Welcome to our Spring 2018 class offerings. Companies and organizations that invest in their employees through training are those companies that are more successful!

Ask your supervisor/manager to make an investment in you.

We offer computer training, management and supervision training, and Lean Manufacturing training. All of our training programs can be customized and brought to your company or organization. Our personal enrichment programs give you the opportunity to relax and explore new talents.

Register early to ensure that class will be held. Many fill quickly so don’t wait. Register today.

All the best,

Ray Geary, Executive Director

The mission of the Division of Continuing Education & Regional Development is to assist individuals, organizations and businesses in our region to become more successful by providing education and training opportunities for workforce development, professional development, personal enrichment, youth programming, and community engagement, and to provide exceptional conferencing facilities and services to attract camps, conferences, and events to the Pitt-Bradford campus.
Principles of Mediation for Workplace Conflict
Learn how you can apply the fundamentals of mediation to conflicts that occur in most workplaces. We’ll review the process of mediation and various ideas, tools and techniques that allow for successful conflict management. We’ll also discuss how to address difficult people and cultural differences in the context of workplace disputes. We’ll address conflict type, perception and meaning differences, background and starting-point considerations, and short-term and long-term solutions/processes mediation examples. You will learn how to apply the fundamentals of mediation to successfully resolve disputes. This course is perfect for HR managers, operation managers, team leaders, executives, and other staff members working in teams.
TH, 1/18, 9 AM – Noon, $99

Lean Six Sigma Training-Green Belt Certification- NEW*
This course will teach you how to use the Six Sigma methodology (DMAIC). You will learn statistical and lean manufacturing tools to become a high-impact problem solver for your organization. You will participate in 48 hours of lecture and hands-on training. Each session consists of eight hours of training once every three weeks, spanning a 16-week period. This schedule will allow you time to apply the training you have received by working on your projects. You will complete projects that are based on problems specific to your organization. By completing the projects, you will demonstrate your understanding and ability to apply the knowledge you gained as part of the training. When you successfully complete the training and a project, you will be certified as Six Sigma Green Belts. You will receive a training manual and access for mentoring from a certified Six Sigma Master Black Belt instructor. Continental breakfast and lunch are included.
T, 2/6, 2/27, 3/20, 4/10, 5/1, and 5/22, 8 AM – 4:30 PM, $2,950

Problem Solving and Root Cause Analysis
Learn the basic concepts of problem solving and root cause analysis. By the end of this course you will understand the PDCA process and how it is used to define the problem, analyze the problem, develop a plan to fix the problem, and implement the solution and conduct proper follow-up. The course will focus on the 5W2H process for problem investigation, use of cause-and-effect diagrams and 5-Why techniques, and how to determine root cause and develop permanent countermeasures that address the root cause. Learn the different sources of variation and how to use cause-and-effect logic to validate the problem analysis was done properly. You will apply the principles to hands-on exercises to reinforce the learning. Engineers, operators, supervisors and managers should attend.
F, 3/9 – 3/23, 8 – 11:30 AM, $299

Operational Excellence Series
Operational Excellence is a philosophy of organizational leadership that stresses continuous improvement, teamwork, and problem solving throughout the organization by focusing on the needs of the customer, empowering employees, and focusing management attention toward sustainable improvement of organizational performance. This series is designed for for-profits that want to learn the methods and techniques to achieve Operational Excellence.

Morning Session: Introduction to Operational Excellence and Aligning Metrics and Key Performance Indicators to the Operational Excellence Strategy
The session will introduce and explore strategy and tactics that are used to define, validate, communicate and implement the Operational Excellence strategy. In order to achieve alignment throughout the organization and have all employees working toward a common goal, it is imperative that the measurement system be aligned to this strategy. This session also will investigate the conflicts that traditional metrics create within organizations and will introduce the metrics needed to change the behaviors necessary to achieve break-through results. This session also will address how to define each improvement initiative and how to link it to the Operational Excellence Strategy.

