

Please complete sections 1 through 4 and return with payment before admission to class.

## 1. Applicant Info

I am a:       UWM student       UWM classified staff       Non-UWM  
                   UWM faculty       UWM academic staff

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

ePanther login name: \_\_\_\_\_

Department (if UWM faculty or staff): \_\_\_\_\_

Address (required): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

## Important Information

### Fees and Scheduling

Course fees and scheduling information are listed following each course description on the Learning TECHniques website:

[uwm.edu/learningtechniques](http://uwm.edu/learningtechniques)

### Course Registration

#### By mail:

UWM UITS Learning TECHniques Registration  
 P.O. Box 413  
 Bolton Hall 225  
 Milwaukee, WI 53201-0413

To ensure your registration is properly routed in a timely manner, include all lines of our mailing information on your envelope.

#### Online:

Online registration is available for those paying with a credit card or UWM staff and faculty paying with a Direct Charge number. To register online, go to:

[uwm.edu/learningtechniques](http://uwm.edu/learningtechniques)

#### Payment

Payment must be received by us prior to your enrollment in a course.

Make checks payable to: UWM UITS.

**We do not accept cash** as a payment method. All registrations paid for with a credit card must be submitted using our online registration system.

**Direct Charges will be billed at the conclusion of all classes for this session.** Please ensure that your Direct Charge billing string is correct. If you have any questions regarding this number, please contact your Unit Business Representative.

**Student Rate:** applies to currently registered, tuition paying students of UWM

**Faculty/Staff Rate:** applies to currently employed and retired faculty and staff of UWM

**Non-UWM Rate:** applies to any person not belonging to the UWM student, faculty or staff groups

#### Refunds

Refunds will be granted if we are notified 48 hours prior to the scheduled class. Call 414-229-5395 or email [Learning-TECHniques@uwm.edu](mailto:Learning-TECHniques@uwm.edu).

#### Class Arrival and Etiquette

Please arrive for class by the class start time. There will be no admittance to the class once it has begun. To maintain our learning environment, we request that participants silence cell phones and do not bring along children and other guests.

#### For more information

Call (414) 229-5395  
 or email [Learning-TECHniques@uwm.edu](mailto:Learning-TECHniques@uwm.edu).

## 2. Payment Method

Note: All credit card registrations must be made online.

Free Course

Check

**TOTAL:**

Direct Charge: MUST BE USED FOR UNIVERSITY DEPARTMENTAL PURCHASES.  
 We DO NOT accept University Purchasing cards.

Complete for  
 Direct Charge

Fund          Program       Organization          
 Project (if Fund 133 or 144)

## 3. Cancellation and Refund Policy

I have read and agree with the cancellation and refund policy.

Refunds will be granted if we are notified of your cancellation 48 hours prior to the scheduled class. Call 414-229-5395 or email [Learning-TECHniques@uwm.edu](mailto:Learning-TECHniques@uwm.edu).

**4. Course Enrollment – Please enroll me in the following courses:**

Please see [uwm.edu/learningtechniques](http://uwm.edu/learningtechniques) for pricing information.

**Graphics & Publishing**

InDesign CC - Part 1 .....	<input type="checkbox"/>	11/21	1:00 pm
InDesign CC - Part 2 .....	<input type="checkbox"/>	11/28	1:00 pm
InDesign CC - Part 3 .....	<input type="checkbox"/>	12/5	1:00 pm
Photoshop CC - Part 1 .....	<input type="checkbox"/>	9/29	1:00 pm
Photoshop CC - Part 2 .....	<input type="checkbox"/>	10/6	1:00 pm

**MS Office Suite**

Access 2016 - Basic: Part 1 .....	<input type="checkbox"/>	10/4	9:00 am
Access 2016 - Basic: Part 2 .....	<input type="checkbox"/>	10/11	9:00 am
Access 2016 - Basic: Part 3 .....	<input type="checkbox"/>	10/18	9:00 am
Access 2016 - Intermediate: Part 1 .....	<input type="checkbox"/>	10/25	9:00 am
Access 2016 - Intermediate: Part 2 .....	<input type="checkbox"/>	11/1	9:00 am
Access 2016 - Advanced: Part 1 .....	<input type="checkbox"/>	11/8	9:00 am
Access 2016 - Advanced: Part 2 .....	<input type="checkbox"/>	11/15	9:00 am
Excel 2016 - Basic: Part 1 .....	<input type="checkbox"/>	10/13	9:00 am
Excel 2016 - Basic: Part 2 .....	<input type="checkbox"/>	10/20	9:00 am
Excel 2016 - Basic: Part 3 .....	<input type="checkbox"/>	10/27	9:00 am
Excel 2016 - Intermediate: Part 1 .....	<input type="checkbox"/>	11/10	9:00 am
Excel 2016 - Intermediate: Part 2 .....	<input type="checkbox"/>	11/17	9:00 am
Excel 2016 - Advanced: Part 1 .....	<input type="checkbox"/>	12/1	9:00 am
Excel 2016 - Advanced: Part 2 .....	<input type="checkbox"/>	12/8	9:00 am

**Email, Calendar & File Storage**

Office 365: Email .....	<input type="checkbox"/>	9/19	8:30 am
Office 365: Email .....	<input type="checkbox"/>	10/17	8:30 am
Office 365:Calendar .....	<input type="checkbox"/>	9/26	8:30 am
Office 365:Calendar .....	<input type="checkbox"/>	10/24	8:30 am
Office 365:OneDrive .....	<input type="checkbox"/>	10/3	8:30 am
Office 365:OneDrive .....	<input type="checkbox"/>	10/31	8:30 am
Office 365:OneDrive .....	<input type="checkbox"/>	11/3	1:00 pm
Office 365:OneDrive .....	<input type="checkbox"/>	12/12	8:30 am
Outlook 2016: Fundamentals .....	<input type="checkbox"/>	9/15	10:00 am
Outlook 2016: Fundamentals .....	<input type="checkbox"/>	11/7	8:30 am
Outlook 2016: Power Users .....	<input type="checkbox"/>	9/22	10:00 am
Outlook 2016: Power Users .....	<input type="checkbox"/>	11/14	8:30 am
SharePoint: Fundamentals .....	<input type="checkbox"/>	9/20	1:00 pm
SharePoint: Fundamentals .....	<input type="checkbox"/>	10/5	10:00 am
SharePoint: Fundamentals .....	<input type="checkbox"/>	11/13	1:00 pm
SharePoint: Fundamentals .....	<input type="checkbox"/>	12/6	10:00 am
SharePoint: Site Owner .....	<input type="checkbox"/>	9/27	1:00 pm
SharePoint: Site Owner .....	<input type="checkbox"/>	10/12	10:00 am
SharePoint: Site Owner .....	<input type="checkbox"/>	11/20	1:00 pm
SharePoint: Site Owner .....	<input type="checkbox"/>	12/13	10:00 am