

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 class(es) 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 Index Required:** It is my responsibility to ensure that the index number I provide for any recharge is valid and correct by checking with my supervisor and/or fiscal department.
4. **Pay By Check:** If I choose to pay by personal check, I must submit payment to Staff Education & Development at mail code 0922 before the first meeting of the class. The Pay By Check option cannot be used as a placeholder to register for a course if I do not have my index number available at the time of registration.
5. **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.
6. **Cancellation Notice:** If I am unable to attend a class for any reason, I must cancel my registration by the cancellation deadline specified for that class, or incur the fee for that class, if any.
7. **No Show Policy:** If I do not cancel my registration by the cancellation deadline and do not attend the class for which I am registered, I will incur the fee for that class, if any.
8. **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.
9. **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.