

*Start a business, provide education to employees, or boost your resume.*

# Business & Career Training

**Training,  
Organization,  
Communication,  
Innovation.  
*Upgrade your skills  
now.***

REGISTRATION: [enrole.com/umpqua](http://enrole.com/umpqua)  
[www.umpqua.edu](http://www.umpqua.edu) • 541-440-4668

# WINTER 2017

# Career & Continuing Education

## Business Development

### 1st Steps to Starting Business

Starting a business can be the most rewarding thing you'll ever do, but it takes a lot of hard work. Find out if starting a business is right for you. Meet with an experienced business advisor, discuss your questions and ideas with the group, and find out if you're ready for the next step. *Even though classes are free, advanced registration is required, otherwise classes may be canceled due to low enrollment.* Call 541-440-7662 for more information. Location: Umpqua Business Center, 522 SE Washington, unless otherwise noted. Inst. Staff

1/20 F 1 - 3pm  
UBC 140, 522 SE Washington

2/17 F 1 - 3pm  
UBC 140, 522 SE Washington

3/10 F 1 - 3pm  
UBC 140, 522 SE Washington

## Business Online

### Business and Marketing Writing

Online

Using clear explanations, real-life examples, the course solidifies the relationship between business and marketing principles and written communications. You'll learn how business and marketing objectives affect writing choices. You'll get practical writing instruction in grammar, clarity, structure and more. You'll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/business-marketing-writing?tab=detail> to register and pay for class. Call 541-440-7662 for more information. \$86

Classes start every six weeks. Online only.

### Introduction to Business Analysis

Online

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. If you are planning a career in business, you cannot afford to miss this class. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/business-analysis-introduction?tab=detail> to register and pay for class. Call 541-440-7662 for more information. \$86

Classes start every six weeks. Online only.

## Computers

### Excel Basics

Learn more about what the popular MS Excel program can do for you! In this Basic Excel class, learn features such as creating, navigating, formatting and editing worksheets and workbooks. Enter various types of data, work with common formulas and functions, and create a simple chart. Learn the shortcuts.

Inst. L. Way \$69

1/23 - 1/30 M, W Noon - 2 pm  
Workforce Training Center 13  
2555 NE Diamond Lk Blvd.

### Excel - Beyond the Basics

Go beyond the basics and learn to link and manage worksheet information as well as use shortcuts to become more efficient. You will learn functions like SUM, MIN, MAX, SUBTOTAL, SUMIFS, CONTIF and more. You will also leave class with the ability to organize, process, and analyze worksheet data, link to Word and PowerPoint documents and much more. Inst. L. Way. \$69

2/8 - 2/15 W, W 9 - 11am  
Workforce Training Center 13  
2555 NE Diamond Lk Blvd.

### Next Level Excel

This class is for the more advanced user. You will develop an understanding of pivot tables, conditional formatting, basic macros, and other functions. You will also learn to work across several worksheets and workbooks. Take your Excel knowledge to the next level with this class. Prior Excel experience is necessary. Inst. L. Way. \$79

2/22 - 3/1 M, W 9 - 11am  
Workforce Training Center 13  
2555 NE Diamond Lk Blvd.

### Make Money Selling on the Internet

Do you want to successfully make money selling your items on the internet? Join this class and learn how to sell your items by using the most popular websites such as eBay, Craigslist, Amazon, and others. You will learn which sites work best for your items and which items are prohibited or potentially illegal to sell. You will also become aware of communication and security issues, as well as some of the problems encountered when posting an ad. Inst. C. McCormick. \$75 Gold Card \$60.

1/17 - 1/26 T, R 4 - 6 pm  
Wayne Crooch Hall 12  
UCC Campus

**REGISTER TODAY  
BEFORE CLASSES FILL UP!**  
<https://www.enrole.com/umpqua/jsp>

## Google the Cloud

Do you want to easily access your documents, photos, and videos from any computer, tablet or smartphone? Google Drive is a safe, cloud-based place for all of your files that allows them to go where you go. You will learn how to upload your files and share them instantly with others, create documents using the word processor, spreadsheet and presentation tool. You will also get a glimpse into other cloud applications such as One Drive and Dropbox.

