

HOW TO SIGN UP (CHOOSE ONE)

ONLINE REGISTRATION: Register online at www.recreation.ucla.edu/register. To sign in, you will need either a valid nine-digit student or employee University ID # (located on your Bruin Card) or a UCLA Recreation Membership ID # (printed on your Membership Card). Follow the sign-in instructions on the website. After entering your UID #, just browse, register and pay. It's that easy! Note: If you are interested in taking a class at the Marina Aquatic Center and do not have an ID number, please email mac@recreation.ucla.edu or call 310.823.0048.

WALK-IN: *For all classes:* Service & Sales - Cashiering
John Wooden Center (1st floor)

For Marina Aquatic Center classes only: Marina Aquatic Center 310.823.0048
14001 Fiji Way, Marina del Rey

FAX: Fax enrollment form (credit card payment only) to 310.206.2385.
All faxed registrations must be received two business days prior to the class start date.

MAIL: All mailed enrollment forms must be postmarked one week prior to first class meeting.
UCLA Recreation Class Enrollment
2131 John Wooden Center, Box 951612, Los Angeles, CA 90095-1612
Or Campus Mail Code: 161206

PARTICIPANT INFORMATION (PLEASE PRINT LEGIBLY)

FIRST _____ MI _____ LAST _____ MALE FEMALE

EMAIL _____ LOCAL PHONE (____) _____ BUSINESS PHONE (____) _____

LOCAL ADDRESS

STREET _____ APT # _____

CITY/STATE/ZIP _____

LOCAL EMERGENCY CONTACT NAME _____ RELATIONSHIP _____ PHONE (____) _____

CAMPUS ADDRESS (FACULTY/STAFF ONLY)

DEPARTMENT _____

6-DIGIT MAIL CODE _____

AFFILIATION (SELECT AFFILIATION AND ENTER YOUR UCLA ID OR MEMBERSHIP NUMBER)

- UNDERGRADUATE STUDENT GRADUATE STUDENT
 FACULTY STAFF ALUMNI ASSOCIATION MEMBER
 MARINA PASSPORT OTHER _____

STUDENT/STAFF ID # _____

SCHOOL (IF NOT UCLA) _____

RECREATION MEMBER # _____

MARINA PASSPORT OR ALUMNI # _____

SPONSORED GUEST OF MAC/OA MEMBER _____

TIER ONE: UCLA STUDENTS AND RECREATION MEMBERS **TIER TWO: COMMUNITY AFFILIATES (INCLUDES UNIVERSITY ACTIVITY FEE)**

CLASS INFORMATION

CLASS TITLE	LEVEL	SECTION	DAY(S)	DATE(S)	TIME	FEE	OFFICE USE

COUPON CODE _____ PREREQUISITE CODE _____

PHOTO RELEASE

I GIVE MY CONSENT TO THE USE OF ANY PHOTOGRAPHS TAKEN OF ME BY UCLA RECREATION STAFF, OR THEIR REPRESENTATIVES, TO BE USED FOR EDITORIAL AND/OR PROMOTIONAL USES ONLY.

SIGNATURE OF PARTICIPANT _____ DATE _____

PAYMENT METHOD (NO FORMS PROCESSED WITHOUT APPLICABLE FEE PAYMENT)

CHARGE (\$15 MINIMUM) VISA MASTERCARD DISCOVER AMERICAN EXPRESS CHECK # _____ (PAYABLE TO UC REGENTS)

CARD # _____ EXPIRES ____/____/____

CARDHOLDER'S SIGNATURE _____ DATE _____

ADDITIONAL INFORMATION (ADDING A CLASS, INCLEMENT WEATHER AND REFUNDS)

ADDING A CLASS: If a class is open, you can enroll through the third week of the class by going to Service & Sales - Cashiering in the JWC (1st floor). If a class is full or if it is past the third week of the class, go directly to the class and ask the instructor if it is possible to add. If there is room in the class, the instructor will give you an add sheet. Return the add sheet to Service & Sales - Cashiering in the JWC (1st floor). Exceptions: To change or add one of the following classes, call the number listed: Horseback riding and polo classes, 310.825.3701 and Marina Aquatic Center classes, 310.823.0048.

INCLEMENT WEATHER: If you are unsure whether class will be held due to questionable weather, call 310.823.0048 for boating classes and 310.825.3701 for all other classes one hour before your class is scheduled to begin.

REFUND: To notify UCLA Recreation that you no longer want to take a class, please complete a "Refund/Transfer/Payroll Deduction Form." The form is available at Service & Sales - Membership in the JWC (2nd floor), Marina Aquatic Center or online at www.recreation.ucla.edu/registerinfo. Refund requests received at least two weekdays prior to the first class meeting or pre-trip meeting are eligible for a 90% refund or 100% transfer towards another class in the same quarter. There are **no refunds** after this point for horseback riding or Marina Aquatic Center/Outdoor Adventures outings. Refund requests for all other Recreation classes received prior to the second class meeting are eligible for a 50% refund or 100% credit toward another class in the same quarter. No refunds after the second class meeting.

Minimum refund amount is \$5. All refunds are processed through UCLA General Accounting. Refund checks require six weeks to process.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

