

CONTINUING EDUCATION

Course Catalog • Jan.-Aug. 2007

The University of Texas ARLINGTON

CSI:
Computer Forensics
Technology Training (p 40)



**Your Healthcare
Career Awaits** (p 4-8)



Emmitt who!
You be the Star.
Dance With Us
(p 44-45)

**Get Ahead
Get Certified
How?**

*Career Development
Programs (p 4-29)*

Learn It! Live It! Today!
817-272-2581
www.uta.edu/ced

Greetings

Someone once said, "Education is for improving the lives of others and for leaving your community and world better than you found it." We find opportunities to learn and grow all around us: at home, work, and school, and through our experiences (both good and bad). Being able to use these daily lessons to transform some aspect (be it little or great) of our world can be life-changing. Lifelong learning is an on-going and transformational process and the Division of Continuing Education at the University of Texas at Arlington has a number of courses and programs to help you ignite or continue in your transformational journey.



I am especially excited about the opportunities this spring for lifelong learning through the Division of Continuing Education at the University of Texas at Arlington! We've got something for everyone—courses to assist you in your professional, personal, and educational growth and development. I'd like to take a moment to highlight some of our new, updated, and expanded programs and courses that you will find in this catalog.

In the Enrichment area, we have added courses in Wellness (page 60), Cooking (page 48), Wine Tasting (page 48), and Photography (page 57). Check out our dance, language, and gardening courses (pages 49-55, 44-45 and 49). We have added a Home School Enrichment Program and a new summer program for youth, Kids and Teens University (pages 65-66).

In the Career Development and Technology areas, we have added new offerings in our Healthcare Program. We can now help prepare you for a career as a Patient Care Technician, CNA, Medical Billing and Coding Specialist, Pharmacy Technician, Dental Assistant, Veterinary Technician, or several other high demand healthcare fields (see pages 4-6)!

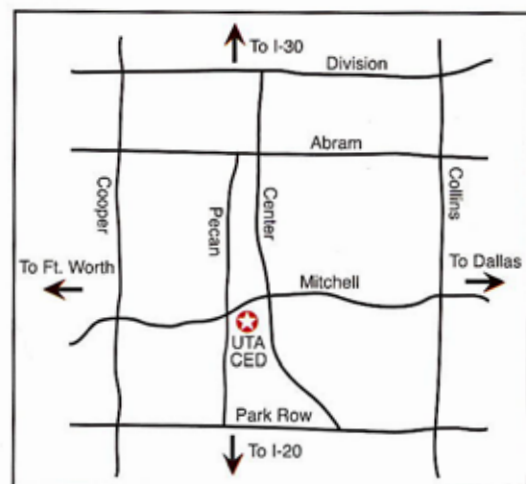
We have updated our Project Management Certificate Program as well as expanded our course offering for professionals in areas ranging from Personal Training to Human Resources (pages 7 and 18, respectively). Become a Wedding Planner (page 15), a Real Estate Appraiser (pg 25), a Real Estate Agent (pg 24), or Insurance Adjuster (page 26). Learn graphic design applications like Photoshop, Illustrator, and InDesign in a PC or Macintosh Lab (pages 36-37). The sky is the limit on what you can learn!

Take courses here on campus, at our new location in Fort Worth, in the comfort of your own home via online classes, or at your place of employment by contacting us about customized contract classes.

Please take a close look at this catalog. It is our hope that we can continue to be a part of your lifelong learning process. Thank you for your continued support and your thirst for knowledge.

Best regards,
Cassandra Smith, Program Coordinator
The University of Texas at Arlington
Division of Continuing Education

Locations



Register:

UT Arlington,
Continuing Education
140 W. Mitchell Street,
Box 19197
Arlington, Texas 76019.

