



## California Community Colleges Enrollment Management Academy

June 22-25, 2020

### Registration Form

Please provide college information below, followed by the names and information for each participant. For additional participants, continue on another sheet.

College: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

1. \_\_\_\_\_  
Name Title/Position

\_\_\_\_\_  
Telephone number Email address

2. \_\_\_\_\_  
Name Title/Position

\_\_\_\_\_  
Telephone number Email address

3. \_\_\_\_\_  
Name Title/Position

\_\_\_\_\_  
Telephone number Email address

4. \_\_\_\_\_  
Name Title/Position

\_\_\_\_\_  
Telephone number Email address

5. \_\_\_\_\_  
Name Title/Position

\_\_\_\_\_  
Telephone number Email address

**Registration Fees:** Registration includes morning and afternoon workshop sessions and workshop materials.

- Individual Registration: \$1,250/person
- Team Registrations: \$1,000/person (for 3+ people from the same institution registering at the same time)

*Individual Registration (1 or 2 participants)*

\_\_\_\_\_ Participant(s) x \$1,250 each = \_\_\_\_\_ Total individual registration fees

*Team Registration (3 or more participants)*

\_\_\_\_\_ Participants x \$1,000 each = \_\_\_\_\_ Total team registration fees

**Possible Scholarship:** In past years, the Academy has received an Equity Grant from the California Community Colleges Chancellor's Office to provide partial support to defray the cost of participation. Participants will receive instructions on how to apply for these funds (\$300 per participant) at the conclusion of the Academy.

**How to Register:**

- To register online and pay with a Visa or MasterCard, please use the secure registration page at <https://commerce.cashnet.com/3CEMA>.
- To reserve your spot(s) and pay by check, please complete and send in this registration form to [ses@cgu.edu](mailto:ses@cgu.edu), and an invoice will be sent to you.

Space fills up quickly, and spots are committed to on a first-come, first-registered basis. As soon as your spot is secured, you will receive a confirmation email.

**Cancellations and No-Shows:** To receive a full refund (minus a \$25 service charge), participants must submit a cancellation request before 5:00 pm on Friday, May 29, 2020. After that date, no refunds will be issued. Participants who cancel after May 29, or who do not attend, are still responsible for full payment of the registration fee.

**Questions about Registration?** Please contact us.

CGU School of Educational Studies  
Attn: EMA 2020  
150 East 10th Street, Claremont, CA 91711  
Tel: 909.621.8075 • Fax: 909.621.8734 • Email: [ses@cgu.edu](mailto:ses@cgu.edu)

*Accommodations for the disabled will be provided when possible. To request accommodation, please notify us of your disability and the accommodations needed.*

*The Academy is subject to a minimum number of registrants by May 22, 2020. In the event that minimum enrollment is not reached, the program will be cancelled, and refunds will be issued.*