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F, 2/23, 8:30 AM – 4:30 PM $250 (for up to 4 employees)

Super Charge Your Leadership Skills
This lively interactive workshop is 100 percent focused on you, using teamwork exercises guaranteed to make a difference in your life and work. This program shows participants the difference between leading and managing people. Self-assessments and group activities are used to demonstrate the difference between transformational and transactional leadership. You will learn the difference between leadership and management that management and effective leadership are complimentary that leading subordinates requires more than just position power and how to empower others through effective leadership behaviors. The principles taught in this class are applicable for anyone involved with or aspiring to a leadership position in for-profit or nonprofit enterprises.
T, 3/6, 8:30 AM – Noon $125
Feedback: Giving and Accepting
Being able to give and accept feedback during a productive conversation can lead to better problem solving, improved working relationships, and help raise issues that need to be addressed. This course will help you better prepare, deliver and accept feedback in a cooperative and positive working environment. You will learn the importance of preparing to give feedback, how feedback can be misinterpreted, the value of maintaining a positive conversation, how to relate the impact of behavior performance, when and how to accept feedback.
T, 3/6, 1 – 4:30 PM, $125

Professional Email and Digital Media Etiquette
Would you like to learn how to craft a professional email? Would you like to learn proper social and digital media etiquette? This class will teach you how to compose a professional email and how to avoid common email problems. Other electronic/digital media etiquette will also be addressed. Learn how to communicate your ideas effectively via texting, posting on social media, and using other forms of electronic communication.
W, 3/21, 4:30 – 6 PM, $29

Doing Business in China
Any business manager, sales, marketing or development staff members who do business in China should attend this fun, informative workshop. You will learn about cultural differences in business, business communications, giving, and common Chinese phrases to break the ice. The instructors are faculty from the Confucius Institute.
1 session
W, 4/4, 8:30 – 11:30 AM, $55

Violent Workplace Emergencies – The Active Shooter
This course is designed to help you prevent, prepare for and react to a violent emergency at the workplace. We’ll discuss steps to identify and mitigate risk, action planning, policy review, and incident response protocol along with additional table-top exercises.
F, 4/20, 8 – 11:30 AM, $55

Excel 1 2013
In this course you will learn basic Excel screen overview, understanding and developing formulas, basic functions (sum, average, max, min), absolute and relative cell referencing, basic formatting, and working with worksheets (inserting, renaming, deleting) and worksheet layout. This will be a fun-filled, fast-paced course.
TH, 2/1, 1 – 5 PM, $69

Excel 2 2013
In this course you will learn more advanced functions (IF, COUNTIF, SUMIF, Vlookup, Hlookup, etc.), more complicated formulas such as 3D formulas, list processing, pivot tables and charting. You should have previous Excel experience or have taken the Excel I course.
TH, 2/8, 1 – 5 PM, $69

Excel 3 2013 – Advanced Workshop
Increase your mastery of Excel with more complex functions such as nested IF statements, conditional IFs, IF statement, transposing data, Lookups (Vlookup, Hlookup), data conversion to/from Access tables, financial functions, text operations, data validation, range names, and error checking.
TH, 2/15, 1 – 5 PM, $69

Word 1 2013
You will get an overview of Microsoft Word 2013. Learn how to navigate and make the most of the tool bars. Learn how to create, edit, manipulate and save documents using this powerful software. Your instructor will help you explore this program so you’re more efficient and productive at work and home.
TH, 2/1, 8:30 AM – 12:30 PM, $69

Microsoft Word 2 – Advanced Workshop
Advance your skills in MS Word 2010. You will learn to create text columns, change character and line spacing, create different page layouts, customize themes, and set up tables and charts. You will also learn how to insert links among other import features of this program.
TH, 2/22, 1 – 5 PM, $69

IT Planning and Budgeting
This course will give you an overview of IT budgeting and project planning and how they intertwine. Learn how to keep your projects in line with your budget and ensure the end project is what you desire. From this class, you should be able to formulate and predict your yearly costs efficiently, monitor and evaluate for Disaster Recovery Planning, and find and determine easy budget escape routes.
TH, 2/15, 9 – 11 AM, $25

