



# University of the Virgin Islands



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### St. Thomas

UVI Campus—Faculty East  
Old Merchant’s Market Rd.

### St. Croix

Joseph A. Simpson Bldg.  
23A Hospital Street, F’sted

  
**UVICELL**  
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**Fall 2014**

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**To find out more or to register:  
Call (340) 693-1100 St. Thomas  
(340) 692-4230 St. Croix  
Visit <http://cell.uvi.edu>**



# Fall 2014 In-class Schedule

## August

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Introduction to Word 2010	Aug 12—28 Tue & Thu, 6pm—8pm	\$250	Aug 15th
Hemodialysis Technician Program	Aug 26—Oct 30, 2014 Tue & Thu, 9am—4pm	\$2,110	Aug 19th

## September

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Introduction to Bookkeeping	September 2—30, 2014 Tuesdays, 6pm—9pm	\$350 (\$1000 if purchased with Certificate in Bookkeeping)	August 26th
Real Estate Practices and principles	Sep 11—Nov 17, 2014 Mon & Thu, 6pm—9pm	\$650	Sep 4th

## October

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Course 2; Wilton—Flower and Cake Design	Oct 7—28, 2014 Tuesdays, 6pm—8pm	\$275	Sep 30th
Introduction to Quickbooks	Oct 7—Nov 11, 2014 Tuesdays, 6pm—9pm	\$400 (\$1000 if purchased with Certificate in Bookkeeping)	Sep 30th

## November

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Understanding Payroll	Nov 18—Dec 16 Tuesdays, 6pm—9pm	\$350 (\$1000 if purchased with Certificate in Bookkeeping)	Nov 12th
Basics of Keyboarding	May 19—Jun 6 MWF 6pm—8:30pm	\$250	May 13th

# 2014 Online Program Schedule

## August

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Integrating Social Media into Your Organization (16 hrs)	Aug 5—29	\$195	Aug 8
Medical Coding (24 hrs)	Aug 20—Oct 1	\$139	Aug 13th
Admin Assistant Fundamentals (24 hrs)	Aug 20—Oct 1	\$139	Aug 13th
Accounting Fundamentals (24 hrs)	Aug 20—Oct 1	\$139	Aug 13th
Medical Terminology (24 hrs)	Aug 20—Oct 1	\$139	Aug 13th

## September

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Management Boot Camp (24 hrs)	Sep 2—25	\$295	Sep 5
Entrepreneur Boot Camp (16 hrs)	Sep 2—25	\$195	Sep 5
Leadership Principles (16 hrs)	Sep 2—26	\$145	Sep 5
Revenue Generation for Non-Profits (40 hrs)	Sep 2—Oct 24	\$495	Sep 5
Supervisory & Leadership (32 hrs)	Sep 2—Oct 24	\$395	Sep 5

## October

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Extraordinary Customer Service (16 hrs)	Oct 6—31	\$145	Oct 10
YouTube for Business	Oct 6—31	\$245	Oct 10

# General Information

## Registration Information

Early registration is highly recommended as all classes must have sufficient enrollment to run. A registration will not be considered complete until payment is rendered in full.

## How do I register?

Simply obtain a registration form, fill out completely and return form with payment. Registration forms can be obtained from the UVICELL web site at <http://cell.uvi.edu> or by calling 340-693-1100 (STT) or 340-692-4230 (STX).

## Payment Methods

### Online

Students can now pay online using our secure server. Visit <http://cell.uvi.edu> and click on "Register Today."

### Phone

Call (340) 693-1437 with credit card information during the hours of 9 am to 4 pm (VISA, MasterCard and American Express accepted).

### Fax

Fax completed registration form to (340) 693-1115.

### Mail

Payment must be received prior to course start date. Send completed registration form with check or money order to:

University of the Virgin Islands • Community Engagement & Lifelong Learning • #2 John Brewers Bay • St. Thomas, VI 00802

### Walk-In

Bring registration form and payment to either campus:  
Monday-Friday, 9 am to 4 pm)

### St. Croix

UVICELL Center—Rm 105 Research & Extension Center

### St. Thomas

Cashier (Administration & Conference Center)  
UVICELL (Faculty East)

## Flexible Payment Options

- Cash, check, credit & debit cards, money orders, corporate checks
- Government requisitions
- Financial assistance through the Department of Labor
- Scholarships available for selected programs
- Deferred payment option
- Loan program available for selected online programs

## Class Confirmation

Students may call the CELL Center to verify receipt of the registration materials. Although confirmations are sent to all students, they do not always reach students in advance of the first class meeting. Once a registration and payment is received, it is considered confirmed.

## Refund Policy

### Full Refund

In the event of cancellation of a CELL course by the University because of insufficient enrollment or for other reasons, a full refund of fees will be made.

If you cannot attend a class for which you've registered, you must withdraw from the course FIVE working days prior to the start of a course. Students withdrawing before the withdrawal deadline may receive a full refund, less a \$25 processing fee. **Students must be submit a drop course request five working days in advance of the course to receive a full refund.**

In lieu of a refund, you may elect to receive a credit which may be used towards another course of your choice. A credit is valid for one year from the date of issuance and will automatically be applied to your next registration for a UVI-CELL course.

### No Refund

No refund will be made if the request is received after the specified final refund date (five working days prior to the start of the course). However, exceptions to this policy will be considered under the most unusual circumstances. Send a letter describing your circumstances with all appropriate documentation to:

University of the Virgin Islands • Community Engagement & Lifelong Learning • #2 John Brewers Bay  
St. Thomas, VI 00802

\* Please note: Fees for online courses are non-refundable.

## Cancelled Courses

CELL courses are self-supporting, and all course-related expenses are paid from student registration fees. Occasionally, this means that courses with low enrollments must be cancelled before they begin. When this occurs, pre-registered students may elect to transfer their fees to another course or request a full refund. CELL makes every effort to notify students of cancelled courses in advance of the first session.

## Veterans

You may qualify for free tuition assistance. Please contact the Office of Veterans Affairs to determine eligibility.