

Thank you for offering courses through WVU Extended Learning. Below please find directions on registering your students for your graduate professional development course. I have attached an Instructor Resources sheet that will give directions for the WVU systems for you. I am also attaching a teacher sheet that provides "how to" information for teachers about WVU systems, if you would like to share with your students.

If you or any of your students have questions or need assistance, please have them contact our Customer Service Center at 1-800-2LEARN2.

Directions for Registering with WVU:

**Professional Development (Graduate) courses:**

\*\*\*Professional Development courses are graded S (Satisfactory) or U (Unsatisfactory). These courses do not count towards any degrees at WVU.

To register:

Download a professional development application/registration form at: <http://elearn.wvu.edu/Registration/forms/ProfDev.pdf>

Complete both pages of the form.

Add the course information provided regarding class.

**CRN: 88923**  
**Subject: ACE**  
**Course #: 930**  
**Section #: 2JA**  
**Credit Hours: 2**  
**Title: PRDV: Sports First Aid**

**Cost of this course is \$90 for 2 credit hours. Checks can be attached or credit card payment can be made on the form.**

**CRN:88926**  
**Subject: ACE**  
**Course #: 930**  
**Section #: 2JB**  
**Credit Hours: 3**  
**Title: PRDV: Coaching Principles**

Cost of the course is \$130. Checks can be attached or credit card payment can be made on the form.

Students may submit the forms individually or you can submit the course as a whole. Registration forms should be submitted on the first day of the course.

If you have any questions, please let us know.  
Tammy

**Let's Go Mountaineers!!!!!!!!!!**

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