



# **M**<sub>arket</sub> **B**<sub>ased</sub> **T**<sub>uition</sub> **CHECK LIST**

Follow these steps to earn Wichita State University graduate credit for a Professional Learning Course at a reduced market based tuition rate.

## **1. Participate in Training**

A school district or other educational provider offers a training, workshop, or professional development. You complete it to their standards.

## **2. Request Registration**

Use the link provided by your school district or other educational provider to fill out the request for registration form on-line. This lets WSU know you want graduate credit for the training you've completed and to proceed with registering you --you won't register yourself.

## **3. Apply for Admission**

If you're not currently admitted as a non-degree student in the Learning & Instructional Design program, you'll need to apply for admission to the WSU Graduate School under this program.

If you were admitted to this program *and* have taken a course in the last two years, you can skip this step.

## **4. Pay when Notified**

It may be several weeks between the time you are notified that your request from registration has been received and registration taking place. When registration has been completed on your behalf, you will be contacted and provided instructions for making payment.

## **5. Request Transcripts**

Instructions will be provided about how to request a transcript when registration is complete. Pay close attention to the date you are told grades will be posted, so the transcript you request has the new credit listed. Skip this step if you don't need a transcript.

**QUESTIONS? EMAIL [CAS@WICHITA.EDU](mailto:cas@wichita.edu)**