



***"We appreciate your choosing us!"***

**ASHLAND**  
UNIVERSITY

Below are instructions on how to complete your registration. Our goal is to provide a fast, efficient way to complete this process.

**Thank you for choosing Ashland University as your source for professional development!**

- 1) The following is information for the boxed section at the top: **22/gw**

Class No.	Sem. Cr. Hrs.	Class Title
6160 G12	1	<i>Ohio Agricultural Educators Summer Conf 2022</i>

- 2) Complete the next section, with your demographic information. (FYI - The "birth date" provides an additional verification for our records. The "work number" assists us in case we need to contact you.) Please list the email you check the most.
- 3) Fill in Total Cost: **\$291.00 for 1 credit hour(s).**
- 4) Please record method of payment:
- Checks should be made payable to *Ashland University*.
  - We accept MasterCard, Visa, Discover, and American Express (Amx). Credit card payments will be assessed a 2.7% service charge on the transaction amount, with a minimum \$3.95 charge.
- 5) If you are paying by credit card, please use the instructions below to assist.
- a) Check type of credit card
  - b) Record credit card number
  - c) Fill in expiration date
  - d) Sign your signature for authorization \*We do not need to see your card.
- 6) **Please remove the golden copy and keep it for your records. You will notice pertinent information on the back of the golden copy. (i.e. transcript information, grading policies, 3-day grace period, etc.)**
- 7) When finished, return completed paperwork to the instructor. The instructor gets the pink copy. The PDS office received the white copy.

***Thank you!***



Within 24 hours of registering for a PD course, you'll be able to access your student account using Self-Service Ashland. There, you'll find printable financial statements and grade reports, plus, a link for requesting transcripts, once your grades have posted.

To get started: Visit: <https://selfservice.ashland.edu>

- If you don't have a user name, select "*Forgot your user name...?*". You'll be prompted to enter your first and last name, along with your email address. **\*\*Please know, if your email address on AU record does not match the email address you enter, you will not receive a user name. See below\*\*.**
- If you have a user name, but not your password, select "*Forgot your.. password?*". After entering your user name and email on file, you'll receive a reset password email. Follow prompts given. **\*\*Please know, if your email address on AU record does not match the email address you enter, you will not receive a password reset. See below\*\*.**

Once logged in:

To print a financial statement:

- Select "Student Accounts" and then "View activity details". Right click on your screen for a print option.

To view grades or print an unofficial transcript:

- Select "Academics" (grad cap) on the left menu bar.
  - o Select "Grades" to view if your grades are posted.
  - o Or, select "Unofficial Transcript" to download a PDF copy.

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Once grades are posted, you can order an official transcript by going to <https://www.ashland.edu/administration/registrar/transcript-request>

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**\*\* If you do not receive your username or password email,  
or if you need to change your email address in our records,  
please contact [pds@ashland.edu](mailto:pds@ashland.edu).**

PD students can only access the portal from the time of registration until 120 days past the end of the course

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*Thank you for choosing Ashland University Professional Development*

<b>Main Campus</b> 121 W. Main Street Ashland, Ohio 44805 <a href="mailto:pds@ashland.edu">pds@ashland.edu</a> (419)289-5350	<b>Columbus Center</b> 1900 E. Dublin-Granville Rd. Columbus, Ohio 43229 <a href="mailto:pds@ashland.edu">pds@ashland.edu</a> (614) 794-4850	<b>Cleveland/Elyria Center</b> 6393 Oak Tree Blvd. Independence, Ohio 44131 <a href="mailto:jatkins3@ashland.edu">jatkins3@ashland.edu</a> (216) 292-1100	<b>Massillon/Stark Center</b> 2800 Richville Dr. SE Massillon, Ohio 44646 <a href="mailto:cvswea@ashland.edu">cvswea@ashland.edu</a> (330) 832-9856 option #3	<b>Southwest Center</b> Scarlet Oaks East Wing 300 Scarlet Oaks Dr. Cincinnati, Ohio 45241 <a href="mailto:ashland@greatoaks.com">ashland@greatoaks.com</a> (513) 772-5532	<b>Northwest Center</b> 9301 Buck Rd Perrysburg, Ohio 43551 <a href="mailto:wstanle2@ashland.edu">wstanle2@ashland.edu</a> (419) 661-6184
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**PLEASE USE BALL POINT PEN AND PRESS HARD**  
**PROFESSIONAL DEVELOPMENT SERVICES**

