



Form fields for LAST NAME, FIRST, MIDDLE, SOCIAL SECURITY NUMBER, DATE OF BIRTH, MONTH, DAY, and year 19.

Home Address:

Home address lines, phone numbers for day and evening, and email address field.

How did you here about us?

Checkboxes for: Received mailing, Brochure, Website, Family/Friend, Other.

CHECK THE APPROPRIATE [] IN EACH CATEGORY.

Sex: M [] Male F [] Female; Major Group: [] African American, [] Spanish/Hispanic/Latino, [] White, [] Asian/Pacific Islander.

COURSE SELECTIONS

Table with 3 columns: Course Title, Course Section, Fee. Contains 5 empty rows for course selection.

PAYMENT INFORMATION

Note: Non-credit courses must be paid in full at the time of registration.

Total Amount: _____
[] I am enclosing a check, made payable to Philadelphia University in the amount of \$ _____
[] I authorize Philadelphia University to charge all fees to: ___ Visa ___ MasterCard
Credit Card # _____ Expiration Date _____
Name on Credit Card _____ Signature _____
Is your employer paying for this course? [] Yes [] No
[] Please bill my company. Full payment is due before the start of class.
Name of company: _____ Attention: _____
Company Address: _____

BY COMPLETION OF THIS FORM, I ACCEPT RESPONSIBILITY FOR THE PAYMENT OF ALL COURSES. Any cancellations made by the student must be made at least five business days before the start of class or a refund will not be granted. You will receive confirmation of payment and course details approximately two weeks prior to the start of class.

Philadelphia University's Security Report, required by the Jeanne Clery Campus Security Act and the Pennsylvania College and University Security Information Act, is available at http://www.PhilaU.edu/security/cleryrpt.html. The document contains information regarding campus security and personal safety, including topics such as: crime prevention, crime-reporting policies, crime statistics, disciplinary procedures, and other matters of importance related to security on campus. You can receive a paper copy of the report by contacting the Department of Safety and Security at 215.951.2620.

(See reverse side for registration information.)

INFORMATION REGARDING NON-CREDIT COURSES OFFICE OF CONTINUING AND PROFESSIONAL STUDIES

How to Register

Complete the non-credit course registration form and return along with payment in full. Registrations are accepted on a first-paid, first-served basis. Early registration is recommended as most non-credit courses have limited enrollment.

Students may register several ways:

- **By Mail**

Mail the registration form with payment in full to the Office of Continuing and Professional Studies, Philadelphia University, School House Lane & Henry Avenue, Philadelphia, PA 19144.

- **By Fax**

Fax the registration form with your credit card payment information to 215.951.5300.

- **By Phone**

Call us at 215.951.2900 to register with a Visa or MasterCard.

- **In-Person**

Visit the Office of Continuing and Professional Studies in The Tuttleman Center, Room 102, Monday through Thursday between 9 a.m. and 7:30 p.m. and Friday between 9 a.m. and 4:30 p.m.

Registration Deadline

- We will gladly accept your registration up to the starting date of each class or until the enrollment limit has been reached.

Course Confirmation

- Verification of your course registration and payment, along with a campus map, classroom location and course details, will be emailed (if an email address is provided) or mailed to you approximately two weeks prior to the start of class.

Cancellation and Refund Policy

- Classes are subject to minimum enrollments. In the event the University cancels a course due to low enrollment, you will be notified and a full refund of your course tuition will be issued to you automatically. Refunds typically take two weeks to be processed.

- If you wish to withdraw from a course, cancellations must be made at least five business days prior to the start of the class or a refund will not be granted. Please note that if you register for a course, and you do not attend, you are still responsible for payment.

Inclement Weather Policy

- If classes are cancelled due to inclement weather, an announcement of our snow number will be made by KYW Radio (1060 on the AM dial). The number for cancellation of day classes is 112; the number for evening classes on the main campus is 2230; the number for our Bucks County Campus is 2751.

Decisions to cancel day or evening classes are made independently of each other. If day classes are canceled, a decision regarding evening classes will be made no later than 3 p.m. that day.

If the University is open during the day and the weather becomes progressively worse, a decision about evening classes will be made as early as possible.

When in doubt, please call the Office of Continuing and Professional Studies at 215.951.2900.

Parking Information

- For safety and security precautions, all students will receive a temporary parking pass. Parking is free of charge for non-credit students; however, you must display the parking pass in your vehicle.

- Parking is available in any of the lots that are marked "Student Lots." Parking is not permitted in any of the Faculty/Staff parking lots. Ample street parking is also available along Henry Avenue.



Power to Do

(See reverse side for Registration Form.)