

How to Register:



Questions: If you have any questions, please feel free to call our Customer Service Center at 715-346-3838, or toll-free 800-898-9472. Office hours are Monday - Friday, 9:30 am - 3:00 pm. Our mail-in registration process is on a first-come, first-served basis. **If you have needs that require special assistance, please notify us at least 2 weeks before the program date.**

Late Registration: Late registration and walk-ins are strongly discouraged because you may find the program full or the program may have been cancelled due to insufficient enrollment.

Confirmation: Confirmation letters will be sent to registrants approximately 1 week prior to the start of the program. Information will confirm dates, times, locations, and parking information, and any other pertinent details.

Cancellations: UWSP Continuing Education programs are offered contingent upon enrollment. The decision is made approximately 1 week prior to the program start date. If the enrollment is low it is possible that the program session will be cancelled. REGISTER EARLY to increase the chances that the session you want will be held!!!

**We reserve the right to cancel a session/series due to insufficient enrollment; in this case, a full refund will be given.*

Cancellations and Refund Policy: Cancellations (before the session begins) must be submitted in writing to UWSP Continuing Education Office. Cancellations may have fees due depending on time of notification and the program. Please call to notify us of your intent to cancel, followed by written notification (as required by state auditors).

Name _____

Phone _____ work _____ home _____

Position / Title _____

Company/Organization _____

Organization Mailing Address _____

City/State/Zip _____

Email _____

Home Mailing Address _____

City/State/Zip _____

Four Ways to Register:

1. Complete and mail enrollment form and fee to: (checks made payable to UWSP)
University of Wisconsin – Stevens Point
UWSP Continuing Education
2100 Main Street Rm. 032 Main Bldg.
Stevens Point, WI 54481-3897
2. Fax registration form to (715) 346-4045 if paying by purchase order or MasterCard / Visa
3. Register online at www.uwsp.edu/conted/sbdc
4. Phone in registration if paying by Mastercard / Visa to (715) 346-3838 or (800) 898-9472.

If paying by purchase order, give number here: _____

Please charge the following account: MasterCard Visa

Card Number _____

Cardholder's Name _____

Exp. _____ Signature _____

Please list the workshop/program(s) you wish to attend:

TOTAL \$ AMOUNT: _____

Personal Demographic Information

The University of Wisconsin asks that you voluntarily respond to the questions below. The cumulative demographic information will be used to enhance our programming efforts.

(Circle response)

Race / Ethnicity
 A – Black (Not Hispanic)
 B – Asian or Pacific Islander
 C – American Indian / Alaskan Native
 D – Hispanic
 E – White (Not Hispanic)

Gender F – Female
 M – Male

Age under 18
 18 to 34
 35 to 49
 50 to 64
 65+

Occupation / Organization

- 01 – Agriculture / Forestry
- 02 – Educational Services
- 03 – Engineering, Architecture, Surveying
- 04 – Finance, Insurance, and Real Estate
- 05 – Health Services (*Physical & Mental*)
- 06 – Manufacturing
- 07 – Protective Services (*Police, Guards, Corrections*)
- 08 – Public Administration (*Govt*)
- 09 – Retail Trade
- 10 – Social, Recreation, & Religious Services
- 11 – Trans., Comm., Utilities
- 12 – Wholesale Trade
- 13 – Other

Veteran Status

Non-Veteran Disabled Veteran Vietnam-Era Veteran Other Veteran

Business Owner Information

Are you a Business Owner? Yes No

Business Status:
 Start-up (<2 yrs) Existing (>2 yrs) High Growth (>10% increase)

Are you a SBA Client? Yes No

Are you involved in international trade? Yes No

Are you enrolled in this program for career purposes? Yes No