Welcome to PCE/EO 2013-14 Registration
(Fee-Based Programs)

Please read carefully and follow ALL steps to ensure you are properly registered!

Confirm→Download→Verify→Complete→Submit→Pay→Check→Contact

1. **CONFIRM** coursework with advisor. If a course is offered for a range of credits (e.g. 1-12) **be sure to find out for how many credits you should register.** This can vary, depending on your specialty or your individual plan of study.

2. **DOWNLOAD** appropriate Registration Form for the quarter for which you are applying at: http://nursing.uw.edu/students/pce

3. **VERIFY** with PCE/EO Time Schedule
   Go to: http://www.washington.edu/students/timeschd/95index.html for specific information about whether **a course has prerequisites, or requires special permission, an Add Code or a Faculty Code*, as well as, when and where a course will meet**; click on SLN# for information and notes.
   *** Do NOT sign up for Independent Study with a faculty member without prior agreement with that faculty member.**

4. **COMPLETE** Registration Form and check boxes next to these courses you wish to take. Use blank lines on each registration form to write in additional courses or electives. Indicate the six- digit SLN number from the PCE/EO time schedule, or if you wish to take a course not present in the EO time schedule you write in the 6-digit SLN for a course from the regular UW Time Schedule (http://www.washington.edu/students/timeschd/).

5. **SUBMIT** your registration form and payment to the EO registration office in person or via mail or phone - this is not an electronic process!

   4311 - 11th Ave. NE, Suite 100, Seattle, WA 98105-4608
   Phone: 206-543-2310; 1-800-543-2320 Fax: 206-685-9359

6. **PAY** - payment is due at time of registration. If expecting financial aid through the UW Office of Student Financial aid, complete and submit the *Payment Agreement Form* with your registration form: http://www.pce.uw.edu/uploadedFiles/Main/StudentInfo/payment_agreement.pdf. On the registration form you may also indicate 3rd party payment and submit 3rd party payment paperwork in lieu of payment.

   Late fees will incur for late registration. Please check the following link for Important Dates http://www.washington.edu/students/reg/1213cal.html#Q3

7. **CHECK** MYUW 2-3 days after completing Registration to ensure proper course listing. Make sure the 2 **Tables** (myuw and PCE) that list your coursework match. Check your UW email on an ongoing basis for emails regarding possible problems with registration (such as *Holds,* missing *Add Code* or *Faculty Code, Compliance*).

8. **CONTACT** UW Professional & Continuing Education/Educational Outreach Registration department at 206-543-2310 or email uweoreg@pce.uw.edu to make ***changes to your registration.***

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Work Hours: Monday through Friday, 8:30-5:30

Revised 05/21/13 (mwt)