

Registration Instructions

Register Online

Go to shortcourses.fhda.edu and follow the instructions to register. If you need technical assistance, please call **(408)-864-8817**.

Register by Phone

Call **(408) 864-8817**. Office hours are Monday through Thursday, 9am to 4:30pm, and Friday, 9am to 4pm. No phone registration will be accepted after 12:00pm on Friday. Students may call to check for class availability. Lines are open 24 hours a day, 7 days a week. Feel free to leave us a message on voicemail.

Register by Mail

Fill out the registration form listing each course you wish to enroll in (include course #). Some classes fill up quickly—enroll today!

Mail your registration form along with check or credit card information to:

**De Anza College—Short Courses
Community Education
21250 Stevens Creek Blvd.
Cupertino, CA 95014**

The Short Courses Office does NOT accept cash or American Express cards. We accept checks, VISA, MasterCard and Discover.

Register by FAX

Send a fax to **(408) 864-5434**, 24 hours a day, 7 days a week. Fax your registration form with MasterCard, Visa or Discover number. Be assured that your personal information will be kept safe. Our fax machine is held in a secure locked room.

Register at Class

Registration is permitted at the class if space is available. However, if you have not pre-registered, please call the office at **(408) 864-8817** the day before class for information concerning changes or cancellations.

No Registration Confirmations

No registration confirmations will be mailed, faxed or e-mailed, so remember to mark your calendar with date, time and location of your class.

Publication Errors

Although we make every effort to avoid mistakes, this schedule of classes is not a contract. The college does not assume liability for errors—typographical or otherwise.

Additional Costs

In some cases, a materials fee may be charged. Material fees are paid to the instructor at the first class meeting and are non-refundable.

Cancelled Classes

Community Education reserves the right to discontinue, postpone or combine activities and to change instructors. We receive no public funding and are self supporting from class fees. If minimum enrollment is not reached, a class may be cancelled before the first meeting. Students will be contacted by telephone or in writing if a class is cancelled, and a full refund will be issued.

Refund Policy

Because teachers' salaries are paid by the fees collected, and because students are denied enrollment when the class maximum is met, we must limit our refund policy. If you would like a refund, **a written request must be received by the Community Education office 7 working days prior to the first class meeting**. A \$20 processing charge **per class** will be deducted. No phone requests for refunds will be accepted. **If you contact us less than 7 working days prior to the first class meeting, no refunds will be issued.** Allow 4-6 weeks to process requests. Mail refund requests to:

**De Anza College Short Courses
21250 Stevens Creek Blvd
Cupertino, CA 95014**

Fax refund requests to: (408) 864-5434

E-mail refund requests to: shortcourses@fhda.edu

Parking Information

All parking requires a paid fee, seven days a week. Machines are located in each student parking lot. Passes cost \$2.00, and allow parking for one day. Some machines take quarters—others dollar bills. Please be prepared to pay at either type of machine. Parking passes are non-refundable, even if your class has been cancelled.

Security

Foothill College: (650) 949-7313

De Anza College: (408) 864-5555

Community Education Short Courses are presented for your enjoyment. They do not necessarily reflect the views or policies of the Foothill-De Anza Community College District. The District does not endorse any person or product. Should there be a need, the Board of Trustees reserves the right to change courses, programs, or presenters.