PROFESSIONAL DEVELOPMENT APPLICATION
STEPS
Spring 2024

STEP 1: Apply
You will need to apply to Wayne State College as a ***non-degree seeking graduate*** student for the Spring 2024 term.

1. CLICK HERE or go to *wsc.edu/apply* to start the application process. Once you are on the page below, click the Graduate Student button.

2. After clicking on the "Graduate Student" button, you should now be here:

3. Click "APPLY NOW"

4. You are now at the point in the process where you will create an account, sign in and then proceed with filling out the application. If you already have an account, you can use the same login to begin a new application.
5. Complete the "Personal Information" section. Choosing **_"Personal Enrichment"_** as the Applicant Type. Continue through the personal information section.
6. When you get to the "Additional Information" section, and get to this question:

Do you want to be part of an in-person PD Cohort?*
○ Yes
● No

EDUCATION PLAN

What do you plan to do with the courses taken at WSC?

PED 696-PDW0 The DNA of an Athletic Leader

| SAVE | EXIT | BACK | NEXT |

Choose "NO" to "Do you want to be part of an in-person PD Cohort?
In the "EDUCATION PLAN" box type in the name of the course:
<mark>PED 696-PDW0 The DNA of an Athletic Leader</mark>   _and/or_
<mark>PED 696-PDW1 Integrating Technology in Education Based Athletics</mark>
Then Click "NEXT"

7. Complete the Academics and Education History sections.
Review the Application Summary.
Agree to the Certification Statement, and click "SUBMIT"

Within 24 business hours, your student account will be set up for you and you will receive a "Welcome to Wayne State College" email. If you do this on a Friday, the account might not be set up until late Monday. You will be e-mailed your username and password. This will be used to access myWSC and your WSC e-mail account. myWSC is where you will access the Canvas site for your course if the instructor uses Canvas.

Note: If you are a returning non-degree seeking graduate student, you will not receive an email. And if you are a returning non-degree seeking graduate student and you do not remember your username or password, please contact the NATS Help Desk at servicecenter@wsc.edu.

STEP 2: Enrollment
You will be enrolled in the course by the Professional Development Coordinator.
You will receive an email once you have been enrolled in the course. Please respond to the email confirming that you have been enrolled in the correct course.

STEP 3: Payment
Payment deadline Spring 2024 courses is **_January 23, 2024_**.

Cost for PD courses is **$75 per credit hour or $225 for a 3-credit hour course** with no additional fees.
For questions, contact Student Financial Services:
Student Financial Services | 402-375-7229 | sfs@wsc.edu

You can pay online via WildcatsOnline in your student portal once you have been enrolled in the course.

STEP 4: Requesting Transcripts
Upon completion of the course and grades being finalized, official transcripts can be requested on the WSC website. You can access the website by clicking this link:

WSC Transcripts

Thank you for enrolling in a Wayne State College course!
If you have any questions concerning enrollment, please contact:

 ***Jane Brummels, Project Coordinator-**Professional Development*
 jabrum01@wsc.edu
 402-375-7243