

Community Education Registration and Information

General Information

Community Education provides a broad range of informational and recreational courses and workshops for youth and adults. Most courses are open to high school students and adults. (Younger participants are accepted in some classes with the instructor's permission.) Child Development classes have age or grade level designations noted in the description. Registration is ongoing throughout the semester. It is discouraging to have someone register for a class that was cancelled due to low enrollment. Many times that one registration would have allowed the class to go, **so please register early because courses must meet enrollment minimums in order to run. If enrollment is lower than the minimum, Community Education will cancel the course by noon - five working days before its start date.** Senior citizens may call the Senior Center at 662-8922 for transportation to and from classes.

Summer Classes.....	47
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Customized Training.....	55
Small Business Development.....	56

Contract of Enrollment

The provisions of this schedule do not constitute a contract between the University and the student. The University reserves the right to make changes to any course as necessary.

Registration

Registrations are accepted:

- 1) by phone: 662-0336, 1-800-894-5919, extension 036 (with a Visa or Master Card)
- 2) by fax : 662-0344 (with a Visa or Master Card)
- 3) by LoboPhone: 505-246-2020
- 4) by LoboWeb: access LoboWeb from the Community Education page at www.la.unm.edu .
- 5) by mail: send the registration form below with your payment (payable to UNM-Los Alamos)
- 6) in person: visit the Community Education office located on the UNM-Los Alamos campus in Building 5 (Room 502);

office hours are Monday through Friday, 8 am to 5 pm.

Refunds

Community Education will accept withdrawals and requests for refunds, minus a \$10 cancellation fee per course per student, up to five working days prior to a course start date. UNM-LA will not process refunds after that time as the decision to run a program is based on sufficient enrollment to cover cost. If a course is cancelled, students will receive telephone notification and a full refund . Please allow 4-6 weeks to process refund. There is no refund for SBDC workshops.

Note

For Child Development courses, unless otherwise noted, there are no provisions for supervising young children on the UNM-LA campus outside of class hours. Parents/guardians are responsible for delivering children to class and for picking them up promptly at the end of class. Regular Community Education courses do not admit children unless otherwise noted.

Community Education Registration Form

UNM ID # _____
 Birthdate _____
 Name _____
 Phone (home) _____
 Address _____
 Visa/MasterCard #: _____
 Credit Card V#: _____
 (On back of credit card by signature)
 Parent's name if registering a child _____

Email _____
 (work) _____
 Zip Code _____
 Exp. Date _____

Are you enrolled in a credit course? _____

Semester	Course No./CRN	Course Title	Cost
			\$
			\$
			\$
			\$

(Please be sure to enclose payment, please do not mail cash!)

Total \$ _____

UNM-LOS ALAMOS Community Education 4000 University Drive Los Alamos, NM 87544