Cybersecurity Bootcamp, Stay Safe in the Digital World
Learn the tools and best defense to protect yourself against cybercrime. The information in this course will benefit everyone who uses a computer, tablet, smartphone, or any other means to access the web.
M, 4/2, 5:30 – 8:30 PM, $45

Introduction to Computers, Let’s Keep it Simple
If you’re new to the digital world, or if you have little to no knowledge of computer, this course is for you. You will learn basic terminology, how to browse the web, setup email, navigate the windows operating system, create a backup, and much more. You will also learn some basic tips and tricks so you can stay safe and secure while using your computer. This course is designed to allow discussion on other computer topics, so bring your questions.
M, 4/9, 5:30 – 8:30 PM, $45
The Time is Now to Move Your Office to the Cloud
In this class, you will get an overview of Microsoft Office 365 and Google’s G-Suite. With a unique set of features for each, it’s easy to understand the allure that draws many companies to the cloud. While highlighting the best features of each suite of programs, you will easily be able to evaluate your specific needs as you migrate your office. After the class you will understand the pros and cons of these two competing cloud products and why your office should consider this valuable transition.
TH, 2/8, 9 – 11 AM, $25

ServSafe Certification
The Pennsylvania Department of Agriculture requires food service establishments employ at least one certified supervisory employee who has completed and passed an approved certification course. This ServSafe course, which meets that regulation, is for both new certifications and re-certifications of ServSafe. If your certification has expired, you will need to take the full course and exam.
W, 2/21 & 2/28, 5 – 9 PM, $199
Registration Deadline: 2/5

Line Dancing
Each week you will learn a new dance, and, unlike ballroom dancing, you won’t need a partner. This popular class will keep you moving as you dance to a variety of music. No special footwear is required. Wear whatever is comfortable for you.
TH, 1/25 – 3/1, 7 – 8 PM, $49
5th Floor Ballroom

Tai Chi for Everyone
Learn Tai Chi from our Confucius Scholars faculty. Tai Chi has gentle stretching and circular movements, integrates the body and mind, has many different forms, and is enjoyable to practice. All previous students are welcome to attend this class for a refresher and advanced instruction. Wear comfortable, loose-fitting clothing and soft-soled shoes.
10 Sessions
M, 1/15– 3/19, 6:30 – 7:30 PM, $69
5th Floor Ballroom

Pound Rockout Workout
Using Ripstix – lightly weighted drumsticks engineered specifically for exercising – Pound transforms drumming into an effective workout. Instead of listening to music, you become the music in this exhilarating full-body workout that combines cardio, conditioning, and strength training with yoga and Pilates-inspired movements. After you’re done rocking out in a 45-minute Pound class, you’ll have completed up to 15,000 reps, performed more than 30 extended interval peaks, and zipped through more than 70 techniques. Designed for all fitness levels. All equipment will be provided.
M, W, 1/15– 2/21, 5:30 – 6:30 PM, $69
5th Floor Ballroom

Alcohol Ink Techniques
Join our instructor, Courtney, as she guides you in the proper techniques for using alcohol ink on various surfaces. Participants will learn basic alcohol ink application techniques, materials and explore the versatility of the medium. Be ready to play and have fun. All materials will be provided.
W, 1/24, 6 – 9 PM, $35
4th Floor Art Room

Ukrainian Egg Decorating
Just in time for Easter. The tradition of decorating eggs using wax and colorful dyes has been passed down from behind closed doors for generations within the Ukrainian culture. These decorated eggs, called “Pysanka,” hold a great deal of power and symbolism in the traditional Ukrainian culture. You will learn the history and the meaning behind many traditional symbols and patterns as you’re guided through a hands-on experience exploring traditional as well as more modern techniques and designs. Pysanka make beautiful keepsakes or gifts. All materials will be provided. Limited seats available.
TH, 3/8 –3/22, 6 – 8 PM, $69
4th Floor Art Room

Dyed Silk Scarves
Get wild with colors and create your own wearable art. We provide the scarf, the dye, and some hints and tips, and you’ll make your own silk scarf. This class is great for adults and safe for families with children. No experience necessary, and all supplies will be provided. Limited seats available.
W, 3/14, 6 – 8 PM, $35
4TH Floor Art Room

