



University of the Virgin Islands



“Enrich your life with our exciting array of courses, seminars and educational opportunities designed for diverse audiences of all ages!”

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



TWO LOCATIONS. ENDLESS POSSIBILITIES.

St. Thomas

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

St. Croix

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


UVICELL
Where Learning Never Stops.

Summer 2014

You don’t have to go far to learn the latest in many areas of interest for your career and personal interests.

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>**



Summer 2014 In-class Schedule

May

COURSE	DAYTIME	FEE	REGISTRATION DEADLINE
Understanding Payroll	May 6—Jun 3 Tuesdays, 6pm—9pm	\$350	Apr 29th
Cake Decorating Basics (Session 1)	May 20—June 10 Tuesdays, 6pm—8pm	\$250	May 13th
Basics of Keyboarding	May 19—Jun 6 MWF 6pm—8:30pm	\$250	May 13th

June

COURSE	DAYTIME	FEE	REGISTRATION DEADLINE
There's an App for That	Jun 23—25 Mon & Wed, 6pm—8pm	\$99	Jun 16th

July

COURSE	DAYTIME	FEE	REGISTRATION DEADLINE
Basic Computing	Jul 12—Aug 9 Saturdays, 9am—12pm	\$275	Jul 4th
Cake Decorating Basics (Session 2)	Jul 15—Aug 19 Tuesdays, 6pm—8pm	\$250	Jul 8th
Using Social Media Effectively	Jul 14—Aug 13 Mon & Wed, 6pm—8pm	\$275	Jun 6th

August

COURSE	DAYTIME	FEE	REGISTRATION DEADLINE
Introduction to Word 2010	Aug 12—28 Tue & Thu, 6pm—8pm	\$250	Aug 15th

2014 Online Program Schedule

May

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Extraordinary Customer Service (16 hrs)	May 5—30	\$145	May 9
Medical Coding (24 hrs)	May 21—Jul 2	\$139	May 16
Admin Assistant Fundamentals (24 hrs)	May 21—Jul 2	\$139	May 16
Accounting Fundamentals (24 hrs)	May 21—Jul 2	\$139	May 16
Medical Terminology (24 hrs)	May 21—Jul 2	\$139	May 16

June

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Management Boot Camp (24 hrs)	Jun 2—27	\$295	Jun 6
Entrepreneur Boot Camp (16 hrs)	Jun 2—27	\$195	Jun 6
Integrating Social Media into Your Organization (16 hrs)	Jun 2—27	\$195	Jun 6
Revenue Generation for Non-Profits (40 hrs)	Jun 2—Jul 25	\$495	Jun 6
Supervisory & Leadership (32 hrs)	Jun 2—Jul 25	\$395	Jun 6

July

COURSE	DAY/TIME	FEE	REGISTRATION DEADLINE
Photoshop for Presentations (16 hrs)	Jul 7—Aug 1	\$195	Jul 11
Leadership Principles (16 hrs)	Jul 7—Aug 1	\$145	Jul 11

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.