“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**

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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](http://cell.uvi.edu)

**Fall 2015**

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

**TWO LOCATIONS. ENDLESS POSSIBILITIES.**

- **St. Thomas**
  UVI Campus—Faculty East
  Old Merchant’s Market Rd.
- **St. Croix**
  Joseph A. Simpson Bldg.
  23A Hospital Street, Fsted
Fall 2015 In-class Schedule – STT & STX

### September

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY/TIME</th>
<th>FEE</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
</table>
| 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 8:45am —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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY/TIME</th>
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<th>REGISTRATION DEADLINE</th>
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</thead>
</table>
| 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

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

To enroll call (340) 693-1100, (340) 692-4230 or visit [http://cell.uvi.edu](http://cell.uvi.edu).
## 2015 Online Program Schedule

### September

<table>
<thead>
<tr>
<th>COURSE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Management Boot Camp (24 hrs)</td>
<td>Sep 8—Oct 2</td>
<td>$295</td>
<td>Sep 14th</td>
</tr>
<tr>
<td>Entrepreneur Boot Camp</td>
<td>Sep 8—Oct 2</td>
<td>$195</td>
<td>Sep 14th</td>
</tr>
<tr>
<td>Leadership Principles (16 hrs)</td>
<td>Sep 8—Oct 2</td>
<td>$145</td>
<td>Sep 14th</td>
</tr>
<tr>
<td>Revenue Generation for Non-Profits (40 hrs)</td>
<td>Sep 8—Oct 2</td>
<td>$395</td>
<td>Sep 14th</td>
</tr>
<tr>
<td>Supervisory &amp; Leadership (32 hrs)</td>
<td>Sep 8—Oct 2</td>
<td>$395</td>
<td>Sep 14th</td>
</tr>
<tr>
<td>Medical Coding (24 hrs)</td>
<td>Sep 16—Oct 28</td>
<td>$139</td>
<td>Sep 22nd</td>
</tr>
<tr>
<td>Admin Assistant Fundamentals (24 hrs)</td>
<td>Sep 16—Oct 28</td>
<td>$139</td>
<td>Sep 22nd</td>
</tr>
<tr>
<td>Accounting Fundamentals (24 hrs)</td>
<td>Sep 16—Oct 28</td>
<td>$139</td>
<td>Sep 22nd</td>
</tr>
<tr>
<td>Medical Terminology (24 hrs)</td>
<td>Sep 16—Oct 28</td>
<td>$139</td>
<td>Sep 22nd</td>
</tr>
</tbody>
</table>

### October

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<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary Customer Service (16 hrs)</td>
<td>Oct 5—30</td>
<td>$145</td>
<td>Oct 9th</td>
</tr>
<tr>
<td>YouTube for Business</td>
<td>Oct 5—30</td>
<td>$245</td>
<td>Oct 9th</td>
</tr>
<tr>
<td>Marketing Using Social Media</td>
<td>Oct 5—30</td>
<td>$195</td>
<td>Oct 9th</td>
</tr>
</tbody>
</table>

### November

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</tr>
</thead>
<tbody>
<tr>
<td>Integrating Social Media into Your Organization (16 hrs)</td>
<td>Nov 2—27</td>
<td>$195</td>
<td>Nov 6th</td>
</tr>
</tbody>
</table>

To enroll call (340) 693-1100, (340) 692-4230 or visit [http://cell.uvi.edu](http://cell.uvi.edu).
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 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 UVICELL 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.

Revised 9/11/09