Phone: (817) 272-2581.
FAX: (817) 272-2556.
Web Site: www.uta.edu/ced

Office Hours: Monday-Thursday 8:00am to 5:30pm and
Friday 8:00am to 5:00pm. Closed Weekends

Table of Contents

Career Development

4-29

Certificate Programs	Healthcare	Other Topics
Advanced Project Management..... 10	Dental Assistant 6	Business Development..... 21
Advanced Strategies in Human Resource Management 16-17	ECG/EKG Technician 5	College Exam Preparation 27
Certified Manager..... 13	Emergency Response & Safety 8	Communication Skills 22-23
Certified Public Accountant Review..... 19	Medical Administration..... 6	Exclusive Training..... 26
Entrepreneurship and Leadership 14-15	Patient Care Technician 5	Home Inspection Training..... 24
Finance 19	Personal Trainer 7	Insurance..... 24
Management Studies 12-13	Pharmacy Technician 4	Online Training 28
Paralegal Program 20	Plebotomy Technician 5	Real Estate..... 24
Professional Human Resource Management..... 17	Sterile Pharmaceutical Compounding..... 4	Real Estate Appraiser Training 25
Project Management..... 9	Veterinary Assistant..... 6	Regulatory Compliance 26
Purchasing Management 18-19		Supervisory Skills..... 23
Wedding Planner 15		

Technology Training

30-41

AutoCAD..... 39	Graphic Design..... 37	Programming 34
CompTIA..... 40	Microsoft Windows Operating System..... 31	Project Management 32
Computer Forensics 40	Online Computer Training 41	Spreadsheets 31
Computing for Seniors 30	Oracle..... 41	UNIX/Linux Administration 38
Databases 33	Personal Information Management 31	UNIX/Linux Programming..... 39
Desktop Publishing 36	Presentations 32	Web Design and Development..... 35-36
Fiber Optic Installer Certification 40		Word Processing 30

Enrichment

42-66

Artistic Expressions..... 42-43	Language Studies	Homeownership University 58
Dance 44-45	American Sign Language 49	Motorcycle Safety Course..... 58
Entrepreneurship..... 44-46	Arabic..... 49	Music 55-56
Expert Gardener Certificate Program.... 49	Chinese..... 50	Personal Growth 56
Financial Planning..... 47	English as a Second Language..... 51	Photography 57
Food and Spirits 48	French..... 52	Special Interest 57-58
	Italian..... 52	Sports and Fitness..... 58-59
	Japanese..... 53	Travel 59
	Russian..... 53-54	Wellness..... 60-62
	Spanish..... 54-55	Writing 62-63
		Youth Programs 63-66
		Home School Enrichment 65-66
		Kids & Teens University..... 66

In This Book

***FW** – Denotes classes held at the Fort Worth location
WWW – Denotes programs available online

Policies 67
Registration Form 67

The University of Texas at Arlington Continuing Education (USPS ****-****) is published four times per year (January, February, May, August) by the staff of The University of Texas at Arlington, Division of Continuing Education, 140 West Mitchell Street, Arlington, TX 76019. Application to mail at periodical postage rates pending at Arlington, Texas. (Volume 1, Number 2, January 2007, Continuing Education) POSTMASTER: Send address changes to The University of Texas at Arlington, Division of Continuing Education, 140 West Mitchell Street, Box 19197, Arlington, TX 76019.

Career Development

Pharmacy Technician

The Pharmacy Technician course prepares students to work in pharmaceutical settings, under the supervision of a licensed pharmacist. Classroom and practical areas of instruction include learning to assist a licensed pharmacist in dispensing medications, maintaining inventory, assessing medication orders, pharmacy billing services and providing customer service. Upon successful completion, the student will be awarded a certificate of completion from the University of Texas at Arlington and will become eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Certifying bodies require documents as proof of employment eligibility.

An additional hands-on course in Sterile Pharmaceutical Compounding (see course description) is recommended. Discount offered upon dual registration for Pharmacy Technician and Sterile Pharmaceutical Compounding.

Hours: 120 hours classroom, 160 hours externship.

