



Dallas County  
Community College District



Brookhaven  
College



Cedar Valley  
College



Eastfield  
College



El Centro  
College



Mountain View  
College



North Lake  
College



Richland  
College



Dallas Colleges  
Online

## CONTINUING EDUCATION REGISTRATION

### PLEASE CHECK THE COLLEGE YOU PLAN TO ATTEND

- Brookhaven College     
  Cedar Valley College     
  Eastfield College     
  El Centro College  
 Mountain View College     
  North Lake College     
  Richland College     
  Dallas Colleges Online

### HOW DID YOU HEAR ABOUT US

- Website     
  Friend/Family     
  Social Media     
  Magazine  
 Catalog     
  Student/Employee     
  Advertisement     
  Other \_\_\_\_\_

### Student Information For new students, additional information may be required.

- New Student     Existing Student     
 Gender:  Male     Female

DCCCD Student I.D. Number: \_\_\_\_\_

*Ethnicity information is used to meet Texas State reporting requirements and providing this information is voluntary on your part.*

- White, Non-Hispanic     
  Black, Non-Hispanic     
  International/Non-Immigrant     
  No Response  
 Hispanic     
  Asian/Pacific Islander     
  American Indian/Alaskan Native     
  Other

|  |  |                 |       |               |
|--|--|-----------------|-------|---------------|
| Last Name  |  | First Name      |       | MI            |
| Address  |  | City            | State | Zip           |
| Primary Phone                                    |  | Email Address   |       | Date of Birth |
| I verify that the above information is accurate. |  | Signature _____ |       | Date _____    |

### Course Information

| TERM      | COURSE TITLE    | RUBRIC | COURSE # | SECTION # | FEE   |
|-----------|-----------------|--------|----------|-----------|-------|
| Fall 2017 | Microsoft Excel | IT\$W  | 1022     | 44020     | \$150 |
|           |                 |        |          |           |       |
|           |                 |        |          |           |       |
|           |                 |        |          |           |       |

#### PAYMENT INFORMATION

Payment will be made at the college business office. Cash, Check, and Credit/Debit Cards are accepted.

**REFUND POLICY** A refund of 100% will be made if requested prior to the first scheduled meeting day. Your request for a refund must be made during business hours prior to the first day to qualify for a 100% refund. A refund of 80% is allowed before the close of business on the day of the second class meeting. No refund is allowed after the second class meeting. Should the college cancel the class a 100% refund will be issued. Refunds may take up to four weeks to process.

The Colleges of the Dallas Community College District reserve the right to make changes that may include, but are not limited to, the days and times courses are offered, classroom location, instructors who teach the course, and cancellation of courses. If you have questions regarding refund policy, refer to [www.dcccd.edu/cerefunds](http://www.dcccd.edu/cerefunds).

*Certain Continuing Education courses have entrance requirements that the student must meet prior to registration. Consult College for details.*