

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. If you provide an email address on your registration form, UD will send you an automatic grade report in a PDF format after the grading period to that email address. If you do not provide an email address, UD will send you a paper grade report in the US mail.
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.