



University of Lynchburg

**University of Lynchburg
Graduate Credit Opportunity
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 on PLC.

Please note: Within six weeks after this event, Solution Tree will email a certificate of participation that includes the number of hours of instruction. Further, the admissions process, payment, course enrollment, and assignment should be completed during the same term in which you attended the PLC institute. If you are seeking admission after the term in which you attended the institute, indicate “professional enrichment” as your reason for enrolling. Please see the timeline for transcript availability below.

Step 1: Admissions Process

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

- A. University of Lynchburg graduate non-degree online application – available at <https://admissions.lynchburg.edu/apply/> (Indicate **EDCI 650** as your reason for enrollment.)
- B. An official transcript of your bachelor’s or master’s degree

When these 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: fall term (August through November), spring term (January through April), and summer term (May through July).

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

Payment is required prior to enrollment. 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 a single Word document. Separate the assignments as follows: Within one month after this event, Solution Tree will email a certificate of participation that includes the number of hours of instruction. Assignments with the specific headings as underlined below. Written assignments are as follows:

- A 3–5 page **summary and critical analysis** of the PLC institute (The assignment must be in Word format and include a cover page indicating the name and date of the specific institute attended.)
- A **book review** of *Learning by Doing*, which is provided at the institute
- A **reflection** for each day (3 reflections) of the institute indicating the big ideas and key concepts learned
- A copy of your **certificate of participation** from Solution Tree (Copies can be obtained from the Events department at Solution Tree, at Events@SolutionTree.com.)

Please submit your assignments electronically as one Word document attachment directly to 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 <https://www.lynchburg.edu/academics/registrar/order-a-transcript/>. **Transcripts will be available at the conclusion of each term: late December for fall terms, mid-May for spring terms, mid-August for summer terms.**

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 Johnson_bf@lynchburg.edu.

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