Prerequisites: Registrants should have a high school diploma or equivalent. Current immunizations, a criminal background check and drug screen may be required before externship placement and/or registering with the State of Texas.

Fees: \$3900 (Includes Pharmacy Technician tuition, uniform, textbooks, background check, and drug screen.)

*Additional Costs: \$120 National certification exam fee

1/22-4/30* FW	M,Tu,Th, 9:00am-12 N	40 Sessions
2/5-7/2	M, 6:00pm-9:00pm Sa, 9:00am-12 N	40 Sessions
3/21-8/8	W, 6:00pm-9:00pm Sa, 9:00am-12 N	40 Sessions
5/14-8/14* FW	M,Tu,Th, 9:00am-12 N	40 Sessions
7/16-12/10	M, 6:00pm-9:00pm Sa, 9:00am-12 N	40 Sessions
8/29-1/19	W, 6:00pm-9:00pm Sa, 9:00am-12 N	40 Sessions

*FW - Denotes classes held at the Fort Worth Location

Sterile Pharmaceutical Compounding

This course is designed to offer additional training in sterile pharmaceutical processes to new technician graduates and professionals in the pharmacy field. This is a comprehensive course in the aseptic preparation of sterile pharmaceutical products. Utilizing a step by step approach, students are taught how to work in an ISO 5 environment. The course addresses everything from basic hand washing, needle and syringe technique through the complex compounding of TPN solutions. Emphasis is placed on the USP 797 regulations for the preparation of sterile compounds. In addition to instruction, this course includes 20 hours of hands on preparation of sterile products. Upon successful completion of this course the student is eligible to apply for ACPE certification in Sterile Pharmaceutical Compounding. Certifying bodies require documents as proof of employment eligibility.

Hours: 20 hours classroom, 20 hours sterile compounding

Prerequisite: Successful completion of Pharmacist or Pharmacy Technician training.

Fees: \$1950, or \$1300 if enrolled in the UT Arlington Continuing Education Pharmacy Technician Program. Both fee options include textbooks, personal protection wear, and validation forms.

1/23-3/8	Tu,Th, 6:00pm-9:00pm	14 Sessions
3/20-5/3	Tu,Th, 6:00pm-9:00pm	14 Sessions
5/15-6/28	Tu,Th, 6:00pm-9:00pm	14 Sessions
7/10-8/23	Tu,Th, 6:00pm-9:00pm	14 Sessions
8/28-10/11	Tu,Th, 6:00pm-9:00pm	14 Sessions



Call Today 817-272-2581

Career Development

Patient Care Technician

This course prepares the student for employment in various medical facilities. Through classroom and practical instruction, the student will learn to assist with in-patient and out-patient care. Classroom and practical instruction includes bedside care; obtaining vital signs, measurements and blood samples; and recording electrocardiograms. Upon successful completion, the student will be awarded a certificate of completion from UT Arlington and is eligible to sit for the Nurse's Aide certification exam with the State of Texas, as well as the National Health (CNA) Career Association's certification exams for ECG/EKG, Phlebotomy, and Patient Care Technician. Certifying bodies require documents as proof of employment eligibility.

Hours: 225 hours classroom, 120 hours externship

Prerequisites: Registrants should have a high school diploma or equivalent; proof of health insurance; current immunizations and the ability to lift 50 lbs.

Fee: \$5400* (Includes tuition, uniform, textbooks, background check, drug screening, EKG caliper, stethoscope, Tb testing, CPR certification and certification exams fees)

*Additional Cost: Hepatitis B vaccination series

2/20-7/31	Tu,W, 5:00pm-10:00pm	45 Sessions
7/10-12/11	Tu,W, 5:00pm-10:00pm	45 Sessions

ECG/EKG Technician

This course offers classroom and practical instruction on obtaining electrocardiograms in healthcare settings. Instruction includes patient preparation, use and maintenance of the electrocardiograph and methods for obtaining an electrocardiogram. Students will also learn how to recognize abnormalities on the electrocardiogram. This course is perfect for the student looking to enter the healthcare field as well as the healthcare professional looking to acquire additional skills. Upon successful completion of the course the student will receive a certificate of completion from UT Arlington and will become eligible to sit for the certification exam with the National Health Career Association. Certifying bodies require documents as proof of employment eligibility.

