

# Four Ways to Register



## Online

Registration has never been easier. In just a few minutes, you can sign up and register for any of the LEARNwest classes. Visit our website at [www.wdmcs.org/commed](http://www.wdmcs.org/commed) and click on 'Take A Class.'



## In Person

at the Learning Resource Center, 3550 Mills Civic Parkway in West Des Moines between the hours of 8 a.m. and 4:30 p.m.



## By Mail

Learning Resource Center  
LEARNwest  
3550 Mills Civic Parkway  
West Des Moines, IA 50265-5556



## By Phone

Call in your class registration with your credit card number to 515-633-5001 between 8 a.m. and 4:30 p.m. Please complete the registration form before calling to avoid delays.

## Register Early

- Registration is required for all classes and is taken on a first-come basis.
- Early Registration Discount (LEARNwest/Adult Classes Only)**  
Register at least two weeks in advance of a class start date and receive a \$5 discount off your registration. If you register online, the class price listed will automatically reflect the \$5 discount if it applies. If you register by mail, it needs to be postmarked at least two weeks before the class start date to qualify for the discount. Exclusions for the discount include: all ACT classes, all Adventures/Youth classes, College Planning, and online classes.
- If registering close to the start of class, call or check the website to confirm that space is still available.

## Confirmations

If an email address is provided, a confirmation will automatically be sent. If not, please request a confirmation when registering.

## Refunds

There is a \$10 charge on all refunds except classes filled or canceled by LEARNwest. To receive a refund, requests must be made by phone or in writing to LEARNwest before the class meets a second time. For one-night classes, refunds will only be given before the class is held.

## Supply List

If a supply list is required for your class, please request the list when registering. If registering online, you can link to the supply list from the class description page. A supply list will not be sent unless requested.

## Scholarships

Scholarships are available for those who qualify. To learn more, please call 515-633-5001.

## Questions?

Call 515-633-5001 or email [communityeducation@wdmcs.org](mailto:communityeducation@wdmcs.org).

# Fall 2018 LEARNwest Registration Form

Student Name \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

Birthdate \_\_\_\_\_ How did you hear about us?  
 Catalog  Facebook  Website  Friend  Instructor  Other \_\_\_\_\_

1. Class Name \_\_\_\_\_ Code \_\_\_\_\_ Class Begins \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

2. Class Name \_\_\_\_\_ Code \_\_\_\_\_ Class Begins \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

3. Class Name \_\_\_\_\_ Code \_\_\_\_\_ Class Begins \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Early Registration Discount\* \$ \_\_\_\_\_  
 (\*Subtract \$5 for every class you are registering at least two weeks in advance for.)

**Total Fees = \$ \_\_\_\_\_**

## Method of Payment

Cash  Check No. \_\_\_\_\_ Please make checks payable to Community Education.

## Photo Permission

I prefer NOT to be photographed for future use in publications, website, social media, or local media and newspapers.