

WESTERN OREGON UNIVERSITY

Dear Student:

University credit is offered through the Division of Extended Programs (DEP) at Western Oregon University for Sports Management Worldwide courses.

If you would like to register for one of these credit classes, please:

Complete the Registration Form # 1-15. Sign and date on #16.

To avoid delay in registration, please provide all requested information except the Course Reference Number (1st item under #13).

The CRN will be entered upon receipt of your registration form at DEP and will be based upon the Prefix and Course Number and Course Title you select. Please note these classes are each awarded 3 quarter credit hours (equal to 2 semester credit hours).

You are financially responsible for all courses for which you register regardless of the amount of participation in the course.

Graduate students: you must have a BA or BS degree to register for the 600 level class.

Indicate type of payment. Tuition is \$50 per quarter credit. There are no refunds for this course.

- If you select "Bill Me" as your payment option, forward your payment immediately as soon as your bill arrives to avoid interest or late charges.
- If you choose to pay with a check or by credit card, mail your registration form directly to DEP, postmarked no later than 2 weeks after the first class. You'll find the address at the bottom of this page.
- If paying with an agency purchase order, attach a copy to the Registration Form or ask your agency to mail or fax (503 838-8473) one to DEP.

Fax or mail your Registration Form directly to the Division of Extended Programs immediately.

The envelope must be postmarked no later than 2 weeks after the first class to ensure registration in the class. Late registrations cannot be accepted.

Once you have been registered for the credit portion of the Sports Management Worldwide course, we will send an email confirmation of your enrollment in the class (be sure to write your email legibly on the registration form!)

Dropping the Class: Under special circumstances, you may drop grade responsibility for this class. A written request must be emailed to extend@wou.edu or mailed to DEP before the end of the term. You will remain financially responsible for payment; there are no refunds.

Grades: You may access your grade online 3 to 4 weeks after the term in which you are registered ends. If your email address on the registration form is legible, you will receive a confirmation email with your personal identification number (PIN) and directions on how to access your student information including your unofficial transcript online. If you do not receive an email confirmation within 2 weeks of submitting your registration form, please call 503-838-8483 and ask for Carla.

Questions? Please call (503-838-8483 or 1-800-451-5767) or email extend@wou.edu.

(Continuing Education courses comply with Western Oregon University and Oregon University System policies.)

Retain this important information sheet with your class records.

Division of Extended Programs

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Fax: (503) 838-8473 • extend@wou.edu