Inst. K. Miller. \$49

1/19 - 1/26 T, R 6 - 8pm  
Workforce Training Center 13  
2555 NE Diamond Lk Blvd.

### PicMonkey: Digital Photo Editing Made Easy

Do you like to take pictures but are unsure of how to edit and organize them? Using this free, web-based application, you will learn how to quickly sort and organize your photos. You will also learn how to edit your digital photography. Discover how to remove red-eye, crop your photos, add text to a picture, adjust the color, re-touch images and many more interesting effects. Please bring photos to class on a flash drive or laptop. Inst. C. Gilley. \$39

3/13 - 3/20 M 10 am - Noon  
Workforce Training Center 13  
2555 NE Diamond Lk Blvd.

### Strategic Selling With Social Media

Online

Social media and digital technologies, when understood and leveraged effectively, can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Social media sales solutions can help you save time, save money and make money throughout the sales cycle from prospecting to referrals to closing sales. Call Susan at 541-440-4655 to register. Must be registered by 2/10.

Visit [www.yougotclass.org/catalog-complete.cfm/Umpqua](http://www.yougotclass.org/catalog-complete.cfm/Umpqua) for more information. \$145

2/6 - 3/3 Online

### Web Design

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Come away knowing how to implement web pages by writing HTML and CSS code. Discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images. Call Susan at 541-440-4655 to register. Must be registered by 2/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqua](http://www.yougotclass.org/catalog-complete.cfm/Umpqua) for more information. \$245

2/6 - 3/3 Online

## Business Skills Upgrade Workshops

### Excel Basics for Business: Creating Spreadsheets

Brush up on your Excel skills with our Spreadsheet Basics for Business class, designed to get you on your way to creating spreadsheets that work for your business, as hard as you do!

Inst. L. Way \$29

1/26 R 12:30 - 2:30pm  
UBC 140, 522 SE Washington

### Excel Basics for Business: Formulas, Functions & Formatting

Go beyond the basics and learn how to write more advanced formulas. Explore some of Excel's functions, and work on ways to update your spreadsheet's formatting. Inst. L. Way \$29

2/2 R 12:30 - 2:30pm  
UBC 140, 522 SE Washington

### Excel Basics for Business: Spreadsheet Refresher

Need to update your spreadsheet skills? Haven't used Excel in a while? This is the workshop for you! We'll focus on the basics to help you get back into working in Excel. Inst. L. Way \$29

3/9 R 12:30 - 2:30pm  
UBC 140, 522 SE Washington



### QuickBooks Basics Relaxed

Set up a company file, build a chart of accounts, enter check and cash transactions, reconcile bank statements, study AP/AR, create reports, and more. Prior computer and bookkeeping experience recommended. Taken at a more relaxed pace. Inst. G. Peterson \$109

1/9 - 1/11 M,T,W 2 - 4:30pm  
UBC140, 522 SE Washington, Roseburg

### QuickBooks Basics Intensive

Set up a company file, build a chart of accounts, enter check and cash transactions, reconcile bank statements, study AP/AR, create reports, and more. Prior computer and bookkeeping experience recommended. Bring your lunch and be prepared to learn! This is the same class as QuickBooks Basics Relaxed at a faster pace. Inst. G. Peterson \$109

1/21 S 8:30am - 5pm  
UBC140, 522 SE Washington, Roseburg

### QuickBooks For Payroll

Focus is on processing paychecks, preparing tax forms, running payroll reports, and more. Prior QuickBooks experience or QuickBooks Basics class experience. Inst. G. Peterson \$99

1/30 M 9am - 2:00pm  
UBC140, 522 SE Washington, Roseburg



**Did you know...  
Nearly 6.7 million  
people have  
taken online  
classes since  
2011?**

## Skills Enhancement

### Grant Writing for Non-Profit Professionals

This 2-session workshop, from research to review, is designed specifically for those working with non-profit organizations or for those who want to hone their professional grant writing skills. This workshop will help participants refine their proposals, and have an opportunity for actual foundation members to provide feedback. Grant writing experience is necessary along with some pre-workshop preparation. Early registering is advised due to limited seating. Inst. S. Ramsey-Watson.