\*Indicates required field

Class No.	Sem. Cr. Hrs.	Class Title

\* I have at least a bachelor's degree yes no

\* I have a valid teaching certificate/license yes no

\*Present Date: \_\_\_\_\_ \*Social Security Number: \_\_\_\_\_  
(mo) (day) (year)

\*Name \_\_\_\_\_ \*Phone: ( ) \_\_\_\_\_  
(last) (first) (middle) (area code)

Other names under which you have registered: \_\_\_\_\_

\*Home Address: \_\_\_\_\_  
 check if new address (number & street) (city) (state) (zip) (county)

\*Date of Birth: \_\_\_\_\_ \*Gender:  male  female \*E-mail: \_\_\_\_\_  
(mo) (day) (year)

Place of Employment: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
(District) (School) (area code)

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 race and ethnicity.

Ethnicity:  Hispanic/Latino  Not Hispanic/Latino

Race:  American Indian/Alaskan Native  Asian  Black/African American  
 Native Hawaiian/Pacific Islander  White/Caucasian

**PAYMENT DUE UPON REGISTRATION**

**Method of Payment:**  Check # \_\_\_\_\_  
 Credit Card: \_\_ MC \_\_ VISA \_\_ Discover \_\_ AMX  
# \_\_\_\_\_ Exp. Date \_\_\_\_\_ Vcode \_\_\_\_\_

**Credit card payments will be assessed a 2.7% service charge on the transaction amount, with a minimum \$3.95 charge.**

**Total Cost:** \_\_\_\_\_

I hereby authorize the use of my credit card for payment of the above listed graduate credit charges.

\_\_\_\_\_  
Signature of Credit Card Holder

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 tuition costs. With a letter of permission from the instructor a class can be dropped with a refund within 3 days following initial registration. After 3 days, tuition is non-refundable. PDS is typically graded as Pass (S) or Fail (U).

**white copy:** Professional Development    **pink copy:** instructor or center    **gold copy:** student

**For Additional Professional Development Services Offerings**  
**[www.ashland.edu/professionals](http://www.ashland.edu/professionals)**

Staple check here

# **Ashland University Credit**

## **Graduate Credit Requirements Ohio Agricultural Educators Summer Conf 2022**

One to three semester hours of graduate credit is available through Ashland University.

REGISTRATION FOR GRADUATE CREDIT WILL BE ACCEPTED DURING THE SESSION OR (IF AFTER SESSION) BY CONTACTING ASHLAND UNIVERSITY-COLUMBUS CENTER AT (614) 794-4850 or (877) 557-9497.

### **Requirements for Credit:**

- Attendance at 12.5 hours of sessions (two full or four half-day sessions) for each semester hour and completion of one of the field study options below for each semester hour; and
- Active participation in discussions and activities; and
- Submitted session attendance log (provided with registration information). Submit attendance log/certificates with your Field Study Option(s) by 30 days after attendance at sessions.

### **Field Study Options for each semester hour:**

### **Papers Due: by 30 days after last session**

1. Select one of the keynote speakers and write a two-page paper reflecting on your reaction to the concepts, strategies and/or insights presented and their value in your current role.
2. As you reflect on your learning during this professional development experience, identify and explain two practices or concepts that resonated with you. In a two-page paper, describe how you will implement them in your district, school or classroom.
3. The sessions are focused on timely and relevant topics, including Communication, Leadership, Safety, School Finance, Special Education, Superintendency, and Tax Information. Choose one of these strands and write a two-page paper based on information gained from the session(s) you attended. Analyze your current school or district regarding the implementation of school improvement efforts and describe how you might use your new knowledge and/or skills to increase your teachers'/students' progress and achievement.
4. Create a presentation on a topic presented during the conference to share with colleagues. Include your PowerPoint and a 1-page description of the type of presentation, who the attendees would be, and any images, links and other resources used in the presentation.

### **Email your assignment to:**

Wendi Mizer Stachler @ [wstachler@mtpanthers.org](mailto:wstachler@mtpanthers.org)

Questions? Wendi Cell- (614) 563-6876

***All assignments are due 30 days after attendance at last conference.*** Satisfactory/Unsatisfactory (S/U) grades will be assigned by Wendi Mizer Stachler, Adjunct Instructor

**Graduate Credit Cost:** The cost for one semester hour of graduate credit is \$291. Payment will be accepted via credit card (there is a 2.7% service charge for cards) or check. Make checks payable to Ashland University. Please be prepared to submit payment when registering for credit.

### **Questions?**

For more information, contact Courtney Kessler at [ckessler@ashland.edu](mailto:ckessler@ashland.edu) or call (614) 794-4850).

