



Counselors must first register with ASCA for the course. You may apply to Lindenwood for graduate credit any time during or after the ASCA training. To avoid transcript delays, we encourage you to register with Lindenwood at least one month prior to course completion.

See our [Frequently Asked Questions](#) and [Academic Terms](#) to better understand our timelines.

To earn graduate credit:

- f* Complete the Lindenwood [workshop application](#) form by paying \$75 per credit hour with a credit card. Fill out the workshop application each time you pursue one or more professional development courses. Allow up to 2 weeks for registrations to be processed.
- f* Once the application is processed, you can check your grade status, unofficial transcript, or billing statement by accessing the Student Portal at [My Lindenwood](#). For Lindenwood student login credentials, please call IT (636)255-5100 or email [IT Helpdesk](#) with your full name and initials as per our records. Note: If grading or registration is a work in progress, courses and grades will not reflect on the unofficial transcript.
- f* Grades are available approximately by the third week of each month, given you registered with Lindenwood in the previous month. (For instance, if you completed the course and applied to Lindenwood in July, your grades will be available by the third week of August).
- f* Graduate credits are nonrefundable. Participants are strongly encouraged to verify with their school districts to determine if this graduate credit is applicable. These may be applied, in most cases, to satisfy CEUs or professional development requirements (plus hours) for salary advancement or licensure renewal. It is up to individual school districts and state certification renewal requirements as to whether they will approve these graduate credits.
- f* An official transcript may be ordered online through [Parchment](#). Official transcripts are sent directly to a district, employer, or student and bear the university seal.

If you have questions, feel free to reach out to Lindenwood University Professional and Continuing Education (PACE) at [k12pd@lindenwood.edu](mailto:k12pd@lindenwood.edu)

Sincerely,

Azam Nathaniel

Program Manager, K-12 Professional and Continuing Education

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