3/3 - 3/10 F 9 am - 1pm  
Workforce Training Center 13  
2555 NE Diamond Lk, Rsbg

### The Basics of Bookkeeping

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand and know how to record every penny that comes into your business and every penny that goes out of your business. Contact Susan at 541-440-4655 to register. Must be registered by 2/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqqa](http://www.yougotclass.org/catalog-complete.cfm/Umpqqa) for more information. \$195

2/6 - 3/3 Online

### Leadership Principals

Come and discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don't's; what to say, what not to say; what to do, what not to do. Inst. W. Draves. Contact Susan at 541-440-4655 to register. Must be registered by 2/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqqa](http://www.yougotclass.org/catalog-complete.cfm/Umpqqa) for more information. \$145

2/6 - 3/3 Online

### Powerful Presentations & Effective Speaking Techniques

Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success. From the board-room, to the classroom, to speaking for thousands of people, there are several critical factors that every speaker must master. Learn how to effectively deliver a presentation to one person across the table, a large audience, and host tele-seminars or webinars online. Call Susan at 541-440-4655 to register. Must be registered by 2/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqqa](http://www.yougotclass.org/catalog-complete.cfm/Umpqqa)

**To register for  
on-site classes, visit  
<https://www.enrole.com/jsp>**

**For ONLINE classes,  
call the person and number  
specified in the  
course description.**

## Skills Enhancement cont.

### Developing Hybrid Courses

Online

Whether developing new or modifying an existing class, this session will help you take advantage of classroom and online instruction. Use the strength of the face-to-face engagement and the power of the internet to deliver great content, reach broader audiences and support different learning styles. The Hybrid or blended classroom encourages students to learn at their own pace while also building on the unique exchanges that can happen in both the face-to-face class and online. Contact Susan at 541-440-4655 to register. Must be registered by 3/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqua](http://www.yougotclass.org/catalog-complete.cfm/Umpqua) for more information. \$195

3/6 - 3/31 Online

### Collaborative Management

Whether you manage or lead people, collaborate skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. Contact Susan at 541-440-4655 to register. Must be registered by 2/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqua](http://www.yougotclass.org/catalog-complete.cfm/Umpqua) for more information. \$245

2/6 - 3/3 Online

### Retire Rich: Smart Retirement Steps for 20 and 30-Somethings

Online

Do you want to achieve financial independence and true freedom to indulge in whatever makes you happy? Do you want to live life to the fullest, while only working when you want to? This course will show you how. I know investing can be intimidating - especially if you have never done it before. No one is born knowing how to be smart with money. This course will show you how to budget, plan, and invest for a comfortable, successful retirement and future. Contact Susan at 541-440-4655 to register. Must be registered by 2/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqua](http://www.yougotclass.org/catalog-complete.cfm/Umpqua) for more information. \$195

2/6 - 3/3 Online

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<https://www.enrole.com/umpqua/jsp>

## Continuing Education for Teachers

### Students With ASD (Autism Spectrum Disorder)

Every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder). The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate ASD. Take away strategies for working effectively with ASD students, and you will find out how to work effectively with parents to create the most positive learning environments for students with this disorder. Contact Susan at 541-440-4655 to register. Must be registered by 3/10. Visit [www.yougotclass.org/catalog-complete.cfm/Umpqua](http://www.yougotclass.org/catalog-complete.cfm/Umpqua) for more information. \$145

3/6 - 3/31 Online

## Real Estate Property Management Pre-Test Training

- ✓ Meets 60 hour state requirement
- ✓ Hybrid live-and-online format
- ✓ Seven onsite class meetings
- ✓ All study materials included
- ✓ Instructor David Stribling III

**Jan. 17 - Mar. 7**

Cost: \$550

Tues. 6:00 - 9:00pm,  
Wayne Crooch Hall 14  
UCC Campus

AMERICA'S  
**SBDC**  
OREGON

FOR MORE INFORMATION,  
CALL 541-440-7662

[www.umpqua.edu/sbdc](http://www.umpqua.edu/sbdc)

To Register:

<https://www.enrole.com/umpqua/jsp>

## Occupational & Licensing

### Child Care



### Introduction to Child Care Tax Returns

If you have recently started a child care business, this class will introduce you to the unique tax reporting requirement of in home Child Care Providers. Get your questions answered from a Licensed Tax Consultant who has many child care providers as tax clients. Find out which forms to file and some of the unusual aspects of child care provider tax reporting. Cost \$15.00 (which includes Family Child Care Record Keeping Guide Book). For more information or to register, call Family Connections of Lane and Douglas County, 541-440-7705.

