REGISTRATION INFORMATION

Phone Number: (210) 567-3177 • Fax Number: (210) 567-6807 • Web: http://smile.uthscsa.edu

CONFIRMATION: on a space-avail

The Office of Continuing Dental Education may find it necessary to implement a reasonable fee increase on noted courses.

The Office of Continuing Dental Education cannot be held responsible for the cost of a nonrefundable airline ticket or flight change in the event of a course cancellation or the rescheduling of the program.

Upon registering in any Continuing Dental Education activity, the participant agrees that the University of Texas Health Science Center at San Antonio and their affiliates, and all personnel associated with the program are not responsible or liable for any injuries or other damages sustained by the attendee in connection with the scheduled activity, and the participant hereby releases each and every claim 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 utilize the participant's image, likeness, actions and/or statements in any audio, video, or photographic display or other transmission, exhibition, publication, or reproduction made of, about, or at, the activity without further authorization or compensation.

Participants may not use video or audio recording devices during the program.

Registering for any Continuing Dental Education activity constitutes acceptance of these terms.

PAYMENT BY CREDIT CARD: MasterCard, VISA, or Discover Card only.

ON-SITE CHECK-IN: Please check details of each course for designated location of registration check-in. Participants can pick up packets one hour prior to the beginning of the course. Same day walk-in enrollments will be accommodated on a space-available basis.

CONFIRMATION: Your registration confirmation will be mailed to you from our registrar within 5-7 working days upon receipt of payment. You will also receive a listing of nearby hotels at this time. This will be followed by a final confirmation letter designating the dates and location of the course within 10 days of the program date. A map of the campus and parking information is on the Health Science Center website www.uthscsa.edu.

TUITION DISCOUNT: *Participants who have attended at least 100 continuing dental education hours of courses sponsored by the Office of Continuing Dental Education, The University of Texas Health Science Center at San Antonio, School of Dentistry.

ACCOMMODATING PEOPLE WITH SPECIAL NEEDS: If you are a person with special needs and desire special accommodations, please advise us at the time of registering for the course. Requests will be kept confidential. Individuals with speech or hearing impairments can contact the Office of CDE by using Texas Relay Service (TRS) 711 or 1-800-735-7289. If you do not have a TDD, call 1-800-735-7289.

AFFILIATIONS: The University of Texas Health Science Center at San Antonio, School of Dentistry is a member of the American Dental Education Association.

CONCERNS, COMPLAINTS & SUGGESTIONS: To assure an optimal educational experience, the Office of Continuing Dental Education, Dental School’s Office of Continuing Dental Education encourage course participants, faculty and staff to report concerns, complaints or suggestions for formal review and, if appropriate, subsequent action. To warrant a fair and expeditious review, contact the Office of Continuing Dental Education for the appropriate form. Concerns or complaints about a CE provider may be directed to the provider or to the ADA CERP at www.ada.org/cerp.

GENERAL REFUND POLICY: If you must cancel your registration for any type of continuing dental education course, please notify the Office of Continuing Dental Education as soon as you determine that you are unable to attend so that a refund may be considered. Any cancellation made prior to the start of the program will be subject to an administrative fee assessment of $95.25. Any cancellation made one week or less prior to the course does not qualify for a refund. However, participants may choose to place their tuition minus an administrative and direct course fee assessment into an on-going program “Showup” fund. Written notification by mail, fax or e-mail is required within five business days to initiate the refund process. Specific refund policies may apply to off-site, continuing education and on-going series programs. Contact our office for the specific refund policy regarding any course.

OFF SITE (PARTICIPATION & LECTURE) PROGRAM REFUND POLICY: If you must cancel your registration, please notify the Office of Continuing Dental Education as soon as you determine that you are unable to attend so that a refund may be considered. Due to commitments to off-site properties, any cancellation made prior to the start of the program will be subject to an administrative fee assessment of $198.50. Any cancellation made one week or less prior to the course does not qualify for a refund. However, participants may choose to place their tuition minus an administrative and direct course fee assessment into an on-going program “Showup” fund. Written notification by mail, fax or e-mail is required within five business days to initiate the refund process. Please allow four to six weeks to process refunds. Specific refund policies may apply to off-site programs. Contact our office for the specific refund policy regarding any course.

CONTINUUM, PARTICIPATION, DENTAL STUDY CLUBS, AND MULTIPLE SERIES REFUND POLICY: If you must cancel your registration, please notify the Office of Continuing Dental Education as soon as you determine that you are unable to attend so that a refund may be considered. Due to commitments to these type of programs, any cancellation made prior to the start of the program will be subject to an administrative fee assessment of $198.50 plus any applicable nonrefundable deposits. Any cancellation made one month or less prior to the course does not qualify for a refund. However, participants may choose to place their tuition minus an administrative, applicable non-refundable deposits, and any direct cost fee assessment’s into a holding account for future use. “Showups” will not qualify for refunds. Written notification is required within five business days by mail, fax, or e-mail to initiate the refund process. Please allow four to six weeks to process refunds. Specific refund policies may apply to all on-going programs. Contact our office for the specific refund policy regarding any course.

INTERACTIVE WEB COURSE REFUND POLICY: If you must cancel your registration, please notify the Office of Continuing Dental Education by sending us an e-mail at smile@uthscsa.edu with your User Code and course title. Refunds are non-refundable. If you determine that you are unable to attend so that your refund may be considered. Written notification is required within five business days by mail, fax, or e-mail to initiate the refund process. Transfer of contact information will result in a 12% discount. A written request is required to process any refund or transfer. Contact our office for the specific refund policy regarding any course.

LOCATION: UTHSCSA School of Dentistry is located at Medical Drive and Floyd Curl Drive. The main entrance to the complex is at Floyd Curl Drive (opposite Methodist Hospital). Entrance is open all hours, weekends and after hours.

COMPLIMENTARY PARKING: For those of you who will be driving to campus, the security officer at the main gate will instruct you where to park. You will be given a validated ticket at check in that you will need to exit the lot at the end of the course. Ticket validation occurs only once during registration. If you decide to leave and come back we are unable to validate any additional tickets and you will be responsible for payment at the gate.

LATE ENTRANCE TO THE DENTAL SCHOOL: The main doors to the Dental School are locked during non-business hours. Please check our office if you are unable to check in at designated times.

The University of Texas Health Science Center at San Antonio is an ADA CERP Recognized Provider. ADA CERP is the means by which ADA nationally recognizes providers to ensure providers in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses. If you believe that the ADA CERP acceptance of credit hours by boards of dentistry.

UTHSCSA designates the number of credit hours for each course individually. UTHSCSA new recognition term will extend from 1/1/2016 through 12/31/2019. Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/cerp.

01/23/2017

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