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The University of Central Missouri Department of Career & Technology Education is pleased to once again offer **graduate credit for teachers** completing PLTW Core Training Institute (CTI) courses for Summer 2017.

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### How to Enroll

Enrollment forms will be available  
**beginning in March 2017.**  
See reverse for details.

### Enrollment Deadline

The deadline to submit materials will  
be **Friday, August 3, 2017.**  
No materials will be accepted  
after that date.

### Transcripts

Transcripts for all PLTW CTI courses will  
be **available on August 17, 2017** via  
MyCentral ([mycentral.ucmo.edu](http://mycentral.ucmo.edu)).


### Questions

Contact Rachel Clements at  
[clements@ucmo.edu](mailto:clements@ucmo.edu) or  
660-543-4452

### Documents to Submit

- ⇒ Completed and signed enrollment form (see reverse)
- ⇒ CTI instructor signed copy of the PLTW Participant Completion Report or Certificate
- ⇒ CTI instructor signed Portfolio Checklist or Grade Report indicating completion of at least 85% of training Activities/Projects
- ⇒ A graduate level paper that includes a course summary, personal reflection, and personal implementation plan

**Enrollments will not be processed until all required documents have been received.** See reverse for details.



**Only \$110  
per credit  
hour!**

## PLTW CTI Enrollment & Graduate Credit Details:

**Required Documents** - For EACH PLTW CTI course, students must submit the following:

1. Completed and signed enrollment form (see below)
2. CTI instructor signed copy of the PLTW Participant Completion Report or Certificate **DO NOT SUBMIT ORIGINAL CERTIFICATES** as they will not be returned.
3. CTI instructor signed Portfolio Checklist or Grade Report indicating completion of at least 85% of the Activities/Projects learned at the training
4. A graduate level paper that includes a summary of the course (training, time frame, content learned, etc.), personal reflection on the course (what you're doing differently than before, how you would change the training, next steps, etc.), and how you will/have implement(ed) the curriculum and modified/adapted it to YOUR classrooms (differentiate for student needs, classroom management, etc.). While the PLTW curriculum is "locked," HOW it is taught can be modified based on particular classroom needs.

Enrollments *will not* be processed until all required documents have been received.

**Enrollment Procedures** - The deadline to submit materials is Friday, August 3, 2017. No materials will be accepted after that date. No exceptions.

**Current/previous UCM students:** Email the department office ([clements@ucmo.edu](mailto:clements@ucmo.edu)) to request enrollment. Please include your 700# and the title of the course(s). All holds must be resolved prior to enrollment.

**New Students:** Complete an enrollment form and return it to our department office. Once your enrollment has been processed, you will receive a confirmation email with your 700# and more information. You may scan and email the signed form to [clements@ucmo.edu](mailto:clements@ucmo.edu) (please include your last name and "PLTW" in the subject, fax it to 660-543-8753, Attn: PLTW, or send it via US Postal Service to  
University of Central Missouri  
PO Box 800  
Dept of CTE, Attn: PLTW  
Grinstead 120  
Warrensburg, MO 64093

**Obtaining Transcripts** - Transcripts will be available for all PLTW CTI courses on August 17, 2017 via the MyCentral Student Services tab under the "UCM Student Records" heading. Log into MyCentral ([mycentral.ucmo.edu](http://mycentral.ucmo.edu)) using your 700 number and password. If you have problems logging in, please contact the Office of Technology at 660-543-4357. You will need to provide your 700 number.

**Billing & Payments** - Students can view/pay bills online at [ucmo.edu/paymybill](http://ucmo.edu/paymybill). It can sometimes take up to 24 hours after enrollment for bills to be entered into the financial side of the system. Checks should be made out to "University of Central Missouri," include the student's 700# in the memo line, and made out for the exact amount. They should be mailed to:

University of Central Missouri  
PO Box 800  
Student Financial Services  
Ward Edwards 1800  
Warrensburg, MO 64093

Questions about aid/tuition can be answered by Student Financial Services at 660-543-8266 or by checking their FAQ at [ucmo.edu/sfs](http://ucmo.edu/sfs).

**Other Questions** - If you have any questions or problems with enrollment, please email our department office professional, Rachel Clements, at [clements@ucmo.edu](mailto:clements@ucmo.edu). Be sure to include your 700# (if applicable) and Course Title (Ex: PLTW CTI Prin of Eng).