

Class: 2016 AOSA Professional Development Conference

Cost: \$250 for one credit-15 contact hours

\$425 for two credits-24 contact hours and a brief reflection paper.

Here are the instructions for Ashland University's ONLINE registration.

- 1 Between the dates October 1 and December 1, go to the following website to register for graduate credit: www.ashland.edu
- 2 Select "**University Quicklinks.**"
- 3 Select "**Professional Development**" (in the middle, "Academics" column).
- 4 Select "**Face-to-Face Class Offerings.**"
- 5 Click on "**2016 AOSA Professional Development Conference**" and use course number "6180 F1" for one credit, or "6180 G1" for two credits. You do not need to register before the conference, but you will have to choose when you register.
- 6 Click on "**Register for this Course**" (green button toward the bottom of page).
- 7 If there is any information on the form that you would prefer not to submit online, it is best that you DO NOT complete the online registration process. Contact Janet and you will be provided with a paper registration form. Please contact Janet about any registration questions:

Janet Atkinson, Administrative Assistant, Independence Center
jatkins3@ashland.edu 216.524.3000 ext. 4237

Transcript Request Information:

Grades will be posted by January 1. Here is a direct link to a PDF form on:

https://www.ashland.edu/administration/sites/ashland.edu.administration/files/transcript_request_form_web_3.7.16.pdf

We strongly suggest you print off the transcript form and mail a check or fax your credit card information. Have the registrar send the transcript copy directly to your administrative office by regular first class mail. Your district can print an un-official copy for your records.

The transcript page offers other options, but there are additional charges.