



• 50 Acacia Avenue, San Rafael, CA 94901-2298 • (415) 485-3255 (415) 482-3575 fax PACE@dominican.edu •

TO REGISTER for ON-SITE COURSES*

In Person: Registrations will be processed Monday through Friday, 9:00 am to 5:00 pm. Students may submit registration forms and payment to Dominican University of California Professional & Continuing Education, Bertrand Hall, Suite 107.

By Fax: Students paying with credit card may fax registration forms to (415) 482-3575.

By Mail: Students may send completed registration forms, along with check, money order or credit card information to Dominican University of California, Bertrand 107, Attn: **PACE**, 50 Acacia Avenue, San Rafael, CA 94901-2298. **(Do Not Send Cash!)**

Enrollment in many courses is limited and is accepted in the order received. Register early to ensure enrollment. Actual enrollment will be confirmed via a confirmation postcard.

Questions about Registration? Call (415) 485-3255, or email inquiries to PACE@dominican.edu.

COURSE BILLING

Payment for all courses is due upon registration. Credit cards (MC/Visa/Am Ex), checks, money orders and cash will all be accepted upon initial registration. However, if check or credit card payment is returned or declined for any reason, cashier's check, cash or money order will be required to complete registration.

Students must allow five working days for payments to process. **Students are not registered for a course until payment has processed completely. All enrollments are considered pending until payments have cleared.**

Refunds are given only upon written request, and only if received at least one week prior to course start date. **No refunds will be issued after courses have begun.**

GRADES

Grades (Pass/Fail) will be processed within 30 days of date of instructor's grade submission. Students will receive an official transcript via U.S. Mail. If additional transcripts are needed, please contact the Registrar's Office at (415) 458-3750.

* Registration for Education Affiliate programs is handled separately by the actual course provider.