

# Registration Instructions

## Register early!

Class Sizes are limited and early registration will assure your place in high demand classes. Registration is simple and fast!



### Online

Go to: [www.riohondo.edu](http://www.riohondo.edu) and click the link on the front page that reads: *"Apply Online to Rio Hondo College"* and follow directions to set up your application account. Once your application is confirmed you may register online by Visa or MasterCard.



### Walk in

Go to: [www.riohondo.edu](http://www.riohondo.edu) and click the link on the front page that reads: *"Apply Online to Rio Hondo College"* and follow directions to set up your application account or come in and use our computer station to apply. Bring completed registration form (available online or in our office), with payment (Cash, Check, Visa/MasterCard to:

**Rio Hondo College/ Community Services  
Library/2nd floor; Room L200**

**3600 Workman Mill Road, Whittier, CA 90601-1699**



### By Mail

Go to: [www.riohondo.edu](http://www.riohondo.edu) and click the link on the front page that reads: *"Apply Online to Rio Hondo College"* and follow directions to set up your application. Send completed registration form (available online), application form & payment (Check, Visa/MasterCard) to:

**Rio Hondo College /Community Services  
Library/ 2nd floor; Room L200**

**3600 Workman Mill Road, Whittier, CA 90601-1699**



### By FAX

Go to: [www.riohondo.edu](http://www.riohondo.edu) and click the link on the front page that reads: *"Apply Online to Rio Hondo College"* and follow directions to set up your application. Fax completed registration form and application form to (562) 463-4627. Payment accepted by Visa/MasterCard.

**One form per person please.** If paying by check or money order, please make check payable to Rio Hondo College. Insufficient Funds/Returned checks are subject to a \$10 service charge per check

### Confirmation of Registration:

You will receive confirmation of your registration by mail. You should allow approximately seven (7) working days for your registration verification to be mailed back to you.

If your registration is received less than seven (7) business day prior to the event, your confirmation may not reach you in time, however a space will be reserved for you if the class has not reached its' maximum enrollment.

### Refund/Transfer Policy:

Requests for refunds or transfers are accepted no later than five (5) working days prior to the program start date. A written request via email is required for auditing purposes. If a refund is requested and granted, there will be a \$10 refund cancellation fee charged.

Community Services reserves the right to substitute instructors and change class locations as needed. Any class that does not meet the minimum enrollment may be cancelled.

