

REGISTRATION FORM

For priority registration, please register online at www.otis.edu/extension



2018		15
Otis ID# / SSN (required for CT or CR)	M/F	Birthdate (mm/dd/yy)
Year (Semester)		Session
Legal Last Name		Legal First Name
		MI
Home Address (Required)		Apartment
City	State	Zip
Mailing Address (If different from Home Address)		Apartment
City	State	Zip
Cell	Work	
Emergency#	<input type="checkbox"/> Landline <input type="checkbox"/> Cell	

Email Address (mandatory for confirmation receipt)

* All above information is required to register. Incomplete forms will not be processed.

Enter your courses below

15	Reg# (ex: 15000; not "X" number)	Course Title
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15	Reg# (ex: 15000; not "X" number)	Course Title
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Check#	Amount
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Checkholder's Name
Please note once received, paper registrations take a minimum of 3-5 business days to be processed.

For Office Use Only

Received by _____ Date _____

Process by _____ Registration _____

1. Enter all information requested. Incomplete applications will not be processed. Signature is required.
2. Social Security number is mandatory for Certificate and Credit classes.
3. Be certain that check/money order is for the correct amount including registration fee, lab, certificate, and other fees where applicable. Registration forms will not be processed if payment received is incorrect.
4. Make checks or money orders payable to Otis College. DO NOT SEND CASH OR CASHIERS CHECKS. Please refer to catalog for correct cost of class. Credit cards will not be accepted as a form of payment by mail. (Credit cards are still accepted at www.otis.edu/extension or in person.)
5. No refunds after the second class meeting. Please refer to catalog for further information.
6. All accounts assigned to a Collection Agency will be charged collection costs, including but not limited to collection agency fees, as well as legal fees, and/or court costs.

Tuition	<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit
Tuition	<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit
\$50 Early Bird Discount (Where Applicable)	
Other Discounts	
Subtotal	
\$25.00	Non-refundable Registration Fee if Semester Tuition Totals \$101 or more (no fee for children ages 5-12)
\$14.00	Non-refundable Accident Insurance Fee
Non-refundable Lab Fees	
\$30	Late Registration Fee (After first class session)
Total	

Early Bird Registration where applicable valid through end of day at Open House.

Students are responsible for all policies and academic regulations published in the Otis College Extension Catalog.

Signature _____ Date _____

* By signing, you certify that all information provided on this form is true and correct.

Tear-off and return

TO ENROLL FOR CLASSES

1. Complete all information on above application form.
2. Enclose check.

3. Sign and mail form to:

Otis College Extension Registration Office
Otis College of Art and Design
 9045 Lincoln Blvd., Los Angeles, CA 90045
 310) 665-6952, 8:30am-5pm, M-F