



## ***Administrative Information***

### **Five Easy Ways to Register:**

**Online:** Register 24/7 by visiting:

*Waukesha*                    [www.waukesha.uwc.edu/ce](http://www.waukesha.uwc.edu/ce)

*Washington*                [www.uwc.edu/washington/catalog](http://www.uwc.edu/washington/catalog)

*Sheboygan*                  [www.uwc.edu/sheboygan/catalog](http://www.uwc.edu/sheboygan/catalog)

**Mail (check only):** Complete the registration form in the catalog and mail it with the fee to:  
*Southeast Region Continuing Education and Professional Development*  
1500 N. University Dr, Waukesha, WI 53188

**Phone:** Call our office (credit card payments only) at (262) 521-5460

**Fax:** Fax your registration (credit card payments only) to (262) 521-5515

**Walk-in:** Register in person by coming to the Southeast Region Continuing Education office on the UW-Waukesha campus, A-130.

**Campus Parking and Directions:** A map with directions is provided with your class confirmation email. This information can also be found on our website under 'Registration & Information'.

**Class Cancellations:** If you cancel your registration more than 72 hours prior to the class start date, a voucher will be issued to you. If less than 72 hours notice is given, you will not be eligible to receive a voucher. No refunds are given for registration cancellation requests. **To qualify for a voucher, your request must be received by email or mail at least 72 hours prior to the start of your class.** Vouchers are not issued for and cannot be redeemed towards trips, online classes, or credit courses. Please see Voucher Policy (below) for further details.

**Confirmations:** You will receive an email confirmation 7-10 days prior to the start of your class. This confirmation will include any textbook or supply information needed for the class. This information can also be found on our registration site with the course description.

**Continuing Education Units:** Continuing Education units (CEUs) may be awarded upon completion of a class, either on campus or online. Ten class hours is equivalent to 1.0 CEU. If you would like confirmation of CEUs earned, please request them at the time of registration.

**Early Bird Discount:** The prices listed in the Continuing Education catalog and on our website reflect a 10% discount for registrations received three weeks prior to the start of a class. You are still able to register after that date at the regular class price.

**Gift Certificates:** Gift certificates are available in increments of \$25; you can purchase these online or through our office.

**Scholarship/Program Donations:** Student and community members may donate \$1 (or more) when registering for a class. You may also donate to the program without registering for classes. For more information on scholarships or donations, please visit our website under “Support Continuing Ed” or call the Continuing Education office. Round up your order today and make a difference!

**Silver Dollar Discount (Age 62+):** We have heard your requests and are happy to oblige! Continuing Education offers seniors (age 62+) a 5% discount! Your discount can be used in conjunction with the early bird discount! In order to receive your discount, you must phone or mail your registration to the Continuing Education office. Silver Dollar Discounts are not available for trips, online classes, or credit courses.

**Supply Lists:** Some classes include supply lists as part of the course, especially Art classes. A supply list will be included in your class confirmation. This information can also be found on our registration site with the course description.

**Textbook Information:** Some classes include textbooks as part of the course, especially college credit and World Language classes. Textbook information will be included in your class confirmation. This information can also be found on our registration site with the course description. Non-credit class textbooks may be ordered on an online resource such as Amazon or Barnes & Noble. Check with your campus bookstore to find if they offer any non-credit textbooks.

**Voucher Policy:** If you cancel your registration 72 hours or more prior to the class start date, a voucher will be issued to you. **To qualify for a voucher, your request must be received by email or mail at least 72 hours prior to the start of your class.** If less than 72 hours notice is given, you will not be eligible to receive a voucher. No refunds are given for registration cancellation requests. Vouchers are valid for one year from the date of issue and cannot be used, nor issued for trips, online classes, or credit courses. Vouchers are not transferrable and are good for non-credit campus classes only. All Continuing Education college credit courses follow the university refund/drop policy as stated on their website and are not eligible for a credit or voucher through the Continuing Education department. Vouchers are only issued upon request.

**Weather Policy:** The campus policy is to hold classes. Continuing Education will cancel classes if campus is closed. Check your campus website for closing updates in regard to inclement weather for both on- and off-site classes. If a registered student chooses not to attend a Continuing Education class due to inclement weather, a voucher or refund will not be given. If bad weather results in class cancellations, Continuing Education will make every effort to contact students via the email address and/or phone provided at registration. We will make every attempt to reschedule classes cancelled due to weather emergencies but cannot guarantee a class will be rescheduled.