

Main Campus 401 College Ave Ashland OH 44805 pds@ashland.edu (419) 289-5350	Columbus Center 8050 North High St Ste 190 Columbus OH 43235 cols-pd@ashland.edu (614) 794-4850	Cleveland/Elyria Center 6393 Oak Tree Blvd Independence, OH 44131 akishore@ashland.edu (216) 292-1100	Northeast Center (Massillon/Stark) 6393 Oak Tree Blvd Independence, OH 44131 akishore@ashland.edu (216) 292-1100	Southwest Center 300 Scarlet Oaks Dr. Cincinnati, OH 45241 ashland@greatoaks.com (513) 612-7089	Northwest Center 9301 Buck Rd Perrysburg, Ohio 43551 ashland@greatoaks.com (513) 612-7089
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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: _____

*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: _____
(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

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

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

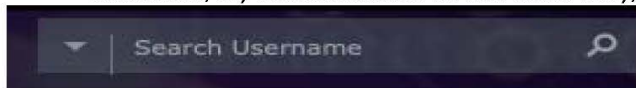
1. Payment is due upon registration. Make checks payable to Ashland University. MASTERCARD, DISCOVER, VISA or AMERICAN EXPRESS accepted. Credit cards will be assessed a 2.7% service charge on the transaction amount, with a minimum \$3.95 charge.
2. Once a registration has been signed and processed, it 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 *****

Instructions for activating your AU User Account

Instructions for activating your AU username (Note: This is a separate username from your Elevate username and needed for viewing your grades when your course has completed).

1. Navigate to pass.it.ashland.edu
2. Enter your name in the “Search username” box in the upper right-hand corner (Note: if not found, try variations such as last name only, etc.)



3. Locate your name and copy the username (You can sort the list by clicking on a column you want to sort by – first name for instance)
4. Click on the browser back arrow or renavigate to pass.it.ashland.edu
5. Click on the “New User or Can’t Login?” link

A screenshot of the "Ashland University Passwords" login page. It features a user icon, a title "Ashland University Passwords", a "Username" input field with a user icon, a "Password" input field with a lock icon, a green "Login" button, and a "New User or Can't Login?" link with a key icon.

6. Paste the username you just copied
7. Select your mail address and click on “Continue”
8. If unable to activate account call 419-289-5405