1/28 S 9 am - Noon  
Technology Center 119, UCC Campus

### Family Child Care Overview

Overview is a requirement for becoming licensed as a registered family child care provider. The overview gives those interested in becoming licensed information about how to become registered, the Oregon rules, local CCR & Rs, and an introduction to other agencies, and supports for registered providers. For more information or to register, call Family Connections of Lane and Douglas County, 541-440-7705.

2/9 R 10 am - 1 pm  
Technology Center 120, UCC Campus

### Recognizing and Reporting Child Abuse and Neglect

Child care and education providers are among those persons who are mandatory reporters of suspected incidents of child abuse and neglect in the State of Oregon. Participants will learn the process of reporting incidents of child abuse or neglect for which they have reasonable cause to believe have occurred. Pre-registration is required and there is a \$10 fee per student. For more information and to register, call Family Connections of Lane and Douglas County, 541-440-7705.

2/16 R 6 - 8pm  
Technology Center 120, UCC Campus

# Flagger

## Certified Flagger Training

Prepare to be a flagger for work zone traffic control. Learn the basics of flagging and traffic safety. Receive Oregon Department of Transportation Credential for Flaggers, valid for three years in Oregon, Washington, Idaho, and Montana. Class fee includes books. For information, call J. Ode at 541-440-7691. \$95

1/10 T 4:30 - 10pm  
Workforce Training Center 2  
2555 NE Diamond Lake Blvd.

2/7 T 4:30 - 10pm  
Workforce Training Center 2  
2555 NE Diamond Lake Blvd

3/7 T 4:30 - 10pm  
Workforce Training Center 2  
2555 NE Diamond Lake Blvd.

4/4 T 4:30 - 10pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

5/2 T 4:30 - 10pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

## HEALTHCARE - Instructor & Recertification

*The American Heart Association strongly promotes knowledge and proficiency in BLS/ACLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association. Classes with low enrollment are subject to cancellation. If you would like a class held in your community or at your worksite or for more information and questions call S. Wells at 541-440-4660 or J. Ode, 541-440-7691.*

### Instructor Course - HCP/FA/CPR

This course teaches prospective teachers of First Aid/CPR for both Healthcare Providers and Lay Responders how to prepare for the class. Pre-requisites for this class is a current provider card in the discipline you will be teaching. Instructor Manual not included in course fee. It is available at the Community and Workforce Training office or online through Word Point. For more information, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691.

2/11 S 8:30am-4pm  
Wayne Crooch Hall 15, UCC Campus

### ACLS Skills Check

A three-hour skills check designed to evaluate healthcare professionals in the management of cardiac arrest and near-arrest patients. Must have current BLS/HCP certification and have basic knowledge of rhythm identification and cardiac pharmacology. Student must have completed the online portion of the class before scheduling the skills check. To access the online portion, go to [www.onlineHAH.org](http://www.onlineHAH.org). For more information and to arrange date and time, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691. \$249  
Call to arrange session.

### Healthcare Provider Skills Check

The Skills Check session is for people completing the online AHA Healthcare Provider Course ([www.onlineaha.org](http://www.onlineaha.org)). At the end of the online session, print the certificate of completion. Call Sarah, 541-440-4660 or Judy, 541-440-7691 to set the day and time for your skills check session, which takes about 1 hour. Both parts must be completed before you will receive an AHA Healthcare Provider Card, good for 2 years. Call to arrange session. \$60  
**Call to arrange date and time.**

### Healthcare Provider Recertification

This course teaches CPR, AED use, relief of choking in adults and children and infant CPR and relief of choking and the use of barrier devices for all ages. This class is designed for the professional rescuer/provider requiring recertification. This course can be offered at specific work locations on request. For more information call Sarah at 541-440-4660 or Kidau at 541-440-7691. \$79

