

# REGISTRATION FORM

## Center for Training and Development and Community Education – Summer 2018

### Online

The easiest and most convenient way to register for classes is online at [caspercollege.augusoft.net](http://caspercollege.augusoft.net). You may browse classes without creating a profile.

• **NEW STUDENTS** need to create a user profile before they can register for a class. Go to [caspercollege.augusoft.net](http://caspercollege.augusoft.net). Under "New Student" click "Create New Profile" and follow the instructions to create a profile.

Once you create a profile, you can select and register for classes.

• **RETURNING STUDENTS** login with their username and password then select and register for classes.

### In Person

Bring the completed registration to the Walter H. Nolte Gateway Center, Rm. 408 on the Casper College campus.

### By Phone

Call us at 307-268-3401 to register for classes.

Legal name: \_\_\_\_\_  
Last First Middle

Other name(s): \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Section	Course #	ID #	Course Title	Tuition & Course Fees
<b>Total:</b>				

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (home/cell): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Email address \_\_\_\_\_ Student status:  New student  Previously attended

Payment must be made at the time of registration. I understand that failure to pay tuition and fees by the deadline does not constitute withdrawal from these classes. By registering for classes, I assume responsibility for all costs associated with this registration.

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

**Method of Payment:** Please select one Cash  Check  (Made payable to Casper College) Employer

Golden Age Scholarship (Community Education only)

Credit Card:  Visa  MasterCard  Discover Card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_ Signature: \_\_\_\_\_

Fill out the registration form completely, sign and return to:  
Continuing Education, Casper College  
125 College Drive, Casper, WY 82601  
Telephone: 307-268-3401 or 800-442-2963, ext. 3401, Fax: 307-268-3111

### Employer/3rd Party Billing Information:

Employer name: \_\_\_\_\_

Employer billing address: \_\_\_\_\_

Employer work phone: \_\_\_\_\_

**EMPLOYER PAYMENT:** If your employer has agreed to pay your tuition and fees, your employer will be billed; however, should your employer default on payment, THE REGISTERED STUDENT will be responsible for payment. Company voucher must be submitted with registration.

### Continuing Education Policies

**Registration Deadline:** Unless otherwise noted, registration is ongoing until the class fills or begins. Class sizes are limited and registration is first-come, first-serve. Registrations are not complete until payment is received or company billing arrangements have been made. Late charges will be assessed to delinquent bills.

**Cancellations:** Occasionally classes are cancelled due to insufficient registration or unforeseen circumstances. All fees will be refunded if Casper College cancels the class. Typically, the decision to cancel a class is made three days prior to the start of class, so register early to prevent cancellations.

**Refund Policy:** Notification is required at least three business days prior to the start of class or the registration deadline, whichever is earlier, if you want to cancel your registration. No refunds will be granted without the required notification. See the class description for refunds deadlines for materials and supply fees. Email [continuingeducation@caspercollege.edu](mailto:continuingeducation@caspercollege.edu) to notify us that you want to cancel your registration. Include your complete name and the name of the class. We do not accept cancellations by phone. Failure to attend in not a cancellation.

**Inclement Weather:** In the event of inclement weather, call Casper College at 307-268-2100 to verify the status of your class.

**Casper College is an Equal Opportunity/Affirmative Action Institution**