

5 Ways to Register



Online:

Credit card required.
VISA, MC, or Discover
www.tulsacc.edu
Select Student Web to Login to
Student Services
(For previously enrolled students only)



Fax:

Credit card required.
VISA, MC, or Discover
918-595-7347



Mail:

Credit card or check required.
VISA, MC, or Discover
Send to any campus
Attention: Registrar
Addresses listed below



Walk-in:

Cash, check or credit card
VISA, MC, or Discover
Any campus
Monday - Thursday, Open 9am - 6pm
Friday 9am - 5pm
Addresses listed below



Corporate Billings:

If your company will pay for your
enrollment, call 918-595-8930.

Your enrollment is important to us!

If you encounter difficulty enrolling in non-credit classes,
please call us at **595-8930**.

CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement of successful participation in a non credit continuing education program. One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and quality instructors. One unit is awarded for each ten clock hours of successful instruction participation with decimal units given for less than ten hours. If students have questions about CEU's, they are encouraged to contact the Continuing Education Office.

TAX DEDUCTION

The expense of continuing education, when taken to maintain and improve professional skills, may be tax deductible. Please contact your accountant for complete details.

BOOKS & SUPPLIES

Unless mentioned otherwise in the course description, books and supplies are included in the course fees.

PARKING

College-owned parking lots are available at all TCC campuses. Students who attend these campuses and/or satellite locations where parking is provided are assessed a parking fee based upon the number of hours in which they are enrolled. This fee is included in the course cost.



FALL 2008 CONTINUING EDUCATION NON-CREDIT REGISTRATION FORM

TERM 09F

PLEASE PRINT

Name _____ Male Female

Student ID No. _____ Date of Birth* _____
M / D / Y

Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____

Call Number	Course Title	Start Date	Fee

Total Fee \$ _____

Pay by Check (payable to TCC).

Please charge my VISA MasterCard Discover

Account Number _____ / _____
Exp. Date

Cardholder Name _____

Authorized Signature _____

Payment required at time of enrollment.

REFUND POLICY

100% refund will be given if a written, telephone, faxed, or in person request is made to the Continuing Education office **2 full business days (M-F) before the first scheduled class meeting**. Refunds cannot be issued for non-attendance. All fees will be refunded if class is canceled due to insufficient enrollment. Refunds may require up to 14 days to process. The Continuing Education Department reserves the right to amend this policy for specialized events and programs.

**This information is required to set up Online enrollment access.*

Return the form to an address listed below. Complete form at www.tulsacc.edu/ce. Select registration link.

CAMPUS ADDRESSES

Metro Campus	Northeast Campus	Southeast Campus	West Campus
Registrar's Office	Registrar's Office	Registrar's Office	Registrar's Office
909 S. Boston	3727 E. Apache	10300 E. 81st St.	7505 W. 41st St.
Tulsa, OK 74119	Tulsa, OK 74115	Tulsa, OK 74133	Tulsa, OK 74107
918-595-7226	918-595-7526	918-595-7726	918-595-8126