1/14 S 9 am - 1:30 pm  
Wayne Crooch Hall 14  
UCC Campus

2/7 T 5:30 - 9:30pm  
Wayne Crooch Hall 15  
UCC Campus

3/11 S 9 am - 2 pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

### Healthcare Provider CPR

This AHA class is for Healthcare Providers. The course covers the Emergency Cardiovascular Care Guidelines including the use of Automatic External Defibrillators and Bag Valve Mask Devices. Adult, child and infant CPR will be covered. **This class can be delivered at specific work locations on request.** For more information, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691. \$79

1/25 W 5- 9:30pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

2/27 M 5- 9:30pm  
Workforce Training Center 1  
2555 NE Diamond Lake Blvd

3/22 W 5:30 - 9:30pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

### CPR Training

This course teaches CPR, AED use, relief of choking in adults and children and infant CPR and relief of choking, and the use of barrier devices for all ages. Book included in course fee. For more information, call Sarah at 541-440-4660 or Judy at 541-440-7691. \$59

1/9 M 5:30 - 8:30pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

2/8 W 5:30 - 8:30pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd

3/4 S 8:30 am-12:30pm  
Wayne Crooch Hall 15  
UCC Campus

### First Aid/CPR/AED

This American Heart Association Heartsaver First Aid course teaches how to manage illness and injuries for adults and children in the first few minutes until professional help arrives. Book included in course fee. This class teaches CPR, AED use, relief of choking and use of barrier devices for all ages. Students must attend both evenings to receive a FA/CPR card. For more information, call Sarah at 541-440-4660 or Judy at 541-440-7691. \$59

1/9 - 1/10 M, T 5:30 - 9:00pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd.

2/8 - 2/9 W, R 5:30 - 9:00pm  
Workforce Training Center 14  
2555 NE Diamond Lake Blvd

3/4 S 8:30 am- 4:30pm  
Wayne Crooch Hall 15  
UCC Campus



## Occupational cont.

### Limited Pump Installers Contractors License

This course is for people wanting a Limited Pump Installer Contractors License. It is a 30-hour course, 10+ hours of which are hands-on. For information, call Judy at 541-440-7691.

\$899  
2/1 - 2/4 W, R, F, S  
Workforce Training Center 1  
2555 NE Diamond Lk, Rsbj



### Pesticided Applicators: Lawn and Safety

Review Federal and State pesticide laws, regulations and safe use to prepare for the Oregon commercial pesticide certification exam in Laws and Safety. Exam to be held on 3/20/17 at the UCC Campus Testing Center for an additional \$35 paid directly to the Testing Center. Includes required text: Oregon Pesticide Safety Education Manual (EM 8850). Inst. TBA

\$119  
3/1 T 5:30 - 9:30pm  
Wayne Crooch Hall 14  
UCC Campus

## Medical Professional

### Pharmacy Tech Training

UCC will be offering a comprehensive 51-hour course to prepare students to enter the pharmacy field and take the Pharmacy Technician exam.

The course includes pharmacy specific medical terminology, reading and interpreting prescriptions and defining drugs by generic and brand names. Students learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing, and reimbursement. Book is included in the course fee and will be distributed first night of class. For more information call 541-440-4655. No class 1/18 and 2/15. \$649

1/9 - 3/13 M, R 6 - 9 pm  
Wayne Crooch Hall 15  
UCC Campus

## Social Media

### Blogging and Podcasting

Online

If you're thinking of starting a blog or just beginning one, this course is for you. Perhaps you'd like to try out podcasting too. It's easy! You'll learn how to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computer -- no paid software or equipment is needed! Visit: <http://www.ed2go.com/umpqua/online-courses/web-2-0-blogs-wikis-and-podcasts?tab=detail> to register and pay for class. For more information call 541-440-7662. \$86  
Classes start every six weeks. Online only.

**To register for  
on-site classes, visit  
[https://www.enrole.com/  
umpqua/jsp](https://www.enrole.com/umpqua/jsp)  
For ONLINE classes,  
call the person and number  
specified in the  
course description.**

# facebook

### Social Media: Facebook 1

Create your business Facebook page! Present your brand to your community, and create an amazing marketing machine. Showcase new products or services in moments, or create an event that will increase customer traffic. For businesses needing to create a Facebook page.

