

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 selfregister. 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 2023 Course – Offered the Ohio Art Education Association

EDA 614-25 CRN: 26646 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.

Professional and Continuing

Adult Degree Advancement

Graduate Non-Degree

Academic Enrichment Studies \rightarrow

Education

Program

 \rightarrow

 \rightarrow

.

Professional and Continuing Education

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

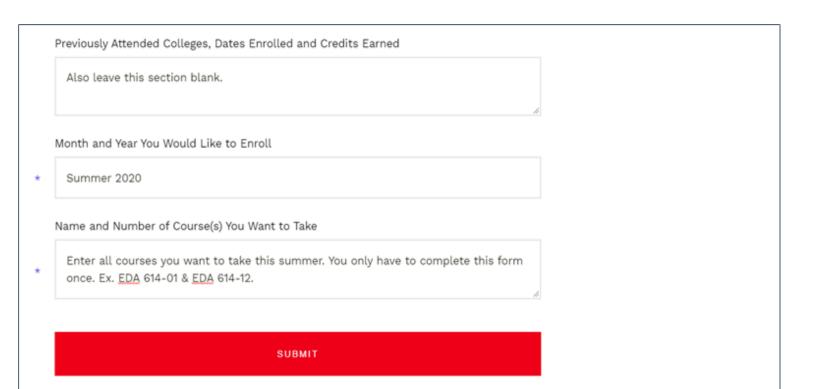
Graduate Non-Degree Application and Registration

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

Admission and Registration Form

		Program	
	First Name	Academic Enrichment Studies	
k	Susan	Application and Registration Form	\rightarrow
	Middle Name	Graduate Non-Degree Application and Registration	→
*	Α.	Form	
	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		
	N		

	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 	



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. 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 <u>udit@udayton.edu</u> or via phone 937-229-3888.

UD Flyer Student Services will process all payment for tuition, which is \$195 per credit hour for the Spring 2023 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.

- 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: <u>https://udayton.edu/fss/your money/ how to pay.php</u>. 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. Once end of term process is officially complete (May 11, 2023) your transcript will reflect this credit. (You may view, save, and/or print your transcript via Porches, as long as your student account has a \$0 balance.

- 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.