

*Learning for Living!*

# CORPORATE & CONTINUING EDUCATION

NWACC Corporate and Continuing Education (CCE) classes are taught throughout the year during the day, evening and weekend. Our mission is to meet the workforce education needs of emerging and incumbent workers, to provide individual personal development, and to provide adult basic education to our growing community. Registration is continuous, and new classes are added to the schedule daily. Check for new classes at [www.nwacc.edu/cce](http://www.nwacc.edu/cce).

## FOUR WAYS TO REGISTER!\*

A registration form can be downloaded at [www.nwacc.edu](http://www.nwacc.edu) by clicking on Corporate and Continuing Education.

1. **BY MAIL:** Mail your completed registration form with payment to the address on the registration form.
2. **BY PHONE:** Call us at 479-936-5175 and use your Visa, MasterCard, American Express or Discover credit card.
3. **BY FAX:** Fax your registration form to us at 479-936-5198 with your credit card number, card expiration date and signature on the form.
4. **IN PERSON:** Visit us from 8:00 a.m. to 4:30 p.m. Monday through Friday at the Shewmaker Center, 1100 Southeast Eagle Way, Bentonville (north of Burns Hall). A drop box is conveniently located in the Shewmaker Center for after-hours drop-off registration forms and payment.

Many classes have limited enrollment requirements, so register early to avoid disappointment. Consider yourself enrolled in a class if you do not hear from us. We will notify you of any changes or cancellations.

### PAYMENT

NWACC accepts checks or money orders, payable to NWACC, cash and Visa, MasterCard, American Express or Discover credit card.

- Fees must be paid at the time of registration.
- Registrations must be received no later than three days prior to the class start.

*\*See the Adult Education and Marketing Analyst sections of this schedule for registration information specific to those programs.*

### TUITION PAYMENT PLAN

Are your dollars stretched to their limit? Our new Tuition Payment Plan may be the answer.

### How it Works

- Any class totaling \$250 or more is eligible.
- Any combination of classes totaling \$250 or more is eligible, provided registration for all classes occurs at the same time.
- 50 percent payment of tuition and fees must be made at time of registration.
- A \$25 FACTS enrollment fee will also be collected by FACTS at the time of enrollment.
- Your checking, savings or credit card account will be drafted in two additional payments of 25 percent on the 5<sup>th</sup> of the two full months following the date of registration.

### To Enroll, You Will Need:

- Your name and Student ID
  - Name, address and e-mail address of the person responsible for making payments
  - For credit card account: credit card number and expiration date
  - For savings or checking account: bank name, account number, bank routing number and telephone number
- For more information, call the CCE Cashier's Office at 479-619-4326.

## FUNDING OPPORTUNITIES

The following programs qualify for funding through the Workforce Investment Act (WIA). To see if you qualify for funding, contact the Arkansas Workforce Center in Rogers at 479-636-4755 or in Fayetteville at 479-587-7040.

- Administrative Assistant
- Banking Career Preparation
- Computer Help Desk
- Computer Job Skills
- HVAC
- Medical Coding



College at the Crossings

Discover the benefits of membership!  
See page 16 for details.



**IMPORTANT NOTICES**

**Classes will NOT be held Jan 2, Jan 16, Mar 20-24 and May 29, 2006.**

In the event of bad weather or emergency situations, NWACC may elect to cancel classes. Students may tune into the local media after 6 a.m. for daytime activities and after 3 p.m. for evening activities, call the Student Information Line at 479-619-4377, or access the college web page, [www.nwacc.edu](http://www.nwacc.edu) for announcements.

**LOCATION**

CCE offices are located in the NWACC Shewmaker Center for Workforce Technologies at 1100 Eagle Way in Bentonville.

**Classes are held at:**

**SCWT:** Shewmaker Center

**BH:** Burns Hall

**HC:** Highland's Crossing, Bella Vista

**RTC:** Regional Technical Center, Fayetteville

**BOOKSTORE LOCATION**

The campus bookstore is located at 1200 SE Eagle Way, Bentonville.

Hours: 8 a.m. to 5 p.m. (Mon-Thurs)  
8 a.m. to 2 p.m. (Fri only)

**REFUND POLICY**

(This refund policy below does not apply to the Electrical and Plumbing Apprenticeship Programs. Please contact Steve Wilson at 479-936-5162 for information about the Apprenticeship Program refund policy.)

**Classes meeting less than 45 hours**

A 100 percent refund will be issued for drop requests received by 4:30 p.m. three or more business days prior to the first class meeting.

**Classes meeting 45 or more hours**

A 100 percent refund will be issued for drop requests received by 4:30 p.m. three or more business days prior to the first class meeting.

A 50 percent refund will be issued for drop requests received by 4:30 p.m. prior to the third class meeting. After the third meeting of class, there will be no refunds issued.

**Procedure for Requesting a Refund**

A Drop/Transfer Form must be completed and signed by the student in order for a refund to be issued. No refunds will be granted by telephone request. The signed Drop/Transfer Form may be mailed, faxed to 479-936-5198 or presented in person. Forms may be obtained by calling 479-936-5175. Allow three weeks for receipt of your refund check.

**Cancelled Classes**

In the event of a class cancellation, students will receive a 100 percent refund. Allow two to three weeks for the refund check to arrive.

Although the CCE Office will attempt to contact you in the event a class cancels, it is your responsibility to check on the status of your class prior to attending. You may do so by calling 479-936-5175 or by logging onto [www.nwacc.edu/cce](http://www.nwacc.edu/cce) and clicking on the "Live Schedule" link.

**TRANSFER POLICY****Individuals**

A student may request a transfer to another available class provided that a Drop/Transfer Form signed by the student is received by the CCE Office no later than three business days prior to the first class meeting. The form may be mailed, faxed or presented in person. Forms may be obtained by calling 479-936-5175. Transfers will be processed based on seat availability. Should the

requested transfer class not make, a refund will be issued.

**Companies**

Companies sending an employee to a class will have the option to transfer the registration to another employee if the original attendee cannot attend for any reason. Transfers will not be issued after the first class meeting is underway.

**CEUs, CERTIFICATES & TRANSCRIPTS****Continuing Education Units (CEUs)**

All workforce development courses award Continuing Education Units (CEUs) based on satisfactory performance in the course. One CEU is defined as 10 contact hours of participation in an organized continuing education teaching environment. Satisfactory performance may be based on classroom activities, tests, outside assignments and attendance.

**Certificates**

Certificates of completion are awarded for most Continuing Education classes. Certificates can be replaced through Continuing Education upon written request and payment of \$5 per certificate request.

**Program Certificates**

Students who successfully complete all courses in a workforce certificate program are eligible to receive a Workforce Development Certificate. Certificates may be obtained by presenting the CCE Office with copies of course certificates from each of the courses that comprise the workforce development program. (See Workforce Certificates section in this schedule.)

**Transcripts**

Requests for Continuing Education transcripts may be made in the campus Registrar's Office.

**Important Phone Numbers**

<b>Registration and Information</b>	<b>936-5175</b>
<b>Fax Number</b>	<b>936-5198</b>
<b>Cashier's Office</b>	<b>619-4326</b>
<b>Dean of Corporate &amp; Continuing Education</b>	<b>936-5174</b>
<b>Contract Training</b>	<b>936-5160</b>
<b>Apprenticeship Programs</b>	<b>936-5162</b>
<b>Marketing Analyst</b>	<b>936-5107</b>
<b>Adult Education</b>	<b>986-6911</b>