



*Personnel Preparation Project Funded by the
SC Department of Education, Office of Exceptional Children,
and Division of Educator Quality and Leadership*

South Carolina Centers for the Re-Education and Advancement of TEachers in Special Education

ENROLLMENT INSTRUCTIONS

1. Complete/meet all qualification requirements (see link on home page).
2. Email/phone Dr. Sutton's office to request a course (see email link on home page); you may also contact Dr. Sutton's office assistant, Mrs. Anita Davis, Tel. 864.370.1800, extension 8234.
3. Wait for Dr. Sutton or Mrs. Davis to acknowledge approval of your course award.
4. Wait for an email/phone contact from a representative at the university that is offering the course you have requested to take.
5. Representative will direct you on how to complete a university application.
6. Representative will confirm your registration.
7. Representative will direct you on how to secure your textbook (purchase on your own or receive it on the first night of class).
8. If you purchase your own textbook, present your receipt to the CREATE center director at the university where you are taking your course for reimbursement.