Hours: 80 hours classroom, 160 hours externship.

Prerequisites: Registrants should have a high school diploma or equivalent; current immunizations; proof of health insurance; and the ability to lift 50 lbs.

Fee: \$2000 (Includes textbook, uniform, EKG caliper, CPR certification, and EKG Technician certification exam fee)

4/23-7/2	M,Th, 6:00pm-10:00pm	20 Sessions
5/7-7/16	M,Th, 9:00am-1:00pm	20 Sessions
7/16-9/25	M,Th, 6:00pm-10:00pm	20 Sessions

Register Online www.uta.edu/ced

Phlebotomy Technician

This course is designed for individuals interested in becoming phlebotomists. The classroom and practical skills introduced include anatomy and physiology of the blood system, procedures used to obtain various blood specimens; common blood testing; specimen handling and preparation; and safety standards. This course is perfect for the student looking to enter the healthcare field as well as the healthcare professional looking to acquire additional skills. Upon successful completion of the course the student will be awarded a certificate of completion from UT Arlington and will become eligible to sit for the Phlebotomy Technician certification exam with the National Healthcare Association. Certifying bodies require documents as proof of employment eligibility.

Hours: 100 hours classroom, 160 hours externship

Prerequisites: Registrants should have a high school diploma or equivalent; current immunizations; proof of health insurance; and the ability to lift 50 lbs.

Fee: \$3000* (Includes textbook, uniform, personal protective wear, CPR certification, and Phlebotomy Technician certification exam fee)

*Additional Cost: Hepatitis B vaccination series

4/16-6/25	M,Th 9:00am-2:00pm	20 Sessions
4/16-7/12	M,Th 6:00pm-10:00pm	25 Sessions
7/9-9/17	M,Th 9:00am-2:00pm	20 Sessions
7/23-1/14	M,Th 6:00pm-10:00pm	25 Sessions



Artistic Expressions

Cartooning for Adults

This course will provide students with a step-by-step approach to cartooning. Students will learn caricature and figures in action, pen and ink and brush techniques, to create characters, and to draw a comic strip and panel cartoon. Students will also be exposed to the artists and the history of cartoons and animation. Supplies are in addition to the course fee.

Code: AR2302 Fee: \$75
 1/23-2/6 Tu,Th, 7:00pm-9:00pm 5 Sessions
 6/5-6/19 Tu,Th, 7:00pm-9:00pm 5 Sessions
 7/10-7/24 Tu,Th, 7:00pm-9:00pm 5 Sessions
 Instructor: Gregg Hammond

Drawing for Beginners

This course is based on a teaching method developed by Dr. Betty Edwards, author of *Drawing on the Right Side of the Brain*, for people who want to learn how to draw but feel they have no talent. By using a series of exercises and tools, you will learn to release creative blockages and develop good drawing skills.

Code: AR2303 Fee: \$85
 1/16-3/6 Tu, 6:30pm-9:00pm 8 Sessions
 Instructor: Barbara McFarland

Drawing: Intermediate/Advanced

This course is designed to build and expand the skills and principals learned in the Drawing for Beginners class. Advanced techniques will be introduced. Different drawing media will be introduced and tried. Composition and design elements will be covered using a variety of subjects including landscape, still-life, and figures.

Code: AR2314 Fee: \$80
 3/20-5/1 Tu, 6:30pm-9:30pm 7 Sessions
 Instructor: Barbara McFarland

Painting in Acrylics (Beginner)

Through demonstrations and direct painting of varying subjects, learn the characteristics and use of acrylic paint, media, brushes, and bases. Different techniques will be explored including washes, glazes, and impasto. Supplies are in addition to the course fee.

