Learner Statement of Responsibility & Registration Policies

Please read the requirements below. By registering for a class using the UC Learning Center, it will be assumed that you have read and understood this information.

1. **Supervisor Approval**: I have received approval from my supervisor to register for and to recharge my department, if applicable, for this class or these classes. I am responsible for updating my supervisor regarding any registration status changes. (Supervisory permission is not required for Career Connection workshops and certain other lunchtime programs.)

2. **Financial Responsibility**: If any of the classes in which I register incur a charge and my supervisor does not approve the recharge for my participation, I assume responsibility for the class or program fees.

3. **Valid Project and Task Numbers Required**: It is my responsibility to ensure that the Project and Task numbers I provide for any recharge is valid and correct by checking with my supervisor and/or fiscal department.

4. **E-mail Notifications**: My supervisor will receive a registration confirmation e-mail notification about the class(es) for which I have registered (except for Career Connection workshops and certain other lunchtime programs). Staff Education & Development is not responsible for any undeliverable notification messages.

5. **Cancellation Notice**: If I am unable to attend a class for any reason, I must cancel my registration by the cancelation deadline specified for that class, or incur the fee for that class, if any.

6. **No Show Policy**: If I do not cancel my registration by the cancelation deadline and do not attend the class for which I am registered, I will incur the fee for that class, if any.

7. **Absence from Multisession Class**: If a scheduling conflict arises for one session of a multisession class, I agree to proactively communicate with the instructor. Some misses are not permissible and Staff Education & Development will determine whether makeup work can be done in order to still receive credit.

8. **Leave Status**: If my employment status changes to Unpaid Leave or Inactive, my registration in any future instructor-led classes will be canceled automatically. I will need to re-register for the class when I return to Active employment status if I wish to attend.

Once you have read through this document, close this browser window or tab to complete the prerequisite activity.