

Registration Information & Policies

CREDITS

Extended Education Units (EXTN) (15 hours = 1 unit): All credits are full semester units unless otherwise noted and will be listed on your University transcript. **NOTE:** EXTN units may not be applied toward required unit count for financial aid. Please check with the Financial Aid Office for review.

Continuing Education Units (CEUs) Continuing Education Units were established by a national task force of educational associations and are intended for use where employers, re-licensing agencies or others require a specified number of hours of study, and noncredit study is acceptable for fulfillment of those requirements. One CEU is awarded for each ten hours of contact participation. CPCE is an approved continuing education provider for the California Board of Behavioral Sciences (Provider #PCE 760), the California Board of Registered Nursing (Provider #4128) and the California Association of Alcohol and Drug Abuse Counselors (Provider #5-91-266-0799).

PLEASE PRE-ENROLL

Early registration (at least a week ahead) ensures you a place in the class you want and helps avoid the cancellation of classes due to insufficient enrollment. Registrations will not be accepted if not accompanied by full tuition, payable by cash, check, money order/cashier's check, VISA, MASTERCARD, DISCOVER CARD, AMEX, or student account (currently enrolled PACIFIC students only).

COURSE CHANGES

The Center for Professional and Continuing Education (CPCE) reserves the right to discontinue, postpone or combine classes and to change instructors. Classes may be discontinued before or at the first scheduled meeting if fewer than the required minimum number of students enroll. If a class is discontinued, you may request a transfer to another class or you will receive a full refund.

CANCELLATION/REFUND POLICY:

All cancellation requests must be received in writing and refunds are subject to approval. Forms can be obtained from CPCE.

Courses for academic undergraduate credit, continuing education units and non-credit courses:

A \$10 cancellation fee will be assessed when a cancellation request is received, in writing, at least 3 business days prior to the course start date. No refund will be given to no-shows or requests received less than 3 days prior to start date.

Certificate Program: A \$25 cancellation fee will be assessed when a cancellation request is received, in writing, at least 3 business days prior to the course start date. No refund will be given to no-shows or requests received less than 3 days prior to start date.

Online Courses: A \$10 cancellation fee will be assessed when a cancellation request is received, in writing, within 3 days of registering and before the student has signed into the class. No refund will be given after 3 days or upon entering the online class.

DECLINED CHECKS

There will be a \$25 charge for all declined checks.

GRADING SYSTEM

All extended education credit courses are on a pass/no credit grading basis. No letter grades will be given without a signed petition.

The University of the Pacific does not discriminate in the administration of any of its educational programs, admissions, scholarships, loans, athletics or other University activities or programs on the basis of race, color, national and ethnic origin, handicap, sexual orientation or preference, sex or age. This notice is given pursuant to the requirements of Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and amendments and other laws, orders and regulations governing discrimination. The University of the Pacific has designated the Director of Human Resources to coordinate the University's efforts to comply with laws, orders and regulations governing discrimination. Any person with a complaint should contact in writing: Director of Human Resources, University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211.

ACCREDITATION

The University of the Pacific is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges.

More courses, full course descriptions and instructor biographies are available online at www.pacific.edu/cpce