

## COMMUNITY EDUCATION REGISTRATION INFORMATION

**NEW...Online Registration is Now Available!**



To register Online, log on to the website: [communityed.deltacollege.edu](http://communityed.deltacollege.edu) (no processing fee)

**OR, if you do not have Internet access, you have the following 4 options to register with a \$3 processing fee:**

- 1. Walk In:** Take the completed registration form and payment, plus the \$3 processing fee, to Locke 107 at Delta College, up to the day of the workshop. Open Monday through Friday, 8:00 a.m. to 5:00 p.m.
- 2. Mail In:** Send the completed form, payment, plus the \$3 processing fee, to the address at bottom of this form.
- 3. Call In:** (209) 954-5045. Please have the desired workshops codes and credit card number available.
- 4. At the Workshop:** Bring the completed form and payment, plus the \$3 processing fee, to the workshop. (*Note: Advance Registration is strongly recommended! Space is available on a first-come, first-served basis and enrollment is limited.*)

### COMMUNITY EDUCATION CANCELLATION & REFUND POLICY

Registration fees will automatically be refunded if the workshop is cancelled for any reason by the Community Education Department. Other refunds may be requested by calling the Community Education Department\* or by filling out a Community Education Refund Request form in Locke 107 at Delta College.

**NEW REFUND POLICY:** All refunds will be granted **ONLY** if the student's request is submitted at least **one (1) week prior to the start date of the workshop.** Refunds will be charged a **\$10 processing fee** (Effective January 2008).

**Have questions or need additional Community Education information? Please call:**

**\*Workshops & Programs for Adults – (209) 954-5013 or Kids College – (209) 954-5015**

*Disclaimer: Community Education reserves the right to change teachers, materials, facilities, times, and/or dates if necessary.*



## **SAN JOAQUIN DELTA COLLEGE - COMMUNITY EDUCATION REGISTRATION FORM**

*Please use a separate form for each person who is registering. The full registration fee, plus the mandatory \$3 processing fee, MUST be submitted with this completed form in order to be registered in the workshop(s).*

**All sections of this registration form MUST be completed in full to avoid any delays in processing.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

If Minor, Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #'s - Home: (\_\_\_\_\_)\_\_\_\_\_ Work: (\_\_\_\_\_)\_\_\_\_\_ Cell: (\_\_\_\_\_)\_\_\_\_\_

*(Please provide ALL available phone numbers in case you need to be reached regarding a scheduling change or in the event of an emergency.)*

Gender: M  F  (Required) Birthdate: \_\_\_\_\_ (Required) Ethnic Group: \_\_\_\_\_ (Optional)

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**Code:** \_\_\_\_\_ **Class Title & Date** \_\_\_\_\_ **Fee:** \_\_\_\_\_

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**Mandatory Processing Fee for ALL Registrations not processed Online MUST be included: \*Fee: \$3**

**Total:** \_\_\_\_\_

Payment information (check one):  **CHECK or MONEY ORDER** Made Payable to SJDC  **CASH** (do not mail)

**Complete this form and bring it with the complete payment, including the \$3 processing fee, to: Delta College - Community Education Office-Locke 107, or mail to: Delta College-Locke 107, 5151 Pacific Avenue, Stockton, CA 95207.**