Important Information

Fees and Scheduling:
Course fees and scheduling information are listed following each course description on the Learning TECHniques website:
uw.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:
uw.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 of your cancellation 48 hours prior to the scheduled class. Call 414-229-5395 or email 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.

(Select courses on page 2)
4. **Course Enrollment** – Please enroll me in the following courses:

Please see uwm.edu/learningtechniques for pricing information.

### MS Office Suite
- **Access 2016 - Basic: Part 1**
  - **Date:** 7/30
  - **Time:** 1:00 pm

- **Access 2016 - Basic: Part 2**
  - **Date:** 8/6
  - **Time:** 1:00 pm

- **Access 2016 - Basic: Part 3**
  - **Date:** 8/13
  - **Time:** 1:00 pm

- **Access 2016 - Intermediate: Part 1**
  - **Date:** 8/20
  - **Time:** 1:00 pm

- **Access 2016 - Intermediate: Part 2**
  - **Date:** 8/28
  - **Time:** 1:00 pm

- **Excel 2016 - Basic: Part 1**
  - **Date:** 8/2
  - **Time:** 9:00 am

- **Excel 2016 - Basic: Part 2**
  - **Date:** 8/9
  - **Time:** 9:00 am

- **Excel 2016 - Basic: Part 3**
  - **Date:** 8/16
  - **Time:** 9:00 am

- **Excel 2016 - Intermediate: Part 1**
  - **Date:** 8/23
  - **Time:** 9:00 am

- **Excel 2016 - Intermediate: Part 2**
  - **Date:** 8/30
  - **Time:** 9:00 am

### Email, Calendar & File Storage
- **Office 365:OneDrive**
  - **Date:** 6/15
  - **Time:** 9:00 am

- **Office 365:OneDrive**
  - **Date:** 7/18
  - **Time:** 1:00 pm

- **SharePoint: Fundamentals**
  - **Date:** 6/5
  - **Time:** 1:00 pm

- **SharePoint: Fundamentals**
  - **Date:** 7/13
  - **Time:** 9:00 am

- **SharePoint: Fundamentals**
  - **Date:** 7/17
  - **Time:** 1:00 pm

- **SharePoint: Site Owner**
  - **Date:** 6/19
  - **Time:** 1:00 pm

- **SharePoint: Site Owner**
  - **Date:** 7/20
  - **Time:** 9:00 am