

**W E L C O M E** to the Continuing Education Classes offered at Mount Mary College. Your whole person is ministered to through our sessions. **Mind, Body, and Spirit** – all are seen as vital in Mount Mary College’s continuing education offerings. *Come! Enjoy! Benefit from attention to the development of the whole person.*

**Office for Graduate and Continuing Education**

*Douglas J. Mickelson, Ph.D., Associate Dean for Graduate Education*

*Janae Magnuson, B.A., Director of Athletics, Sports Information Director*

*Kelsi Miller, M.A.ED, Assistant Director of Athletics, Senior Woman Administrator, Athletic Facility Coordinator*

*Sharon Helterbran, Administrative Secretary*

**REGISTRATION INFORMATION**

**By Mail:** Send registration form, which is located inside the back cover, with check (payable to Mount Mary College) or VISA/MasterCard information to:  
Office for Graduate and Continuing Education  
Mount Mary College  
2900 N. Menomonee River Pkwy.  
Milwaukee, WI 53222-4597

**By Phone:** (414) 256-1252  
9:00 a.m.-4:30 p.m. – Monday through Thursday  
9:00 a.m.-3:30 p.m. – Friday  
Please have your VISA/MasterCard information ready.

**By Fax:** (414) 256-0167  
24 hours a day, 7 days a week.  
Remember to include your VISA/MasterCard information.

**In Person:** Office for Graduate and Continuing Education  
Notre Dame Hall, Room 152  
9:00 a.m.-4:30 p.m. – Monday through Thursday  
9:00 a.m.-3:30 p.m. – Friday  
*Please note: If you are paying with cash, please bring the exact amount.*

**By E-mail:** Include your name, address, home and work telephone numbers, your choice of classes, and VISA/MasterCard information. Send to [cepaserv@mtmary.edu](mailto:cepaserv@mtmary.edu)

**IMPORTANT:**

**Please note that confirmation of registration will no longer be mailed. Your confirmation will be available at the first class meeting.**

Please mark your calendar with the dates, times and location of your class/program at the time you register.

# GENERAL INFORMATION

## IMPORTANT:

Please note that a confirmation of registration will no longer be mailed. Your confirmation will be available at the first class meeting. Please mark your calendar with the dates, times and location of your class/program at the time you register.

## Registration Deadlines

To avoid disappointment, make certain that your registration and payment are received by our office by the registration deadline stated. CLASSES/PROGRAMS WITH INSUFFICIENT REGISTRATION AFTER THIS DEADLINE WILL BE CANCELLED.

## LATE REGISTRATION AND PROGRAM CANCELLATION POLICY

If you miss the program registration deadline, a \$10 late fee will be applied. You may register for a program after the registration deadline and before the first class meeting, if space still remains and if the program has not been cancelled. You will be notified promptly of the cancellation. Full refunds are issued by check or VISA/MasterCard credit.

## CLASS ATTENDANCE AND REFUND POLICY

There will be no make-up classes and/or refunds for any missed or cancelled classes.

## PARTICIPANT WITHDRAWAL FROM CLASSES/PROGRAMS

Course fees will be refunded minus a \$10 processing charge for participants who withdraw from classes/programs ONLY when the withdrawal notice is received by our office no later than 4:30 p.m. five (5) working days prior to the start of the first class/program meeting.

## PARTICIPANT WITHDRAWAL FROM EXERCISE/ACTIVITY CLASSES/PROGRAMS

If you must withdraw for medical reasons, a refund minus the \$10 processing charge will be issued. The refund will cover the classes remaining after our office has been notified. Refunds are not retroactive or transferable. Please note: A doctor's excuse may be required.

## Weather Emergencies

In case of hazardous weather, Mount Mary College will notify local radio and television stations of any cancellations, and will announce the cancellations. Recommended radio stations to listen to are WTMJ (620 AM), WISN (1130 AM), WMIL (106 FM), and WFMR (106.9 FM). Recommended television channels are 4, 12, and 58. These communication sources are your best resources to obtain information. If the college is closed due to hazardous weather, classes/programs are cancelled and a full refund will be issued. No refunds will be issued if participants are unable to attend a session due to traffic or weather related conditions.

## Further Information

For further information on credit courses, undergraduate degrees, and graduate degrees, please visit Mount Mary College's website at: [www.mtmary.edu](http://www.mtmary.edu).

## CHILDREN ON CAMPUS

Mount Mary College can not be responsible for any children on campus who are not participating in a program for children sponsored by Mount Mary College. Children are defined as those persons less than 16 years of age. The following regulations apply to children who are not in a program sponsored by Mount Mary College.

1. Children may not remain on campus unless accompanied by a parent or other responsible adult.
2. Baby sitting is not allowed on campus; children may not be on residence floors of Caroline Hall.
3. Children may not be taken to classrooms, laboratories, the gym, etc.
4. Children may not, at any time, be left alone ANYWHERE on the Mount Mary College campus, except children from 12 to 16 may use the library facilities until 5:00 p.m. AFTER 5:00 p.m., these children MUST BE ACCOMPANIED by a responsible adult.
5. Mount Mary College reserves the right to exclude from campus any child who is not under responsible supervision.

# REGISTRATION INFORMATION

**By Mail:**



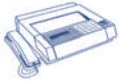
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 9:00 a.m. - 1:00 p.m. – Friday  
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**By Fax:**



(414) 256-0167  
 24 hours a day, 7 days a week  
 Remember to include your VISA/MasterCard information.

**In Person:**



Office for Graduate and Continuing Education  
 Notre Dame Hall, Room 152  
 9:00 a.m.-4:30 p.m. – Monday through Thursday  
 9:00 a.m. - 3:30 p.m. – Friday  
*Please note: If you are paying with cash, please bring the exact amount.*

**By E-Mail:**



Include name, address, home and work telephone numbers, your choice of classes and VISA/MasterCard information. Send to [cepaserv@mtmary.edu](mailto:cepaserv@mtmary.edu)

**Registration Form: Office for Graduate and Continuing Education Programs**

Name _____	Code	Program Title	Fee
Address _____	1.	_____	_____
City _____ State _____ Zip _____	2.	_____	_____
Home phone (    ) _____	3.	_____	_____
Work phone (    ) _____	4.	_____	_____
Cell phone (    ) _____			Total \$ _____
E-mail address (optional) _____			

Method of payment:  Cash  Check (*payable to Mount Mary College*)  VISA  MasterCard

Card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's signature \_\_\_\_\_ Security Code: \_\_\_\_\_

(Last 3 digits in signature area on back of credit)

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