

# PROFESSIONAL DEVELOPMENT APPLICATION AND REGISTRATION FORM

## Directions To Register:

1. Complete the form using course information provided by your instructor.
2. Fax the completed form by day 3 to (304) 293-4899.

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

WVU Online,  
PO Box 6800, Morgantown, WV 26506

*(\*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.)*

3. Upon receipt, we will process your admission and register you into your course. If you do not receive an email within 5 days, please contact our office at (304) 293-2834.
4. 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 (not your instructor's) to contact our office within 3 days of receiving registration confirmation at [wvuonline@mail.wvu.edu](mailto:wvuonline@mail.wvu.edu) to do so. Refunds are only available until a course begins in our system.

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

## Cost:

For courses offered between August 21, 2019 and August 7, 2020, the cost per credit hour is \$73. A three credit hour professional development course will charge \$219.

## Additional Information:

**Payment is due:** Payment is due 3 days after receiving your registration confirmation via email. If you have problems making logging into your account or making payment, contact our office for assistance.

WV Board of Education [Policy Page](#)

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

# PROFESSIONAL DEVELOPMENT APPLICATION AND REGISTRATION FORM

## Application/Registration Opens for Term:

**Fall:** July 1st | **Spring:** December 1st | **Summer:** April 1st

- 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 <https://registrar.wvu.edu/forms>

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) Refugee (03) \*NonImmigrant/Other Visa Type (04)  
 (Please enclose copy of both sides of card) (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 and 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/or expulsion. I have read and understand the WV Board of Ed Policies and, I agree to make full payment for my charges. I agree to make payment within 3 days of receiving registration confirmation. If I choose to drop the course, I agree to notify WVU Online within 3 days of registration confirmation. I understand failure to do so may result in late fees/collections and/or failing grades.*

Signature \_\_\_\_\_

Date \_\_\_\_\_