

Registration

Five easy ways to register:

In Person

Walk in registration is held Monday through Friday during office hours. Payment may be by cash, check, money order or Mastercard/Visa.

By Mail

Fill out the registration form below and return it to the Division of Continuing Education, Augusta State University, Augusta, GA 30904-2200. Payment may be made by check (payable to ASU-CE), Mastercard or Visa, or company purchase order.

By Phone

Using your Mastercard or Visa, you may charge your course fee by calling (706) 737-1636 during office hours.

ByFax

Using your Mastercard or Visa, you may FAX us your completed registration form. Our fax number is 706-731-7960.

By World Wide Web/Internet

Use our online registration system.
@ www.ced.aug.edu

Registration FAQs

Can you hold a space in a course until I pay in person? No. You must provide a credit or debit card number to reserve a space in a course.

How will you confirm that I am in the course?
A receipt will be mailed or emailed to you.

How will I find out about any course cancellation or change? We will call you. Please make sure we have all relevant contact numbers for you. If we can't reach you personally, we will leave a voice mail message. In an emergency, we'll post notice of the change in the classroom.

How do I get a refund? If you notify us of your withdrawal at least 3 working days prior to the first class meeting, you will receive a refund. You may designate a substitute if you are unable to attend. No partial refunds will be made for classes missed.

Can I transfer my payment to another class?
Yes, within three working days prior to the first class meeting.

Office Hours
8:00 AM to 4:30 PM Monday through Friday.

Division of Continuing Education Registration Form, Fall 2007

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Home Phone:(_____) _____ Work Phone:(_____) _____

Course Name: _____ Course #: _____ Fee: _____

Course Name: _____ Course #: _____ Fee: _____

Course Name: _____ Course #: _____ Fee: _____

Payment by: Check (Make payable to ASU CE) or Charge: Mastercard Visa

Card Number: _____

Card Holder's Name: _____

Expiration Date: _____ CVV# _____

Signature: _____

Driver's License #:(For checks only) _____

Division of Continuing Education  Augusta State University  2500 Walton Way  Augusta, GA 30904-2200

Phone (706) 737-1636  Fax (706) 731-7960  www.ced.aug.edu

Click on www.ced.aug.edu or call 706-737-1636 to register **NOW!**