

Main Campus 121 W. Main Street Ashland, Ohio 44805 pds@ashland.edu (419)289-5350	Columbus Center 1900 E. Dublin-Granville Rd. Columbus, Ohio 43229 wbigelow@ashland.edu (614) 794-4850	Cleveland/Elyria Center Suite 105, University Center 1005 N. Abbe Rd. Elyria, Ohio 44035 jatkins3@ashland.edu (216) 292-1100	Massillon/Stark Center 2800 Richville Dr. SE Massillon, Ohio 44646 cvarswea@ashland.edu (330) 837-5301	Southwest Center Great Oaks IRC 300 Scarlet Oaks Dr. Cincinnati, Ohio 45241 sgraham1@ashland.edu (513) 772-5532
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PLEASE USE BALL POINT PEN AND PRESS HARD
PROFESSIONAL DEVELOPMENT SERVICES

*Indicates required field

Class No.	Sem. Cr. Hrs.	Class Title

* I have at least a bachelor's degree yes no

* I have a valid teaching certificate/license yes no

*Present Date: _____

*Social Security Number (last 4 digits only if you are a return PD student): _____

*Name: _____
(last) (first) (middle)

*Phone: _____
(please include area code)

Other names under which you have registered: _____

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

check if new address

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

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

PAYMENT DUE UPON REGISTRATION

Method of Payment:

Check # _____
 Credit Card: MC VISA Discover AMX
_____ Exp. Date _____ Vcode _____

Total Cost: \$ _____

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

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.

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

1. Payment is due upon registration. Make checks payable to Ashland University. MASTERCARD, DISCOVER, VISA or AMERICAN EXPRESS accepted. Credit cards will be assessed a 2.7% service charge on the transaction amount, with a minimum \$3.95 charge.
2. 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 and/or director, a class can be dropped with a refund within 3 days following initial registration. After 3 days, tuition is non-refundable.
3. 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.
4. Student 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.
5. 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 Services classes not listed in the catalog may be used to apply toward the graduate program.
6. For information pertaining to admission to Graduate Education, you may call the Graduate Admissions office at (419) 289-5688.

***** AFTER COURSE COMPLETION *****

Your courses, grades, printable receipts and grade reports
are all available using Ashland's student portal, WebAdvisor.

Visit <https://webadvisor.ashland.edu> to set up your account.

- Click on "**Account Information**" (lower right hand corner) and then "**What's My Login Information**".
- After you enter your last name and SSN or AU ID#, your **username** will be displayed. (Please mark this down for future reference.) A **temporary password** will be sent to the email address we have on record. (If the email listed is incorrect, please contact us immediately to have it changed.) Once you receive the email, you will need to log in with the temporary password, after which you will be forced to change it to a password that only you will know. Passwords are case sensitive and must contain 8 or more characters and be a combination of letters and numbers.
- Select **Students**.
- To view grades: under heading **Academic Profile** select **Grades**.
- To print a grade report: under heading **Academic Profile** select **Grade Report (Printable)**.
- To print a record of your payment: under heading **Financial Information**, select **View Account and Make Payments**.

Official transcripts will be available after you receive your grade for the class. If you wish to receive a transcript, you need to complete a transcript request form which can be found at:

<https://www.ashland.edu/administration/registrar/transcript-request>

This form needs to be mailed to the Registrar's Office at 401 College Avenue, Ashland, OH 44805 or faxed to: (419) 289-5939. Please indicate on the form the last PDS class taken so the Registrar's Office can be sure your transcript is complete before sending it to you. TRANSCRIPTS WILL NOT BE RELEASED IF THERE IS AN OUTSTANDING BALANCE ON THE STUDENT'S ACCOUNT.

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