Continuing Education Registration

Please print	Complete all blanks			Do not write in shaded areas	
Social Security Number* --- ---	Last Name	First	MI	Birthdate (Month/Day/Year)	Sex r Male r Female

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to comply with federal and state reporting requirements and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college. Pursuant to state and federal law, the college will protect your SSN from unauthorized use and/or disclosure.

Address	City	State	Zip

E-mail address	Phone (Day)	Phone (Eve)

What is your purpose for attending this community college? (check one)

- r J/ 11 Take courses related to current or future work
- r L/15 Personal

How did you learn about Highline?

What is your ethnicity?

- r 800 White
- r 597 American Indian
- r 600 Asian Indian
- r 605 Chinese
- r 608 Filipino
- r 611 Japanese
- r 612 Korean
- r 653 Hawaiian
- r 655 Samoan
- r 660 Guamanian
- r 872 African American
- r 935 Eskimo
- r 941 Aleut
- r 619 Vietnamese
- r 998 Other or Unknown _____

are you Spanish or Hispanic?

- r 999 no
- r 709 Cuban
- r 731 Other Spanish/Hispanic
- r 727 Puerto Rican
- r 722 Mexican or Mexi-Amer

(R 1/96)

Payment

Mail check or money order with registration form to:

Highline College, Mail stop 99-101 P.O. Box 98000
Des Moines, WA 98198-98000

if you charge your payment, indicate:

r VISA r MC r Discover

Account Number_____

Cardholder's Name_____

Expiration Date_____CCV#_____
(3 digit code on back of card)

Signature _____

Item No.	Course & No.	Credit	Building/Room	Circle Days	Time	Course Fee	Date	By
9123	(Sample) Dream Workshop	0	23-110	S M T W Th F S	11:00-11:50	(Sample) $ 28.00		
				S M T W Th F S				
				S M T W Th F S				
				S M T W Th F S				
				S M T W Th F S				

We've made registering for Continuing Education classes easy and convenient!

TO ENROLL BY MAIL

Complete and mail the form, with your check, money order or credit card number **payable to Highline College**. Use a separate form for each person registering. Need extras? Photocopy form.

TO ENROLL IN PERSON

Come to the Continuing Education in building 99-101 on the Highline College main campus.

TO ENROLL BY TELEPHONE

Register by phone with credit card; just call our main office at (206) 870-3785. When you call, please have available your credit card.

Course Cancellation

We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors. If your course is canceled, you may transfer to another course. If you do not, you will receive a full refund, usually within 10 business days.

TO ENROLL VIA THE INTERNET

Visit our Web page at ce.highline.edu

- Registration is open for Continuing Education classes at any time during the quarter. Pre-registration is advised, since many classes fill.
- Continuing Education classes are open and available to the public to meet their personal and professional interests.

Refund Policy

Refunds will be based as follows:
Classes cancelled by Continuing Education at any time- 100% Refund.
Student withdrawal 48 hours prior to first class session- 100% Refund.
Student withdrawal Less than 48 hours prior to first class- No Refund.
Student Withdrawal after class begins or no appearance in class- No Refund.

Highline College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types)