

# PROFESSIONAL DEVELOPMENT APPLICATION AND REGISTRATION FORM

## Application/Registration Opens for Term:

**Summer:** Beginning April 20 | **Spring:** 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](http://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. _____<br>(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 have read and understand the WV Board of Ed Policies and, 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:  
<https://online.wvu.edu/Teachers/ProfessionalDevelopment/>.

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 16, 2017 and August 3, 2018, the cost per credit hour is \$72. A three credit hour professional development course will charge \$216.

## Additional Information:

WV Board of Education [Policy Page](#)

Did you know that WVU offers over [30 online degrees](#), including various programs for educators?