Inst. L. Way \$29  
1/12 R 12:30 - 2:30pm  
UBC 140, 522 SE Washington

### Social Media: Facebook 2

Refresh your business Facebook page or go beyond the basic set-up! Create ads and events, and learn how to boost posts to a wider audience. For businesses with existing Facebook pages.

Inst. L. Way \$29  
1/19 R 12:30 - 2:30pm  
UBC 140, 522 SE Washington



*Are you ready for a career change?*

The trucking industry expects to hire 80,000 new drivers every year over the next 10 years!

### INTRO TO TRANSPORT-LOGISTICS (PART 1)

40 Hours of Classroom Time

### PRACTICAL APPLICATION IN PROFESSIONAL TRUCK DRIVING (PART 2)

120 Hours in the truck

  
**UCC**  
UMPQUA COMMUNITY COLLEGE  
COMMUNITY AND WORKFORCE TRAINING

FOR MORE INFORMATION

CALL JUDY TODAY!

541-440-7691

[umpqua.edu/cwt](http://umpqua.edu/cwt)

[umpqua.edu/commercial-truck-driving](http://umpqua.edu/commercial-truck-driving)

**Available now!**

# **Online!**

## **REGISTRATION**

Register for **Community & Workforce Training** and **Small Business Development Center** classes, workshops, and conferences *online!*

- Set up an online account
- Browse the online catalog of classes
- Select, register and pay - ONLINE!



**Visit: <https://www.enrole.com/umpqua/jsp>  
to register now!**

**Information: 541•440 •4668**

# More Ways to Register:

## In Person -

Register at the UCC Workforce Training Center (2555 NE Diamond Lake Blvd., Roseburg) between 8:00am - 5:00pm, Monday through Friday. UCC is closed on Fridays from mid-June through mid-September.

## By Mail -

Mail a completed Community Education Registration form with payment to:

Umpqua Community College,  
P.O. Box 967,  
Roseburg OR 97470.

Please do not send cash.

*Mail-in registration does not guarantee space.* Fax to 541-440-7721.

## By Phone -

Call (541) 440 - 4668 weekdays between 8:00am - 5:00pm. We accept Visa, MasterCard and Discover. UCC is closed Fridays from mid-June to mid-September. Call 541-440-4668 for CWT classes, 541-440-7662 for SBDC.

## Online-

Visit [enrole.com/umpqua/](http://enrole.com/umpqua/) to register and view class descriptions. Payment by credit or debit card is required.

***We're your UCC partner in providing short-term and contract training.***



**Umpqua Community College ATTN: REGISTRATION**  
1140 College Road - P.O. Box 967 • Roseburg, OR 97470 • Registration 541-440-7744

## Community & Workforce Training Registration Form

NAME: \_\_\_\_\_  
ADDRESS (Mailing): \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Birth Date: (Required) \_\_\_\_\_

Date: \_\_\_\_\_ Term: FA WI SP SU  
SEX: MALE  FEMALE  UNITED STATES CITIZEN:  YES  NO

ETHNIC (Optional): WHITE  ASIAN  BLACK  HISPANIC  AMERICAN INDIAN   
OTHER: \_\_\_\_\_

ENROLLMENT STATUS:

- ENROLLING FOR THE FIRST TIME
- CONTINUING (enrolled last term)
- RETURNING (enrolled previously but not last term)

COURSE TITLE	INSTRUCTOR	DAYS	TIME	ROOM	TUITION	FEE

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Due: \$ \_\_\_\_\_ Paid by: CHECK (NO.) \_\_\_\_\_ CASH \_\_\_\_\_

VISA/MC: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVC2 \_\_\_\_\_  
Circle One

\_\_\_\_\_  
Student/Cardholder Signature Signifying Approval & Authorization

\_\_\_\_\_  
Date

*In case of refund, check is issued to the student regardless of the payment method, i.e. credit card, unless a formal third party sponsored account agreement is set up with UCC.*

[www.umpqua.edu/CWT](http://www.umpqua.edu/CWT)