



Professional and Continuing Education
Registration Form

School of Liberal Arts and Education
50 Acacia Avenue, San Rafael, CA 94901-2298
Tel: 415-458-3779 Fax: 415-458-3790
Email: Pauline.camp@dominican.edu

STUDENT INFORMATION MANDATORY - Please Print

Last Name First Name Middle Initial

Dominican Student ID (Office Use Only)

Mailing Address City, State Zip Code Email

Daytime Phone # Evening Phone # Cell Phone #

Job Title Employer

Industry (circle one): Education / Business / Health Service / Other

Have you taken courses through Dominican University? :

List any other names you have enrolled under:

COURSE SCHEDULE INFORMATION - Please Print

Date Form Given to Registrar's Office:

Table with columns: Course ID / Sect, Course Title, Office Use (Term), Start Date, # Units, Instructor/Location. Includes rows for EDUX 9178 courses.

All grades are PASS/FAIL. Students will receive an Official Transcript upon Dominican's receipt of the signed course roster.

PAYMENT INFORMATION

Total Course Fees Due: \$330 or \$110 per session

Payment Type (select one): Cash, Money Order #, Check #, MC / Visa / Am Ex, Exp.

Name on card (please print) Signature

OFFICE USE ONLY

Register Date: Initials: Student ID:

Payment Date: Initials:



## Professional and Continuing Education Course Registration Instructions

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50 Acacia Avenue, San Rafael, CA 94901-2298  
Tel: 415-458-3779 Fax: 415-458-3790  
Email: [Pauline.camp@dominican.edu](mailto:Pauline.camp@dominican.edu)

### TO REGISTER FOR ON-SITE COURSES\*

1. Complete a Registration Form (must include Student, Course and Payment information)
2. Supply form of Payment (attach check or money order or provide credit card information)
3. Submit completed Registration form and Payment information by one of the following options:
  - **In Person:** Dominican University of California, Bertrand Hall Rm. 22
  - **By Fax:** 415-458-3790 (only if paying with credit card)
  - **By Mail:** Dominican University of California/Attn: School of Education & Counseling Psychology, 50 Acacia Avenue, San Rafael, CA 94901-2298  
(please do not send cash through the U.S. Mail)
4. Enrollment may be limited and is accepted in the order completed Registration forms are received. Actual enrollment is confirmed via email two weeks prior to course start. All courses are subject to minimal enrollment – early Registration is encouraged.

Questions about Registration? Please call 415-458-3779 or email us at [pauline.camp@dominican.edu](mailto:pauline.camp@dominican.edu).

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

### PAYMENT INFORMATION

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

Students must allow ten working days for payments to process. **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.**

### COURSE CANCELLATION

Courses with insufficient enrollment will be cancelled up to one week prior to scheduled start date. Participants will be notified of cancellation by email. Refunds for cancelled classes will be sent automatically, and in the form or original payment.

### TRANSCRIPTS

Transcripts will be processed within 30 days of instructor grade submission. Students will receive an Official Transcript via U.S. Mail. If additional transcripts are needed, please contact the Registrar's Office at 415-485-3244 or send an email request to [shannon.gerry@dominican.edu](mailto:shannon.gerry@dominican.edu).