Code: AR2377 Fee: \$80
 1/9-2/13 Tu, 6:00pm-9:00pm 6 Sessions
 Instructor: Vern Johnson

Painting in Acrylics (Intermediate)

This course will further develop skills and introduce more advanced techniques in painting with acrylics. Through demonstrations and direct painting of varying subjects, learn the characteristics and use of acrylic paint, media, brushes, and bases. Explore different techniques including washes, glazes, and impasto. Supplies are in addition to the course fee. Individual assistance will be provided for each level of a student's skill.

Code: AR2378 Fee: \$85
 2/20-3/27 Tu, 6:00pm-9:00pm 6 Sessions
 Instructor: Vern Johnson

Painting in Acrylics (Advanced)

This class is structured for those who have experience in acrylic as a medium. By introducing experimental techniques, this class will enable you to develop your creative approach and build upon establishing your own style. Supplies are in addition to the course fee. Individual assistance will be provided for each level of a student's skill.

Code: AR2379 Fee: \$85
 4/3-5/8 Tu, 6:00pm-9:00pm 6 Sessions
 Instructor: Vern Johnson

Painting in Oils

In this course, students will learn to paint in oils and subjects can include landscape, portrait, figure, abstract, animal, and still life. Initially, we will use still life to exemplify the problems of painting such as composition, natural balance, color relationships, light and shadow, reflection, texture, form and content, and personal style. Open to students at all levels. Each student will work at their own level with individual instruction. Supplies are in addition to the course fee.

Code: AR2310 Fee: \$85
 1/22-2/26 M, 7:00pm-9:30pm 6 Sessions
 4/23-6/4 M, 7:00pm-9:30pm 6 Sessions
 Instructor: Tosca Engisch

Mixed Media Art

This course will introduce fun ways to create wall and functional decor using unusual materials: a very emotional art form. Students can bring a lot of their collected items. Supplies are in addition to the course fee and can be purchased at Lyn-Arts for approximately \$95.

Code: AR2311 Fee: \$60
 3/6-4/3 Tu, 6:00pm-8:00pm 4 Sessions
 Instructor: Lyn Buerger

Stained Glass

Learn the fundamentals of this beautiful art and create two small projects using copper foil and lead techniques. A larger project of your choice will also be designed during the course. Supplies are in addition to the course fee and can be purchased at Lyn-Arts for approximately \$75.

Code: AR2312 Fee: \$60
 1/10-1/31 W, 6:00pm-8:00pm 4 Sessions
 3/7-3/28 W, 8:00am-10:00am 4 Sessions
 5/30-6/20 W, 6:00pm-8:00pm 4 Sessions
 Instructor: Lyn Buerger

Watercolor for the Beginner

This course is designed to teach the fundamentals of watercolor. Working with a variety of subject matter, you will learn the different techniques of paint application. Each class will consist of instructor demonstrations, personal instruction, and critiques. Supplies are in addition to the course fee.

Prerequisite: Drawing.
 Code: AR2315 Fee: \$85
 6/14-7/26 Th, 6:30pm-9:30pm 7 Sessions
 Instructor: Barbara McFarland

Intermediate Watercolor

This class is designed for the student who has taken the Beginning Watercolor class or has basic experience in Watercolor. We will continue to work on watercolor technique, composition, and color.

Code: AR2335 Fee: \$80
 1/18-3/1 Th, 6:30pm-9:30pm 7 Sessions
 Instructor: Barbara McFarland

The Lore of Diamonds

This course will study the origin, history, and trade of diamonds. Grading different types, qualities, and colors and how to buy diamonds are other topics covered in this class.

Code: AR2325 Fee: \$65
 1/18-2/8 Th, 7:00pm-9:00pm 4 Sessions
 Instructor: D. Jonathan Shipman

The Beauty of Colored Gemstones

This course will study the origin and history of precious gems and jewels. Learn the difference between many precious gemstones and how to purchase them, as well as how they are cut, sorted, and graded.

