

# Graduate Professional Development Registration Process

## NEW STUDENT

I have never taken a Graduate Professional Development course through the College of Charleston OR have not taken a course for two or more semesters

1. [Create an account and password](#)

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2. Check email

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3. Login to Portal - Under Education – start application

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4. Under New Application choose “Professional Development”

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5. Select Term

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6. Complete Graduate School Professional Development Application

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7. Select your Program - Education – Professional Development

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8. Type Press “Continue” after each section

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9. Complete Application and Upload Documentation (transcripts are not required unless you do not have a teaching certificate)

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10. Review and submit application

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11. Graduate School Reviews and accepts application

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13. Student registers for courses through OPDE form

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Technical issues? Please contact the Graduate School at [gradadmissions@cofc.edu](mailto:gradadmissions@cofc.edu)

## RETURNING STUDENT

Completed a Graduate PD course within the last two semesters

1. Complete [OPDE Registration Request Form](#)

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2. Participant Information

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3. Semester Selection - Select up to Four Courses

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4. Payment and Certificate Information

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5. Complete form and submit

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6. OPDE Reviews and Processes Registration

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7. Registration Confirmation sent

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Technical issues? Please contact OPDE at [opde@cofc.edu](mailto:opde@cofc.edu)



COLLEGE OF  
**CHARLESTON**

**School of Education**

**Office of Professional**

**Development in Education**