

# Graduate Credit: Enrollment Instructions

To access this information and the links below, please go to [csctfl.org](http://csctfl.org) and click on <https://csctfl.wildapricot.org/resources/Documents/GC2019two.pdf>

## Requirements

1. Attend 12.5 hours of sessions, workshops, keynote address.
2. Document all times and titles.
3. Write what you learned and how you will incorporate it into your work.
4. Send this document to Martha Halemba at [peromartha@gmail.com](mailto:peromartha@gmail.com)
5. Deadline is **4/25/2019**.
6. Transcript request after 5/15/19: <https://www.ashland.edu/administration/office-records-and-registration/transcript-request>

## Cost and Registration

**Cost:** One graduate credit costs \$180.00

To register online for this graduate course (6230 E1 CSCTF/OFLA Columbus, Ohio 2019 Conference), follow these steps:

1. Go to <https://www.ashland.edu/founders/node/104146>
2. In the description window, locate the green “**Register for this course**” button near the bottom and complete the registration process, including online payment.

Questions about online registration? Please contact Connie Van Swearingen at [cvanswea@ashland.edu](mailto:cvanswea@ashland.edu)

## Payment by check

1. If you are paying by check, please complete the registration form at [https://www.ashland.edu/founders/sites/ashland.edu.founders/files/universal\\_web\\_registration\\_form\\_2.pdf](https://www.ashland.edu/founders/sites/ashland.edu.founders/files/universal_web_registration_form_2.pdf) then mail the completed registration with payment to

Massillon/Stark Center  
2800 Richville Drive SE  
Massillon, Ohio 44620

2. If you are using an Ashland University tuition voucher for a Professional Development class, it is worth \$166. Please include this with your registration.

Questions about this process? Please contact Connie Van Swearingen at [cvanswea@ashland.edu](mailto:cvanswea@ashland.edu)