

# Continuing Education General Information

## Winter/Spring Semester Classes Begin January 22, 2008

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Enrollment in Continuing Education (general studies) courses and public service (PS) courses will be accepted without application for admission to the college. There is no application fee, nor is it necessary to have transcripts of previous work. U.S. citizens 12 years of age or older are eligible to enroll in public service classes (16 years of age or older for Continuing Education credit classes) with the exception of some courses where the age limit is set by the State of Illinois, such as real estate. Classes for children will have the age limit noted in the course description.

### **Registration Procedures.** **(No Telephone Registration!)** **Deadline for Early Registration is** **January 15, 2008 at 4:00 p.m.**

If the registration form is not filled out correctly, the form will be returned to the student. To reserve a seat in the class, students must pre-pay and complete the registration process by January 15, 2008, at 4:00 p.m. *Students may also register at the first or second class meeting.* However, those students who have pre-paid will have seating priority if the class has filled. **Any student with a past due balance at John A. Logan College cannot be enrolled in Continuing Education classes until payment is made. Students pre-registering will not receive a confirmation from the college stating they are in the class.** Students will be notified if the class is full. If the class has filled due to pre-registration, an additional section may be offered if instructors and classroom space are available. Students with personal laptop computers may be admitted to a closed class with permission from the associate dean for community education.

Students registering in class should bring the following information to class:

- < Social Security Number or Student ID Number
- < Name and Address
- < Date of Birth
- < Home and Business Telephone Numbers

Students who register in class will be billed by mail for the tuition and/or course fee and will have two weeks after the class begins to pay their tuition. **Students registering for courses being held on-campus at John A. Logan College can pay the applicable tuition/fees during the first class meeting.** If tuition has not been paid by **February 8, 2008**, the student's registration will be canceled.

\* **Make checks payable to John A. Logan College.** No student will be admitted to class after the second class meeting without special permission from the associate dean for community education.

**Tuition.** Tuition for Continuing Education (general studies) courses is computed at a rate of \$67 per semester hour. Tuition costs for all general studies courses and public service courses are listed following the description in the schedule of classes which follows.

\* **Prices quoted in this brochure are subject to change prior to the start date of the class.**

Citizens 60 years of age or older will not be required to pay for any class which has a listed tuition; however, this waiver does not apply to any class listing a "fee" or having a course number which begins with a **PS** (example: Ballroom Dance—PS 564). Senior citizens will be charged a laboratory fee for any general studies or public service (PS or MED) class if a cost is listed.

#### **Congratulations!**

If you are 60 years of age or older, you are required to pay fees, but are exempt from paying tuition for Continuing Education credit classes.



**Money for the cost of materials (COM) will be collected in class by the instructor.**

**Refunds and Withdrawals.** A student must withdraw from a class by sending a letter to the Office of Continuing Education before the second class meeting to be eligible for a full tuition refund. If a student does not withdraw from class, he or she is responsible for the tuition. Generally speaking, Continuing Education classes with fewer than 12 students will be canceled after the second class meeting and all tuition and registration fees will be refunded.

**Affirmative Action, Non-Discrimination of Disabled.** John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement service, athletic programs, or any other service or program of the college, shall be provided without regard to sex, race, color, religion, age, national origin, or disability when such college activity is consistent with the applicable laws and regulations.

The admission and retention of, as well as services, programs, and activities for, students with identified disabilities will be in accordance with applicable laws and regulations.

**Insurance.** John A. Logan College does not provide accident insurance for any student registered in a continuing education class. Students wanting such coverage should make arrangements with their local insurance agent.