A Program of Continuing Education for Adults

Classes Offered at 25% Reduced Fee
If you’re a UCLA career employee who works at least 50% time, you can enroll in an Extension course at a 25% reduced fee discount* (see below for restrictions). Join your fellow staff and faculty and take advantage of this great opportunity.

Keep Moving Ahead
Advance your career at UCLA and continue your education through a course of study at UCLA Extension. Add to your knowledge and skills—and save money, too!

Convenient Courses Taught by Experts
Each quarter, UCLA Extension offers more than 1000 seminars, courses, workshops, and programs, taught by world-class instructors and conveniently scheduled in the evenings, on weekends, even online. Choose from a wide selection of professional and creative courses, including more than 80 certificate programs in fields such as computer graphics, business and management, information sciences, foreign languages, writing, entertainment studies, and more.

It’s Easy to Enroll
After selecting your course, simply complete the Reduced Fee Enrollment and Departmental Recharge Application (below) and return it to the UCLA Extension offices:

By Campus Mail:
Extension Student Services
Department “K”
Mail Code: 134907

By U.S. Mail:
UCLA Extension
P.O. Box 24901
Department “K”
Los Angeles, CA 90024-0901

In Person:
UCLA Extension
Administration Building
10995 Le Conte Avenue
Registration Office, Room 113

For a free copy of the current UCLA Extension catalog, call ext. 59971, or browse the catalog online at: uclaextension.edu

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* Fees for such items as books, computer time, housing, meals, transportation (including those which may be included in the enrollment fee), and fees for concurrent enrollment in UCLA courses and for certain contract programs do not qualify for this discount. To confirm eligibility for the discount, please contact our enrollment office at extension 59971.
# UCLA Staff, Faculty, Emeriti, and Retired Staff
## Reduced Fee Enrollment and Departmental Recharge Application

- Payment may be made by Check, Cash, or Credit Card.
- Make checks payable to Regents of U.C.

Note:
There is a $30 charge for returned checks. A $30 administrative fee is withheld from each course for which you request a refund unless the course is canceled, discontinued, rescheduled, or has a special refund policy.

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**ACCOUNT CC FUND PROJECT**

–03-3300

VERIFICATION OF EMPLOYMENT (Career staff employees must be employed at least 50% time)

To verify eligibility, visit atyourservice.ucop.edu and print a current employment verification form.

**Social Security number (last 4 digits only)**

**Birthdate (Mo/Day/Yr)**

**Male**

**Female**

**Name (First/Mi/Last)**

**Mailing address**

**City/State/Zip**

**Country/Postal Code**

**Daytime phone: area code/phone number**

**Email address**

**Check here to receive email notice of upcoming events and specials from UCLA Extension.**

*The last four digits of your Social Security number (SSN) and date of birth are used only to verify your identity for accurate record keeping. (See “Privacy Notification” inside current UCLA Extension quarterly catalog.) Providing this information is voluntary.*

**Highest Educational Level Attained:**

(If your formal education was completed outside the U.S., please check the box that best describes equivalence.)

- High School in Progress
- High School Graduate/GED
- AA/Associate in Arts
- BA/BS/Other Bachelor’s Degree
- Master’s Degree
- PhD
- Master/MD/Other Professional Degree
- decline to state

**Ethnicity/Race:**

- Asian/Pacific Islander
- Black/African American
- Caucasian
- Hispanic/Latino/Chicano
- Native American/Alaska Native
- Other
- Decline to State
- Two or more of the categories listed here

**Total fees**

- $