



**Lynchburg College
Graduate Credit Opportunity 2013
1 hour credit / \$200 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 must be completed within 30 days of attending the PLC workshop.

Step 1: Admissions Process

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

- A. Lynchburg College Graduate Non-degree application for EDCI 650;
- B. An official transcript reflecting your bachelor's or master's degree;
- C. A copy of your certificate of participation from Solution Tree (copies can be obtained from Kim Ennis at Solution Tree. She can be reached at Kim.Ennis@Solution-Tree.com .)

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

Step 2: Payment/Course Registration

The admissions email will contain *an attachment* with tuition payment information and a form to return to secure enrollment in the course for the applicable term: spring term –January through April; summer term –May through July; and fall term – August through November.

Step 3: Assignment

Once you are enrolled in the course, you will receive an additional email with instructions regarding the electronic submission of the written assignment which requires 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. **Please do not submit your assignment until instructions and a request for submission are provided directly to you.**

Transcript Request

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.

Refunds/Withdrawals

No refunds can be granted once tuition fees are paid.

Additional Information

Please contact: plconline@lynchburg.edu

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

Lynchburg College Graduate Non-Degree Application

All applicants must answer the following questions:

Have you ever been dismissed or placed on academic or social probation by any institution of higher education? _____
If yes, please attach explanatory statement.

Have you ever been convicted of any offense other than a minor traffic violation? _____
If yes, please attach explanatory statement. (Conviction of a felony does not necessarily constitute grounds for denial of admission.)

Are you socially, academically, and financially eligible to return to all colleges and universities in which you were enrolled? _____
If no, please explain. _____

Statement of Purpose *All applicants must complete.*

Please check box below:

Enroll in EDCI 650A Professional Learning Communities (1 hour credit)

I affirm on my honor that the information submitted on this application is complete and accurate and that if admitted to Lynchburg College, I will abide by the regulations, ideals, and principles of the institution. I understand that information gathered during the admission process will be handled confidentially by the Office of Enrollment Services in a professional manner. Further, I agree that my college grades may be used for statistical studies or sent to my former college for evaluation purposes. I understand that falsification of any information on this application may result in termination of my enrollment.

Applicant's signature _____ Date ____/____/____

Optional: The following information does not affect your admission status and is requested only to aid in the completion of federal, state, and college reports. Please check one for each category.

Gender: Female Male

Are you Hispanic or Latino? Yes No

Please select one or more race categories:

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black or African-American | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White | |

Religious Preference: _____



Office of Enrollment Services

1501 Lakeside Drive, Lynchburg, VA 24501-3113
800.426.8101 | 434.544.8383 | 434.544.8653 Fax
E-mail: gradstudies@lynchburg.edu | www.lynchburg.edu/graduatestudies

Lynchburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga., 30033-4097; Telephone number 404.679.4500) to award degrees at the baccalaureate and master's levels.

Lynchburg College does not discriminate on the basis of race, religion, disability, gender, sexual orientation, color, or national or ethnic origin, and complies with the requirements of the Americans with Disabilities Act.

An annual LC security report, available upon request from the Office of Enrollment Services, describes campus safety practices; crime statistics, reporting, and prevention education; and policies and education programs on alcohol, illegal drugs, and sexual assault.