

## **GRADUATE Credit Requirements-TTED 810-81**

### **Special Topics: Kansas Council for Workforce Education**

Please follow the instructions below:

1. Apply to the Pittsburg State University Graduate School as a “non-degree” seeking graduate student. Go to the “Apply Now” section and complete the online application at [www.pittstate.edu/cgs](http://www.pittstate.edu/cgs).
2. Provide proof of an undergraduate degree. Send an unofficial copy of your transcript with your undergraduate degree awarded to: Pittsburg State University, Graduate School, 1701 S. Broadway, 112 Russ Hall, Pittsburg, KS 66762 or fax to 620-235-4219.
3. Once the admission process has been completed, enroll in TTED 810-81–Special Topics: Kansas Council for Workforce Education by completing the [enrollment form](#).
4. Submit your [enrollment form](#) with payment to Pittsburg State University, Graduate School, 1701 S. Broadway, 112 Russ Hall, Pittsburg, KS 66762.
5. Payment Information: Check or cash are the preferred methods of payment. Online payment options include eCheck payments and credit card payments through your [GUS](#) account (link to [www.pittstate.edu/office/cashier/tuition-payments.dot](http://www.pittstate.edu/office/cashier/tuition-payments.dot)). MasterCard, American Express and Discover credit card payments are accepted for tuition and can only be used for online payments. A 2.9% convenience fee is charged for all credit card payments.
6. For assistance enrolling, please call Continuing and Graduate Studies at 620-235-4223.
7. To earn one hour of graduate credit you must: view three (3) full length (49-90 minute) videos on the [STARLINK](#) website and submit a written report for each of the videos viewed. Review the [Seminar Assignment](#) sheet for details.