

# Continuing Education Information

## Class Size

Each class size is limited to ensure quality instruction and maximum benefit to the student. Once a class has filled, students will be placed on the wait list in the order their registration is received. When a vacancy has been created, the students on the wait list will be notified by the Continuing Education office, and at that time the student may choose to register (with payment), or decline.

## Eligibility to Attend Classes

Anyone can take community education courses and improve their quality of life! We have a Kids' College for kids under the age of 16. Those 16 years and older may take adult classes. We also offer a great program for seniors in the form of a VIP program, for those over the age of 60 who reside in the OTC service region. Please see the VIP policy to learn more on this option.

## Disclaimer

Every effort has been made to make this publication accurate as of the date of issue; however, all policies, procedures, tuition, fees, faculty, and curricula are subject to change at any time by appropriate action of the faculty and the college administration. This publication is not intended to be a contract, explicit or implied, and the college reserves the right to make changes in information contained herein. Class locations and instructors may change after publication of the course schedule – these changes are allowable and will not qualify a student for a refund.

## Equal Opportunities

OTC is committed to a policy of nondiscrimination and equal opportunities in its admissions, education programs, activities and employment regardless of race, color, gender, national origin, religion, veteran status, marital status, age or disability.

## Your Input

If you are interested in a subject or activity you do not see available, we would like to hear from you. Email us at [continuinged@otc.edu](mailto:continuinged@otc.edu) or call us at 447-8888 with your suggestions or requests.

## Inclement Weather

*Classes are canceled by the office of the President of the College.* Listen to your local radio station for specific instruction. You may also check the OTC website at [www.otc.edu](http://www.otc.edu) for up to the minute changes.

## **Visitors to Class**

Only the registered individual may attend class. No children are allowed in the adult classes, and no adults are allowed to attend classes with children. We do offer some great family classes and those are specified by description. Examples are Family Sign Language and Cooking Together classes.

## **Student Policies and Procedures**

Students must adhere to the same behavioral standards as all OTC students. Failure to do so will result in dismissal from the class with no refund of fees. Students must complete at least 80% of the Continuing Ed class in order to earn a "P" (pass) grade; all others will earn an "I" for incomplete. Some professional and certificate programs require 100% attendance. For more information about student policies and procedures, see the OTC handbook at the web site, [www.otc.edu](http://www.otc.edu), or pick up a copy at the Continuing Education office.

## **Attention: Business and Industry**

We are pleased to work with businesses and other organizations to bring our classes on-site to you. If you see a class that you would like to host at your business, email [pattersd@otc.edu](mailto:pattersd@otc.edu) or call (417) 447-8888.

## **Drop Policy**

- We're happy to help you if you need to drop a class. If you contact us prior to three business days before the start of the class, we'll refund all your funds less a \$20 processing fee.
- A full refund of the class fee paid will be made if a class is canceled by the college.
- Unfortunately, there are a few classes that provide for no drop/withdrawal for any reason, regardless of date of notification. This is because some preparation and materials will be created just for you and required considerable effort on the part of the college to prepare. These classes include: basic motorcycle, scooter and experienced motorcycle rider classes and horseback riding classes. These classes are limited in size and require confirmed payment to cover expenses of instruction, range rental and equipment use.

## **Confirmation Policy**

We'll be happy to send you an email confirmation of your class enrollment with payment information, room and map to the class, and a reminder of dates/times. If you need to call prior to the class to confirm your class location, feel free to reach us at 447-8888.

## **Tobacco Free**

*OTC is a Tobacco Free Institution.* Please respect this policy and refrain from using tobacco products while you are on our campus. We're striving to create a clean air environment for all to enjoy.