Code: AR2331 Fee: \$65
 2/22-3/22 Th, 7:00pm-9:00pm 4 Sessions
 Instructor: D. Jonathan Shipman

The Fine Art of Jewelry

You will learn the history and ethnic influences on jewelry. This course will cover jewelry materials, as well as selling, purchasing, owning, collecting, and making jewelry. In this course, you will design at least one piece of jewelry for yourself.

Code: AR2333 Fee: \$65
 4/5-4/26 Th, 7:00pm-9:00pm 4 Sessions
 Instructor: D. Jonathan Shipman

Precious Metal Clay

Participants will explore the many methods of imprinting textures on Precious Metal Clay as well as learn to carve, fire, and finish it. No prior experience is needed. Supplies are included in the course fee.

Code: AR2338 Fee: \$150
 2/3 Sa, 9:00am-4:00pm 1 Session
 3/17 Sa, 9:00am-4:00pm 1 Session
 4/14 Sa, 9:00am-4:00pm 1 Session
 Instructor: Merlene Walker

For the Love of Paper

Paper revolutionized the recording ability of our ancestors. Learn how to pulp and form fibers into handmade paper. Learn to put a beautiful painted finish on the paper by combing designs into paint. Learn the process of putting paper into a stitched and bound book—make a sketch book, bind your scrapbook pages, create a diary or make a gift. Supplies are in addition to the course fee and can be purchased at Lyn-Arts for approximately \$75.

Code: AR2382 Fee: \$60
 2/6-2/27 Tu, 8:00am-10:00am 4 Sessions
 Instructor: Lyn Buerger

Ornate Frame Repair

Learn easy and fast ways to repair composition frames that have been chipped or damaged otherwise. Mold making, casting, touch up, and gold leafing will be covered. Student furnishes frame to be repaired (16x20 or less). Supplies are in addition to the course fee and may be purchased from Lyn-Arts for approximately \$75.

Code: AR2384 Fee: \$60
 1/9-1/30 Tu, 6:00pm-8:00pm 4 Sessions
 Instructor: Lyn Buerger



Enrichment

Home School Enrichment Program (cont.)

Get a Job - Job Skills and Strategies for Teens (Grades 7 and up)

This class is designed for junior high and high school students to equip and prepare them to be successful in their job interviews and job search process. Training will help empower teens, help them to gain confidence and increase their chances of securing the job!

Code: YP4048 Fee: \$140
1/29-5/7 M, 9:00am-10:30am 14 Sessions
Instructor: Carolyn Brooks

CSI: The Science of Crime Solving (5th grade and up)

Every day, modern-day Sherlock Holmes use science to solve even the most baffling crimes. From fingerprints to handwriting to DNA and more, science helps investigators discover the true culprit. This course includes daily hands-on activities.

Code: YP4017 Fee: \$140
2/1-5/10 Th, 9:00am-10:30am 14 Sessions
Instructor: Instructor: Stacy King

Look Who's Talking Now (Grades 7 and up)

Over come our fears and learn to speak in front of a few people or an entire class. Or, if you are not afraid to speak and say a little too much, this stage friendly and exciting workshop will help learn to organize your thoughts. Students will walk away from this class with a smile and more confidence in their public speaking.

Code: YP4027 Fee: \$140
1/30-5/8 Tu, 9:00am-10:30am 14 Sessions
Instructor: Judith Blankenship

Get That Story (Grades 5-8)

In a fun and hands-on approach, students will learn to gather facts and interview people. They will present their final reports in broadcast and printed formats. Fellow students will be their sources and editors through a journalistic game of "Get the Story".

