

Ashland University
Professional Development Services
2018-19 Online Registration Instructions

Please follow these instructions to use the Ashland University ONLINE registration for your event.

1. Click on <https://www.ashland.edu/founders/professional-development-services>
2. **Choose Face to Face**
 - A. Use the drop-down and select Columbus, OH
3. **Locate Course and click on the course: OMEA 6150 V3**
4. **Read the description carefully to make sure you are registering for the correct course Click the Green Registration Button to register online.**
5. **Personal Information**

The AU registration form will appear. Complete the AU form. Submit.

6. Pay for Classes

To pay for the class use the drop-down menu for “choose one of the following”

- A. Select register now and check out.
 - B. Choose payment type (2.7 % fee for credit card payments and a \$2.95 fee for electronic checks applied)
7. You will receive an email confirmation of your registration; PRINT a copy for your records.

If you prefer an electronic copy of the paper registration form is available at
<http://www1.ashland.edu/founders/professional-development-services/pds-registration-form>

Mail the completed registration with payment to the address listed on the form. If you are using an Ashland University tuition voucher worth \$166.00 please include this with your registration. Your registration will not be finalized until payment is received and processed.

Please, direct questions about this process to Ashland University Columbus Center, Toll-free 877-557-9497 extension 1108; 614-794-4850 or email our office at cols-pds@ashland.edu.