

Otis ID# / SSN (required for CT or CR)										M/F		Birthdate (mm/dd/yy)				Year (Semester)		Session			
Legal Last Name										Legal First Name										MI	
Home Address (Required)														Apartment							
City										State				Zip							
Mailing Address (If different from Home Address)														Apartment							
City										State				Zip							
Cell										Work											
Emergency #										<input type="checkbox"/> Landline <input type="checkbox"/> Cell											
Email Address																					

*All above information is required to register. Incomplete forms will not be processed.

Enter your courses below

Reg# (ex: 12345; not "X" number)	Course Title		Tuition
<div><div></div><div></div><div></div><div></div><div></div></div>		<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit	
<div><div></div><div></div><div></div><div></div><div></div></div>		<input type="checkbox"/> non-credit <input type="checkbox"/> certificate <input type="checkbox"/> credit	
Check#:	Amount:	\$50 Early Bird Discount (Where Applicable)	
MC / Visa #:		3-Digit Security Code on back	
Exp. Date:	Billing Zip:	Other Discounts	
Cardholder's Name:		Subtotal	
Do you need Otis Goldsmith campus parking?	<input type="checkbox"/> yes <input type="checkbox"/> no	Non-refundable Registration Fee if semester tuition totals \$101 or more (no fee for children ages 5-12)	\$25.00
Parking sticker #		Non-refundable Student Insurance Fee	\$14.00
(For Office Use Only)		Non-refundable Lab Fees	
Initial	Date	\$30 Late Registration Fee (after first class session)	
Initial	Date		
Process by	Student Accounts		

- 1) Enter all information requested. Incomplete applications will not be processed. Signature is required.
- 2) Social Security number is mandatory for Certificate and Credit classes.
- 3) Be certain that check/charge is for the correct amount including registration fee, lab, certificate, and other fees where applicable.
- 4) Make checks payable to OTIS. DO NOT SEND CASH, MONEY ORDERS OR CASHIERS CHECKS. To charge your fees to MasterCard or Visa, enter the credit card number and expiration date on the registration form. Please refer to catalog for correct cost of class.

- Total**
- 5) No refunds after the second class meeting. Please refer to catalog for further information.
- 6) All accounts assigned to a Collection Agency will be charged collection costs, including but not limited to collection agency fees, as well as legal fees, and/or court costs.

Early Bird Registration where applicable valid through end of day at Open House.

Students are responsible for all policies and academic regulations published in the Continuing Education Catalog.

Signature

Date _____

*By signing, you certify that all information provided on this form is true and correct.

tear-off and return

TO ENROLL FOR CLASSES

- 1) Complete all information on above application form.
- 2) Enclose check or payment information.

3) Sign and mail form to:

Office of Registration and Records
Otis College of Art and Design
9045 Lincoln Blvd., Los Angeles, CA 90045
310-665-6950 8:30am-5pm M-F
or Fax to 310-665-6956 (credit cards only)