Ashland University
121 W. Main Street
Ashland, Ohio 44805
419.289.5350

PROFESSIONAL DEVELOPMENT SERVICES

Accent on the Individual

*Indicates required field

*Present Date: _____ (mo.) (day) (year) *Social Security Number: _____

*Name: _____ (last) (first) (middle) *Phone: ( ) _____ (area code)

Other names under which you have registered: _____

*Home Address: _____ (number & street) (city) (state) (zip) (county)

☐ check if new address

*Date of Birth: _____ (mo.) (day) (year) *Gender: ☐ male ☐ female *E-mail: _____

Place of Employment: _____ (District) (School) Work Phone: ( ) _____ (area code)

In order for the University to respond to required state and federal questionnaires, you are asked to assist us, on a voluntary basis, by selecting the most appropriate description of your race and ethnicity.

Ethnicity: ☐ Hispanic/Latino ☐ Not Hispanic/Latino

Race: ☐ American Indian/Alaskan Native ☐ Asian ☐ Black/African American
☐ Native Hawaiian/Pacific Islander ☐ White/Caucasian

*I have at least a bachelor's degree ☐ yes ☐ no
*I have a valid teaching certificate/license ☐ yes ☐ no

Class No.	Sem. Cr. Hrs.	Class Title
16/GW 6130 C7	3	Fund of Corr Ed

Credit: ☐ Undergraduate ☐ Graduate Student Signature _____

PAYMENT DUE UPON REGISTRATION

ALL CHECKS WILL BE CONVERTED TO ACH: CHECKS WILL NOT BE RETURNED

Method of Payment:

☐ Check # _____

☐ Credit Card: ☐ MC ☐ VISA ☐ Discover ☐ AMX

#_____ Exp. Date_____ Vcode_____

Credit card payments will be assessed a 2.7% service charge on the transaction amount, with a minimum $3.95 charge.

Total Cost: $ 547.00

I hereby authorize the use of my credit card for payment of the above listed graduate credit charges.

_____
Signature of Credit Card Holder

Staple check here

Ashland University admits students with disabilities and those of any sex, race, age, religion, color, and national or ethnic origin.

Once a registration has been signed and processed it cannot be changed. A registration is a commitment to pay the tuition costs. With a letter of permission from the instructor a class can be dropped with a refund within 3 days following initial registration. After 3 days, tuition is non-refundable.

For Additional Professional Development Services Offerings

www.ashland.edu/professionals

Ashland University
Professional Development Services
Vital Information
for
Persons Who Register for PDS Credit

I. Graduate credit from Professional Development Services may be used as electives in the graduate program at Ashland University if the selected graduate program allows for elective hours. No more than 6 semester hours of Professional Development Classes not listed in the M.Ed. catalog may be used to apply toward the graduate degree program.

II. **Once a registration has been signed and processed, it cannot be changed. A registration is a commitment to pay the tuition cost. With a letter of permission from the instructor, a class can be dropped with a refund within 3 days following initial registration. After 3 days, tuition is non-refundable.**

III. Most Professional Development Services classes for graduate credit will be graded:
S - Satisfactory - applies to performance equivalent of B- or better.
U - Unsatisfactory - applies to work rated C+ or lower.
An S or U grade will not be used in point average computation.

IV. A grade report is available at https://webadvisor.ashland.edu. Click on Frequently Asked Questions for information about how to use WebAdvisor.

V. Transcripts of credit will be available after you receive your grade for the class. If you wish to receive a transcript, you need to send a written request or print and mail the transcript form found on

www.ashland.edu/administration/registrar/transcript-request

to the Ashland University Registrar's Office, 401 College Avenue, Ashland, OH 44805. Please indicate on your written request the last PDS class taken so the Registrar's Office can be sure your transcript is complete before sending it to you. **1.800.882.1548, ext. 5028. TRANSCRIPTS WILL NOT BE RELEASED IF THERE IS AN OUTSTANDING BALANCE ON THE STUDENT'S ACCOUNT.**

VI. **Payment due upon registration. Make checks payable to Ashland University. MASTERCARD, DISCOVER, VISA or AMERICAN EXPRESS accepted.**

For information pertaining to admission to Graduate Education, you may call the Office of Graduate Studies in Education at 614.794.0803.

For information pertaining to Teacher Certification, you may call the Certification Office at 419.289.5390 or 800.882.1548, ext. 5390.

VII. Students may enroll in up to 24 semester hours of Professional Development Services graduate credit in one calendar year. Waiver of this requirement requires permission of the Regional Professional Development Director.

For additional Professional Development graduate credit offerings: www.ashland.edu/professionals