

## **REGISTRATION INFORMATION**

**Spring 2009**

**Classes begin the week of March 29, 2009**

**Torrance Resident Registration begins: Tuesday, February 24, 2009**

**Non-Resident Registration begins: Tuesday, March 10, 2009**

Registration Office Hours:

West Annex: 8:00 a.m. – 5:00 p.m.

Cultural Arts Center: 9:00 a.m. - 4:00 p.m. (March 30 – April 3, 9:00 a.m. – 6:30 p.m.)

Both offices are closed on the following dates:

February 12, 13, 16 & 27; March 13 & 27 and April 10 & 24.

To have the best opportunity of getting your desired class(es), please register in the following  
PRIORITY order:

#1 On-Line	On-line customers must have an account prior to registering on-line. Once your account has been set up, you may begin registering for classes beginning on the date specified above at 8:00 a.m. Confirmation will be e-mailed to you upon completion, or you may print a detailed receipt by logging into your account. Please see Registration Guidelines for information on how to request an account or go to <a href="http://www.tornet.com">www.tornet.com</a> . If you have difficulties with this module, call our help desk during business hours (310) 618-2723 (registrations are not accepted on this line).
#2 Phone-In	Phone-in registration may be completed by calling <b>(310) 618-2720</b> and charging the fee to your Visa or MasterCard. Confirmation will be mailed to you.
Walk-In	Walk-in your registration form and payment to the City of Torrance Community Services Registration Offices located in the West Annex of City Hall and at the Cultural Arts Center.
	Fax-In and Mail-In Registration will be processed as time permits and may take several days to begin processing! Mail and faxes sent prior to the first day of registration will be processed with applications received on the first day of registration and will NOT have any priority.
#3 Fax-In	Fax your completed registration form with your Visa or MasterCard information and sign where indicated. FAX to (310) 781-7598. Confirmation will be mailed to you.
#4 Mail-In	Mail the completed registration form with your payment and self addressed stamped envelope to: City of Torrance Registration, 3031 Torrance Blvd., Torrance, CA 90503. If paying by check: include a separate check for each class. Make checks payable to: City of Torrance and include your driver's license number on the form. If paying by credit card: include Visa or MasterCard information and sign where indicated. Confirmation will be mailed to you.