

- Anyone 18 years or older can attend Special Courses. Individuals under 18 may enroll in our Exam Reviews, Speed reading, and Camp/Youth Programs.

- Continuing Education Units (CEUs) are awarded for many Special Courses. One CEU is equal to "ten contact hours of participating in any organized, continuing education experience under responsible sponsorship, capable direction and qualified instruction."

**NOTE:** L.P.C. CEUs and CPEs for Accountants are available for some courses. See individual course descriptions. CEUs for most courses are only awarded for successful completion of classes as defined by attendance at 80% of class sessions, unless otherwise specified in course descriptions.


- The Special Courses office maintains all student records according to social security number. Records or transcripts may be requested at any time by calling (251)431-6405 for a \$5 fee.

- Textbook requirements are listed below course descriptions. For many courses, you will need to purchase the text. For specific textbook information, contact the University of South Alabama Bookstore at 251-460-7011. Textbooks for instructor-led Special Courses are in the Continuing Education section of the textbook department.

Some Course fees include the cost of the text or other course materials. These textbook costs are non-refundable if you attend the first class meeting. Please see the individual course descriptions for further details.

- If you need any of the auxiliary aids or services identified in the Americans with Disabilities Act, please call (251)431-6405.

*The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.*



The Center for Continuing Education follows official University of South Alabama decisions regarding class closings. Information about class closings due to inclement weather or other emergencies can be obtained by calling the USA Emergency/Weather Hotline at **460-6999** or online at [www.southalabama.edu](http://www.southalabama.edu)

### REGISTRATION CANCELLATION & REFUND POLICY

If you decide to cancel your registration, we will be glad to issue a refund according to the following schedules:

**Regular Courses:**

- Up to one business day prior to the first class meeting—full refund
- On the day the class begins—no refund
- Failure to attend **does not** constitute withdrawal

**Computer Classes:**

- Up to three business days prior to the first class meeting—full refund
- After three business days prior to the first class meeting—no refund
- Failure to attend **does not** constitute withdrawal

**Registration Cancellation may be made by telephone, mail or email and must be received by our office no later than 5:00 PM. Substitutions are always welcome. PHONE: 251-431-6405 or 251-431-6536 for computer classes.**

**Course Cancellation Policy**

The University of South Alabama reserves the right to cancel any course for which there is not sufficient enrollment. Should a course be canceled after you enroll, you may transfer to another class or receive a full refund. Decisions to cancel a course, based on enrollment, are made one to three business days prior to the course start date, see course description for specific cancellation details.

### DISCOUNTS

Discounts must be taken at the time of registration. Only one discount may be applied to each course. Some exceptions do apply as noted in the course description. **These discounts do not apply to computer classes!**

The following discounts are available:

