

# Not-for-credit (fee-based) Registration Instructions

## Welcome to Fall 2009

### Rio Hondo Community Services Class Schedule

**Community Services:** Rio Hondo offers a variety of workshops, classes, excursions and events: Throughout this schedule you will find a variety of enrichment courses. All of the courses are low cost, fee-based, not-for-credit offerings that are not supported by any state or local taxes. Your enrollment fees keep this program going. Students in these classes do not earn college units towards a degree.

*To register for these classes students must complete a Registration Form found in this schedule of classes.*

### Early Registration is important!

Class sizes are limited and early registration will assure your place in high demand classes and prevent other classes from being canceled unnecessarily.

For information about Community Services, contact:

**Rio Hondo Community Services**  
3600 Workman Road, Bldg. HS 9, Lot 3  
Whittier, CA 90601-1616  
Phone: (562) 463-4606 • Fax: (562) 463-4627

OR visit our website at  
[www.riohondo.edu/ecd/cecd/communityservices.htm](http://www.riohondo.edu/ecd/cecd/communityservices.htm)

### Office Hours:

#### Regular Business Hours:

Monday through Friday from 8:00 a.m. to 4:30 p.m.

#### Walk-in Registration Hours:

Monday through Friday from 8:30 a.m. to 4:00 p.m.

## It's Easy to Register

A completed Registration Form is required by ALL STUDENTS, NEW or RETURNING. Registration is based on a first-come, first-served basis. An incomplete Registration Form (located in the not for credit section of the class schedule), will delay your enrollment in classes. *Registration is continuous throughout the semester.*

### Fee-based Classes

Please do not send cash. If paying by check or money order, be sure to include the course ticket number.

*Make checks payable to: Rio Hondo Community College.*

# 1

#### Mail-in

Fee-based Classes  
Send a **signed** and  
**completed**

1) Registration Form only to:  
Rio Hondo Community Services  
& Contract Education

# 2

#### Walk-in

Bring **signed** and **completed**  
Registration Form only  
and payment to:

Rio Hondo Community College  
Rm HS9, Lot 3

# 3

#### Fax

Fax your **signed** Registration  
Form to: (562) 463-4627.

**Fax payment must be made by  
credit card ONLY.**

**We accept VISA or MasterCard.**

**Questions?:** Email us for additional information at: [commsservices@riohondo.edu](mailto:commsservices@riohondo.edu) or contact Community Services & Contract Education at (562) 463-4606.

**Registration Confirmation:** 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 days prior to event, your confirmation may not reach you in time, but your space will be reserved, if space is available in class.

**Refund/Transfer Policy:** Requests for refunds or transfer 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 \$15 refund cancellation fee charged.

Refunds/transfers are not made based on non-receipt of registration confirmation. If a refund is granted due to low enrollment or class cancellation, a 6-8 week processing period

is expected and a processing fee will not be charged. Unused attendance is not transferable to another class session.

**Insufficient funds/returned:** Checks are subject to \$10 service charge per check. If a refund/transfer is granted per the conditions above, a 6-8 week processing period can be expected.

**Additional Forms:** Submit one completed Registration Form per student. Only the Registration Form may be copied. Visit our website at [www.riohondo.edu](http://www.riohondo.edu) to print out an Application for Admission or call Community Services & Contract Education to obtain a copy at (562) 463-4606.

**Class Schedule Subject to Change:** Every effort has been made to assure the accuracy of this schedule of classes, but since this schedule is prepared well in advance, some changes inevitably occur. Classes, programs, dates, days, times and instructors are subject to change without notice. The college further reserves the right to add, amend or repeal any of its rules, regulations, policies or procedures consistent with applicable laws.