

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:  
**Click on 'IMSE ASYNCH PA' 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:**  
ASYNCHRONOUS Phonological Awareness Course: 1 Credit Hour  
Total Cost: \$155.00
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](mailto: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](http://ashland.edu/transcript) to purchase an official transcript.