



**Lynchburg College  
Graduate Credit Opportunity 2018  
1 hour credit / \$275 tuition**

**EDCI 650 PROFESSIONAL LEARNING COMMUNITIES (1 credit hour)** Introduction to the concepts that underlie professional learning communities (PLC) and the principles for their application in elementary, middle, and secondary schools. The course is offered in conjunction with participation in training institutes and workshops on PLC.

*Please note: The admissions process, payment, course enrollment, and assignment should be completed during the same term in which you attended the PLC workshop. If you are seeking admission after the term in which you attended the institute or workshop, indicate professional enrichment as your reason for enrolling. Please see timeline for transcript availability below.*

**Step 1: Admissions Process**

Submit the following **two items** to the Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501:

- A. Lynchburg College Graduate Non-degree online application available at <https://admissions.lynchburg.edu/apply/> and be sure to indicate EDCI 650 as your reason for enrollment;
- B. An **official** transcript reflecting your bachelor's or master's degree.

*When all items are received and reviewed, your admissions letter will be sent to you via email.*

**Step 2: Course Registration**

The admissions email will contain directions for payment and subsequent enrollment in the course for the applicable term: spring term –January through April; summer term -May through July; and fall term – August through November.

**Coursework must be submitted by December 5 to receive fall credit, April 15<sup>th</sup> to receive spring credit, and July 15<sup>th</sup> to receive summer credit. Assignments received after these dates will delay transcript availability until the following semester.**

Payment is expected prior to enrollment, and grades will not be awarded nor will transcripts be released if your account has a balance due

**Step 3: Assignments**

Once you are enrolled in the course, you may submit the required written assignments. Please submit all assignments in **one** WORD document. Separate the assignments with the specific headings as underlined below. Written assignments are as follows:

- A 3-5 page **summary and critical analysis** of the PLC workshop (Word format only). The assignment should include a cover page indicating the name and date of the specific institute/conference attended.
- A **book review** of *Learning by Doing* which is provided during the institute/workshop.
- **Reflection** for each day (3 reflections) of the institute/workshop indicating the big idea and key concepts learned.
- A copy of your certificate of participation from Solution Tree. (Copies can be obtained from The Events Team at Solution Tree at [Events@solution-tree.com](mailto:Events@solution-tree.com) .)

**Please submit your assignments electronically as one WORD document attachment directly to [plconline@lynchburg.edu](mailto:plconline@lynchburg.edu) prior to the end of the term for which you are enrolled.**

### **Transcript Request**

Upon completion of the course, the transcript request form can be accessed at <http://www.lynchburg.edu/x4309.xml>. **Transcripts will be available at the conclusion of each term: mid-May for spring terms, mid-August for summer terms, and late December for fall terms.**

Coursework must be submitted by December 5 to receive fall credit, April 15<sup>th</sup> to receive spring credit, and July 15<sup>th</sup> to receive summer credit. Assignments received after these dates will delay transcript availability until the following semester.

### **Refunds/Withdrawals**

No refunds can be granted once tuition fees are paid.

### **Additional Information**

Please contact: Dr. Bobbi Johnson, Admissions Coordinator for Graduate/Special Programs, at 434.544.8513 or [Johnson\\_bf@lynchburg.edu](mailto:Johnson_bf@lynchburg.edu) .

*Thank you for your interest in earning graduate credit at Lynchburg College.*