

WICHITA STATE UNIVERSITY  
**CAD/CAM LABORATORY**  
 39 Parker  
 Irvine, CA 92618-1605

Revised January 6, 2009

ENROLLMENT FOR THE EARLY SPRING **CATIA V5** WORKSHOPS FROM JAN 26 – Mar 7, 2009  
**It is highly recommended to sign up at least 2 weeks prior to beginning of class.**

LET	TITLE OF WORKSHOP	CREDIT HR	COURSE	LINE	TIME	DAYS	DATES
01	Part Design & Sketcher	2	ENGR 250P	25756	5:30 – 7:30	MW – PM	1/26/09 – 3/4/09
02	Part Design & Sketcher	2	ENGR 250P	25756	9:00 – 11:00	TTH – AM	1/27/09 – 3/5/09
03	Part Design & Sketcher	2	ENGR 250P	25756	5:30 – 9:30	FRI – PM	1/30/09 – 3/6/09
04	Part Design & Sketcher	2	ENGR 250P	25756	8:30 – 12:30	SAT – AM	1/31/09 – 3/7/09
05	Wireframe & Surfaces	2	ENGR 250U	25787	5:30 – 7:30	TTH – PM	1/6/09 – 2/12/09

**FUTURE COURSE OFFERINGS**

LET	TITLE OF WORKSHOP	CREDIT HR	COURSE	LINE	TIME	DAYS	DATES
	Assembly Design	2	ENGR 250R		TBA	TBA	TBA
	Drafting	2	ENGR 250S		TBA	TBA	TBA
	Wireframe & Surfaces	2	ENGR 250U		TBA	TBA	TBA
	Prismatic Machining	2	ENGR 250T		TBA	TBA	TBA
	Surface Machining	2	ENGR 250V		TBA	TBA	TBA
	Electrical	2	ENGR 250K		TBA	TBA	TBA
	Functional Tolerancing & Annotation	2	ENGR 250W		TBA	TBA	TBA
	Fitting Simulation & Kinematics	2	ENGR 250X		TBA	TBA	TBA
	Stress Analysis	2	ENGR 250Y		TBA	TBA	TBA
	ENOVIA LCA	2	ENGR 250Z		TBA	TBA	TBA
	Knowledgeware	2	ENGR 250B		TBA	TBA	TBA
	Sheetmetal	1	ENGR 250A		TBA	TBA	TBA
	ENOVIA DMU	1	ENGR 250N		TBA	TBA	TBA
	Photo Studio	1	ENGR 250D		TBA	TBA	TBA
	ENOVIA VPM	1	ENGR 250C		TBA	TBA	TBA

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ CELL PHONE (if different): \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_ SHIFT WORKED: \_\_\_\_\_

**LABORATORY FEE: \$1000 + \$370 Optional Tuition**

This laboratory fee includes your instruction manual, practice time on a terminal outside of class, and parking. Optional tuition covers 2 hours of Engineering credit. **New** students will have a one time \$30 admissions fee if class is taken for academic credit.

**LABORATORY FEE FOR ENOVIA DMU, ENOVIA VPM, PHOTO STUDIO, & SHEETMETAL (1 Credit Hour): \$500 + \$185 Optional Tuition**

**For further information please contact:**

Glenda Campbell Cad/Cam Lab Office Manager Phone (316) 978-3283 glenda@cadcamlab.org	Fax (316) 978-3416	Khoa Ngo Instructor Phone (714) 393-4557 khoa.ngo@v5e.com
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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ENTER YOUR WORKSHOP SECTION PREFERENCE BELOW:**

1ST CHOICE: NUMBER \_\_\_\_\_ COURSE TITLE: CATIA \_\_\_\_\_ DATE \_\_\_\_\_  
 2ND CHOICE: NUMBER \_\_\_\_\_ COURSE TITLE: CATIA \_\_\_\_\_ DATE \_\_\_\_\_

CATIA & ENOVIA is a registered trademark of DASSAULT SYSTEMES [WWW.CADCAMLAB.ORG](http://WWW.CADCAMLAB.ORG) (Classes Subject to Change)

# POLICIES

## FEES

Lab Fees and Tuition Fees are due the 1<sup>st</sup> day of class. Prepayments are allowed. Processing of prepayment will be held till the 1<sup>st</sup> day of class.

### Refund Policy (Lab Fees)

Cancellation prior to the first day or on the first day of instruction:

- 100% refund

Cancellation during the first week of instruction (after 1<sup>st</sup> day):

- 100% refund if class materials are returned.
- \$100.00 charge will be incurred if class materials are not returned, remaining amount will be refunded.

Cancellation during the second week through the fourth week of instruction:

- Second week - 70% refund.
- Third week- 50% refund.
- Fourth week- 30% refund.

Cancellation after the fourth week of instruction:

- No refund will be issued

*(i.e. Student cancels 2 credit hour class during the second week. The amount of Refund will be  $\$1000.00 \times 70\% = \$700$ )*

### Refund Policy (Optional Tuition Fee)

Cancellation prior to the first day or on the first day of instruction:

- 100% refund

Cancellation within three business days with the first day of class being business day one:

- 100% refund

Cancellation within five business days with the first day of class being business day one:

- 80% refund

Cancellation within eight business days with the first day of class being business day one:

- 60% refund

Cancellation within thirteen business days with the first day of class being business day one:

- 40% refund

Cancellation after the thirteenth business day:

- No refund will be issued.

*(i.e. Student cancels 2 credit hour class on the eighth business day. The amount of Refund will be  $\$370.00 \times 60\% = \$222.00$ )*

*Optional Reschedule: Anyone will be given the option to receive an incomplete with the ability to take the same course again during the next session without an additional lab fee charge.*

## Cancellation

All cancellations must be submitted in writing. Please obtain the necessary form from the instructor. All refunds will be processed in a timely and reasonable manner, not to exceed 30 days from the date of withdrawal.

**Wichita State University is offering continuing education programs and will not be participating in the Student Tuition Recovery Fund (STRF).**

**We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.**