

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 col-pds@ashland.edu (614) 794-4850	Cleveland/Elyria Center 6393 Oak Tree Blvd Independence, OH 44131 akishore@ashland.edu (216) 292-1100	Independence 6393 Oak Tree Blvd Independence, OH 44131 akishore@ashland.edu (216) 292-1100	Southwest Center 300 Scarlet Oaks Dr. Cincinnati, OH 45241 smcdona5@ashland.edu (513) 612-7089	Northwest Center 9301 Buck Rd Perrysburg, Ohio 43551 smcdona5@ashland.edu (513) 612-7089
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ASHLAND UNIVERSITY

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: _____

*LAST FOUR DIGITS of your SS#: _____

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

*Phone: _____
(please include area code)

Other names under which you have registered: _____

*Home Address: _____
 check if new address
(number & street) (city) (state) (zip) (county)

*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

Total Tuition: \$ _____

Method of Payment: Check included. Check # _____

Credit Card. Staff will contact for card information

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 2.9% service charge on the transaction amount.
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 *****

It is advised that you check to make sure your courses and grades are showing as expected before ordering transcripts.

You can do that using your Self Service student portal.

To view/order transcripts in Self Service:

- Visit PassIT to find your username by typing your name in the box at the top right corner
- Once you have established your login, you will then need to visit Self Service in order to view/order transcripts
- If your courses and grades are showing as expected, you can start a transcript order in Self Service, or on the registrar's webpage.

To view receipts in Elevate:

- Visit the Elevate Student Gateway
- Your username is the email address you used to register