



The registration deadline is two weeks prior to the start of the workshop; however, we will accept registrations after the deadline on a space-available basis. Payment is due when you register.

Social Security # _____ Birthdate (mm/dd/yyyy) _____

1. Male Female
 2. Undergrad Grad
 3. Credit Audit

Are you a U.S. citizen? Yes No If no, provide your permanent resident # or visa type: _____

Legal Name (Please print) Last _____ First _____ M.I. _____

Former name(s), e.g., maiden _____ E-mail address _____

Address _____

City _____ State _____ ZIP _____ County _____

Length of time at above address _____. If less than one year, list any other address(es) during that time: _____

(_____) (_____) (_____)
 Home phone _____ Work phone _____ Fax _____

For undergraduate credit, provide high school name and location (city, state) and graduation date _____

For graduate credit, provide name and location of college conferring your highest degree _____ Degree _____ Year _____

Have you ever attended Kent State? Yes No Last date you attended _____

- Grad. Asst. (tuition only)
 - Staff Benefits (tuition only)
 - Financial Aid
 - Ohio Resident **OR**
 - Non-Resident
- Out-of-state fee waived for workshops only. Include an additional \$350 (ug) or \$330 (g) per hour if you're not exempt.*

OPTIONAL	
<input type="checkbox"/> Caucasian (White)	<input type="checkbox"/> Latino
<input type="checkbox"/> African-American (Black)	<input type="checkbox"/> Non-U.S. Citizen
<input type="checkbox"/> Asian-American or Pacific Island American	<input type="checkbox"/> American Indian or Alaskan Native

Workshop/Program Title	Dept.	Course No.	CRN No.	Hours	Cr/Au
Total Hours					

PAYMENT METHOD	
<input type="checkbox"/> MasterCard®	<input type="checkbox"/> Discover®
<input type="checkbox"/> American Express®	<input type="checkbox"/> Diner's Club®
Card No. _____	Exp. Date (mm/yy) _____
Amount _____	Billing address ZIP _____
Signature _____	
<input type="checkbox"/> Check <input type="checkbox"/> Money Order \$ _____	

Make check payable to Kent State University. Audit cost is the same as credit cost.

Beginning Dec. 1, 2008, individuals who use credit or debit cards to make payments toward their student account will be assessed a convenience fee of 2.9 percent. Visa® can no longer be accepted.

Undergraduate @ \$397/hr. x _____ hr(s) = \$ _____

Non-Resident Fee* (ug) @ \$350/hr. x _____ hr(s) = \$ _____
(If nonexempt)

Graduate @ \$422/hr. x _____ hr(s) = \$ _____

Non-Resident Fee* (g) @ \$330/hr. x _____ hr(s) = \$ _____
(If nonexempt)

Special Fee @ \$ _____ + \$ _____ = \$ _____

Parking @ \$ _____ + \$ _____ = \$ _____

TOTAL ENCLOSED = \$ _____

Kent State students: Register at www.kent.edu and log on to FlashLine, select student tools then access FlashFAST or the links/tools that are provided through FlashFAST. Credit card or checking account payments can be made through our secure Web site at <https://payonline.kent.edu>.

If you're not a Kent State student, use one of the following registration methods: **Mail** form and full payment to Workshops, Office of Continuing and Distance Education, Kent State University, PO Box 5190, Kent, OH 44242-0001; **fax** your registration to 330-672-2079; **phone** in your registration to 330-672-3100 or toll free in Ohio to 800-672-KSU2; or **register in person** at 204 Schwartz Center, Kent Campus.

Assignments and Grading: All credit workshops involve out-of-class assignments and are graded Satisfactory (S) or Unsatisfactory (U). We cannot issue grades of NA and SA. A student who "never attends" even one class session will receive a grade of NF (Never attended, F). Students who "stop attending" prior to the course withdrawal deadline will receive a grade of SF (Stopped attending, F). Both NF and SF grades will count as an F (zero quality points) in computing the grade point average.

Non-Ohio Residents: The non-Ohio resident fee is waived if you are taking workshops only this semester. If you are taking classes in addition to workshops, the non-Ohio resident fee is required.

Refunds and Withdrawals: Workshop withdrawals are permitted subject to the deadlines stated in the university's fall semester schedule. If the workshop's beginning and ending dates are other than the regular semester dates, withdrawal deadlines are normally different. To learn workshop drop and withdrawal deadlines, call the Office of Continuing and Distance Education at 330-672-3100 or visit <http://www.registrars.kent.edu/home/>, select the term of the workshop, click on processing dates. To drop or withdraw from a workshop, visit <http://flashline.kent.edu>, select student tools then access FlashFAST or the links/tools that are provided through FlashFAST. After the workshop starts, the percentage declines in conformance with university policy and depends upon the percent of contact time elapsed.

Fees and Charges: Fees and charges are subject to change, and any increases will be billed at a later date. Staff benefits do not apply to workshop special fees.

Confirmation: We will send you a confirmation letter, map, parking information and other details about two weeks prior to the start of the program.

Cancellations: If we have to cancel a program, we will notify you immediately. You may transfer to another workshop or receive a full tuition refund.

For disability accommodations, call 330-672-3237.

OFFICE USE ONLY	
Admission App#	_____
Received	_____ Date _____
CK CG Cash	_____ Date _____
To Registrar	_____ Date _____