

Office hours are from 8 A.M.–4:30 P.M., Monday–Friday. For additional information about any course in this bulletin, call 225-578-2500 or visit our Web site at [www.outreach.lsu.edu](http://www.outreach.lsu.edu)



### Online Registration

Using Visa, MasterCard, Discover or American Express, register for a course day or night at our Web site: [www.outreach.lsu.edu](http://www.outreach.lsu.edu)



### Phone Registration

Using Visa, MasterCard, Discover or American Express, call between 8 A.M.–4:30 P.M., Mon.–Fri.

**Phone: 225-578-2500**



### Fax Registration

Using Visa, MasterCard, Discover or American Express, fax your completed registration form to:

**Fax: 225-578-6324**



### Mail Registration

Mail completed registration form with check, money order or credit card information to:

**LSU Continuing Education  
1225 Pleasant Hall, LSU  
Baton Rouge, LA 70803-1520**

Your mail registration should be received one week or more before the first course meeting.



### Walk-In Registration

1225 Pleasant Hall  
(Highland Rd. & Dalrymple Dr.)  
8 A.M.–4:30 P.M., Mon.–Fri.



### Accommodations for Persons with Disabilities

**Phone: 225-578-2500  
TDD: 225-578-9126**

## Fees

- Full payment or an authorized purchase order for billing is due at the time of registration.
- For Web, phone or fax registration you must use Visa, MasterCard, Discover or American Express.
- For mail registration, make check or money order payable to LSU.
- Returned check charge: A returned check charge of \$25 will be added to your registration fee if your payment is returned unpaid by your bank for insufficient funds.

## Refund and Cancellation Policies

If your plans change, please let us know 5 business days prior to the course start date. There are no penalties for substitution or cancellation prior to the first class meeting. No cancellations will be accepted after a course begins.

LSU reserves the right to cancel or make changes in courses. If a course is canceled, the entire fee is refunded.

## Holidays

The office will be closed on July 4, September 7, November 26-27, and December 24-January 1. Classes do not meet on these days. Other changes are noted in the course description or announced at the first class meeting.

## Accommodations for Persons with Disabilities

Please note that some University buildings are not fully accessible for persons with disabilities. If you are a person with a disability and need special accommodations to participate in a class, please let us know at 225-578-2500 or TDD 225-578-9126 at least two weeks before the course begins.

# 3 Easy Ways to Register!

- **Online Registration**  
www.outreach.lsu.edu
- **Phone Registration**  
225-578-2500
- **Fax Registration**  
225-578-6324

Or sign up by mail ▼

Louisiana State University • Continuing Education • 1225 Pleasant Hall • Baton Rouge, LA 70803



Please print. Please indicate the address at which you prefer to receive mail regarding these courses.

## Registration Form

### Participant Information

Name ..... SSN    -   -

Company Name ..... Position/Title .....

Preferred Mailing Address  Home  Work  Please Update My Mailing Address

Address ..... Apt.# .....

City ..... State ..... Zip .....

Work Phone # ..... Fax # .....

Home Phone # ..... E-mail Address .....

### Payment Information

Check/Money Order (payable to LSU)

Credit Card:  Visa  MasterCard  Discover  American Express

Card#

Expiration Date: Mo.   Yr.   Amount Paid .....

Cardholder Name ..... Cardholder Signature .....

PO or LSU IT # (attach authorization) .....

Code	Session	Title (abbreviate)	Start Date	Fee
<b>Total</b>				

# Get the LSU Advantage. Sign up for a course today!

## LSU CONTINUING EDUCATION

### ▶ **Instructors**

Learn from our expert instructors. Each brings in-depth knowledge on the topic, excellent communications skills, and experience in the real world.

### ▶ **Facilities**

Small classes and state-of-the-art computer labs allow you to spend more time learning, less time waiting.

### ▶ **One-to-One Training**

All computer classes are limited to one person per computer to ensure that you get the most from your classroom experience.

### ▶ **References**

We have trained thousands of people: your neighbors, your co-workers, and others in your industry. Ask them whom they recommend.

### ▶ **Stability**

As a program of Louisiana State University, we have the strength and resources to meet your training needs today and into the future.

### ▶ **Continuing Education Units**

CEUs are awarded for participation in many LSU Continuing Education courses. CEUs can be used to document your work when applying for promotions or preparing for new employment.

### ▶ **Credentials**

As an authorized training center for some of the top software companies in the world, we meet the highest standards in the industry for classroom training.