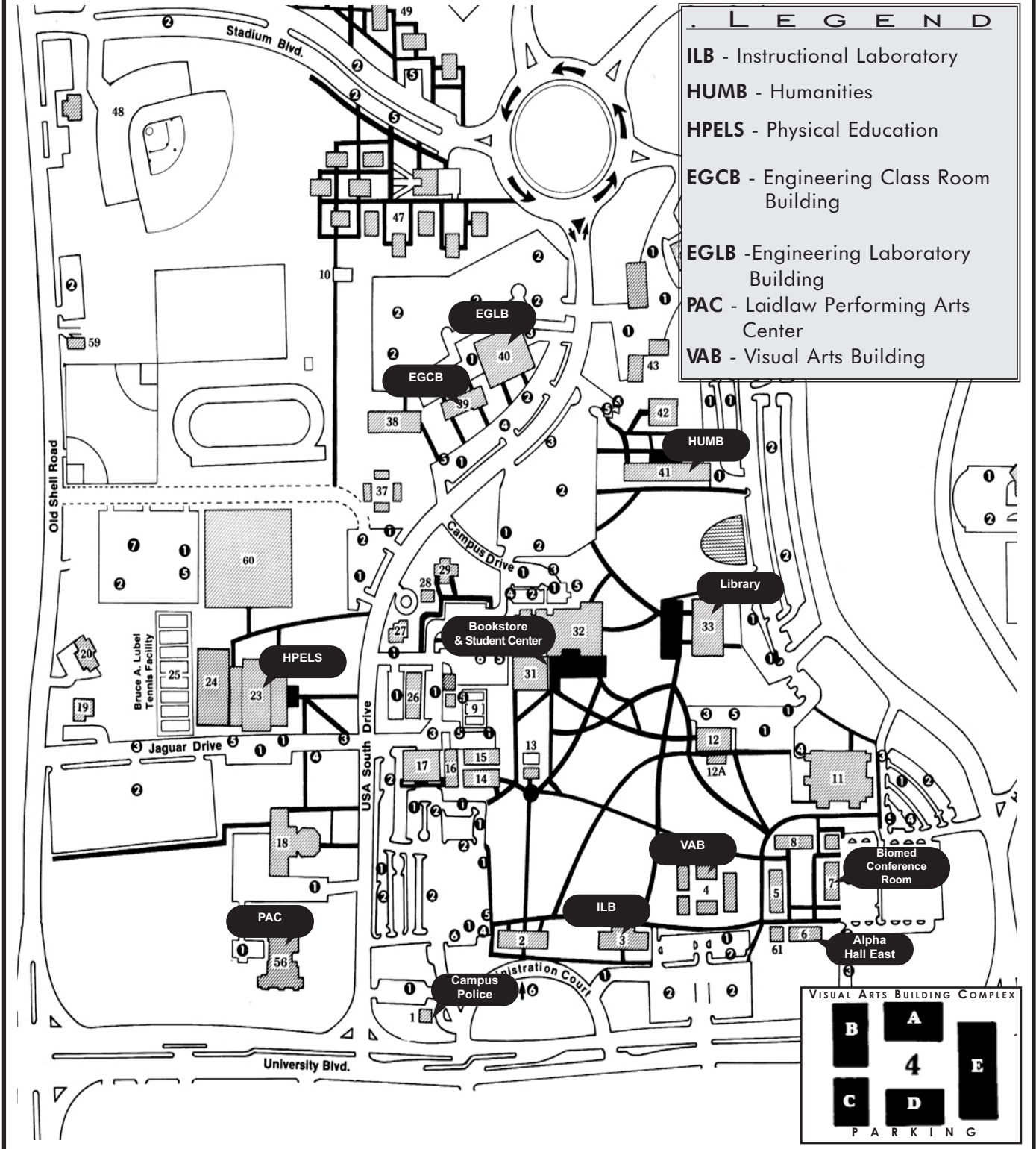
- Corporate Team Discount—10% discount for enrolling three or more employees in a course with a minimum fee of \$65
- Multiple Course Discount—10% discount for individuals registering for three or more courses
- USA Employee, USA Alum, USA Technology and Research Park
  - Employee, Senior Citizen (65 or older)—10% discount
  - Odyssey USA Member—15% discount
  - USA Retiree—Many classes are available at no charge, however, there are exceptions.
- Discount Coupons—discount coupons are printed in the Special Courses schedule from time to time



*Need us after 5:00 pm  
the week of September 15th ?*

**You can call (251) 431 6405  
until 6:00 pm!**

# CAMPUS MAP



## Value Pricing

Value Pricing is available for the following groups. In order to take advantage of the "special" pricing you must mention your association when registering. Some restrictions apply, inquire when making your registration. Only one "Value Price" option may apply to your registration.

- **Odyssey USA** Members receive 15% off all course registrations
- **Senior Citizens** who are at least 65 years of age or older can take 10% off course registration fee
- **USA Retirees** are allowed to take classes for FREE on a space available basis, exceptions do apply ask the registration personnel when making registration
- **USA Employees** take 10% off course fees
- **USA Alums** can take 10% off course fees when registering
- **USA Technology and Research Park Employees** take 10% off course fees



## Take 3 & Get 5!

When you register for your third class within a 6 month period, **take \$5 off** the registration fee! It's our way of saying thanks for your repeat business! Just clip this coupon and return it with your third registration!

Not valid when used with another discount coupon. Not all courses are eligible for coupon discounts. Please check the course description to see if a course is eligible.

**DISCOUNT COUPON**

### Take 10% off the registration fee when your company registers three or more participants for a course!

If your company sends you and two or more co-workers to a class with a fee of \$65 or higher, your employer can save 10% off your registrations by informing registration personnel of your Corporate Team Rate.

Remember to inquire about discounts when registering. **Discounts are only redeemable at the time of registration.** Only one discount coupon can be used per registration. However, Value Pricing can be combined with a Discount Coupon.

**Not all courses are eligible for coupon discounts.** Please check the course description to see if a course is eligible.

