

PROFESSIONAL DEVELOPMENT APPLICATION AND REGISTRATION FORM

Application/Registration Opens for Term:

Spring & Summer: Beginning November 20 | **Fall:** Beginning July 20

- IMPORTANT NOTES:**
- Applications received prior to the above dates will be returned to students.
 - Payment directions will be emailed upon registration

Term for Application: Year _____ Fall (mid Aug - Dec) Spring (Jan - mid May) Summer (mid May - beg Aug)

Professional Development courses do not count as credit towards undergraduate or graduate degrees at West Virginia University. These courses are graded P-Pass or F-Fail.

If you have been assigned a West Virginia University Identification Number, enter it here: _____

Name: Last _____ First _____ Middle _____ Social Security No. (Confidential) _____

If you enrolled under a different name at WVU, or another institution or college, please print all previous names here: _____

Mailing Address: To update your address, please select the "Address Update" link on registrar.wvu.edu/current_students

Street _____ City _____ State _____ County _____ Zip Code _____
 Birth Date _____ Gender _____ Home Phone (_____) _____ - _____ Alt. Phone (_____) _____ - _____

Email Address (Required): _____

Legal Residence	If West Virginia, how long?	U. S. Citizen?	Country (if not the U.S.)
State: _____	Mo. _____ Yr. _____ (Proof may be required)	Yes _____ No _____	_____

Ethnic Group: (Required for Federal Reporting)

White, Non Hispanic (01) African-American (02) Hispanic (03) Asian, Pacific Islander (04) American Indian/Alaskan Native (05) Black, Non Hispanic (06)

Citizen Status:

U.S. Citizen (01) Permanent Resident with Alien Card (02) (Please enclose copy of both sides of card) Refugee (03) *NonImmigrant/Other Visa Type (04) (Additional materials may be needed)

Type _____ Birth Nation _____ Legal Nation _____

EDUCATIONAL INFORMATION: Must have obtained a BA/BS from an accredited institution - list all attended

College or University	City & State	Dates Attended (Month/Year) to (Month/Year)	Graduation Date (Month/Year)	Degree Obtained (MS, BA, BS)

REGISTRATION INFORMATION: Registration ad payment should be sent by the third class meeting

CRN#	Subject	Course#	Section#	VR/CR Hrs	Title

I affirm that the information I have provided on this application form is accurate and true. Providing false information can lead to nonacceptance and for expulsion. I agree to make full payment for my charges.

Signature _____

Date _____

Directions To Register:

1. Complete the form.
2. Find courses by searching the “930” professional development course listings at:
<http://online.wvu.edu/Teachers/courses.php>.

3. Mail completed form by day 3 of your course to:

WVU Online & Extended Campus,
PO Box 6800, Morgantown, WV 26506

4. Or Fax the completed form by day 3 to (304) 293-4899.
5. Upon receipt, we will process your admission and register you into your course.
6. We will email you directions to activate your account, log into the system and make payment online. It is your responsibility to log in and make payment, no course credit will be issued via transcript until full payment is made in the system.

*If you decide to drop the course, it is your responsibility to contact our office to do so. Refunds are only available until a course begins in our system.

*Please note that mailed applications are taking up to 1 week to arrive at our office from within WV, we suggest that you call to confirm receipt.

*Applications must be received in our office by the third class meeting.

Cost:

For courses offered between August 17, 2016 and August 5, 2017, the cost per credit hour is \$71. A three credit hour professional development course will charge \$213.