

REGISTRATION FORM

COMPLETE & RETURN TO JOHN A. LOGAN COLLEGE, ATTN: COMM. ED., 700 LOGAN COLLEGE DR., CARTERVILLE, IL 62918

If registering your child for a class, be sure to put the child's information not your own



STUDENT ID# _____

NAME _____

MAILING ADDRESS (NO P.O. BOXES) _____

CITY, STATE, ZIP _____

PHONE # _____

DATE OF BIRTH(MM/DD/YY) _____

EMAIL ADDRESS _____

GENDER _____ Male _____ Female

RACIAL/ETHNIC DESCRIPTION

___ Asian (Pacific Islander) ___ American Indian or Alaska Native
 ___ Black/African American ___ Hispanic
 ___ White ___ Other/Unknown

HIGHEST DEGREE EARNED

Doctoral Degree ___ 1st Professional Degree ___ Master's Degree ___
 Bachelor's Degree ___ Associate Degree ___ Certificate ___
 Some College ___ High School Diploma ___ GED ___ None ___
 Other ___

YOUR SIGNATURE IS REQUIRED

SIGNATURE _____

DATE _____

COURSE NAME	COURSE #	SECTION #	FEE
TOTAL			

WAYS TO REGISTER (48 HOURS PRIOR TO COURSE START DATE)

1. Online

Using your credit/debit card to pay go to <https://www.jalc.edu/community-courses> We accept American Express, Discover, MasterCard and Visa.
No in class walk-in registrations!

2. By Phone

Call us at (618)985-3741, x8248 or 8249 to register and pay over the phone during business hours. We accept American Express, Discover, MasterCard and Visa.
No in class walk-in registrations!

3. In Person

John A. Logan College, Building H, Room H202, Monday-Friday, 8:00am-4:30pm. Payment due at this time. Cash, check, money order or credit/debit card.
No in class walk-in registrations!

4. By Mail

Complete your registration form, check or money order payable to John A. Logan College and mail to:
 JALC, Community Ed, 700 Logan College Dr., Carterville, IL 62918
No in class walk-in registrations!

Non-Credit Refund Procedures Administrative Procedure 732 Refunds for non-credit classes, training, and events vary depending upon originating departments. Participants who fail to cancel enrollment during the designated drop period will not be eligible for a refund. Refunds for extenuating circumstances will be considered if made in writing to the administrator of the respective department below.

CENTER FOR WORKFORCE DEVELOPMENT Refunds of 100% will be made for non-credit workforce and vendor-sponsored workforce training classes/events if cancellation is received two business days prior to the start date of the training. Participants should contact the Center for Workforce Development to cancel enrollment. COMMUNITY EDUCATION Refunds of 100% will be made for non-credit community education public service classes/events if cancellation is received two business days prior to the start date for classes meeting one or two sessions, or prior to the beginning of the third session for classes meeting three or more sessions. Students may cancel enrollment online through their Higher Reach account or by contacting the Community Education department. LOGAN FITNESS Refunds of 100% will be made for non-credit fitness classes if cancellation request is received prior to the beginning of the third-class session.

Insurance. John A. Logan College does not provide accident insurance for any student registered in a community education class. Students wanting such coverage should make arrangements with their local insurance agent.