

SUSLA SPRING 2022 REGISTRATION FORM

NAME (PRINT) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELL PHONE _____

FAX _____ EMAIL ADDRESS _____

COURSE TITLE(S)	DATE(S) & TIME(S)	FEE(S)

How did you learn about the course(s) for which you have registered? _____

Total Amount Enclosed: _____ (do not mail cash)

Method of Payment: _____ personal check _____ credit card _____ money order

To Register by Fax: Fax your registration form to (318) 670-6413. Students must mail payments or pay fees at the Cashier's Window at the address below. Please be mindful that students are not officially enrolled until fees are paid.

Register by Mail – Send Payments (check or money order) or To Register in Person:
Southern University at Shreveport — Leonard Barnes Administration Building
Department of Continuing Education
C/O Cashier's Window
3050 Dr. Martin Luther King, Jr. Drive, Shreveport, LA 71107

- Payments by mail must be received prior to the start of class
- Credit card payments must be paid at Cashier's Window or by the aforementioned on-line pay option
- A 90% refund is available upon withdrawal from class at least three days prior to class beginning
- A 100% refund is available if the class is canceled by the University. Refunds cannot be made after the class(s) begins.
- All refunds require at least 30 days to process, and the refund will be mailed to the address on the registration form.

For more information contact: Department of Continuing Education 318.670.9571 or 318.670.9470 or jgalitos@susla.edu or slevingston@susla.edu.