

School of Lifelong Learning

NON-ACADEMIC CREDIT

APPLICATION FORMS AND REGISTRATION POLICIES

Trainings, Workshops, and Seminars are all available to help you up-date your skills.

*Gain state-of-the-art
training through the School
of Lifelong Learning today!*

*All trainings are open to adults
of any race, color, gender,
national or ethnic origin. These
activities are designed to
instruct and inform but not to
advise. Grades are not received
for non credit courses.*

*Classroom experiences are
informal and focused on
learning. Since classes often fill
quickly, we urge you to register
early for a space.*

***“The presentation was
extremely well-
developed and our
trainers were very
knowledgeable,
enthusiastic, and did
an outstanding job!”***

-Unknown

REGISTRATION FEES

Payment of workshop fees and the completion of an application entitles the enrollee to participate in the identified workshop. Confirmations will be mailed to persons upon the completion of registration. In the event of late enrollment, registration confirmation may not arrive before the class starts. Each registered participant will receive notification if a class is canceled and will be entitled to a full refund. In the absence of notification, registered participants should plan to attend the first session at the time and place indicated. If a verbal confirmation is desired, please call 601-432-6234. Participants may cancel a workshop up to one week prior to the scheduled workshop date.

Registration fees will be refunded minus a procession fee of \$15.00. No refund will be given after one week deadline.

Should unavoidable circumstances prevent your attendance for a registered class, a friend or colleague may attend in your absence. No refund will be given if a registrant does not attend the course and does not notify the office in writing prior to the one week deadline for cancellation.

HOW TO REGISTER

You may register at anytime. Registration can be completed through the following:

- (1) Mail the registration form or request with a check or money order to :
Jackson State University
School of Lifelong Learning
3825 Ridgewood Road, Box 23
Jackson, MS 39211
- (2) Register online at: www.services.smec-jsu.org or visit our website at:
www.jsu.edu/lifelearning
- (3) Registration may also be completed on-site at the Universities Center.

For Online Courses Only

Registration for online courses may be initiated via the Internet at:
www.ed2go.com/jsu

Computer Requirements

For online courses: A valid E-mail account and Internet access, using Internet Explorer, Netscape 4.0, or other compatible browsers will be necessary. Persons may wish to take these courses in the comfort of the Computer Lab at the Universities Center. Simply call to reserve your space at 601-432-6649. A user fee of \$25.00 is required.

CEU Credits

To receive CEU credit, there is an additional cost of \$20.00 per credit.