

Procedures and Policies

Director's Message

DEAR STUDENTS: More than ever, now is the time to consider how you can invest in yourself and your family by enhancing your job skills or by learning a new trade. With over 20 Certificate Programs and over 100 courses, we can help you get where you want to go! Our goal is to provide relevant and effective services and training for personal, business-focused, government-related, and community-oriented success.

Jonathan Bissell, Director of Adult and Continuing Education

REFUND POLICY: 100% if written request is received at least two business days before the first class meeting (less \$20 registration fee). 50% if written request is received at least two business days before the second class meeting (less \$20 registration fee). No refund requests will be handled by phone. The \$20 REGISTRATION FEE is NOT REFUNDABLE. There will be NO refunds issued after the second class meeting. Please allow four to six weeks for processing. No refunds will be granted for courses that meet for one or two sessions unless the college is notified in writing 3 days prior to the first class.

TRANSCRIPTS & LETTERS OF ATTENDANCE:

To obtain a transcript or a letter confirming attendance, write or fax:

Medgar Evers College,
Adult and Continuing Education
1534 Bedford Avenue (2nd Floor)
Brooklyn, NY 11225

The fee is \$5.00 per transcript or letter. We reserve the right to withhold information regarding the record of any student who owes money to the College.

HOLIDAYS: Medgar Evers College will be closed and no classes will be held on the following dates:

Sept. 7 – Labor Day
Oct. 12 – Columbus Day
Nov. 26 – 29 Thanksgiving Recess
Dec. 24 – 25 Christmas Recess
Dec. 31 – Jan. 1 New Year's Recess

OFFICE HOURS

Mon. – Thur., 9 a.m. – 6 p.m.
Fri., 9 a.m. – 5 p.m.
Sat., 9 a.m. – 1 p.m.

ADULT & CONTINUING EDUCATION HAS MOVED:

Visit our new location at:

1534 Bedford Avenue (2nd Floor)
(Corner of Bedford Ave. & Eastern Pkwy)

FIVE EASY WAYS TO REGISTER

PHONE-IN: 718.804.8850. Register by phone with Visa, MasterCard, Discover Card or American Express.

WALK-IN: Register in person at Medgar Evers College, 1534 Bedford Avenue (2nd Floor).

FAX: 718.804.8832 Register by fax with Visa, MasterCard, Discover Card or American Express.

MAIL-IN: Register by mail by completing the attached registration form.

ONLINE: Visit our website at www.mec.cuny.edu/ACE to print out the registration form and send it by mail or e-mail.

Registration is done on a first come, first served basis. There is a non-refundable \$20 processing fee, per student, per registration.

CLASS SCHEDULES: Class schedules are subject to change due to unscheduled events, inclement weather, under-enrollment, etc.

CERTIFICATE PROGRAMS: Certificates of successful completion are issued to all students who satisfactorily complete the Certificate Program. They are mailed within three weeks after the completion of the course. Certificates may be withheld pending receipt of all outstanding tuition and fees. A \$10 fee is charged to reissue certificates, completion letters or transcripts.

AFFIRMATIVE ACTION POLICY:

Medgar Evers College is an equal employment, equal opportunity and affirmative action institution. The college does not discriminate on the basis of age, sex, sexual orientation, alienate or citizenship, religion, race, color, national or ethnic origin, disability, or veteran or marital status in its admission of students, employment, access to programs, administration or education policies.

SPECIAL TUITION DISCOUNT: Tuition discounts of 20% are available for courses over \$100 to Medgar Evers College students, faculty and staff with a current valid ID, and senior citizens over 62.

FEES: Registration is done on a first come first served basis. There is a non-refundable \$20 processing fee, per student, per registration. Students may be asked to purchase additional materials. **The total fee must be paid at time of registration.** (This includes registration done during Open House). Adult and Continuing Education accepts money orders, Visa, MasterCard, American Express and Discover Cards.

WE ACCEPT VOUCHER PAYMENTS and TUITION REIMBURSEMENT PAYMENTS from employers.

TRAVEL DIRECTIONS

SUBWAY: No. S, 2, 3, 4 or 5 to Franklin Ave. stop. Our office is located one block away, on the NW corner of Eastern Parkway and Bedford Ave. (2nd FL. above Chase Bank).

Whether you are coming by subway, car or bus, use www.hopstop.com to plan your visit.

REQUIREMENTS FOR CERTIFICATE PROGRAMS

To become a Certificate Program candidate: At time of registration, bring copy of a GED or High School diploma (ask about exceptions to this rule), along with a non-refundable \$25.00 application fee. Exemption from the Certificate Program courses (exception: Computers and Web) requires a non-refundable fee of \$35.00 per course and proof of original transcript with a passing grade of "B" or above. A program certificate is offered to students who successfully complete required courses (with a required minimum of 80% attendance and 75% grade average in each course). You may take courses on an individual basis (exception: Medical Billing and Coding Certificate Program) without applying to the Certificate Program. Please call 718-804-8850 if further clarification is required.