“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

UVICELL provides you with a host of educational options, whether it's 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

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
### Spring 2015 In-class Schedule – STT & STX

#### February

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

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY/TIME</th>
<th>FEE</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Medical Assistant Program (STX)</td>
<td>April 28—October 28</td>
<td>TBD</td>
<td>April 16th</td>
</tr>
</tbody>
</table>

#### May

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY/TIME</th>
<th>FEE</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
</table>
| Wilton Course 3—Fondant & Gum Paste (STT)               | May 12—June 2

  Tuesdays 6pm—8pm  | $275  | May 8th |

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

## January

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY/TIME</th>
<th>FEE</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Coding (24 hrs)</td>
<td>Jan 21—Mar 4</td>
<td>$139</td>
<td>Jan 14th</td>
</tr>
<tr>
<td>Admin Assistant Fundamentals (24 hrs)</td>
<td>Jan 21—Mar 4</td>
<td>$139</td>
<td>Jan 14th</td>
</tr>
<tr>
<td>Accounting Fundamentals (24 hrs)</td>
<td>Jan 21—Mar 4</td>
<td>$139</td>
<td>Jan 14th</td>
</tr>
<tr>
<td>Medical Terminology (24 hrs)</td>
<td>Jan 21—Mar 4</td>
<td>$139</td>
<td>Jan 14th</td>
</tr>
</tbody>
</table>

## February

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Management Boot Camp (24 hrs)</td>
<td>Feb 2 –27</td>
<td>$295</td>
<td>Feb 6th</td>
</tr>
<tr>
<td>Entrepreneur Boot Camp (16 hrs)</td>
<td>Feb 2 –27</td>
<td>$195</td>
<td>Feb 6th</td>
</tr>
<tr>
<td>Leadership Principles (16 hrs)</td>
<td>Feb 2 –27</td>
<td>$145</td>
<td>Feb 6th</td>
</tr>
<tr>
<td>Revenue Generation for Non-Profits</td>
<td>Feb 2 –27</td>
<td>$495</td>
<td>Feb 6th</td>
</tr>
<tr>
<td>(40 hrs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisory &amp; Leadership (32 hrs)</td>
<td>Feb 2 –27</td>
<td>$395</td>
<td>Feb 6th</td>
</tr>
</tbody>
</table>

## March

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</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary Customer Service (16 hrs)</td>
<td>Mar 2—27</td>
<td>$145</td>
<td>Mar 6th</td>
</tr>
<tr>
<td>YouTube for Business</td>
<td>Mar 2—27</td>
<td>$245</td>
<td>Mar 6th</td>
</tr>
</tbody>
</table>

## April

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Integrating Social Media into Your Organization (16 hrs)</td>
<td>Apr 6—May 1</td>
<td>$195</td>
<td>Apr 10th</td>
</tr>
</tbody>
</table>

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