

Free (No Fee) Non-credit Courses Registration Instructions

Welcome to Fall 2009

Rio Hondo Community Services Class Schedule

FREE Non-Credit: All of the Free Non-Credit listings are state supported and there is no tuition charged. To register students must complete both the college Admissions Application and Registration Forms.

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

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 Way to Register

A completed Admissions Application Form is required for all Students. Registration is based on a first-come, first-served basis. An incomplete Registration Form or Application for Admission Form (both forms are located in the fold of the class schedule), will delay your enrollment in classes. *Registration is continuous throughout the semester.*

Non-Credit (Free Classes)

1

Mail-in

Non-Credit (FREE Classes)
New and Returning students must send a **signed and completed** (Forms are available online or request from Community Services)
1) Application for Admission &
2) Registration Form to:
Rio Hondo Community Services
& Contract Education
3600 Workman Mill Road
Whittier, CA 90601-1616

2

Walk-in

Bring both **signed** and **completed** application and registration form and payment to:
Rio Hondo Community Services
& Contract Education
Bldg. H.S. 9, Lot 3,
3600 Workman Mill Road
Whittier

3

Fax

Fax your
1) **Online** Application for Admissions and
2) **Signed** Registration Form to: (562) 463-4627.
Please print the online Application for Admission at:
RIOWEB.riohondo.edu

Questions?: Email us for additional information at: 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.

Class Discontinuance Policy: Any non-credit (FREE) class that does not have 20 students enrolled by the beginning of instruction may be discontinued. Any class which does not maintain satisfactory attendance may be discontinued.

Additional Forms: Submit one completed Application for

Admission Form per student. Only the Registration Form may be copied. Visit our website at 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.