

in person

North Clarke Street, 103 Chappell Hall
Mondays-Thursdays; 8 a.m. to 6 p.m.
Fridays, 8 a.m. to 5 p.m.

by mail

Send completed form, along with payment, to:
Department of Continuing Education
GCSU, CBX 40, Milledgeville, Georgia 31061.

phone

(478) 445-5277
fax
(478) 445-6271

REGISTRATION: Registration is on a first-paid, first-enrolled basis. You will not be guaranteed a place in a course until the registration fee is paid. This policy helps us eliminate last-minute course cancellations and overcrowded classes.

ADMISSION: Admission to courses is open to anyone. Interest and desire to learn are the requirements. There are no educational prerequisites for most courses, and applicants are not required to send high school transcripts or take the college entrance exam to participate. Certificate or professional programs may require certain professional competency for entrance.

ENROLLMENT: Enrollment in all classes will be limited to a manageable number; therefore, early registration is desirable. When payments for a course exceed the number who can enroll, applicants will be placed on a waiting list in the order they are received.

CANCELED COURSES: The university reserves the right to cancel any program because of insufficient enrollment or for other administrative reasons. Should a situation develop which necessitates cancellation, a full fee refund will be made.

WITHDRAWALS AND REFUNDS: A student who, for any reason, finds it impossible to attend a course for which registered may receive a full refund if the Department of Continuing Education is informed of the withdrawal by 4:45 p.m. the day prior to the initial class meeting. (A longer notice is required for Kids' University, music lessons, real estate courses, and select other programs). Notification of withdrawal and a request for refund should be made in writing to Continuing Education or by coming by in person to 103 Chappell Hall one working day prior to class start. Notifying the instructor does not constitute withdrawal. In designated

courses requiring a text and/or other materials as a part of the registration fee, the text/materials fee is nonrefundable after the registration deadline.

CONTINUING EDUCATION UNITS: The University System of Georgia has established the use of the Continuing Education Unit (CEU) as a measuring device for non-credit programs offered by System institutions. The Department of Continuing Education administers the implementation of the CEU. The CEU is defined as follows: "One Continuing Education Unit is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The CEU attests to an individual's effort to continue learning regardless of age or previous educational accomplishments.

Generally, Continuing Education Units are awarded only for programs that are oriented toward occupational skills and knowledge or significant social issues. CEUs are accumulated for each student on a permanent transcript which may be obtained from the Department of Continuing Education. The CEU is not transferable for academic credit.

LIABILITY: Before participating in the first session of any physical activity course, the Board of Regents requires that a waiver of liability be signed by the adult enrolled in the course or by the parent of any child under 18 years of age.

VISIT US ONLINE:
continuingeducation.gcsu.edu

WE ACCEPT REGISTRATION ON MASTERCARD, VISA, DISCOVER, AND AMERICAN EXPRESS

Georgia College & State University
Milledgeville, Georgia 31061

CONTINUING EDUCATION REGISTRATION FORM

LAST NAME FIRST MIDDLE

MAILING ADDRESS

CITY

COUNTY STATE ZIP

PLACE OF EMPLOYMENT

EMAIL ADDRESS

Day Phone _____

Evening Phone _____

Fax _____

Date _____

METHOD OF PAYMENT: Cash Check Credit Card

MasterCard # _____ Exp. Date _____

VISA # _____ Exp. Date _____

Discover # _____ Exp. Date _____

American Express # _____ Exp. Date _____

Security Code on Back of Card _____

Cardholder's Name _____

Please make checks payable to GCSU and mail to Department of Continuing Education, GCSU, Campus Box 40, Milledgeville, GA 31061. For further information call (478) 445-5277. Our fax number is (478) 445-6271.

COURSE/CONF. NUMBER	COURSE TITLE	TIME, DAY & LOCATION	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____