

Solution Tree

Instructions for University Credit and Official Transcript(s)

Cameron Whitcomb

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P: 602-639-6758 | F: 888-222-8595

cameron.whitcomb@gcu.edu

Number of Semester Units: 1.0

Fee: \$90.00

Students may submit this paper via email to cameron.whitcomb@gcu.edu

Course Requirements:

- Students must attend the entire approved workshop to receive the graduate credit.
- Students must submit a certificate of completion from Solution Tree.
- Students must complete the following assessment to demonstrate competence in the subject matter area.
 - Each student will submit a 750-1,000 word paper that must be double-spaced and typed.
 - The paper must synthesize and apply the conference content to the student's professional environment, highlighting best practices.
 - Please include a cover page with your name, contact information and conference title within 20 days of the event.

Registration Process

1. Complete the Request for University Credit and Official Transcript Form. Please note that incomplete forms will not be processed.
2. Attach payment of credit card number with expiration date (VISA, MasterCard, Discover Card or American Express).
3. Registration forms can be returned to the address listed on the registration form.
4. Student will be emailed a confirmation when the transcript request has been processed.

Information about Grades and Transcripts

Please check with Grand Canyon University to ensure grades have posted before ordering transcripts.

Refunds/Withdrawals

After submitting the completed forms, no refunds can be granted. The fee covers the administration processing of the graduate credit.

Additional Information

For information about grades, transcripts, receipts and general registration questions, call Cameron Whitcomb at 602-639-6758 or email: cameron.whitcomb@gcu.edu.

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Please note: All requests for credit/transcripts should include the following:

- Proof of completion of program (copy of Solution Tree Certificate)
- Completed Transcript Request Form (below)
- Payment for University Credit (\$90) and payment for transcript(s) (\$5 each)
- You may pay by credit card by listing your credit card information on the form below
- Completed 750-1,000 word paper (see instructions for University credit form)

Please cite the Solution Tree training course you completed and the location:

Corporate Training Course Completed _____ Location _____

Number of copies _____ Total Fee (\$5 each) _____ Date of request _____ Date of birth _____

Student Information: *(please type or print clearly)*

Last Name _____ First Name _____ Middle Initial _____

Social Security Number _____ Maiden/Former Name(s) _____

Street Address _____

City _____ State _____ Zip _____

Country *(if not U.S.)* _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Special Instructions:

Mail transcript immediately

Method of Payment (credit card):

Name on card _____ Card Number _____

Expiration Date (mmddyy) _____ 3-Digit Security Code _____

Mail Transcript(s) to: *(use additional paper if sending transcripts to more than two addresses)*

Street Address 1 _____

City _____ State _____ Zip _____

Street Address 2 _____

City _____ State _____ Zip _____

Signature _____ Date _____

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