

## Professional Development Application Steps

Please follow the instructions below to receive graduate or professional credit for Professional development courses:

**Step 1:** [Apply for admission](#) to WSC (if you are not already a graduate student at WSC or if you are already a non-degree seeking graduate student in our system). You will need to apply to WSC as a **non-degree seeking** graduate student for the applicable term (Fall, Spring, Summer).

- Create an account and sign in, then proceed with filling out the application.
- Under the “Education Plan” heading there is a question that asks: *What do you intend to do with the course(s) you will take at WSC?* In the comment box, please enter: *Register for Professional Development course X.*
- Within 24 business hours, your student account will be set up for you (If you do this on Friday, the account might not be set up until late Monday). You will receive a “Welcome to Wayne State College” email that will include your username and instructions to set up your password. These will be used to access *myWSC* and your WSC email. *myWSC* is where you will find access to Canvas for your professional development course.
  - **Note:** *if you are a returning non-degree seeking graduate student, you will not receive the email. However, if you do not remember your username and/or password, you can contact the Service Center Help Desk at 402-375-7107.*

**Step 2:** Enroll in the Course

Once you have received your WSC account information, you will need to enroll in the course. [Click here](#) for instructions on how to register. If you are currently a graduate student at WSC, please enroll as you normally would. Deadline to enroll is the Friday before the start of the term (Fall/Spring/Summer).

**Step 3:** Submit payment

1. Student Financial Services can be contacted directly for payment at 402-375-7229 or [sfs@wsc.edu](mailto:sfs@wsc.edu) **OR**
2. You can pay online via Wildcats Online in your *myWSC*. [Click here](#) for instructions.

**Step 4:** Request your transcripts

Thank you for enrolling in a course at Wayne State College! Upon completion of this course your official transcripts can be requested through Wildcats Online. [Click here](#) for instructions.

### **NOTES**

**Tuition:** The rate for **professional development** graduate credit through WSC is \$75/credit hour. The rate is inclusive of all fees except for the one-time matriculation fee of \$5 and the \$10 processing fee charged to new students.

**Graduate Credit:** if you are enrolled in a program at WSC, you might be able to use the course in place of an elective, or as an equivalent to a required course in your program. Please contact your advisor. If you are not yet a WSC graduate student, there is the possibility that this course can count toward your degree completion hours as indicated here.