



Extension (EXT) Class Registration Service Request Form

Let the experts at the Employees' University (EU) handle your registrations! With the addition of the Extension (EXT) course category, the EU can now provide registration services for your department such as a roster, print certificates*, and bill departments at the end of the EU semester! (*certificate paper and design must be provided by the dept as well as refreshments and reservation of location)

The EU can provide these services for a small percentage amount of 10% of the total tuition we bill to depts. at the end of the EU semester. We will then JE the remaining amount to your dept. Please make the following arrangements then provide us with the information so that we can add it into our system, assign an EXT course number, let you know for your advertisements and we can post it on our website:

Department: _____

Contact Name: _____ Contact Number: _____

Course Title: _____

Number of Possible Participants: _____ (min) _____ (max)

Instructor Name: _____ Charge per Person: \$ _____

Date(s): _____ Time(s): _____ - _____

Facility Name: _____ City: _____

Street Address: _____ Bldg/Floor/Room: _____

Facility Contact Person: _____ Facility Phone Number: _____

Max Capacity:	Check all that the facility provides:					
	Computer	Easel	Overhead Projector	TV/VCR	White Board	Video Conferencing

Course Description: (or email to euregis@co.santa-barbara.ca.us)

Comments: _____

Name of person to forward the JE to (only applies if there is a charge for your class):								
Fund:	Dept:	GL Acct:	LI Acct:	Program:	Org:	Project:	Activity:	Area:

Please forward this form to: Employees' University Center, 267 Camino del Remedio, Santa Barbara, CA 93110 or fax to 692-1741

Thank you for your request!