

CSU Graduate Credit/Transcripts for Off Campus Courses

Eligibility:

Participants who complete 100% of LEA course activities relating to **each** Workshop/training section satisfactorily are eligible for 3 graduate credit hours from Colorado State University, at a cost of \$177 (\$59/hr).

To apply for graduate credit, complete the following steps by the date indicated for the course.

- Download and print the CSU Registration – Off-Campus Credit form for the specific workshop/LEA training section (contact your facilitator or lea@utk.edu if you cannot locate it).
- Complete and sign the form, including your payment information.
- Send this form via US mail to the address on the bottom of page 1 of the form.
If paying by check, be sure to make it payable to “CSU” and to enclose it with your registration form.

Payment Receipt:

You will not receive a payment receipt.

For questions regarding payment, email: Sally.Ketchum@colostate.edu and include the course number and title in the body of your e-mail.

Course Grade:

Upon completion of course activities, your facilitators will provide CSU with your grade for the course. CSU will not mail out grades, you can view them online or order a transcript (see below).

- Student ID for Grades and Transcripts:
All students that take credit courses need to have an eID (aka Electronic Identity) in order to access their student accounts. Here is the link on how you will create your eID:
<http://www.online.colostate.edu/answers/services/eid.dot>
- Accessing Grades/Unofficial Transcript
Use your eID to access RAMweb at <http://ramweb.colostate.edu/>.

FYI—make sure your grade is showing on your student account BEFORE you order a transcript. We’ve had numerous students “assume” their grades were on their student accounts only to find out that, for whatever reason, were not posted. They had to place another order at an additional cost.
- Ordering Official Transcripts:
Transcripts are \$11.00 for a secure electronic copy.
Visit the Registrar's Office website at <http://www.registrar.colostate.edu/transcript-orders/> to learn more about ordering official transcripts. This page gives you all the information on that subject, including ways to order and complete costs.

If you have any additional questions about graduate credit for SLEA, please email: Sally.Ketchum@colostate.edu .