



# REGISTRATION INFORMATION

Online Registration begins Friday, January 4

Mail, Phone, In Person, Fax Registration:

Monday-Friday, January 7-18, 9:00 a.m.-4:00 p.m.

(After January 18, Monday-Friday 9:00 a.m.-3:00 p.m.)



**By Mail:** Complete a registration form (on page 99) and mail it with a check or credit card number (Visa, MasterCard or Discover) to the address of the Community Education Office that is **taking registration for the class**. See **page 96 for Community Education Offices**. **If paying by check, your place is confirmed when payment is received (make checks payable to ISD# 625).**



**By Phone WITH CREDIT CARD ONLY (Visa, MasterCard or Discover):** Call the Community Education **telephone number listed with the class** during extended office hours, 9:00 a.m.-4:00 p.m., Monday-Friday, January 7-18. After January 18, call during regular office hours, 9:00 a.m.-3:00 p.m. Please have your credit card number and expiration date ready when calling. Refer to both class title and course number when registering.



**In Person:** Visit the Community Education Office that is **taking registration for the class** during extended office hours, 9:00 a.m.-4:00 p.m., Monday-Friday, January 7-18. After January 18, visit during regular office hours, 9:00 a.m.-3:00 p.m. If paying with cash, please have exact amount. **See page 96 for Community Education Offices.**



**By Fax WITH CREDIT CARD ONLY (Visa, MasterCard or Discover):** Complete a registration form (on page 99) including your credit card number and expiration date. Fax it to the Community Education Office that is **taking registration for the class (page 96).**



**Online Registration at [www.ceregspss.org](http://www.ceregspss.org)**  
(Begins Friday, January 4)

**No Confirmations:** Assume the class will be held at the time and place indicated unless you are notified otherwise.

## UCare Minnesota Discounts:

All UCare Minnesota members may take up to a \$15 discount per class on most classes offered in this catalog. If a class is less than \$15, the member may take the class free of charge. Members must be on UCare at the time of registration and through the duration of the class(es). Members will need to include their UCare ID number when registering. **UCare registration is not available online. UCare Minnesota discounts do not apply to Como Park Zoo and Conservatory classes, Saint Paul Parks and Recreation classes and West 7th Community Center classes.**

## Refunds:

- A \$5 processing fee will be applied to all participant-initiated cancellations.
- Refunds (minus the \$5 processing fee) can only be issued if requested three (3) business days prior to the start of the first day of class.
- For classes and tours that have a published cancellation deadline, no refunds or credits will be issued after the specified dates.
- Full refunds or credits are issued if Community Education cancels a class or tour, or the class or tour is already filled.

**Saint Paul Public Schools Community Education will not hold classes on:**

- **Mondays: January 21 and February 18**
- **Tuesday, March 4 after 6:00 p.m.**

## NEED A COMMUNITY EDUCATION CATALOG?

Catalogs are mailed to every resident within the City of Saint Paul three (3) times a year. If you have a friend or know of anyone (outside of the City limits) who would like to receive our catalog, mail a postcard with their name and full address to:

**Community Education  
ATTN: Catalog**

**1001 Johnson Parkway • St. Paul, MN 55106  
or call 651-793-5455 to be put on the mailing list.**

If you are outside of the City limits and are currently on our mailing list, you will remain on the list for two (2) years. After the two (2) years if you wish to remain on the list, call 651-793-5455.

**Catalog online at [www.commed.spps.org](http://www.commed.spps.org)**

## Special Services:

Persons with disabilities are welcome in any class or activity and may bring a helper at no extra charge in most cases (please call first). If you need a reasonable accommodation, contact the Community Education Office where you are registering.

## Closings Due to Weather:

In case of bad weather, tune to WCCO 830 AM for notification of school closings. Saint Paul Community Education Programs are **not** held when the schools are closed due to inclement weather.