

# 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.
- 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).

# Winter/Spring 2019 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 \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

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.