

CONTINUING EDUCATION REGISTRATION CALENDAR 2009 - 2010

Getting Registered

Registration for continuing education classes will be accepted through the deadlines listed below. All applications are taken on a first-come, first-served basis. Early registrations are encouraged to ensure efficacy in enrollment and space availability.

Fall Quarter 2009

Registration begins - September 8, 2009 - October 7, 2009
Classes begins - October 7, 2009
Extended Registration - October 7, 2009 - October 31, 2009

Winter Quarter 2010

Registration begins - December 11, 2010 – January 13, 2010
Classes begins - January 13, 2009
Extended Registration - January 13, 2010 - January 30, 2010

Spring Quarter 2010

Registration begins - March 8, 2010 - April 19, 2010
Classes begins - April 19, 2010
Extended Registration - April 19, 2010 - April 30, 2010

Registration Procedure

You may register for a class anytime before the starting date on a space available basis. You may register utilizing one of the following methods listed below (payment in full is due at time of registration):

1. Telephone: (404) 225-4487 (payment by major credit/debit card required Visa or Master Card only)
2. Online: www.atlantatech.edu (payment by major credit/debit card required Visa or Master Card only)
3. Fax: (404) 225-4630 (payment by major credit/debit card required Visa or Master Card only - a registration form can be downloaded from our website at <http://www.atlantatech.edu>)
4. Mail: (Atlanta Tech will only accept a personal check for payment of class 7 business days prior to the starting class date). Make your check payable to Atlanta Technical College (include your driver's license number and expiration date on the check) and mail the check to: Atlanta Technical College, Continuing Education, 1560 Metropolitan Parkway, SW Atlanta, GA 30310-4446.
5. Invoice: If your company would like to make billing arrangements, please contact our office at 404-225-4487. Be sure to provide the name of the company and the printed name, signature, and telephone number of the person authorizing the billing. For your convenience, we also accept company credit cards and checks.

Refund Policy

Each course is carefully monitored to ensure sufficient enrollment. Students will be notified at least 48 hours prior to the start of class should low enrollment cause a class to be cancelled and will be given the following options:

- Transfer to another class
- Put registration money in ESCROW for up to six months to be applied to a future class
- Receive a full refund

In the event you need to cancel your registration, you must submit a refund request from (to download this form, please visit our website at www.atlantatech.edu) to our office no later than 7 business days prior to the start of your class in order to receive a refund. All refund requests are subject to a \$15 processing fee. Please allow up to four (4) weeks for refunds to be processed. Check refunds are subject to a ten day business hold from the date of the check to ensure the funds have cleared our bank. Failures to attend the course DOES NOT constitute formal withdrawal.

Return Check Policy

Atlanta Technical College will impose a \$30 charge for all returned checks.

Transcripts

All of our certificate programs are non-credit programs and do not qualify for college credit. All certificate programs qualify for Continuing Education Units (CEUs). Ten contact hours equal one (1) CEU credit. **CEUs are given only upon request.**

Certificate Replacement

Atlanta Technical College will impose a \$10 service fee for all requests for the reprint of certificates.

Special Needs

In order to participate or receive the benefit of continuing education programs, any person who can provide documentation of one or more disabilities may be eligible for disability services. Students requesting interpreters, assistance obtaining books on tape, special seating, Braille, arrangements to accommodate personal attendants, and/or use of special equipment must request services one month prior to anticipated time of enrollment. Less specialized accommodations may be requested two weeks prior to the first week of class. For more information or to request disability services, please call James Askew at 404.225.4462.

The Atlanta Technical College does not discriminate on the basis of race, color, national origin, gender or disability. Please contact the Equity Coordinator (Harriet Ferrell, 404.225.4463, hferrell@atlantatech.edu), Section 504 Coordinator (James Askew, 404.225.4462, jaskew@atlantatech.edu) or Senior Research Analysis/Technical College System of Georgia (Barbara Landay, 404.679.1664, blanday@tcs.org) for clarification.