

LEHIGH EDUCATIONAL SATELLITE NETWORK

Professional Continuing Education Course Registration Form

PROFESSIONAL CONTINUING EDUCATION INFORMATION

All Lehigh distance education programs are broadcast live via KU-band satellite in a compressed digital format. All regular semester credit courses may be taken on a professional continuing education basis by an individual or site-license registration. Site license registration allows unlimited viewing access in accordance with the following conditions. Occasional professional continuing education short courses are individually priced based on content and duration. Please call the Office of Distance Education for information.

REGISTRATION INFORMATION

To register a site, complete the program registration form below and send it to the Lehigh Office of Distance Education (fax submission is accepted.) A signature on the form indicates that the signer has read and understood these conditions and is authorized to accept them by his/her company or organization.

Please note: Professional continuing education participants are not permitted to submit work for evaluation by the instructor; may not later claim credits for the course; make no progress toward a Lehigh degree; receive no official Lehigh University transcript for participation. Each professional continuing education participant will receive a certification of completion at the end of course*.

PROFESSIONAL CONTINUING EDUCATION AGREEMENT

Organizations wishing to obtain professional continuing education programming provided via live broadcast must register specific reception sites with the University. Each registered site will:

- Access the program via live satellite transmission
- Make and retain one videotape recording of the program to be used for playback only within its facilities for educational purposes for the duration of the course. The program tape may not be edited, altered, or rebroadcast on any system other than one totally within the site facilities.
- Ensure that the recorded copy of the program tape is not used in any manner without the original and complete copyright notice and credits, duplicated, sold, rented, or provided free to individuals or organizations outside the site facilities.
- Erase the videotape copy immediately after the course ends
- Access one complete set of print course materials from the course website that may be duplicated only for use in conjunction with the legitimate use of the tape copy of the program.
- Register site license program participation by submitting attendance form.

LESN PROFESSIONAL CONTINUING EDUCATION REGISTRATION FORM

Contact Name _____ Company _____

Home Address _____

Work Phone _____ Fax _____ Email _____

Course Title _____ Semester _____

_____ \$630 Individual Fee _____ \$530 ea. (2-4 registrants)

_____ \$2,500 Site License Fee (*Unlimited participation – site attendance verification required for certificate)

PAYMENT: _____ Check for total payable to Lehigh University enclosed _____ Purchase Order enclosed

_____ MasterCard _____ VISA _____ American Express

Credit Card No. _____ Expiration Date _____

Signature _____ Date _____

Send form to: Office of Distance Education, Lehigh University, 436 Brodhead Ave., Bethlehem, PA 18015
FAX: 610-758-4190 OR CALL 610-758-4373 for more information.