

OCATE REGISTRATION FORM

Send to OCATE, 18640 NW Walker Road, Suite 1010, Beaverton, OR 97006; FAX 503-725-2201

Student ID number or Social Security Number (See "ID Special Note" below)

____ - ____ - ____ Term _____ Year _____

Last name _____ First name _____ MI _____

Company _____ Title _____

Address _____ Home Business

City _____ State/Zip _____

Day phone _____ Evening phone _____

E-mail address _____

Last name

Student ID/SSN

Would you like to receive e-mail notification of OCATE events and lectures? Yes No

COURSES

School (PSU or OSU)	Course number	Course title (including CRN # if listed)	Credits	Grade (G) or audit (A)	Tuition
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

OSU/PSU CREDITS: OCATE sponsored Portland State University and Oregon State University courses are counted toward total credit hours at PSU or OSU and students enrolled therein are subject to all PSU/OSU academic standards and regulations. A student may register for a maximum of 8 PSU credits per term without being formally admitted to PSU.

Student Signature: _____

Date: _____

PAYMENT OPTIONS

Tuition must be paid in full with registration. Registration without payment will not be accepted.

- Check (please make payable to OCATE)
 - Cash/Money Order (please do not mail cash)
 - VISA MasterCard
- Credit card account number: _____

Exp. Date: _____

Signature: _____

PREVIOUS STUDENT/NAME

Have you taken courses since 1974 at:

OSU – Dates: _____

PSU – Dates: _____

Please check if

The above is a new address.

Your name has changed

Previous name: _____

If previous records are under a different name, please indicate other name.

ID SPECIAL NOTE

You are requested to voluntarily provide your Social Security Number (SSN) as your identification number in order to assist OCATE, PSU, OSU and the Oregon University System to track your relations with the institutions and to adequately coordinate files and programs which may relate to you. By providing your SSN, you are consenting to these uses only. This request is made pursuant to ORS 351.070 and 351.085. Provision of your SSN (and consent) to its use is not required, and if you choose not to do so, you will not be denied any right, benefit or privilege provided by law. PSU, OSU and OCATE will disclose your ID/SSN only if authorized by law. If you choose not to provide your SSN as your ID number, PSU/OSU will assign an ID number and mail it to you. Also, if you choose not to provide your SSN as your ID number PSU/OSU will be unable to provide Enrollment Verification Reports (such as for deferring prior college loans) or other automated verification functions, and some financial arrangements may not be available (such as third party billing).

DEMOGRAPHIC INFORMATION

The state system schools must seek to identify the ethnic background of applicants for admission in compliance with federal reporting requirements. You are encouraged to supply this information, but you may decline without prejudicing your application in any way.

Student type: (check one)

Graduate special (non-degree)

Masters student

Doctoral student

Academic major: _____

Do you have a bachelors degree? Yes No

Degree sought (if any): _____

Gender: Male Female

Birth date: (MM/DD/YY): _____

Ethnic identity (optional):

Asian White non-Hispanic

Hispanic Pacific Islander

Black non-Hispanic Decline to respond

Amer. Indian/Alaska native

Other: _____

Student status:

US Citizen Permanent US resident

Student visa or other visa

PLEASE LET US KNOW ...

Where did you hear about OCATE?

(Check each that applies)

Newspaper

Picked up OCATE publication at library

Picked up OCATE publication at work site

Received OCATE publication in the mail

Ads on Max trains

OCATE web site

E-mail forwarded from a colleague

Word-of-mouth

Other _____

OCATE OFFICE USE ONLY

Registration sent to: OSU PSU

OSU Special form Check # _____

Amount \$ _____

OCATE RECEIPT

Received \$ _____ Check # _____

Date _____ Credit Card _____

OCATE Reg. Rep. _____

c: Student

LIBRARY ACCESS

Present this form as a receipt for PSU/OSU library privileges.

[See page 2 for information on registering for an OCATE course.]