Chinese Paper Cutting – Adult and Youth
The making of paper-cuts is a popular folk art with a history of more than 2,000 years in China. In the hands of an artisan, a piece of red or other colored paper can be turned into a wide variety of patterns with the aid of a knife or a pair of scissors. All materials will be provided.
W, 3/28, 6 – 8 PM, $29
4st Floor Art Room

800.872.1787 : 814.362.5078 : CONTINED@PITT.EDU : WWW.UPB.PITT.EDU/CONTINUINGED
Yoga with Kathy
Yoga with Kathy is a combination of Vinyasa and Hatha yoga. The flows (classes) link several poses together to create strength, flexibility, endurance and balance. Yoga with Kathy concentrates on breathing while focusing on all parts of the body. Each movement engages the mind and heart by learning to accept selves through non-competitive, non-judgmental classes.

T, 3/20, 6 – 9 PM, $49
Little Fabric Garden, 25 Main St., Bradford

The Essence of Nature: A Photographers Journey Outside
Join professional photographer Shawn Murray as you learn the special techniques to enhance your outdoor photography. Using the equipment you already have, you will learn about exposure, composition and light. You will learn the technical side and the seeing side of photography during evening indoor classes and a Saturday field trip. There will be one-on-one instruction and time to provide helpful critiques of the photographs you’ve taken. It is recommended that you have a basic knowledge of your camera and its functions. A steady rain may require rescheduling the field trip.

TH, S, 4/19 - 4/21, 5:30 – 7:30 PM, $50
Room 200, Saturday fieldwork at Marilla Reservoir

Perfect Holiday Table Runner
This is a step-by-step beginner’s class on sewing your own holiday table runner. Using a kit with three fabrics, you will create this table runner with an Easter theme. You’ll find directors in your kits to make place mats from the same pattern. All materials and sewing machine will be provided.

T, 3/20, 6 – 9 PM, $49
Little Fabric Garden, 25 Main St., Bradford

R3 Yoga Retreat
Relax, Rejuvenate and Revitalize
This three-day retreat will include sessions on various yoga styles taught by practitioners from throughout the region and the United States. You will also learn about Tai Chi, meditation, Ayurveda and massage therapy as well as healing practices that are at the foundation of the Art of Living Well. The weekend also will offer quiet open spaces for you to relax with a good book between sessions, enjoy a massage, take a walk undisturbed in nature, and enjoy delicious health-conscious food options. We will have live entertainment for Friday evening’s opening ceremony and a bonfire Saturday evening. Fee includes sessions on Friday, Friday evening reception, Saturday and Sunday yoga workshops and activities, breakfast and lunch on Friday and Saturday, and breakfast on Sunday. Accommodations (recommended) are available on campus in modern air-conditioned rooms. For a full R3 Yoga Retreat itinerary contact Pitt-Bradford Continuing Education at 814-362-5078.

Friday, 6/29, 8 AM – Sunday, 7/1, 11 AM, $250 per person
Early Bird price until June 1, $225
Two-day, Saturday – Sunday only sessions, $195
Mukaiyama University Room
Frame-Westerberg Commons
Pitt-Bradford Campus

Wellness Program
We are pleased to continue to offer our popular Wellness Program, which enables you to enroll in any one-credit physical education class* and have full access to all the facilities offered in the Richard E. and Ruth McDowell Sport and Fitness Center. This program is open only to participants 18 and older. You are required to complete a one-hour orientation program to become familiar with the facility, rules and proper use of equipment. *Enrollment in any of the physical education classes is optional.

$225 per participant
Spring Term, 1/2 – 4/29

ST. MARYS
OFF-CAMPUS CLASSES

All classes held at the Community Education Center of Cameron and Elk Counties, 4 Erie Ave., Suite 200, St. Marys

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F, 2/23, 8:30 AM – Noon, $59

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TH, 3/22, 9 AM – Noon, $99

Beyond the Calls – Using an iPhone effectively
We will guide you on using the basic calling features, but don’t you want more? The potentials for an iPhone user are limitless, but you need to know how to find the right apps to meet your needs, customize your settings to accomplish your tasks more effectively and become more comfortable using the touch interface. This class will do just that. Please bring your iPhone 5 or higher to class.