Code: YP4029 Fee: \$140
1/30-5/8 Tu, 10:45am-12:15pm 14 Sessions
Instructor: Judith Blankenship

Spanish for Fun: Level I (Grades 1-4)

This course is designed to introduce students to conversational Spanish, which will be practiced in class everyday. Students will also learn basic vocabulary, animals, songs, colors, numbers 0-100 and days of the week.

Code: YP4039 Fee: \$140
2/1-5/10 Th, 9:00am-10:30am 14 Sessions
Instructor: Carolina Crawford

Spanish for Fun: Level I (Ages 9-12)

This course is designed to introduce students to conversational Spanish, which will be practiced in class everyday. Students will also learn basic vocabulary on classroom objects, food, colors, numbers 0-100, days of the week, months of the year and seasons.

Code: YP3617 Fee: \$140
2/1-5/10 Th, 10:45am-12:15am 14 Sessions
Instructor: Carolina Crawford

Kids and Teens University

It's not too early to begin thinking about SUMMER BREAK!

The Division of Continuing Education at The University of Texas at Arlington is excited to offer Kids and Teens University beginning June 2007. Kids and Teens University is a summer program for youngsters who have completed grade 1 through those who have not yet completed grade 8. The courses are designed to offer children summer mornings and afternoons filled with fun and challenging classes such as foreign languages, dance, cooking, writing workshops, computer courses, and more! Classes include hands on activities and are developed and taught by experienced teachers.

- Two sessions each day: morning and afternoon
- Enroll for morning only, afternoon only, or both
- Discount available for multiple enrollments
- Sessions are two weeks in length
- Morning session scheduled from 8:15 am to 12:00 noon

- Afternoon session scheduled from 1:15 pm to 5:00 pm
- Students enroll in two workshops per session
- Advanced registration required
- Supervised lunch period from 12 noon - 1 pm available for students who register for both morning and afternoon sessions. Students must provide their own bag lunch.

Workshops have already been scheduled for the following dates. Call our office at (817) 272-2581 or check our website at www.uta.edu/ced for the schedule and descriptions.

6/4-6/15	M-F, 8:15am-12 N	10 Sessions	\$175	7/2-7/13	M-F, 1:15pm-5:00pm	9 Sessions	\$150
6/4-6/15	M-F, 1:15pm-5:00pm	10 Sessions	\$175			(No class July 4th)	
6/18-6/29	M-F, 8:15am-12 N	10 Sessions	\$175	7/16-7/27	M-F, 8:15am-12 N	10 Sessions	\$175
6/18-6/29	M-F, 1:15pm-5:00pm	10 Sessions	\$175	7/16-7/27	M-F, 1:15pm-5:00pm	10 Sessions	\$175
7/2-7/13	M-F, 8:15am-12 N	9 Sessions	\$150	7/30-8/10	M-F, 8:15am-12 N	10 Sessions	\$175
	(No class July 4th)			7/30-8/10	M-F, 1:15pm-5:00pm	10 Sessions	\$175

Call Today 817-272-2581

Policies

Student Withdrawal and Transfer Policy

Students have several options available should they need to withdraw from a class. Please note that all student withdrawal requests must be received Monday-Friday during normal business hours.

If the student withdrawal request is received more than one full business day prior to the class start date, students have the following three options:

- Transfer to another course with no charge;
- Have the funds held on the student's account for up to one year. These funds would be eligible for a refund, less a \$20 processing fee; or
- Full refund of the course fee, less a \$20 processing charge. Allow 4-6 weeks processing time for refunds made by check. Allow 2 weeks for refunds by credit card.

If the course withdrawal request is received within one full business day prior to the start of the course or on the day of the course, students have the following two options:

- Transfer to another course with no charge; or
- Have the funds held on the student's account for up to one year. These funds are not eligible for refund.

No transfers, account holds, or refunds are allowed once a class has begun. Courses in our Medical Programs, Certificate in Professional Human Resource Management, online courses, conferences and other specified programs have unique refund policies. Contact our office for details.

