

GENERAL INFORMATION

HOW TO ENROLL

(Enrollment in college credit classes still must be handled through ECU's Registry office. Our enrollment form will not be accepted.)

Enrollments for Continuing Education classes may be made in 5 ways:

In Person:

Visit ECU's Center of Continuing Education & Community Services, Fentem Hall, Room 114. Office hours are Monday - Friday, 8:00 a.m.-5:00 p.m.

By Telephone: For Credit Card Payment Only:

Enrollments in the Continuing Education's non-credit classes can be taken over the phone. Call our office: 580-559-5456. You will need to provide the same information as requested on the mail-in enrollment form.

By FAX:

Enrollments may be taken using credit card and FAX to 580-310-9007.

By Mail:

Send the completed enrollment form, along with fee(s) to:

East Central University
Center of Continuing Education &
Community Services
1100 E. 14th Street, PMB E-3
Ada, OK 74820

Make check payable to East Central University.

By Web:

Visit www.ecok.edu/ce and click Enroll Now to go to our online enrollment site. After setting up an account you may enroll and pay for most classes online.

ENROLLMENT DEADLINES

Unless otherwise indicated, our office accepts enrollments through the first session of each course (if maximum enrollment is not reached). **Fees must be paid to reserve a place in any Continuing Education class.**

CLASS SIZE LIMITS

Since class enrollments are limited and enrollments are accepted in the order received, early registration/fee payment is advised. Please do not wait until the first night of class to enroll; you could be closed out.

CANCELLED CLASSES

The University reserves the right to cancel, combine or divide classes; to change the time, date, or place of meeting; to change instructors without notification and to make other revisions without incurring obligation. If a class is cancelled, you will be notified as early as possible.

SPECIAL NEEDS

If you feel you need disability-related accommodations for a C.E. class, please notify us within 72 hours of either the beginning date or the earlier enrollment deadline. Call 580-559-5456.

INCLEMENT WEATHER

As a general rule, if the University cancels credit classes due to bad weather, the Continuing Education classes will also cancel. Listen to the local radio stations for these announcements.

ENROLLMENT CONFIRMATION

You will be notified only if a class is cancelled. Only those who enroll online will receive an automated enrollment confirmation and class reminder via email.

SATISFACTION GUARANTEE POLICY

The Continuing Education's and Community Service Programs guarantees your satisfaction for all classes. Refunds must be requested within 14 days of the end of the class. If for any reason you are unhappy with your class/program, please let us know and we will gladly refund your money.

DISCLAIMER

Under the Tort Act, ECU is not responsible for any damages or injuries that could occur to any individual when participating in any continuing education class or program.

CONTACT INFORMATION

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