TH, 2/15, 6 – 9 PM, $25
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Google Suite 101
Google may be the largest search engine on the internet, but it also offers the user an assortment of useful tools that promote a seamless work and living environment. In this class, you will learn to setup a Google account with the capabilities of email and creating Google docs, but that’s just the beginning. You also will learn how to effectively search the internet, use Google earth, and share documents with yourself and colleagues.

Microsoft Office 2016 Classes
Level 1 classes will focus on beginners’ skills and will move at a slower pace. Level 2 classes will focus on more advanced skills with less individual assistance.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Excel 1 *</td>
<td>Thurs. 1/18</td>
<td>6 – 9 PM</td>
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<td>Excel 2</td>
<td>Tues. 2/6</td>
<td>5 – 9 PM</td>
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<tr>
<td>Excel 3: Advanced Workshop</td>
<td>Thurs. 3/27</td>
<td>5 – 9 PM</td>
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<tr>
<td>Microsoft Word 1 2013</td>
<td>Tues. 4/17</td>
<td>5:30 – 8:30 PM</td>
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All classes will be held at the Warren Forest Hi-Ed Council, 589 Hospital Drive, Warren, PA

Basic Digital Photography
If you are interested in learning more about how to use your digital camera besides just “pointing and shooting” then you will want to take this course. You will learn about framing, composition, and creativity in taking great pictures. Topics will include taking not just good, but great pictures; introducing basic camera functions and their uses; taking pictures beyond the ordinary; and handling special scenes, including backlit scenes, sports and action photos, family and children portraits, landscapes, close-ups, and macro photography. You will need to bring your own digital camera.

Sat, 3/3 and Sat, 3/10, 9 AM – Noon, $75

Advanced Digital Photography
Learn the creative side of using an adjustable 35mm digital SLR camera. You will learn how to use manual features of your camera and create custom compositions; set your own exposure settings (f-stops and shutter speeds) and ISO and modes; manual focus vs. autofocus; use lenses available for your camera (wide, telephoto, zoom, macro, etc.); and how to use basic filters, close-up lenses, macro and flash photography. Also covered is composition and framing, such as the rule of thirds, using diagonals, etc. You will need to bring your own digital SLR camera.

Sat, 4/7 and Sat, 4/14, 9 AM – Noon, $75
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T, 4/3, 8:30 AM – Noon, $125

Feedback: Giving and Accepting
Being able to give and accept feedback during a productive conversation can lead to better problem solving, improved working relationships, and help raise issues that need to be addressed. This course will help you better prepare, deliver and accept feedback in a cooperative and positive working environment. You will learn the importance of preparing to give feedback, how feedback can be misinterpreted, the value of maintaining a positive conversation, how to relate the impact of behavior performance, when and how to accept feedback.
T, 4/3, 1 – 4:30 PM, $125

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F, 4/20, 1 PM – 4:30 PM, $55

ServSafe Certification
The Pennsylvania Department of Agriculture regulations require the food service establishments employ at least one certified supervisory employee who has completed and passed an approved certification course. This ServSafe course, which meets that regulation, is for both new certifications and re-certifications of ServSafe. If your certification has expired, you will need to take the full course and exam.
W, 4/4 & 4/11, 5 – 9 PM, $199
Registration Deadline: 3/19
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T, 2/6, 8:30 AM – Noon, $125

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T, 2/6, 1 – 4:30 PM, $125

Violent Workplace Emergencies – The Active Shooter
This course is designed to help you prevent, prepare for and react to a violent emergency at the workplace. We'll discuss steps to identify and mitigate risk, action planning, policy review, and incident response protocol along with additional table-top exercises.
F, 3/16, 8:30 AM – Noon, $59

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TH, 4/26, 9 AM – Noon, $59

**WE HAVE NEW ONLINE HEALTH CARE COURSES FROM HEALTH ED TODAY.**

These courses are highly interactive and will give you an enriched learning experience. Each course includes:

