

# REGISTRATION

September 13 at 7:00am

## PROGRAMS, CLASSES, & TRIPS REGISTRATION/CANCELLATION INFORMATION

### WHEN AND HOW TO REGISTER FOR A CLASS

- Open Registration begins Wednesday, September 13th at 7am.
- You may register the following ways:
  - Online registration: please visit [recreation.ucsd.edu](http://recreation.ucsd.edu)
  - In-person registration: please visit any of our facilities. The friendly staff at RIMAC, Main Gym, or Canyonview Aquatics Center will be happy to assist you.
- There is no deadline for most programs. Programs remain open until filled.
  - Exceptions: Swim offerings and trips have specific registration/cut-off deadlines.

## CANCELLATIONS

### GENERAL CANCELLATION POLICIES

- If you wish to cancel a class or request a transfer, please email [recreation@ucsd.edu](mailto:recreation@ucsd.edu), or visit the RIMAC, Main Gym, or Canyonview sales desks in-person for quick and friendly service.
  - Refunds for purchases originally made in-person must be processed in-person.
- The following offering types are not eligible for refund:
  - Private training sessions/lessons, workshops, special events, special passes, interim classes.
- Any cancellations refunded to credit on account will not be eligible for payout after the refund has been processed and credit assigned.
- Due to circumstances beyond our control (weather, illness, under-enrollment etc.), UC San Diego Recreation may occasionally cancel classes and trips. In the event of this, we will make every attempt to notify participants in a timely fashion and will refund accordingly.
- Holders of a Fit-Yoga Pass should always refer to the most current class schedule, available by visiting [recreation.ucsd.edu/classes/fitness-yoga](http://recreation.ucsd.edu/classes/fitness-yoga).

### CLASSES:

- Requests received prior to the second class occurrence will receive a full refund less a \$10 processing fee.
  - The \$10 processing fee will be assessed per offering. The amount of the refund per offering must be over \$10 or a refund will not be provided.
- Requests received after the second but prior to the third class occurrence will receive a 50% refund.
- Refunds are not available after the third class occurrence.
- Refund requests for CPR, First Aid or Lifeguard Training classes must be received prior to 14 days before the scheduled starting date.

### TRIPS:

- Requests received prior to 30 days in advance of the trip's start date will receive a 90% refund.
- Requests received less than 30 days but prior to 14 days in advance of the trip's start date will receive a 75% refund.
- Refunds are not available less than 14 days in advance of the trip's start date.
  - Unless previously approved, transferring trips, dates, or times constitutes a cancellation and the above policies apply.

For Complete policies regarding registration, cancellation and general information, please visit [RECREATION.UCSD.EDU/FAQS/](http://RECREATION.UCSD.EDU/FAQS/)

## NEW REGISTRATION SYSTEM FOR 2017-2018

Beginning in Fall 2017, UC San Diego Recreation migrates to a new registration software. UCSD students, staff and faculty will login using their single sign-on credentials. All community members will need to create new online profiles. See below for our quick reference guides to the new registration software.

### HOW TO REGISTER

**UCSD student/staff/faculty:** Login using single sign-on

**Community Members:** Create a profile on the Recreation Online Store **rec.ucsd.edu**

Activate your profile – you'll automatically be sent an email with a dedicated link to verify and activate your account

1. Add your dependents to your profile
2. Add your preferred credit card to your account
3. Register for your favorite programs and trips!

### ADDING YOUR DEPENDENT(S) TO YOUR PROFILE

1. Login in to the Recreation Online Store **rec.ucsd.edu**
2. Click the dropdown under your user name
3. Click **Profile**
4. Click **Add Dependent** at the bottom of the page
5. Complete the required information

Your dependent(s) will now be tied to your profile and displayed as an available option when registering for the program(s) of your choosing.

### ADDING A CREDIT CARD TO YOUR ACCOUNT

1. Login in to the Recreation Online Store **rec.ucsd.edu**
2. Click the dropdown under your user name
3. Click **Profile**
4. Click **Save Payment Info** from the options on your left
5. Click **Save Card** and complete the requested information