

**Main Campus**  
 401 College Ave  
 Ashland, Ohio 44805  
 pds@ashland.edu  
 (419) 289-5350

**Columbus Center**  
 1900 E. Dublin-Granville Rd.  
 Columbus, Ohio 43229  
 col-pds@ashland.edu  
 (614) 794-4850

**Cleveland/Elyria Center**  
 6393 Oak Tree Blvd.  
 Independence, Ohio 44131  
 jatkins3@ashland.edu

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 @ashland.edu # \ )



**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: \_\_\_\_\_

\*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 \_\_\_\_\_

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

**Total Cost:** \$ \_\_\_\_\_

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

\_\_\_\_\_  
 Signature of Credit Card Holder

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](http://www.ashland.edu/professionals)**

Staple check here

**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 REGISTRATION CONFIRMATION \*\*\***

Within 24 hours of registering for a PD course, you'll be able to access your student account with us using Self-Service Ashland. There, you'll find printable financial statements and grade reports, plus, a link for requesting transcripts, once your grades have posted. You will receive email notifications when your registration is received and when your grades post.

To get started: Visit: <https://selfservice.ashland.edu>.

- If you don't have a user name, select "Forgot your user name?".  
You'll be prompted to enter your first and last name, along with your email address.
- If you have a user name, but not your password, select "Forgot your password?".  
After entering your user name and email on file, you'll receive a reset password email. Follow prompts given.

Once logged in:

To print a financial statement:

- Select "Student Accounts" and then "View Statements". Right click on your screen for a print option.

To view grades or print an unofficial transcript:

- Select "Academics" on the left menu bar.
  - o Select "Grades" to view if your grades are posted.
  - o Or, select "Unofficial Transcript" to download a PDF copy.

Once grades are posted, you can order an official transcript by going to:  
<https://www.ashland.edu/administration/registrar/transcript-request>

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If you do not receive your username or password email, or if you need to change your email address in our records,  
please contact us at [pds@ashland.edu](mailto:pds@ashland.edu).