

Continuing Education Enrollment

REGISTRATION

All courses offered for credit are \$92 unless otherwise posted. This fee also applies if the class is taken for audit. Materials required for seminars and classes are provided at no cost to the student. It should be noted that courses taken for credit or audit will require completion of an application for admission. A continuing education enrollment card will take the place of the application for non-credit community service classes. It can be completed and submitted in the business office at the Muskogee Downtown campus or Warner campus.

Course Fees

The fees for our Continuing Education non-credit courses are funded solely by the fees the students pay. The fees are intended to cover the costs of the course and contribute to other program activities offered through our Continuing Education department. Because of this, students are encouraged to enroll earlier, at least one week in advance, to ensure the class will make. Payment (cash, check, VISA, MASTERCARD, or purchase order) is due at the time of registration.

Refund Policy

Connors State College reserves the right to cancel/reschedule a program in the event of insufficient enrollment or unforeseen circumstances. If your course is cancelled, you have the option of applying your course fee to another class or you will receive a full refund. If you are unable to attend the course, you must withdraw 48 hours before the first scheduled meeting of the class. A full refund will be processed if the request is received in writing. No refund, partial or otherwise, will be considered unless the request is received 48 hours *before* the start of class to the Admissions Office. Contact our office at 918.687.6747.

Continuing Education Units

Continuing Education Units (CEU's) received for training are available for Community Service and Audit courses. Calculation of units occurs at a rate of .1 units per hour of scheduled class time. For example; a class meeting four times from 6:00 p.m. to 9:15 p.m. will qualify the student for 1.3 CEU's.

Statement of Nondiscrimination

Connors State College does not discriminate against any individual on the basis of race, color, religion, political beliefs, national origin, physical handicap, criminal record, sex, ancestry or age.

The mission of Connors State College and the Continuing Education Division is to continuously provide affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities it serves.

The Connors State College Continuing Education Division offers an extensive selection of courses and seminars that can be taken for Credit or Audit. The schedules are designed for full time students as well as busy professionals.

For non-credit courses please return the following Continuing Education card and payment to the following to enroll. Make copies as needed.

For credit/audit courses please return a completed Connors State College application and payment to the following to enroll.

Make payment to:
Connors State College
Continuing Education
201 Court St.
Muskogee OK 74401

Cut along the line

Connors State College
Continuing Education - Non-Credit Registration



(PLEASE PRINT)

Name _____

Student ID No. (if applicable) _____ **Date of Birth** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone (____) _____ **e-mail** _____

Signature _____

Course Title _____ **Date** _____

Fee _____ **Paid** _____