Ashland University
Graduate Credit Registration Form

Present Date: _____ Social Security Number: _____

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

Other names under which you have registered: _____

Phone: _____

Home Address: _____
(number & street) (city & state) (zip code) (county)

☐ Check here if this is a new address.

Date of Birth: _____ Gender: ☐ Male ☐ Female Email: _____

Place of Employment: _____ Work Phone: _____
(district) (school)

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 ethnic and race.

Ethnicity: ☐ Hispanic/Latino ☐ Not Hispanic/Latino

Race: ☐ Black or African American ☐ Asian ☐ American Indian or Alaskan Native
☐ White ☐ Native Hawaiian or Pacific Islander

I have at least a bachelor's degree: ☐ Yes ☐ No

I have a valid teacher certificate / license: ☐ Yes ☐ No

Workshop No. (Leave Blank)_____ Credit Hours: _____

Workshop Title:_____

Credit: ☐ Undergraduate ☐ Graduate Signature: _____

Payment Due Upon Registration	Credit Card: ☐ MC ☐ Visa ☐ Discover ☐ AmEx Expiration Date_____
Amount to Charge: _____	Card Number: _____Security Code:_____ (Back of card) I hereby authorize the use of my credit card for payment of the above listed graduate credit workshop charges: Signature of Cardholder: _____
Send the form via fax to:	Jamie Milne Idea Center - LL 1375 Euclid Avenue, Cleveland, OH 44115 FAX Number: 216.916.6439
You may also email this form to:	jamie.milne@ideastream.org

Ideastream® will not process credit cards or cash checks. All of these forms along with checks will be forwarded to Ashland University for processing one week after the start of the course. If you have payment questions after that date, please contact Dale Sevin at Ashland University: dsevin@ashland.edu

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 non-refundable tuition cost. With a letter of permission from the instructor a workshop can be dropped ONLY within 3 days of the initial registration.

To obtain a copy of your transcript, visit Ashland University at: http://www.ashland.edu/registrar/transcrpt.html. **Transcripts are NOT automatically sent to learners, they need to be requested by the learner.**

Most Professional Development classes will be graded:

S – Satisfactory – applies to performance equivalent of a 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.) Students may enroll in up to 24 semester hours of Professional Development Services credit in one school year (Sept 1 – Aug 31.) Waiver of this requirement requires permission of the regional Professional Development Director. Final credit will be awarded pending required attendance at all class sessions, participation in all class activities/events, and completion of an acceptable final class project.