

## Waiting List Request Form

COURSE TITLE:	COURSE DATE/TIME:	COURSE NUMBER:
NAME:		COURSE LOCATION:
HOME ADDRESS:		
CITY, STATE, ZIP:		
INSTITUTION/AREA:	PHONE:	E-MAIL:
JOB TITLE:	PROFESSIONAL LICENSE #	UCDH EMPLOYEE ID #:
CHECK ONE: <input type="checkbox"/> Fee: \$ <input type="checkbox"/> \$25 deposit	Payment method for fee or deposit: <input type="checkbox"/> Check made out to UC Regents <input type="checkbox"/> Credit Card	

- If a space becomes available, a notification will be sent by e-mail (UC Davis employees will receive this notification via their work e-mail address). Registrants will have 72 hours to accept. If you do not wish to accept, please decline the seat so the next person on the waiting list can be notified.
- If a space becomes available and you accept, you must attend the class or cancel your registration or you will forfeit your deposit. If a fee is required, you will be charged upon accepting. Refund policy is available at our website.
- Submitting this form does not guarantee a space in the class.
- **To register for wait list:** Submit the completed registration form and submit registration fee or deposit in any of the following ways:
  - Submit by check:
    - Send by campus or U.S. mail to:
    - **Center for Professional Practice of Nursing, 4900 Broadway, Suite 1630, Sacramento, CA 95820**
    - Visit our office, open 7 a.m. to 4:30 p.m., Monday through Friday
  - Submit Credit card information by either:
    - Call CPPN Office at Phone: (916) 734-9790
    - Visit our office, open 7 a.m. to 4:30 p.m., Monday through Friday
- **UC Davis Health Employees:** A \$25 refundable deposit is required.
  - **Checks:** Please make payable to **UC Regents**. In memo line, write class name and date. Deposit is forfeited if registration is not canceled within time requirements (see class website for more information).
  - **Credit cards:** deposit charge will only be processed if participant does not attend the class.

**Not all classes are available for wait listing.**