- 24-hour-a-day instructor support and course mentors
- engaging labs, exercises and course videos
- all textbooks, workbooks and materials
- a new secure student website, including career resources and other training

The following courses are available any time:

Pharmacy Technician / Tuition: $1,299
Clinical Medical Assistant / Tuition: $2,499
Dental Assisting / Tuition: $1,299
Medical Billing & Coding / Tuition: $1,399
EKG Technician / Tuition: $1,299
Electronic Health Records Management / Tuition: $1,299
Medical Administrative Assistant / Tuition: $1,299
Dialysis Technician / Tuition: $1,299
Medical Terminology / Tuition: $499
ECG / EKG Course for Nurses / Tuition: $699

Visit us online at www.healthedtoday.com/upb for a course demo and to learn more about these exciting new programs. For additional information, contact us at 814-362-5017, email rds54@pitt.edu or call toll free 1-888-963-5967.

The Health Ed Today courses were developed through a partnership with leading education organizations, including Pearson Education, E-College and Condensed Curriculum International.
ONLINE CLASSES - ed2go

We have developed a partnership with Ed2Go to offer countless online classes if you prefer that type of learning or if you are too busy for in-person classes. Through Ed2Go, we offer more than 300 highly interactive courses that you can take entirely online, several of which are featured in this book. All of the courses are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient and geared just for you. Visit the Ed2Go website at www.ed2go.com/upb/

find the class you'd like to take, register online and call us to finalize your registration. Most classes are only $90, and you learn at your own pace.

ADDITIONAL CONTINUING EDUCATION SERVICES

Continuing Education and Regional Development is much more than just noncredit classes. Contact us for more information about these additional services:

Customized Workforce Training
- Training that meets your specific company's organizational needs
- Offered on site or off site at times that are convenient to your work process
- Customized to meet your specific training needs
- Taught by Industry experts
- Call 814.362.5198

Computerized CLEP Testing –
Pitt-Bradford is a CLEP site. Take your test here, get a satisfactory score, and earn 3 to 12 college credits toward your college degree for each CLEP exam you take, depending on the subject. To schedule an exam, call us today. Most exams cost $100

Conference Services
Are you looking for a first-class facility to hold your next event or conference?
Pitt-Bradford’s Conference Services can help you. Our Conference Services team offers the personal attention you want. In addition to our experienced program planners, we offer

- World-class facilities and accommodations only 20 minutes from Bradford Regional Airport
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Contact Conference Services to start planning your event today. 814.362.0990.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University’s mission.
SPRING 2018 REGISTRATION FORM

Continuing Education & Regional Development
800.872.1787 / 814.362.5078 / CONTINED@PITT.EDU

EASY WAYS TO REGISTER

Mail:
University of Pittsburgh at Bradford
Continuing Education & Regional Development
300 Campus Drive
Bradford, PA 16701

Phone: (814) 362.5078

Fax: (814) 362.0914

Email: contined@pitt.edu

Office Location:
Pitt-Bradford - Continuing Education & Regional Development
Marilyn Homan Hall - Room 229
2 Main Street
Bradford, PA 16701

Payments, Refunds and Cancellations:

Payments and/or billing arrangements must be made at the time of registration. You can pay for the program using check, money order or credit card. Refunds will be issued if the course is cancelled by the University or if the course is dropped before the cancellation deadline.

Noncredit programs are subject to cancellation by the University for justifiable reasons such as insufficient enrollment. If you need to cancel your registration for a noncredit program, please notify Continuing Education 10 business days before the start of the program. If cancellation occurs fewer than 10 business days before the start of the program, no refund will be issued.

Registrations will be accepted on a first-come, first-served basis and are subject to class availability.

Course Name | Date | Time | Cost
---|---|---|---

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Course Name | Date | Time | Cost
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Payment Method (Payment is due at time of registration)

- [ ] Mastercard
- [ ] Visa
- [ ] Discover

Card # | Expiration Date
---|---

Name on Credit Card | Security Code (on back of card)

- [ ] Check (payable to University of Pittsburgh at Bradford) | Check #

- [ ] Company payment: | Name of Company

Billing Address

Contact Name
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