



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>I verify that the above information is accurate.</i>	Signature _____	Date _____

### Course Information

TERM	COURSE TITLE	RUBRIC	COURSE #	SECTION #	FEE
Fall 2017	Microsoft Excel	ITSW	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.*