

## Your Ideas are Welcome

We are eager for any class ideas you may have. If you or someone you know have an area of knowledge, skill or expertise, why not share it with your fellow community members? We are always ready to employ qualified instructors. Give us a call at 505-562-2165 with your ideas or suggestions.

## Refunds and Transfers

You may receive a refund or transfer to another class upon your notification of cancellation or if Distance Education and Outreach cancels your class. The refund will depend upon the following scale: 100 percent refund after 5 percent attendance, 90 percent refund after 10 percent attendance, 75 percent refund after 15 percent attendance or 0 percent refund after 20 percent attendance.

## Refunds for Kids' College

You may receive a refund upon your notification of cancellation. Based upon the scale described above, refunds will be as follows: 100 percent refund (\$60) for any full week when a child has zero attendance. However, zero percent refund will be provided for missed days (absence) within any single week of enrollment.

## Class Cancellation

Distance Education and Outreach classes will not meet on a day or evening when the authorities have declared a state of emergency or when the school is closed due to weather. Any class cancelled by the University due to unforeseen circumstances will be made up.

## Supplies and Materials

Supplies and textbooks are not included in the class fee unless so stated. Textbooks can be purchased at the ENMU Bookstore unless designated elsewhere. A supply list will be made available when necessary.

## Location Information

All Distance Education and Outreach classes are held in handicapped accessible locations and smoke free environments. Smoking or alcoholic beverages are not allowed in any school building.

## Parking

Please visit University Police for a parking sticker valid through the fall and spring semesters. Summer parking stickers are not required. Parking is not permitted in fire lanes, next to the buildings or along the curbs, unless designated.

## Four Easy Ways to Register

**Mail** with your credit card information, check or money order to:

Distance Education and Outreach  
1500 S Ave K  
ENMU Station 9  
Portales, NM 88130

**Phone** 505-562-2165 or 800-537-5376 (NM toll-free) using American Express, Discover, Visa or Master Card

**Fax** to 505-562-2168 including contact and credit card information into Distance Education and Outreach, Portales, NM

**Walk** into Distance Education and Outreach, Quay Hall, Room 106, Portales, NM

## Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State ZIP

E-mail: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Guardian: \_\_\_\_\_

Class Name	Class Date	Class Fee
Remember: Your registration is not complete until you have paid		
<b>Total:</b>		

Check here if you wish to be placed on our mailing list!

Please complete if registering by credit card.

MC/Visa/Discover/American Express Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name as it Appears on Card \_\_\_\_\_

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