See You in Class!

Welcome, and thank you for registering for continuing education with East West College of the Healing Arts! This guide will walk you through everything you need to know before your class begins — where to go, where to park, and a few important policies. Please take a few minutes to read it, especially our Cancellation and Odor-Neutral Policies.

PAYMENT DUE

You are enrolled in your class once your payment has been received.

Preferred not to pay online? Checks or cash must be received within 7 days of registering. You can drop yours off in person or send it by mail or carrier.

NOTE: If we haven't received your payment within 7 days or 48 hours prior to your class start date, whichever comes first, your registration will be cancelled due to non-payment. No further notice will be provided.

CANCELLATION POLICY

If you withdraw…	You receive
14 or more days before class starts	**100% refund**
7 to 13 days before class starts	**75% refund**
1 to 6 days before class starts	**50% refund**
On or after the first day of class	**No refund**

Please note: **Processing fees are not refundable.**

LOCATION

- **Address:** 1515 SW 5th Ave, 4th Floor, Portland, OR 97201
- **Building:** 1515 Market Square Building

PARKING & TRANSPORTATION

Street parking:

- Street meters (pay with the Parking Kitty app) or nearby garages

On-site lot at the 1515 Market Square Building:

- Map: https://maps.app.goo.gl/DZijB9mKFF74HGZp6
- Entrance is off Market Street (one way, heading east)
- **Weekdays (full day):** $15.00
- **Weekdays after 5 pm:** $6.00–$10.00
- **Weekends:** $6.00 per day
- Pay at the kiosk (right side of the garage entrance) and place your ticket on your dashboard

Other ways to get here:

- TriMet MAX: Yellow and Orange Line stops are nearby
- Bike racks are available on Clay Street and 5th Ave, or in the parking structure on the north side of the building. Bikes are not allowed on the 4th floor.

East West College
OF THE HEALING ARTS

Your Guide to Attending CE Classes at EWC

BUILDING ACCESS

Arrival: Please arrive at least 15 minutes early on each day of your class. There are lounge areas on the 4th floor where you can relax until class is ready to start.

Getting to your class

1. **Enter the building**
   - **Weekdays before 6 pm:** Go straight to the elevators.
   - **After 6 pm and weekends:** Enter through 5th Ave (look for the blue awning) and sign in at the lobby desk.
   - **Weekends:** The doors from the building's parking garage to the elevators (floors 2 & 3) will be locked on weekends. They are for exiting only.
2. Take the elevator to the 4th floor
3. Find your assigned classroom on the sign on the red doors as you exit the elevators. Classrooms will be labeled 1 through 9. Each corridor will have a map to let you know where you are in relation to where your classroom is located.
4. Check in with your instructor

ODOR-NEUTRAL POLICY

Please come to class fragrance-free every day.

No perfumes, scented lotions or products, smoke smells, etc. Many members of our community have strong sensitivities, so we take this policy seriously.

If you arrive wearing a scent, you may be asked to leave class and forfeit your class payment.

FACILITIES

- The student kitchen area is equipped with refrigerators for you to store your food, several microwaves and toasters. There is limited kitchenware, so it's recommended that you bring what you need to eat your meal.
- It's recommended that you bring your own lunch and snacks, but there are several cafes, convenience stores and coffee shops nearby. **No food or drinks are allowed in the classrooms, except water.**
- There are lounge areas around the perimeter of the classrooms for eating or lounging.
- The Campus Store is open most Saturdays, **8:30 am – 1:00 pm**

WEATHER

On any class day with bad weather, call **503-233-6500** before you head out to check for weather-related cancellations.

KEY THINGS TO REMEMBER

- ✓ Arrive at least 15 minutes early each day
- ✓ Come odor-neutral every day (no fragrance or smoke smells)
- ✓ Paying by check or cash? Make sure it reaches us within 7 days of registering
- ✓ Bring any supplies your class requires
- ✓ Plan your parking ahead of time

We can't wait to see you in class! If you have any questions before then, please give us a call at 503-233-6500.

Continuing Education Team
East West College of the Healing Arts