HOW TO REGISTER FOR A WORKSHOP

CREATING A STUDENT ACCOUNT AND ENROLLING IN TO A WORKSHOP
There are a couple of ways to search for workshops:

1. You may search by Season for example: Summer, Spring or Fall

2. You may search by Studio for example: clay, metals or wood

3. You may search by filter for example instructor name, workshop name or workshop code

Finding your workshop
Once you have located the workshop you would like to take, you will need to confirm there is space available.

1. If there is space available in the workshop, click “Select Class”.

2. If there is not space available, please call or email us with your complete contact information to be placed on the waitlist.
Once you have clicked on “Select Class” you will next have the opportunity to:

1. Remove the workshop from your selection

2. Select another workshop to enroll. **If there is space available, you will automatically enroll in to additional workshops. This is not for alternate options.

3. Select Continue and Proceed to check out.
Have you enrolled in a workshop here at Penland as recently as Fall 2019?

If yes, The information on this page is for you. If no, Go to the next page.

Please enter your Username and Password and continue to check out.

If you have forgotten your username and password, click “Forgot Password” to get a reminder email"
If you have not taken a workshop since Fall 2019 - - You are a new student

Please complete all the basic information on the form.
Selecting Your Housing

1. Select your housing preference: Male, Female or All-Gender

2. Have a friend attending with you and you want to be housed/roomed together? List their name(s) here

3. Select your housing option. Housing is assigned on a first-come, first-served basis. If the housing option you select is not available, we will call you to discuss options.

4. Staying off campus and want a meal plan? Select it here

**Housing and meal charges will be added to your account once your application has been processed and we have confirmed your housing option is available.**
You are almost finished!

Confirm you have read Terms and Conditions – also known as our “Cancellation Policy”

And click “Submit”
On the check out page, you have the option to pay the full tuition amount or the deposit only.

Make your Payment Plan selection, enter your credit card information and submit payment.
Once you have submitted successfully, you will receive an enrollment email.

After your application has been reviewed, you will also receive a follow-up email from Penland - Office of the Registrar. Please check your Spam or Junk Folder if you have not received an email within five days. This email will give more detail about your student portal, payment deadline and general information about arrival and departure. This email will also indicate that your account has been updated and your housing (or meals if staying off campus) have been added to your invoice.