

CONTINUING EDUCATION

General Information

Continuing education programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and programs may be initiated by request from groups, the industrial community, or other service organizations. The College cooperates with all groups whether public or private, industrial or service, whose goal is the development of continuing education for the citizens of Johnston County.

Philosophy

Johnston Community College is committed to a comprehensive program of continuing education for all citizens in its service area. To fulfill this commitment, the College offers a variety of continuing education formed upon request when only three requirements are met:

1. Sufficient number of students must enroll;
2. A qualified instructor must be available; and
3. A suitable location for the class must be acquired.

Through continuing education courses, citizens find opportunities to retrain and update themselves for today's job market, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, gain knowledge in general education, and develop creativity in the fine arts.

Continuing Education Units

Johnston Community College uses the Continuing Education Unit (CEU) as recognition and documentation for noncredit continuing education activities. The national guidelines for the use of the CEU are applied and emphasis is on the results of education and the assessment of those results. CEU's are awarded for non-credit activities or programs meeting appropriate criteria. These CEU activities or programs may include:

- technical and professional courses
- in-service training programs
- courses for certificate or licensing requirement
- occupational skill upgrading courses
- liberal education programs
- paraprofessional training programs
- vocational training programs (either in-service or in preparation for job-entry positions)

Johnston Community College is responsible for establishing and maintaining a permanent record of all CEU's awarded. The system of recording units for participants is in accordance with the current system of permanent records in use at the College. At the discretion of the College, a separate and parallel system is maintained. These records are available upon request by program participants, their employers, or certifying organizations in compliance with FERPA guidelines. Information recorded in these permanent records includes:

- Name of individual student
- Title of course or program
- Starting and ending dates of activity
- Location of activity
- Format of activity

- Number of CEU's awarded
- Student performance evaluation
- Name of instructor
- Cooperating sponsor

Any activity or program subject to CEU credit must be composed of the following criteria: participant, purpose, format content, duration, teaching staff, course prerequisites, and level of instruction. This essential information is maintained in condensed form in the permanent records of the College.

One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program activity. Therefore, a normal one-week short course usually approximates 30 contact hours of participation and would be awarded 3.0 CEU's. A two-day program seldom involves more than 10 or 12 contact hours and would thus be awarded 1.0 or 1.2 CEU's respectively.

Admission

Any person 18 years of age or older and not enrolled in public school may be admitted to a continuing education (CE) class prior to the beginning of each semester. A course schedule is available through the College Web site. Courses that begin between semesters are available through the College's Web site.

A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any continuing education course, except adult basic skills, concurrently under the following conditions:

1. Upon recommendation to the chief administrative school officer and approval of the president of the college;
2. Upon approval of the student's program by the chief administrative school officer and the president of the college; and
3. Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

Registration

Because space may be limited for some classes, advanced registration is required for all continuing education (CE) courses except for basic skills, customized trainings, and most public safety fee waived courses. Students must register at least five calendar days prior to the class start date. Students may pay registration fees in one of the following methods.

- Come by the Student Success Center to complete the registration form. Payment can be made at the cashier's window beside the Bookstore in the Wilson Building. Hours for registration and payment are available on the College's Web site.
- Complete the Continuing Education Registration Form (PDF format requires the **free** Adobe Acrobat Reader) and mail to the Continuing Education Division along with appropriate registration fee(s) to the address listed at the top of the form.
- Fax registrations paid with a MasterCard, VISA, American Express, or Discover credit card to (919) 209-2189 Attention: Registration. Please do not include your credit card number on the registration form, you will be contacted for this information.
- To register online, simply click the Self-Service link located at the top of the JCC Home Page. Select Continuing Education Instant Enrollment. Next, type the class name in the Course Code Number Box. Click the Search button at the bottom of the page. Next, click

the Select button next to the class you wish to attend. After clicking Select, choose the Add Section button and the class section will be added to your cart. Click 'Next' and follow prompts from there to complete registration and make payment. Please be advised that payment must be made using a credit card when registering through Continuing Education Instant Enrollment.

- Click the Select button next to the class you wish to attend. Continuing Education button, and then select "Register and Pay for Continuing Education Classes". You may search for classes using a keyword, course name, start or end dates, location, or instructor's last name. Select the class you want and click "Submit". Complete the registration process. Please be advised that payment must be made using a credit card.
- If a company/agency is planning to pay for tuition, fees, books or supplies, this authorization form: Student Sponsorship Form, must be printed on company letterhead, signed and submitted.
- Please be advised that out-of-state and Woodforest National Bank checks are not accepted.

Textbooks and Supplies

Students are responsible for purchasing their own supplies and/or text material as needed prior to class. These items are to be paid separately from registration fees. Any textbooks and/or course materials may be purchased during these times. Contact the bookstore for inquiries about hours, books, or prices.

Attendance

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 80 percent student attendance in each course is required to receive a certificate.

Grading Policy

Explanation of Grades

Grade	Description	Grade Points
S	Satisfactory (must attend 80% of scheduled class hours and successfully pass class objectives)	
U	Unsatisfactory	
W	Withdraw	
NA	Never Attended	
I	Incomplete	

Fees

Occupational extension courses carry registration fees as follows (subject to change):

Course Length	Fee	CAPS Fee
1-24 hours	\$70	\$5
25-50 hours	\$125	\$5
51+ hours	\$180	\$5

Technology fees for computer courses only are as follows and are not exempt:

Hours	Fee
1-10	\$1
11-20	\$2
21-30	\$3
31-40	\$4
41+	\$5

CAPS (Campus Access, Parking, and Security) fees are \$5 per continuing education course (subject to change).

The CAPS (Campus Access, Parking and Security) fee supports the construction and maintenance of campus parking lots and roads. In addition, it supports Campus Police, Security Guards and Jaguar Alerts to ensure a safe campus.

Note: Ed2Go courses do not charge the CAPS fee.

Additional Fees

Some courses (e.g., computer, CNA) may require the payment of a nominal technology or lab fee. Students will be notified of the fee prior to registration.

Self-Supporting Courses

Self-supporting course fees vary and are dependent upon the length and nature of each course. Due to the nature of self-supporting courses, all students pay a registration fee. Courses offered as self-supporting (course codes beginning in CSP or SEF) are not eligible for a refund as these programs are funded by registration fees collected.

Fee Exemptions

Students who are fire department personnel, law enforcement officers, and volunteer rescue squad personnel, may be exempt from the registration fee of classes within their job-related areas. An exception would be self-supporting courses where **all** students must pay the registration fee.

Basic skills students are exempt from registration fees. All Basic skills classes are free of charge to students.

Refunds

A student who officially withdraws, in writing, from a continuing education (CE) course prior to the first class meeting is eligible for a 100-percent refund upon request to the College. A student may be eligible to receive a 75-percent refund of the registration fee if the student officially withdraws using the Continuing Education Drop/Withdrawal/Transfer Request Form from the course after the class begins, but prior to the 10-percent census date. A student would not be entitled to receive a refund if the student withdraws after the 10-percent census date of the course.

Courses offered as self-supporting are not eligible for a refund as these programs are funded by registration fees collected. Students are eligible for a 100-percent refund if the classes are cancelled by the College.