

Continuing Education

Providing educators with practical tools and approaches to meet current challenges in education.

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How do I register for a continuing education course?

We offer easy methods to enroll:

1. E-mail your form to umkc-continuing@umkc.edu.
2. Fax enrollment form directly to our office, any time, 24 hours a day. Our fax number is (816) 235-1614.
3. Complete the enrollment form and send to: University of Missouri-Kansas City, School of Education, Continuing Education, Room 24 Education Building, 5100 Rockhill Road, Kansas City, MO 64110-2499
4. Enroll online, if applicable.

NO ENROLLMENTS FOR A CLASS WILL BE ACCEPTED AFTER THE CLASS DEADLINE (SECOND CLASS).

You also may stop by the Continuing Education office in Room 24 of the School of Education, 615 E. 52nd St., Kansas City, MO. MO Relay: 1-800-735-2966 (TT).

[Enrollment Form \(.doc\)](#)

[Enrollment Form \(.pdf\)](#)

All students taking CE classes must fill out our enrollment form.

To pay your fees visit the following website: <http://www.umkc.edu/adminfinance/finance/cashiers/>

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Must I be admitted to UMKC to take continuing education courses?

No. Admission to continuing education courses is by self-certification. Transcripts aren't required.

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What about fees?

A course fee is listed with each course. Partnership courses have a reduced fee while regular CE classes have the regular university graduate fee. Enrollment in an on-campus course where a facility fee is assessed entitles you to full use of the Swinney Recreation Center's pool, gym, running track, fitness room and basketball, handball and racquetball courses for the session in which you're enrolled. **The University reserves the right to change fees without notice.**

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How do I pay fees?

You will be billed for your fees by the Cashier's Office. Once you are enrolled you can pay anytime. To pay, visit <http://www.umkc.edu/adminfinance/finance/cashiers/>. Call the Cashier's Office with payment questions at 816-235-1365. UMKC accepts MasterCard and Discover only if paying by credit card for fee payment.

You will need your UMKC Single Sign-On (SSO) and password. Contact Information Systems if you have questions at (816) 235-2000 or visit the following web site: <http://www.umkc.edu/exchange-faq/>.

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Do out-of-state students pay more?

Nonresident tuition is due only if you enroll in more than three hours during summer or more than six hours for fall, winter or intersessions. Also, UMKC waives the fee for those who pay Missouri income tax. (Provide your most recent Missouri tax return and W-2 form with your registration.) International students on student visas (F-1 and J-1 status) are not eligible for the nonresident fee waiver through the Missouri Taxpayer Scholarship. *It is the student's responsibility to furnish this information to the Cashier's Office.*

Call the Cashier's Office for further information at (816) 235-1365.

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If I have a degree, do I pay undergraduate or graduate tuition?

Students with a bachelor's degree pay graduate tuition for all coursework. Courses numbered at the 400- level may be taken by undergraduate or graduate students, while 500- level courses and above may be taken only by students with a degree.

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Do continuing education credit courses appear on my transcript?

Yes. When you complete a continuing education credit course, it will appear on your official transcript under the title *Special Topics*. Please keep your syllabus if you need more detailed information regarding the class for recertification purposes, etc.

To request a transcript, make your request in person at the Records Office, University of Missouri-Kansas City, Administrative Center, 5115 Oak; or in writing to: Transcript Request, University of Missouri-Kansas City, Administrative Center, 5100 Rockhill Road, Kansas City, MO 64110. There is a fee for transcripts.

For more information, contact the UMKC Transcripts Office at 816-235-1125.

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Can the courses be used on graduate degree programs?

You can apply courses to an advanced degree program if:

1. You are formally admitted to UMKC, and
2. You have received approval from your faculty adviser to include the course(s) in your program of study.

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How do I get information on admission to the graduate program?

Enrolling in a graduate-level course through the Continuing Education Division does not ensure your admission to the graduate program. Application for admission to UMKC is available in the Student Services Office in the School of Education, Room 129.

For application or degree program information, call Student Services, (816) 235-2234.

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When will I get my grades?

Students are assigned UMKC signons and passwords to access the Pathway system. Students can access grades shortly after the end of the semester (see [UMKC Calendar](#) for specific dates). **UMKC no longer mails grades to students.**

Grade access on the Web is available at www.umkc.edu/registrar/. Call Registration for more information at (816) 235-1125. Ask about grade access. Call (816) 235-1122 for transcript information.

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What about dropping a class?

If the drop occurs before the first class meeting, you'll get a full refund except for ASCD classes. **TO DROP A COURSE PLEASE NOTIFY CONTINUING EDUCATION IN WRITING.**

There are **no refunds** for withdrawals once the course has begun for continuing education classes lasting fewer than three days. If the class is 3 days or longer, refunds are based on the amount of time left in the course. If the course has ended, no refunds are given. **If you are given a login for an ASCD class, no refunds are given** once a login is created (usually one week before the course begins). If you withdraw from a course after the semester is over, you will be responsible for your fees.

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Where can I find information on teacher certification?

1. UMKC School of Education, Student Services Office, (816) 235-2234
2. Missouri State Department of Education, P.O. Box 480, Jefferson City, MO 65102, (573) 751-3847
3. Kansas State Department of Education, 120 E. 10th St., Topeka, KS 66612, (785) 296-2288

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Course Enrollment Requirement and Course Cancellation

Continuing Education at the UMKC School of Education is 100% fee supported and receives no University or state-appropriated funding. UMKC reserves the right to cancel courses because of insufficient enrollment. If a cancellation decision is made, students are notified approximately one week before class is scheduled to begin.

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Can I teach a Continuing Education Course?

If you have a minimum of a Master's degree and would like to teach a Continuing Education course, you can submit course proposal using the following [guidelines](#).

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