

Ashland University
Professional Development Services
Online Registration Instructions

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

Before applying, please update "My Info" in your IMSE account to your full name and the same email address you will use when registering for graduate credits. If your IMSE account does not match the name and email address with Ashland University, you will not be graded.

Please follow these instructions to apply for graduate credits:

1. Copy and paste the link below:
<https://www.ashland.edu/professional-development-services>
2. On the right side, click on **DISTRICT LOGIN**



3. Enter the USER NAME: **IMSE** and PASSWORD: **IMSE** (all caps for both username and password)
4. Select Class (**regardless of the date/state/instructor of the training you attended**).
Click on 'IMSE PART 2 COMPREHENSIVE OG+' under title

Graduate Credit Hours and Cost:

Comprehensive OG Plus Part 2 Course: 1 Credit Hours

Total Cost: \$155.00

Click the green 'register now' button to proceed.

5. **Create Account**
 - a. **You will be prompted to create a new account**
 - b. **The pages following will register you for the university, then submit payment for your course.**

6. **Pay for Classes:**

After submitting your registration information, you will need to submit payment for the class.

- Click the box to agree to the terms and conditions
 - Credit card payments are handled through a third-party payment service called PayPath™. A non-refundable service fee will be added to your payment. (2.85% fee for credit card payments) Click Continue to check out with PayPath™.
 - Enter your credit card and billing information.
7. 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 note-Grades are posted 7-14 days after registration. They are not automatic.**

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.
- Click [HERE](#) to purchase an official transcript.
- If purchasing a transcript at the same time as credits, please select “After degree is awarded.”

Please direct questions about this process to Ashland University Columbus Center, 614-794-4850 or email Ashland University at: ckessler@ashland.edu.