

# HOW TO REGISTER

Registering is quick and easy! Select the option most convenient for you.

- **Online** - [www.uwp.edu/ccp](http://www.uwp.edu/ccp)
- **Mail** - UW-Parkside  
Center for Community Partnerships  
900 Wood Road  
P.O. Box 2000  
Kenosha, WI 53144
- **Phone** - 262-595-3340
- **In-Person** - (advanced registration only)  
UW-Parkside, Center for Community Partnerships  
Tallent Hall  
8:00 am-4:30 pm

Noncredit Online Course registration is online only: [www.uwp.edu/ccp](http://www.uwp.edu/ccp).  
Click on Online Learning Noncredit to view all online offerings.

Ask us a question at - [ccpinfo@uwp.edu](mailto:ccpinfo@uwp.edu)

## Registration Form

**\*Payment must accompany all registrations and be mailed at least two weeks before the start of the course for processing.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

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

(Print clearly. Event confirmation and information will be sent to this email address.)

Course Name	Beginning Date	Fee
		<b>Total:</b>

Payment Method:  Check or money order (made payable to UW-Parkside)  
 MasterCard/Visa/Discover/American Express

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CANCELLATION/REFUND POLICY:** A full refund is issued to participants if the university cancels an event for any reason. You may also choose to cancel your registration at least 5 business days prior to the start of the event for a refund event fee, minus a \$5.00 processing fee. No refunds will be issued if notice is not provided at least 5 business days prior to the event.

Please Check:  I have read and agree to the terms of the Cancellation/Refund Policy.

<p><b>For Office Use Only:</b></p> <p>Date Received: _____ Date Entered: _____ Confirmation Sent: _____</p>
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