

How to Enroll – Four Ways to Register


Payment must be received when you enroll.

- 1 **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
Cottleville, MO 63376-2865
- 2 **IN PERSON** – Walk into 103 HUM with completed registration form and payment.
Registration hours:
 - 8 a.m.-5:30 p.m. Monday-Thursday;
 - 8:30 a.m.-4 p.m. Fridays.
 - **After-hours drop-box in HUM hallway.**
- 3 **BY FAX** – Complete the registration form and fax to 636-922-8686. Fax registrations: Visa, Discover, and MasterCard only accepted.
- 4 **BY PHONE** – To register by phone, call 636-922-8233 at least one week before the first class meeting during the hours listed above. Telephone registration: Visa, Discover, and MasterCard only accepted as payment.


Refund Policy: Because Continuing Education (non-credit) classes are self-supporting, the decision to run a class is based on the number of people enrolled. The college reserves the right to cancel if sufficient enrollment is not achieved. An attempt will be made to notify registrants by phone or mail if a class is cancelled. Full refunds will be issued for classes cancelled by the college.

How to Read A Course Description

- 1 **Stock Market for Beginners**  **SD**
- 2 A three-hour general introduction for people who know absolutely nothing about the stock market. Review of basic of stock terminology.

Course #	Fee	Loc.	Time	Day	Date
MON 406-40	\$28	SCC	6:30-9:30p	W	3/14
3	4	5	6	7	8

- | | |
|---|----------------------|
| 1 Course Title | 2 Course Description |
| 3 Specific Course/Section Number | 4 Fee |
| 5 Class Location | 6 Time Class Meets |
| 7 Day(s) of the Week Class Meets | |
| M=Monday; T=Tuesday; W=Wednesday, | |
| R=Thursday; F=Friday; S=Saturday; SU=Sunday | |
| 8 Dates Course Begins and Ends | |

 Textbook Required (see campus Bookstore)
(CEUs) Course Awards (Continuing Educ. Units)

SD Senior Discount Available

If you drop a class, you will receive a 100% refund if the class is dropped one business day before the first meeting. No refund will be given if the class is dropped the day of class or later.

If you have a situation that warrants an override of the above policy, an explanation of the circumstances should be made in writing to the Division of Corporate & Community Development. The appropriate associate dean will review the situation to determine if a refund can be granted and will notify you accordingly. Refunds should be received within 30 days.

Senior Citizen Discounts: For adults 60 and above, be sure to inquire whether the 50% senior discount applies to the class you wish to take. Classes eligible for the senior discount are noted with the icon: **SD**

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.

Campus-Closed Dates

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

Labor Day – Sept. 1

In-Service Day – Sept. 2

Thanksgiving Break – Nov. 26-30

Winter Break – Dec. 24-Jan. 4

Continuing Education office will close at
4:30 p.m. Dec. 22-23.

Calendar of Events

Sept. 6 – YPT Auditions

8:30 a.m., Theater, FAB

Oct. 17-19 – YPT Autumn Play

“Wonderland!” Theater, FAB

Nov. 8 – Children’s Writers Conference

9 a.m.-5 p.m.

Nov. 22 – Women’s Fair

9 a.m.- 3 p.m., Student Center

Dec. 19-21 – YPT Christmas Play

“Babes in Toyland,” Theater, FAB

Registration Form

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* _____

*REQUIRED FOR INTERNET CLASSES.

Work Phone () _____ Emergency Contact () _____

*REQUIRED FOR ALL YOUTH PROGRAMS

MC-VISA-Disc. # _____ Co. Purch. Ord. # _____

Exp. Date _____ Signature _____

COURSE #	TITLE	TUITION
MON 321-40	-----Sample----- Money Management	\$49.00
TOTAL AMOUNT DUE \$		_____

REGISTRATION / LOCATIONS

CLASS LOCATIONS & INCLEMENT WEATHER POLICY

Each class description includes a location code. See the key below to determine your class location.

When **SCC** appears as the location in the course listing, the class will be held in a building on the St. Charles Community College campus. **NOTE:** 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 Administration Building Information Desk.

Locations / Abbreviations Found in This Schedule

- SCC Campus (**SCC**)
- Administration Building (**ADM**)
- Humanities Building (**HUM**)
- College Center (**CC**)
- Fine Arts Building (**FAB**)
- Learning Resource Center (**LRC**)
- Social Sciences Building (**SSB**)
- Student Center (**SC**)
- Technology Building (**TECH**)
- Visual Arts Building (**VAB**)
- Your Personal Computer (**PC**)

St. Charles Community College
 4601 Mid Rivers Mall Drive
 Cottleville, MO 63376
 636-922-8000

CSG – Cave Spring Golf Center
 3650 West Clay
 St. Charles, MO 63301
 636-723-7272

GAD
 Great American Diving Co.
 401 N. Main Street
 St. Charles, MO 63301
 636-949-0880

CG – Classic Glass
 5220 Westwood Drive
 St. Charles, MO 63304
 636-498-5104

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

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.