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CONTINUING  
EDUCATION

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## **GENERAL INFORMATION**

The College provides a broad range of programs and courses to anyone eighteen years of age or older through the Division of Continuing Education. The educational program is highly flexible and attempts to meet both the individual and group needs of the community. Classes are designed to assist adults in learning new skills, upgrading existing skills, and enriching their lives. Many of the courses complement on-going curriculum programs.

Specialized training is offered in law enforcement, fire fighting, rescue work and management development. This division offers a variety of courses for the upgrading and retraining of production and supervisory personnel. In addition the staff will work with local businesses and industries to develop customized training programs to meet the specific needs of an industry.

Announcements concerning the dates and times of classes are made through the local newspaper, local access cable, and through special mailings. The college reserves the right to limit class enrollment and, when necessary, to reschedule or cancel a class with insufficient enrollment.

## **ACADEMIC CREDIT**

Most of the courses offered by the Continuing Education Division do not receive curriculum credit. Students who successfully complete many of the courses receive Continuing Education Units (CEU's) and a certificate designating the completion of the course. (A CEU is equivalent to ten (10) clock hours of instruction.) In some instances competencies gained in continuing education courses may be recognized in curriculum programs under provisions in the college's credit by examination policy.

## **CLASS SCHEDULES AND ENROLLMENT**

Classes are scheduled on the campus and in other sites across the county. The beginning date, time, and location of a class is determined by the needs of the students and employers and the availability of suitable facilities and equipment. Classes usually meet once or twice a week from two to three hours each session.

For most classes, a minimum of twelve (12) students must be preregistered before a class will be allowed to begin. The college further reserves the right to discontinue a class if attendance falls to an unacceptable level.

### **ATTENDANCE**

Students are encouraged to attend all classes to gain mastery of the materials and skills that are presented in each course. To qualify for the receipt of a course certificate, a student must attend at least 80 percent of the classes as well as successfully complete the prescribed course work. Depending upon the nature of the class and the requirements established for certification or licensing, some classes may have stricter attendance requirements. In these instances, the instructor will identify the attendance requirements.

### **REGISTRATION**

Registration is normally offered during the first class meeting and is provided on a first-come, first-serve basis. Preregistration may be required for some classes. Students must provide for all fee payments before a registration is complete.

### **COURSE REPETITION**

The college reviews course plans and outlines periodically to ensure that course objectives are consistent with class titles and that courses continue to meet the needs of students. A student may elect to repeat one or more courses offered to meet their individual goals. Students may elect to repeat courses to fulfill their objectives subject to the following provisions.

- If a student enrolls in an occupational extension class more than twice, the student will be required to pay the full amount of the per student cost for the class.
- A student may be permitted to repeat a course more than twice if the student demonstrates that repetition of the course is required to meet an established standard governing certification or license in the program area in which the student has enrolled.

The college reserves the right to deny a student enrollment in a previously completed course if, in the opinion of the college, the student continues to enroll in the course for the purpose of gaining access to college equipment or materials.

### **FEES**

In general, registration fees are charged for all classes. No fees are required for public employees for law enforcement, fire, life-saving, and civil preparedness courses provided that the student is referred by their employing agency. Persons sixty-five (65) years of age and older are exempt from paying a registration fee with proper identification. These exemptions are not provided for courses offered on a self-supporting basis. The cost of books, supplies, and materials that might be required in a course is the responsibility of the student.

### **REFUNDS**

A student may receive a refund of a registration fee consistent with the following conditions:

- A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to “make” due to insufficient enrollment.
- After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: The rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
- For contact hour classes, apply Subparagraphs above this rule except use 10 calendar days from the first day of the class(es) as the determination date.
- For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.

- If a student, having paid the required registration fee for a semester, dies during the semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

### **TRANSCRIPTS**

A student may obtain a transcript containing a record of all continuing education classes completed through a written request to the Continuing Education Office. The number of hours, CEU's, titles of classes, and grade are indicated on each transcript.

### **OCCUPATIONAL EXTENSION**

Occupational extension courses are specifically designed to provide training that leads to employment, upgrading of the skills of persons presently employed or retraining for new employment in a different occupational field. These courses may be offered exclusively by the college or in cooperation with business and industry. Occupational extension courses cover a range of topics including fire service, emergency medicine, law enforcement, and a variety of technical as well as administrative topics. Training to meet state certification requirements may be provided as occupational extension courses.

### **COMMUNITY SERVICES**

The college offers courses designed to serve the academic, avocational and practical training needs of adults. These courses are intended to meet a student's personal or leisure needs.

### **TRAINING FOR NEW AND EXPANDING INDUSTRY**

As part of the state's effort to create and upgrade jobs for the people of North Carolina, the college provides customized training services to new and expanding industries within Sampson County. The college works cooperatively with the Industrial Services Division of the State Board of Community Colleges to design and administer special programs for training the production manpower required by any new or expanding industry creating new jobs in Sampson County.

### **COMPENSATORY EDUCATION**

This program provides a structured community-based environment for mentally handicapped adults which focuses upon the development of skills needed by these persons to function independently. The curriculum assumes the end result of productivity, employment independence and self-sufficiency.

The program provides instruction in math, language, social skills, community living, consumer education, health, and vocational education.

### **SELF-SUPPORTING PROGRAMS**

The college offers a limited number of courses and activities on a self-supporting basis. Self-supporting classes in recreational as well as occupational courses may be organized under the auspices of the Division with approval of the Dean of Continuing Education.

### **SMALL BUSINESS CENTER**

The Sampson Community College Small Business Center is part of the North Carolina Community College's Small Business Center network. The Center delivers technical and managerial assistance to small business owners and prospective owners through accessible information, education and training, counseling and referral services and other technical and managerial assistance. Additional information may be obtained by calling the Small Business Center at the College.