

**Register and pay 7 days before the program/class start date to receive a \$10 early bird discount.**

**PRE-REGISTRATION IS REQUIRED!**

The Office of Professional and Continuing Education strives to provide non-credit courses that meet the needs of the community. It is important that you pre-register, because only courses for which there is sufficient enrollment will be provided. Applicants are assigned to classes on a first-come basis.

**FEES & PAYMENTS:** OPCE courses are self-supporting and costs vary depending upon expenses. It is required that you pay the FULL course fee in order to be enrolled.

**WITHDRAWALS & REFUNDS:** If you are unable to attend a certificate program for which you have registered, please notify the OPCE (fax, write, or email) five business days prior to the beginning of the program. If you are unable to attend a course for which you have registered, please notify the OPCE (fax, write, or email) three business days prior to the beginning of the course. Providing the appropriate cancellation notice will ensure a full refund minus a \$20 processing fee. If you register for a certificate program or course during the 5 or 3-day window prior to the start date and you must cancel your registration, you may choose to substitute a person – no refunds are available during this time period. OPCE is not responsible for non-refundable plane tickets, hotel and rental car deposits, or any other expenses incurred.

**FINDING YOUR WAY ON CAMPUS:** Maps are available at <https://cws.auburn.edu/map> or at OPCE.

**AUBURN UNIVERSITY TRAFFIC & PARKING REGULATIONS:** A vehicle driven/parked on campus during the hours of 7 am – 5pm will require a campus zone permit. Contact AU Parking Services at 334-844-4143. Auburn University is an equal opportunity educational institution/employer.