Through Registration for the AP\* Summer Institutes Program at the University of Texas at Austin

From the Home Page, click on the tab “Institutes” in the top left corner of the page.



## INSTITUTES

Click on the subject that applies to your training needs. You will see the Texas Extended Campus logo at the top of the page with a brief description underneath. Scroll down slightly and find “Course Search Results” and a listing of all of the institutes offered in the chosen subject area. For more specific information on each institute listed, click on the title of the institute, colored in orange.

### Course Search Results

Search

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results



List Grid

Course	Location	Status
 <b>AP* Winter Workshop: AP* English Language and Composition</b> <span>NEW</span> AP-16100 <small>PROFESSIONAL DEVELOPMENT</small>	UT Austin	Available
 <b>AP* Winter Workshop: AP* English Literature and Composition</b> <span>NEW</span> AP-16101 <small>PROFESSIONAL DEVELOPMENT</small>	UT Austin	Available

Again you will see the Texas Extended Campus logo at the top of the page with a brief description underneath. Scroll down slightly for specific institute information, including a course description and details for when the class meets and what to bring with you. If you click on the orange number “4” listed at “Class Schedule” on the right side of the screen, it will show you the building name and room number of the institute. Once you have thoroughly read the course description and determined that this class is a fit for your experience level and training needs, click the blue button on the right side of the screen that says “Add to Cart”.

### AP-16100 - AP\* Winter Workshop: AP\* English Language and Composition



#### Course Description

Network and collaborate with fellow educators in your field, gain professional development hours and stay on track for a strong finish to the school year. All participants will attend three break-out sessions as well as a group activity. Participants will be given their session schedule for the day upon Check-In in the lobby of the Thompson Conference Center. Check-In and Check-Out will be required to record professional development hours.

##### Session topics to include:

- *Move from Test Practice to Rhetorical Reading: Be a Multiple Choice Guru* with Jennifer Troy
- *Moving from Literal to Rhetorical Comprehension: The Key to Success on the AP Language Analysis Question* with Beth Priem
- *Create and Sustain an Original Argument* with Sandra Coker
- Closing Group Session: *Collaborating for Support and Success*

\*AP is a registered trademark of the College Board. The College Board was not involved in the development or delivery of this program.

#### Notes

Please make sure to also read over the [Policies and Procedures](#) for the AP\* Winter Workshops.

#### Enroll Now - Select a section to enroll in

**AP-16100 - 001** Spring 2016 Available +

[Add to Cart](#)

---

**Type:** Class  
**Days:** Sa  
**Time:** 8:30AM to 2:30PM  
**Dates:** Jan 23, 2016

---

**Schedule and Location:** [View Details](#)

**Contact Hours:** 6.0  
**Location:** UT Austin

**Course Fee(s):** AP Winter Registration - \$89.00 +  
Invoice My School  
AP Winter Registration - \$89.00 +  
Pay by Credit Card

---

**Instructors:** Sandra Coker  
Beth Priem  
Jennifer Troy

Click “Check out” when prompted to do so by the pop up window. Scroll down slightly to see your cart. You should see an orange box that says “Courses” and the institute you chose underneath it, as well as the price.

Courses

AP-16101 - 001 - AP\* Winter Workshop: AP English Literature and Composition PENDING Remove

**PAYMENT**

Enrollment Type:

AP Winter Registration - Invoice My School \$89.00 Selected

AP Winter Registration - Pay by Credit Card \$89.00 Select

Selected Enrollment Option:

AP Winter Registration - Invoice My School \$89.00

**Subtotal** \$89.00

**CART TOTAL** \$89.00

Keep Shopping Update Checkout

[Registration Policies](#)

To the left, at the bottom of the page you will see an orange link that says “Registration Policies”, click that link to review APSI specific policies and procedures before continuing. Click the blue “Check Out” button at the bottom of the page on the right side when you are ready to check out and provide payment information. Scroll down slightly. You will see “Log In or Create an Account” and two orange boxes underneath that say “I have a UT EID already” and “I don’t have a UT EID”. Click the one that applies to you. If you aren’t sure, choose “I don’t have a UT EID”. When you go through the system online, it will check to see if one exists already for you.

Checkout

[My Profile](#) / [Applications](#) / [Payment](#) / [Receipt](#)

## Log In or Create an Account

Please select one of the following options

**I have a UT EID** Continue

Log in using your existing UT EID credentials.

