

Four easy ways to register for Continuing Education courses

1 THE WEB

Access the Continuing Education homepage on Sheridan's website at www.sheridaninstitute.ca and register via the Web.

Fees must be paid in full using Visa or MasterCard.

Registration via the Web is available up to the start date of the course.

2 MAIL IN OR DROP OFF

1. Course fees must be paid in full at the time of registration. Fees may be paid by cheque or money order payable to Sheridan Institute of Technology and Advanced Learning. (Post-dated cheques cannot be accepted.) Print the Course Name and Class Number on the back of your cheque or money order. You can also pay by VISA or MasterCard. (We cannot accept American Express.) Enter your VISA or MasterCard number and the expiry date of your credit card in the box under Payment Information. Please ensure the number and expiry date are correct. Sign both the credit card section and registration form.

2. Mail your registration form with payment to:
Sheridan Institute of Technology and Advanced Learning
Office of the Registrar
407 Iroquois Shore Road
Oakville, Ontario
L6H 1M3

3 VIA FAX

1. Course fees must be paid in full at the time of registration. Fees may be paid by VISA or MasterCard. (We cannot accept American Express.) Enter your VISA or MasterCard number and the expiry date of your credit card in the box under Payment Information. Please ensure the number and expiry date are correct. Sign both the credit card section and registration form.

2. Fax your registration form to Office of the Registrar at:
905-815-4027 or 905-874-4314

Please do not mail duplicate copies of your registration.

4 IN PERSON

1. Visit the Office of the Registrar at the Sheridan Institute of Technology and Advanced Learning location most convenient for you. Please check the office hours for each location.

See page iii in this Centrefold for the location and hours of Sheridan's registration centres.

2. Fees may be paid by cash, Interac, cheque or money order made payable to Sheridan Institute of Technology and Advanced Learning or by VISA or MasterCard. (We cannot accept American Express.) If paying by credit card, enter your VISA or MasterCard number and the expiry date of your credit card in the box under Payment Information. Please ensure the number and expiry date are correct. Sign both the credit card section and registration form.

ADDITIONAL INFORMATION

- Classes cancelled as a result of unscheduled closings will be rescheduled for your class by your instructor.
- Registrations will be accepted up to and including the date of the third scheduled class of the course, provided there is space available. This policy applies to full term courses and not short courses, seminars or workshops.
- Telephone registrations cannot currently be accepted.
- If space is not available in the course you have chosen or if it is cancelled, you'll be contacted by telephone prior to the first day of classes. Please include both home and business telephone numbers on your registration form.
- Room numbers are posted at the main entrance of each campus on the first day of class and are not available prior to the start of classes.
- All registrations are subject to availability of space in the class.

FOR MORE INFORMATION

905-845-9430

(Oakville/Mississauga local calling area)

905-459-7533

(Brampton/Mississauga local calling area)

905-681-4600

(Burlington/Hamilton local calling area)



Office use only Registration received by:	
Initials	Campus

Personal Information

Have you previously registered for a course/program/seminar/workshop at Sheridan? Yes No

If your address/surname changed since the last time you registered at Sheridan, please provide your former address/surname: _____

Special Fee Status: (SR) Senior (STAFF) Full-time Sheridan Employee

_____ Mr. Ms.
Student Number

_____ Initial _____ Surname
First Name

Male Female _____
Date of Birth (MM/DD/YYYY)

_____ City
Apt. # Street Address

_____ Extension _____
Postal Code Prov Home Phone Number Business Phone Number

Business Email: _____

If you are under 19 years of age do you have an Ontario Grade 12 Diploma or equivalent? Yes No

Course Information - Use this section to register for up to two courses.*

Term: Fall Winter Spring/Summer

_____ Course Fee* _____
CLS # Course Code Campus Location Start Date (MM/DD)

Course Title _____

Term: Fall Winter Spring/Summer

_____ Course Fee* _____
CLS # Course Code Campus Location Start Date (MM/DD)

Course Title _____

_____ Total Fees _____
Student Signature Date

*Include a separate cheque or money order, payable to Sheridan Institute of Technology and Advanced Learning, for EACH course you are registering in.

Payment Information - Course fees must be paid in full at the time of registration.

Credit Card (Please complete this section) _____

Cheque or Money Order (Include a separate cheque or money order, payable to Sheridan Institute of Technology and Advanced Learning, for each course you are registering in. No post-dated cheques please!)

Interac or Cash (In person only)

Registrations will be accepted up to and including the date of the third scheduled class of the course, provided there is space available. This policy applies to full term courses and not short courses, seminars or workshops.

Freedom of Information and Protection of Privacy Act, 1987. The information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, C.272, s5: R.R.O. 1980, Reg. 640. This information will be used for the purpose of making admission and registration decisions, for communicating additional information about College-wide activities, and for administrative and statistical purposes of Sheridan and the Ministry of Training, Colleges and Universities.

<input type="checkbox"/> (VS) VISA	_____	
<input type="checkbox"/> (MC) MasterCard	_____	
Expiry Date		
Credit Card Number		
Cardholder's Name (print first name/surname)		
Cardholder's Signature		
Your credit card will not be billed until your registration is accepted.		

REGISTRATION CENTRES

Brampton

Davis Campus

Sheridan Institute of Technology
and Advanced Learning
Office of the Registrar
7899 McLaughlin Road, P.O. Box 7500
Brampton, Ontario L6V 1G6
905-459-7533 Fax: 905-874-4314

Oakville

Trafalgar Road Campus

Sheridan Institute of Technology
and Advanced Learning
Office of the Registrar
1430 Trafalgar Road, Oakville, Ontario L6H 2L1
905-845-9430 Fax: 905-815-4027

Hours (Brampton and Oakville)

Regular Office Hours:

Monday – Friday 8 am – 4:30 pm

Extended Office Hours:

December 12 - 17, 2005

January 2 - 28, 2006

April 17 - May 6, 2006

- Monday - Thursday
8 am - 7:30 pm
- Friday
8 am - 4:30 pm
- Saturday
8:30 am - noon

Note: Sheridan Closed

- December 23, 2005 (Noon) - January 1, 2006 - Holiday Season
- April 14 - 16 - Easter Weekend
- May 20 - 22, 2006 - Victoria Day Weekend
- July 1 - 3, 2006 - Canada Day Weekend
- August 5 - 7, 2006 - Civic Holiday Weekend

2005-2006 DATES TO REMEMBER

Ongoing

You may register anytime on the Web or via fax, mail or in-person at the Davis Campus (Brampton) or Trafalgar Road Campus (Oakville).

WINTER TERM

December 12 -17, 2005

Extended office hours for in-person registration.

December 23, 2005 (Noon) - January 1, 2006

Sheridan Closed - Holiday Season

January 2 - 28, 2006

Extended office hours for in-person registration.

January 9, 2006

The majority of Winter Term classes start this week.

SPRING TERM

April 14 - 16, 2006

Sheridan closed - Easter Weekend

April 17 - May 6, 2006

Extended office hours for in-person registration.

April 24, 2006

The majority of Spring Term classes start this week.

May 20 - 22, 2006

Victoria Day Weekend - No Continuing Education Classes Scheduled

July 1 - July 3, 2006

Canada Day Weekend - No Continuing Education Classes Scheduled

August 5 - 7, 2006

Civic Holiday Weekend - No Continuing Education Classes Scheduled

For campus locations refer to the map at the back of this publication.