

Ashland University
Professional Development Services
Online Registration Instructions

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

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. At the top right, click on **DISTRICT LOGIN**
3. Enter the USER NAME: **IMSE** and PIN: **IMSE**
4. Select Class (**regardless of the date/state/instructor of the training you attended**).
Click on 'IMSE COMPREHENSIVE OG' 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 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 our office 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.