

**FOUR EASY WAYS TO REGISTER****ONLINE through *InstantEnrollment* (NEW!)**

- Go to [www.worwic.edu/instantenrollment](http://www.worwic.edu/instantenrollment) and follow the instructions. You will need to pay in full with a credit card when registering. Online registration is not available for all classes. For help registering online, call (410) 334-2815.

**MAIL**

- Complete the registration form.
- Attach a check or money order made payable to Wor-Wic Community College, or complete charge card information (VISA, MasterCard, or Discover).
- Send to: Continuing Education and Workforce Division, Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804.

**WALK-IN**

- 8 a.m. to 4:30 p.m., Monday through Friday--checks, credit cards, money orders, and cash (exact change if possible) accepted on campus in the Workforce Development Center, Room 102.
- At the first class session—registrations will be taken on a space-available basis—checks, credit cards, and money orders only will be accepted (no cash).

**FAX (410) 334-2952**

- Fax your registration form 24 hours a day 7 days a week with your charge card information (VISA, MasterCard, or Discover).

**Don't wait to register... you may find that your course has already been filled!**

**Note:** Residents of Wicomico county pay the Wic tuition rate, higher due to county budget deficit, and residents of Worcester and Somerset Counties pay Wor/Som tuition rate shown after each course description. Residents of other Maryland counties or other states pay additional tuition—see REGISTRATION FORM. Additional fees are also indicated for certain courses; they cover various costs such as materials, lab fees, insurance, etc. Tuition and fees must be paid at the time of registration. The college reserves the right to cancel courses, make changes in any course due to unforeseen circumstances, and change tuition rates without prior notice. The college is not responsible for typographical errors.

**EMPLOYER BILLED TUITION AND FEES**

Advance payments by company check are welcomed from employers who pay for their employees' tuition and fees at the time of registration. The college can also directly bill a company; mail or FAX (410) 334-2952 the completed registration form with a purchase order or letter of authorization on company letterhead. Include the employee's name, course number and title, total amount for tuition and fees, billing address, and signature of the person authorizing payment. The college will not bill in order to reimburse students who have paid their own tuition. Upon receipt of the authorization and registration form(s), the regular refund/withdrawal policy applies and the invoice will reflect the prorated balance due when appropriate.

**PAYMENT PLANS AND TUITION WAIVERS**

**DEFERRED PAYMENT**—a payment plan may be available for certain courses for a \$20 deferment fee when the tuition is more than \$100. Not available for all courses. Call (410) 334-2815 for information.

**ATTENTION SENIOR ADULTS 60 YEARS OF AGE OR OLDER*****Maryland senior residents***

If you are a Maryland resident who is 60 years of age or older at the time of registration and who enrolls in any continuing education course that has at least 10 regularly enrolled students or is being continued with less than 10, you do not have to pay tuition for regular open enrollment courses. Pay \$6 (write "SR-\$6" in the tuition box) for the registration fee per course plus other fees where indicated in the course information. Out-of-county fees are not applicable for Maryland seniors.

***Out-of-state (non-Maryland) senior residents***

1. For regular (non-"Senior Adults Only") open enrollment courses—pay the \$15 out-of-state fee which should be added to the course tuition plus any other fees, where indicated.
2. For "Senior Adults Only" courses--call (410) 334-2815 for the tuition cost; pay the tuition plus any other course fees.

**OTHER**—As a result of recent legislation (Maryland H.B. 104), effective October 1, 2011, tuition waivers for students with disabilities are no longer applicable for non-credit, continuing education courses.

**REFUND/WITHDRAWAL POLICY**

All requests for refunds must be received in writing in our office prior to the first day of class. A 100% refund will be issued up to the day before the course start date. If a course is filled or canceled, a full refund will be sent by mail in approximately three weeks. Special exceptions are noted in the course descriptions. No refund will be given on or after the course start date.

**COURSE CONFIRMATION**

You are automatically registered when the college receives your registration form and payment unless the course is already filled. You will not receive written confirmation so please attend your course at its scheduled time.

