Hi Niels:

I just wanted to check in one last time to see if you had any questions before tomorrow (5/31) – our deadline for submitting your $100 tuition deposit for the Fall 2012 incoming MES cohort. Once you pay the deposit, you can register for classes; directions for both are below, as are pre-requisite directions.

If you have a financial hardship and cannot pay the deposit, please let me know, as we are able to waive the deposit if needed. Also, don’t forget that you have been awarded a $1500 tuition waiver for 12-13 and a $20,500 federal loan.

**DEPOSIT DIRECTIONS:**

You can pay your deposit online via MyEvergreen. To do so, you first need to[**activate your MyEvergreen account**](http://wikis.evergreen.edu/computing/index.php/Account_Activation)**.** Once activated, select **Student Financial Services then follow these directions:**

1. **Click on “Web Payment”**
2. **Click on “Make a payment” under “Current Balance Due”**
3. **Choose “Tuition Deposit for Graduate Studies”**
4. Pay by credit card (2.75% service fee; VISA not accepted) or e-check.

If you run into glitches with this, email [Academic Computing](http://rails.evergreen.edu/contact/?site=ac-computing-help&recipient=acadcomphelp&tt=true&subject=Email%20from%20Login%20Help%20Wiki%20Page) or call the Computer Center at 360-867-6227.

**COURSE REGISTRATION:**

Once you pay your tuition deposit, you will be able to register for fall classes.  There is no rush to register for core classes, because there will always be a spot for you in the core class that you are required to take. For this fall, that class is called graduate Conceptualizing our Regional Environment, or gCORE.  This course, and all other core courses, is offered Tuesdays & Thursdays, 6pm-10pm; it is 8 credits.

For those of you who intend to finish in 2 years, you should be taking 12 credits a term.  This means that you will need to take a 4-credit elective course in the Fall along with gCORE.  Here is a list of courses (both core & elective) offered so far in 2012-13: <http://www.evergreen.edu/catalog/2012-13/mes/index>.

This page lists the titles with day/time and faculty.  If you click on the course name, it will take you to the course description with the Course Registration Number (CRN) listed at the top and the room location found when you click on the word “Room” next to “Schedule and Location” at the bottom.  Extra course fees are also listed at the bottom.  Not all details may be loaded at this time, but should be posted before the first day of class. If you forget how to get to the list of classes, just go to [www.evergreen.edu/mes](http://www.evergreen.edu/mes) and click on the appropriate academic year under “For Current Students” on the left navigation bar.

To register for classes, go to my.evergreen.edu and enter the appropriate Course Registration Number (CRN) (listed with the class).  Here are exact directions: <http://wikis.evergreen.edu/computing/index.php/Registration_Overview_for_Graduate_Students>.

You may change the classes you register for at any time, but be aware that you must be signed up for the classes you intend to take by the Friday of the first week of classes (in this case, Sept 28). After that, there is a late registration fee.  Online registration ends the Friday before classes start (Sept 21)—after this day, you must sign up by paper registration.

The longer you wait to register, the more likely you will end up on a waitlist for an elective (there is always a spot for you in the core classes).  If you are waitlisted, it’s always a good idea to contact the faculty of the course in which you are interested to see if they’ll over-enroll the class. If the professor agrees to have you join the class, they can only let you in the first week of class either through allowing you in electronically in their my.evergreen account or signing off on this form the first week of class: <http://www.evergreen.edu/registration/forms/regform.pdf>.  Please submit the form to Registration & Records (they have a night drop box). Here is more information about waitlists: <http://wikis.evergreen.edu/computing/index.php?title=Waitlists:_How_to_Manage_Them>

**PRE-REQUISITES**

It looks like you need to take an economics course before arriving in the fall. You can take classes at Evergreen this summer: <http://www.evergreen.edu/catalog/2011-12/summer.htm> or check out our pre-req guide <http://www.evergreen.edu/mes/docs/prereqlist.pdf>. If you are unable to take a course before courses start, please let me know, as we can potentially set up another arrangement.

If you aren’t planning on coming, please let me know so I can give your spot to another person on the waitlist.

Best,

Gail Wootan, M.Ed.

Assistant Director, [Graduate Program on the Environment](http://www.evergreen.edu/mes/)

The Evergreen State College

Lab 1, Room 3022 | 2700 Evergreen Parkway NW

Olympia, WA 98505

360-867-6225 (p) | 360-867-5430 (f)

[wootang@evergreen.edu](mailto:%7Cwootang@evergreen.edu)

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