



Registration

Payment must be received when you enroll.

- 1 **Online** – To register online, go to www.stchas.edu/ConEd beginning Jan. 6.
- 2 **By Phone** – To register by phone, call 636-922-8233 at least one week before the first class meeting during the hours listed below. Telephone registration: Visa, Discover, and MasterCard only accepted as payment.
- 3 **By Mail** – Complete the registration form, attach your check or money order, and mail to:
 SCC Division of Corp. & Comm. Development
 4601 Mid Rivers Mall Drive, HUM 103
 Cottleville, MO 63376-2865
- 4 **In Person** – Walk into 103 HUM with completed registration form and payment.
 Registration hours:
 - 8 a.m.-5:30 p.m. Mon.-Thurs.;
 - 8:30 a.m.-4 p.m. Fridays.
 - After-hours drop-box in HUM hallway.
- 5 **By Fax** – Complete the registration form and fax to 636-922-8686. Fax registrations: Visa, Discover, and MasterCard only accepted.

Refund Policy: In most instances, a 100% refund is given for classes dropped with AT LEAST ONE BUSINESS DAY'S NOTICE. A refund will not be given if the class is dropped the day of class or later. Events which may require more advanced notice to cancel include, but are not limited to, certain business and industry classes, conferences, trips, day trips, and other special events. For these exceptions, refer to the "LAST DAY TO CANCEL" information listed in the course description. Requests for exceptions to this policy must be presented in writing. To drop a class, notify the C & CD office at 636-922-8233.

Accommodations/Support: It is the policy of SCC to provide accessibility to its programs/activities and reasonable accommodations for persons defined as disabled under the Americans With Disabilities Act of 1990 and the Rehabilitation Act of 1973. To receive accommodations or services, students must initiate a request for such services and provide written disability documentation from qualified professionals. Accommodations provided to students are based upon individual need. Accommodation requests should be made in a timely manner to allow for the determination of the need for accommodation and to have the accommodation in place for the start of the program/activity. Students may contact the coordinator of accessibility services at 636-922-8247; TDD: 636-922-8222; e-mail: pbova@stchas.edu. St. Charles Community College seeks to provide all students with a quality education and equal educational opportunities.

How to Read A Course Description

1 **Stock Market for Beginners** MON 406-40 3

2 { A three-hour general introduction for people who know absolutely nothing about the stock market. Review of basic of stock terminology. Section 41: Mon.-Wed., 9-10a, May 1-July 22, Fee: \$49

4 5 6 7 8

- 1 Course Title
- 2 Course Description
- 3 Course Number
- 4 Section
- 5 Day(s) of the Week Class Meets
- 6 Time Class Meets
- 7 Dates Class Begins and Ends
- 8 Fee
- Online Course
- (CEUs) Course Awards (Continuing Education Units)

Campus-Closed Dates

St. Charles Community College will be closed and classes will not meet on these dates:

Winter Break – The Continuing Education Office will close at 4:30 p.m. Dec. 21-23.

Winter Break – Dec. 24-Jan. 3

Martin Luther King Jr. Day – Jan. 18

Spring Holiday – April 2-3

Memorial Day – May 31

Calendar of Events

- Dec. 18-20 – YPT Christmas Production**
Scrooge, The Stingiest Man in Town, Theater, FAB
- March 19-21, 26-28 – YPT Spring Production**
Disney's Beauty and the Beast, Theater, FAB
- April 24 – Wellness Festival, CC**
- May 22 – Middle Eastern Dance Performance**
7:30 p.m. Theater, FAB

EQUAL OPPORTUNITY POLICY
The College is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty, and staff. The College adheres to a strict non-discrimination policy in student admission, educational programs, activities, and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, or disability. The College is an equal opportunity employer. Inquiries may be directed to: Director of Human Resources, 4601 Mid Rivers Mall Drive, Cottleville, MO 63376-2865.

SEND YOUR REGISTRATION FORM AND TUITION TO:

**St. Charles Community College, Corporate & Community Development – 103 HUM
4601 Mid Rivers Mall Drive, Cottleville, MO 63376-2865
Or Fax To: 636-922-8686 (credit/debit card payment only)**

Lab fees should be included in your payment if indicated in the course description.

Name _____

Address _____ City/State _____ Zip _____

Date of Birth: Mo. ____/Day ____/Year ____ Social Security No. _____

Home Phone () _____ E-Mail Address _____

Work Phone () _____ Emergency Contact () _____

*REQUIRED FOR ALL YOUTH PROGRAMS

MC-VISA-Disc. # _____ Exp. Date _____

3-Digit Security Code _____ Signature _____

COURSE #	DAY/DATE	TITLE	TUITION
MON 321-40	Sat., March 6	-----Sample----- Money Management	\$49.00
TOTAL AMOUNT DUE			\$ _____

CLASS LOCATIONS & INCLEMENT WEATHER POLICY

Classes are located on the SCC campus unless otherwise noted. Class location information is listed below.

NOTE: For on-campus classes, students should go to the Humanities Building, Room 103, during office hours, or call 636-922-8233 for specific room assignments. After hours and on Saturdays, go to the ADM Information Desk.

Locations Found in This Schedule

St. Charles Community College

4601 Mid Rivers Mall Drive
Cottleville, MO 63376
636-922-8000

Cave Spring Golf Center

3650 West Clay
St. Charles, MO 63301
636-723-7272

Cave Springs Lanes

4055 Mexico Road
St. Peters, MO 63376
636-441-1774

Classic Glass

5220 Westwood Drive
St. Charles, MO 63304
636-498-5104

Great American Diving Co.

401 N. Main Street
St. Charles, MO 63301
636-949-0880

Java G's Lifestyle Café

2031 Old Highway 94 South
St. Charles, MO 63303
636-940-2430

Oak Tree Village

Retirement Center
363 Jungermann Road
St. Peters, MO 63376
636-928-3877

**Park Place Senior Living
At WingHaven**

2002 Boardwalk Place Drive
O'Fallon, MO 63368
636-561-7275

Sherlock's Steak and Seafood

5373 Highway N
Cottleville, MO 63376
636-939-9922

YMCA of O'Fallon

3451 Pheasant Meadows Drive
O'Fallon, MO 63368
636-379-0092

Inclement Weather Policy

In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. For inclement weather notices, you may call the college at 636-922-8000, or go to the college Web site at www.stchas.edu.

The college will contact local media with inclement weather announcements as soon as possible but cannot guarantee what times they will appear on radio or TV stations. The following media will be notified by 5:30 a.m. for day classes or by 5 p.m. for evening classes: KMOX Radio (1120 AM); KWRE (730AM)-KFAV (99FM) Radio; KSDK-TV, Channel 5; KMOV-TV, Channel 4; and KTVI-TV, Channel 2. Do not call the stations for information, but listen/watch during the scheduled inclement weather announcement periods.