University of the Virgin Islands

UVICELL
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Spring 2015

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UVICELL provides you with a host of educational options, whether its on campus, online or at your workplace.

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

- **In-Class Programs**
- **Online Courses**
- **Certification Opportunities**

AUTHORIZED IACET PROVIDER

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

Spring 2015 In-class Schedule – STT & STX

February

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Wilton Course 1—Building Buttercream Skills (STT)	February 3—24 Tuesdays 6 pm—8pm	$250	January 30th
Introduction to QuickBooks (STT)	February 3—March 3 Tuesdays 6 pm—9pm	$400	January 30th
Introduction to Bookkeeping Using QuickBooks (STX)	February 3—March 10 Tuesdays 2 pm—5pm	$400	January 30th

March

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Wilton Course 2—Flowers and Cake Design (STT)	March 17—April 7 Tuesdays 6pm—8pm	$275	March 13th
Using QuickBooks for VI Payroll (STX)	March 31—April 21 Tuesdays 2pm—5pm	$400	March 24th

April

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Clinical Medical Assistant Program (STX)	April 28—October 28	TBD	April 16th

May

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Wilton Course 3—Fondant & Gum Paste (STT)	May 12—June 2 Tuesdays 6pm—8pm	$275	May 8th

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2015 Online Program Schedule

January

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Medical Coding (24 hrs)	Jan 21—Mar 4	$139	Jan 14th
Admin Assistant Fundamentals (24 hrs)	Jan 21—Mar 4	$139	Jan 14th
Accounting Fundamentals (24 hrs)	Jan 21—Mar 4	$139	Jan 14th
Medical Terminology (24 hrs)	Jan 21—Mar 4	$139	Jan 14th

February

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Management Boot Camp (24 hrs)	Feb 2 –27	$295	Feb 6th
Entrepreneur Boot Camp (16 hrs)	Feb 2 –27	$195	Feb 6th
Leadership Principles (16 hrs)	Feb 2 –27	$145	Feb 6th
Revenue Generation for Non-Profits (40 hrs)	Feb 2 –27	$495	Feb 6th
Supervisory & Leadership (32 hrs)	Feb 2 –27	$395	Feb 6th

March

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Extraordinary Customer Service (16 hrs)	Mar 2—27	$145	Mar 6th
YouTube for Business	Mar 2—27	$245	Mar 6th

April

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Integrating Social Media into Your Organization (16 hrs)	Apr 6—May 1	$195	Apr 10th

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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.