



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.

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.

Spring 2022 Courses – Offered by OAEA

EDA 614-01 CRN: 2300
OAEA Leadership Study
1 semester hour

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.

2. Complete the ‘Graduate Non-Degree Admission & Registration Form’

After you have decided which course(s) aligns with your needs, follow the link below to access the online form. The pages that follow feature step-by-step instructions with images to ensure you complete the form correctly.

LINK: <https://udayton.edu/apply/pce/graduate-non-degree-application.php>

Professional and Continuing Education

Admission / Professional and Continuing Education / Graduate Non-Degree Application and Registration Form

Graduate Non-Degree Application and Registration

To be considered for the graduate non-degree program, complete all required sections, and submit the form.

Admission and Registration Form

First Name

* Susan

Middle Name

* A.

Last Name

* Johnson

Former name (if applicable)

N/A

Date of birth

* 01/01/2000

Gender

Male

* Female

Permanent mailing address

* 1234 Shady Lane, Dayton, OH 45469

Professional and Continuing Education →

Academic Enrichment Studies →

Adult Degree Advancement Program →

Graduate Non-Degree Program →

Academic Enrichment Studies Application and Registration Form →

Graduate Non-Degree Application and Registration Form →

Phone number

*

123-456-7890

Email address

*

happyteacher1@gmail.com

Country of birth

*

USA

Are you a U.S. citizen or permanent resident?

*

Yes

No

If no, what is your citizenship?

N/A

Type of visa (if applicable)

N/A

Employer

Shady Tree School District

Work phone number

222-222-2222

Marital status (optional)

Married

Not married

Religious Preference (optional)

Catholic

Jewish

Protestant

Other

No preference

Ethnicity (optional)

American Indian or Alaskan Native

Asian or Pacific Islander

Black, non-Hispanic

Hispanic

White, non-Hispanic

Previously Attended Colleges, Dates Enrolled and Credits Earned

Also leave this section blank.

Month and Year You Would Like to Enroll

Summer 2020

Name and Number of Course(s) You Want to Take

Enter all courses you want to take this summer. You only have to complete this form once. Ex. [EDA 614-01](#) & [EDA 614-12](#).

SUBMIT

Make sure you type in the correct course #s and term that correspond to the amount of credit needed. Then click SUBMIT.

3. Account Creation & Billing

After you submit the online form, Flyer Student Services will register you into the courses you identified.

UD Flyer Student Services will process all payment for tuition, which is \$190 per credit hour for the Spring 2022 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 Dr., Dayton, Ohio 45469-1600.

- Log in to 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.)

4. 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, and they will update students' academic records accordingly. Approximately one-to-two weeks after the conclusion of the course, your transcript will reflect this credit. You may view, save, and/or print your transcript via Porches, as long as your Student Account is current.

- Log in to porches.udayton.edu
- 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.