



Online Registration Instructions Ashland University Graduate Credit

College of Exploration

1. Visit <http://www.ashland.edu/pds> to register for graduate credit.
2. Select "District Login", right hand side. Use the following to log in:
Username: exploration
Password: explore
Select "Log in".
3. Click on the course title and a detailed description of your class will appear. At the bottom will be a green "Register For This Course" button. Select this to complete registration and pay the tuition.
4. If you would prefer to mail your registration, the registration form can be found on the mail PDS webpage, left hand side. Registration forms and payments can be mailed to:

Ashland University
ATN: PDS
121 W Main St
Ashland OH 44805

Typically within 24 hours of your registration, you should be able to set up a student account in WebAdvisor using [these instructions](#). You can use WebAdvisor to print receipts, see when your grade is posted and print grade reports. The instructions also include a link to our registrar's office where transcript requests can be made. To update your email address or with other log in questions, please email us at pds@ashland.edu.