



University of Dayton

Department of
Educational
Administration

Professional Development Registration Instructions

Thank you for your interest in professional development opportunities with the University of Dayton. If you have previously taken workshops with the Department of Educational Administration, you may have completed a paper or PDF form. In order to provide the most efficient student services available, we have transitioned to an online registration system that allows you to self-register. This document will walk you through a simple step-by-step process to register, pay for tuition, and receive verification of successful course completion/credit.

Step 1: Identify which courses you wish to take for credit

Before getting started, it is important to know which courses meet your professional development needs. Review the following information. Then, referencing the courses listed below, make note of the Course #s you want to register for. You will need these #s handy when completing the online form. ***You must register by January 3, 2025.***

Spring 2025 Course (Grade is granted in spring 2025 even though the Fall Conference takes place in November 2024.)

The Ohio Art Education Conference
EDA 614 10
CRN: 32626
1 Credit

Note: Changes in the amount of credit hours after registration is complete will not be permitted. Much like registering for a standard college course, it is incumbent upon the student to determine which course(s) and the number of credits meets their needs. Please note, this is University of Dayton graduate credit and you will be billed accordingly. You will be able to request a transcript at the end of the term in which you have registered. (Please note this will be the term after your workshop/conference/training takes place.)

Step 2: Complete the Pre-Registration Form prior to December 15, 2024.

In order for the University of Dayton to approve your request for registration, we will need to notify them of your intent to register as a non-degree seeking student. Please complete [this form](#) before proceeding to Step 3.

Step 3: Complete the [‘Graduate Non-Degree Admission & Registration Form’](#)

After you have decided which course(s) aligns with your needs, follow this link to access the online form. You will need to click the red “Request Service” button in the upper right corner.

Please be certain that you want this workshop for graduate credit before clicking this option under registration Information. For more information on how to search and register for classes, you can [visit this informational page as well](#).

Step 4: Account Creation & Billing

After you submit the online form, Flyer Student Services will register you into the courses you identified. Once you have registered for the course, you should receive an email from UDiT with instructions on how to login to Porches and access other important portals. Porches is the one-stop site for all administrative tasks while you are enrolled at UD. If you need any assistance with logging in, or do not receive their email, please reach out to UDiT directly either via email at udit@udayton.edu or via phone 937-229-3888.

UD Flyer Student Services will process all payment for tuition, which is \$205 per credit hour for the Fall 2024-25 term. You will then be able to log in directly to Porches to pay for your courses. (Billing will not be collected by the Department of Educational Administration.)

On Porches, you may pay via checking account, by securely entering your routing and checking account number. No convenience fee will be charged. If you wish to pay your bill via Porches by using a credit card, a 2.85% convenience fee will apply. Alternatively, you may remit payment via check to: University of Dayton, Office of Student Accounts, 300 College Park, Dayton, Ohio 45469-1600.

Step 5: porches.udayton.edu

Go to Flyer Student Services > Quicklinks > Payments

Choose My Payment Center to make a payment to your student account

Additional information is available at the Flyer Student Services ‘How to Pay’ website: https://udayton.edu/fss/your_money/_how_to_pay.php. If you have billing inquiries, their office can be reached at: 937-229-4141 Option 1 (not for making payments; questions only.)

Step 6: Verification of Course Completion

Once a course finishes, the instructor will contact the Department of Educational Administration informing them of which students have successfully earned credit. Grades will be posted to the course in the term following your workshop. For this course in November 2024, your grade and credit will be granted at the end of Spring 2025 term. (You may view, save, and/or print your transcript via Porches, as long as your student account has a \$0 balance.)

Step 7: Get your transcript

Go to Flyer Student Services -> My Resources

Under the Records section, click 'View Academic Transcript' and click Submit to access an unofficial transcript of all courses taken at UD.

If you require a sealed, hard copy, official transcript, click 'Request Official Transcript' from the previous Records section.

If you receive an error or 'hold' when requesting an official transcript, you will receive an email informing you of the office you need to contact to resolve the matter.