

# About El Centro College

**Fall 2010 Early Registration begins June 15th.**

## **CONTINUING/WORKFORCE EDUCATION MISSION STATEMENT**

**Create and deliver quality education and training programs for personal and economic growth.**

**Nuestra misión es crear y proveer educación y entrenamiento de alta calidad para el crecimiento personal y económico.**

## **INFORMATION SUBJECT TO CHANGE**

El Centro College reserves the right to make administrative changes regarding to any item in this schedule. When circumstances cause class sections to be cancelled, notification of cancelled classes will be given. In the event that a conflict should occur between the contents of this class scheduled and the DCCC Policies and Procedures Manual, the latter will control.

## **EQUAL EDUCATION OPPORTUNITY POLICY**

Educational opportunities are offered by the Dallas County Community Colleges without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In compliance with this law, El Centro College may release the following information concerning any student without the student's written consent: name, address, telephone number, dates of attendance, last educational institution attended, degree(s) awarded, major field of study and height and weight of athletic team members.

A student may request that all or any part of this "directory information" be withheld from the public by making written request to the Registrar's Office during the first twelve (12) days of class. If no written request is received, information will be released upon inquiry. Requests must be renewed each semester.

No transcript or information concerning a student's academic record will be released under any circumstances without the written consent of the student, specifying the desired information and to whom it is to be released.

## **HOW DO I APPLY FOR FINANCIAL AID?**

Grants based on need are available through the Texas Public Education Grant (TPEG) program to individuals who want to take career or occupation-related courses. To obtain information on the courses toward which the grant money may be applied, contact the Continuing/Workforce Education office.

Applications should be made three weeks prior to the beginning of the course. Grants may be used for course tuition only. Refunds are not available.

## **WHEN ARE CERTIFICATES AWARDED?**

Certificates of completion indicating course and number of hours are awarded to students who successfully complete requirements of courses in Continuing Education.

## **WHAT IS A CEU?**

The Continuing Education Unit (CEU) is a nationally recognized means of recording, accounting and providing recognition in noncredit education activities. One CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." A CEU certificate is given to each student successfully completing the requirements of the CEU-approved course. Duplicate certificates are available upon request through the Continuing/Workforce Education Registration Office for a fee of \$2.50.

## **WHAT IF MY CLASS IS DELAYED, CANCELLED OR POSTPONED?**

El Centro College reserves the right to cancel any course if enrollment is insufficient. If your class is cancelled, delayed or postponed, our office will make every effort to notify students by phone before the class begins. If your class is cancelled, you will receive an automatic 100% refund by mail.

## **WHAT IS THE MINIMUM AGE REQUIREMENT FOR COURSES?**

Unless the course description indicates otherwise, eighteen (18) is the minimum age for enrollment. The Continuing/Workforce Education office, under certain circumstances, may waive the minimum age requirement.

## **HOW DO I QUALIFY FOR A FREE DART PASS?**

Students may receive a free DART pass by registering for a minimum of 48 clock hours in the Summer semester and 96 clock hours in the Fall and Spring semester.

For more information go to [www.elcentrocollege.edu/program/CE/](http://www.elcentrocollege.edu/program/CE/) and Click on ABOUT EL CENTRO COLLEGE