



Continuing Education General Information & Policies

HOW TO REGISTER

Early registration is encouraged. Enrollment is on a first come, first served basis. To register, please complete the attached registration form or email kfrothin@lesley.edu to have one sent via mail. **TO REGISTER FOR VISUAL ARTS CLASSES, PLEASE VISIT <http://www.lesley.edu/aib/EXTRA/register2.html>.**

If paying by credit card (American Express, Discover, MasterCard and Visa), please email the completed registration form to kfrothin@lesley.edu and call Kate at 617.349.8320 to complete credit card authorization process over the phone. Please have your card ready. *A registration is not complete until after this credit card authorization process.*

If paying by check, please mail completed registration form with enclosed check (made out to Lesley University) to:
Kate Frothingham
Lesley University
GSASS Continuing Education
29 Everett St.
Cambridge, MA 02138

We do not accept cash payments.

For more information, please e-mail Kate at kfrothin@lesley.edu or call 617-349-8320. Thank you!

PLEASE NOTE:

- If a course/workshop is oversubscribed, a waiting list is established, and applicants are notified by telephone as soon as space becomes available.
- Lesley reserves the right to cancel under-enrolled courses/workshops. Students are notified of cancellations as early as possible so that they can register for other offerings.
- Students wanting to register after the first class meeting must contact Kate Frothingham, 617.349.8320 or kfrothin@lesley.edu.
- **Students will not receive formal confirmation of their registration. They will, however, be notified if a class is cancelled.**

ALUMNI DISCOUNT

University alumni are entitled to a 10% reduction in tuition for any on-campus course/workshop. Alums should indicate on their registration form their Lesley University dates of attendance and program of study.

DROPPING A CLASS / REFUNDS OF TUITION AND FEES

****PLEASE NOTE:** *There are different policies in place for courses and workshops.*

FOR ALL GRADUATE COURSES (GCREA): Students must notify Kate Frothingham in order to request a refund. The following schedule is used to determine the portion of tuition which will be refunded depending upon the date of formally withdrawing from a course or from the University. The actual percentage will depend on the official date of formal withdrawal. The registration fee of \$30 is nonrefundable.

- Prior to the start of the class - 100%
- During the first week of classes - 100%

- During the second week of classes - 100%
- During the third week of classes - 50%
- During the fourth week of classes - 25%
- After the end of the fourth week of classes - 0%

FOR ALL WORKSHOPS (WKSP): There is a 100% refund if 1 week's notice is given and a 50% refund if less than 1 week's notice is given, prior to the start of classes. Once the class has begun, there is no refund.

TUITION POLICY FOR LESLEY STUDENTS

Lesley students wishing to take Lesley Continuing Education courses for credit must contact their faculty advisor and secure approval to register. **Students pay their regular tuition rate.**

Individuals interested in pursuing self-designed bachelor's or master's degree programs that build upon Lesley Continuing Education offerings should contact their program advisor.

TUITION POLICY FOR LESLEY STAFF AND FACULTY

Full and part-time employees are eligible to receive tuition remission for courses and workshops offered through the Division of Continuing Education. While the University offers these courses for credit and non-credit, they will count toward the applicable credit limit. **In the case where credit is optional, the employee will be required to take the course for credit and this credit will count toward the maximum credit limit.** In the case that the course offers no credit, a course of one day or less will count as .5 credit and a course of two days or more will count as 1 credit. Spouses and dependents are not eligible for tuition remission benefits for non-degree programs. Refer to the Human Resources Web site for the complete policy.

CREDIT OPTION

Lesley University is accredited by the New England Association of Schools and Colleges. Students taking a course for credit who fulfill the necessary course requirements assigned by the instructor earn Lesley University credit. Students who want to transfer Lesley University credits to another college or university should check with their home institutions before registering. Credits are accepted at the discretion of the receiving institution.

CANCELLING CLASSES DUE TO WEATHER

The decision to cancel or reschedule workshops and course due to inclement weather is made and communicated to the television and radio stations by 6:00am for day classes and by 2:00pm for evening classes. The following local television and radio stations are notified: WBZ Channel 4, WCVB Channel 5, WHDH Channel 7; WBZ (1030 AM), WEEI (850 AM), WRKO (680 AM), WBCN(104.1 FM), WCRB (102.5 FM), WBMX (98.5 FM). Class cancellation information can also be obtained by calling 617.868.9600.

DIRECTIONS

Please visit Lesley's Campus Directions page at <http://www.lesley.edu/directions.html>.

PARKING

Parking in Cambridge is extremely limited and students are strongly encouraged to use public transportation. Continuing Education students have limited parking options at Lesley. There is no student parking Monday-Friday during the day at Lesley parking lots. Students who choose to park behind University Hall will be charged a fee according to the following schedule:

- * 0.0 - 0.5 hours: no charge
- * 0.5 - 1.5 hours: \$1.00
- * 1.5 - 2.5 hours: \$2.00
- * 1.5 - 2.5 hours: \$1.00 (with store receipt over \$10)
- * 2.5 - 3.5 hours: \$8.00
- * 2.5 - 3.5 hours: \$4.00 (with store receipt over \$10)
- * 3.5 - 8.0 hours: \$15.00
- * 3.5 - 8.0 hours: \$8.00 (with store receipt over \$50)
- * 8.0 + hours: \$30.00

LESLEY UNIVERSITY POLICIES AND PROCEDURES

The Lesley Continuing Education academic policies and procedures noted on this website apply to all students. For additional Lesley University and academic policies pertaining to all students of Lesley University, please refer to the Policies Web site at <http://www.lesley.edu/policies.html>.

UNLAWFUL DISCRIMINATION AND HARRASSMENT POLICY

Lesley University is committed to providing all students fair treatment and an educational environment free of discrimination not only to comply with local, state and federal laws, but also to provide an educationally desirable environment. Lesley does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability or veteran status in admission to, access to, treatment in or employment in its programs and activities. In addition, discriminatory harassment based on race, color, sex, religion, gender, national origin, age, sexual orientation or disability is illegal conduct that will not be tolerated. Lesley has established procedures to address student complaints of unlawful discrimination and harassment. The procedures are available in the Office of Student Affairs and in the Office of the Assistant to the President for Affirmative Action and Diversity. Through either office students may learn about what constitutes unlawful discrimination and harassment, may seek advice, and may obtain assistance in initiating the complaint procedure.