

# GENERAL INFORMATION

## Course Age Requirement

Unless otherwise stated in the class description, students must be 16 years of age or older to register for all Lifelong Learning classes.

## Grades, Certificates of Completion and Transcripts

Upon successful completion of a course, a certificate and/or transcript may be furnished if requested by the student. Grading system for Lifelong Learning courses:

- S SATISFACTORY - the learner completed the course, meeting at least minimal expectations as outlined by the instructor.
- N NO GRADE - the learner did not meet the minimal expectations of the instructor or did not elect to complete work necessary for obtaining a grade.
- W WITHDRAW - the learner formally withdrew from the class.

## Cancellation of Classes

The institution reserves the right to cancel or make changes in this schedule when deemed necessary. An attempt will be made to telephone students affected. You may inquire directly about your class status by contacting the Office of Lifelong Learning.

## Refund Policy

If you find that you cannot attend a class after having registered for it, contact the Office of Lifelong Learning immediately to officially drop the course to be eligible for a refund. It is not the responsibility of your instructor to notify the office of student drops.

- If the course or seminar is completed within 1-13 days, students will receive a 100 percent refund when withdrawing prior to the day of the first class meeting. No refund will be issued to students who withdraw on the day the class is scheduled to begin.
- If the course is completed within 14-63 days, students will receive a 100 percent refund when withdrawing on or before the first scheduled day of class or the next immediate business day. Students withdrawing during the next two business days will receive a 50 percent refund of the tuition only. (Lab fees excluded.) No refunds will be issued after this time.
- If the course is not completed until 64 or more days, students will receive a 100 percent refund when withdrawing prior to class or within the first week\* of classes. Students withdrawing the second week of classes will receive a 50 percent refund. No refunds will be issued after this time.

\* The first week of classes for Lifelong Learning programs begins with the first meeting date and ends six calendar days thereafter.

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Investment Advisor/Owner  
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Mike Heavner  
Vice-President  
Control Solutions, Inc.

## Tobacco Policy

Smoking and the use of all tobacco products is prohibited at the college and is subject to all applicable laws, including Federal and State "clean air" acts.

This tobacco-free policy prohibits the use of all tobacco products and includes use of all devices intended to simulate smoking, including electronic cigarettes and other similar types of devices.

## Continuing Education Units (CEUs)

The primary purpose of CEUs is to provide a permanent record of the educational accomplishments of an individual who has completed a non-credit class. CEUs are especially important to those who seek to maintain a credential, such as a real estate license. One CEU is defined as 10 hours of participation in a planned continuing education experience organized under responsible sponsorship, capable direction and qualified instruction. CEUs do not apply toward college degree requirements.

## Social Security Number Privacy Policy

The State of Michigan Public Act 454 of 2004 establishes regulations to help ensure the privacy of student Social Security numbers. This includes the proper use, disclosure and disposal of student Social Security numbers. The Community College District of Monroe County, Mich. will follow procedures to ensure that these requirements are met. For procedural information, please see the website at [www.monroecc.edu](http://www.monroecc.edu).

## Disabilities

If you have a documented disability for which an accommodation may be appropriate, please contact the Learning Assistance Lab at 734.384.4167 for an appointment.

## Children on Campus

In order to ensure your child's safety and the integrity of our classes, we ask that you not bring your child with you to class. For children registered in a Lifelong Learning class, those 15 years of age or younger may not be dropped off in front of college buildings. Parents must accompany their children to and from the classroom.

## Holds

Students who have outstanding tuition, library fines or other indebtedness to MCCC will not be allowed to register until the debt is paid. MCCC will not release a transcript if the student has a financial hold.

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Bill Hoffer  
Pilot, Delta Air Lines

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Jackie Corser  
Co-Owner  
Public House Food + Drink