Parking

Free parking is provided for all classes scheduled at the Continuing Education Workforce Development Building located at 140 West Mitchell, Arlington, TX 76019. Classes scheduled at all other campus locations require the students to display a UT Arlington Parking Permit (hang tag), which is included in the cost of the course fee. Hang tags are distributed on the first day of class. Please remember to display the hang tag each time you attend class to avoid a citation.

Textbooks

Textbooks may be purchased at the UT Arlington Bookstore, 400 South Pecan Street (corner of Pecan and UTA Blvd.), Arlington, TX 76019, telephone (817) 272-2785.

Unless otherwise noted in the class information found at www.uta.edu/ced, there is an additional charge for textbooks. Books purchased for Continuing Education courses cannot be returned unless the class is cancelled by Continuing Education.

University Closing

For information on closings due to weather, or any other conditions please call (972) 601-2049.

Payment/Attendance

Full payment of the course fee is expected at time of registration. Acceptable methods of payment are: cash, checks, traveler's checks, money orders, and the following credit cards: Master Card, Visa, Discover and American Express. Purchase orders from business organizations may be accepted to cover the participant's course fee.

UT Arlington accepts funding from Workforce Investment Act (WIA), Texas Rehab Commission (TRH), Veterans Administration Chapter 31 (VA), and other recognized programs. Proof of admission and funding is required from the sponsor at student registration.

UT Arlington reserves the right to change or cancel courses at any time. Notification of changes and cancellations will be made by email or telephone. Therefore, it's critical for us to obtain your current contact information at time of registration. In the event that a course for which you have registered is cancelled, you may transfer to another course or receive a refund with no fees assessed.

Our Medical Programs have a unique payment policy, please see www.uta.edu/ced for details.

Continuing Education Course Payment Plan

The Division of Continuing Education offers a Course Payment Plan for general courses that cost \$500 or more and healthcare courses that cost \$2000 or more (does not include on-line training). Contact our office for more information (817) 272-2581.

Financing

Student loans are available from a variety of funding sources such as:

- Sallie Mae: 1-877-834-9853, www.salliemae.com
- Collegiate Funding Services: 1-866-919-5772, www.cfsloans.com
- Wells Fargo: 1-800-658-3567, www.wellsfargo.com
- Key Education Resources: 1-800-540-1855, www.keybank.com
- TERI Loans: 1-800-255-8374 x4210, www.teri.org

UT Arlington accepts funding from Workforce Investment Act (WIA), Texas Rehabilitation Commission (TRC) and Veteran's Administration (VA) Chapter 31. Please allow three to four weeks for processing of student loan application and receipt of funding.

Registration Form

CONTINUING
EDUCATION
The University of Texas ARLINGTON

Name: _____		E-mail: _____	
Address: _____		Phone (Day): _____	Phone (Evening): _____
Code	Title	Dates	Fee
Total Amount Due			

Method of Payment:

- Check # _____ (payable to UT Arlington) is enclosed
 Purchase Order # _____
 (attach purchase order to completed registration form)

Charge to: Visa MasterCard Discover American Express
 Card # _____ Expiration Date (Mo/Yr): _____

Authorized Cardholder's Signature: _____

The University of Texas at Arlington
 Division of Continuing Education
 140 W. Mitchell • Box 19197
 Arlington, TX 76019-0197

Phone: Metro 817-272-2581
 Fax: Metro 817-272-2556
 Web: www.uta.edu/ced



PERIODICALS
U.S. Postage
PAID
Arlington, Texas

The University of Texas at Arlington
Division of Continuing Education
Box 19197 • 140 West Mitchell St.
Arlington, TX 76019-0197

60582 *****5-DIGIT 75218 P-11 P33 02
CHRIS BRITTON
OR CURRENT RESIDENT
9035 SAN LEANDRO DR
DALLAS TX 75218-4260



CONTINUING
EDUCATION
The University of Texas ARLINGTON

Register today at www.uta.edu/ced
or call 817-272-2581