

Procedures and Policies

Director's Message

Dear Continuing Education Student: Thank you for taking the time to review our catalog. Adult and Continuing Education (ACE), housed in the School of Professional and Community Development at Medgar Evers College, is pleased to offer you relevant and effective services and training for personal, business-focused, government-related, or community-oriented success. Let us help you achieve your dreams!

— 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, School of Professional and Community Development
1150 Carroll Street, Room 111,
Brooklyn, NY 11225

The fee is \$5.00 per transcript or letter. The School reserves 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:

Independence Day	July 4
Labor Day	September 7

OFFICE HOURS

Medgar Evers College
1150 Carroll Street, Room 111
Monday through Thursday,
9 a.m. - 6 p.m.
Friday, 9 a.m. - 5 p.m.
Saturday, 9 a.m. - 1 p.m.

FIVE EASY WAYS TO REGISTER

PHONE-IN: 718.270.6400 Register by phone with Visa, MasterCard, Discover Card or American Express.

WALK-IN: Register in person at Medgar Evers College, 1150 Carroll Street, Room 111.

FAX: 718.270.6187 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, low 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 are 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). Medgar Evers College School of Professional and Community Development accepts money orders, Visa, MasterCard, American Express and Discover Cards.

WE ACCEPT VOUCHER PAYMENTS.

TRAVEL DIRECTIONS

Subway: IRT 7th Ave. Express No. 2 or 5 to President Street; or No. 3 to Nostrand Ave.

Bus: No. 44 to Nostrand Avenue and Carroll Street; or No. 49 to Rogers Avenue and Carroll Street; or No. 43 to Empire Blvd.

REQUIREMENTS FOR CERTIFICATE PROGRAMS

To become a Certificate Program candidate: At time of registration, bring copy of a GED or High School diploma (exception: Computer Certificate, Real Estate and Creative Arts programs), 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 Certificate Program) without applying to the Certificate Program. Please call 718-270-6400 if further clarification is required.