\$5

## Bring a Buddy Coupon

\$5



When you register for a Special Courses class, get a friend to sign up for class, too! Mail **both** registrations with this coupon and take \$5 off your course fee as a bonus for **BRINGING A BUDDY!**

*(You don't have to register for the same course.)*

**Registration Name to Apply To Discount:**

Not valid when used with another discount coupon. Not all courses are eligible for coupon discounts. Check the course description to see if a course is eligible.



## A great gift idea & perfect for special occasions...GIFT CERTIFICATES!

Birthdays, holidays, and anniversaries...Special Courses make terrific gifts any time of the year! Simply choose the course you'd like to send someone, complete the enclosed form, and mail it to us with your payment. You can call or FAX the information and apply the course fee to your VISA, MasterCard, Discover or American Express. We will mail a gift certificate and personal message to your friend or relative.

Course Title: \_\_\_\_\_ From: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Address: \_\_\_\_\_

Course #: \_\_\_\_\_ Fee: \_\_\_\_\_ City: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Message: \_\_\_\_\_

Phone: \_\_\_\_\_

Is this a surprise? Where should the gift certificate be sent? \_\_\_\_\_

\_\_\_\_\_ Date of Arrival? \_\_\_\_\_ Signature: \_\_\_\_\_

### Payment Information

Check Enclosed / Check Number: \_\_\_\_\_

*(Payable to USA Special Courses)*

VISA  MasterCard

American Express  Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

# NON CREDIT REGISTRATION FORM

Continuing Education registration is continuous, which means you may register for any course up until the day it begins, as long as it has not been filled. Registrations are accepted on a first-come, first-served basis. Many courses have limited enrollment and fill quickly, so we urge you to... **please register early!**

**NOTE: All course fees are due at the time of registration!**

**There are five ways to register:**



**1. PHONE-IN (251) 431-6405:**

Call 431-6405 to register by telephone. There is no need to fill out a registration form -- we'll do it for you! Payment may be made by VISA, MasterCard, American Express or Discover.



**2. FAX (251) 431-6408:**

FAX us your registration form for added convenience! CREDIT CARD CUSTOMERS ONLY. Fax available 24 hours a day, seven days a week.



**3. MAIL-IN:**

Fill out the registration form on the back cover. Photocopy for additional registrations. Enclose your check, money order or VISA/MasterCard/American Express/Discover number and expiration date.

**Mail to:**

Special Courses Registration  
University of South Alabama  
2001 Old Bay Front Drive  
Mobile, AL 36615-1427



**4. IN-PERSON:**

Register in person at one of the locations listed below:

USA Center for Continuing Education  
M-F, 8 am- 5 pm  
2001 Old Bay Front Drive  
2nd Floor  
USA Brookley Campus

USA School of Continuing Education  
Dean's Office  
M-F, 8 am - 5 pm  
USA Main Campus,  
307 University Blvd. Mobile  
Alpha Hall East Building lobby



**5. ON-LINE:**

Register via the Internet with a credit card at:  
[www.usacontinuinged.com](http://www.usacontinuinged.com)

The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.

**Noncredit Courses Registration Form**

**Fall Term 2008**

Are you a new student?  yes  no

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail : \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Special Needs Request: \_\_\_\_\_

Course# \_\_\_\_\_ Title: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

How did you obtain this catalog?

Received at home: \_\_\_\_\_ Received at work: \_\_\_\_\_ Called/ Requested \_\_\_\_\_

Picked up at: \_\_\_\_\_ Friend/ Colleague: \_\_\_\_\_ Media: \_\_\_\_\_

Other: \_\_\_\_\_

Payment Information:

Check Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Bank: \_\_\_\_\_

VISA  MasterCard  American Express  Discover

Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

**For Office Use Only:**

Data Entry  Date  Note

Pay Posted  Confirmed

Refunded  Date  Account#

**Noncredit Courses Registration Form**

**Fall Term 2008**

Are you a new student?  yes  no

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail : \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Special Needs Request: \_\_\_\_\_

Course# \_\_\_\_\_ Title: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

How did you obtain this catalog?

Received at home: \_\_\_\_\_ Received at work: \_\_\_\_\_ Called/ Requested \_\_\_\_\_

Picked up at: \_\_\_\_\_ Friend/ Colleague: \_\_\_\_\_ Media: \_\_\_\_\_

Other: \_\_\_\_\_

Payment Information:

Check Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Bank: \_\_\_\_\_

VISA  MasterCard  American Express  Discover

Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

**For Office Use Only:**

Data Entry  Date  Note

Pay Posted  Confirmed

Refunded  Date  Account#

**We gladly accept the following credit cards for registration fees.**

