Welcome to the 2016 UO Summer Architecture Academy!

Please follow the directions below to register for Architecture Academy. Registration for the academy course opens 3/15/16 and closes on 7/7/16.

Summer Academy Online Registration Instructions:

1. Go to the secure links below to register and pay.
2. Click “Register for this course.”
3. Add the course to your cart and then click register for more courses on the cart page.
4. Click the links in green and then click register for each course.
5. Check out once all three courses appear in your shopping cart.
6. Complete the sign up steps.
7. Enter payment information and submit (Visa, MasterCard, AMX).
8. Verify that all your information is correct.
9. Click “Process” (** If you click more than once it will charge your card again.)
10. A confirmation e-mail will be sent with a confirmation number.

Payments must be received by 7/7/16. If you need to make alternate payment arrangements or you are having trouble registering, please call or e-mail our office at 800-824-2714; e-mail academicextension@uoregon.edu

Once your registration has been processed by the UO Registrar’s Office, a letter will be postal mailed to you that contains your University of Oregon ID number, your Personal Access Code (PAC), and instructions on claiming your DuckID, which you should do immediately. Failure to claim your DuckID will prevent you from accessing services during the academy. This important information should be kept in a safe place and brought to the academy with you.

If you do not receive your DuckID and PAC letter, please call our office at 800-824-2714 or e-mail us at academicextension@uoregon.edu

Cancellation and refund policy:

University students are both academically and financially responsible for all classes in which they are registered. Refunds are prorated and follow the term timelines. Students who wish to cancel their commitment and reduce or eliminate tuition charges for the term, must officially drop classes or completely withdraw from the university for the term.

If you are unable to attend UO Summer Architecture Academy and need to cancel, cancellations must be done in writing by sending an e-mail to academicextension@uoregon.edu; or postal mail to UO Academic Extension, 1277 University of Oregon, Eugene, OR 97403; or fax to 541-346-6166 by July 11, 2016 in order to receive a full refund.

Failure to pay tuition or to attend classes does not constitute an official withdrawal. Students who simply stop attending classes are financially liable for all charges and may also receive grades of Y, N, or F according to departmental policy.

Sincerely,
UO Academic Extension and Architecture Academy Staff