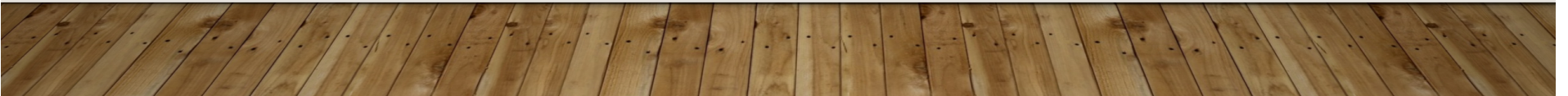


# HOW TO REGISTER FOR A WORKSHOP

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CREATING A STUDENT ACCOUNT AND ENROLLING IN TO A WORKSHOP



# Finding your 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

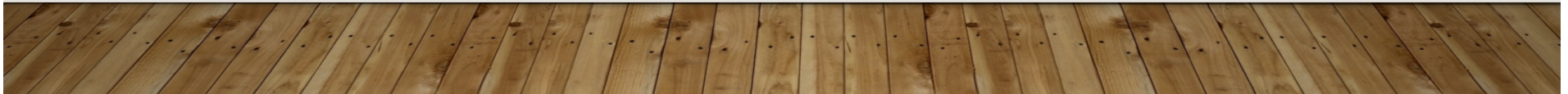
**3.** You may search by filter for example instructor name, workshop name or workshop code

Workshop title

do not complete this application. The scholarship application can be found at [www.penland.slideroom.com](http://www.penland.slideroom.com)

**1** Season: All      **2** Studio: All

**3** Filter  Set category above to "All" then type key search word such as the name of the studio.



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

### Print/Process/Production

[View Description](#)

Available Sessions	Dates	Code	Instructor	Seats Available	Tuition	Fees	
8 Week Letterpress	Mar 8, 2020 - May 1, 2020	00L	Karolich, Jamie	3	\$4578.00	\$50.00	Registration ends Mar 5, 2020 12:00 AM <a href="#">Select Class</a>

1

### Wunderkammer

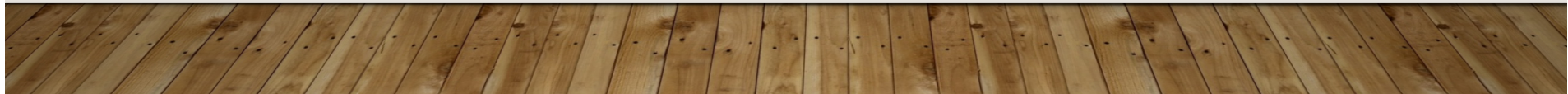
[View Description](#)

Available Sessions	Dates	Code	Instructor	Seats Available	Tuition	Fees	
8 Week Metals	Mar 8, 2020 - May 1, 2020	00MA	Pugh, Suzanne	0	\$4578.00	\$50.00	Registration ends Mar 5, 2020 12:00 AM <b>Currently full- Please call (828) 765-2359 to be placed on a waitlist or email the class information to registrar@penland.org.</b>

2

### Processing Process

[View Description](#)



Once you have clicked on “Select Class” you will next have the opportunity to :

1. Remove the workshop from your selection

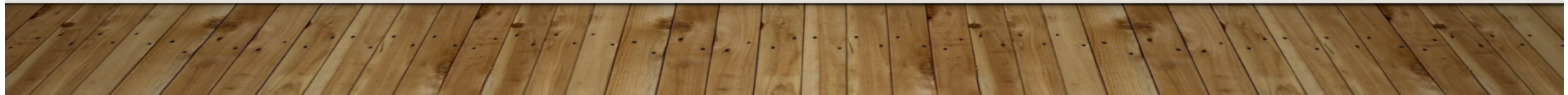
2. Select another workshop to enroll. \*\*If there is space available, you will automatically enroll in to additional workshops. This is not for alternate options.

3. Select Continue and Proceed to check out.

Workshop title

Do not complete this application. The scholarship application can be found at [www.penland.slideroom.com](http://www.penland.slideroom.com)

	Session ID	Course	Dates	Code	Instructor	Tuition	Fees
<b>1</b>							
<input type="button" value="Remove"/>	8 Week Iron	Attention to Detail	Mar 8, 2020 - May 1, 2020	001	Dohner, Andrew	\$4578.00	\$50.00
<b>2</b>	<input type="button" value="Select Another Class"/>					<b>3</b>	<input type="button" value="Continue"/>



**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”

**You are almost done! We just need to know who you are.**

Please sign in if you have already been a student with us, or enter your information below.