**STUDENT-TO-STUDENT SCHOLARSHIP CONTRIBUTION**

*The Power of Giving Just One Dollar* Last year, the need for student financial aid exceeded the dollars available. If every student gives just \$1 to our student-to-student scholarship program, Wor-Wic will have \$10,000 to award to students with financial need. Wor-Wic Community College is a 501(c)(3) organization and contributions are tax-deductible as allowed by law. Add your contribution to the total on your registration form.

## HOW TO BUY YOUR BOOKS

Wor-Wic Community College is aware of the high cost of college textbooks. Our instructors endeavor to select reasonably priced texts that provide currency, relevance, and the most effective presentation of course content. The bookstore will post textbook information on [www.worwic.bkstore.com](http://www.worwic.bkstore.com) as soon as possible prior to the start of the course. Students are encouraged to purchase textbooks from the college's bookstore; however, used or new textbooks may also be purchased from other bookstores or online vendors.

Textbooks may be purchased at Wor-Wic's bookstore, 32000 Campus Drive in Salisbury. Checks for books should be made payable to Wor-Wic's bookstore. If your course has a required text, please bring your book to the first class session. The letter code after "Text Required" or "Text Optional" in the course information indicates an estimated price range only, not including sales tax:

**Code A:** Up to \$25 **Code B:** \$26-\$50 **Code C:** \$51-\$75 **Code D:** \$76-\$99 **Code E:** \$100-\$150 **Code F:** \$151 and over

Please ask for your book by course title and number. Regular hours: Monday, Wednesday, and Thursday-8:30 a.m.-5:00 p.m.,

Tuesday-8:30 a.m.-7:00 p.m., and Friday-8:30 a.m.-1:00 p.m. Call the bookstore at (410) 334-2802 if you have questions.

Opened shrink-wrapped books are not returnable.

## SERVICES FOR DISABLED STUDENTS

Wor-Wic provides reasonable accommodations for students with disabilities in compliance with the Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students requesting these services must submit medical and/or educational documentation to the Director of Counseling at least four weeks before the start of session so that eligibility can be determined and the appropriate accommodations can be made.

## SAFETY AND SECURITY

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. An annual security report is available to all current and prospective students and employees on the college's website at [www.worwic.edu/AnnSecRpt.pdf](http://www.worwic.edu/AnnSecRpt.pdf) or a copy can be obtained by contacting the plant management office at (410) 334-2932. This report contains policies and procedures regarding campus security, alcohol and drug use, safety and crime prevention tips, crime reporting procedures and crime statistics.

## OTHER CONTINUING EDUCATION POLICIES AND PROCEDURES

- Documents of recognition for attendance and participation are awarded for selected non-credit courses. Specific requirements for the successful completion of each course are announced at the first class session. Tests are not given in most courses; however, certain licensure and certification courses may require testing, evaluation of skills, and the completion of assignments. It is the student's responsibility to clarify the requirements.
- All students in Continuing Education and Workforce Development courses must adhere to college policies and procedures. For a copy of the college's student disciplinary and academic grievance procedures call (410) 334-2815.
- The college will be closed with no courses on April 6-8, May 28, and July 4. Other exceptions are indicated in the course information.
- If requests are made by an employer or prospective employer for course-related information, including courses and dates for which you are registered, record of completion, and other similar data, you may refuse to permit the release of some of this information by notifying the Continuing Education and Workforce Development Division no later than the end of the first week of class.
- Current high school students at least 16 years old must submit with their registration form a letter from their high school principal stating that they have permission to attend the college.
- Wor-Wic accepts foreign nationals who can provide sufficient evidence of their residence and legal status to be in the U.S. during their enrollment.
- It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment.
- **WEATHER MATTERS**--Cancellation announcements are made on most local radio and television stations. Announcements are made by 8:00 a.m. for day classes and 5:00 p.m. for night classes. If your Wor-Wic Continuing Education and Workforce Development course is scheduled in a public school and that school is closed because of bad weather, your course will not meet. If your course is held at an off-campus location other than a public school, please listen to the radio or check [www.worwic.edu](http://www.worwic.edu) for information about cancellation. For courses at Worcester Senior Centers, call (410) 632-1277 after 6:30 a.m. for information regarding possible closings. When classes are not canceled, students are responsible for making their own decisions based on their judgment of local road conditions.