

The Division of Educational Outreach fully supports UNLV staff members who wish to enroll in Continuing Education (CE) courses for personal enrichment and/or professional development. All UNLV staff members (e.g. Faculty, Professional, Classified, Letter of Appointments, etc.) qualify for a staff discount. Not all courses offer discounts and discounts vary by class.

Registration Process:

For all discount fee requests, please complete this Registration Request Form and submit it to the Continuing Education office for review. Continuing Education will review your request and if there is available seating for the course(s) you are interested in enrolling in your registration request will be approved and processed. A NSHE or UNLV Employee ID number is required to verify your employment status at UNLV.

Please submit all staff discount requests by email or campus mail to the following address:

Email: continuing.education@unlv.edu Mailstop: 1019

Please submit this form **no later than 2 weeks prior to the start date of the class**, otherwise CE cannot ensure your request will be processed prior to the first day of class.

Registrant Information:			
Last Name:		First Name:	Middle Initial:
NSHE ID:		UNLV Employee ID:	Date of Birth:
Address:			
City:	State:	Zip:	Day Phone:
Email:		Cell Phone:	
Course Information:			
Course Code	Course Name		Start Date
Payment Information:			
<p>You will be contacted by one of our DEO representatives if your request has been approved. Full payment of the course(s) will be due at that time. As a reminder, it is against UNLV/NSHE policy to use a P-Card to pay for registration fees of courses. If your department is paying for your registration, an Interdepartmental Requisition (IDR) form must be submitted.</p>			
<p>I hereby certify that to the best of my knowledge the information furnished in this form is accurate and complete. I also have read and understand the registration/cancellation/refund policies on the CE web site: http://continuingeducation.unlv.edu/registration-policies</p>			
Employee Signature _____		Date _____	

