

**GRADUATE CREDIT OPTION FOR
 EMPLOYEE DISCIPLINE IN AN EDUCATION ENVIRONMENT© (EDEE)**

SOURCE INSTITUTION:	Ashland University 401 College Avenue Ashland, OH 44805
AVAILABLE CREDIT:	1.0 Semester Hours
COST:	\$180.00
RESTRICTIONS:	All three EDEE modules must be completed to receive graduate credit.
TO REGISTER ONLINE:	<ol style="list-style-type: none"> 1) Register online at Ashland University Professional Development Services. 2) On the right, click "DISTRICT LOGIN." 3) Enter the username (UPSLOPE) and PIN (UPSLOPE). 4) Select class. The list of classes held in your district will appear. Find the class title you will be taking. Click the green "REGISTER FOR THIS COURSE" button at the bottom of the description. 5) Enter personal information. The AU registration form will appear. Complete the AU form and click Submit (additional registration information is optional; you can just choose Submit). 6) Pay for the class. To pay for the class use the drop down menu for "choose one of the following" <ol style="list-style-type: none"> A. Select register now and check out. B. Choose a payment type. A 2.7% fee applies for credit card payments and a \$2.95 fee applies for electronic checks. 7) You will receive an email confirmation of your registration. Print a copy for your records.
TO REGISTER MY MAIL:	<ol style="list-style-type: none"> 1) Obtain a mail registration form at Ashland University Professional Development Services. 2) Mail the completed registration form 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.

For questions about the registration process, call the Ashland University Columbus Center at (614) 794-4850 or (877) 557-9497 x1108 or email col-pds@ashland.edu.