TAKING A COURSE THROUGH OCATE

How to register

- **IN PERSON:** Complete the registration form on page 1 of this file or on the web (www.ocate.edu) and return with payment to the OCATE office. Payment may be made by check, VISA or MasterCard. OCATE office hours are 8 AM to noon, and 1 PM to 5 PM, Monday through Friday. During the first week of each term the office remains open from noon to 1 PM.
- **FAX:** Complete the registration form on page 1 or on the web and fax with credit card information to 503-725-2201.
- **MAIL:** Mail completed registration form with check or credit card information to: OCATE, 18640 NW Walker Rd., Suite 1010, Beaverton, OR 97006.

Tuition

Tuition for OCATE sponsored courses is \$244 per credit hour (for credit or audit). An additional surcharge by the sponsoring university is assessed per credit hour. Registrations without payment will not be accepted, and a student who has not paid cannot attend class. Please make checks payable to OCATE. Tuition does not include books. (For some OSU classes, students not formally admitted may incur an additional fee, call OCATE or OSU for information.)

Dropping a class

To withdraw from a class, call 503-725-2200 by the add/drop date and follow up with written notice to OCATE. (See *calendar* at www.ocate.edu/acadcal.htm)

Refunds

A full refund will be made for withdrawal from a class following the drop procedures above. No refunds will be made after the drop deadline.

Grades & credit

Grades and credits are issued by the university offering your course at OCATE (see *the course number*). OCATE provides a convenient method to take a course but does not award grades or

credit. For information on grades and credits contact your instructor or university department offering the course.

OSU grades are available at <http://osu.orst.edu/students/onlineservices/>

PSU grades are available at <http://banweb.pdx.edu/>

Degrees

Degrees are granted by our partner institutions. To enter a graduate program you must apply for admission to the university offering the degree. Entrance requirements vary. For masters degree information see www.ocate.edu or call the appropriate institution.

Full time/part time

PART TIME students at Oregon State University (OSU) or at Portland State University (PSU) must register through OCATE for our courses.

You may register for up to 8 PSU credits per term without being officially admitted to Portland State University.

OCATE/PSU courses are counted toward total credit hours at PSU, and OCATE/OSU classes are counted toward total credit hours at OSU.

FULL TIME PSU and OSU students reg-

istering to attend *televised courses* on either campus must register through their university. However, registration for *non-televised courses* must be through OCATE.

Videotapes/streaming video

Televised classes are videotaped. Registered students can view tapes of their class in the video media lab, room 1027. The lab is available Monday–Friday, 7 AM–10 PM and Saturday, 7:00 AM–5 PM. Contact the CAPITAL Center reception desk for access. Streaming video is available over the Internet for many courses. For information call 503-725-2203.

Computer accounts

If you are enrolled in an OCATE class that uses our computer labs you can apply for a computer account. The computer account form is available at registration and at www.ocate.edu/comppolicy.htm. Complete and return the form to the OCATE office or fax to 503-725-2201. You may also apply for a PSU account using the same form. Accounts are usually assigned within one working day. Passwords and access information are available at the CAPITAL Center reception desk.

Closure due to weather

Call 503-725-2220 to find out about closures due to weather.

Textbooks

Booklists for courses are listed with the course descriptions on our web site at www.ocate.edu or you can contact the instructor. Books can be purchased from:

Portland State University Bookstore
503-226-2631 • www.psubookstore.com

Total Information
1-800-876-4636 • www.total-info.com.



Oregon
University
System

OCATE is a division of the Oregon University System (OUS). OUS is committed to providing equal opportunities in its recruitment, admissions, educational programs, activities and employment without discrimination on the basis of age, handicap, national origin, race, marital status, religion, sex or sexual orientation. Direct inquiries to OUS Compliance Officer, P.O. Box 3175, Eugene, OR 97403.



Oregon Center for Advanced Technology Education

18640 NW Walker Road at 185th Avenue, Suite 1010

Beaverton, OR 97006

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www.ocate.edu | E-mail: info@ocate.edu