University of the Virgin Islands

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Fall 2015

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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

TWO LOCATIONS. ENDLESS POSSIBILITIES.

St. Thomas	St. Croix
UVI Campus—Faculty East	Joseph A. Simpson Bldg.
Old Merchant's Market Rd.	23A Hospital Street, F'sted

Fall 2015 In-class Schedule – STT & STX

September

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Introduction to Bookkeeping (STT)	Sep 15—Oct 13 Tuesdays 6pm—8pm	$350	September 11th
Introduction to Digital Photography (STX)	Sep 26—Oct 24 Saturdays 9am—12pm	$200	September 18, 4pm
SAT Fall Review for High School Seniors (STX)	Sep 26—Nov 21 Sat 8:45 am —1:00 pm	$455	*See Below

*Pre-Registration and $155 non-refundable deposit is due by 4pm on 9/2115. Final payment is due by 9/18/15.

October

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Human Resources—SHRM Learning System (STX)	Oct 1—Nov 19 Tue & Thu 5:45pm—8:45pm	$1599 (includes SHRM Learning System)	*See Below
Introduction to Microsoft Excel 2013 (STT)	Oct 5—Nov 9 Mondays 6pm—9pm	$250	October 2nd

*Pre-Registration and $599 non-refundable deposit is due by 4pm on 9/2/15. Final payment is due by 9/25/15.

November

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Introduction to Quickbooks (STT)	Nov 9—Dec 12	$400	November 6th
Intermediate Microsoft Excel 2013 (STT)	Nov 16—Dec 14	$250	November 13

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2015 Online Program Schedule

September

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Management Boot Camp (24 hrs)	Sep 8—Oct 2	$295	Sep 14th
Entrepreneur Boot Camp	Sep 8—Oct 2	$195	Sep 14th
Leadership Principles (16 hrs)	Sep 8—Oct 2	$145	Sep 14th
Revenue Generation for Non-Profits (40 hrs)	Sep 8—Oct 2	$395	Sep 14th
Supervisory & Leadership (32 hrs)	Sep 8—Oct 2	$395	Sep 14th
Medical Coding (24 hrs)	Sep 16—Oct 28	$139	Sep 22nd
Admin Assistant Fundamentals (24 hrs)	Sep 16—Oct 28	$139	Sep 22nd
Accounting Fundamentals (24 hrs)	Sep 16—Oct 28	$139	Sep 22nd
Medical Terminology (24 hrs)	Sep 16—Oct 28	$139	Sep 22nd

October

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Extraordinary Customer Service (16 hrs)	Oct 5—30	$145	Oct 9th
YouTube for Business	Oct 5—30	$245	Oct 9th
Marketing Using Social Media	Oct 5—30	$195	Oct 9th

November

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Integrating Social Media into Your Organization (16 hrs)	Nov 2—27	$195	Nov 6th

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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)

<u>St. Croix</u>
UVICELL Center—Rm 105 Research & Extension Center

<u>St. Thomas</u>
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.