CONCORD UNIVERSITY
EXTENDED LEARNING PROGRAM

Professional Development
Course Registration Form

Professional Development courses do not count as credit towards undergraduate or graduate degrees at Concord University. Credits granted are considered non-degree graduate credits. These courses are graded as Pass (P) or Fail (F).

If you have been assigned a Concord University identification number, please enter it here: 774-_____

NAME: (Please Print)   **SOCIAL SECURITY NUMBER:**

_____   _____-_____-_____

(Last*)   (First)   (Middle)

*If you already have a record with CU under a different last name, please provide a legal copy of name change (i.e. marriage certificate)

MAILING ADDRESS:

(Street or P.O. Box)   (City)   (State)   (Zip Code)

MAIN   **ALTERNATE**

BIRTH DATE: Mo   Day   Yr   **TELEPHONE**   ( )   **TELEPHONE:**   ( )

                                                                (area code)   (area code)

GENDER: ☐ Male   ☐ Female   **EMAIL ADDRESS:** _____

CERTIFICATION:

Are you a certified teacher

within the state of West Virginia?

_____YES   _____NO*

*For directions on requesting an official transcript

reflecting earned credits from Professional

Development courses, please refer to the

next page.

CITIZEN STATUS:

_____ U.S. Citizen (01)

_____ Permanent Resident with Alien Card (02)

         (Please enclose copy of both sides of card)

_____ Refugee (03)

_____ *Non-Immigrant/Other Visa Type (04)

         *(Additional materials may be needed)

Type_____ Birth Nation _____ Legal Nation_____

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)

EDUCATION INFORMATION: List all colleges and universities you have attended.

(Must have obtained a BA or BS to enroll)

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

REGISTRATION INFORMATION: (Please list each course separately)

Course Title *(Required)*	Course Number (CRN)	Section Number	Course Date(s)/Semester: (MM/DD/YYYY) to (MM/DD/YYYY)
1) *ShapeWV 2024*	*10732*	*30N*	*Fall 2024*
2)			
3)			

I understand that all information is required and that any missing information will delay the processing of my application. I affirm that the information I have provided on this application form is accurate and true. Providing false information will lead to removal from the course(s). In order to receive non-graduate credit, a registration form for Professional Development Courses must be completed and submitted to our office before the end date of the course term set by WVDE.

SIGNATURE: _____   **DATE:** _____

CONCORD UNIVERSITY EXTENDED LEARNING PROGRAM
Non-degree graduate credit is $33/1 hour (Non-refundable)*

PAYMENT BY CREDIT OR DEBIT CARD :

I wish to pay by: ☐ Credit Card   ☐ Debit Card

☐ VISA   ☐ MASTERCARD   ☐ DISCOVER

_____
Cardholder's Signature

_____
Card Number

_____   _____   _____   _____
Expiration Date   *CCV*   *Charge Amount*   *Billing Zip Code*

PAYMENT BY CHECK:

Make check payable to: *CU Research & Development Corp.*

SUBMIT REGISTRATION FORM AND PAYMENT TO:

econner@concord.edu

OR

CU Extended Learning
Attn: Dr. David Campbell
P.O. Box 1000
Campus Box F-30
Athens, WV 24712

OR

Fax: 304-913-6099

OFFICIAL TRANSCRIPTS:

Official transcripts are NOT included in the $33/credit hour fee.

If you choose to request an official transcript for licensure, certification, or permit renewal with the WVDE - electronic transcripts are available through The National Student Clearinghouse at:

www.getmytranscript.org

All others requesting official transcripts need to email CU Registrar's office at registrar@concord.edu or call 304-384-5237.

Transcripts reflecting these credits will become available beginning December 22, 2024

Questions concerning CU non-degree, graduate credit? Contact:

Erin Conner, Program Assistant - 304-384-5130 or econner@concord.edu
Dr. David Campbell, Program Coordinator - 304-384-5331 or dcampbell@concord.edu
Fax: 304-913-6099