

Frequently Asked Questions

How/when can I register?

Remember that some of our courses begin after the regular semester start date. For classes with a later start date, registration is ongoing throughout the semester.

- Walk-In Registration deadline: Seven days prior to the first class meeting.
- Mail-In Registration deadline: Please mail the form at least 10 business days prior to the beginning of class. The form must be processed seven days prior to the first class meeting.
- Fax-In Registration deadline: Seven days prior to the first class meeting.
- Online Registration: Seven days prior to the first class meeting.

What registration form do I need to complete if I register on campus?

The Continuing Education registration form is located inside the CE Schedule book for that semester. You can also obtain the form from a Campus Registration office or it can be downloaded from our CE link on our WCCCD website (www.wcccd.edu).

Do I have to pay at the time of registration?

The District does not accept cash. Students may opt to pay by money order, check, VISA, MasterCard, Discover, American Express or ATM debit transfer. The District Bookstores provide money orders for a nominal fee. It is recommended that the student review the cost of fees in the class schedule before registering.

Note: ALL RETURNING STUDENTS WHO HAVE AN OUTSTANDING BALANCE MUST PAY 100% OF THEIR OUTSTANDING BALANCE OR MAKE PAYMENT ARRANGEMENTS BEFORE THEY CAN REGISTER FOR THE CURRENT SEMESTER.

What is the last day to register?

Due to the limited seating capacity, we encourage you to register seven business days prior to the start of the class.

Will I receive confirmation after I register for a class?

In most cases, you should receive a computer generated confirmation at the time of registration. If you register by mail or fax, you should receive a confirmation within seven to ten days via mail if your current mailing address is correct in the District's computer system.

Do you have admission and/or registration fees for CE classes?

No.

Do I have to take the COMPASS test (admission test) to take CE classes?

No.

How can I pay for my classes?

Payment may be made by check, Visa, MasterCard, Discover, American Express, cashier's check, money order, or debit card. Personal checks must be drawn on a bank in Michigan and must have a preprinted check #, name and account number on them. If the writer of the check is a person other than the student, the student must present the writer's ID. The student must have adequate picture identification and endorse the check. Any one of the following identifications is accepted: Driver's license, military service I.D. card, state picture, I.D. card, or passport. (Exception: No **student** identification is needed for a **minor** whose parent/guardian is making the payment with a personal check).

What if my class is cancelled?

The School of Continuing Education reserves the right to cancel any class if enrollment is insufficient. The decision to hold or cancel a course is made, in most cases, seven business days prior to the start of the course. In cases of course cancellation, an attempt will be made to contact you either by telephone or mail.

What is the difference between dropping a class and withdrawing from a class?

A student who drops a class before the start date of the class will receive a 100% refund for that class. A student who withdraws from a class after the class begins will receive no refund.

What is the refund policy?

If the District cancels a course, you will receive a full refund. If you withdraw from a course prior to the start of the course, you will receive a full refund. No refunds will be issued to those who withdraw after the class has started. For refund questions, you may contact the Finance Department at (313) 496-2873.

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What is a CEU?

A CEU (Continuing Education Unit) provides a record and accountability for continuing education activities that meet the certification requirements of certain professional organizations. In all recognized educational circles, one CEU is equal to 10 contact hours of participation in an organized continuing education or extension experience.

What are the requirements to receive a certificate of completion for the CE short-term certificate programs?

You must complete all courses required in each particular certificate area of study.

What are the requirements to receive a certificate of participation for my children/child for CE short-term certificate programs?

You must complete all courses required in each particular certificate area of study.

In order to receive a certificate do I have to take all the classes during one semester?

It is recommended that students who want to complete a specific Certificate Program within the same semester, register for all courses at the same time. However, the Ministerial Leadership Academy Certificate, Film Certificate; and Administrative Office Management Certificate requires extensive courses. Therefore, you will not complete these programs in one semester. The Certificate Programs have class **size limits, so register early.**

Is it necessary to take Certificate Program classes in sequential order?

Yes, one course builds upon another so classes must be taken in sequential order.

Can minors take classes?

Yes. We do allow students under eighteen years of age to enroll in our Kids' College classes with parental permission.

I've forgotten my User ID (A number). What do I do?

Go to your nearest campus Admissions office with valid identification to inquire.

How do I obtain a parking permit?

A parking permit can be obtained from your Campus Safety Department. Please bring your driver's license, car registration, and current class schedule.

Do I need a student picture ID?

Yes, your picture ID can be obtained from the Campus Safety Department.

Are there books required for CE classes?

It is recommended that you ask the instructor about book requirements on the first day of class.

Am I required to purchase my own books and or supplies?

All classes require you to purchase books and or supplies.

What if I move or change my phone number?

It is the student's responsibility to update any changes to their contact information (i.e. telephone numbers, address). Student information is not automatically updated when a new course registration is received. To make changes to your student record, contact the Office of Admissions at any of the WCCCD's five campuses to complete a Change of Data Form with the appropriate documentation (i.e. valid ID, marriage certificate, social security card, etc.) to substantiate change.

What happens if there is bad weather?

Call the inclement weather line (313) 496-2600.