### Student Registration

**I am a returning student**

**I am a new student**

\* Username

\* Password

**Sign In**

[Forgot Password?](#)

If you have not taken a workshop since Fall 2019 - - You are a new student

Please complete all the basic information on the form.

### Student Registration

- I am a returning student  
 I am a new student

\* First name

Middle Initial

\* Last Name

\* Telephone

\* Email Address

\* Birth Date  M/d/yyyy

\* Username

\* Password

\* Mailing Address

\* City

\* State/Province

\* Zip/Postcode

Gender  Male  Female  Not Selected

# 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 Details

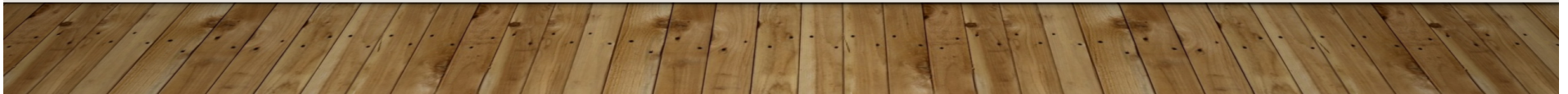
**1** \* Select Housing Preference:  For gender-specific housing, please choose between male and female. All-gender housing allows students the option to stay in dorm accommodations regardless of legal sex, gender or gender identity. This includes all-gender bathrooms.

**2** Is there someone you'd like to be housed with? List name here:

**3** \* Housing Options:   
[Please click here for Housing & Fees](#)

**4** Off-Campus Student Meal Plans:

**\*\*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”

#### Cancellation/ Terms and Conditions

\* Terms and Condition: \*  I agree with the Terms and Conditions listed below:  
*I understand and agree to the following terms. Penland makes a substantial investment when planning a workshop and vacancies can be hard to fill even if there is a waiting list, so we must charge cancellation fees to offset the cost of these vacancies. If you cancel anytime up to forty-five days before the beginning of a summer workshop you will receive a full refund minus a \$100 cancellation and the \$50 nonrefundable processing fee. If you cancel less than forty-five days before the beginning of the workshop, there is no refund. If you cancel your housing reservation at any time, but keep your workshop enrollment, you will be charged a \$50 housing cancellation fee. If it is necessary for Penland to cancel a workshop for any reason, students will be notified and offered another workshop or a full refund. We cannot be responsible for nonrefundable airline tickets. Penland registrations are transferable only if the workshop does not have a waiting list; if you wish to transfer your registration, please call the registrar to inquire.*

**Submit**



complete this application. The scholarship application can be found at [www.pemandu.studentroom.com](http://www.pemandu.studentroom.com)

The housing preference selected from the previous page will be reviewed and added to your invoice amount within 3 business days. If the housing preference selected is not available, we will contact you to discuss alternate options. Housing assignments are made on a first, come-first, served basis.

Session ID	Course	Dates	Code	Instructor	Tuition	Fees
8 Week Iron	Attention to Detail	Mar 8, 2020 - May 1, 2020	001	Dohner, Andrew	\$4578.00	\$50.00

On the check out page, you have the option to pay the full tuition amount or the deposit only.



Select Payment Plans

Full Payment  
 Pay Deposit Now

Due Date	Amount
Today	\$4628.00

Select Housing or Meal Plan if Off Campus Student

**Payment amount \$4628.00**

### Payment Information

\* First name

\* Last Name

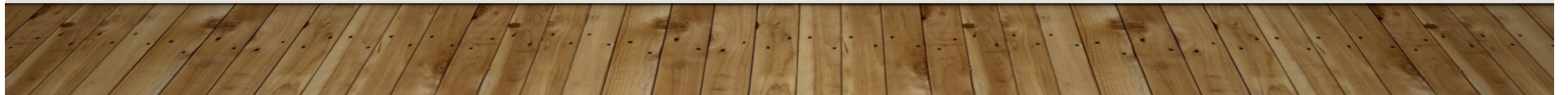
\* Credit Card Number

\* Expiration Date

\* Security Code

**Submit Payment**

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.

