

The Division of Educational Outreach fully supports UNLVIP Alumni members who wish to enroll in Continuing Education (CE) courses for personal enrichment and/or professional development. Individuals who are current active members of the UNLV Alumni Association qualify for discounts. 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 UNLV Alumni Association ID number is required to verify your UNLVIP Alumni membership status.

Please submit all UNLVIP Alumni membership discount requests by email or U.S. mail to the following address:

Email: continuing.education@unlv.edu
U.S. Mail: University of Nevada, Las Vegas Continuing Education 4505 Maryland Parkway Box 451019 Las Vegas, NV 89154-1919

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:
UNLVIP Alumni Membership ID:			Date of Birth:	
Address:				
City:	State:	Zip:	Day Phone:	
Email:			Cell Phone:	
Course Information:				
Course Code	Course Name			Start Date
Approval and Payment Information:				
<p>You will be contacted by one of our CE representatives if your request has been approved. The amount of the discount will be communicated with you at that point of the process. Full payment of the course(s) will be due at that time.</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>				
UNLVIP Alumni Member Signature _____				Date _____

Course Discount Review: *Completed by CE Department (Internal Use Only)*

Registrant Name: _____
 The above named registrant is requesting a UNLVIP Alumni Member Discount on this/these class(es).

Course Code	Alumni Discount Fee	Calculation Notes

The UNLVIP Alumni discount request is Approved
 Denied

Reason for Denial: _____

Coordinator Name _____ Date _____

Coordinator Signature _____ Date _____

CE Director Signature _____ Date _____

UNLVIP Alumni Membership Verification: *Completed by CE Department (Internal Use Only)*

The above named registrant is currently a UNLVIP Alumni Member
 Yes No Expiration date _____

Verified by _____ Date _____