

Workforce Development & Community Education

REGISTRATION PROCESS

Early Registration

Students must register at least five (5) business days prior to the course start date. Doing so will enable us to determine whether or not the class will be offered. If necessary, classes may be cancelled due to low enrollment.

4 Easy Ways to Register:

1

In Person*

You may register in person at the Workforce Development & Community Education office located in the Career Technology Building (CATE), Suite 210, at 1201 Kitty Hawk Road, Universal City, TX 78148. Registration hours are Monday - Friday, 8:00 am - 5:00 pm



2

Mail*

To register by mail, complete our registration form at www.alamo.edu/nlc/workforce.htm.
Mail to: Attn: Workforce Development & CE, CATE Bldg. Suite 210
Northeast Lakeview College
1201 Kitty Hawk Road, Universal City, TX 78148



3

Fax*

To register by fax, complete the registration form and fax to the Workforce Development & Community Education office at (210) 486-5317.



4

Call*

You may call (210) 486-5313 to register through the Workforce Development & Community Education office between the hours of Monday - Friday, 8:00 am - 5:00 pm



* Registration in person, by mail, fax or by phone will still require payment at the Bursar's Office located in the Student Commons building at 1201 Kitty Hawk Road. Please see payment information below for further instructions.

TUITION PAYMENT

Students are encouraged to pay their tuition at the time of registration. Cash, Check, Credit Card, and Money Orders are appropriate payment methods that must be submitted to the Northeast Lakeview College Bursar's Office, located in the Student Commons Building, 1201 Kitty Hawk Road. Hours of operation are as follows: Monday and Thursday from 8:00 - 7:00, Tuesday, Wednesday, and Friday from 8:00 - 5:00. All MasterCard, VISA, or American Express payments must be paid in person at the NLC Bursar's Office. Non-payment may result in deletion of that student's name from the class roll so as to allow other students to register.

REFUNDS

All tuition refunds for classes that are cancelled due to low enrollment will be processed by the Workforce and Community Education Division at 100%. For other drops, a full refund will be returned if a written or faxed request is received from the student prior to the first class meeting. Eighty percent (80%) of the tuition is refundable if a written request is received from the student prior to the second class meeting. After the second class meeting, no refunds will be made; no exceptions. The Workforce Development & Community Education department adheres to Alamo Colleges' policy on all refund requests. Refunds are issued by check from the ACCD District Bursar. NO EXCEPTIONS WILL BE MADE. Refund requests require approximately 30 days to process.

For more information:

Workforce Development and Community Education
(210) 486-5313