**I don't have a UT EID** Continue

If you forgot your password or if you need to update your information, please visit [here](#) (this will open a new tab in your browser).

If you click “I don’t have a UT EID” please go through the steps given to create one. Please remember your unique password, as it is personal and only you will have record of it. For questions when setting up a UT EID, please call UT Information Technology Services at 512-475-9400. The AP\* Summer Institutes staff will not be able to assist you with UT EID questions.

If you click “I have a UT EID already”, on the next screen it will ask you for your UTEID and password.

UT EID

oresonjl

PASSWORD

.....

**LOG IN**

[I forgot my UT EID or password. I need a UT EID. Help](#)

Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the UT Austin

It will ask “Has any of your profile information changed recently? If so, please update it now.” Please make changes accordingly. If you have been given a GROUP CODE to use for your district, please make sure to add that to the Employer Information Section where it says “Group Affiliations” and “Group Code”.

## My Profile

Personal Information Has any of your profile information changed recently? If so, please update it now.

Email Address Continue Checkout

Telephone / Fax

Address **Contact Information**

Click the blue “Continue to Check Out” Button at the top right.

Group Affiliations

Please enter the Group Code provided to you for self-association to group. You may also choose to self-associate to an available group listed below by clicking on the Add Group button. If you wish to hide an available group, click on the Decline button.

Group Code: 

Add Group

Scroll down slightly. You will see the word “Payment”. You will see your institute once again and the price. You will see “Policy Confirmation” and a check box that says “I have read and understand the drop, transfer, refund, and security and privacy policies and approve charging the above amount to my credit card”. Check that box once you have read the policies, etc.

Privacy Policies

UT's Privacy Policy can be found [here](#). This will open a new tab in your browser. Please acknowledge by entering your initials in the boxes below.

I understand that The University of Texas at Austin abides by FERPA regulations and will not release my student information unless I expressly give The University of Texas at Austin permission to do so. \*

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

The University of Texas at Austin will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due. \*

If UT needs to invoice your school or district for your registration fee, please select “invoice or special billing” if you are paying with a credit card, choose “credit card”. If paying by credit card, please proceed with entering credit card information as directed.

## Payment

Please select a payment method:\*

Pay online by credit card

I would like to pay by Invoice or Special Billing

Select “Invoice” if, according to a prior arrangement, a third party will pay for your registration after being invoiced. For example, choose this option if your registration will be paid by a prepaid college investment program, such as the Texas Guaranteed Tuition Plan, or by an employer who needs proof of your enrollment before making payment.

Select “Special Billing” if a prior payment arrangement exists for you or for a group or program with which you are formally affiliated. For example, choose this option if your registration will be paid by your employer/school that is participating in a program paying for multiple students.

Choose a payment method:

Keep Shopping Continue Checkout

[Registration Policies](#)

You will be directed to a required Application. Your registration cannot be completed without completing the Application. The Application provides UT staff with information about the district and/or school you are currently teaching in and, if you have chosen to have your school invoiced, will give UT staff the information they require to proceed with invoicing.

## Select Student Application

Application	Status
APSI 2016 Workshop School Invoicing Billing Information <span>3</span>	Not Started <span>Start</span>

[Registration Policies](#)

## Applications

Pages: To Do

1 [Billing Information - Incomplete](#)

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

Need to do Incomplete Complete

**Application For** Program of courses

Status: In Progress

Not Started  
Not Submitted

Start

Submit Application

Pages: To Do

1 [Billing Information - Incomplete](#)

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

### Billing Information

Please provide the following details:

**District Name \***

**School Name \***

**Billing Contact Name \***

**Billing Contact Email Address \***

**Billing Contact Phone Number \***

**School Address \***

Save This Page

Please note that REGISTRATION IS NOT COMPLETE until our staff has processed your registration information and payment has been received. If you have chosen "invoice or special billing" please note that your seat in an institute is NOT confirmed until your school or district has sent us a Purchase Order or payment in full.

If you have further questions regarding registration, please call our Registrar, 512-471-2913 or email our program at [apsi@austin.utexas.edu](mailto:apsi@austin.utexas.edu).

\*AP is a registered trademark of the College Board. The College Board was not involved in the development or delivery of the Winter Workshops.