

UA Cossatot Continuing Education Services Registration Form

REGISTER TODAY!

PHONE Continuing Education Services at (870) 584-4471 or (800) 844-4471.

MAIL your registration to UA Cossatot, Continuing Education, 183 College Drive, De Queen, AR 71832.

FAX your registration to Continuing Education Services at (870) 642-3320.

VISIT 183 College Drive, De Queen / 1558 Hwy. 71 W, Nashville / 1411 Constitution Avenue, Ashdown.

REGISTRANT INFORMATION

UA Cossatot has an open admission policy and does not discriminate against any individual on the basis of race, color, religion, national origin, age, sex, or disability. Some information is obtained for the sole purpose of state reporting and/or determining if the College is effectively reaching all segments of the population.

SOCIAL SECURITY NUMBER _____ - _____ - _____ DATE OF BIRTH ____/____/____

NAME _____
First Middle Last Suffix

MAILING ADDRESS _____
City State Zip

E-MAIL ADDRESS(ES) _____

HOME PHONE _____ WORK PHONE _____ GENDER: Male Female

ETHNIC: Asian Hawaiian/Pacific Islander Black Hispanic American Indian/Alaskan Native White Unknown

EMERGENCY CONTACT _____ EMERGENCY PHONE _____

CLASSES SELECTED

Course Number	Course Name	Location	Cost
			\$
			\$
Total			\$

Remember to finalize your registration with payment of tuition to guarantee your place in class. Payment methods include: CASH, CHECK, or MONEY ORDER.

THIRD PARTY BILLING. Attach a letter of authorization on sponsors letterhead or other documentation of sponsorship (i.e. purchase request) that includes the sponsor organizations name, contact name, address, telephone number, name of the course(s) to be paid by the sponsor, and the total amount to be paid by the sponsor. Third-party billing will hold course(s) provided Continuing Education Services receives the appropriate authorization by the "register by" date. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other party nor can individuals billed as a third-party.

CREDIT/DEBIT CARD VISA Master Card Discover

Card # _____ Expiration Date _____

Cardholder's Signature _____

REGISTRATION It is recommended that students register as early as possible. Courses may fill early or be cancelled due to low registration. Registrations are processed in the order in which they are received. Registration and payment should be made to guarantee the students place in a class. Payment is due on or before the published "register by" date. We endeavor to provide a courtesy reminder to finalize registrations. However, registrations not finalized with payment of tuition on or before the "register by" date may be voided, resulting in the student's removal from the course roster. UA Cossatot seeks to provide learning opportunities for a variety of age groups. However, unless stated otherwise, students under the age of 18 will need prior approval from Continuing Education Services to register.

COURSE LOCATION All classes are located at one of UA Cossatot's locations, unless otherwise noted. If the location is not noted in the course schedule or on your registration confirmation, you will be notified as soon as the location is assigned. If you need directions, please call Continuing Education Services at (870) 584-4471.

DROPPING A COURSE Please call Continuing Education Services as soon as possible to drop a class. A request to drop a course is required by the published "register by" date for a refund.

REFUNDS Tuition is fully refundable or transferable up to the "register by" date. Our goal is to ensure the greatest opportunity for participation in courses; however, late registration cannot be guaranteed and is non-refundable. If a class is cancelled due to insufficient enrollment or other unforeseeable circumstances, a full refund of tuition will be issued automatically and registrants will be notified. UA Cossatot reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

INCLEMENT WEATHER In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be cancelled until weather and road conditions improve. We strive to get the announcements regarding closures out to students, faculty, and staff in a timely fashion. Announcements regarding College closing will be made over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5, and in Nashville KMTB 99.5 and KBPU 88.7, and on the following television stations, KARK Channel 4 from Little Rock and KTBS Channel 3 from Shreveport.

TEXTBOOKS Some courses require the purchase of a textbook(s), software or supplementary material. Students should check the Workforce Development and Continuing Education Schedule to determine if a textbook is required, and visit the Educational Resource Center (ERC) to purchase textbooks. An ERC representative will make textbooks available for sale on the same campus that the course will be conducted beginning one week prior to the beginning and the first week of class. Please direct any questions about the Textbook Program to the De Queen ERC at (870) 584-1181.

ED2GO COURSES Visit <https://www.ed2go.com/ccua>, then select the "Help" tab for more information on EducationToGo "Enrollment and Account Creation" and much more. Please direct any questions about Ed2Go to Continuing Education Services at (870) 584-1178.