

Ashland University
Professional Development Services
Online Registration Instructions

PLEASE NOTE: *Teachers MUST check with their school district regarding approval/acceptance of graduate credits.*

Before applying, please update "My Info" in your IMSE account to your full name and the same email address you will use when registering for graduate credits. If your IMSE account does not match the name and email address with Ashland University, you will not be graded.

Please follow these instructions to apply for graduate credits:

1. Copy and paste the link below:
<https://www.ashland.edu/founders/professional-development-services>
2. On the right side, click on **DISTRICT LOGIN**



3. Enter the USER NAME: **IMSE** and PIN: **IMSE** (all caps for both username and password)
4. Select Class (**regardless of the date/state/instructor of the training you attended**).
Click on 'IMSE COMP OG PLUS' under title
 - A. Click the green 'register for this course' button
 - B. Click the 'Select' box and 'Submit' button to select the class
5. **Personal Identification:**
The AU registration form will appear. Complete the AU form. Submit.
Additional registration information is optional. You can just choose 'submit'.
6. **Graduate Credit Hours and Cost:**
Comprehensive OG Plus Course: 2 Credit Hours
Total Cost: \$310.00

7. **Pay for Classes:**

To pay for the class, use the drop down menu for ‘choose one of the following’

- Select ‘register now’ and check out.
- Choose payment type (2.7 % fee for credit card payments and \$2.95 fee for electronic checks applied)

8. You will receive an email confirmation of your registration; PRINT a copy for your records.

Your registration will not be finalized until payment is received and processed.

Please direct questions about this process to Ashland University Columbus Center, 614-794-4850 or email Ashland University at: ckessler@ashland.edu.

Once Ashland has completed the transcript process, your options are as follows:

- Log into the Ashland website and print a grade sheet under Academic Profile.
- Go to ashland.edu/transcript to purchase an official transcript.