

SALINAS ADULT SCHOOL

20 Sherwood Place
Salinas, California 93906
(831)796-6900

EMAIL: info@salinasadultschool.com



Learning for *Life*

REGISTRATION POLICIES & PROCEDURES

*The mission statement of the
Salinas Adult School
is to provide quality lifelong educational
opportunities and services responding to the
unique needs of individuals
and the community at large.*

Priority registration is always given to adult students.

The Salinas Union High School District's Adult Education Program is accredited by the Western Association of Schools and Colleges. The Salinas Adult School is authorized to issue high school diplomas and appropriate certificates. All courses are approved by the Salinas Union High School District Board of Trustees and the California State Department of Education. The Salinas Adult School

is also approved to provide programs for students enrolled in CalWORKs, WIA programs, Adult Basic Education Programs, Certified Nursing Assistants program and health care professionals seeking continuing education units.



STUDENT IDs: ID cards are issued by appointment and with pre-authorization documents from the department. Students must be currently registered and pay ID card fee.

POLICIES

Alcohol/Drug Use/Tobacco Policies:

The policies of the Salinas Union High School District regarding alcohol, drug use, and tobacco will be strictly enforced on the campus of the Salinas Adult School.

Loitering:

Loitering about any school is prohibited by law. All visitors must register at the Bookstore.

(Penal Codes 653g and 627.2.)

UNIFORM COMPLAINT PROCEDURE

The Salinas Union High School District Board of Trustees recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply in all programs it offers. See Adult School Administration to obtain information relating to SAS complaints.

SUBJECT TO CHANGE WITHOUT NOTICE.

All course schedules, information and fees are subject to change without notice. Please contact the school for the most current information about courses you are interested in. Call (831)796-6900 for assistance. NOTE that most Vocational Ed courses and many other classes *require* in-person registration. Confirm information when you register.

REGISTRATION

Prompt registration is advised, as classes may fill.

Pre-registration is required for ALL classes and workshops, regardless of fees. Register for courses and events by either visiting the department indicated in the catalog listings, or mail-in the registration form, or register online for designated classes.

www.salinasadultschool.com

Online registering courses are labeled REGISTER NOW. If this is your first time registering online, you will register as a new student.

Individual departments may have specific additional registration policies and procedures in addition to these. Please inquire.

Fees and Payments:

DO NOT send cash through the mail. Check or credit card only. Your mail-in registration *receipt* will be mailed to you. Please bring it to class. For some classes, a supplies and/or material fee will be charged as noted in class descriptions. Do not send supplies or text fees through mail.

Online registration requires your credit card and email address. Receipts should be printed and brought to class.

Make checks payable to: Salinas Adult School

The Salinas Adult School accepts **Master Card, Visa and DiscoverCard** credit cards at the Bookstore or through online and mail-in registration.

REFUNDS

Your full tuition will be refunded only in the event the class is cancelled due to low registration, or if the class is already filled when mail-in registration is received. Fees for "Fee classes," registration and materials fees are nonrefundable after the first class meeting. Registration fees are not transferable within departments or among courses.

Upon presenting your receipt and the refund request form, a check will be mailed to you within 2 to 3 weeks. No refunds will be given after the first day of class.

TEXTBOOKS

Textbooks are required in some classes. Textbooks are available for purchase at the school Bookstore, or in the classroom or program location. Cost of textbooks are *not* included in registration fees and are *not* refundable.