

To Purchase University of Dayton Graduate Workshop Credit

1. Once you have completed your course/s and received your certificate/s, download a University of Dayton “**Graduate Registration Form**” from the Educational Impact website.
2. Make sure the correct course number/s and name of the course/s are on the bottom of the form. (***Keep a copy of the registration form for your files.***)
3. **Payment is due upon registration. If you are paying by check:** Mail the original *registration form, a copy of your certificate/s* from Educational Impact and your *payment* to:

The University of Dayton
Attn: Julie Slife
300 College Park; Chaminade Hall, Room #104
Dayton, OH 45469-0510

4. **If you are paying by credit card:** Download a “**credit card slip**” from the Educational Impact website making sure that you include your charge card account number and expiration date and send a copy of your *registration form, certificates/s, and credit card slip* in an email attachment to: julie.slife@notes.udayton.edu. For questions, please call Julie Slife at #937-229-3348 or mail to:

The University of Dayton
Attn: Julie Slife
300 College Park; Chaminade Hall, Room #104
Dayton, Oh 45469-0510

5. An automatic grade report will be sent to you in the US mail from UD at the end of the grading period as notification that the graduate credit has been applied to your official transcript. Terms generally end: December (fall), May (spring) and August (summer).
6. To order an official transcript from UD go to: www.getmytranscript.com **OR** call UD Registrar at #937-229-4141 **OR** write to: UD Registrar, 230 Albert Emanuel Hall, Dayton, OH 45469-1331.