

# Think Again Non-Credit Registration Form

Please use blue or black ink. Print clearly.

## 1. Student Information What kind of a student are you? New Student Returning Student

Name			UR ID Number		
Mailing Address		City	State	ZIP Code	
Telephone Day	Evening	Fax	Birth Date / /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
E-mail Address			Are you a UR Alumna/us? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			Year of Graduation Degree		
In Case of Emergency, Contact Name			Phone		
Ethnicity/Race (Optional) 1. Are you Hispanic/Latino? <input type="checkbox"/> Yes, Hispanic or Latino <input type="checkbox"/> No 2. Regardless of your answer to the prior question, please select one from the following ethnicities that best describe you: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White			Are you interested in learning about other School of Continuing Studies courses, programs and events? <input type="checkbox"/> Yes <input type="checkbox"/> No  If so, how do you prefer to be notified? <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Other		

## 2. Course Information Please check if one applies.

- I am a University of Richmond alumna/us with an associate, baccalaureate or advanced degree utilizing my 25% discount on ONE class per semester. I understand that my alumni discount does not apply to travel programs, or application fees. This discount may only be used by alumni (not by spouse or children).
- I am a University of Richmond employee (or dependent) utilizing my Tuition Remission benefit. I understand that this benefit has restrictions and may not be applicable to all non-credit courses offered by the School of Continuing Studies.

Course Name	Course Start Date	CRN #	Fee	Discount	Total
SAMPLE: Interior Design and Decorating	06/26/08	INT308.67	\$99	n/a	\$99
Using a discount? Fill in your code here: _____					<b>Grand Total</b>

## 3. Payment Information Your payment MUST accompany this form. Please also refer to our Cancellation and Refund Policy.

<input type="checkbox"/> Check Please enclose check made payable to University of Richmond.	<input type="checkbox"/> Credit Card Please charge my: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
<input type="checkbox"/> University of Richmond Professional Development Dept. Charge Index Acct: _____ Supervisor Printed Name: _____ Supervisor Signature: _____	Account Number _____ Cardholder's Name _____ Expiration Date _____ Signature _____ Amount \$ _____

### Bring This Form To Us

Customer Service is available Monday-Thursday, 8:30 a.m.–7 p.m. and Friday, 8:30 a.m.–5 p.m.

**NOTE:** This schedule is subject to change for summer hours, holidays and special events. Please call (804) 289-8133 to verify hours.

### Register Online

You can now register online for most of the classes in this catalog. Go online to [scs.richmond.edu/thinkagain](http://scs.richmond.edu/thinkagain) and find the course(s) for which you'd like to register. Look for the "Register Online" link and click it to proceed with your online registration.

**Special Accommodations** If you require special accommodations to attend a class, please notify the Office of Community and Professional Education at least 15 days in advance.

### Mail This Form To Us

Complete this registration form and mail it to:  
OCPE Registration and Operations Coordinator  
School of Continuing Studies  
University of Richmond, VA 23173

### Fax This Form To Us

**(804) 484-1585**  
Secure Fax

To register for Institute on Philanthropy classes, fax to **(804) 484-1474**.

**Thank you for registering.** You will be notified of course status prior to the start of class. One registration form per person. This form may be duplicated. If you are using a gift certificate, deduct the value as a discount and attach the certificate.

**Need directions?** <http://www.richmond.edu/visit/directions/campusmap.pdf>

