

# REGISTRATION INFORMATION

Pre-registration for all courses is necessary to guarantee your space in the desired course, as space is limited. Pre-registration allows the Office of Continuing Education to have course packets ready for you at the course check-in.

The Office of Continuing Dental Education is pleased to announce the launch of our new online registration system, powered by ABC Signup, with secure payment processing through NIC. This online system allows you to purchase multiple course registrations at one time using the event cart. Enjoy 24-hour access to your continuing dental education financial history and access to your credit letters for courses attended. Create your account for FREE; please contact us at 713-486-4028 if you need assistance with setting it up.

## *Online Registration*

Click the [Course Schedule](#) tab on the left column of the website to access the list of current courses. Click a course title to select it; you will be directed to a page with course information. If this is the course you would like to attend, click "**Register Now**" under the **Registration Information** section of the course page. You will be directed to a registration cart log-in page.

**If this is your first online registration for 2015**, you will need to create a new account:

- Select "Click Here to Create a New Account."
- Complete the questions on the information page, then click "Submit Registration."
- Review cart contents on the next page. Register staff or associates for the same course by clicking "Register Another Individual for the Same Event;" or hit "Click Here to See a List of Events" to register for additional courses.
- Complete the registration by choosing "Click Here to Checkout Now;" the system will direct you to the payment gateway with NIC.
- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation, and the payment statement.

**If have already created your account for 2015**, your User ID is your email address:

- Enter your email address in the User ID section and your password (the same one you entered when creating the account).
- Hit "Click Here to Log-in."
- Review and update contact information; click "Submit Registration."
- Review cart contents on the next page. Register staff or associates for the same course by clicking "Register Another Individual for the Same Event." Choose "Click Here to See a List of Events" to register for additional courses.
- Complete the registration by choosing "Click Here to Checkout Now;" the system will direct you to the payment gateway with NIC.
- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation, and the payment statement.

**Problems Registering For a Course:** Contact us at [UTSDContinuingEd@uth.tmc.edu](mailto:UTSDContinuingEd@uth.tmc.edu) or 713-486-4028.

## ***Register by Phone:***

713-486-4028

## ***Registration & Cancellation:***

Full tuition must accompany each registration to ensure your registration for a course. Tuition is completely refundable if a course is cancelled by the Office of Continuing Dental Education or if the registrant cancels more than 21 business days prior to the course date. Registrants who cancel 10-20 business days prior to the course date may apply the entire course tuition toward another course or receive a refund of 50%. **No refunds are given for cancellations made less than 5 business days prior to the course date, but tuition may be applied toward a future course.** A \$75 administrative fee will be charged for cancellations 10 business days prior to the course date. A set deadline is required for certain courses; no registrations or cancellations are accepted after the course's set deadline. Please see course listings for those with specific, set deadlines. "No shows" for a course will forfeit the full registration tuition. ***The Office of Continuing Dental Education must receive all cancellations in writing prior to the course date for the appropriate refund and/or credit to be issued.*** The Office of Continuing Dental Education cannot be held responsible for a non-refundable airline ticket in the event of a course cancellation.

## ***Registration Information:***

Upon registering for any activity with the Office of Continuing Dental Education, the participant agrees that The University of Texas School of Dentistry at Houston, its affiliates and all personnel associated with the courses are not responsible or liable for any injuries or damages sustained by the participant in connection with the scheduled activity; and the participant hereby releases each of them from any claims against them arising directly or indirectly from any such injury or damage.

The registered participant grants permission to the Office of Continuing Dental Education (and its designees and agents) to use the participant's image, likeness, actions and/or statements in any live or recorded audio, video or photographic display or other transmission, exhibition, publications, or reproductions made of, about, or at, the activity without further authorization or compensation.

Participants may not use video or audio recording devices during the course or schedule activities.

**Registering for any continuing education activity or event constitutes acceptance to these terms.**